



**Policy Name:**  
**Memorial Donation Policy**

**AD- 68**

Approved by Council

Approval Date: October 15, 2019

Effective Date: October 15, 2019

Resolution No.: R2019-630

Revision Date:

Revision Date:

Resolution No.:

Resolution No.:

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**Policy Statement:**

Residents and members of the public can make a donation to recognize or remember an individual or group on Municipal property through the Memorial Donation Policy.

**Purpose:**

The purpose of this policy is to allow members of the public to make a donation of either a bench or a tree, along with a plaque within the Municipality to recognize and pay tribute to others. Municipal parklands, beaches and public areas will be improved through the public's contribution of trees and benches. This will benefit the community, visitors and the environment. This policy outlines the expectations of both the donor and municipal staff.

**Scope:**

This policy is intended for the donation of a single tree or bench. This policy is not intended for contributions that are commemorating donations of parkland, buildings, or other significant assets.

**Policy:**

Any member of the public interested in participating in this program must complete an application and provide the entire payment for the donation to the Municipality prior to the installation of either the bench or tree. The donor is responsible for all costs associated with the donation as set out in Appendix A. The Municipality's Recreation and Facilities department is responsible for the administration and installation of the donation.

The costs associated with each donation are outlined in Schedule A. The costs are provided for each type of donation. Administration and maintenance costs for the donation are included in the fees. The donor will receive a tax receipt for the donation.

Applications must be submitted by August 31<sup>st</sup> of the current year for installation the following year. Applications that are submitted before that date will have a tree planted either in the spring or fall of the following year. This ensures availability of species of trees and availability of space on parkland. The timing of the planting is optimal for the health and sustainability of the tree. Applications that are received for bench donations before that date will have a bench installed between April 1<sup>st</sup> and September 30<sup>th</sup> of the following year. The donor will be notified when a tree is planted or bench is installed.

The plaques will be purchased through the Municipality and the cost is included in the cost of the donated tree or bench. The message on the plaque can be chosen by the donor but it must be approved by the Municipality and the plaque must comply with the regulations as set out in Accessibility for Ontarians with Disabilities Act (AODA). A draft of the proposed wording for the plaque must be submitted at the time of application.

Species of trees and types of benches will be predetermined by the Municipality as not all trees or benches are suitable for any location in the Municipality. The donor may choose a general parkland or site in the Municipality, and then will select a specific tree or model from the site-specific list provided. The Municipality will collaborate with the donor to find a suitable specific location on the desired site for either type of donation, however, the Municipality will make the final decision on the location of the donation. Furthermore, the Municipality may refuse any donation if the parkland or area is deemed to be overburdened, and may offer alternatives to the donor. Donation through this program must not overshadow any commemoration for the donation of parkland or other significant asset or donation made to the Municipality.

The Municipality will replace the asset or the plaque once in the first five (5) years if required due to unforeseen circumstances. This replacement will be at no cost to the donor. The donor is given the option to renew with the Municipality to have continued maintenance of their plaque. The renewal of the plaque is at the cost of the donor as set out in Appendix A.

Maintenance of the tree or bench will be the same as any other asset in the inventory of the Municipality and at their discretion. The Municipality may maintain the tree or bench in the future but the commemoration is not guaranteed to be maintained past five (5) years. Any landscaping or lawn maintenance surrounding the asset will be at the discretion of the Municipality. Day-to-day maintenance is at the discretion of the Municipality.

### **Review Cycle:**

This policy will be reviewed after the first year of implementation and on an as needed basis after the first review.

### **Appendices**

- Appendix A: Donation Fees and Availability
- Appendix B: Bench Donation Application Form
- Appendix C: Tree Donation Application Form

## Donation Fees and Availability

### Tree Options

	Basic Tree	Upgraded Tree
Cost	\$1400	\$1500
Renewal Cost	If tree is still living <ul style="list-style-type: none"> <li>• \$600</li> </ul> If no longer living <ul style="list-style-type: none"> <li>• Full cost</li> </ul>	If tree is still living <ul style="list-style-type: none"> <li>• \$600</li> </ul> If no longer living <ul style="list-style-type: none"> <li>• Full cost</li> </ul>
Additional Details	<ul style="list-style-type: none"> <li>• Up to 60mm</li> <li>• 5x7 plaque mounted on 4x4 post in front of tree</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 60mm</li> <li>• 5x7 plaque mounted on 4x4 post in front of tree</li> </ul>

### Bench Options

	Basic Bench	Upgraded Bench	Accessible Picnic Table
Cost	\$1700	\$2100	\$2500
Renewal Cost	If asset is still acceptable <ul style="list-style-type: none"> <li>• \$600</li> </ul> If asset no longer acceptable <ul style="list-style-type: none"> <li>• Full cost</li> </ul>	If asset is still acceptable <ul style="list-style-type: none"> <li>• \$600</li> </ul> If asset no longer acceptable <ul style="list-style-type: none"> <li>• Full cost</li> </ul>	If asset is still acceptable <ul style="list-style-type: none"> <li>• \$600</li> </ul> If asset no longer acceptable <ul style="list-style-type: none"> <li>• Full cost</li> </ul>
Bench Type	Cedar/Black BP Barcboard bench	Cedar/Green BP Deluxe Bench	Cedar BP Barcboard square pedestal, AODA table.
Additional Details	<ul style="list-style-type: none"> <li>• 4x6 plaque</li> <li>• Anchored to concrete footing</li> </ul>	<ul style="list-style-type: none"> <li>• 4x6 plaque</li> <li>• Anchored to concrete footing</li> </ul>	<ul style="list-style-type: none"> <li>• 4x6 plaque</li> <li>• Anchored to concrete footing</li> </ul>

# Site-Specific Tree List

## Sandy Beach

- Basic Trees
  - Trembling Aspen
  - Mountain Ash
  - American Elm
- Premium Trees
  - Sugar Maple
  - Burr Oak

## Ode' Naang Park

- Basic Trees
  - Mountain Ash
  - White Pine
  - Spruce
- Premium Trees
  - Thornless Honey Locust
  - Red Oak
  - American Beech

## Crowe's Line Beach

- Basic Trees
  - Ivory Silk Lilac
  - Mountain Ash
- Premium Trees
  - Ironwood
  - Sugar Maple

## White's Beach

- Basic Trees
  - Paper Birch (Single Stem)
  - American Elm
  - White Cedar
- Premium Trees
  - Ironwood
  - Sugar Maple

## Dettman Park

- Basic Trees
  - Red Pine
  - Trembling Aspen
  - American Elm
- Premium Trees
  - Ironwood
  - American Beech
  - Sugar Maple

## Cavendish Recreation Area

- Basic Trees
  - Trembling Aspen
  - Golden Weeping Willow
- Premium Trees
  - Ironwood
  - Red Oak
  - Sugar Maple



# Memorial Bench Donation Application

To: The Corporation of the Municipality of Trent Lakes (“the Municipality”)  
I, (First and Last name of Donor) \_\_\_\_\_,  
wish to make a donation to Trent Lakes’ Memorial Bench Donation Program (“Donation”) on the  
following terms:

## 1. Use of the Donation

The donation is to be used by Trent Lakes to purchase, install, and maintain on the  
Municipality’s property one (1) \_\_\_\_\_ and one (1) Brass Plaque  
that will be affixed to the bench.

## 2. Donation Payment

**In person:** The donation can be made using Debit, Cash, or Cheque at the Trent Lakes  
Municipal office located at 760 Peterborough County Rd 36, Trent Lakes, ON K0M 1A0.

**By mail:** A Cheque can be mailed to the Trent Lakes Municipal office located at 760  
Peterborough County Rd 36, Trent Lakes, ON K0M 1A0.

- Please make all cheques payable to “The Municipality of Trent Lakes” and indicate that it is  
for the “Memorial Donation”.

## 3. Conditions

I acknowledge and agree to the following conditions:

- a) The Municipality’s Recreation and Facilities staff will work with me to select an appropriate  
location for the Bench and Plaque. Therefore, the Municipality shall have the right to make  
the final decision as to the location and Bench type;
- b) The Bench and Plaque shall conform with the specifications approved by Trent Lakes;
- c) I will provide Trent Lakes’ staff the information I wish to be engraved on the Plaque;
- d) The Municipality will place the Plaque on the bench that I have donated;
- e) The Municipality will work with me to create a Plaque that will be appropriate and  
accessible. Therefore, the Municipality shall have the right to make the final decision on the  
material, size, wording, and location of the Plaque;
- f) In addition to the cost of the Plaque, my payment includes the costs of engraving,  
installation, upkeep, and maintenance of the Plaque. Further replacements of the Plaque  
will be at my option and cost;
- g) Installation of the Bench and the Plaque will take place between April 1<sup>st</sup> and September  
30<sup>th</sup> of next year, following the receipt of the donation, and the Municipality’s final decision  
as to the location of the Bench and Plaque;
- h) No Bench or Plaque will be installed until the Municipality has received payment in full for  
the donation;
- i) The placement of memorial wreaths, flowers, or any other item in the vicinity of the Bench  
or Plaque is prohibited;
- j) The Municipality will maintain the Bench and Plaque in the same manner  as other assets in  
the Municipality;

Donor Initials

- k) Landscaping and lawn maintenance around the asset as well as day-to-day maintenance of the asset will be conducted at the discretion of the Municipality;
- l) If the Bench or Plaque needs to be replaced for any unforeseen circumstances, the Municipality will replace it, at their discretion, on a one time only basis within the first five (5) years after installation. Renewal is available at my option and cost after five (5) years;
- m) The Bench or Plaque shall not overshadow any commemoration for the donation of parkland or any other significant donation or asset;
- n) The Municipality reserves the right to relocate the Bench and Plaque if relocation becomes necessary due to any circumstance. Where possible, the Bench will be relocated within the same property. Prior to any relocation, the Municipality will attempt to contact me at the most recent address on file with the Municipality. It is my responsibility to notify the Municipality of any change to my mailing address;
- o) If any part of my donation is not needed to purchase, install, maintain, replace or relocate a Bench or Plaque that I have donated, the balance shall be used to provide and maintain other assets in the Municipality's parks.

**4. Receipt for Tax Purposes**

The Municipality will issue a receipt for tax purposes in respect of the Donation to the extent permitted by the Income Tax Act.

Personal information is collected under the authority of the *Municipal Act, 2001* for the purpose of creating a record to be used for considering and administering a Memorial Bench and Plaque Donation Program and to correspond with the person responsible for the donation or purchase. Questions about this collection should be directed to the Clerk of the Municipality of Trent Lakes at 760 Peterborough County Rd 36, Trent Lakes, Ontario K0M 1A0 or by telephone at 705-738-3800.

Donor Full Name (print)	Signature	Date
Address		
City	Province	Postal Code
Phone Number	E-mail Address	

**For Office Use Only:**

Date Payment Rec.	Date Application Rec.	Donation Amount	Date Installed
Employee Name		Signature	



# Memorial Tree Donation Application

To: The Corporation of the Municipality of Trent Lakes (“the Municipality”)  
I, (First and Last name of Donor) \_\_\_\_\_,  
wish to make a donation to Trent Lakes’ Memorial Tree Donation Program (“Donation”) on the following terms:

## 1. Use of the Donation

The donation is to be used by Trent Lakes to purchase, install, and maintain on the Municipality’s property one (1) \_\_\_\_\_ and one (1) Brass Plaque that will be affixed in front of the tree on a 4x4 post.

## 2. Donation Payment

**In person:** The donation can be made using Debit, Cash, or Cheque at the Trent Lakes Municipal office located at 760 Peterborough County Rd 36, Trent Lakes, ON K0M 1A0.

**By mail:** A Cheque can be mailed to the Trent Lakes Municipal office located at 760 Peterborough County Rd 36, Trent Lakes, ON K0M 1A0.

- Please make all cheques payable to “The Municipality of Trent Lakes” and indicate that it is for the “Memorial Donation”.

## 3. Conditions

I acknowledge and agree to the following conditions:

- a) The Municipality’s Recreation and Facilities staff will work with me to select an appropriate location for the Tree and Plaque. Therefore, the Municipality shall have the right to make the final decision as to the location and Tree type;
- b) The Tree and Plaque shall conform with the specifications approved by Trent Lakes;
- c) I will provide Trent Lakes’ staff the information I wish to be engraved on the Plaque;
- d) The Municipality will place the Plaque in front of the Tree that I have donated;
- e) The Municipality will work with me to create a Plaque that will be appropriate and accessible. Therefore, the Municipality shall have the right to make the final decision on the material, size, wording, and location of the Plaque;
- f) In addition to the cost of the Plaque, my payment includes the costs of engraving, installation, upkeep, and maintenance of the Plaque. Further replacements of the Plaque will be at my option and cost;
- g) Installation of the Tree and the Plaque will take place in the Spring or Fall of next year following the receipt of the donation and the Municipality’s final decision as to the location of the Tree and Plaque;
- h) No Tree or Plaque will be installed until the Municipality has received payment in full for the donation;
- i) The placement of memorial wreaths, flowers, or any other item in the vicinity of the Tree or Plaque is prohibited;

Donor Initials

- j) The Municipality will maintain the Tree and Plaque in the same manner as other assets in the Municipality;
- k) Landscaping and lawn maintenance around the asset as well as day-to-day maintenance of the asset will be conducted at the discretion of the Municipality;
- l) If the Tree or Plaque needs to be replaced for any unforeseen circumstances, the Municipality will replace it, at their discretion, on a one time only basis within the first five (5) years after installation. Renewal is available at my option and cost after five (5) years;
- m) The Tree or Plaque shall not overshadow any commemoration for the donation of parkland or any other significant donation or asset;
- n) The Municipality reserves the right to relocate the Tree and Plaque if relocation becomes necessary due to any circumstance. Where possible, the Tree will be relocated within the same property. Prior to any relocation, the Municipality will attempt to contact me at the most recent address on file with the Municipality. It is my responsibility to notify the Municipality of any change to my mailing address;
- o) If any part of my donation is not needed to purchase, install, maintain, replace or relocate a Tree or Plaque that I have donated, the balance shall be used to provide and maintain other assets in the Municipality's parks.

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Personal information is collected under the authority of the *Municipal Act, 2001* for the purpose of creating a record to be used for considering and administering a Memorial Tree and Plaque Donation Program and to correspond with the person responsible for the donation or purchase. Questions about this collection should be directed to the Clerk of the Municipality of Trent Lakes at 760 Peterborough County Rd 36, Trent Lakes, Ontario K0M 1A0 or by telephone at 705-738-3800.

Donor Full Name (print)	Signature	Date
Address		
City	Province	Postal Code
Phone Number	E-mail Address	

**For Office Use Only:**

Date Payment Rec.	Date Application Rec.	Donation Amount	Date Installed
Employee Name		Signature	