

Municipality of *Bluewater*

Policy and Procedure

Policy:	Commemorative Tree & Bench Program
Effective Date:	February 6, 2023
Approved By:	By-law 14-2023
Supersedes:	N/A

Purpose:

The Commemorative Tree and Bench Program is available for anyone who wishes to give the gift of a lasting legacy in the Municipality of Bluewater. Whether it is to honour a loved one, an experience, an organization, or perhaps to recognize an important event in your life. Whatever your reason, your commemoration will be a beautiful addition to a public space within the Municipality of Bluewater. This policy provides the program guidelines and outlines the specific roles and responsibilities of the contributor and the Municipality.

Scope and Applicability:

The Commemorative Tree and Bench Program is intended for the donation of a single bench or tree. The policy applies to parks, trails and open space that are owned by the Municipality of Bluewater and are deemed as appropriate locations for commemorations and approved by the Facilities Department. The policy does not apply to municipally owned land that is leased by others and land that the Municipality leases from others. Applicants can request the aforementioned locations, however, further approvals will be required that may delay the authorization and installation of the commemorative tree or bench.

Policy:

Application Process:

There is one intake annually for the Commemorative Tree and Bench Program. Individuals requesting the program will be asked to apply during the application window. The application form will be available on the municipal website on the first business day in January and will be open for one month.

Two weeks following the application deadline, staff will contact the applicant to notify whether the request is approved. Payment will then be required before the application is processed. Tree and Bench installations will take place in Spring/Summer.

The donation of a tree or bench is tax deductible. Those wishing receipts for tax purposes must request in writing and submit full payment within the applicable calendar year.

Completing an Application:

1. Complete the Commemorative Tree and Bench Program Request Form. The fillable online form is available on the municipal website (<https://www.municipalityofbluewater.ca/>), by emailing pwfassistant@municipalityofbluewater.ca or by visiting the Municipal office at 14 Mill Ave., Zurich, ON. N0M2T0.
2. The Facilities Department will call or email the applicant to confirm receipt of the completed form and may request a site meeting or discussion regarding the application.
3. Payment must be submitted after the applicant receives written confirmation that the request has been approved. Payment options include cheque, cash, or debit.
4. Tree and bench installation will occur when weather and ground conditions permit and may take up to 12 months. Every attempt will be made to notify the participant of the installation time.
5. Commemorative trees are locally sourced native species. Trees are purchased as a 40-60 mm caliper tree. Each purchase includes planting and maintenance. Tree species available for the program will vary depending on the preferred location. Additional species may be available upon request. Every effort will be made to accommodate the choice of location and species however changes may be made at the Municipality's discretion.
6. Plaques are not available for commemorative trees currently.

Program Guidelines:

- The Facilities Department will coordinate and maintain the Commemorative Tree and Bench Program.
- Applicants must review, understand and agree to the Commemorative Tree and Bench Policy before the application is approved.
- The fees associated with this program shall be established in the Fees and Charges by-law on an annual basis.
- Commemorative benches and trees become the property of the Municipality of Bluewater.
- Participants will submit specific text for a plaque that will be affixed to the bench. Plaques for benches may have character maximums at the discretion of the Municipality and/or the supplier.
- Buying a tree or a bench does not entitle the donor to any right to priority use of the bench or tree.
- Participants can select an existing undedicated tree or bench or request to have a

new bench or tree installed. The Municipality has the final determination for approving a new installation/planting.

- The bench or tree must not interfere with general maintenance and use of the park.
- If circumstances arise that require the tree or bench to be relocated, every attempt will be made to notify the participant. The Municipality has the final determination to proceed with or without notification.
- Trees will be replaced at no charge within 3 years of the original planting date or subsequent replanting date if required.
- Benches will be maintained for a maximum of 5 years and plaques will be maintained for a maximum of 3 years.
- Bench repair/replacement after 5 years will be at the Municipality's discretion.
- After 10 years, the Municipality holds the right to remove the bench if it becomes unsafe or unsightly.
- Replacement for vandalism will occur 1 time for a commemorative tree or bench.
- Tree planting or bench installation dates cannot be specified due to weather, grower supply, parks maintenance/construction and special event situations. Trees may be planted in the spring or the fall; the Municipality has the final determination when scheduling a planting time or bench installation time.
- Full payment and completed request forms are required prior to the donation being processed and implemented.
- The tree species and planting location must align with the Municipal Tree Policy, as amended from time to time.
- Cost associated with the replacement or repair of a commemorative item outside of the available warranty period, including actions of theft or vandalism shall be the responsibility of the purchaser.
- Written confirmation will follow the planting of tree/installation of bench is completed.

Commemorative Bench:

Commemorative benches are aluminum construction made in Waterloo with classic arms, seats, and backs. Benches are approximately 6 feet long by 2 feet wide. The benches are heavy and may or may not be secured at the discretion of the Municipality.


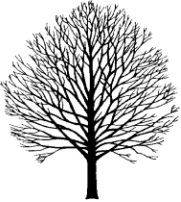

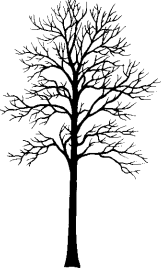

Plaques will be affixed to the centre on the front top of the bench.



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Commemorative Tree:

The following species are available and recommended through the program. Other species may be available at the donor's request.

<p>White Spruce (<i>Picea glauca</i>) Nick Name: The True North Strong <i>Picea glauca</i> grows across the Canadian north from Newfoundland to the Yukon, this tree stands tall and strong against the true Canadian north. <i>Picea glauca</i> has great capacity to grow in a variety of conditions and does not always take on a characteristic form.</p> <p>Height: 24m, Fruit: Light-brown, Age: 200 years</p>	
<p>Sugar Maple (<i>Acer saccharum</i>) Nick Name: Sweet Canadian Chameleon <i>Acer saccharum</i> produces the sweetest maple syrup and is famous for its variety of bright colour each fall. The Sugar Maple leaf appears on the Canadian Flag.</p> <p>Height: 16-20m, Flower: Greenish yellow, Fruit: Maple keys, Fall Colour: yellow/orange/red, Age: 200 years</p>	
<p>White Oak (<i>Quercus alba</i>) Nick name: Stately Shape-Shifter <i>Quercus alba</i> is a stately tree that is very often used to make wine and whiskey barrels, furniture, paneling, flooring, railroad ties, fence posts, mine timbers, caskets, barrels, shingles, baskets, and firewood. It does best as a tree – providing shelter and food for hundreds of species. Even humans can snack on the delicious acorns!</p> <p>Height: 35m, Flower: Light brown, Fruit: Acorns, Fall Colour: Orange to reddish purple, Age: 600+years</p>	
<p>Tulip Tree (<i>Liriodendron tulipifera</i>) Nick name: Yellow poplar <i>Liriodendron tulipifera</i> is a fast-growing tree with bright green leaves that resemble tulip flowers in profile and turn golden yellow in fall. Greenish-yellow flowers are carried high in the tree. Stems are aromatic. Likes full sun.</p> <p>Height: 27m, Flower: Light yellow, Fruit: wings, Fall Colour: light green/yellow, Age: 200+years</p>	
<p>White Maple (<i>Acer saccharinum</i> L.) Nick name: Soft maple <i>Acer saccharinum</i> L. is a very fast-growing tree. Leaves are green on top and silvery-white on the underside, shimmering and dancing in the breeze. This tree tolerates a wide range of soil conditions. Best growth on rich, moist bottomlands bordering streams, swamps, lakeshores.</p> <p>Height: 35m, Flower: small racemes, Fruit: keys, Fall Colour: pale yellow or brownish, Age: 130 years</p>	

Source for tree images: Natural Resources Canada