



The Corporation of the Town of Bracebridge

# Commemorative Bench and Tree Program GUIDELINES

November 15, 2022

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**1. GUIDELINES**

- 1.1.** The Commemorative Bench and Tree Program is administered by the Public Works Department.
- 1.2.** This Program applies to bench and tree commemorations within designated areas throughout the Town of Bracebridge primarily Town parks, streetscapes, greenspaces and trails.
- 1.3.** 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.
- 1.4.** 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.
- 1.5.** At its sole discretion, the Town reserves the right to deny, remove or alter any bench and tree dedications that are not compatible with the principles of the Bracebridge Council's strategic plans, Town of Bracebridge policy, these guidelines or the spirit of the community.
- 1.6.** 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.
- 1.7.** 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.
- 1.8.** All applicants shall pay in full prior to installation of commemorative item.
- 1.9.** 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.
- 1.10.** Additional mementos e.g. vases, statues, flowers or wreaths etc., are not permitted on or around commemorative features.
- 1.11.** Town of Bracebridge does not permit spreading of ashes or burying of ashes and will not be permitted as part of this Program.
- 1.12.** Applications for memorials to pets are not permitted as part of this Program.
- 1.13.** Newly planted trees that fail within the first two (2) years will be replaced by the Public Works Department at no additional cost.
- 1.14.** 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.
- 1.15.** The Town will not accept liability for any malicious or accidental damage to custom plaques, benches or trees as a part of the commemorative program. The Town reserves

the right to remove any damaged commemorative features where the applicant has not agreed to remediation works within four (4) weeks of the notification.

- 1.16.** The Town accepts a maximum of five (5) applications per season (Spring/Fall) for a total of ten (10) applications per year. Your application and request may be placed on a waiting list for the following year or moved to the following season based on the demand of the 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](mailto:publicworks@bracebridge.ca).
- 2.2.** Completed applications must be received by March 1<sup>st</sup> to be considered for planting and installation for the upcoming season.
- 2.3.** The Public Works Department reserves the right to extend, delay or cancel installations/ planting of commemorative trees pending availability of plant and materials and due to 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.** 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.
- 2.6.** 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