

City of Sault Sainte Marie

MEMORIAL PARK BENCH AND PICNIC TABLE DONATION POLICY

It is the policy of the City of Sault Sainte Marie (City) to accept donations for the purpose of installing benches and picnic tables within the City Parks to memorialize a departed family member or friend, or to commemorate a special occasion. All donations shall be in compliance with the following:

- A. Donations for Memorials will be accepted only for the purpose of purchasing and installing park benches and picnic tables approved by the City.
- B. Memorials shall be self supporting, i.e. all costs related to a memorial shall be at the expense of a donor(s), including repair or replacement, if necessary. If at any point in the future whereas a bench or picnic table become in disrepair, the City may remove such items. The City is not responsible for maintenance of donations beyond the normal maintenance program.
- C. Most park areas will be permitted, provided that the location is mutually agreed upon by the donor and City staff.
- D. Memorial bench or picnic tables are permitted to memorialize a departed family member or friend, or, at the discretion of the City, to commemorate a special event.
- E. Memorial donations will be recognized by use of a memorial plaque which will be displayed on or near the donated item. Any displays must be approved by the City in advance.

The City will provide residents with a recommended park bench and picnic table for memorial use. These items shall include a description of the bench, picnic table and color photo.

Standard memorial plaques shall be used to promote consistency in cost, size, type, and mounting, with plaque language approved by the City. All placements of plaques must be approved by the City to facilitate grass maintenance operations.

- F. The City does not guarantee park bench, picnic table and plaque longevity. Most items are a powder coated or plastic coated finish over steel that lasts many years and most items come with a warranty from the manufacturer that range from 5 to 10 years.
- G. City staff shall maintain a record of each donation. The record shall contain all relevant information such as the donor's name, person's name who is being memorialized, bench and/or picnic table location, etc.

(Passed by City Commission - Monday, November 5, 2018)