



Commemorative Bench Policy

1. Objective

The Town of Baie-D'Urfé hereby establishes the aforementioned policy with the intent of regulating commemorative benches on its territory.

2. Request

Any individual interested in proposing the installation of a commemorative bench within the territory of Baie-D'Urfé must submit a written request to this effect, addressed to Mayor and Council. The request must be made in memory of a Baie-D'Urfé resident or former resident. The applicant may suggest a location for the bench.

Following receipt, the Administration will review the request and respond the applicant within 30 days. The Administration will approve or deny the request. In order to grant the request, the Administration may propose a different location for the bench.

3. Costs and procedures

a) Request for the Bench and Plaque

The fee for the bench and the plaque will be \$ 1,000 from which the cost of materials will be paid from and the difference will be donated to the Commemorative Fund. The latter will be a fund within the Affected Surplus.

Should the applicant have a particular location in mind, Council and Administration will consider it. However, the Administration reserves the right to choose the bench and its location to ensure standardization and harmony with existing park benches. The Town may relocate or remove the bench at any time under certain circumstances.

The Town will be responsible for the installation of the bench and the plaque. The Town will ensure normal maintenance on the bench, to the best of its abilities. However, there will be no guarantee for its continued existence. The Town reserves the right for the duration of the bench.

Should the applicant not approve any aspect of the bench request, he/she may withdraw their request. Once payment is made, no cancellation or reimbursement can be made.

b) Commemorative Fund and Tax Receipt for Donation

The Commemorative Fund is a fund within the Affected Surplus. The amount that is obtained over and above the cost of the bench and/or plaque will automatically be transferred to this fund. Citizens providing such a donation will be eligible for a tax receipt for the full amount donated to the Town.

c) The Plaque

The content of the plaque must be approved by the Administration. It will be validated by the applicant prior to ordering.

Depending on the weather, the bench and plaque may be installed in the following calendar year. The applicant will be informed once the installation is completed.

4. Adoption

This policy was adopted on February 9, 2021, via resolution 2021-02-18.