
Title:	Commemorative Bench Program	Policy No:	2024-02
		Supersedes:	2016-02
Authority:	Council	Approval Date:	November 12, 2024
		Effective Date:	November 12, 2024

PURPOSE

To provide a standard policy for acceptance of donations to install commemorative benches in Town of Hanna facilities.

POLICY STATEMENT

The Commemorative Bench Program is established by the Town of Hanna to allow benches to be purchased at the request of individuals interested in donating a bench that can be placed within our parks, cemetery and green spaces or along the walking trails. These benches may recognize the life of a loved one, celebrate an event or recognize a business in the community.

RESPONSIBILITIES

Town of Hanna Administrative Services is responsible to ensure the accuracy and currency of this policy with respect to the above.

STANDARDS & PROCEDURES

The Town of Hanna provides commercial quality equipment within our parks and green space areas as they are public spaces. Each bench will be secured on a concrete pad to prevent them from being moved once they are placed. The benches are high quality powder-coated metal frames with plastisol covering on the seating area.

The donation required to purchase either style of bench is \$2,300.00, which includes the cost of the bench, freight and installation. The engraving on the plaque is the responsibility of the donor.



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The Town will provide maintenance and repairs to the bench for a minimum of 15 years, however after that point the bench may need to be removed from service. The bench has a 5-year manufacturer’s warranty and is commercial grade so it is expected that the lifespan of the bench will exceed 15 years. Once removed from service, the Town will not be responsible to replace the commemorative bench.

The Town of Hanna will accept funds donated for the purchase of commemorative benches in one style and six colors. To maintain symmetry within each type of facility, the location of the bench will determine the color permitted.

The style is as follows:

**Courtyard Style
With Perforated Pattern**



Each Bench is 6 feet in length and includes a 4" x 6" brushed stainless steel memorial plaque in the center of the back rest. This style is available in Black, Blue, Red, Green, Purple or Yellow. Selected colour and location combinations are subject to the approval of the Community Services Facilities Manager, and alternative locations or colours may be suggested.

The colour permitted within each type of facility is as follows, where specified:

- East Goose Monument
- West Goose Monument
- Fox Lake Park
- Hanna Cemetery
 - Black or Green Options
- Hanna Visitor Information Centre
- Hector King-Hunter Pioneer Park
- Kinsmen (Turtle) Park
- Memorial Park
 - Black Colour Only
- RCMP Park
- Triplex Ball Diamonds & Soccer Fields
- Walking Trails (Fox Lake & Palliser Trails)
- Winkler Park

Commemorative Bench Order Form

Town of Hanna Policy 2024-02 provides a standard policy for acceptance of donations to install commemorative benches in Town of Hanna facilities.

The policy allows benches to be purchased at the request of individuals interested in donating a bench that can be placed within our parks, cemetery and green spaces or along the walking trails. The benches include a 4" x 6" brushed stainless steel memorial plaque in the center of the back rest which may be engraved to recognize the life of a loved one or celebrate an event in the community.

Donor(s): _____

Mailing Address: _____

Phone: _____

E-Mail: _____

Preferred Location and Colour:

East Goose Monument

West Goose Monument

Fox Lake Park

Hanna Cemetery

Black

Green

Hanna Visitor Information
Centre

Hector King-Hunter Pioneer
Park

Kinsmen (Turtle) Park

Memorial Park (Black Only)

RCMP Park

Triplex Ball Diamonds &
Soccer Fields

Winkler Park

Walking Trails:

Fox Lake Trail

Palliser Trail

Preferred Colour Option(s): _____



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Other Comments:

I HEREBY AGREE THAT MY DONATION OF \$2,300.00 WILL PROVIDE A COMMEMORATIVE BENCH FOR THE TOWN OF HANNA.

I UNDERSTAND THAT THE TOWN OF HANNA WILL ORDER, INSTALL, MAINTAIN AND REPAIR THE BENCH FOR A MINIMUM OF 15 YEARS AND THAT THE TOWN OF HANNA MAY REMOVE THE BENCH FROM SERVICE AFTER THAT TIME. THE TOWN OF HANNA WILL NOT BE RESPONSIBLE TO REPLACE THE COMMEMORATIVE BENCH ONCE REMOVED. ORDERING OF BENCH WILL OCCUR FOLLOWING APPROVAL OF COMMUNITY SERVICES FACILITIES MANAGER AND DONOR(S).

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO HAVE THE PLAQUE FOR THE BENCH ENGRAVED AND RETURNED TO THE TOWN FOR PLACEMENT ON THE BENCH.

DONOR

SIGNATURE: _____ DATE: _____

NAME (please print): _____

STAFF

SIGNATURE: _____ DATE: _____

NAME (please print): _____