

 POLICY			Policy #
		Approval Date:	Revision Date:
Title:	Commemorative Tree, Bench & Bicycle Rack Program		
Applies To:	All requests for placement of commemorative benches, trees or bicycle racks on Municipal property.		

POLICY STATEMENT:

The Municipality of North Grenville offers unique ways to pay tribute to individuals, special occasions and organizations through a commemorative bench, tree and bicycle rack program.

SCOPE:

This policy shall apply to all requests for placement of commemorative benches, trees or bicycle racks on Municipal property.

PROCEDURE:

1. The Department of Parks, Recreation and Culture is responsible for the implementation, administration and oversight of this policy.
2. The choice of trees, park/trail bench, and bicycle racks offered will be at the discretion of the Director of Parks, Recreation and Culture and are subject to change without notice.
3. Every effort will be made to accommodate the donor's choice of location and in the case of trees, the species; however, the final determination is at the discretion of the Director of Parks, Recreation and Culture. The approved location of a planting site or bench or bike rack installation depends on proposed future development within a park, the location of underground utilities, and other site restrictions. Some areas may already be at capacity and therefore a tree, bench or bicycle rack may not be available for every location. Planting/installation dates cannot be specified as they are dependent on weather, grower supply, parks construction, staff work plans and special event situations.
4. Tree planting will occur in the spring or fall, subject to seasonal planting conditions.
5. Commemorative trees will be replaced by the Municipality, at no charge to the applicant, within 5 years of the original planting date, or a subsequent replanting date, if required due to tree health or vandalism.
6. Benches and bicycle racks in an outdoor setting have a reasonable life span of 10 years. The dedicated bench or bicycle rack term will be for a period of 10 years, during which term the Municipality shall be responsible for the

reasonable maintenance of the item at its cost in accordance with the Municipality's standards and practices. Benches and bike racks will be replaced or repaired if required within 10 years of placement at no additional cost to the applicant, including if the item is vandalized.

7. The Municipality will use its best efforts to ensure that commemorative trees, benches and bike racks are properly maintained; however, the Municipality does not guarantee the items against acts of vandalism, damage or failure as a result of environmental stresses and conditions outside the Municipality's control.
8. The Municipality reserves the right, acting reasonably, to relocate a bench or bicycle rack.
9. The Municipality will install a 4" x 6" sized metal plaque on each item at the request of the donor. In general, messaging on the plaques will not be permitted if the Director of Parks, Recreation, and Culture determines in the exercise of his or her sole discretion that the messaging may be considered discriminatory, offensive, derogatory, or detracts from the image of the Municipality.
10. Plaque repair/replacement after 2 years will be charged to the applicant.
11. The donor shall pay in advance 50% of the costs to purchase, supply, deliver and install the tree, bench or bicycle rack and the plaque including, if necessary, the concrete surface and the installation work as agreed upon through the application process.
12. Fees for this program will be established annually and maintained through the Departmental Fees and Charges By-Law.
13. Written confirmation will follow after installation is complete.
14. A donation receipt will be provided.