

District of West Vancouver

POLICY

Title: Tribute Tree and Bench
Division: Parks, Culture, and Community Services
Policy Number: 0215
File Number: 0282-20-0215

1. Purpose

- 1.1. To establish guidelines on receiving, installing, maintaining, and replacing bench and tree donations in District parks, trails, and public spaces.

2. Scope

- 2.1. This policy applies to:
 - a) individuals who wish to donate funds toward; and
 - b) staff who receive, install, maintain, and eventually replace;Tribute Benches or Tribute Trees in District parks.

3. Definitions

- 3.1. “**Tribute Bench**” means an outdoor bench or park furniture like a picnic table or chair for which the District accepts a donation for the acquisition, installation, and maintenance for 10 years.
- 3.2. “**Tribute Tree**” means a tree for which the District accepts a donation for the acquisition, installation, and maintenance of the tree for 10 years.
- 3.3. “**Staff**” means District staff.
- 3.4. “**District**” means The Corporation of the District of West Vancouver.
- 3.5. “**Parks**” means parks, public lands, and trails that are managed and maintained by the District.
- 3.6. “**Donation**” means the voluntary contribution of funds to be put toward the installation of a Tribute Bench or Tribute Tree in a mutually agreed-upon location.

4. Policy Statement

- 4.1. Donations will be accepted:
 - a) if space is available for a Tribute Bench or Tribute Tree;
 - b) if a Letter of Understanding has been signed; and
 - c) when the donation amount is received in full.

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- 4.2. The style or type of Tribute Bench or Tribute Tree is chosen by the District, and outlined in the associated procedure.
- 4.3. All donated items, including Tribute Benches and Tribute Trees and associated recognition, are property of the District.
- 4.4. The District is not obligated to accept a donation for a Tribute Bench or Tribute Tree.

5. Related Policies or Procedures

- 5.1. Tribute Tree and Bench Procedure 0216

6. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2025/12/01	
Council minutes Document ID (Council Policies only)	LGDM-711734498-24806	
Council report Document ID (Council Policies only)	LGDM-711734498-24842	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

7. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input checked="" type="checkbox"/> Yes (0282-20-0216)	<input type="checkbox"/> No
Date of last review	2025	