



Town of Whitby Policy

Policy Title:	Tree and Bench Dedication Commemorative Program and Policy
Policy Number:	MS 260
Reference:	Council Resolution #185-11
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Approval:	Council
Point of Contact:	Community and Marketing Services

Policy Statement

The Corporation of the Town of Whitby recognizes that Whitby citizens often wish to dedicate items within the Town's green spaces in remembrance of passed loved ones. For this reason, the Town has established the following policy. The policy provides an opportunity for remembrance by permitting, subject to certain specific conditions, the donation of a tree or park bench. This may be augmented by the provision of a commemorative plaque in conjunction with a tree or bench.

Purpose

The purpose of the policy is to allow for the provision of trees, park benches and commemorative plaques for the remembrance of deceased residents and/or deceased persons who were not residents but who have devoted extensive amounts of their time to the community, charity or volunteer service within Whitby. Such installations are provided for at the cost of the individual purchasing the commemorative item. Responsibility for maintenance of the items, within specific parameters, is provided for by the policy.

Scope

The policy applies to tree, park bench and bronze plaque dedications. The policy applies to all parks and open spaces owned by the Town of Whitby. It does not apply to lands leased to others for whatever purpose or lands leased from others for park and open space purposes.

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 and interfere with maintenance operations.

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Procedure

1 Application of Dedication Plaques

- 1.1** Subject to the other provisions of this policy, dedication plaques may be purchased by individuals, organizations or corporations for:
- Past Whitby 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 Whitby; and
 - Past Whitby residents or non-residents, who are deceased and have performed a heroic act in the service of others in Whitby.
- 1.2** Significant contributions to public service, charitable works or volunteering shall be for organizations, groups, and charities serving the Whitby area.

2 Trees without Plaques

- 2.1** Trees without plaques may be installed in any park or open space, subject to the requirement that there is adequate space available to plant the tree. The specie of tree may only be selected from the approved list of species appended to this policy as revised from time to time.
- 2.2** While the donor may select the general location requested for the tree, Forestry/Parks Operations Staff may adjust the location subject to the location considerations.
- 2.3** Under this section the person or persons purchasing a tree will receive a certificate from the Town recognizing the donation.

3 Benches without Plaques

- 3.1** Benches without plaques may be placed in any park or along any open space trail. However benches are only permitted within areas where there is an existing hard surface walking/seating area of asphalt or concrete suitably sized and situated to accommodate the bench. Where a hard surface area for the bench is not available a bench shall only be permitted if the donor pays for the construction of a suitable pad to accommodate the bench and a suitable location for the pad is available. A donor may also contribute to replace an existing bench which has reached the end of its life cycle.
- 3.2** While the donor may select the general location requested for the bench, Parks Operations Staff may adjust the location.

4 Installation of Plaques with Trees or Benches

- 4.1 Bronze plaques may also be purchased to accompany the dedication of a tree or bench. Bronze plaques in conjunction with trees are only permitted within Civic Centre Park. Bronze plaques purchased to accompany dedication benches may be permitted in any park or along any open space trail but shall only be located on the hard surface beneath the bench.

5 Installation of Plaques at Existing Trees and Benches

- 5.1 Bronze plaques may be placed adjacent to any existing tree without a plaque or a newly purchased tree within Civic Centre Park. Bronze plaques may be placed in conjunction with any existing bench in any existing park or open space trail or a newly purchased bench.
- 5.2 In order to maintain a fund for the future replacement of trees and benches, notwithstanding the fact that the proposed plaque may be installed at an existing tree or bench, the donor will be required to contribute the cost of a tree or bench at the time of purchase of the plaque.

6 Location Consideration

- 6.1 While the person purchasing the tree or bench is free to suggest the proposed location, certain location requirements shall apply as noted below. The appropriate member of the Staff of Forestry/Operations/Parks or combination thereof shall make the final and precise determination of location, also abiding by the criteria below.
- 6.2 Trees or benches under this program shall only be located in accordance with the following criteria:
- a) The location does not interfere with any active park facility.
 - b) The location would be considered appropriate in accordance with design criteria related to Crime Prevention Through Environmental Design (CEPTED).
 - c) The location does not interfere with approved park design including horticultural or arboricultural components or displays.
 - d) Sufficient space is provided for the proposed or existing tree(s) at maturity.
 - e) The location does not interfere with maintenance requirements.
 - f) Impacts on other properties are considered including spread of the tree or spread of trees on abutting properties, views from properties and overviews of other properties, and access for maintenance.

7 Costs

- 7.1 The donor shall pay the full costs of the purchase, supply, delivery and installation of the tree and/or bench and plaque, and where required, the hard surface for the bench. The schedule of costs shall be established by the Town based upon the Town's normal providers and shall be updated from time to time.

- 7.2** Due to concerns for risk management, maintaining quality and safety of product and installation, and in the case of trees the potential for disease and infestation, substitution of other providers, contractors, or do-it-yourself work shall not be permitted.

8 Plaque Names and Wording

- 8.1** Dedication plaques are only permitted for persons who are now deceased. Names of persons who have been proven to have been involved in criminal activity shall not be permitted. The wording on plaques shall at all times be subject to the approval of the Supervisor of Parks Development or designate. In general wording will not be permitted if it:

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

9 Policy Limitation

- 9.1** Nothing in this policy shall limit the ability of any individual, organization or corporation to make a monetary donation to the Town for the purpose of tree planting or the provision of benches to be utilized at the Town's discretion or to be held in reserve for future replacement of trees and benches.

10 Maintenance

- 10.1** All items installed under this policy become the property of the Town of Whitby. It shall be the responsibility of the Town to maintain the facilities supplied under this policy.
- 10.2** It is noted that from time to time issues of vandalism may occur. Where a tree, bench or plaque is the subject of vandalism, the Town shall only be responsible to replace the damaged item on one (1) occasion within the first year of its installation. Following the second incident of vandalism within this period, the item will be removed. Town Staff would suggest location alternatives to address the vandalism issue and be responsible to replace the item.
- 10.3** It is noted from time to time that trees die prematurely due to weakness, poor micro climate conditions, disease or infestation. Where a tree dies prematurely, the Town shall be responsible to replace the tree. Forestry Staff may suggest alternate specie at the time of replacement based on their knowledge of the causal factors.

- 10.4** Nothing herein shall prevent the immediate removal of any item deemed by Town Staff to constitute an immediate safety issue and in the case of trees where the tree is subject to an infestation or disease which may spread to other surrounding trees.
- 10.5** Should Town property containing dedication trees and benches with plaques be redeveloped, the Town shall make its best efforts to relocate the items within the redeveloped property. Where the property is sold, the Town shall make its best effort to relocate benches and plaques to an alternate Town park or open space. Trees will not necessarily be relocated and new trees may be provided. The Town may also make arrangements with the property purchaser to retain the facilities in situ. The Town may also relocate bronze plaques to a location and in an arrangement as may be directed by Council.

11 Responsibilities

- 11.1** The Superintendent of Operations or designate shall:
- approve the precise location of the installation of trees, benches and/or plaques;
 - consult with the Supervisor of Parks Development as required;
 - maintain a list of appropriate species for use under this policy; and
 - oversee the supply, delivery and installation of the items including the scheduling of same.
- 11.2** The Supervisor of Parks Development or designate shall oversee the application process. Applications may be made in person at the Community and Marketing Services Department or on-line (as facilities exist). The Supervisor shall also maintain the fee schedule, as well as a record of trees and benches purchased and their locations (which would be confirmed by Parks Operations). Fees are approved annually by Council.

12 Reporting to Council

- 12.1** 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.

This Policy is hereby approved by Council Resolution #185-11 on this 30th day of May, 2011.