



COMMEMORATIVE BENCH, TREE AND BIKE RACK POLICY

1. PURPOSE

The purpose of the Commemorative Bench, Tree and Bike Rack Policy is to provide a creative and enduring way for members of the public to recognize and honour others through a lasting tribute.

2. SCOPE

The Policy shall be administered by the Recreation and Culture Department on behalf of the Municipality of Mississippi Mills.

All costs associated with the program are the responsibility of the donor.

3. ACCOUNTABILITY

The Recreation Manager shall be responsible for ensuring compliance with this policy and established procedures.

4. APPROVAL AUTHORITY

Council of the Corporation of the Municipality of Mississippi Mills.

5. RESPONSIBILITY & AUTHORIZATION

Location

Staff shall work with the donor to determine the best location for the bench, tree, or bike rack. If the donor is not familiar with the Municipality's parks, staff will assist them with the selection. The Municipality will obtain utility clearances to ensure that electrical, cable, gas or other utilities are not damaged during installation. Should a conflict occur when completing the utility clearance work, the final location of the commemorative bench, tree or bike rack will be adjusted by the Municipality after consulting the donor. After the installation has occurred, the Municipality will assume responsibility and ownership.

Purchase

The donor shall be responsible for payment which will cover the cost of the purchase and installation of a bench, tree or bike rack.

The cost of a bench, tree and bike rack is listed in the current Fees and Charges By-law.

Installation

Commemorative benches and bike racks shall be installed only during the frost-free period of the year (May through October). Installation shall be completed by Municipal Staff and the donor shall be advised when the installation has been completed. All commemorative benches and bike racks will have cement pads placed under them for security and maintenance purposes. The price of a cement pad has been incorporated into the overall price.

Tree plantings will take place in the spring and fall. Requests for spring planting must be received by March 1st; requests for fall plantings must be received by August 1st.

The tree species shall consist of one of the following:

Deciduous Trees	Evergreen Trees
Sugar Maple – Acer Saccharum	White Spruce-Picea Giauca
Red Maple- Acer rubum	Eastern White Cedar-Thuja Occidentalis
Silver Maple –Acer Saccharinum	
Red Oak-Quercus Rubar	
Bur Oak- Quercus macrocarpa	
Hackberry-Celtis Occidentalis	
Serviceberry-Amelanchier	

Commemorative Plaque

If an engraved plaque is requested at the time of application, it will be affixed to the bench. Plaques shall be purchased by the donor and installed by the bench manufacturer when ordered. The Municipality is not responsible for the maintenance or replacement of commemorative plaques.

The donor may have a small plaque installed to commemorate if they wish for trees and bike racks. The plaque will be installed flush with the ground to reduce vandalism and allow access of maintenance equipment. Once the plaque has been purchased by the donor, Municipal Staff will install the plaque, in conjunction with the installation of the tree or bike rack at no additional charge. The Municipality is not responsible for the maintenance or replacement of commemorative plaques.

Plaques must be approved by the Recreation Manager before installation.

Maintenance

Municipal Staff shall be responsible for the maintenance of commemorative benches, trees and bike racks.

Donor Application Form

Donors must complete and submit the required form and payment to the Recreation and Culture Department.

8.0 REVIEW

Every effort shall be made to maintain this Policy, within currently prescribed regulations, and will, therefore, be amended as soon as possible to reflect any legislative changes.