



## Memorial Benches and Trees Policy

Policy Number: 007-2026  
Effective Date: May 5, 2026  
Legislative Authority: N/A  
Approved by: Resolution 2026-164

### **Policy Statement:**

The Township of Wellington North permits individuals to purchase memorial benches or trees only. All purchases must be approved in advance by the Township and comply with this policy.

### **Purpose:**

This policy establishes a clear process for purchases to Township-owned facilities and properties, ensuring transparency and consistency while guiding donors on the conditions for approval.

### **Scope:**

This policy applies to individuals and organizations wishing to purchase memorial benches or trees in Township parks, trails, or cemeteries.

### **Guidelines:**

Purchasers may choose to contribute a bench or a tree for Township property.

Purchasers must agree to the following:

- There is a maximum of 2 benches and/or 5 tree purchases per year to the Township in total.
- Benches in the cemetery are capped at a maximum of 10.
- Benches in trails and parks are capped at a maximum of 47 (22 in Arthur and 25 in Mount Forest)
- The Township will determine the location of all benches and trees.
- The Township will select the bench design and tree species (Schedules A and B attached to this policy).
- The purchaser must submit a request (Schedule C attached to this policy).

- Installation of benches and planting of trees are not priority work for the municipality and will be done as time permits. On completion of the installation/planting the purchaser will be notified in writing.
- The Township will purchase all benches and trees.
- All costs for purchase, delivery, installation, and planting must be fully covered by the purchaser and paid in full when the request has been approved. Prices are in the fees and charges by-law.
- Should the purchaser wish to have the bench engraved they agree to the type of font and plaque as chosen by the Township.
- Installation and planting must be completed by or under the supervision of Township staff; purchasers may not perform this work themselves.
- Township staff shall determine when the tree or bench is at end of life and the purchaser acknowledges the municipality is not obligated to replace the asset.
- Should a purchased tree die within 2 years of purchase the Township shall replace at their expense.
- All benches and trees become the property of the Township.

## SCHEDULE A - Design of Benches

Parks and trail memorial bench design

Colour: Brown/desert tan

Maximum 2 rows of engraving



Cemetery memorial bench design

Colour: Black

Small engraved plaque attached to the bench



Memorial Plaque for trees

Stake 24" to 36" long depending on the plate size needed

Plates sizes from 4" x 6" to 9" x 12"

Plate material is anodized aluminum

## SCHEDULE B

### Approved species of trees in parks and trails

Scientific Name	Common Name
Acer Nigrum	Black Maple
Acer Rubrum	Red Maple
Acer Saccharum	Sugar Maple
Picea pungens	Blue Spruce
Phellodendron Amurense	Amur Cork Tree
Celtis Occidentalis	Common Hackberry

### Approved species of trees in the cemetery

Scientific Name	Common Name
Acer × freemanii	Autumn Blaze
Acer saccharum	Sugar Maple
Acer rubrum	Red Maple

All trees shall be No. 1 nursery stock, 2.5 m minimum height with a minimum caliper of 60 mm measured 300 mm above ground level.

All areas for planting shall be stabilized with sod or seed as required, prior to planting of trees.

All trees must be potted in watering bags.

# Township of Wellington North

## Memorial Bench and Tree Donation Application Form

Thank you for your interest in contributing a memorial bench or tree on Township property. Please complete this application form. Applications are subject to approval by the Township and must comply with the Memorial Benches and Trees Policy.

---

### 1. Applicant Information

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

Organization (if applicable): \_\_\_\_\_

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

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

---

### 2. Donation Type

Please indicate the type of memorial donation you are requesting:

Memorial Bench

Memorial Tree

---

### 3. Memorial Dedication

Name of Person or Event to be Recognized:

---

Relationship to Applicant (if applicable):

---

Requested inscription for plaque (if applicable):

---

---

---

*Note: The Township will determine the plaque style and font.*

---

## 4. Location Preference

Please indicate your preferred location:

- Cemetery
- Park
- Trail
- Other Township Property: \_\_\_\_\_

Preferred area/community (if applicable):

- Arthur
- Mount Forest
- Other: \_\_\_\_\_

*Note: Final location will be determined by the Township.*

---

## 5. Acknowledgement of Policy Guidelines

By signing this application, I acknowledge and agree to the following:

- The Township limits memorial donations to a maximum of two (2) benches and five (5) trees per year.
- Bench locations are limited to:
  - Cemeteries – maximum of 10 benches
  - Trails and Parks – maximum of 47 benches (22 in Arthur and 25 in Mount Forest)
- The Township will determine the final location of all benches and trees.
- The Township will select the bench design and tree species.
- Installation and planting will be completed by Township staff or under Township supervision.

- Installation is not priority work and will be completed as time permits.
- The purchaser is responsible for all costs, including purchase, delivery, installation, and planting, in accordance with the Township's Fees and Charges By-law.
- Payment must be made in full once the application has been approved.
- All benches and trees become the property of the Township.
- The Township will determine when a bench or tree has reached the end of its life, and the Township is not obligated to replace it.
- If a purchased tree dies within two (2) years, the Township will replace it at its expense.

I have read and agree to the Memorial Benches and Trees Policy.

---

## 6. Applicant Signature

Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

## 7. For Office Use Only

Application Received Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Bench/Tree Location Assigned: \_\_\_\_\_

Payment Received:  Yes  No

Installation/Planting Completed: \_\_\_\_\_

Applicant Notified:  Yes  No