



TOWN OF LADYSMITH POLICIES AND PROCEDURE MANUAL

TOPIC: TREE, BENCH AND AMENITY DEDICATION POLICY

APPROVED BY: COUNCIL

DATE: xx

RESOLUTION #:

REPLACES : 12-5810-A Park Bench Donations Guidelines

PURPOSE:

The purpose of the Tree, Bench and Amenity Dedication Policy and Guidelines is to enable those members of the public wishing to pay tribute to a loved one through the donation of a commemorative bench or tree within the Town of Ladysmith. The procedures, fees and expectations will be identified within the program. The program will operate on a full cost recovery basis while contributing to the beautification and “greening” of the Town and increasing community amenities.

PROCEDURE:

- The cost of the purchase, installation and maintenance of the bench shall be charged to the dedicator. This is to be based on the average cost for purchase, installation and maintenance by Town staff of a standard Town bench for a 10-year period. Town staff will review costs including the Program Renewal Fee annually through the Fees and Charges Bylaw and will adjust accordingly. The maintenance funding is placed into a tree, bench and amenity reserve account.
- Town staff will acknowledge the bench or amenity dedication for a period of 10 years from the date of installation.
- Donors will have the opportunity to continue their sponsorship of the bench or amenity after the 10-year dedication period by paying the Program Renewal Fee. If the donor is not interested in continuing the dedication or cannot be contacted (within 6 months of the 10-year term expiring), the plaque will be removed and the site will become available for a new dedication. It will be the responsibility of the donor to keep their contact information current with the Town.
- The Town shall have final approval of the location and style of the bench or amenity.
- The Town shall have final approval of plaque size, style, and wording; there will be no “plaque only” opportunities as existing benches need to be included in donor’s purchase.
- The cost of the purchase and planting of the tree shall be charged to the donor. This is to be based on the average cost for purchase and installation by Town staff of an approved tree species and size, subject to annual review.

Policy #

- The Town shall have final approval of the planting location. All requests for special tree species/varieties or particular planting areas shall be accommodated, whenever possible. Higher costs incurred by these requests shall be charged to the dedicator.
- The Town shall include the tree in its normal schedule of care or maintenance.
- The cost of a park amenity will be evaluated on an individual basis dependent on item type, location and maintenance.
- The tree, bench or amenity shall become Town property. Staff reserves the right to relocate or remove the tree, bench or amenity whenever necessary. A reasonable effort shall be made to notify the donor if their tree or bench is affected.
- A Town record will be established to record all commemorative trees, benches and amenities.

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