

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2022-89**

A BY-LAW TO ESTABLISH A COMMEMORATIVE BENCH & TREE POLICY

WHEREAS Council desires to establish a Commemorative Bench and Tree Policy;

THEREFORE BE IT RESOLVED THAT the Corporation of the Township of South Frontenac enacts as follows:

1. **That** the Commemorative Amenity & Tree Policy and Application for the Township of South Frontenac is hereby adopted in the form attached hereto as Schedule A; it being understood that the Director of Public Services be authorized to amend Schedule A as required.
2. **That** this By-law will come into force and take effect on the date of its passing.


Given First and Second Readings: September 20, 2022

Given Third Reading signed and sealed September 20, 2022

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**



Ron Vandewal, Mayor



Angela Maddocks, Clerk



Recreation & Leisure Services

Public Services
2490 Keeley Road, Box 100
Sydenham ON, K0H 2T0
613-376-3027 Ext 4331
RecSupport@SouthFrontenac.net

Commemorative Amenity & Tree Policy and Application

Policy

1.0- Purpose

- 1.1- This policy is established to provide community members, organizations, clubs, or groups in the Township of South Frontenac with the opportunity to purchase commemorative amenities and/ or trees on municipal property. An “amenity” means any bench, table, park furnishing or other structure or development that increase the physical or material comfort and interest of the park.

2.0- Value

- 2.1- The Township of South Frontenac invites individuals, organizations, or service clubs to give a legacy by installing an amenity or planting a tree at a park, greenspace, or cemetery in South Frontenac. The gift may honour a loved one, an experience, an organization, or to recognize an important event or milestone.

3.0- Scope

- 3.1- This policy applies to amenity installation and tree planting commemoration. The policy applies to all parks, greenspaces, and cemeteries owned by the Township of South Frontenac. This policy does not apply to lands leased from other for municipal purposes, or lands that are not managed by the Township of South Frontenac.

4.0- Responsibilities

- 4.1- Administration of this policy is delegated to the Director of Public Services or designate.
- 4.2- Execution is delegated to the Manager of Recreation & Facilities.
- 4.3- The Manager of Recreation & Facilities shall be responsible for relating application information to other municipal departments to coordinate the installation of an amenity or the planting of a tree.
- 4.4- The Manager of Recreation & Facilities is responsible for ordering all materials. Applicants need only provide the information required and the payment. This will ensure materials fit within Accessibility for Ontarians with Disabilities Act and other pertinent legislation, as well as environmental protection interests.

5.0- Application Process

- 5.1- The Manager of Recreation & Facilities serves as the primary point of contact and will accept and review applications throughout the year.
- 5.2- Those wishing to install a commemorative amenity and/or plant a tree must apply in writing, using the application form herein.

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- 5.3- Trees will be offered at the discretion of the Manager of Recreation & Facilities, based on supplier availability and native tree compatibility to the selected planting location. Applicants can identify preferred tree species within the application.

Approved Native Tree Species are:

- Sugar Maple (*Acer saccharum*)
 - Red Maple (*Acer rubrum*)
 - Red, White or Burr Oak (*Quercus* sp.)
 - Hickory, Shagbark or Butternut (*Carya* sp.)
 - White Pine (*Pinus strobus*)
 - Red Pine (*Pinus resinosa*)
 - Pitch Pine (*Pinus rigida*)
 - White Spruce (*Picea glauca*)
 - Hemlock (*Tsuga canadensis*)
 - Eastern White Cedar (*Thuja occidentalis*)
 - Honey Locust (*Gleditsia*)
- 5.4- Applications will not be confirmed until payment is received, and all approvals are obtained as applicable.
- 5.5- A commemoration is a form of remembrance of a loved one, a celebration of a birth or anniversary, or to honour others' personal and/or professional contributions to the community. The Township reserves the right to deny applications if the purpose of the commemoration is deemed inappropriate.

6.0- Plaque and Text

- 6.1- The Township will use a standard plaque to promote consistency in cost, size, type, and mounting. The commemorative plaque will be made with a standard font and colour that adheres to accessibility requirements. The plaque text information is collected in the application section of this document.
- 6.2- The Township has final approval of the text on the plaque and reserves the right to make edits or corrections for grammar, spelling, or readability. The Township has the right to reject text based on obscenities or other messages deemed to be offensive.

7.0- Location

- 7.1- The Township has many parks and green spaces available for commemorative amenities and trees. The applicant may identify up to three (3) locations, the Township will make all attempts to accommodate location preference.
- 7.2- The Township is responsible for the installation of a new amenity and/or planting of a new tree on any municipal property. The installation must meet accessibility



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requirements, long term park or facility plans, and facility maintenance practicalities.

8.0- Installation & Maintenance

- 8.1- The Township will complete the installation of the amenity and/ or plant the tree. Due to risk and liability and to achieve the required service standards, any in-kind, volunteer, or do-it-yourself work is not permitted.
- 8.2- Amenity installation will take place throughout the spring, summer and fall seasons on a day that is favourable for concrete pouring or any other considerations for successful installation.
- 8.3- Tree planting will be scheduled in either May for the spring planting season or September for the fall planting season.
- 8.4- The Township understands that the amenity or tree may have sentimental value; however, it is not to be considered a memorial or shrine. For that reason, the Township will not permit the placement of flowers, wreaths, pictures, etc. at the site or the addition of fixtures to or around the amenity/ tree.
- 8.5- The maintenance of an amenity/ tree and the plaque will be the responsibility of the Township for the lifetime of the amenity or tree. The amenity and/or plaque(s) will be replaced/repared if vandalized, with the Township providing a lifetime warranty of up to 20 years. When the amenity or tree reaches the end of its usable life, the Township will make all attempts to contact the applicant for further direction.

9.0- Fees

- 9.1- The fees are based on cost recovery only. The Township will not profit from the installation of the commemorative amenity or tree. The Township recognizes and appreciates the added value to public spaces these contributions provide.
- 9.2- The fees to purchase and install are as follows (subject to change based on purchasing cost increases):
 - Bench/ table: \$1,500
 - Tree: \$500
 - Other park furnishing/ structure: Please contact staff

These fees are to cover the cost of the materials. Installation labour will be provided as an in-kind service by the Township.

- 9.3- The complete fee payment must be received with the application to be considered.
- 9.4- Payments can be made by cheque or debit. Please make cheque payable to the Township of South Frontenac and submit with a completed application.

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Application

Please return this completed form with payment to:

ATTN: Manager of Recreation & Facilities
 Township of South Frontenac
 Public Services Department – Recreation & Leisure Services
 P.O. Box 100, Sydenham, ON, K0H 2T0
 Email: RecSupport@SouthFrontenac.net

General Information:

Applicant Information		
Name:		
Street Address:		
Town:	Province:	Postal Code:
Phone Number:		
Email Address:		
Secondary Contact		
Name:		
Phone Number:		
Email Address:		
Intention of Application		
	I would like to purchase a commemorative bench with a plaque. I have read the policy and agree to the terms and conditions.	
	I would like to purchase a commemorative tree with a plaque. I have read the policy and agree to the terms and conditions.	
	I would like to purchase other park furnishings/ structure with a plaque. I have read the policy and agree to the terms and conditions.	

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Location Information:

Please list your three (3) location preferences in order (1 being most preferable). The Township will make every effort to accommodate the preference, but the final decision will be made by the Recreation & Facilities Manager.

Preference No.	Park/ Greenspace/ Cemetery
1.	
2.	
3.	

Plaque Text Information:

Please provide the exact text that you wish to have on the plaque. The plaque spacing restricts text to a maximum of four lines (4) with 40 characters each, including spaces.

Tree Specific Information:

If you are applying for the installation of a commemorative tree, please provide which species you would prefer. Note only native species are permitted, see section 5.3 of this document for a full list of approved trees.

Tree species:	
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Applicant Signature:

I have read the Commemorative Amenity & Tree Policy and Application in its entirety and agree to comply with all municipal by-laws, rules, and regulations as they relate to this application. I have included the associated fees with this application.

Name:	Date:
Signature:	

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