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| POLICY MANUAL | POLICY No. 3-20 |
| For Municipality of South Dundas | Effective Date: August 22, 2017 Revised: March 22, 2021 |
| Subject: Memorial Bench and Tree Program | Department: All Departments |

Policy Statement:

The Corporation of the Municipality of South Dundas recognizes that South Dundas citizens may wish to dedicate a bench, tree and/or plaque in a municipal green space in memory of a loved one. For this reason, the Municipality has established the following policy. The policy provides an opportunity for remembrance by permitting, subject to certain specific conditions, the donation of a memorial bench, tree, and plaque, or a memorial plaque on an existing bench or tree.

Purpose:

The purpose of the policy is to allow for the provision of memorial benches, memorial trees and memorial plaques, or memorial plaques on an existing bench or tree, in remembrance of a loved one. Such installations are provided at the cost of the individual, purchasing the commemorative item(s). Responsibility of the item(s), within specific parameters, is provided by the policy.

1. Dedication

1.1 Subject to other provisions of this policy, memorial benches, trees and plaques, or memorial plaques may be purchased by individuals, organizations, or corporations for the following:

- South Dundas residents in memory of a loved one;
- Past South Dundas residents who are deceased;
- Persons who are deceased and were non-residents, but who have made a significant contribution to public service, charitable works, or volunteering in South Dundas; and,
- Past South Dundas residents or non-residents who are deceased and have performed a heroic act in the service of others in South Dundas.

1.2 The Municipality reserves the right to refuse any application in memory of a publicly controversial individual; a controversial historical leader; a loved one that is not deceased; an animal or pet; a fictional character. If circumstances arise that require a donated item to be removed, the Director will make every effort to contact the donor to advise them.

1.3 The wording the plaques shall always be subject to approval by the Director or designate. In general, wording will not be permitted if it:

- Would bring the image of the Municipality in disrepute;
- Mentions tobacco, alcohol, or controlled substances;
- Indicated political affiliations;
- Would be considered discriminatory, derogatory, or offensive according to race, gender, ethnicity, sexual orientation, religion, or similar factors; and,
- Represents a proprietary brand.

2. Inventory

2.1 The Municipality of South Dundas reserves the right to sell memorial benches, trees and plaques, or a memorial plaque on an existing bench or tree on a first come, first served basis to those submitting a complete application. The Director shall determine the style of bench and plaque to be installed.

Alternatively the Director shall also provide a list of pre-approved trees to be planted. The following factors will be considered in approval of sites:

- Current use of the area
- Current inventory of installed benches requiring dedication;
- Current density of benches in the area;
- Current density and tree types in the area
- Access for pedestrian and bicycle movement around the tree or bench
- Access for equipment and personnel to install the tree or bench; and,
- Other site considerations (Slope of ground, flooding in the area, future site usage, etc.)

2.2. To maintain a fund for the future replacement of benches and trees, notwithstanding the fact that the proposed plaque may be installed at an existing bench or tree, the donor will be required to contribute the cost of a bench or a tree at the time of purchase of the plaque.

2.3 Staff will maintain a list of available benches without dedication plaques and trees and/or a list of locations in need of a bench or tree.

2.4 Bench models, tree types, and plaque designs will be determined by the Director.

2.5 The Municipality reserves the right to relocate a memorial bench, memorial tree and/or plaque in the eventuality that such a move is necessary (i.e Bench is subject to recurrent vandalism, the park is scheduled for redevelopment, or servicing upgrades, etc.) The director will attempt to ensure that any existing trees planted are incorporated into the redevelopment of a space, or will make an attempt to transplant the trees to a new location if they are not able to be incorporated.

3. Costs

3.1 The donor shall pay the full costs of the purchase, supply, delivery, and installation of the memorial bench or tree

3.2 Due to concerns for risk management, maintaining quality and safety during bench installation or tree planting, substitution of other providers, contractors, or do-it-yourself work shall not be permitted.

3.3 The Municipality may consider contributing funds or an in-kind donation only when a memorial bench, tree and/or plaque is for a broad community purpose that has affected the entire community.

4. Duration of Contract

4.1 Memorial benches and/ or plaques contracts will be in place for a ten (10) year term from the date of installation.

4.2 Once the end of ten (10) year term is reached, the donor of a bench will have an opportunity to renew within two weeks of the term expiry. The donor will be contacted at the end of term through contact information provided on the initial application form to see if they would like to renew the term

before opening to the public. It is up to the donor to provide the Municipality with any changes to contact information. If the purchaser cannot be contacted or chooses not to renew, the bench will become available for a new dedication.

4.3 The plaque will be returned to the donor at the expiry of the term, if requested.

5. Maintenance

5.1 The upkeep and maintenance of the memorial bench, tree, and plaque is the responsibility of the Municipality

5.2 It is noted that from time to time issues of vandalism may occur. Should a case of vandalism occur, the item(s) will be removed. Municipal staff will suggest a location alternative to address the vandalism issue.

5.3 It is noted that from time to time the trees selected may become diseased or die due to various reasons. Should this occur, the tree will be removed, and Municipal staff will replace the tree with one of the same species and re-install the plaque. If the tree type is no longer available or is subject to a reoccurring pest or disease, the Director shall reach out to the donor and request that they make an alternative selection.

6. Restrictions

6.1 The placement of any mementoes (i.e. wreaths, flowers, vases, statues, etc.) near the memorial bench or tree is not permitted.

7. Responsibilities

7.1 The Director shall:

- Approve the precise location of the installation of benches, trees, and/or plaques; and;
- Oversee the scheduling, supply, delivery, and installation of items

7.2 The Director shall oversee the application process. Applications may be made in person at the South Dundas Municipal Centre during regular business hours, or online.

7.3 Applications and a list of available locations will be available. The Director shall maintain the fee schedule, as well as record of benches, trees, and/or plaques purchased and their location. Any changes to fees will be approved by Council.

8. Reporting to Council

8.1 Staff may report to Council from time to time and seek direction on matters related to this policy involving:

- Policy updates;
- Fees;
- Resolution of disputes;
- Financial implications; and,
- Other matters as deemed appropriate