

SECTION: Parks, Recreation & Culture		Guideline #: PRC-079
Date Approved:		Commemorative Recognition Policy
Revision Date:	Review Date:	
Authority: Replaces: MEMORIAL TREE / BENCH / COMMEMORATIVE GROVE PROGRAM		

POLICY STATEMENT

The Town of Hanover (Town) acknowledges that residents often wish to dedicate items within the Town's public spaces to commemorate and celebrate cherished moments, events and people.

This policy provides an opportunity for commemoration by permitting the purchase of benches, trees, and other suitable amenities or features that enhance public spaces. Applications will be reviewed individually and must meet specific conditions, including alignment with this policy and the design and intended use of the proposed location.

PURPOSE

The purpose of this policy is to establish a framework for members of the public to purchase commemorative amenities and to outline the process and parameters for their installation within Town public spaces.

This policy aims to:

- a) Enhance the enjoyment of public spaces for residents and visitors.
- b) Provide a meaningful way for individuals, families, and organizations to commemorate individuals, celebrate events, or enhance community spaces.
- c) Ensure that commemorative purchases are implemented and recognized in a consistent and sustainable manner that aligns with the Town's overall vision.

DEFINITIONS

COMMEMRATIVE AMENITY refers to benches, trees, rocks and other suitable features or fixtures donated for placement within Town owned spaces.

DEDICATION PLAQUE refers to a marker or plate, made from a suitable and durable material, that is attached to or placed near the commemorative item to identify or recognize the dedication. The size and design of the plaque will be appropriate to the type and scale of the commemorative amenity.

WARRANTY PERIOD refers to the specific length of time during which the Town guarantees the commemorative amenity against defects, premature deterioration under normal use and environmental conditions.

PROCEDURES

1) GENERAL PROVISIONS

- a) All commemorative amenities purchased under this program shall become the property of the Town.
- b) The Town reserves the right to accept or decline any application or donation of funds submitted to the Commemorative Recognition Program.
- c) Purchasers do not acquire any ownership rights or exclusive use rights to the purchased

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commemorative amenity.

- d) Commemorative amenities shall not be used as shrines or be adorned with additional items (e.g., flowers, photos).

2) LOCATIONS

- a) The Town shall maintain a list of suitable commemorative amenities and general locations available for planting or placement.
- b) The placement of a commemorative amenity shall be at the sole discretion of the Town, in accordance with this policy. While the applicant's preferences for location will be considered, the Town's decision is final. The Town will determine the location of commemorative amenities based on the following criteria:
 - i) Consistent with current and future plans and design;
 - ii) Site suitability (e.g., soil conditions, proximity to other amenities);
 - iii) Maintenance requirements (e.g., ease of access for mowing, snow removal);
 - iv) Public safety;
 - v) Availability of space.
- c) The Town will make reasonable efforts to notify the purchaser of any necessary relocation should the site become unsuitable due to unforeseen circumstances.

3) AMENITY SPECIFICATIONS

- a) The Town will determine the approved types, styles and costs of the commemorative amenity to be installed in designated public spaces. This is to ensure consistency, durability, and suitability for the environment.
- b) The Town reserves the right to limit the number of commemorative amenities available.
- c) The Town shall be responsible for all matters relating to the purchase and installation of commemorative amenities and dedication plaques.
- d) The Town may update the approved models, materials, or species of commemorative items from time to time, based on availability, sustainability, or design considerations.
- e) Pricing of commemorative amenities is subject to change and will be established annually in the Town's Rates, Fees and Charges By-law.

4) DEDICATION PLAQUE SPECIFICATIONS

- a) An optional appropriately sized dedication plaque, as determined by the Town, will be available for each commemorative amenity for an extra fee and will be established annually in the Town's Rates, Fees and Charges By-law.
- b) Dedication plaque inscriptions are subject to the approval of the Town and shall adhere to the following guidelines:
 - i) Inscriptions must be respectful, and appropriate for a public space.
 - ii) Inscriptions shall be limited in length to eighty (80) characters, including spaces, subject to approval by the Town.
 - iii) The Town reserves the right to request edits or refuse any inscription.

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- iv) The Town reserves the right to remove any commemoration if the individual commemorated, or the content of the inscription, is later determined to be inconsistent with the values and integrity of the Town.
- v) Dedication plaques will not be covered by warranty, and any repair or replacement costs will be the responsibility of the purchaser.

5) BENCH SPECIFICATIONS

- a) Bench size and style will be determined by the Town to ensure consistency, durability, and suitability for the environment and based on supplier availability.
- b) Dedication plaques will be permanently affixed or inscribed on the bench in a visible location. Final placement will be determined by the Town based on size shape and suitability of the commemorative bench. Cemetery benches will follow inscription and plaque placements as directed by the cemetery caretaker.
- c) Commemorative benches will be installed on a concrete foundation.
- d) Commemorative benches and dedication plaques will be installed in the summer months. Applications received after June 1st may result in installation being deferred to the following year based on item availability and site conditions.
- e) Commemorative benches may be removed seasonally for snow removal and maintenance.
- f) The Town will maintain commemorative benches and provide warranty coverage for a period of ten (10) years from the date of installation. However, the Town does not guarantee benches against acts of vandalism.
- g) After the ten (10) year period, the Town reserves the right to remove or replace the bench at its sole discretion. Where possible, reasonable efforts will be made to contact the original purchaser or a living relative prior to removal, however notification is not guaranteed.

6) ROCK SPECIFICATIONS

- a) Dedication plaques will be affixed to top surface of the rock where feasible. Final placement will be determined by the Town based on size shape and suitability of the selected rock.
- b) Rocks and dedication plaques will be installed during the summer months. Any applications received after June 1st may be installed the following year.
- c) The Town will maintain commemorative rocks and provide warranty coverage for a period of ten (10) years from the date of installation. However, the Town does not guarantee the rocks against acts of vandalism.
- d) After the ten (10) year period, the Town reserves the right to remove or replace the rock at its sole discretion. Where possible, reasonable efforts will be made to contact the original purchaser or a living relative prior to removal, however notification is not guaranteed.
- e) Commemorative rocks are available only at the Commemorative Grove and are not available at the cemetery or on trails.

7) TREE SPECIFICATIONS

- a) Dedication plaques will be affixed to a stake in the ground and located adjacent to the commemorative tree.

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- b) Commemorative trees approximately 2 to 3' feet tall for coniferous trees and 4 to 8' feet tall for deciduous trees.
- c) Commemorative tree planting will be coordinated by the Town and will typically take place in the spring or fall, weather permitting and subject to supplier availability. Spring planting applications must be received no later than the last day of March of each year. Fall planting applications must be received no later than June 1 of each year. Any application submitted after these deadlines will be deferred to the next available planting season.
- d) New tree plantings may only occur at locations approved the Town.
- e) Trees must selected from the Town's approved tree species.
- f) Donations may be made for the Town's purchase of trees with or without dedication plaques. Applicants donating funds for a tree dedication will receive a certificate from the Town recognizing the donation.
- g) The Town will maintain the commemorative tree and provide warranty coverage for a period of two (2) years from the date of planting. However, the Town does not guarantee the tree against acts of vandalism that may negatively impact on the health of the tree.
- h) The Town will provide one (1) replacement commemorative tree at or near the original site at no cost to the purchaser should the tree fail to survive during the two (2) year warranty period.
- i) While many commemorative trees may remain in place and thrive for many years, the trees long term condition cannot be guaranteed due to factors such as weather, pests, disease or site conditions. After the two (2) year warranty period, the Town is not responsible for the ongoing maintenance and health of the tree and reserves the right to remove or replace the commemorative tree at its sole discretion. Where possible, reasonable efforts will be made to contact the original purchaser or a living relative prior to removal, however notification is not guaranteed.

8) DONATION RECEIPTS FOR INCOME TAX PURPOSES

- a) Donations voluntarily made to the Town for the purpose of commemorating individuals or events through the installation of amenities on Town-owned property *may* be eligible for official donation receipts for income tax purposes. All donation receipts are subject to the requirements of the Income Tax Act and the guidelines of the Canada Revenue Agency (CRA).
Where a donor receives recognition in the form of a commemorative amenity and/or dedication plaque, the Town shall determine the fair market value of that recognition (the "Advantage"). In accordance with CRA split-receipting rules, the eligible amount for a donation receipt shall be the total donation received less the fair market value of the Advantage, unless the Advantage is considered nominal under CRA guidelines (generally 10% or less of the donation amount, to a maximum of \$75).
The determination of the fair market value of any commemorative amenity, dedication plaque, or other recognition provided to a donor shall be made by the Treasurer or their designate, in accordance with Canada Revenue Agency guidelines. No official donation receipt shall be issued where the fair market value of the Advantage exceeds 80% of the value of the donation, or such other percentage as may be prescribed by the CRA.

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9) APPLICATION PROCESS

- a) Interested individuals shall submit a completed Commemorative Amenity Application Form to the Town (Appendix A). The form will be available on the Town's website, Civic Centre or P&H Centre. The application form shall include:
 - i) Purchaser's contact information.
 - ii) Preferred location (if any).
 - iii) Proposed dedication plaque inscription.

10) REVIEW AND APPROVAL

- a) Each Application will be reviewed by the appropriate Department Head (or designate) who has the authority to approve or deny the application. Application will be evaluated based on the criteria outlined in this policy. Approval of an application is conditional upon the applicant entering into the Commemorative Amenity Agreement Form (Appendix B).

11) AGREEMENT

- a) Upon approval of the application, the applicant will enter into an agreement with the Town, outlining the terms and conditions of the purchase.

COSTS AND FEES

- b) The price for the commemorative amenity and dedication plaques will be established annually through the Town's Rates, Fees and Charges By-law.
- c) The applicant will be required to submit the full payment amount prior to the purchase and installation of the commemorative amenity.
- d) Approved methods of payment include: debit, cash or cheque.

APPENDIX A | COMMEMORATIVE AMMENITY APPLICATION FORM

Applicant Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

LOCATION REQUEST:**Town Park:**☐ Commemorative Bench

- ☐ Regular: Black powder coat with backrest | Quantity: _____
- ☐ Premium: Black powder coat with backrest and armrests | Quantity: _____

Cemetery:☐ Commemorative Benches

- ☐ Red Granite (straight bench) | Quantity: _____
- ☐ Grey Granite (straight bench) | Quantity: _____
- ☐ Grey Granite (curved bench) | Quantity: _____

☐ Commemorative Trees Species

- ☐ Pin Oak | Quantity: _____
- ☐ White Spruce | Quantity: _____
- ☐ Sugar Maple | Quantity: _____
- ☐ Red Maple | Quantity: _____

Commemorative Grove:☐ Commemorative Rock | Quantity: _____**Community Trail:**☐ Commemorative Bench | Quantity: _____

- ☐ Regular: Black powder coat with backrest | Quantity: _____
- ☐ Premium: Black powder coat with backrest and armrests | Quantity: _____

*Available locations are based on the current site plan and are subject to availability. Final placement is at the discretion of the Town of Hanover.

DEDICATION PLAQUE: ☐ Yes ☐ No

Commemorative Tree Plaque (5"x7" with engraving)

- ☐ silver lettering
- ☐ bronze lettering

Commemorative Bench Plaque (4"x6" with engraving)

- ☐ silver lettering
- ☐ bronze lettering

Commemorative Rock Plaque (with engraving)

- ☐ silver lettering

Proposed plaque wording: (maximum 80 characters)

Applicant Signature

Date

APPENDIX B

Town of Hanover - Commemorative Amenity Agreement Form

This agreement is made between:

The Corporation of the Town of Hanover (the "Town")

And

[Purchaser Name] (the "Purchaser")

1. Purchaser Information

Full Name: _____

Address: _____

Phone Number: _____

Email Address: _____

2. Amenity Information

Town Park:

☐ Commemorative Bench

☐ Regular: Black powder coat with backrest | Quantity: _____

☐ Premium: Black powder coat with backrest and armrests | Quantity: _____

Cemetery:

☐ Commemorative Bench

☐ Red Granite (straight bench) | Quantity: _____

☐ Grey Granite (straight bench) | Quantity: _____

☐ Grey Granite (curved bench) | Quantity: _____

☐ Commemorative Tree Species

☐ Pin Oak | Quantity: _____

☐ White Spruce | Quantity: _____

☐ Sugar Maple | Quantity: _____

☐ Red Maple | Quantity: _____

Commemorative Grove:

☐ Commemorative Rock | Quantity: _____

Community Trail:

☐ Commemorative Bench

☐ Regular: Black powder coat with backrest | Quantity: _____

☐ Premium: Black powder coat with backrest and armrests | Quantity: _____

Approved Dedication Plaque Inscription: (max. 25 characters per line)**Line 1:** _____**Line 2:** _____**Line 3:** (If applicable) _____**3. Purchase Details**

Commemorative Amenity: \$ _____

Dedication Plaque: \$ _____

TOTAL \$ _____

- The total amount includes the purchase and installation of the commemorative amenity, and where requested, an optional dedication plaque in a designated public space in accordance with the Town of Hanover's Commemorative Recognition Policy.
- Payment is due once the application has been approved. The application will not be considered complete, and no orders will be placed, until payment has been received.
- Shipping costs incurred are the responsibility of the purchaser.

4. Terms and Conditions

- The Purchaser acknowledges that the amenity shall become the property of the Town.
- The Town shall have the sole discretion in determining the final location of the commemorative amenity.
- The Purchaser agrees to the dedication plaque inscription set out in Section 2 and acknowledges that the Town reserves the right to modify the inscription, at its discretion, to maintain standards of respectfulness, appropriateness, and non-commercial content.
- The Town of Hanover will be responsible for the general maintenance and repair of the commemorative amenity for the warranty period as outlined in the Town's Commemorative Recognition Policy.
 - Bench- Ten (10) years | Rock- Ten (10) years | Tree- Two (2) years
- After the pre-determined warranty period, the Town reserves the right to remove or replace the commemorative amenity at its sole discretion.

5. Acknowledgement

- The Purchaser acknowledges that the purchase is made voluntarily and with the understanding that the amenity will be for the use and enjoyment of the general public.

6. Agreement

- By signing this agreement, the Purchaser agrees to the terms and conditions outlined herein and in the Town of Hanover's Commemorative Recognition Policy.

Purchaser:

Signature: _____ **Date:** _____**Print Name:** _____

Town of Hanover:

Signature: _____ **Date:** _____

Print Name: _____

Title: _____

7. Payment

Payment Method please circle: [Cash, Cheque, e-transfer]

Payment Enclosed: [] Yes [] No

Cheque Number (if applicable):

Please make cheques payable to "The Town of Hanover"

Mail or deliver this agreement and payment to: Town of Hanover | 341 10th Street Hanover ON
N4N 1P5

8. Office Use Only:

Date Received:

Application Approved: [] Yes [] No

Approved Location:

Amenity Ordered: PO #

Notes: