



Commemorative Program Policy

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Version	Date	Meeting Type	Resolution #	Reason for Change
1	February 8, 1999	Recreation & Property Advisory Committee	99.4.14	Initial date of adoption
2	March 25, 2013	Recreation & Property Advisory Committee	2013.7.9	Updates
3	May 23, 2023	Committee of the Whole	COW.2023.19	Replacement



1.0 Purpose

- 1.1 The purpose of the Commemorative Program is to enable those members of the public wishing to pay tribute to a person, occasion, or organization through the donation of a commemorative bench or tree within Loyalist Township.
- 1.2 The program will contribute to the beautification and “greening” of the Township and increasing community amenities.
- 1.3 To provide a clear process for the management and installation of commemorative trees and benches in Loyalist Township.

2.0 Scope:

- 2.1 The program will be offered in designated areas throughout Loyalist Township: primarily parks, trails, and facilities for the agreed upon terms as approved by the donor. The program is only available on Township owned property. Program procedures, fees and expectations will be identified within the policy.

3.0 Policy Communication

- 3.1 This Policy will be available on the Parks and Trails page of the Loyalist Township website. Written copies may be picked up at the Odessa Municipal Office, 263 Main Street, Odessa or the W.J. Henderson Recreation Centre, 322 Amherst Drive, Amherstview, during business hours.

4.0 Definitions

The terms below shall have the following meanings in this Policy:

“**Bench**” means a bench(s) as selected in accordance with Township park standards.

“**Donor**” means the party wishing to donate a bench or tree. This may include but is not limited to an individual, an organization, a community group, or service club.

“**Miscellaneous Fees and Charges By-law**” means the Municipal By-law outlining the fees for municipal services and activities.

“**Township**” means The Corporation of Loyalist Township.

“**Tree**” means the choice of commemorative trees species as approved by Township staff and listed in the Policy.

5.0 Requests & Application

- 5.1 Any party wishing to donate a bench or tree must make an application in writing via completion of Appendix A – Commemorative Program, Request Form available online or at the Odessa Municipal Office, 263 Main Street, Odessa or



the W.J. Henderson Recreation Centre, 322 Amherst Drive, Amherstview, during business hours.

- 5.2 The Township reserves the right to approve or deny any request for donation.
- 5.3 All items donated through the Commemorative Program become the property of Loyalist Township.
- 5.4 Donation of a tree or bench does not entitle the donor to any right or priority use of the bench or tree.

6.0 Application and Installation Seasons

- 6.1 Donations are accepted throughout the year however there are two installation seasons – spring and fall:

Spring installation deadline April 1st - spring installation and planting

Fall installation deadline September 1st - fall installation and planting

- 6.2 Installation dates will be confirmed after the April 1st/September 1st dates for the appropriate installation season.

7.0 Benches

- 7.1 The bench design and supplier is at the discretion of the Township. Bench style and design may be substituted for reasons that are out of the control of the Township.
- 7.2 All benches will be installed on a 4' x 8' concrete pad.

8.0 Trees

- 8.1 Trees will be a minimum 40 mm DBH ball and burlap tree.
- 8.2 Tree species offered is at the discretion of the Township and is based on supplier availability and native tree compatibility to the selected planting location. Donor's may identify preferred tree species within the application.

Approved Tree Species:

- Sugar Maple
- Blue Spruce
- Magnolia Royal Star
- Red Oak
- Crabapple
- Service Berry

- 8.3 Other trees may be available with consultation and approval from the Parks and Facilities Supervisor.



9.0 Plaque & Text

- 9.1** The Township 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 Program Application Form.
- 9.2** Bench plaques are 2" x 6".
- 9.3** Tree plaques are mounted on a stone. The stone is 12" x 12" and the plaque is 4" x 4".
- 9.4** Donor's will submit specific text for the plaque. All language used on the plaque is subject to approval from the Township.

10.0 Location

- 10.1** Donors will have a choice of placement within Township parks, along Township trails or at Township facilities. The Township will provide a list of available locations based on current plans, studies, infrastructure, and servicing/maintenance.
- 10.2** Once an application is received, the Supervisor Parks and Facilities will meet with the donor at the selected location. The final location is at the discretion of the Township.
- 10.3** Limitations to locations are provided in recognition that such installations can interfere with active sport facilities and or intended use of parks and facilities, design parameters, affect the growth habit of trees, and or interfere with maintenance operations. Other considerations include density of existing benches and or trees, potential for flooding, and or other risks.
- 10.3** The placement and location of any bench is subject to the Accessibility for Ontarians with Disabilities Act.
 - 10.4** The Township retains the right to relocate commemorative benches at any time. If relocation is required, every attempt will be made to notify the donor to discuss an alternative location. The Township has the final determination to proceed with or without notification.

11.0 Installation & Maintenance

- 11.1** Installation dates cannot be specified due to weather, suppliers, park maintenance and special event considerations.
- 11.2** The donor will be notified in writing after the installation is complete.



- 11.3 The Township shall provide routine maintenance of commemorative trees and its surroundings during its life.
- 11.4 The Township shall provide routine maintenance of commemorative benches and its surroundings during the term as identified in 14.2.
- 11.4 The Township understands that the bench or tree may have sentimental value; however, it is not considered a memorial or a shrine. Ashes, decorations, flowers or other items are not allowed to be placed or attached near or on the bench or tree. Any such items will be removed.
- 11.5 The Township will make every reasonable effort to remove graffiti in a timely manner as it becomes aware of the issue.

12.0 Duration & Replacement

- 12.1 Commemorative trees will be replaced by the Township, at no charge, within three (3) years of the original planting date if the tree does not survive or is damaged or vandalized.
- 12.2 The term of a commemorative bench is ten (10) years. Commemorative benches will be maintained by the Township for the term at no cost to the donor. If the bench is damaged or vandalized within the ten (10) years requiring full replacement, the Township will replace the bench at the expense of the Township one time only.
- 12.3 For benches, a one-time contract renewal is available for a fee as outlined in the current Miscellaneous Fees & Charges By-law. The renewal fee is to cover the cost of regular care and maintenance. If a donor does not wish to renew the bench contract after ten (10) years, or the Township is unable to contact the donor, the plaque will be removed, and the bench will become available for adoption. It is the donor's responsibility to ensure the Township has your most current contact information.

13.0 Ceremonies

- 13.1 A ceremony or gathering will be permitted; however, in the interest of safety it cannot be held on the day of installation.
- 13.2 To host a ceremony or gathering contact the Recreation Clerk at 613-386-7351 ext. 200 or bookings@loyalist.ca
- 13.3 A one time permit to be used within one year of installation will be issued at no charge, based on availability, to donors who wish to host an initial organized dedication ceremony. Any additional organized ceremonies will be based on availability and as per the current Miscellaneous Fees & Charges By-law.

14.0 Fees



- 14.1 The program will operate on a full cost recovery basis.
- 14.2 The fees will include a maintenance fee that will be transferred to the “Commemorative Program Reserve Account” to be used for continued maintenance of the infrastructure.
- 14.3 The fees for a commemorative bench or tree are as outlined in the current Miscellaneous Fees and Charges By-law.
- 14.4 Commemorative benches and trees will not be confirmed until payment is received in full, and all approvals are obtained as applicable.
- 14.5 Payments may be made in person at the Odessa Municipal Office, 263 Main Street, Odessa or at the W.J. Henderson Recreation Centre, 322 Amherst Drive, Amherstview during business hours.
- 14.6 Nothing in this policy shall limit the ability of any party to make a monetary donation to the Township for the purpose of the provision of benches and or trees to be utilized at the discretion of the Township or to be held in reserve for future replacement of benches and or trees.

15.0 Tax Deductible

- 15.1 A tax receipt will be issued as permitted by law.

16.0 Responsibility

- 16.1 Administration of this Policy is delegated to the Director Community and Customer Services.
- 16.2 Commemorative program donations will be coordinated by Recreation and Facilities Division staff including administration, installation and maintenance. Specific placement locations will be at the discretion of Township staff.