



A commemorative bench or tree is a wonderful way to pay tribute and create a long lasting heritage to a person or occasion. This program not only honours an individual or event, but assists in the beautification of the Town of Carleton Place.

The Town of Carleton Place is pleased to assist any family or individual through the steps of the purchase and installation of a commemorative bench or tree in Carleton Place.

For more information on purchasing a commemorative bench or tree; please contact:  
Joanne Henderson  
Manager of Recreation and Culture  
613-257-1690  
[jhenderson@carletonplace.ca](mailto:jhenderson@carletonplace.ca)

## Town of Carleton Place

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## Town of Carleton Place Commemorative Bench and Tree Program



## Commemorative Bench & Tree Program

### OUR PROGRAM

Through this program, the Town will assist families or groups who wish to have a bench or tree installed in a Town location (park or street side) in remembrance or commemoration of the loss of an individual or in celebration of an anniversary.

### THE PROCESS

The first step is for the family/group to decide on an appropriate location (park or street side) in which to install the bench or tree. If you are not familiar with the Town's parks or other options, staff will assist you with the selection. Once an appropriate location has been determined, the coordinator of the program will meet at the chosen site with representatives of the family/group to choose a location and discuss the preferred bench or tree location details.

### PLAQUES

The family/group may install a small plaque to commemorate if they wish. In parks the plaque must be 10cm thick flat black polished granite marker with an etched inscription. The plaque will be installed flush with the ground to reduce vandalism and allow access of maintenance equipment. On street side, the plaques shall be 2" X 10" X 1/8" metal and will be installed on the back face of the bench, or front of tree. Once the plaque has been purchased by the family/group, Town staff will install the plaque, in conjunction with the installation of the bench or tree, at no additional charge.

The Town of Carleton Place is not responsible for the maintenance or replacement of commemorative plaques.



### BENCHES

The Municipal Representative will discuss with you pricing, the various types of bench and the site you have selected. Installation of the bench as well as the maintenance for 3 years is included in the purchasing price.

Depending on the location selected, the Town will obtain utility clearances to ensure that electrical, cable, gas, or other utilities, are not damaged during installation.

Should such a conflict occur, the final location of the bench may be adjusted slightly. After the bench is installed, the Town will assume responsibility and ownership of the bench. If a bench already exists at the chosen location then a marker/plaque can be installed at that existing bench.

The cost and process for existing benches and new benches is the same. Funds related to existing benches will be used by the Town for park bench maintenance and replacement.

A Commemorative Certificate will be issued to the donor along with a tax receipt.

## Commemorative Bench & Tree Program

### TREES

The Municipal Representative will discuss with you the various pricing, types of trees (see Approved Species List) and the site you have selected. Pricing includes the purchase and planting of the tree as well as the maintenance for 3 years.

Depending on the location selected, the Town will obtain utility clearances to ensure that electrical, cable, gas, or other utilities, are not damaged during installation. Should such a conflict occur, the final location of the tree may be adjusted slightly. After the tree is planted, the Town will assume responsibility and ownership of the tree.

If a tree already exists at the chosen location then a marker/plaque can be installed at that existing tree. The cost and process for existing trees and new trees is the same. Funds related to existing trees will be used by the Town for park tree maintenance and replacement.

A Commemorative Certificate will be issued to the donor along with a tax receipt. The Tree species shall be one of the following:

### Deciduous Trees

- Sugar Maple- Acer Saccharum
- Red Maple- Acer Rubrum
- Silver Maple- Acer Saccharinum
- Red Oak- Quercus Rubra
- White Oak- Quercus Alba
- Bur Oak- Quercus Macrocarpa
- Hackberry- Celtis Occidentalis
- Horse Chestnut- Aesculus Hippocastanum
- Serviceberry- Amelanchier

### Evergreen Trees

- White Spruce- Picea Glauca
- Norway Spruce- Picea Abies
- Tamarack- Larix Laricina
- Eastern White Cedar- Thuja Occidentalis