

**POLICY
COMMEMORATIVE BENCH**

The City of Pointe-Claire may install a commemorative plaque on an existing public bench following a citizen's request. The citizen will have to comply with certain requirements and satisfy the following prerequisites:

1. The City of Pointe-Claire will accept a request for which it is called to commemorate the anniversary of a death.
2. The applicant is entitled to one request per year.
3. The plaque must represent a natural person or an event, but under no circumstances a business.
4. The person(s) being commemorated must be or have been residents of Pointe-Claire.
5. The City reserves the right to refuse the request following a review by an internal committee.
6. Only one plaque per bench will be permitted.
7. The applicant will choose the location of the commemorative plaque on an existing bench that has no plaque.
8. The commemoration period will be 25 years. The applicant will be able to recover the plaque by contacting the City 3 months prior to the end of this period.

REQUIREMENTS:

1. The applicant shall pay the costs for the plaque, the engraving of the inscription, transportation, and the installation of the plaque.
2. Rates:
 - 2.1 \$800 plus applicable taxes (\$919.80 tax included) to provide, engrave, transport, install, and maintain a commemorative plaque on a selected existing bench for a period of 25 years;
 - 2.2 \$500 plus applicable taxes (\$574.88 tax included) to preserve and maintain the plaque for an additional period of 25 years.

THE RATES WILL BE REVISED ANNUALLY UNDER BY-LAW PC-2846, P.1, APPENDIX II-14.

PUBLIC WORKS

3. The plaque will be installed on an existing public bench by the City (or a subcontractor) when the Public Works Department deems it appropriate. The location of the plaque may be determined with the applicant present. Only one plaque per bench is allowed. The Representative of the City reserves the right to refuse any proposed location deemed non-compliant.
4. The City agrees to provide all reasonable maintenance to the commemorative plaque.
5. In the event that the City determines that the commemorative plaque must be removed within a period of three years after it has been installed, the City may undertake the repayment process for the commemorative plaque or propose to relocate the plaque to another available bench free of charge. In this case, the applicant will be contacted to choose another bench.
6. The text to be engraved on the plaque must be submitted to the Public Works Department for approval by the applicant. The text must be written in both official languages and contain a maximum of 350 characters in total (including spaces). Once approved, the Public Works Department will engrave the commemorative plaque.
7. Characteristics of the commemorative plaque:

Materials, finishing and colours	Engraved stainless steel
Dimensions of the plaque	4½" X 6" (114 mm X 152 mm)
Thickness of the plaque	1/16" (± 1.5 mm)
Plaque	- Four (4) 3/16" (5 mm) diameter holes will be at the four corners - The centre of each hole will be 5/16" (8 mm) from the edge
Lettering (font):	Arial Narrow, 18 points
Anchors:	Anti-vandal stainless steel screws

8. The Public Works Department will keep a register of memorial plaques on existing public benches, indicating the name and contact information of the applicant, the names and contact information of the persons affected by the request, the date of the request, the date the commemorative plaque was installed, and the location where the plaque was installed.
9. The Public Works Department is responsible for this policy.