

Town of Truro – Policy & Procedure Manual

Subject: Memorial Bench and Tree Policy
Policy Number: P170-001
Approval Date: April 9, 2018
Departments: Parks, Recreation & Culture

PURPOSE

1. The purpose of the Memorial Bench and Tree Donation Program is to recognize and assist Donor's plans to commemorate, honour, and/or celebrate family, friends or events. This policy establishes funding requirements and standards for all bench and tree donations.

PROCEDURES

2. This policy establishes the procedures for interested parties to request the placement of a memorial bench or tree on Town owned property. It also includes information related to the purchase, installation/planting, and maintenance for memorial benches and trees.

The procedure for requesting a memorial bench or tree is as follows:

- Requests for donation shall be directed to the Town of Truro Parks, Recreation and Culture Department: 40 Douglas Street, Truro, NS; 902-893-6078;
- All requests shall be made by completing the Memorial Bench and Tree Application, which is attached to this policy.
- In addition to the form, the donor shall submit a certified bank cheque (or other form of payment acceptable to the Town) in an amount set by the Town of Truro. Once the memorial bench or tree location has been approved by the Director of Parks, Recreation and Culture, the Town will purchase, manufacture and install the bench or plant the tree.

ADMINISTRATION OF POLICY AND PROGRAM

3. The Director of Parks, Recreation and Culture or his/her designate shall ensure compliance with this policy.

The Director of Parks, Recreation and Culture or his/her designate shall implement this policy.

PLAQUE AND TEXT

4. A commemoration (plaque) on a memorial bench is a form of remembrance for a loved one, a celebration of a birth or anniversary, or to honour others' personal and professional contribution to the community.

Administrative staff in charge of the program and the donor will agree on the text content and both shall sign off on the final proof. There is a 15 word limit.

Administrative staff will determine the standard font type and background colour that adheres to accessibility requirements.

The Town will use a standard plaque (4" x 6") in order to promote consistency in costs, size, type, and mounting. Placement of the plaque will be consistent and pre-set based on the bench form placement.

Pictures are not permitted on memorial benches. Existing commemorative benches will be grandfathered and pictures will remain until replacement is required.

FEES

5. The memorial bench commemoration fee is \$350. This is the price for a single commemorative plaque on a memorial bench. A memorial bench consists of a wooden bench with concrete footings (to be installed by Town of Truro staff).

The memorial tree commemoration fee is determined on size and availability. Plaques are not available for memorial trees.

LOCATION

6. The Town of Truro has many parks, green spaces and facilities available for donation benches and trees 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 donor. The Town reserves the right to determine and limit the locations of the bench or tree.

For bench sponsorship at the Civic Square, please contact the Planning and Development Department at 902-895-1148.

INSTALLATION

7. Planting of trees will be determined by the donor and Urban Forestry Coordinator based on species and season. Tree(s) will be planted by Town of Truro staff to the Town's standard and specifications.

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

MAINTENANCE AND REPLACEMENT

8. The Town of Truro shall provide normal maintenance of the bench or tree and its surroundings during its useful life. Normal maintenance generally includes mowing, raking, pruning, mulching and general cleaning of the grounds around the memorial benches and trees as well as some minor repairs.

The Town is not responsible for damaged or stolen benches. The Town reserves the right to determine if a bench is no longer usable or has reached the end of its useful life. A memorial bench that has reached the end of its useful life, or is damaged or destroyed for any reason, may be replaced at the donor's expense.

In the event that a memorial tree should die, become diseased, the Town of Truro will replace the tree with a landscape size tree of the same species (if available) for a period of one (1) year after the date of installation.

All memorial benches and trees placed on Town owned property become the property on the Town at the time of installation. The leaving of articles, flowers, notes/letters, etc., or decorating the bench in any manner is not permitted. Any articles left at any memorial bench site will be removed by Town staff.

Memorial Bench/Tree Request Form

First Name: _____

Last Name: _____

Address: _____

City: _____ Postal Code: _____

Telephone (Primary): _____ (Secondary): _____

Email address: _____

Type of Bench Requested: _____

Type of Tree Requested: _____
(Please call the department for available trees)

Requested location (i.e. Park, Civic Square): _____

Plaque Information (i.e. Name, Date, Verse – 15 word limit):

Payment: _____ Tax Receipt Requested: Yes ___ No ___

Applicant's Signature: _____ Date: _____

Return to:
Town of Truro
Parks, Recreation & Culture
40 Douglas Street
Truro, NS B2N 2E7
Phone: 902-893-6078
Fax: 902-893-6099

<p>Office Use Only:</p> <p>Approved By: _____ Date: _____</p> <p>Approved Location: _____</p> <p>Installation/Planning Time Frame: _____</p>
