

## PROCEDURE

Title: Tribute Tree and Bench

Division: Parks, Culture, and Community Services

Procedure Number: 0216

File Number: 0282-20-0216

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### 1. Governing Policy

- 1.1. This procedure is associated with Tribute Tree and Bench Policy 0215.

### 2. Scope/Application

- 2.1. This procedure 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. Procedure

- 3.1. The Parks Department maintains a waiting list for Tribute Bench donations, addressed in chronological order as bench locations become available. The waiting list does not guarantee that a bench or tree donation opportunity will become available. Potential donors on the waiting list are encouraged to keep their contact information up to date with the District.
- 3.2. The District works in partnership with the Kiwanis North Shore Housing Society for tree donations. The District and Kiwanis North Shore Housing Society agree in advance on Tribute Tree locations, and donors are put in touch with Kiwanis North Shore Housing Society to select the tree location, make their donation, and sign a letter of understanding. Kiwanis North Shore Housing Society, in turn, contributes 50% of the tree donation amount to the District to cover costs.
- 3.3. The style of bench or tree species will be determined by the District. Some locations may have different bench styles. Plaques will be set in the Tribute Bench. Tribute Tree plaques are set on a stone placed at or near the base of the tree. Plaque placement is the District's decision in all cases. The amount of text on the plaque will be specified by the District and will reflect cost, aesthetics, and physical fit to the bench, stone, or location.
- 3.4. The Tribute Bench or Tribute Tree will be installed by the District in a location mutually agreed upon by the donor and the District. The District has the final say on the location.
- 3.5. The addition of Tribute Benches or Tribute Trees will be restricted in some parks as determined by the District to ensure a reasonable balance of amenities and open

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space. The District is not obligated to accept a donation of a Tribute Bench or a Tribute Tree in a certain location.

- 3.6.** The donation of a Tribute Bench or Tribute Tree does not constitute ownership of the item by the donor or the land upon which it is situated. The District retains the right to use the lands adjacent to donated items as it deems appropriate, up to and including the moving of Tribute Benches or Tribute Trees to other locations. If required, Tribute Benches or Tribute Trees will be relocated as close to the original location as is feasible, at the District's discretion.
- 3.7.** Tribute Benches or Tribute Trees are not intended as memorials. Donations do not give the right to scatter or inter cremains, nor place or attach objects on or adjacent to the Tribute Bench or Tribute Tree. Tribute Benches must not be painted, varnished, or have anything attached to them; Tribute Trees must not have plantings near the tree or decorations in the tree.
- 3.8.** The wording on plaques will follow current District guidelines and must not constitute a memorial message or dates indicating a lifetime. Staff will work with donors to agree on wording appropriate to a recreational setting. Plaque wording must be approved by the District.
- 3.9.** A Tribute Bench will be maintained by the District for a 10-year term in its original location, or in an area near its original location. After 10 years, the Tribute Bench will be assessed against criteria to determine its overall state including safety and aesthetics. Replacement of a Tribute Bench may be required at that point, but if it is deemed to be in satisfactory condition, it will remain in its location, or in an area near the original location, for up to 5 additional years. At the point of 15 years in total, the Tribute Bench is determined to require replacement, which will be addressed on a priority basis by the District. The original donor will be contacted and offered the opportunity to re-donate at the current applicable price in the same location. If the original donor chooses not to donate an additional term, or if the original donor cannot be located, that location may be offered to another donor.
- 3.10.** A Tribute Tree will be maintained by the District for a 10-year term in its original location, or in an area near its original location. After 10 years, if the Tribute Tree is in acceptable condition, it will be retained for another 5 years, and then the donation term for the tree will be complete. The original donor will be contacted and offered the opportunity to re-donate at the current applicable price in the same location. If the original donor decides not to donate for an additional term, or if the original donor cannot be located, the plaque will be removed and the location may be offered to another donor.
- 3.11.** If a Tribute Bench or Tribute Tree is damaged, destroyed, or defaced to an extent that in the opinion of the District, replacement is required within the first 10 years of the term, it will be done at no cost to the donor. If further damage occurs within the 10-year term, the Tribute Bench or Tribute Tree will not be replaced in the same location. Options will be discussed with the donor and efforts will be made to find another location.

If damage occurs between 10 and 15 years, the donor will be contacted and offered the opportunity to donate another Tribute Bench or Tribute Tree at the current applicable price in the same location. If the original donor chooses not to donate

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another Tribute Bench or Tribute Tree, or if the original donor cannot be located, that location may be offered to another donor.

- 3.12. A Tribute Bench or Tribute Tree that has reached the end of its term may not be replaced at the District's discretion.
- 3.13. Tribute Bench and Tribute Tree donors must sign a Letter of Understanding with the District confirming the term of the donated item, wording for the plaque, and other details as a condition of the District accepting their donation. Signature will constitute agreement with the procedures and stipulations within this procedure and accompanying policy.
- 3.14. Donation prices will change from time to time based on costs for benches or trees, and operating cost considerations. Donation price review will take place regularly to ensure that donations cover the full cost of Tribute Bench or Tribute Tree acquisition, installation, and maintenance.
- 3.15. A charitable tax receipt will be issued to the donor by the Finance Department for the Tribute Bench or Tribute Tree donation, following the current rules and procedures specified by the Canada Revenue Agency.

### 4. Approval

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

### 5. Additional Information

<b>Category</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
<b>Date of last review</b>	2025	