

CITY OF THOROLD POLICY AND PROCEDURE MANUAL

SECTION OF MANUAL		
POLICY NO: 800 - 07 REVISED: Sept 2021	COMMEMORATIVE BENCH AND TREE POLICY	Page 1 of 7

Purpose:

The purpose of the policy is to outline the terms and conditions that allow for the provision of commemorative benches and commemorative trees for the citizens of Thorold. Such installations are provided at the cost of the individual. Responsibility for maintenance of the items, within specific parameters, is provided by the City as identified in this policy

Definitions:

Term of the Policy:

The policy applies to bench and tree commemorations within parks, cemeteries open spaces, waterfront and trails owned and managed by the City of Thorold and as approved by the Community Services Department.

Policy Statement:

The primary objective of the Policy is to provide the parameters and guidelines for citizens to participate in a Commemorative Bench and/or Commemorative Tree Program within the City's green spaces including parks, cemeteries waterfront and trails. This policy will provide appropriate oversight and understanding of administration and maintenance responsibilities to preserve the City's parks, cemeteries, waterfront and trails

Enforcement:

To protect park resources, values and the park visitor experience, bench and tree donations shall respect the Commemorative Parks Bench and Commemorative Tree Program, as well as the priorities, purpose and integrity of the City parks, cemeteries, waterfront and trails. Park bench and tree donations shall contribute to the visitor experience, increase public enjoyment and preserve the visual character of the park, cemeteries, waterfront and or trail setting.

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.

Term/Agreement:

The fee covers the acquisition and installation of the bench, plaque with inscription, and general maintenance and repair during its useful life of 15 years. Within this time, the Community Services Department will replace the park bench if deemed necessary by the department. The City will not be responsible for damaged or vandalized plaques. In the event of severe bench vandalism, the plaque will be installed on another bench. The City reserves the right to relocate the bench if unforeseen circumstances arise due to its location or setting and contact the donor on record. Trees will be replaced at the City's expense within the first two years if the tree is not established.

Renewal:

After initial 15 years useful life expectancy is completed, benches will remain in place unless deemed to be a safety issue or in a state of disrepair, the original donor will have the first right of refusal to the location for a replacement bench or plaque at the current rate.

Existing Benches / Trees

The City will honour the previous policy for existing benches and trees, In the event that the bench/tree should die, become diseased or vandalized, the City of Thorold will guarantee to replace the bench /tree with a landscape size tree of the same species (if available) or the same bench style for a period of three (3) years after the date of installation.

After the three (3) year period, the City of Thorold will use its best efforts to contact the applicant in order to provide an option to purchase for dedication a replacement bench/tree or, if the City of Thorold cannot contact the applicant, the existing plaque will be removed and held for a period of one (1) year, the bench/tree will be removed and disposed of and the location will be made available to other donors. It is your responsibility to inform the City of Thorold of a change of address.

The City reserves the right to relocate the bench if unforeseen circumstances arise due to its location or setting and contact the donor on record.

Procedures

The following guidelines and procedures apply when purchasing a Commemorative Park Bench and or Commemorative Tree.

Application Process

Citizens wishing to participate in the Commemorative Park Bench and or Commemorative Tree Program may do so by completing an application form available on-line at www.Thorold.ca

Benches: 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;

Trees: 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. Applications will be received and reviewed by the Manager of Community Services and or designate

Bench Donation: There are two types of benches available through this program. Benches located in Parks with a completed Master Plan design / construction will not be available for additional benches beyond the approved plan. However existing benches within the plan may be approved as commemorative and a plaque placed in accordance with the policy. All benches will be installed by the Community Services Department;

- Waterfront, Cemetery, Trail and Park - Signature Commemorative AODA Bench;
- Bench and Table (picnic table) – AODA Hexagon shaped

Bench Type:



Figure 1: Signature Commemorative AODA Bench



Figure 2: Bench and Table – AODA Picnic table

Tree Donation:

Park and Cemetery Commemorative Tree donation, planting of a tree within a specific Park, Trail or Cemetery;

Community Services staff will assist applicants in determining a choice of native or non-native tree that is best suited for the requested location. Should the tree not establish itself in the first two years, the tree shall be replaced by the Community Services Department.

Plaque & Text:

The City will procure and install a 4" x 6" sized Corian plaque on each bench / tree at the request of the donor.

- Message template is part of the application form;
- In general, message shall adhere to the City Policies found at www.Thorold.ca and will not be permitted if it:
 - Detracts from the image of the City;
 - May be considered discriminatory, derogatory or offensive;
- Design specifications and message request will be approved at the discretion of the Manager of Community Services or Designate;

Fees and Maintenance:

The donor shall pay in advance the full cost to purchase, supply, deliver and install the bench, tree and plaque including the necessary concrete surface and / or installation work required for the bench as agreed upon through the application process and fee schedule outlined in this policy. A receipt will be provided.

Payment is due at the time application is submitted. Fees as identified will be included in the Fees for Service approved by Thorold City Council. Fees may be updated from time to time.

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

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

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.

Location Consideration:

While the donor may suggest the proposed location, certain requirements shall apply as noted below. The appropriate member of the Community Services 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, equipment or sports field;
- The location would be considered appropriate in accordance with design criteria related to Crime Prevention Through Environmental Design (CPTED);
- The location does not interfere with approved park design including horticultural or arboricultural components or displays;
- Parks with a completed Master Plan design / construction will not be available for additional tree plantations beyond the approved plan. However existing trees within the plan may be approved as commemorative trees and a plaque placed in

accordance with the policy;

- The location does not interfere with maintenance including access for maintenance requirements;
- Benches shall be spaced 150 metres apart along Trails when possible and or installed at a Trail Gateway
- Trees must be planted a minimum of 30' apart in open parks or cemetery;
- Trees are to be a minimum of 20cm DBH
- Impacts on other properties are considered including views from surrounding properties
- The location does not impede access to Cemetery plots

Installation:

The City shall be responsible for the installation of the commemorative item.

- Benches and Trees: Installations are seasonal and are completed as weather and ground conditions permit under the timelines as identified in this policy;
- Installation and plantings will be processed in the order received;
- A site visit to determine precise location will be arranged by Community Services staff with the donor prior to installation;
- The City understands that the bench and or tree may have sentimental value, however, it is not to be considered a memorial or shrine. For that reason, the City respectfully advises that the placement of flowers, commemorative stones, wreaths, pictures, etc. at the site is not permitted.

Accessibility Requirements:

Benches as outlined in Figure 1 and Figure 2 will meet the standards outlined by the Accessibility for Ontarians Disability Act (AODA) and within reason follow the City of Thorold Accessible Design Standards for Benches.

Monetary Donation:

Nothing in this policy shall limit the ability of any individual, organization or corporation to make a monetary donation to the City for the purpose of tree planting or the provision of benches to be utilized at the discretion of the City or to be held in a reserve for future replacement of benches and trees.

Income Tax Receipts will be issued upon final payment, if requested.

Fee Schedule – 2.5% annual escalation fee will apply to each line item starting in January 2023

Commemorative Item;	Fees include installation and Administration.
AODA Commemorative Bench with plaque (Figure 1)	\$3,125
Commemorative AODA Table with Bench and plaque (Figure 2)	\$3,400
Commemorative Tree (15 Gal)	\$750
Granite Plaque (tree)	\$320
Corian Plaque (tree)	\$300
“Chat Bench Banner” for benches	Invoiced at Cost
Maintenance fee for all benches due at the time of purchase – Reserve fund	\$250

Ref: Policy and Procedure Commemorative Bench and Tree - Sept, 2021