

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
C-08			Donated Trees and Benches
Approval	D/M/Y	Resolution #	
Approved	09/11/2015		
From:PR-1		To: C-08	
Amended	24/07/2017	17.291	

STATEMENT:

The Town of Vulcan requires a policy in recognition of Council's wishes to support those who would like to sponsor a Bench and/or Tree to, honour the memory of a relative or friend, recognize a birthday, wedding, anniversary, retirement or other special event

1. Policy

- 1.1** All donations must be made out to the Town of Vulcan in advance of placing orders for the benches and plaques.
- 1.2** More than one person may donate to a bench.
- 1.3** Individual tax receipts can be issued for donations of \$25 or more, to the donor whose name appears on the cheque or credit card. Cash donations may also be tax receipted when accompanied by the donor's name and address.
- 1.4** The Town will install a recognition plaque on each donated bench. Since plaques are not permitted for trees or other living landscape elements, you or your designee will receive a letter indicating that the tree has been planted. In addition, if the tree honors someone or is a memorial, we will send a letter to the person being honored or to the family along with a certificate indicating that a tree was planted in their honor.

Due to cost and vandalism, we regret that we cannot place a plaque on site by the tree.

- 1.5** A list of all donations will be created on the Town of Vulcan website under Tree Memorials.
- 1.6** All donations must be accompanied by a Request Form. Request forms are attached as Schedule "A"(Benches) and Schedule "B"(Trees) and form part of this policy.

TOWN OF VULCAN

Policy Manual

2. Benches

- 2.1** You may choose to donate for the placement of a new bench or adopt an existing bench at any park/playground or green space with bench availability.
 - 2.2** A new bench may only be installed in a park/playground or green space where the Town Foreman has identified a need. Some park/playgrounds and green spaces use different bench styles in keeping with their functions and landscaping.
 - 2.3** The Town Foreman or Director of Recreation will work with the donator to select an appropriate bench type and location in a park/playground or green space.
 - 2.4** The Town Foreman and staff will install the donor recognition plaque on the backrest.
 - 2.5** Bench options are renewable after a 10 year period has expired.
 - 2.6** Donations will be accepted throughout the year. However, benches will be installed only when staff time permits.
 - 2.7** The cost of a new bench donation shall be established in the Town Rates and Fees Bylaw, which will include the plaque, installation of bench, ongoing maintenance.
- If a non-standard bench style is preferred and acceptable to the Town Foreman and Director of Recreation, the cost may be higher.***
- 2.8** The cost for adoption of an existing bench shall be established in the Town Rates and Fees Bylaw, and depends upon availability.
 - 2.9** Within a period of ten years following the donation of a new steel bench, the Town of Vulcan will repair or replace the bench if it is severely damaged.

3. Bench Plaques

- 3.1** Bench recognition plaques will typically be up to 4" x 6" with 1/2" lettering. Wording is subject to approval by the Town of Vulcan.

4. Trees

- 4.1** You may choose any park/playground or green space with planting availability for tree donation.
- 4.2** The Town Foreman and Director of Recreation will work with you to select the species and location for planting.
- 4.3** Your tree will be approximately 1-1/2" – 2 1/2" in diameter and 6'-8' tall depending on species.

TOWN OF VULCAN

Policy Manual

- 4.4** Donations will be accepted throughout the year. However, to assure successful rooting, trees will be planted only during spring and fall.
- 4.5** The cost of a tree donation shall be established in the Town Rates and Fees Bylaw, which includes planting and regular watering during the first season of growth.

If a larger tree is preferred and acceptable to the Town Foreman, the cost may be higher.

- 4.6** You may also choose to adopt an existing tree whose location or appearance is meaningful to the honouree. The cost for a tree adoption shall be established in the Town Rates and Fees Bylaw.
- 4.7** Within a period of three years following the donation, the Town of Vulcan will replace the tree if staff determines that it has died or has been severely damaged.

5. General Information

- 5.1** Full funding for the donation must be received in advance of any work being completed.
- 5.2** Donated benches and trees are the property of the Town of Vulcan and are maintained at the same level as other park benches and trees.
- 5.3** The Town of Vulcan retains the right to relocate a donated bench and replant or replace a donated tree in a new location. Staff will attempt to contact the donor to select the new location, but the Town Foreman will make the final decision.

- END OF POLICY -

Memorial Bench Form

Date: _____

Donor's Name: _____

Mailing Address: _____

Town: _____ Prov: _____ Postal Code: _____

Email Address: _____

Donation will be accepted throughout the year. However, benches will be installed during the year purchased as weather and staff time permits.

Location Preference (Specific Park/Playground or Green Space):

OR adopt an existing bench whose location or appearance is meaningful to the honouree.

Location Preference (Specific Park/Playground or Green Space):

A Recognition plaques will typically be up to 4" x 6" with ½" lettering. Wording is subject to approval by the Town of Vulcan.

Please show what you would like the final plaque to say: (please specify below, please print)

___ In Recognition of ___ In Memory of ___ Other

Cost: **New Bench \$2000** (10Yrs)/ **\$5000** (100Yrs) includes installation and plaque, **Existing Bench \$500**

Checks should be made payable to Town of Vulcan;

Drop a check off at the Town of Vulcan Office 321 2nd Street South OR

Mail this form and check to:
Town of Vulcan
Attn: Memorial Program
Box 360
Vulcan Alberta T0L 2B0

For more information or questions, please contact the Recreation Office at 403-485-2554 or
bellis@townofvulcan.ca

*Full funding for the donation must be received in advance

Memorial Tree Form

Date: _____

Donor's Name: _____

Mailing Address: _____

Town: _____ Prov: _____ Postal Code: _____

Email Address: _____

Donation will be accepted throughout the year. However, benches will be installed during the year purchased as weather and staff time permits.

Please indicate the type of tree you are requesting: (tree approximately. 1 ½" – 2 ½" diameter and 6'-8' tall)

Tree type Preference: ☐ Shade ☐ Flowering ☐ Evergreen

Location Preference (Specific Park/Playground or Green Space):

OR adopt an existing Tree whose location or appearance is meaningful to the honouree.

Location Preference (Specific Park/Playground or Green Space):

A Memorial Certificate will be provided to the donor as a permanent record of this special tree's significance and location. The Town of Vulcan will maintain a permanent record of the Memorial Certificate.

Please provide what you would like the final document to say: (please specify below, please print)

☐ In Recognition of ☐ In Memory of ☐ Other

Cost: **New Tree \$1000** includes regular watering for first season of growth, **Existing Tree \$500**

Checks should be made payable to Town of Vulcan;

Drop a check off at the Town of Vulcan Office 321 2nd Street South OR

Mail this form and check to:
Town of Vulcan
Attn: Memorial Program
Box 360
Vulcan Alberta T0L 2B0

For more information or questions, please contact the Recreation Office at 403-485-2554 or
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