



Section Lanark County
Municipal Trails
Corporation

SUBJECT: *COMMEMORATIVE TREE AND PARK BENCH PROGRAM*

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1.0 PURPOSE

The purpose of the Commemorative Tree and Park Bench Program Policy is to provide a creative and lasting way for members of the public to recognize and honour others through a lasting tribute. The tax deductible contributions made through this Program will also benefit the many users of our County Trails.

2.0 LEGISLATIVE AUTHORITY

The *Municipal Act* permits municipalities to pass By-laws to establish policies under spheres of jurisdiction.

3.0 DEFINITIONS

None.

4.0 SCOPE

The Commemorative Tree and Park Bench Program is administered by the Public Works Department on behalf of the Lanark County Municipal Trails Corporation (LCMTC).

All costs associated with the program are the responsibility of the donor.

5.0 ACCOUNTABILITY FRAMEWORK

The Director of Public Works is responsible for ensuring compliance with this policy and established procedures.

6.0 APPROVAL AUTHORITY

Lanark County Council.

7.0 RESPONSIBILITY & AUTHORIZATION

7.1 Commemorative Tree Program Approved Commemorative Tree Locations

Donations will be accepted for the following Trails:

7.1.1 Tay River Pathway – County Municipal Offices, 99 Christie Lake Road (Sunset Boulevard), P.O. Box 37, Perth, ON, K7H 3E2.

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7.1.2 Species and Location

Staff will work with the donor to determine an appropriate species and the best location for the tree to be planted. Once the species and location have been identified, the tree will be planted to the County of Lanark’s standards and specifications. A list of tree species that are approved for this Program is attached at Appendix “A”. All approved trees are native species to Lanark County.

7.1.3 Purchase

The donor will be responsible for the cost of purchasing, planting and maintaining the Commemorative Tree. Tree costs are shown at Appendix “A”. The tree will be purchased by the County Public Works Department, with a two-year warranty. A Commemorative Certificate will be issued to the donor along with a tax receipt.

7.1.4 Planting

For the health and survival of the tree, planting will take place during the spring or fall planting season. A Dedication Ceremony will be scheduled in May for Applications received by March 31st. A Dedication Ceremony will be scheduled in October for Applications received between April 1st and August 31st. If the donor does not want to participate in the Ceremony, they will be notified once the tree has been planted.

7.1.5 Commemorative Plaque

A commemorative plaque is included in the cost of the tree. The plaque will be placed adjacent to the tree. A photo of a typical plaque is at Appendix “B”.

7.1.6 Maintenance

Staff will take all reasonable measures to maintain the health of donated trees. Trees will not be replaced if they die after the two-year warranty period.

7.1.7 Donor Application Form. Donors must complete and submit the Form at Appendix “D” to the County Public Works Department.

**7.2 Commemorative Bench Program
Approved Park Bench Locations**

Baird Trail – County Road 8 at Lot 11, Concession 4 in the Geographic Township of Lanark.

Tay River Pathway – County Municipal Offices, 99 Christie Lake Road (Sunset Boulevard), P.O. Box 37, Perth, ON, K7H 3E2.

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7.2.1 Location

Staff will work with the donor to determine the best location for the park bench. A photo of the approved bench is at Appendix "C".

7.2.2 Purchase

The donor will be responsible for payment for the purchase and the installation of a park bench. Park bench costs are shown at Appendix "D". An Appreciation Certificate will be issued to the donor along with a tax receipt.

7.2.3 Installation

Commemorative park benches will be installed only during the frost-free period of the year (April through November). Installation will be completed by County Staff. And the donor will be advised when the installation has been completed.

7.2.4 Commemorative Plaque

If the donor requests, an engraved Commemorative plaque will be affixed to the bench. Plaques will be purchased and installed by the County Public Works Department. The cost of the plaque is included in the park bench cost.

7.2.5 Maintenance

Staff shall be responsible for the maintenance of donated park benches.

7.2.6 Donor Application Form. Donors must complete and submit the Form at Appendix "D" to the County Public Works Department.

8.0 EXCLUSIONS

None.

9.0 POLICY REVIEW

Every effort will be made to maintain this policy, within currently prescribed regulations, and will, therefore, be amended as soon as possible to reflect any legislative changes.

10.0 RESTRICTIONS

None.

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LIST OF TREE SPECIES

TREE SPECIES	COMMENTS	PRICE GROUP
American Basswood <i>Tilia Americana</i>	-fragrant flowers (attracting bees) in early summer	A
Bitternut Hickory <i>Carya cordiformis</i>	-yellow fall leaf colour	A
Black Walnut <i>Juglans nigra</i>	-slower growing	B
Bur Oak <i>Quercus macrocarpa</i>	-broad crowned, shade tree	B
Crabapples <i>Malus coronaria</i>	-showy, pinkish, fragrant blossoms	B
Freeman's Maple <i>Acer x freemanii</i>	-beautiful fall colour	A
Green Ash <i>Fraxinus Pennsylvania</i>	-quick growing, very hearty	A
Grey Birch <i>Betula populifolia</i>	-seeds provide food for birds	A
Hackberry <i>Celtis occidentalis</i>	-provides fruit for birds	B
Pin Oak <i>Quercus palustris</i>	-narrower crown, pyramidal shaped	B
Red Cedar <i>Juniperus virginiana</i>	-seeds attract songbirds	A
Red Maple <i>Acer rubrum</i>	-beautiful ornamental	A
Red Oak <i>Quercus rubra</i>	-quick growing, shade tree	B
Shagbark Hickory <i>Carya ovata</i>	-interesting bark which forms long tough curls	A
Showy Mountain Ash <i>Sorbus decora</i>	-fragrant white blossoms, leading to vermilion coloured fruit	A
Silver Maple <i>Acer saccharinum</i>	-yellow fall foliage	B
Sugar Maple <i>Acer saccharum</i>	-excellent shade tree, good for both shade and sun	B
White Ash <i>Fraxinum Americana</i>	-good autumn leaf colour (orange-violet)	A

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TREE SPECIES	COMMENTS	PRICE GROUP
White Cedar <i>Thuja occidentalis</i>	-good for foundation plantings and windbreaks	A
White Pine <i>Pinus strobes</i>	-fast growing, drought resistant	B

PRICE GROUP

A - \$350.00

B - \$375.00

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APPENDIX "B"

PHOTO OF A TYPICAL COMMEMORATIVE TREE AND PLAQUE



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APPENDIX "C"

PHOTO OF THE APPROVED COMMEMORATIVE BENCH



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**CHARITABLE DONATION
INCLUDING COMMEMORATIVE BENCH AND TREE PLANTING
APPLICATION FORM**

Contact Information

Name: _____

Address: _____

Telephone Number: Home: _____ Business: _____

E-mail: _____

Name for Income Tax Receipt Purposes (if different from above):

Donation Options

Payments can be made by cash or cheque. Make cheques payable to the Lanark County Municipal Trails Corporation (LCMTC)

- Commemorative Bench \$1,850 (indicate location choice below)
 - Tay River Pathway - 99 Christie Lake Road (County Road 6).
 - Baird Trail – 1024 Herron Mills Road (County Road 8).

- Tay River Pathway - Commemorative Tree (indicate price group choice below)
 - Price Group A - \$350.00
 - Price Group B - \$375.00

Type of Tree Requested: _____

- Trails Development - Cash Donation (Indicate Amount Below)
\$ _____ (*Income Tax Receipts will be issued for donations of \$20 or greater*)

Plaques

All Commemorative Bench and Tree donations include a gold coloured metal plaque, placed on the back slat of the bench or on a stake by the tree.

Please select, from the choices below, your preferred wording for the plaque.

- Donated in memory of Name
 Donated in loving memory of Name
 In honour of Name
 Donated by Name
 No Plaque Desired

Indicate name to be included in above wording: _____
(*Maximum 30 characters*)

Dedication Ceremony

All Commemorative Bench and Tree donations include a Dedication Ceremony. Donations received January - March will generally be recognized during the May Ceremony and donations received April – December will generally be recognized during the October Ceremony.

Please select your preferred Dedication Ceremony and indicate the anticipated number of guests who will attend.

- May Dedication Ceremony (or as required).
 October Dedication Ceremony (or as required).

Anticipated Number of Guests: _____

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Submission of Application

Please submit applications to:
The Corporation of the County of Lanark
Public Works Department
99 Christie Lake Road
Perth, ON, K7H 3C6

For further information contact our office at:
Telephone: (613) 267-1353, Toll free: 1-888-9-Lanark
E-mail: roads@lanarkcounty.ca

SAMPLE CERTIFICATE:

We suggest the wording to be something short; i.e. three to four lines.

The Tree Certificate will include the common tree name and the botanical name.



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