



Commemorative Bench and Tree Program

Revised March 2021

Policy Statement

Bench and tree donations shall add to the beauty of Elliot Lake and enhance visitor enjoyment while respecting the policy set forth in this Commemorative Bench and Tree Policy.

Policy Purpose

The objective of this policy is to provide guidelines for citizens to participate in a municipal commemorative bench and tree program. This policy will provide transparency in respect to the administration of the program. The City of Elliot Lake and its departments support the program as outlined.

Communication

This policy will be communicated by:

- Posting on the City of Elliot Lake website;
- Availability on the internal policy drive accessible by staff;
- Printed copies will be made available at City Hall for those without access to the internet.

Scope

This policy applies to tree and bench commemorations within the City of Elliot Lake as approved by the Public Works Department. This policy applies to purchase and planting/installation of new trees/benches as well as the addition of memorial plaques to existing trees/benches. Limitations to the sites for park benches and trees are provided in recognition of the fact that such installations can interfere with active sport facilities, design parameters, affect the growth habit of trees and interfere with maintenance operations. Items purchased, installed or planted under this policy will become property of the City.

The policy outlines two commemorative options:

1. The adoption of an existing bench/tree.
2. The purchase of a new bench/tree.

1. Specific Policy Guidelines

1.1. Adoption of existing bench

Adoption of a bench includes the placement of a commemorative metal plaque on an existing City owned public bench.

Terms:

- 1.1.1. Adoptions of benches are valid for a five (5) year term at a rate of \$275 to cover the cost of regular care and maintenance. This fee includes a 8" x 3" metal plaque with inscription attached to the back of the bench. Upon completion of your adoption term, a five (5) year renewal option will be made available at a cost of \$175. If you do not wish to renew your contract after five years or we are unable to contact you, the plaque will be removed and the bench will become available for adoption.
- 1.1.2. The City will cover the cost of a one-time replacement if your plaque is stolen or vandalized. In the event of severe bench vandalism, the plaque will be installed on another bench for the balance of your adoption term.

1.2. Adoption Of Existing Tree

Adoption of a tree includes the placement of a commemorative metal plaque set in concrete at the base of a city owned and maintained tree.

Terms:

- 1.2.1. Adoptions of trees are valid for a five (5) year term at a rate of \$375 to cover the cost of regular care and maintenance. This fee includes a 8" x 5" metal plaque with inscription set in concrete at the base of the tree. Upon completion of your adoption term, a five (5) year renewal option will be made available at a cost of \$275. If you do not wish to renew your contract after five years or we are unable to contact you, the plaque will be removed and the tree will become available for adoption.
- 1.2.2. In the event of the death or sever damage to the tree, the plaque will be installed at the base of another tree for the balance of your adoption term.

1.3. Bench Purchase

Bench purchases includes the installation of the bench along with a commemorative plaque.

Terms:

- 1.3.1. Bench purchases include the bench, installation and an 8" x 3" metal plaque with inscription. This is available at a cost of \$3,600
- 1.3.2. The reasonable lifespan of a bench in an outdoor setting is 15 years. The fee further covers maintenance and repair during its useful life.

After initial 15-year term is completed, the applicant will have the option to renew for an additional 15 years at the current cost of a new bench.

1.3.3. The City will not be responsible for damaged or vandalized benches. The City will cover the cost of a one-time replacement if your plaque is stolen or vandalized.

1.3.4. The City reserves the right to relocate the bench if unforeseen circumstances arise due to its location or setting.

1.4. Tree Purchase

Tree purchase includes planting of a tree along with a commemorative plaque.

Terms:

1.4.1. Tree purchases include a tree as selected by the Public Works Department, installation and an 8" x 5" metal plaque with inscription set in concrete at the base of the tree. This is available at a cost of \$785

1.4.2. The City will not be responsible for damaged or vandalized trees. The City will cover the cost of a one-time replacement if your plaque is stolen or vandalized.

1.4.3. Trees will be replaced within the first two years if the tree is not established.

1.4.4. There is no term renewal on a purchased tree.

2. General Terms

2.1. Placement of memorial wreaths, flowers or other items on or around the tree or bench is not permitted.

2.2. Nothing herein shall prevent the immediate removal of any item deemed by staff to constitute an immediate safety concern.

2.3. Should the parkland containing benches and or trees be altered, the City shall make its best efforts to relocate within the property.

2.4. Due to concerns for risk management, maintaining quality and safety of product and installation, substitution of other providers, bench options or do-it-yourself work shall not be permitted.

2.5. At the conclusion of your adoption term, your memorial plaque will be made available for pick up at City Hall. Plaques will be held for 30 days. If they are not claimed, plaques will be disposed.

3. Plaque And Text

3.1. Bench & Tree plaques must be supplied by the City of Elliot Lake under this policy. Plaques will carry a text only message and will conform with the design standard set out on the application form. Plaque text must be approved by the Public Works Department of the City of Elliot Lake and shall not contain discriminatory, derogatory or offensive language.

4. Location Consideration

4.1. While the donor may suggest the proposed location, certain requirements shall apply. The appropriate member of the Public Works Department shall make the final and precise determination of location, with consideration for the criteria below:

- The location does not interfere with any active park facility.
- The location does not interfere with approved park design including horticultural or arboricultural components or displays.
- The location does not interfere with maintenance including access for maintenance requirements.
- Impacts on other properties are considered including views from surrounding properties.

5. Installation

- 5.1. The City shall be responsible for the installation of the commemorative item.
- 5.2. Installations are seasonal and are completed as weather and ground conditions permit under the timelines as identified in this policy.
- 5.3. Installation and plantings will be processed in the order received.
- 5.4. A site visit to determine precise location will be arranged by Parks and Recreation staff with the donor prior to installation.

6. Application Process

- 6.1. Citizens wishing to participate in the Commemorative Bench and Tree program may do so by completing an application form available on-line at the City of Elliot Lake website or by picking up an application in person. The following will apply for each option:
- 6.1.1. Bench Purchases - Applications received annually between September and April will be installed in June as weather permits. Applications received between May and August will be installed in October as weather permits.
- 6.1.2. Bench & Tree Adoptions - Applications received annually between October and April will be installed in May as weather permits. Applications received between May and September will be installed within 30 days of payment.
- 6.1.3. Tree Purchases - Plantings are completed in the spring and in the fall annually. Requests for spring plantings must be received by March 1st and requests for fall planting by August 1st.
- 6.1.4. Applications will be received and reviewed by the Director of Public Works and or designate.

7. Process

1. Complete & submit application
2. Application Reviewed by Public Works Department
 - Application approved – inform applicant proceed to step 3
 - Application Denied – Inform applicant
3. Collect payment from applicant
4. Confirm site selection
5. Installation of plaque, bench or planting of tree

8. Delegation of Authority

- 8.1. The Public Works Director and or designate shall implement and ensure compliance with this policy.

9. Policy Review

- 9.1. This Program Policies and Procedures shall be reviewed from time to time and fees will be reviewed annually during the budget process.