

<u>COUNCIL AGENDA</u>	
Date: <u>December 1, 2025</u>	Item: <u>13.5.</u>



## MEMORANDUM

Date: October 28, 2025 File: 0282-20-0215/0216  
 To: Council  
 From: Jill Lawlor, Senior Manager, Parks  
 Subject: **Tribute Tree and Bench Policy and Procedure**

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### RECOMMENDATION:

THAT

1. "Tribute Bench Policy 02-70-210" be rescinded; and
2. proposed "Tribute Tree and Bench Policy 0215" be approved; and
3. proposed "Tribute Tree and Bench Procedure 0216" be approved.

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The purpose of this memorandum is to seek approval to rescind Tribute Bench Policy 02-70-210 approved on March 15, 2004, and replace it with proposed Tribute Tree and Bench Policy 0215 and Procedure 0216.

Updates to the policy are administrative, such as:

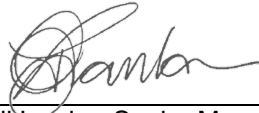
- policy 02-70-210 was moved to the updated policy template, renumbered as policy 0215, with accompanying procedure 0216;
- details about donations of Tribute Trees (which procedurally reflect donations of Tribute Benches) were added;
- a clause permitting consecutive, in-advance donations of Tribute Benches was removed;
- additional definitions were added; and
- various aspects of the policy and procedure were clarified; however, the intent of the policy remains the same.

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Author:



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Jill Lawlor, Senior Manager, Parks

Appendices

Appendix A: Tribute Bench Policy 02-70-210  
Appendix B: Proposed Tribute Tree and Bench Policy 0215  
Appendix C: Proposed Tribute Tree and Bench Procedure 0216

## District of West Vancouver CORPORATE POLICY

Parks and Community Services

Policy # 02-70-210

CIS File: 2150-00

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### TRIBUTE BENCH POLICY

#### 1.0 Purpose

- 1.1 This policy provides guidelines and direction for receiving, maintaining and replacing Tribute Benches in West Vancouver parks and public open space.

#### 2.0 Policy

- 2.1 The Municipality accepts donations of Tribute Benches subject to this policy and the procedures contained within.

Donations of Tribute Benches are accepted provided that:

- the Park or open space in question has space for a bench as determined by staff of the Parks Department;
- payment in full of the current fee for the type of Tribute Bench specified by the Parks Department is received prior to ordering of the plaque,
- the wording on the plaque conforms to current Inscription Guidelines for plaques on Tribute Benches.

#### 3.0 Procedures

- 3.1 The style of bench will be determined by the Parks Department from time to time. Some locations may have different bench styles as specified. Plaques will be cast bronze and set in the top slat of the Tribute Bench. The amount of text on the plaque will be specified by the Parks Department from time to time and will reflect cost, aesthetics and physical fit to the bench.
- 3.2 The donation "fee" for a Tribute Bench includes the cost of bench acquisition, assembly, creation of the cast bronze plaque and installation of that plaque, and then, installation of the bench in a

# DISTRICT OF WEST VANCOUVER

## CORPORATE POLICY

Policy No. 02-70-210

Tribute Bench Policy

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location mutually agreed upon by the donor and the Parks Department.

- 3.3 The donation of a Tribute Bench in no way constitutes ownership of the item by the donor, nor the land upon which it is situated, or the surrounding lands. The Municipality retains the right to use the lands adjacent to these donated items as it deems appropriate, up to and including the moving of Tribute Benches to another location. Every attempt will be made to ensure benches are re-located as close to the original location as is feasible.

The addition of Tribute Benches may be restricted in some parks as determined by the Parks Manager from time to time in order to ensure a reasonable balance of amenities and open space.

- 3.4 Donated benches are not intended as memorials. Donations do not give the right for the scattering or interment of cremated remains nor the placement or attachment of objects on or adjacent to the bench. The wording on plaques must not constitute a memorial message. Staff will work with donors to agree on wordings appropriate to a recreational setting. Persons desiring a memorial may consider a variety of options available at the Capilano View Cemetery.
- 3.5 A Tribute Bench donation is accepted on the basis that the bench will be maintained by the Municipality for a minimum 10-year "term" in its original location, or in an area near its original location. After 10 years, the bench will be assessed against criteria to determine its overall state including safety and aesthetics. Replacement of the 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 another 2.5 years at which time the bench will be assessed again. Notwithstanding any of the above, at the point after ten years (but not to exceed 15 years) when the bench is determined to require replacement, the original Tribute Bench donor will be contacted (unless the bench has consecutive terms donated – see below) and offered the opportunity to donate another bench at the then current price in the same location.

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## CORPORATE POLICY

Should the bench not meet the criteria for safety and aesthetics at any time after the original 10-year term is completed but before 15 years, the original Tribute Bench donor will be contacted and offered an opportunity to donate another bench at the same location. If the original donor decides not to donate an additional bench term, that location may be offered to another donor. Where possible, the plaque will be returned to the original donor.

- 3.6 Should donors desire, they may donate, and pay for in advance, up to three consecutive "terms", each term being a minimum of 10 years to a maximum of 15 years, for a possible "total term" of between 30 and 45 years. The length of each term beyond the 10-year minimum will be a function of location, weathering, site conditions and wear & tear.
- 3.7 If a bench is damaged, destroyed or defaced to an extent that in the opinion of the Parks Manager, replacement is required within the first ten years of any term, that will be done at no cost to the donor.
- 3.8 The Parks Department may elect not to replace a bench that has reached the end of its term for reasons of security, safety, park re-configuration or maintenance issues. Donors who wish to continue with further terms in these cases will be offered another site at the then current price.
- 3.9 All Tribute Bench donors will sign a Letter of Understanding with the Municipality confirming bench term and other conditions. Signature will constitute agreement with the procedures and stipulations within this policy.
- 3.10 The Parks Department keeps a waiting list of individuals who are interested in donating a bench. This list is organized chronologically and by the site desired for the bench. The demand for some sites may imply a long wait for a Tribute Bench due to the "donor demand" outpacing the supply of bench locations.
- 3.11 Prices will change from time to time based on capital and operating cost considerations or on other considerations deemed appropriate by Council.

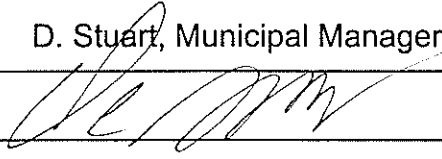
**DISTRICT OF WEST VANCOUVER  
CORPORATE POLICY**

Policy No. 02-70-210

Tribute Bench Policy

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A charitable tax receipt will be issued to the donor by the Finance Department for the Tribute Bench donation, following the current rules and procedures specified by the Canada Customs and Revenue Agency.

Approval Date: Council Item 4.3 March 15, 2004	Approved by:  D. Stuart, Municipal Manager
Amendment Date:	Approved by: 
Amendment Date:	Approved by:

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

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## 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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**POLICY**

- 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**

<b>Approved by</b>	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
<b>Approval date</b>	<a href="#">Click here to enter a date.</a>	
<b>Council minutes Document ID (Council Policies only)</b>		
<b>Council report Document ID (Council Policies only)</b>		
<b>Signature</b>		

**7. Additional Information**

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

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 type="checkbox"/> Mayor and Council
<b>Approval date</b>	Click here to enter a date.	
<b>Council minutes Document ID (Council Procedures only)</b>		
<b>Council report Document ID (Council Procedures only)</b>		
<b>Signature</b>		

### 5. Additional Information

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

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