



THE CORPORATION OF THE TOWNSHIP OF NORWICH

DEPARTMENT: Recreation, Parks & Facilities POLICY NO: RPF 2008 -01

SUBJECT: Memorial Tree and Park Bench Program

APPROVED BY COUNCIL: RES. NO. DATE:

REVISION NO: AUTHORIZED REF: DATE:

POLICY STATEMENT

Residents and organizations may make contributions to a Township park as a tribute to an individual or group through the Memorial Tree and Park Bench Program.

PURPOSE

The purpose of the Memorial Tree and Park Bench Program is to provide a means for members of the public to recognize and honour others through a lasting tribute. The contributions made through this program will also benefit the Township of Norwich parks and the community as these gifts will enhance a park or green space.

SCOPE

The Memorial Tree and Park Bench Program is administered by the Recreation, Parks and Facilities Department. Those interested in making a contribution to the Memorial Tree and Park Bench Program should contact the Recreation, Parks and Facilities Department.

All costs associated with the program are the responsibility of the contributor/donor. A signed purchase agreement outlining the roles and responsibilities of the contributor/donor and the Township of Norwich will be required upon receipt of funds and prior to the installation of the memorial tree or park bench.

DEFINITIONS

Public Park - means any public area designated as “park space.”

Public Greenspace - means any public lands other than parks designated as “greenspace.”

Honour or Memorialize - means the process by which someone may establish recognition for a person or an event.

MEMORIAL TREE PROGRAM

Species and Location – Not all park areas are suitable for donation of memorial or commemorative tree. The Recreation, Parks and Facilities Department will work with the contributor 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 Township of Norwich standards and specifications.

Purchase - The contributor will be responsible of payment of \$500.00 plus GST for a 60 mm (2.5”) diameter deciduous tree or a coniferous at 1.8 (6’) in height. The tree will be purchased with a two-year warranty. An appreciation certificate will be issued to the contributor along with a tax receipt.

Planting - For the health and survival of the tree, installation will take place in either the spring or fall planting season. If no ceremony is planned in conjunction with the tree planting, the contributor will be notified by Township staff once the tree has been installed.

Memorial Plaque – These plaques may be purchased through the Township of Norwich at a cost of \$200.00 + GST.

Maintenance - The Recreation, Parks and Facilities Department will maintain the tree in the same manner as other park trees. Replacement of a commemorative/memorial tree after the two year warranty has expired will be at the discretion of the Township. Theft or vandalism to the memorial plaques are not the responsibility of the Township. Replacement costs of a plaque will be the responsibility of the contributor.

MEMORIAL BENCH PROGRAM

Location – Not all park areas are suitable for donation of memorial or commemorative bench. The Recreation, Parks and Facilities Department will work with the contributor to determine the best location for the park bench to be situated.

Purchase - The contributor will be responsible for the payment of \$1,000.00 plus GST for the purchase and installation of a park bench to be of a standard used in all Township parks. An upgraded bench valued at \$1,500.00 will be available for specific locations. An appreciation certificate will be issued to the contributor along with a tax receipt.

Installation – Memorial park benches will be installed only during the frost-free period of the year (April through November). Installation will be completed by Township staff.

Memorial Plaque – These plaques may be purchased through the Township of Norwich at a cost of \$200.00 + GST. These bench plaques will be a 3 1/2” X 6” brass plate with letters engraved, installed onto the front of the topmost bench back board. Plaque engraving shall be 5 lines/20 characters per line including spacing.

Maintenance - The Recreation, Parks and Facilities Department will maintain the park bench in the same manner as other park benches. Theft or vandalism to the memorial plaques are not the responsibility of the Township. Replacement costs of a plaque will be the responsibility of the contributor. In the event that the location of the park bench proves to cause concern due to vandalism or other issues, the Township of Norwich may relocate the bench or the plaque elsewhere in the park or in another park if required.

SCHEDULE A

Approved Memorial Tree List

Please note that trees are subject to commercial availability and that every effort will be made to fulfill all requests:

- Autumn Blaze Maple
- Amur Maple
- Red Maple
- Silver Maple
- Sugar Maple
- Horse Chestnut
- Ruby Red Horse Chestnut
- River Birch Clump
- Paper Birch Clump
- Gray Birch Clump
- Pyramidal European Hornbeam
- Blue Beech
- Common Hackberry
- Maidenhair Tree
- American Beech
- European Beech
- Shademaster Honeylocust
- Skyline Honeylocust
- Kentucky Coffee Tree
- Butternut
- Black Walnut
- Crabapple
- London Plane Tree
- White Oak
- Burr Oak
- Pin Oak
- English Oak
- Red Oak
- Golden Weeping Willow
- Black Willow
- Ivory Silk Tree Lilac
- Linden

Approved Memorial Tree and Park Bench Locations

The Township of Norwich will accept donations within in the following parks:

Otterville Park
Springford Park
Burgessville Park

Harold Bishop Park
Dillon Park
Oxford Centre Park

Approved Memorial Park Bench List

Please note that park benches are subject to commercial availability and that every effort will be made to fulfill all requests:

Suppliers

- Belair Recreational Products Inc.
- Henderson Recreation Equipment Limited
- Playpower Inc.
- ABC Recreation
- Kan-go-roo Equipment
- Recreation Playsystems
- APE Playgrounds
- KSL Designs
- Ontario Playgrounds
- Ure-Tech Surfaces

Bench Styles

- Cedar bench
- Classic bench with centre arm
- Recycled bench
- Iron bench
- Memorial park bench
- Powder-coated bench

APPENDIX “B”

MEMORIAL TREE AND PARK BENCH PROGRAM APPLICATION

How to arrange for a memorial tree or park bench:

Review the Memorial Tree and Park Bench Program options and decide how you would like to participate. Contact the Recreation, Parks & Facilities Department at 519-863-2709 / 519-879-6568 to discuss your participation.

1. Select a tree or park bench you wish to donate. All trees and park benches selected must meet the Township’s standards. .
2. Choose the wording for the memorial plaque.
3. Completed application forms are to be returned to:

Township of Norwich
210 Main Street East
PO Box 100

Otterville, Ontario N0J 1R0
519-863-2709 or 519-879-6568
Fax 519-879-6385

4. The Facilities Supervisor or designate will contact you to arrange a meeting to discuss your choice, select a suitable location for the tree or bench and to schedule a date for a dedication ceremony, if required.
5. The Contributor/Donor and the Corporation of the Township of Norwich shall enter into a Memorial Tree and Park Bench Program Purchase Agreement.

Required Information:

1. Name of official donor:

2. Name of contact person for this project:

3. Position (if donor is an organization):

4. Mailing Address:

5. Home telephone number:

6. Fax number:

7. E-mail:

8. Please select the amenity you wish to donate:

Tree: _____ Bench: _____

9. Which park are you requesting the memorial to be located in?

10. Location within the park:

11. Plaque information (choose option 11(a) or 11(b):

11(a): This _____ was planted in _____

(Name of tree species)
(Memory/Celebration)

of _____
(Name of person or description of event)

by _____ on _____
(Name of donor) (Month/Day/Year)

11(b): This bench was installed in _____
(Memory/Celebration)

of _____
(Name of person or description of event)

by _____ on _____
(Name of donor) (Month/Day/Year)

12. If you wish to customize your dedication message, please include it here (limit of 20 words).

13. Are you planning to conduct a dedication ceremony? Yes: _____ No: _____

14. Requested date and time for your dedication ceremony:

_____ am/pm
(Month/Day/Year) Time

Applicant's signature: _____ Date _____

Application approved by: _____ Date: _____
(Recreation, Parks & Facilities Department)

MEMORIAL TREE AND PARK BENCH PROGRAM
PURCHASE AGREEMENT

This Memorial Tree and Park Bench Program Agreement is made between the Corporation of the Township of Norwich and

(Contributor/Donor Name)

the Contributor/Donor, on _____
(Month/Day/Year)

The Contributor/Donor, _____
(Contributor/Donor Name)

has agreed to donate _____
(Tree or Bench)

for installation at:

(Describe specific location)

Both parties agree to the following responsibilities:

The Contributor/Donor, _____
(Contributor/Donor Name)

shall be responsible for the following:

- 1. To make their Memorial Tree and Park Bench Memorial Program donation to the Township of Norwich in advance of the tree and/or park bench being installed. The total cost for installation: _____
- 2. To make all arrangements and assume any expenses related to any memorial, commemoration or dedication ceremony and the installation of a plaque. .
- 3. To indemnify and hold harmless, the Township of Norwich, its agents, servants and employees from and against all actions, suits, proceedings, or judgements taken against the Township based on the construction and installation of all amenities undertaken by the Township, unless such action, suit, proceeding or judgement was due to the negligent acts or omissions of the Township of Norwich, its employees, agents or servants.

The Township of Norwich shall be responsible for the following:

1. To purchase and install of the agreed tree(s) and/or park bench.
2. To ensure that tree(s) and/or park bench meet Township department standards.
3. Ensure that the installation of the tree(s) and/or park bench meet and are properly carried out to the Township's department standards.
4. To be responsible for any damage to any existing equipment or repairs necessary to the site due to the activities carried out by the Township, its agents, servants, or contractors while they are installing the amenities or developing the site for this project.
5. To clean up and remove construction fixtures and debris from the site after the installation of the amenities.
6. To retain all the manufacture warranties in order that the Township can ensure that the guarantees under such warranties are carried out.
7. Be responsible for the installation of the amenities and any other work involved in the memorial project. Such responsibility will include securing the construction site in a manner that is safe for the people who are using the park.
8. To indemnify and hold harmless the donor, his/her agents, servants and employees from and against all actions, proceedings or judgements taken against the donor based on the construction and installation of the amenities undertaken by the City, unless such action, suit, proceeding or judgement was due to the negligent act or omission of the donor, their employees, agents or servants.

In witness whereof the parties hereto sign this Agreement on the day and year written below,

Contributors/Donor's name:

(Please print name)

Contributor's/Donor's signature: _____

Date: _____

(Month/Day/Year)

On behalf of the Township of Norwich:

(Please print name/Position Title)

Signature: _____

Date: _____

(Month/Day/Year)

The cost breakdown is as follows:

DESCRIPTION	SUB-TOTALS
GST	