



Commemorative Tree and Bench Program Information

Township of East Zorra-Tavistock

89 Loveys St Hickson ON N0J 1L0

Phone: 519-462-2697 Email: ezt@ezt.ca

The commemorative tree and bench program allows the public to pay tribute to a loved one, celebrate a special occasion, or recognize an accomplishment by donating and dedicating a park bench or tree in a Township park or greenspace.

Commemorative trees and benches are considered donations to the Township of East Zorra-Tavistock and are eligible for a tax receipt. Once a donation has been made, the bench and tree become the property of the Township of East-Zorra Tavistock.

Commemorative Trees

The Township only offers native deciduous trees (50mm caliper) and offers selected species only. A list of available trees will be updated annually for applicants to request from.

A list of available locations will be updated annually each year for applicants to select from. The Township will examine the applicant's requested location for a commemorative tree to ensure there are no conflicts with utility, recreation uses, or future improvements to the park or greenspace. Please note that not all parks are available for commemorative trees and the Township has the right to make the final decision as to the location.

The applicant's donation covers the costs of the tree, installation, and maintenance for the duration of the lifetime of the tree.

Installations of commemorative trees will occur in the spring annually and is weather dependent. If the tree dies within two years of the initial planting, it will be replaced under warranty. Any replacements after five years will be an additional cost to the donor.

Individual trees will not be marked or identified. Commemorative trees do not include plaques. Plaques cannot be installed in the future by the Township, donor, or a third party.

The placement of flowers, wreaths, or any other memorial item on or near the tree is not permitted.

Commemorative Benches

Commemorative benches are to be installed in pre-approved locations only. A map of available locations will be published and updated annually for applicants to select from. If required, the Township has the right to remove and relocate a commemorative bench. The Township will make all their efforts to contact the donor prior to removal and relocation.

The applicant's donation covers the costs of the bench, plaque, installation, maintenance, and repair of the bench for a duration of the lifetime of the bench which is estimated at about 10 years.

Installations of commemorative benches will occur in the fall of each year and are weather dependent.

Commemorative plaques will be ordered by the Township once proofs have been approved by the donor and the Township has received payment.

The placement of flowers, wreaths, or any other memorial item on, or near benches is not permitted.



Commemorative Bench Application Form
Township of East Zorra-Tavistock
89 Loveys St Hickson ON N0J 1L0
Phone: 519-462-2697 Email: ezt@ezt.ca

The commemorative tree and bench program allows the public to pay tribute to a loved one, celebrate a special occasion, or recognize an accomplishment by donating and dedicating a park bench or tree in a Township park or greenspace.

Applicant Information:	
Name	
Address	
Town/ City	Postal Code
Phone Number	
Email	

Preferred Bench Location

Common phrases include “In loving Memory of” or “In Tribute to” or “To Commemorate”.

Preferred Wording for Memorial Plaque
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Wording is to consist of no more than 120 characters (this includes spaces and punctuation) and will be aligned in the center of the plaque. Inscriptions are subject to final approval by the Township. A proof of the plaque will be provided prior to ordering.

I would like to be mailed a certificate to recognize my commemorative donation.

Submit Form and Payment

The donation amount for a commemorative bench is \$3,000. Payment can be made via cash, cheque, or debit. Individuals will receive an official donation receipt from the Township.

Completed forms can be mailed or delivered in person to the Township Administration Building, or via email to ezt@ezt.ca

By signing this application form, the applicant agrees that they have reviewed Policy No. GP2.20, Commemorative Tree and Bench Program, and agrees to the terms set out on this application form.

Applicant Signature

Date

Any personal information provided on this form is collected, used and disclosed in accordance with the *Municipal Freedom of Information Protection of Privacy Act* (MFIPPA). We will not sell, share, or rent your personal information to any third party. The Township will only use or disclose your personal information in accordance with what is permitted under MFIPPA.