

# Corporation of the City of Clarence-Rockland

## Commemorative Naming of Municipal Bench and Trees Program Policy

PK2023-01 - Operation Services

Effective on October 1, 2023

As adopted by (resolution/regulation number)

### 1.0 Policy Statement

The City of Clarence-Rockland, hereafter referred to as the “City”, is committed to providing a fair, consistent and efficient process, while respecting the important need for public commemorative naming of municipal bench and trees after a person or a family name.

### 2.0. Purpose/Objective

The purpose of this policy is to put forth a set of principles and guidelines which are required to assist individuals who wish to have a tree planted and/or installation of a bench on a City property to commemorate a person or a family.

### 3.0 Definitions

« Department », refers to the City of Clarence-Rockland’s Operation Services.

« Commemorative », refers to the official naming of a municipal bench and tree to commemorate a person or a family.

« Engineering Standards », means the standards, guidelines, specifications, and drawings relating to any City infrastructure, approved by the city from time to time.

### 4.0 Scope

This policy applies to all public inquiries pertaining to the installation of a tree or a bench on any municipal property to commemorate a person or a family.

### 5.0 Installation

The City will be responsible for the installation of any bench or tree approved within the scope of this policy. The installed bench or tree will respect all City engineering standards.

The installation of the bench or tree will be done once a year during the fall. The City reserves the right to postpone any installation for any reasonable reasons.

## 6.0 Location

The location of the bench and tree is entirely at the City's discretion. The applicant's suggestion will be taken into consideration.

## 7.0 Plaque

The applicant is responsible for purchasing at his cost the commemorative plaque to be installed on the bench or close to the tree. Individual names or nicknames, family names or quotes associated with a name will be permitted. Exact wording must be submitted to the administration for review and approval. All commemorative park bench plaques must be bilingual.

The commemorative plaque dimensions and material needs to respect the City's engineering standards.

## 8.0 Replacement/Repairs following damages

The City will replace/repair the bench or tree if it is damaged within the first five years after the installation has been completed. It will be at the City's sole discretion to repair/replace the bench or tree after the initial five-year period.

## 9.0 Maintenance

The City will maintain the bench or tree as per the City's maintenance standards for a period of five years after the installation has been completed. It will be at the City's sole discretion to maintain the bench or tree after the initial five years.

## 10.0 Relocation

The City reserves the right to relocate at his own expense the bench within the property on which it is installed or on any other City property if needs arise.

## 11.0 Application

The applicant must follow City procedures as specified on the City's website in order to submit their request.

## 12.0 Fees

Any fees associated with the current policy is set out in the City's user fee by-law approved by council. No work shall be completed before all associated user fees are paid. User fees associated with this policy are eligible for official tax receipts.

## 13.0. Revisions and Amendments

<i>Date:</i>	<i>Reviewed by:</i>	<i>Staff Report No.</i>
<i>August 2023</i>	Alain Hupé, Manager	
<i>August 2023</i>	Jean-Luc Jubinville, Director	