

Policy: **AD-013**  
Coverage: **Town of Stellarton**  
Council Approval: July 9, 2018  
Effective Date: July 9, 2018  
Amendment Date: May 9, 2022



## Commemorative Bench and Tree Policy

### PURPOSE

1. The purpose of the Memorial Bench and Tree Donation Program is to recognize and assist Donor's plans to commemorate, honour, and/or celebrate family, friends or events. This policy establishes funding requirements and standards for all bench and tree donations.

### PROCEDURES

2. This policy establishes the procedures for interested parties to request the placement of a memorial bench or tree on Town owned property. It also includes information related to the purchase, installation/planting, and maintenance for memorial benches and trees.

The procedure for requesting a memorial bench or tree is as follows:

- Requests for donation shall be directed to the Town of Stellarton, Active Living Coordinator 250 Foord Street, 902-752-8944
- All requests shall be made by completing the Memorial Bench and Tree Application, which is attached to this policy.
- In addition to the form, the donor shall submit a certified bank cheque (or other form of payment acceptable to the Town) in an amount set by the Town of Stellarton. Once the memorial bench or tree location has been approved by Town Council the Town will purchase, manufacture and install the bench or plant the tree.

## **ADMINISTRATION OF POLICY AND PROGRAM**

3. The Active Living Coordinator or his/her designate shall ensure compliance with this policy. or his/her designate shall implement this policy.

## **PLAQUE AND TEXT**

4. A commemoration (plaque) on a memorial bench is a form of remembrance for a loved one, a celebration of a birth or anniversary, or to honour others' personal and professional contribution to the community.

Administrative staff in charge of the program and the donor will agree on the text content and both shall sign off on the final proof. There is a 15 word limit.

Administrative staff will determine the standard font type and background colour that adheres to accessibility requirements.

The Town will use a standard plaque (4" x 6") in order to promote consistency in costs, size, type, and mounting. Placement of the plaque will be consistent and pre-set based on the bench form placement.

Pictures are not permitted on memorial benches. Existing commemorative benches will be grandfathered and pictures will remain until replacement is required.

## **FEES**

5. The memorial bench commemoration fee is \$1500. This is the price for a single memorial bench with commemorative plaque. A memorial bench consists of a Aluminum and resin bench with concrete footings (to be installed by Town of Stellarton staff). The memorial tree commemoration fee is determined on size and availability. Plaques are not available for memorial trees.

## **LOCATION**

6. The Town of Stellarton has many parks, green spaces and facilities available for donation benches and trees where they will be well looked after. Not all park areas are suitable for dedicated planting or bench placement. Every effort will be made to comply with the request of the donor. The Town reserves the right to determine and limit the locations of the bench or tree.

For bench sponsorship at the Town Square, please contact the Chief Administrative Officer, 902-752-2114, Council reserves the right to select and approve naming of these benches.

**INSTALLATION**

7. Planting of trees will be determined by the donor and the Active Living Coordinator based on species and season. Tree(s) will be planted by Town of Stellarton staff (or sub-contractor of the Town’s choosing) to the Town’s standard and specifications.

Benches will be installed by Town of Stellarton staff in the months of June through November to avoid frost conditions.


**MAINTENANCE AND REPLACEMENT**

8. The Town of Stellarton shall provide normal maintenance of the bench or tree and its surroundings during its useful life. Normal maintenance generally includes mowing, raking, pruning, mulching and general cleaning of the grounds around the memorial benches and trees as well as some minor repairs.

The Town is not responsible for damaged or stolen benches. The Town reserves the right to determine if a bench is no longer usable or has reached the end of its useful life. A memorial bench that has reached the end of its useful life, or is damaged or destroyed for any reason, may be replaced at the donor’s expense.

In the event that a memorial tree should die, become diseased, the Town of Stellarton will replace the tree with a landscape size tree of the same species (if available) for a period of one (1) year after the date of installation.

All memorial benches and trees placed on Town owned property become the property of the Town at the time of installation. The leaving of articles, flowers, notes/letters, etc., or decorating the bench in any manner is not permitted. Any articles left at any memorial bench site will be removed by Town staff.

<u>Town Clerk Annotation for Official Policy Book</u>	
Date of Notice to Council Members of Intent To Consider (Minimum 7 Days):	<u>June 27, 2018</u>
Date of Passage of Current Policy:	<u>July 9, 2018</u>
Date of Notice to Council members to amend	<u>April 25, 2022</u>
Date of Amendment of current policy:	<u>May 9, 2022</u>
I certify that this Policy was adopted by Council as indicated above.	
	<u>May 10, 2022</u>
Chief Administrative Officer	Date



## Town of Stellarton Memorial Bench/Tree Request Form

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: Postal Code: \_\_\_\_\_

Telephone (Primary): (Secondary): \_\_\_\_\_

Email address: \_\_\_\_\_

Type of Bench Requested: \_\_\_\_\_

Type of Tree Requested: \_\_\_\_\_  
(Please call the department for available trees)

Requested location (i.e. Park, Town Square): \_\_\_\_\_

Plaque Information (i.e. Name, Date, Verse – 15 word limit):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payment: Tax Receipt Requested: Yes No

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to:  
Active Living Coordinator  
250 Foord St  
Stellarton, NS B0K1S0  
Phone: 902-752-8944

Office Use Only:  
Approved By: \_\_\_\_\_  
Date: \_\_\_\_\_  
Approved Location: \_\_\_\_\_  
Installation Time line: \_\_\_\_\_