



**Schedule "A" to By-law 2021-48**  
**THE TOWN OF WASAGA BEACH**  
**POLICY MANUAL**

<b>SECTION NAME:</b> Culture, Parks & Recreation	<b>POLICY NUMBER:</b> 6-2
<b>POLICY:</b> Memorial and Dedication Program Policy	<b>REVIEW DATE:</b> As Required
<b>EFFECTIVE DATE:</b> May 25, 2021	<b>REVISIONS:</b>
<b>ADOPTED BY BY-LAW NO.:</b> 2021-48	<b>ADMINISTERED BY:</b> Director, Public Works

Policy/By-law Attached below.



**TOWN OF WASAGA BEACH**

**PUBLIC WORKS – PARKS DIVISION**

**MEMORIAL & DEDICATION PROGRAM POLICY**

**TABLE OF CONTENTS**

TABLE OF CONTENTS ..... 3

1.0 PURPOSE..... 4

2.0 POLICY STATEMENT..... 4

3.0 DEFINITIONS..... 4

4.0 ADMINISTRATION OF POLICY AND PROGRAM..... 4

5.0 FEES & CHARGES ..... 5

6.0 LOCATION..... 5

7.0 APPLICATION – BENCHES ..... 5

8.0 APPLICATION – TREES..... 6

9.0 APPLICATION – BIKE RACKS ..... 6

10.0 COMMEMORATIVE PLAQUES..... 6

11.0 RESTRICTIONS ..... 7

12.0 MAINTENANCE..... 7

13.0 FORMS & PROCESS ..... 7

14.0 OTHER DEDICATION OPPORTUNITIES ..... 7

15.0 POLICY REVIEW ..... 7

## **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 Town and outline the roles and responsibilities of the contributor and of Town 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 Town of Wasaga Beach.

*“Bike Rack”* means a bike rack that meets technical specifications set out by the Town of Wasaga Beach.

*“Council”* means the Council for the Corporation of the Town of Wasaga Beach.

*“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 Town-owned parcel of land designated as a municipal park in the current park inventory.

*“Town”* means the Corporation of the Town of Wasaga Beach.

## **4.0 ADMINISTRATION OF POLICY AND PROGRAM**

The Director of Public Works 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 by the Town of Wasaga Beach:

- Benches
- Trees
- Bike Racks

## **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 Town of Wasaga Beach, 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 Town-owned 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. Park staff will work with the contributor to determine an appropriate location for the tree, bench or bike rack to be installed. Requests may also require input from other municipal departments, as deemed appropriate.

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

## **7.0 APPLICATION – BENCHES**

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 Town in accordance with the Town's standards and specifications, including a concrete pad – where necessary – to secure the bench and prevent it from overturning.

The Town 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 Town 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 Town 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.

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

## **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 dedication.

### **Bench Dedication Plaque**

A 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 Town.

### 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 – Parks Division.

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

## **11.0 RESTRICTIONS**

The placement of any mementoes (i.e. wreaths, flowers, vases, statues, etc.) in the vicinity of the memorial bench, tree or bike rack is not permitted.

## **12.0 MAINTENANCE**

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

Parks 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 Town.

## **13.0 FORMS & PROCESS**

The program application forms are available on the Town website at [www.wasagabeach.com](http://www.wasagabeach.com) or in hard copy available at the Public Works Office (150 Westbury Road, Wasaga Beach, ON, L9Z 2N8).

## **14.0 OTHER DEDICATION OPPORTUNITIES**

For additional memorial and dedication opportunities, please contact the Facilities Office at 1724 Mosley Street, Wasaga Beach, ON, L9Z 1A1 or at [recplex@wasagabeach.com](mailto:recplex@wasagabeach.com).

## **15.0 POLICY REVIEW**

This policy will be periodically reviewed and updated as required.

## SCHEDULE A

### TREE SPECIES

Common Name (Deciduous)	Scientific Name
Autumn Blaze Maple	Acer x freemanii 'Jeffersred'
Red Maple	Acer rubrum
Silver Maple	Acer saccharinum
Sugar Maple	Acer saccharum
Blue Beech	Carpinus caroliniana
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'
White Oak	Quercus alba
Bur Oak	Quercus macrocarpa
Pin Oak	Quercus palustris
English Oak	Quercus robur
Red Oak	Quercus rubra
Ivory Silk Tree Lilac	Syringa reticulata 'Ivory Silk'
Little Leaf Linden	Tilia cordata
Glenleven Linden	Tilia x flavescens 'Glenleven'
Homestead Elm	Ulmus x 'Homestead'

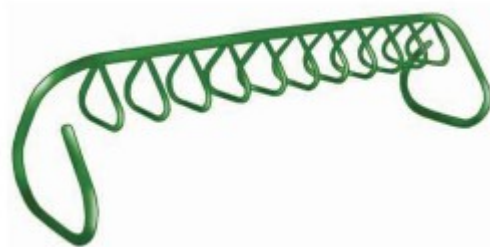
### BENCHES



### BIKE RACKS



\* Single/Bike Ring



\* 5-bike or 10-bike racks available





**TOWN OF WASAGA BEACH**  
**MEMORIAL & DEDICATION**  
**APPLICATION FORM**

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_ Phone No.: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

**Plaque Inscription (bench or tree only) (please print):**

\_\_\_\_\_  
\_\_\_\_\_

**Term and Fee\*:**

The fee for the bench, incl. installation of the bench is \$2,000.00.

The fee for the tree, incl. installation of the tree is \$500.00.

The fee for the bike rack, incl. installation of the rack is:

- Single                 \$250.00
- 5-bike                 \$900.00
- 10-bike                \$1,400.00.

\*Fees subject to current Fees & Charges Bylaw and must be paid prior to installation of the tree or amenity.

**Responsibility of the Town:**

1. The Town is responsible for the purchase and installation of the amenity
2. The Town reserves the right to determine the level of maintenance required, depending on budget availability.
3. The Town reserves the right to relocate any dedicated bench or bike rack if it is determined that it interferes with Town operations.
4. The Town will assign locations on a first come, first served basis, and will not maintain waitlists for dedications.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date