



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:: n/a

Policy : The City of Beaconsfield offers various ways to pay lasting tribute to individuals, by accepting donations in order to acquire trees or benches for public spaces or parks in Beaconsfield. The City accepts requests from families, friends, groups or businesses wishing to donate a tree or bench in honour or in remembrance of a deceased person.

The gift of a tree 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. Memorial benches can be donated to commemorate a person who has passed away or to highlight the contribution of a resident to the community.

Guidelines: **Requirements**

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

- A formal request must be received by the Registry and Public Affairs Department detailing why a deceased person deserves recognition.
- The applicant must fill out and send the relevant application form along with a cheque or money order payable to the City of Beaconsfield to the address indicated on the form.
- The City will accept any appropriate commemoration request such as:
 - Death anniversary
 - The life of an exceptional person
 - The contribution of the person to the community
- The tree or bench must represent a deceased individual.

- The designated person must be a resident or a former resident of Beaconsfield.
- A written confirmation will follow after completion of the tree planting or bench installation.
- The applicant will receive 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 memorial benches including the applicant's name, address and contact information, the deceased person's name, the application date, the memorial label, the tree planting or bench installation date, and the location.

Deadlines

The dates for tree planting or bench installation cannot be specified, and an extended lead time may be required due to weather, supply, park or street construction or improvement, and special events.

Tree planting will take place in spring or fall.

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, memorial label and ongoing maintenance.
- b) Commemorative bench: cost includes bench, concrete platform, materials, production, delivery, installation, memorial label and ongoing maintenance.

The donation is tax deductible.

Memorial label

The Registry and Public Affairs Department will ensure the supply and installation of a memorial label for commemorative trees and benches. Memorial 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

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

Tree species and bench models

The selection of tree species or bench models 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 planting and bench installation sites is at the sole discretion of the City of Beaconsfield, but the general location may be determined in collaboration with the donor. The City may refuse any proposed orientation or location.

The location of a planting or bench installation depends on proposed future developments within a park, the location of underground utilities, and other site restrictions.

All donated trees and benches become 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.

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.

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