



**POLICY
COMMEMORATIVE PARK BENCHES
January 1st 2012**

The City of Pointe-Claire may install commemorative park benches, following a citizen's request wishing to acquire one. This applicant will need to conform to the following prerequisites:

1. The City of Pointe-Claire will accept a request for which it is appropriate to recognize a person worthy of mention or for an anniversary to be remembered;
2. Only one application is allowed per person per year;
3. The bench must represent an individual, not a business in any case;
4. The applicant must be a resident or a former resident of Pointe-Claire;
5. The City will accept any request of appropriate commemoration, such as a death memorial, the life of a remarkable person, a unique event, a professional realization, a 50th wedding anniversary, etc.

REQUIREMENTS :

1. The applicant shall pay delivery fees, the bench, concrete base, plate, lettering as well as the installation and preparation of the site;
2. Fees:
 - 2.1 From 1 060, 00\$ plus applicable taxes (1 218, 74\$ incl. taxes) for the supplies, transportation, installation of the bench on an existing concrete base (or interlocking pavement) and for the installation of a commemorative plate;
 - 2.2 From 1 764\$ plus applicable taxes (2 028, 16\$ incl. taxes) for the supplies, transportation, installation of the bench on a new concrete base and installation of a commemorative plate.

FEEES WILL BE REVISED ANNUALLY ACCORDING TO CITY BY-LAW **PC-2798**, P. 64, APPENDIX II-14.

3. The bench shall be installed on City property by one of its employees (or sub-contractor) at a specific time authorized by the Public Works Department. The orientation itself could be determined in the presence of the person making the request. The City's representative may refuse any proposition concerning its site or orientation.
4. Bench model is entirely upon the City discretion.
5. The City assures that it will take all reasonable possible care to the bench and commemorative plate.

6. However, in the case that the bench and commemorative plate should need to be removed, within a 3 year time after its installation, the City can reimburse for the bench and the commemorative plate.
7. Text inscription must be given by the requesting person to the Parks and Horticulture Division for its approval. Text must be short and in the two official languages. French will prevail on English (see examples attached). Once the text is approved, the applicant must produce a plate, pay for it and hand it to the appropriate person at the Parks and Horticulture Division.
8. The commemorative plate must be made according to the following specifications:

Material, finishes and acceptable colors:	<ul style="list-style-type: none"> - Aluminium - Brass - Bronze - Stainless steel
Plate dimensions :	4 ½ " X 6" (114 mm X 152 mm);
Thickness of plate :	1/16" (± 1.5 mm);
Plate :	four (4) cut corners at 45°;
	four (4) holes of 3/16" (5 mm) diameter in four corners
Lettering (font) :	Times New Roman (engraved or moulded);
Anchors :	Stainless steel anti-vandal screws provided by the City

9. The Parks and Horticulture Division will hold a register of all commemorative benches, showing name, address and co-ordinates of the person requesting such, the name and co-ordinates of the designated persons, dates of request and installation of the commemorative park bench, site of installation, etc.
10. The Parks and Horticulture Division is responsible for the present policy.