

Memorial Bench and Tree Donation Policy

Adopted	February 2015
Previous Revisions	2005
Lead Department	Parks, Recreation & Culture



Purpose

The purpose of the Memorial Bench and Tree Donation Program is design as a facilitation tool to assist in celebrating the people, groups, events and achievements that have brought positive change and difference to our community through planting trees or dedicating park benches. These items will reside in our parks for many years, allowing King Township residents and visitors to enjoy the natural environment.

Program Requirements

Requests for the Memorial Bench and Tree Donation Program will be accepted by the Township on the provided form. All applications will be received and approved on a first come first serve basis.

Donation Purchase

A deposit of 25% will be required at the time of application. Income tax receipts will be issued upon final payment.

Donation Options

Bench – Parks & Open Spaces

Heavy duty construction, anchored to concrete footings and consistent with King Township's parks development standards (to be installed by Township staff).

Bench - Cemeteries

High quality cast iron (black) ends with maintenance free (hardwood-like) slats. The bench will be anchored on concrete footings (to be installed by Township staff).

Trees (parks, open spaces, cemeteries)

Trees are required to be a minimum 50 – 60 mm calliper tree. Trees are required to be one of the following species: White Spruce, Shademaster Locust, Linden, Deborah Maple, Red Oak, White Oak, Colorado Spruce, White Ash, Green Ash, Sugar Maple or Canadian Red Maple. Efforts will be made to accommodate a particular type of native tree species, not indicated on the above list.

Plaque on Granite Marker

Granite marker with engraved lettering (14" x 6"). Wording on the plaque to be approved by the Community Engagement Supervisor or designate of the Parks, Recreation & Culture Department.

Fees and Charges

Fees and charges for the individual donation options can be found in Schedule 'A' of this policy. Schedule 'A' will be updated annually pending the approval of new rates as part of the fees and charges process.

Location

King Township has many parks and facilities available for donation trees and benches where they will be well looked after. Not all park areas are suitable for dedicated planting or bench placement. Every effort will be made to comply with the request of the contributor. The Township reserves the right to determine and limit the locations of a bench or tree.

Installation

Planting of trees will be determined by the season; requests received between September and March will be planted in the spring and requests received between April and August will be planted in the fall. Tree(s) will be planted by Township staff to Township standards and specifications.

Benches will be installed by Township staff in the months of June through November to avoid frost conditions.

Restrictions

In the event that the tree should die, become diseased or vandalized, King Township will replace the tree with a landscape size tree of the same species (if available) for a period of three (3) years after the date of installation.

In the event that the donated bench (plaque not included) is destroyed, King Township will replace the bench (same style) for a period of three (3) years after the date of installation.

Memorial benches and trees with an accompanying plaque will be installed by Township staff in the designated area. Benches and trees without a plaque will be located throughout Township parks and open spaces. Optimal tree-planting locations will be selected by Township staff to ensure the most appropriate growing environment for the tree type. Benches and trees will be located to coincide with the general scheme for the park.

After the selection is made and payment has been received in full, the planting/installation of the tree and/or bench and placement of the plaque will take place. Township staff will contact the applicant once installation is complete.

This is a non-profit program for the beautification of King Township parks, open spaces and cemeteries.



Township of King
Parks, Recreation & Culture
Memorial Tree/Bench Request Form

First Name _____

Last Name _____

Address _____ PO Box _____

City _____ Postal Code _____

Telephone (Primary) _____ (Secondary) _____

Type of Tree Requested _____

Type of Bench Requested (Park, Cemetery) _____

Requested Location (Parks, Green Space, Cemetery) _____

Plaque Information (Name, Date, Verse – 10 word limit)

Payment: _____ Tax Receipt Requested: YES NO

Applicants Signature _____ Date _____

Please allow 6 – 10 weeks (depending on season) for tree planting completion. There may be additional charges for special orders. Please make cheques payable to King Township and return the request form to:

King Township
Parks, Recreation & Culture
15 Old King Road
Nobleton ON
LOG 1N0

Office Use Only:	
Approved By: _____	Date: _____
Approved Location _____	Installation/Planting Timeframe: _____
Utility Locates: _____	

Schedule 'A' – Fees and Charges

Memorial tree without plaque	per unit	\$442.40
Memorial bench without plaque	per unit	\$930.00
Memorial Streetscape bench without plaque	Per unit	\$1100.00
Plaque on granite marker	per unit	\$393.24
Plaque for bench display	per unit	\$339.00

* All fees are inclusive of HST