

Corporate Policy and Procedure



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Effective Date 2001 07 11
Supersedes

TAB: PROPERTY AND FACILITIES
SECTION: DONATIONS
SUBJECT: COMMEMORATIVE TREE AND PARK BENCH PROGRAM

POLICY STATEMENT Residents and organizations may make a contribution to a City park as a tribute to an individual or group through the Commemorative Tree Program and the Commemorative Park Bench Program.

PURPOSE The purpose of the Commemorative Tree Program and the Commemorative Park Bench Program is to provide a means for members of the public to recognize and honour others through a lasting tribute. The contributions made through these programs will also benefit the City's parks and the community as a whole.

This policy outlines the roles and responsibilities of the contributor and of City staff for each of the programs.

SCOPE The Commemorative Tree Program and the Commemorative Park Bench Program are administered by the Recreation and Parks Division of the Community Services Department. Those interested in making a contribution to the Commemorative Tree Program or the Commemorative Park Bench Program should contact the Recreation and Parks Division of the Community Services Department (Recreation and Parks).

All costs associated with these programs are the responsibility of the contributor. Commemorative trees and park benches will be purchased by the contributor from the City. A signed purchase agreement outlining the roles and responsibilities of the contributor and the City will be required upon the receipt of funds, prior to the installation of the commemorative tree or park bench.

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COMMEMORATIVE TREE PROGRAM

Species and Location	Not all park areas are suitable for the donation of a commemorative tree. Recreation and Parks will work with the contributor, in consultation with the contributor's ward councillor, to determine an appropriate species and the best location for the tree to be planted. Every effort will be made to comply with the wishes of the contributor for the location and species of tree to be planted. Once the species and location have been identified, the tree will be planted to City standards and specifications.
Purchase	The contributor will be responsible for payment of \$650.00 for a minimum 60 mm (2.5") diameter deciduous tree or a coniferous tree at 1.8m (6') in height. The tree will be purchased with a two-year warranty. An appreciation certificate will be issued to the contributor along with a tax receipt.
Planting	For the health and survival of the tree, installation will take place in either the following spring or fall planting season. If the contributor wishes to host a ceremony or event to be held in conjunction with the planting, staff will consult with the ward councillor to determine feasibility. If no ceremony or event is planned in conjunction with the planting, contributors will be notified by City staff once the tree has been installed. Placement of memorial wreaths, flowers or other items will not be permitted.
Commemorative Plaques	Commemorative plaques may be purchased through the City at a cost of \$250.00. Standards regarding the design and installation of the plaque are available from Recreation and Parks.
Maintenance	Recreation and Parks staff will maintain the tree in the same manner as other park trees. Replacement of a commemorative tree after the two year warranty has expired will be at the discretion of the City. Theft or vandalism to commemorative plaques are not the responsibility of the City. Replacement costs of a plaque will be the responsibility of the contributor.

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COMMEMORATIVE PARK BENCH PROGRAM

Location	Not all parks may be suitable for commemorative park benches. Recreation and Parks will work with the contributor to determine the best location for the bench to be situated. Every effort will be made to comply with the wishes of the contributor for the location and position of the bench. The local ward councillor's office will be notified of the donation.
Purchase	The contributor will be responsible for the payment of \$650.00 for the purchase and installation of a standard City park bench. An upgraded park bench will be available for specified locations in certain City parks, at a cost of \$1,500.00. An appreciation certificate will be issued to the contributor along with a tax receipt. Information regarding the design and construction of both standard and upgraded park benches is available from Recreation and Parks.
Installation	Commemorative park benches will be installed only during the frost-free period of the year (April 1 through November 15). Installation will be completed by City staff or by the City's contractor, under the supervision of City staff. Placement of memorial wreaths, flowers or other items will not be permitted.
Commemorative Plaques	Commemorative plaques may be purchased through the City at a cost of \$250.00. Standards regarding the design and installation of the plaque are available from Recreation and Parks.
Maintenance	Recreation and Parks staff will maintain the bench in the same manner as other park benches. Theft or vandalism to commemorative plaques are not the responsibility of the City. Replacement costs of a plaque will be the responsibility of the contributor. In the event that the location of the bench proves to cause concern due to vandalism or other issues, the City may relocate the bench and the plaque elsewhere in the park.
REFERENCE:	GC-0407-2001 - 2001 07 11
CONTACT:	For more information, contact Recreation and Parks, Community Services Department.