## **GENERAL POLICY #1**

## MEMORIAL BENCH INSTALLATIONS

- 1. All requests for the donation of memorial benches must be pre-approved by Council.
- 2. All memorial benches being donated shall be purchased from an approved supplier of such equipment.
- 3. Individuals donating memorial benches are responsible for the delivery of said bench to the Public Works Department yard during operating hours.
- 4. The Public Works Department shall install all donated memorial benches within a reasonable timeframe.