

The Corporation of the Town of  

**GANANOQUE**

| <b>Commemorative Tree and Bench Policy</b> |                               |                        |             |
|--|-------------------------------|------------------------|-------------|
| <b>Authority</b>                           | Manager of Community Services |                        |             |
| <b>Establishing By-law No.</b>             | 2022-056                      | <b>Effective Date:</b> | May 3, 2022 |

**1.0 PURPOSE**

**1.1** This policy is established to provide community members, organizations, clubs or groups in the Town of Gananoque with the opportunity to purchase commemorative benches and/or trees on Municipal Property.

**2.0 VALUE**

**2.1** The Town of Gananoque invites individuals, organizations, or service clubs to give a lasting legacy by installing a bench or planting a tree at a park or trail in the Town of Gananoque. The gift may honor a loved one, a deceased animal, an experience, an organization, or perhaps to recognize an important event. Some may also wish to honour an important event for the planet, such as Earth Day, or National Wildlife Day. Whatever the reason, the contribution will be recognized and appreciated by all municipal park visitors/users.

**3.0 SCOPE**

**3.1** The Policy applies to tree planting and park bench commemoration. The policy applies to all parks and open spaces owned by the Town of Gananoque.

**3.1.1** The policy does not apply to lands leased from others for municipal purpose.

**3.2** Limitations to the sites for trees and benches are provided in recognition of the fact that such installations can interfere with active sport facilities, design parameters intended to reduce crime, affect the growth habit of trees, create or augment accessibility concerns and interfere with maintenance operations.

**4.0 RESPONSIBILITY**

**4.1** Administration of this Policy is delegated to the Manager of Community Services or designate.

**4.2** Execution is delegated to the Superintendent of Parks and Facilities (or designate), subject to all conditions of the Policy being satisfied.

**4.3** The Superintendent of Parks and Facilities (or designate) shall be responsible for relating application information to the Manager of Community Services and liaising with other Municipal departments to coordinate the installation of a bench or the planting of a tree.

## **5.0 APPLICATION PROCESS**

**5.1** The Superintendent of Parks and Facilities (or designate) serves as the primary point of contact and will accept and review applications throughout the year.

**5.2** Those wishing to install a commemorative bench and/or plant a commemorative tree must apply in writing, using the application form herein.

**5.3** Trees will be offered at the discretion of the Superintendent of Parks and Facilities, based on supplier availability and native tree compatibility to the selected planting location. Applicants can identify preferred tree species within the application.

**5.3.1** Approved Native Tree Species are:

- Sugar Maple... *Acer saccharum*
- Red Maple... *Acer rubrum*
- Red, White or Burr Oak... *Quercus spc.*
- Hickory, Shagbark or Butternut... *Carya spc.*
- White Pine... *Pinus strobus*
- Red Pine... *Pinus resinosa*
- Pitch Pine... *Pinus rigida*
- White Spruce... *Picea gluaca*
- Hemlock... *Tsuga canadensis*
- Eastern White Cedar... *Thuja occidentalis*
- Honey Locust... *Gleditsia*

**5.4** The application form is available on the Town of Gananoque website at [www.gananoque.ca](http://www.gananoque.ca).

**5.4.1** Commemorative trees and/or benches will not be confirmed until payment is received and all approvals are obtained as applicable.

## **6.0 PLAQUE & TEXT**

**6.1** A commemoration is a form of remembrance of: a loved one, a celebration of a birth or anniversary, or to honour others' personal and/or professional contributions to the community.

**6.2** The Superintendent of Parks and Facilities (or designate), and Manager of Community Services will approve the text content.

**6.3** The Town will use a standard plaque to promote consistency in cost, size, type, and mounting. The commemorative plaque will be made with a standard font and colour that adheres to accessibility requirements. The plaque text template is available in the Commemorative Bench and Tree Application Form.

## **7.0 FEES**

- 7.1** The fees to install a new Commemorative Bench or plant a new Commemorative Tree are outlined in the General Fees and Rates By-law, as amended.
- 7.2** The fees associated with installing a Commemorative Bench or planting a Commemorative Tree include the full costs to order, install/plant and add signage.
- 7.3** The complete fee payment must be received before process is initiated. The applicant will pay the full costs of the fees as outlined in the General Fees and Rates By-law. The schedule of costs shall be established based upon the Town of Gananoque providers and may be updated according to cost purchasing increases.
- 7.3.1** Payments can be made by cheque or credit card. If paying by credit card the cost will be subject to an administration fee.
- 7.3.2** Please make cheque payable to the Town of Gananoque and submit with a completed application.

## **8.0 LOCATION**

- 8.1** The Town has many parks, trails, and green spaces available for commemorative benches and trees. The Applicant may identify up to three (3) locations, listed in preferential order on the application.
- 8.2** The Town is responsible for the installation of a new bench and/or planting of a new tree on any municipal property.

## **9.0 MAINTENANCE**

- 9.1** The Town shall provide routine maintenance of the bench/tree and its surroundings during its useful life.

## **10.0 DURATION**

- 10.1** The maintenance of a commemorative bench (and plaque) and tree plaque will be the responsibility of the Town for the lifetime of the bench or tree. The bench and/or plaque(s) will be replaced/repared if vandalized, with the Town providing a lifetime warranty.

## **11.0 TREE GUARANTEE**

- 11.1** The maintenance of a commemorative tree will be the responsibility of the Town for the lifetime of the tree. During which the commemorative tree will be monitored, watered and cared for following planting. The Town of Gananoque cannot guarantee the survivability of the tree due to external impacts (i.e. climate, wildlife). Therefore, if the tree dies, the Town will plant a replacement.

## **12.0 RESTRICTIONS**

**12.1** The Town understands that the bench or tree may have sentimental value; however, it is not to be considered a memorial or shrine. For that reason, the Town will not permit the placement of flowers, wreaths, pictures, etc. at the site or the addition of fixtures to or around the bench/tree.

## **13.0 INSTALLATION TIMES**

**13.1** Tree planting will be scheduled in either:

**13.1.1 May** (spring planting season)

**13.1.2 September** (fall planting season)

**13.2** Bench installation will take place throughout the Spring, Summer and Fall seasons on a day that is favourable for concrete pouring and installation, upon approval from the Superintendent of Parks and Facilities (or designate).



**COMMEMORATIVE BENCH AND TREE APPLICATION**

Please return completed application form with associated payment to:

**Superintendent of Parks and Facilities**  
**Community Services Department, Town of Gananoque**  
 30 King Street East, Gananoque, Ontario K7G 1E9  
 By email to: [facilities@gananoque.ca](mailto:facilities@gananoque.ca)

| APPLICANT INFORMATION                   |  |              |  |
|---|--|--------------|--|
| Name of Applicant:                      |  |              |  |
| Street Address:                         |  |              |  |
| City:                                   | Province:  | Postal Code: |  |
| Phone Number:                           |  |              |  |
| Email:                                  |  |              |  |
| SECONDARY CONTACT                       |  |              |  |
| Name of Secondary Contact:              |  |              |  |
| Phone Number:                           |  | Email:       |  |
| COMMEMORATIVE BENCH OR TREE INFORMATION |  |              |  |
| <input type="checkbox"/>                | I would like to purchase a <b>Commemorative Bench</b> with a plaque. I have read the Policy and I agree to the terms and conditions therein. |              |  |
| <input type="checkbox"/>                | I would like to purchase a <b>Commemorative Tree</b> with a plaque. I have read the Policy and I agree to the terms and conditions therein.  |              |  |

**LOCATION**

List your three (3) location choices in preferential order. While every effort will be made to accommodate applicant preferences, the final decision on location rests with the Superintendent of Parks and Facilities (or designate).

1. \_\_\_\_\_
2. \_\_\_\_\_

3. \_\_\_\_\_

**COMMEMORATIVE BENCH PLAQUE INSCRIPTION (9x3" Plaque)**

Maximum four (4) lines with forty (40) characters each, including spaces (Sentence Case).

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**COMMEMORATIVE TREE PLAQUE INSCRIPTION (6x9" Plaque)**

Maximum six (6) lines with twenty-six (26) characters, including spaces (Sentence Case).

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**PROCEDURE**

1. Complete and submit the required application form and provide method of payment.
2. Application is reviewed and either the:
  - Request is approved, including confirmation of the preferred location; or
  - Applicant is contacted with an offer of an alternate location; or
  - Request is denied, upon which the fee will not be processed
3. Upon successful application process, the bench/tree and accompanying plaque will be ordered. A receipt of payment will be provided to the applicant.
4. Planting/Installation will take place as per the Policy.
5. Applications are received on an ongoing basis.

**APPLICANT COMMENTS / NOTES**

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**APPLICANT SIGNATURE**

I have read the Commemorative Tree and Bench Policy in its entirety and I agree to comply with all Municipal by-laws, rules and regulations as they relate to my application.

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

**OFFICE USE ONLY**

**Date Application Received:**

**Staff:**

**Commemorative Tree or Bench - Request Details:**

**Commemorative Bench**

(to install a poured concrete base pad)

**Commemorative Tree**

(native species to the region)

**Payment Date:**

**Method:**

**Confirmed Location:**

**Date of Installation / Planting:**

**Tree Species: (if applicable):**

**MUNICIPAL STAFF SIGNATURE**

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_