



GENERAL POLICIES MANUAL

Department: Registry and Public Affairs

Policy: **Commemorative Trees and Benches**

Policy n°: GRECOM-003

Council resolution n° 2019-01-036

Date of revision: October 2022

Policy : The City of Beaconsfield offers the possibility to honour the memory of a deceased person, by accepting donations for trees or benches for public spaces or parks in Beaconsfield. The donation can be made by families, friends, groups or businesses wishing a tree or bench in honour or in remembrance of a deceased person.

The donation of a tree or bench is a lasting tribute and will benefit the community by enhancing the natural environment. Tree donations are also in line with Beaconsfield's objectives to offset carbon footprints and preserve the tree canopy, while the benches are part of the effort of the municipality to promote healthy lifestyles and active mobility.

Guidelines: **Requirements**

The following requirements and conditions to be met in order to take part in this program:

- The applicant must fill out and send the relevant application form available on the City's site. The Registry and Public Affairs Department reserves the right to refuse an application following its analysis. Once the request has been accepted, a cheque or money order payable to the City of Beaconsfield should be sent to the address indicated on the form. It is also possible to pay at the tax counter of City Hall by cheque, debit (Interac) or cash.
- The City will accept requests for a commemorative tree or bench to honour a deceased person. The designated person must be a resident or have already lived in Beaconsfield.
- A written confirmation will follow after completion of the tree planting or bench installation including a map confirming the location of the tree or bench, as well as the selected species, in the case of tree planting.

- The Registry and Public Affairs Department will maintain a register of commemorative trees and benches including the applicant's name, address and contact information, the deceased person's name, the application date, the information on the commemorative label or plate, the date of the tree planting or the installation of a bench or a plate on a bench, and the location.

Deadlines

Plantation and installation are done according to the City's schedule, an extended lead time may be required due to weather, supply, park or street construction or improvement, and special events.

Cost

Rates for a commemorative tree or bench are provided in the By-law on tariffs in force and include the following:

- a) Commemorative tree cost includes: tree, materials, delivery, planting, initial watering, commemorative label and ongoing maintenance.
- b) Commemorative bench (**already in place**) cost includes: refinishing an existing bench already in place, commemorative metal plate and ongoing maintenance.
- c) Commemorative **new** bench cost includes: new bench or a bench for which the installation dates back less than 3 years from the date of the application, concrete platform, commemorative metal plate, materials, production, delivery, installation and ongoing maintenance.

A tax receipt will be issued.

Commemorative label or plate

The Registry and Public Affairs Department will ensure the supply and installation of a commemorative label for commemorative trees and benches. Commemorative labels will be installed by the City of Beaconsfield in a way that allows access of maintenance equipment.

The label shall bear the City logo as well as the following information:

- a) Name of the person commemorated
- b) Date of birth
- c) Date of death

Commemorative labels may contain the words "In honour of" or "In memory of" as deemed appropriate.

Tree species

The selection of tree species is at the sole discretion of the City of Beaconsfield. The selection is made according to site conditions and availability.

Tree species are selected depending on the surrounding area, the amount of sunshine, the height of a fully mature tree, its roots, and its foliage in order to foster its growth.

Location

The choice of a site for tree planting or bench installation is at the sole discretion of the City of Beaconsfield, but the general location may be determined in collaboration with the applicant. The City may refuse any proposed orientation or location. The location for planting a tree or installing a bench depends on proposed future developments within a park, the location of underground utilities, and other site restrictions.

For the installation of a plate on a bench already in place, the applicant can indicate a location, which must be validated by the Public Works Department to analyze the state of the bench and confirm if the restoration is possible.

All trees and benches are the property of the City of Beaconsfield and may be removed, relocated or disposed of.

Replacements

The City will reasonably maintain commemorative benches for a maximum of 10 years, at no cost to the applicant. Bench repair or replacement after 10 years will be at the City's discretion. The commemorative plate can be replaced if necessary, during the 10-year period.

Trees are City property, and as such will be maintained by the City. However, the City cannot guarantee the survival of a commemorative tree and shall not be obliged to replace diseased, damaged or sick trees. The commemorative label may not stay in place permanently so as not to interfere with the growth of the tree and cause damage.

Roles and responsibilities

City Clerk and Director of Public Affairs:

- ✓ Ensures that the present policy is maintained;
- ✓ Establishes the necessary administrative guidelines for the application of the policy.

Directors

Public Works, Culture and Leisure, and Finance and Treasury:

- ✓ Provide assistance to the Registry and Public Affairs Department in order to give effect to the present policy.

Authorization required for exceptions:

Director General

This policy replaces:

N/A