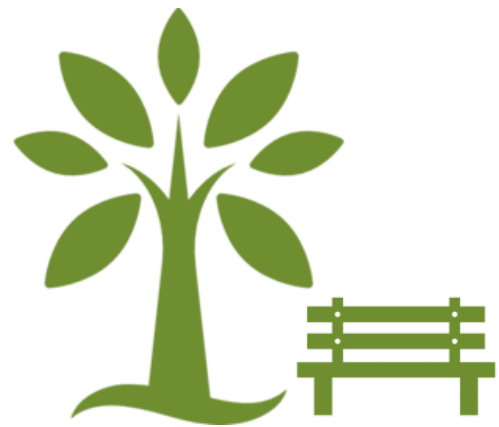




BRACEBRIDGE
The Heart of Muskoka



The Corporation of the Town of Bracebridge

Commemorative Bench and Tree Program GUIDELINES

April 1, 2021

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1. GUIDELINES

- 1.1. The Commemorative Bench and Tree Program is administered by the Public Works Department.
- 1.1. This Program applies to bench and tree commemorations within designated areas throughout the Town of Bracebridge primarily Town parks, streetscapes, greenspaces and trails.
- 1.2. Limitations to sites for benches and trees are provided in recognition that such installations can interfere with active sport facilities, design parameters, infrastructure, affect growth of trees and maintenance operations.
- 1.3. The size, nature and location of the park, streetscape, greenspace or trail may limit the number of benches or trees permitted in some instances. In these cases, Public Works staff may be able to offer alternative locations for the applicant's consideration. Locations are subject to final approval of staff.
- 1.4. A signed and approved application between the contributor and the Town will be required prior to the installation of the commemorative bench or tree. All applications will be received and approved on a first come, first serve basis.
- 1.5. Commemorative benches and trees will be purchased by the contributor from the Town. All costs associated with this Program are the responsibility of the contributor.
- 1.6. All applicants shall pay in full prior to installation of commemorative item.
- 1.7. Commemorative benches or trees shall become the property of the Town of Bracebridge immediately upon their placement on park lands or trails. Applicants will have no further rights, participation or involvement in the future care or maintenance of the bench or tree. Benches and trees will be maintained exclusively by the Public Works Department in accordance with maintenance service standards and practices.
- 1.8. Additional mementos e.g. vases, statues, flowers or wreaths etc., are not permitted on or around commemorative features.
- 1.9. Applications for memorials to pets are not permitted as part of this Program.
- 1.10. The Town of Bracebridge cannot accept liability for any malicious or accidental damage to commemorative features (bench or tree). The Town reserves the right to remove any damaged commemorative features where the applicant has not agreed to remediation works with four (4) weeks of the notification.
- 1.11. Newly planted trees that fail within the first two (2) years will be replaced by the Public Works Department at no additional cost.
- 1.12. All alternative plaque options and wording requests are to be approved by the Public Works Department prior to purchase to ensure consistency with Town of Bracebridge standards. The Town will not accept liability for any malicious or accidental damage to custom plaque features. The Town reserves the right to remove any damaged commemorative features where the applicant has not agreed to remediation works with four (4) weeks of the notification.

- 1.13. The Town of Bracebridge does not permit spreading of ashes or burying of ashes, and will not be permitted as part of this Program.

2. REQUESTS

- 2.1. Any party wishing to donate a bench or tree must complete a Commemorative Tree or Bench Application Form available on the Town of Bracebridge website or can be requested by emailing publicworks@bracebridge.ca.
- 2.2. For spring planting and installation consideration, completed applications must be received by April 1st. For fall planting and installation consideration, completed applications must be received by September 1st.
- 2.3. The spring planting and installation term begins April 25 through to June 15 while the fall planting and installation term begins September 1 through to October 30. The Public Works Department reserves the right to shorten, extend or delay planting of commemorative trees pending availability of plant material and poor site conditions associated with inclement weather.
- 2.4. A representative from the Public Works Department will confirm availability of species, bench style, pricing, proposed planting/installation date and approximate location with the Applicant.
- 2.5. The Public Works Department reserves the right to cancel scheduled installation and/or plantings for any reason including poor site conditions associated with inclement weather.
- 2.6. Prices are subject to change due to market conditions in the industry. All prices include the purchase, delivery, installation, maintenance and administration costs associated with the commemorative item on a per unit basis.
- 2.7. If requested, a donation receipt can be issued to the applicant only. Multiple donation receipts will not be issued.

3. DONATION OPTIONS

3.1. **Bench with Plaque – Parks, Streetscapes and Greenspaces**

Heavy duty construction, anchored to a concrete pad and consistent with Town of Bracebridge standards.

3.2. **Stone Bench, Engraved – Nature Trails, Natural Areas**

Granite stone bench placed on woodchip or granular surface.

3.3. **Memorial Tree with Plaque – Parks and Greenspaces**

Trees are typically 6-7' in height. See below for a list of approved tree species:

a. White Pine	b. White Birch	c. Red Maple	d. Autumn Blaze Maple
e. White Spruce	f. Red Oak	g. Sugar Maple	h. Honey Locust