

Commemorative Tree and Bench Policy

1. PURPOSE

- 1.1** This policy was established to provide community members, organizations, clubs, or groups in the Town of Cornwall with the opportunity to purchase commemorative benches, bike racks and/or trees on Town property.

2. VALUE

- 2.1** The Town of Cornwall invites individuals, organizations, or service clubs to give a legacy by installing a bench, bike rack or planting a tree at a park or trail in the Town. The gift may honor a loved one, a deceased animal, an experience, an organization, or perhaps to recognize an important event. Some may also wish to honour an important event for the planet, such as Earth Day, or National Truth & Reconciliation Day. Whatever the reason, the contribution will be recognized and appreciated by all Town park visitors/users.

3. SCOPE

- 3.1** The policy applies to tree planting, bike rack and park bench commemoration. The policy applies to all parks and open spaces owned by the Town of Cornwall. The policy does not apply to lands leased from others for municipal purposes.
- 3.2** Limitations to the sites for trees and benches are provided in recognition of the fact that such installations can interfere with active sport facilities, design parameters intended to reduce crime, affect the growth habit of trees, create, or augment accessibility concerns and interfere with maintenance operations.

4. RESPONSIBILITY

- 4.1** Administration of this policy is delegated to the Manager of Parks & Recreation or designation.
- 4.2** Execution is delegated to the Manager Parks & Recreation (or designate), subject to all conditions of the policy being satisfied.
- 4.3** The Manager of Parks & Recreation (or designate) shall be responsible for coordinating the installation of a bench, bike rack or the planting of a tree.

5. APPLICATION PROCESS

- 5.1** The Manager of Parks and Recreation (or designate) serves as the primary point of contact and will accept and review applications throughout the year.
- 5.2** Those wishing to install a commemorative bench, bike rack and/or plant a commemorative tree must apply in writing, using the application form herein.
- 5.3** Trees will be offered at the discretion of the Manager based on supplier availability and native tree compatibility to the selected planting location. Applicants can identify preferred tree species within the application.
- 5.3.1** Approved Native Tree Species are:
- Red Maple
 - Red Oak
 - White Birch
 - Yellow Birch
 - Eastern White Pine
 - Red Pine
 - Sugar Maple
 - White Ash
 - Black Spruce
 - Red Spruce
 - Balsam Fir Hemlock
- 5.4** The application form is available on the Town of Cornwall website at www.cornwallpe.ca.
- 5.4.1** Commemorative trees, bike racks and/or benches will not be confirmed until payment is received, and all approvals are obtained as applicable.

6. PLAQUE & QR CODE

- 6.1** A commemoration is a form of remembrance of a loved one, a celebration of a birth or anniversary, or to honour others' personal and/or professional contributions to the community.
- 6.2** The Town 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 application form.
- 6.3** Applicants will be provided the opportunity to have a QR Code placed on the plaque which will provide a brief bio of the person. Those submitting the application will be required to complete the bio as part of the application.

7. FEES

- 7.1** The fees to adopt a new commemorative bench, bike rack or plant a new commemorative tree will be based on the cost to purchase the selected commemorative item and may be subject to change based on the cost of item at the time of the request.
- 7.2** The fees associated with installing a bench, bike rack or planting a tree will be covered by the Town of Cornwall. The fee for the commemorative plate and/or signage will be the responsibility of the applicant.
- 7.3** The complete fee payment must be received before the process is initiated. The applicant will pay the full costs of the fees as outlined in the General Fees and Rates By-law. The schedule of costs shall be established based upon the Town of Cornwall providers and may be updated according to cost purchasing increases.
 - 7.3.1** Payments can be made by cheque or credit card.
 - 7.3.2** Please make cheque payable to the Town of Cornwall and submit with a completed application.

8. LOCATION

- 8.1** The Town has many parks, trails, and green spaces available for commemorative benches, bike racks and trees. The applicant may identify up to two (2) locations, listed in preferential order on the application.
- 8.2** The Town is responsible for the installation of a new bench, bike rack and/or planting of a new tree on any municipal property.

9. MAINTENANCE

- 9.1** The Town shall provide routine maintenance of the bench, bike rack or tree and its surroundings during its useful life.

10. DURATION

- 10.1** The Town will be responsible for the replacement of a commemorative bench, bike rack, and tree for up to a 10-year period. The Town of Cornwall cannot guarantee the survivability of the tree due to external impacts (i.e. climate, wildlife).

11. RESTRICTIONS

- 11.1** The Town understands that the bench, bike rack or tree may have sentimental value; however, it is not to be considered a memorial or shrine. For that reason, the Town will not permit the placement of flowers, wreaths, pictures, etc. at the site or the addition of fixtures to or around the bench/tree.

12. INSTALLATION TIMES

- 12.1** Tree planting will be scheduled in either:
 - 12.1.1 May** (spring planting season)
 - 12.1.2 September** (fall planting season)

12.2 Bench installation will take place throughout the Spring, Summer and Fall seasons on a day that is favourable for installation.

COMMEMORATIVE TREE, BIKE RACK OR BENCH APPLICATION

Please return completed application form with associated payment to:

Manager of Parks and Recreation

15 Mercedes Dr, Cornwall, PE C0A 1H0

By email to: kmeunier@cornwallpe.ca

APPLICANT INFORMATION			
Name of Applicant:			
Street Address:			
City:	Province:	Postal Code:	
Phone Number:			
Email:			
SECONDARY CONTACT			
Name of Secondary Contact:			
Phone Number:		Email:	
COMMEMORATIVE BENCH OR TREE INFORMATION			
I would like to purchase a Commemorative Bench with a plaque. I have read the Policy and I agree to the terms and conditions therein.			
I would like to purchase a Commemorative Tree with a plaque. I have read the policy and I agree to the terms and conditions therein.			
I would like to purchase a Commemorative Bike Rack with a plaque. I have read the policy and I agree to the terms and conditions therein.			

LOCATION

List your two (2) location choices in preferential order. While every effort will be made to accommodate applicant preferences, the final decision on location rests with the Manager of Parks & Recreation (or designate).

1. _____
2. _____

COMMEMORATIVE BENCH PLAQUE INSCRIPTION (9x3" Plaque)

Maximum four (4) lines with forty (40) characters each, including spaces (Sentence Case).

COMMEMORATIVE TREE PLAQUE INSCRIPTION (6x9" Plaque)

Maximum six (6) lines with twenty-six (26) characters, including spaces (Sentence Case).

PROCEDURE

1. Complete and submit the required application form and provide method of payment.
2. Application is reviewed and either the:
 - Request is approved, including confirmation of the preferred location; or
 - Applicant is contacted with an offer of an alternate location; or
 - Request is denied, upon which the fee will not be processed.
3. Upon successful application process, the bench, bike rack or tree and accompanying plaque will be ordered. A receipt of payment will be provided to the applicant.
4. Planting/Installation will take place as per the policy.
5. If a QR Code is requested, a bio must be completed.
6. Applications are received on an ongoing basis.

APPLICANT COMMENTS / NOTES

I have read the policy in its entirety, and I agree to comply with all Town by-laws, rules and regulations as they relate to my application.

Applicant Name: _____ Date: _____

Applicant Signature: _____

OFFICE USE ONLY

Date Application Received:

Staff:

COMMEMORATIVE TREE, BIKE RACK, BENCH – Request Details:

COMMEMORATIVE TREE

COMMEMORATIVE BIKE RACK

COMMEMORATIVE BENCH

Payment Date:

Method:

Confirmed Location:

Date of Installation / Planting:

Tree Species (if applicable):

MUNICIPAL STAFF SIGNATURE

Staff Name: _____ **Date:** _____

Staff Signature: _____

PLEASE CLICK THE IMAGE BELOW FOR DETAILS AND PRICE FOR BENCH

