



# SHUBENACADIE CANAL COMMISSION

54 Locks Road, Dartmouth, NS. B2X 2W7

**POLICY TITLE:**            **FURNITURE DEDICATION POLICY**

**POLICY NUMBER:**    **ADMINISTRATION - 404**

<i>Date of Commission Adoption:</i> <i>January 31, 2022</i>	<i>Date of Last Amendment:</i> <i>October 30, 2023</i>
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## **Purpose**

This policy is established to ensure all individuals and organizations are treated fairly regarding consideration and installation of furniture dedicated to a person or group of people installed on any Shubenacadie Canal Commission (SCC) site. It outlines ownership, maintenance, installation, renewal and sets specific criteria for who and where outdoor furniture can be installed.

## **Furniture Dedication Program Criteria**

1. The fee must be paid prior to the ordering and installation of the furniture. Locations are on a first come, first served basis, and are only confirmed once payment has been received.
  - If multiple people are contributing to dedication, then all funds must be collected by an individual. That individual will be the sole donor and contact for the purposes of this agreement.
2. The SCC will work with the donor to choose an acceptable location. However, the final location will be at the sole discretion of the SCC.
3. The sizes, styles, materials, and plaques are standardized and at the sole discretion of the SCC. Oversized plaques are prohibited.
4. The placement of wreaths, flowers, or other items on the furniture or any other modifications are prohibited. Any items placed on or around the furniture will be removed

and disposed of.

5. The furniture, including the plaque, will be and remain the property of the SCC. The SCC will maintain the furniture at no further cost to the donor, for ten (10) years from the date of installation.
6. The SCC will not be responsible for loss or damage of any kind to the furniture or plaque. If it is stolen or destroyed, it will not be replaced. If possible, the donor will be notified that the furniture has been stolen or destroyed.
7. If the donor wishes to replace an item that has been damaged, destroyed, or otherwise lost, they will need to begin a new application and pay the applicable fees.
8. If the SCC determines that it is necessary to move a piece of outdoor furniture to a new location, the SCC may do so at its sole discretion. The SCC will make an effort to find a new location near the original location and will make a reasonable effort to contact the donor.
9. Beginning three (3) months before the end of the ten (10) year maintenance period, the SCC will make reasonable efforts to notify the donor using the donor's most recently provided phone number and email address. The donor will then have the option to renew or replace the furniture for an additional ten (10) years.
10. If the donor chooses to renew or replace the furniture and/or plaque, the renewal will be subject to the policy guidelines in place at that time.
11. If the donor chooses not to renew the furniture, or if the SCC has not succeeded in contacting the donor, then the plaque will be removed from the furniture. The SCC will provide the plaque to the donor on request.
12. The SCC may, at its sole discretion, deny any plaque content that it believes is likely to be offensive or hurtful.
13. If the SCC receives a complaint about the content of a plaque, the SCC will contact and inform the donor. SCC may, at its sole discretion, remove the plaque temporarily or permanently based on the significance and likely resolution of the complaint. The SCC will consider the following factors when making this decision:
  - i. The nature and seriousness of the complaint.
  - ii. The identity of the donor.
  - iii. The identity of the complainant.
14. It is the sole responsibility of the donor to ensure that the installation of a dedication item is in keeping with the wishes of the deceased and the friends and family of the deceased. If a complaint is the result of a dispute over the wishes of the deceased, all other factors being equal, the SCC will err on the side of removal of the plaque.

15. When a complaint is received, the relationship of the donor and the complainant to the deceased will be considered during the decision-making process. Consideration given to the following persons in decreasing order of priority:
  - i. An executor, trustee or administrator of the estate of the deceased, as proven by a will or other court-approved document provided to the SCC;
  - ii. A parent, child, or sibling of the deceased
  - iii. A friend or other family member of the deceased.
  - iv. Any other individual or group
  - v. Any other factors the SCC deems relevant in the circumstances, in its sole discretion.
  
16. If a plaque is removed because of a complaint, the donor will not be entitled to a refund of fees paid. If it is reasonably possible to revise the plaque in a way that addresses the complaint, the SCC may, in its sole discretion, give the donor the option to install a new plaque, with the cost of making and installing the new plaque to be paid by the donor. Otherwise, the item will revert to the general inventory of the SCC and may be rededicated to a new donor.
  
17. Fees for the Furniture Dedication Program are based on current development standards and reflect the cost of installation and maintenance. The SCC may revise fees at any time.