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Date	June 9, 2026
To	Council – June 17, 2026
From	Susie Wray, Manager of Parks and Recreation Michelle Melucci, Deputy Clerk/Info. Services Coordinator
Report No.	REC 02-26
Report Title	Fees and Charges By-Law Amendment – Commemorative Policy

Recommendation

That Report REC 02-26, entitled “Rates and Fees By-law Amendment – Commemorative Policy,” be received for information; and,

That staff be directed to provide public notice of the proposed fee changes in accordance with the Town’s Notice Policy; and,

That staff be directed to bring forward an amending by-law to By-law 72-25, being the Fees and Charges By-law, for consideration and adoption at a future meeting of Council, to include bench plaques and tree markers as part of the Commemorative Policy.

Executive Summary

The purpose of this report is to recommend amendments to the Town’s User Fees and Charges By-law to establish fees for commemorative bench plaques and commemorative tree markers under the Town’s Commemorative Program.

The proposed fees will support the implementation of the Commemorative Policy approved by Council and provide residents with additional opportunities to recognize and commemorate individuals, groups, or events within Town parks and open spaces. The fees include the cost of inscription, installation, and a ten-year warranty against damage.

The Town recently received funding through the Enhancing Access to Spaces for Everyone (EASE) Grant program for the installation of accessible benches and picnic tables within Town parks and along trail systems. Eight new accessible benches installed through this project will be available, creating opportunities for commemorative plaque placement as part of the Town's Commemorative Program.

Background

In November 2025, Council adopted the Commemorative Policy to establish a clear and transparent framework for commemorative benches and trees within Town parks, trails, and open spaces. The policy outlines application procedures, maintenance responsibilities, installation standards, and associated fees.

While the Fees and Charges By-law will contain fees for commemorative benches and commemorative trees if passed at the June 17th, 2026 meeting of Council, it does not include optional commemorative identification markers associated with these program elements. Staff are recommending the addition of two new fees to support the ongoing administration of the program.

The proposed fees are:

- Commemorative Bench Plaque – \$1,000.00 plus HST
- Commemorative Tree Marker – \$250.00 plus HST

Both fees include inscription, installation, and a ten-year warranty against damage.

Analysis

The addition of commemorative bench plaques and tree markers supports the objectives of the Town's Commemorative Policy by providing meaningful recognition opportunities while ensuring a consistent and professionally managed program.

The commemorative bench plaque fee will apply to designated benches participating in the Commemorative Program, including eight accessible benches being installed through the EASE Grant project this Spring. These benches will enhance accessibility throughout the Town's parks and trail network while providing new commemorative opportunities for residents and organizations.

The commemorative tree marker fee will provide an optional enhancement for individuals participating in the Commemorative Tree Program. The cast aluminum marker will identify the commemorative planting and provide a durable recognition feature consistent with the standards established under the Commemorative Policy.

The proposed fees have been established to recover the costs associated with production, inscription, installation, administration, and warranty coverage. The ten-year warranty provides assurance that damaged plaques or markers will be repaired or replaced during the commemorative term.

Financial Impact

The proposed fees are intended to recover the costs associated with the purchase, inscription, installation, administration, and warranty provisions related to commemorative plaques and markers.

Recommended fees include:

Commemorative Bench Plaque \$1,000+ HST

Commemorative Tree Marker \$250.00 + HST

In accordance with the Town's Commemorative Policy, any revenue generated above the actual cost of purchasing and installing the commemorative plaque or marker will be transferred to a restricted reserve designated for the program. The reserve has been established to support future repair, replacement, and maintenance costs associated with commemorative installations over the ten-year commemorative term.

This approach ensures the program remains financially sustainable and self-funding, while minimizing any future impact on the municipal tax levy. Staff will continue to monitor program costs and reserve balances and may recommend adjustments to fees in future years if required to maintain the long-term viability of the program.

Strategic Priorities

This report supports the goals and objectives set out in [Council's Strategic Pillars](#). The goal(s) it supports includes: Pillar Two – Planning for the Future by enhancing community amenities, supporting accessible public spaces, and providing opportunities for residents to contribute to and commemorate meaningful places within the Town's parks and trail system.

Conclusion

The addition of commemorative bench plaque and commemorative tree marker fees to the User Fees and Charges By-law will support the ongoing implementation of the Town's Commemorative Program and provide residents with additional opportunities to recognize and celebrate individuals, groups, and events within public spaces.

Approval of the proposed amendments will ensure that associated costs are recovered through user fees while maintaining consistency with the Town's Commemorative Policy.

Respectfully submitted,

Susie Wray
Manager of Parks and Recreation

Reviewed by Andy Grozelle, Chief Administrative Officer

Appendix

Attachments

1. Attachment A: Schedule “A” Adjustments to By-Law 72-25 Fees and Charges

Follow Up

In adopting this report, what follow up action is required?

☒ By-law

☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk

☐ Social media/Website update or communication

☐ Other communication – Specify: