

RESOLUTION NO. 1417

A RESOLUTION ESTABLISHING A MEMORIAL TREE AND BENCH PROGRAM

WHEREAS, members of the Canby community periodically desire to dedicate trees, benches, or other park-related amenities to the memory of a loved one;

WHEREAS, the City has occasionally permitted such dedications but only on a case-by-case basis without consistent procedures, applications, or fees;

WHEREAS, the City of Canby Parks and Recreation Advisory Board wishes to establish a program that both promotes enhancement of the public realm and encourages emotional investment from the community in that enhancement; and

WHEREAS, a formal Memorial Tree and Bench Program implemented by Public Works Staff and funded by targeted, voluntary donations would facilitate these aims.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Canby as follows:

1. The City of Canby adopts a Memorial Tree and Bench Program as proposed by the Parks and Recreation Advisory Board.

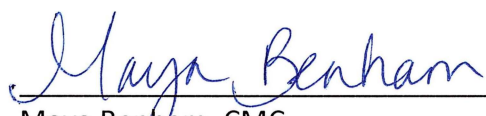
This Resolution will take effect on July 17, 2024.

ADOPTED this 17th day of July, 2024 by the Canby City Council.



Brian Hodson
Mayor

ATTEST:



Maya Benham, CMC
City Recorder

City of Canby Tree & Bench Program

Purpose: To create a policy for a mutually beneficial program between the City of Canby and its citizens. To provide an avenue through which citizens are able to create a lasting, personalized memorial for a meaningful person or event. To provide a uniform structure through which an individual citizen can subsidize the placement of a tree, bench or picnic table that will enhance the parks of the City of Canby and the donors' connection with the same.

Management Philosophy: The protection of the natural environment is a high priority. To this end, the Canby Parks Department maintains full control of final decisions regarding the memorial item and the placement. The City of Canby may limit memorials in order to promote resource management and sustainability of natural landscapes. The integrity, natural and architectural features of parks, natural areas and facilities will be preserved and the memorial will not detract from a user's experience. Design specifications will be compatible with existing management and operations plans. Memorials cannot have a commercial or corporate label.

Approval Criteria:

All proposals will be evaluated by the City of Canby Public Works Department staff according to the following:

- Placement of enhancements in the Parks and Recreation system must be compatible with the existing Parks Master Plan, the City of Canby's Master Plan, parks operations, individual park plans and/or the Capital Improvement Plan.
- The final decision as to the location of the donation will be determined by the Public Works Department following consultation with the donor.
- Memorials shall not detract from or overpower the scenic or architectural values of the existing environment.
- All memorials will be selected from a set menu of trees and enhancements determined by the Public Works Department.
- Memorial donations, which are large in scale, may be considered on a case by case basis, as they relate to park planning and the CIP.
- Non-designated monetary memorial donations will be used to meet the current needs of the Public Works Department as recommended by the department director.
- Installation of trees will be done during the months of October through March.
- Installation of benches, picnic tables or other donations will be done at the direction of the head of the Public Works department.
- Trees must be selected from the current City of Canby Street Tree list and must comply with all perimeters set forth by the list.

Procedures:

- Donor completes the Memorial Donation Application form.
- Department staff will review application to determine the appropriateness of the proposal as measured by the approval criteria.
- Department staff will contact donor, in writing, within 30 days of receipt of application to communicate approval or identify any unmet criteria for approval.
- After a positive review decision, Department staff will finalize the Memorial Donation Agreement form and submit it to the Public Works director for final approval.

- The City of Canby does not guarantee permanency of the memorial. If a memorial must be relocated, Department staff will attempt to notify the donor, in writing, at the address shown on the completed Donation Agreement form. The City takes no responsibility to replace stolen, or vandalized, items.
- The City of Canby does not guarantee the life of the tree.
- The Director's approval must be received before the ordering or installation of the memorial may proceed.
- The City shall be responsible for the installation, maintenance and protection of the memorial within reasonable parameters.
- Once installed the memorial becomes City property.
- Memorial trees will be 1 3/4 to 2 inch diameter trunk size.
- Cost for trees will be \$350 - \$400, depending on the variety selected. This includes the cost of installation.
- The cost for Bench (without a back) is _____. Bench is _____. The cost for square pedestal picnic table is _____. Rectangular picnic table is _____. These costs include installation.
- Installation of furnishings and plaques will be carried out by the Parks Department staff at the direction of the Department head.
- Plaques will be available through Canby Trophy & Awards. The plaques will be engraved cast aluminum and include a stand if needed. Plaques will be 4 x 6 at a cost \$72 or 6 x 8 at a cost \$138. Custom inscriptions will be available for an additional \$15. Inscriptions must be approved by Public Works Director. Staff will order the plaque with approved inscription.

City of Canby
Memorial Tree & Bench program
Application

Donor name: _____

Donor organization:(if applicable) _____

Donor address: _____

Primary phone: _____ Secondary phone: _____

Email: _____

Preferred location for Memorial: _____

Donation type:(tree, furnishing or cash) _____

Desired tree species: _____

Other item description: _____

Plaque: _____ Yes _____ No Inscription details: _____

Memorial gifts to the City of Canby are considered outright and unrestricted donations. The City of Canby does not guarantee the permanency of the accepted donation. If a memorial must be relocated, Department staff will attempt to notify the donor in writing at the address shown on this form. Donation may be tax deductible (please consult an accountant). The donor declares to have read this form and agrees with the conditions set forth in this policy and agrees to pay the City any donation funds within one month of notification of Memorial Agreement approval.
_____ I have read and understand the donation policy.

Donor signature _____ Date _____

Mail or email completed form to:

For office use only: Received date _____ Accepted by _____

Director approval _____ Date _____

Cost \$ _____ Paid \$ _____ Date _____

Exact location _____

Inscription proof approved by donor _____