

# CITY OF CASTLEGAR EMPLOYEE POLICY AND PROCEDURE MANUAL

<b>Millennium Walkway – Bench Sponsorship</b>			
Section:	Administrative	Resolution No:	225-06
Policy Number:	1-6	Amended by:	
Effective Date:	2006 April 03		

## **GENERAL STATEMENT:**

Following the opening of the Columbia River Millennium Walkway in 2001, the City offered an opportunity for members of the community to sponsor the 20 benches located along the Walkway path.

This policy has been established to provide direction for the assignment and sponsorship of the 20 original benches located at the Millennium Walkway. The procedure for sponsoring the 5 remaining benches, and for replacement of plaques on the 15 benches currently sponsored, must be in accordance with this policy.

## **PROCEDURE:**

1. Those wishing to sponsor a bench at the Millennium Walkway must make application to the City on the appropriate application form.
2. Cost to sponsor a bench located at the Millennium Walkway shall be \$1,000.
3. A new bench sponsor shall supply the City with a bronze plaque for placement on the bench and cost of the original plaque purchase shall be borne by the bench sponsor.
4. Bench plaques shall be:
  - a) bronze
  - b) 9 inch (23 cm) wide x 3 inch (8 cm) high niche plate with a bevelled, polished edge
5. Wording on plaques shall be:
  - a) 1 cm. high
  - b) 3 mm. deep
  - c) a maximum of 60 characters per plaque

6. Plaques shall be prepared so that screw heads are countersunk and screw heads shall be painted the same colour as the plaque.
7. A maximum of two plaques to be placed on one bench.
8. If it is necessary to replace an existing metal/lamacoid or bronze plaque at the Millennium Walkway, the bench sponsor will be responsible for ordering the replacement plaque in accordance with policy specifications.

The City will reimburse the bench sponsor for replacement costs as follows:

- a) **for first plaque replacement**, the City will reimburse the sponsor, up to a maximum of \$250.00 for a bronze plaque,
- b) **for second plaque replacement**, the City will reimburse the sponsor, up to a maximum of \$125.00 for a bronze plaque,
- c) **all further replacements** of bronze plaques will be borne solely by the bench sponsor.

Sponsors shall order and purchase the replacement plaque, then present their original receipt for reimbursement by the City.

The City will no longer purchase metal/lamacoid plaques at the Millennium Walkway.

9. Installation of plaques shall be the responsibility of the City.
10. If, at some time in the future, sponsored benches are removed from the Millennium Walkway, plaques will be removed and placed in another location within the City of Castlegar.
11. Once the remaining 5 benches have been sponsored, the Millennium Walkway bench sponsorship program shall be evaluated.

File: **6140-20.M1**



City of Castlegar  
EMPLOYEE POLICY AND PROCEDURES MANUAL

**Millennium Walkway – Bench Sponsorship  
- APPLICATION FORM -  
Policy 1-6**

Sponsor Name:	
Address:	
Phone Number:	
Bench Number:	<i>(as outlined on the Walkway map)</i>
Name on Bench Plaque:	
Date:	

In accordance with Section 2 of the City of Castlegar Millennium Walkway – Bench Sponsorship Policy 1-6, which states:

2. *Those wishing to sponsor a bench at the Millennium Walkway must make application to the City on the appropriate application form.*

I hereby request to sponsor a bench at the Millennium Walkway in accordance with City of Castlegar Millennium Walkway – Bench Sponsorship Policy 1-6 and agree to the terms contained in the policy.

Signature of Applicant:	
Date Signed	

Signature of City Representative:	
Date Signed	
Payment Received:	

*Cost Code for Bench Sponsorship – 01 1913 0002 (Benches Citizen Participation)*

## *Please Note*

**In order to ensure that plaques can be placed on our City benches, they must be prepared in accordance with this policy.**

**The City will not be responsible for plaques prepared in sizes other than those stated in the policy.**

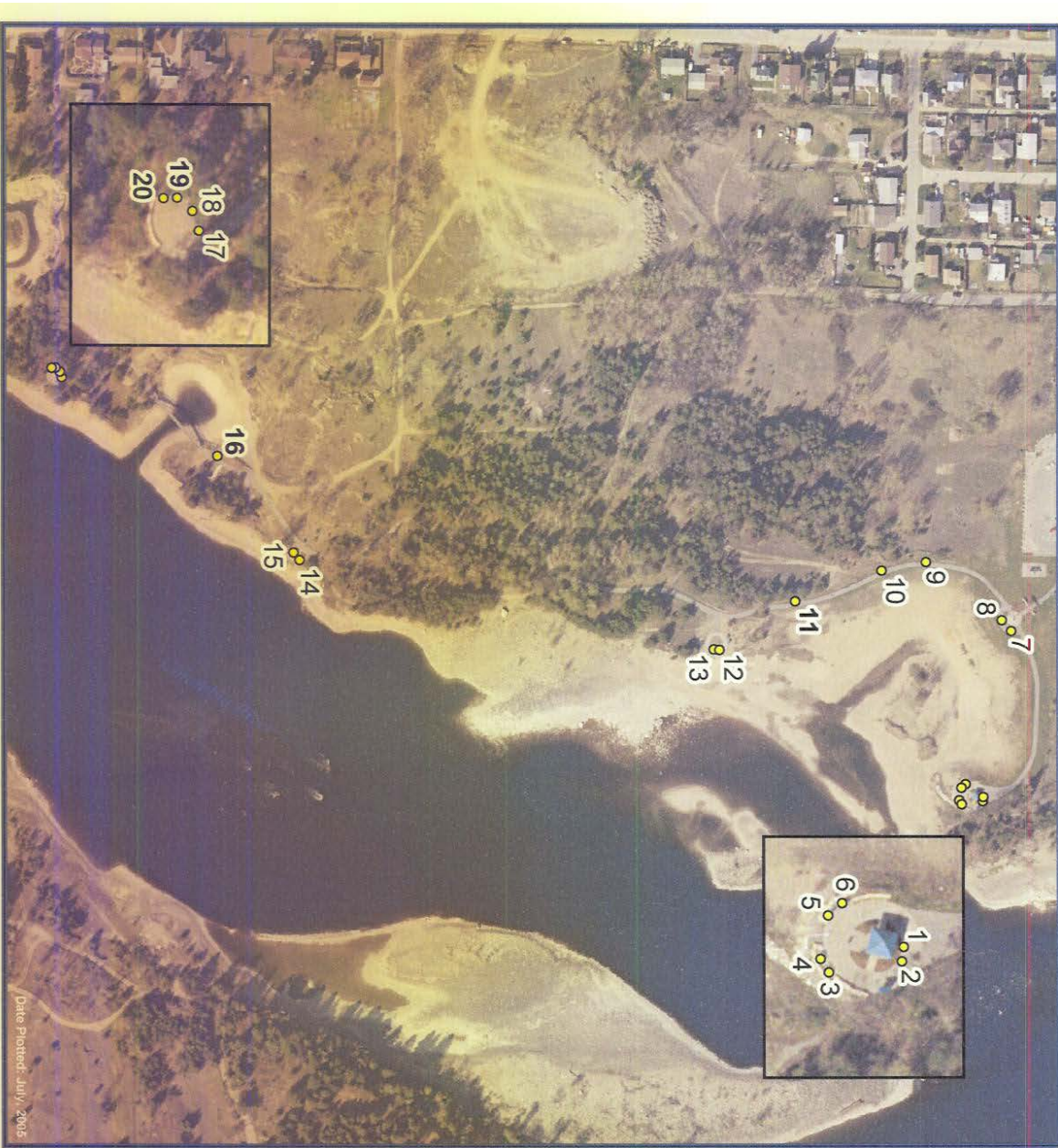
**Millennium Walkway Benches  
Sponsors  
(See map for corresponding bench sites)**

<b>Bench Number</b>	<b>Sponsor</b>
1	Hall
2	Lampard
3	Archambault
4	Groutage
5	Quiding
6	Nutter
7	Hiebert
8	Pitts
9	SHSS Grads
10	SHSS Classes
11	No Sponsor
12	Harmston
13	Johnson
14	Neumann
15	D'Andrea
16	No Sponsor
17	Gallo
18	Gray
19	No Sponsor
20	No Sponsor

/pam

Revised February 23, 2007

H:\My Documents\Benches\Bench Sponsors.Feb 2007.doc



**CITY OF CASTLEGAR**

**Millennium Walkway  
Park Benches**

● Park Bench

0 20 40 60 Meters

- SPONSORS**
- 1 - Hall
  - 2 - Lampard
  - 3 - Archambault
  - 4 - Groutlage
  - 5 - Quidling
  - 6 - Nutter
  - 7 - Hiebert, Hiebert Stevenson
  - 8 - Pitts
  - 9 - SHSS Grads
  - 10 - SHSS Classes
  - 11 - No Sponsor
  - 12 - Harmston
  - 13 - Johnson
  - 14 - Neumann
  - 15 - D'Andrea
  - 16 - No Sponsor
  - 17 - Gallo
  - 18 - Gray
  - 19 - No Sponsor
  - 20 - No Sponsor