



## *Memorial Bench Program*

The Town of Oakville's Memorial Bench Program gives you an opportunity to adopt a bench in memory of a loved one, to dedicate a bench to a friend or family member or to commemorate a special event. The gift of a bench is a lasting tribute that benefits the community as a whole by enhancing your community's parks and open space areas.

Once you have located an existing bench that you wish to adopt, please email a photo to [service@oakville.ca](mailto:service@oakville.ca). Staff will confirm bench availability. Bench adoptions may be done throughout the year and plaques are usually installed 8–12 weeks following an order. However during winter months, access to some locations may not be possible so the installation may be delayed. Once the plaque is installed, your bench will be cared for by town staff.

*Please note: only existing wooden benches are available for adoption and not all park or cemetery locations are available for placement.*

## *How to Order*

After selecting the preferred location for your memorial bench please complete the order form. The town requires a non-refundable deposit of \$350 plus tax. After the plaque is installed the town will provide an invoice for the remaining balance.

## *Cost*

A five-year contract for a memorial bench is \$2,010.00 plus tax. This initial payment covers the refurbishment and maintenance of the memorial bench for the first five years, plus a personalized cast bronze plaque.

The commemorative plaque, 20cm by 8cm (8" x 3") is carefully flush mounted in the backrest of the bench. Placement of memorial wreaths, flowers, or other items on or around the bench is not permitted.

## *Contract Renewal*

A contract renewal fee of \$825.00 plus tax (fee subject to change) is charged every five years to cover the cost of regular bench care and maintenance. If you do not wish to renew your bench contract after five years, or we are unable to contact you, the plaque will be removed and the bench will become available for adoption.

It is your responsibility to ensure town staff has your most current contact information.

# Memorial Bench program order form

Purchaser information

Name

Address

Postal Code

Daytime phone

Email

Signature

Memorial bench adoption location

Commemorative plaque (Please print clearly).  
Complete below with your desired memorial inscription.  
(three lines of text)

*Submit by mail or in person to:*

Memorial Bench Program  
Town of Oakville  
1225 Trafalgar Road  
Oakville, ON L6H 0H3

Please enclose a signed cheque payable to the Town of Oakville in the amount of \$350+ \$45.50 HST as a non-refundable deposit on your memorial bench.

Personal information on this form is collected under the authority of the Municipal Act, R.S.O., 1980, c.302 (as amended), and will be used by Parks and Open Space department staff to determine the number of applications received, to record the benches that are installed, payment for such services and to be used to contact the purchaser when necessary. Questions about this collection should be directed to the Director of the Parks and Open Space department, Town of Oakville, 1225 Trafalgar Road, Oakville, ON, L6H 0H3, 905-845-6601, ext. 3111.



# 2024 Memorial Bench Program

