



Policy POL-2501

## PARK BENCH DEDICATION POLICY

This Policy lays out the procedure whereby a person or group may apply to donate and dedicate a park bench in Lions Bay.

1. Location: before completing the Application at the end of this Policy, applicants must confirm availability of a location with the Office ([reception@lionsbay.ca](mailto:reception@lionsbay.ca)). Location availability is restricted:

LOCATION	BENCHES
Lions Bay Beach Park	6
Marjorie's Meadow	1
Broughton Hall back patio	2
Klatt Building forecourt	1
Kelvin Grove Beach and Marine Park	2
Brunswick Beach south	4
Wade Memorial Park	3

There is usually a waiting list and immediate availability is not assured. Subject to the Public Works Manager's recommendation and Council approval, other locations may be considered.

2. Application: upon payment of the Application Fee stipulated in the Fees Bylaw No. 497, the Public Works Manager must approve the dedication plaque wording, with disputes appealed to Council.  
**Wording must reflect that the bench is a dedication not a memorial:** no dates, conceivably politicised statements, advertising or promotion are allowed.
  - a. Plaques are a standard 30 x 6 cm solid bronze, finished to the supplier's normal standard.
  - b. Up to three lines of all-caps text in English or French are available, up to 40 characters per line including spaces and punctuation; one line may have characters twice the height of the other two lines (20-character limit). Lines may be left, centre or right justified. The supplier's standard serif or sans-serif font may be stipulated.
  - c. Plaques can be changed by the original applicant upon payment of the Plaque Replacement Fee stipulated in the Fees Bylaw No. 497.
3. Upon approval of plaque text and upon receipt of the tax-deductible Donation Fee stipulated in Fees Bylaw No. 497, the municipality shall:
  - a. ...Issue a tax receipt in compliance with Canada Revenue Agency regulations. Donations are non-returnable and become the property of the municipality once paid. If the dedication is terminated by the applicant before bench installation, donations will be redirected to another municipality initiative without public acknowledgement.
  - b. ...Supply and install a new 6-foot [Sanderson Concrete Capilano](#) bench or similar at the stipulated location. Installation may take up to 6 months from payment of the Donation Fee

- and a date cannot be guaranteed. Benches are the property of the municipality.
- c. ...Affix the approved plaque and notify the applicant. Altering the bench or its surroundings is not allowed (including plantings, potted plants, candles, pruning, etching, painting of any kind, permanently attaching items to the bench). Benches that have been altered will be permanently removed with the Donation Fee non-returnable, and associated costs billed to the party responsible for the alteration. Spreading or burial of ashes within municipal limits is not permitted.
  - d. ...Maintain land adjacent as the municipality deems appropriate, but the applicant will be notified of changes that require permanent relocation of the bench (maintenance, upgrades or special events, including filming, may require temporary removal).
  - e. ...Maintain the bench and plaque in good repair for 10 years after the date of installation, including repair or replacement (potentially with a bench of similar age) if necessary due to vandalism or breakage. Benches remain outdoors year-round.
  - f. ...Contact the applicant 10 years after installation to offer renewal at the then-current Donation Fee (including a new plaque and bench in the same location), or to return the plaque to the applicant if desired (at no cost). Absent renewal or being able to reach the applicant, benches and plaques shall be disposed of, and the location opened to the waitlist.
4. Other: private benches (and other outdoor amenities such as picnic tables) installed on public property may be removed without notice, except that they may be erected on non-vehicular trails if they are:
- a. ...Made predominantly of natural materials, with fasteners suitable for use and of sufficiently robust construction (in the final opinion of the municipality) for public use.
  - b. ....Registered with the municipality, with any dedication plaque subject to the same requirements as public benches.
  - c. ...Subject to removal by the municipality at the earliest date of:
    - i. Non-compliance;
    - ii. 10 years from registration;
    - iii. Deterioration.
5. This policy replaces POL-017.

Approved by Council assembled in open meeting, this 18<sup>th</sup> day of February, 2025.

**APPLICATION FOR A PARK BENCH DEDICATION**

YYYY-MM-DD

For office use: insert 10-year notice date (applicant notified date below + 10 years)

Applicant	FIRST LAST
Phone	PHONE NUMBER <input type="checkbox"/> cell   <input type="checkbox"/> home   <input type="checkbox"/> office
Email	Email address
Application date	YYYY-MM-DD
Issue Canada tax donation receipt to	FULL NAME
Mail tax donation receipt to	Email address or physical mailing address

<b>PLAQUE TEXT (AN APPROVAL PROOF WILL BE EMAILED)</b>	
Font: <input type="checkbox"/> Serif   <input type="checkbox"/> Sans-serif	
Up to 40 all-caps standard-height characters or 20 double-height characters (including punctuation). A separate sheet may be attached if preferred.	
	Height: <input type="checkbox"/> Standard   <input type="checkbox"/> Double Justify: <input type="checkbox"/> Left   <input type="checkbox"/> Centre   <input type="checkbox"/> Right
	Height: <input type="checkbox"/> Standard   <input type="checkbox"/> Double Justify: <input type="checkbox"/> Left   <input type="checkbox"/> Centre   <input type="checkbox"/> Right
	Height: <input type="checkbox"/> Standard   <input type="checkbox"/> Double Justify: <input type="checkbox"/> Left   <input type="checkbox"/> Centre   <input type="checkbox"/> Right

<b>APPLICATION TRACKING (INTERNAL USE)</b>	
Wording, location approved	SIGNATURE AND DATE
Application Fee received	SIGNATURE AND DATE
Donation Fee received	SIGNATURE AND DATE
Donation tax-receipt issued	SIGNATURE AND DATE
Bench install date	SIGNATURE AND DATE
Plaque install date	SIGNATURE AND DATE
Applicant notified installation complete	SIGNATURE AND DATE <input type="checkbox"/> cell   <input type="checkbox"/> email