

**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN
BY-LAW NO. 2023-776**

Being a By-Law to establish a Memorial & Dedication Policy

**WHEREAS the Corporation for the Township of South Algonquin, deems it
desirable to pass a By-Law adopting a Memorial & Dedication Policy**

NOW THEREFORE the Municipal Council for the Corporation of the Township of South Algonquin enacts as follows:

1. **THAT** Council hereby approves the policy “Memorial & Dedication Policy” as Schedule “A” to this By-Law.
2. **THAT** all previous By-Laws related to the matters herein described are hereby repealed.
3. **THAT** this By-law will come into force and take effect on the date of the final passing thereof.

READ A FIRST AND SECOND TIME this 6th day of December 2023.

Ethel LaValley, Mayor

Bryan Martin, CAO/ Clerk-Treasurer

READ A THIRD TIME AND PASSED AND ENACTED this 6th day of December 2023.

Ethel LaValley, Mayor

Bryan Martin, CAO/ Clerk-Treasurer

Township of South Algonquin Corporate Policy			
DEPARTMENT: Corporate Services			POLICY #: INSERT
POLICY: Memorial and Dedication Policy			
DATE: December/23	REV. DATE:	COVERAGE: All Employees	PAGE #: 1 of 8

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1.0 PURPOSE

The purpose of this policy is to provide a means for members of the public to recognize and honour others through a lasting tribute.

The policy will establish a consistent and timely process for the installation of such memorials and dedications throughout the Township and outline the roles and responsibilities of the contributor and of Township staff.

2.0 POLICY STATEMENT

Residents and organizations may make a contribution to a municipal park, open space or select municipal property as a tribute to an individual or group through the Memorial and Dedication Program or through a fundraising & sponsorship initiative that may be available at the time of the desired dedication.

3.0 DEFINITIONS

“*Bench*” means a bench that meets technical specifications set out by the Township of South Algonquin.

“*Bike Rack*” means a bike rack that meets technical specifications set out by the Township of South Algonquin.

“*Flower Box*” means a flower box that meets technical specifications set out by the Township of South Algonquin.

“*Council*” means the Council for the Corporation of the Township of South Algonquin.

“*Fundraising*” is any activity that includes a solicitation of present or future donations of cash or non-cash gifts, or the sale of goods or services to raise funds, whether explicit or implied.

“*Open Space*” means any open piece of land that is undeveloped (has no buildings or other built structures) and is accessible to the public. Open space can include passive green space, environmental lands with trail networks meandering throughout, and cemeteries.

“*Park*” means any Township-owned or leased parcel of land designated as a municipal park in the current park inventory.

“*Town*” means the Corporation of the Township of South Algonquin.

4.0 ADMINISTRATION OF POLICY AND PROGRAM

The Public Works Superintendent or his/her designate shall implement this policy and ensure compliance.

The following types of memorials or commemorative features are permitted to be installed on property owned or leased by the Township of South Algonquin:

- Benches
- Trees
- Bike Racks
- Flower boxes

5.0 FEES & CHARGES

All costs associated with this program are the responsibility of the contributor. Once an application is received and approved, commemorative trees, benches and/or bike racks will be purchased by the Township of South Algonquin, with an invoice issued thereafter to the contributor.

The complete fee payment must be received prior to the installation of the commemorative feature.

If the donation gift is part of a fundraising initiative, the cost will be factored into the gift and a receipt will be issued.

6.0 LOCATION

Locations to be considered will be municipal parks, open space, trails, and other Township owned/leased properties. Criteria would be based on availability and/or suitability of the location and/or other circumstances as deemed applicable by the Director or designate.

Not all park areas or trails are suitable for dedicated planting or bench placement. Township staff will work with the contributor to determine an appropriate location for the tree or bench to be installed. Requests may also require input from other municipal departments, as deemed appropriate. Permissions from the Ministry may be required in cases where the request is for lands leased to the Township by the Ministry or within the required setbacks set out by the Ministry.

Every effort will be made to comply with the wishes of the contributor; however, the Public Works Superintendent or designate will make the final decision on location.

7.0 APPLICATION – BENCHES / FLOWER BOXES

When requesting a dedication bench for a park, contributors must make their formal request for a bench dedication at least two (2) months in advance of their proposed placement time.

Park benches will only be installed from April 1 through to November 15 of every year.

The style of bench will be determined by the Township in accordance with the Townships' standards and specifications, including a concrete pad – where necessary – to secure the bench and prevent it from overturning.

The Township reserves the right to re-locate a bench, in the eventuality that such a move is necessary (i.e., amenity is subject to recurrent vandalism, the park is scheduled for re-development, servicing upgrades or re-construction, etc.).

The Township will attempt to contact the contributor/donor for consultation prior to re-location.

8.0 APPLICATION – TREES

Requests to plant a park tree received from September 1st to March 31st each year will be addressed in the spring and requests received from April 1st to August 31st each year will be addressed in the fall. This is done to ensure the health and survival of the tree.

The tree will be planted to Township standards and specifications. All dedicated plantings will be deciduous trees and must be chosen from the species list found in Schedule A below. Changes to species may be suggested due to seasonal planting location, soil, or site conditions.

The contributor will be responsible for payment for a 50-60 mm (2"-2.5") diameter caliper deciduous tree of their choice from Schedule A.

Due to the nature of the climate and soil within the Township, the Township does not warranty the installation of any tree and such donations are at the risk of the person making the donation.

9.0 APPLICATION – BIKE RACKS

When requesting a dedication bike rack, contributors must make their formal request for a bike rack at least two (2) months in advance of their proposed placement time.

Available options for bikes racks include the following:

- Single bicycle ring
- 5-bike rack
- 10-bike rack

The contributor will be responsible for payment for the approved standard bike rack, which is hot dipped galvanized, unpainted, and anchored on a concrete pad.

The purchase of the bike rack will include a two (2) year warranty.

10.0 COMMEMORATIVE PLAQUES

Commemorative plaques may also be purchased for the bench or tree or flower box dedication.

Bench /Flower Box Dedication PlaqueA maximum of one (1) plaque per bench is permitted. The bench plaque will be installed on the bench and wording on the plaque will be approved by the Township.

Tree Dedication Plaque

The plaque will be 4" x 6" installed on a mounting stake flush to the ground, an appropriate distance from the trunk of the dedicated tree.

Standards regarding the design and installation of the plaque are available from the Public Works Department.

The cost to replace the plaque due to theft or vandalism will be the responsibility of the original contributor.

11.0 MAINTENANCE

The upkeep and maintenance of the amenities and plaques are the responsibility of the Township.

Township staff will maintain the amenities in accordance with standard levels of services and the same manner as other park trees, benches, and bike racks.

Replacement of a dedicated tree, bench or bike rack after the warranty period has expired will be at the discretion of the Township.

12.0 FORMS & PROCESS

The program application forms are available on the Township website at southalgonquin.ca or in hard copy available at the Township Office (7 Third Avenue, Whitney, ON, K0J 2M0).

13.0 OTHER DEDICATION OPPORTUNITIES

For additional memorial and dedication opportunities, please contact the Township office at 7 Third Avenue, Whitney, ON, K0J 2M0 or at clerk@southalgonquin.ca

14.0 POLICY REVIEW

This policy will be periodically reviewed and updated as required.

SCHEDULE A

TREE SPECIES

Common Name (Deciduous)	Scientific Name
Common Name (Deciduous)	Scientific Name
Red Maple	Acer rubrum
Sugar Maple	Acer saccharum
Accolade Elm	Ulmus x 'Morton'
Maidenhair Tree	Ginkgo biloba
Thornless Honeylocust	Gleditsia triancanthos var. inermis
Ironwood	Ostraya virginiana
London Plane Tree	Platanus x acerifolia 'Bloodgood'
Red Oak	Quercus rubra
Ivory Silk Tree Lilac	Syringa reticulate 'Ivory Silk'
Little Leaf Linden	Tilia cordata
Glenleven Linden	Tilia x flavescens 'Glenleven'
Homestead Elm	Ulmus x 'Homestead'
Mountain Ash Tree	Sorbus Aucuparia

BENCHES



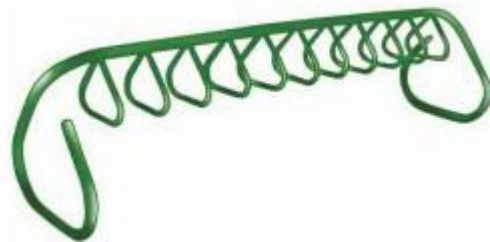
Flower Box



BIKE RACKS



* Single/Bike Ring



* 5-bike or 10-bike racks available

TOWNSHIP OF SOUTH ALGONQUIN

MEMORIAL & DEDICATION

APPLICATION FORM

Applicant's Name: _____ Date: _____

Address: _____

_____ Phone No.: _____

Preferred Location of the Amenity (Bench, Flower Box, Tree, Bike rack):

Plaque Inscription (Bench, Flower Box, Tree, Bike rack) (please print):

Term and Fee*:

Fees will be determined on a cost recovery basis. Installations may be undertaken by the applicant subject to installations being undertaken in accordance with the township's guidelines and supervision. Fees for purchase and installation will be confirmed upon request.

Responsibility of the Township:

1. The Township, when requested, will be responsible for the purchase and installation of the amenity.
2. The Township reserves the right to determine the level of maintenance required, depending on budget availability.
3. The Township reserves the right to relocate any dedicated bench, flower box or bike rack if it is determined that it interferes with Township operations.

The Township will assign locations on a first come, first served basis, and will not maintain waitlists for dedications.

Applicant's Signature

Date