



# POLICY BANFF COMMEMORATIVE TREE PROGRAM

## Policy C5005

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<b>Adopted by Council:</b>	2019.08.12	<b>Administrative Responsibility:</b>	Operations
<b>Council Resolution #:</b>	COU19-213	<b>Last Review Date:</b>	2019.07.15
<b>Modified by Resolution #:</b>		<b>Next Review Date:</b>	2023.07.15
<b>Replaces:</b>	N/A		

### 1.0 POLICY

The Town of Banff provides the opportunity for individuals or groups to make donations towards enhancing the Town of Banff's urban forest and greening town owned public places through the Banff Commemorative Tree Program. Donations to the program may be acknowledged by a dedication plaque or through anonymous donation.

### 2.0 PURPOSE

This policy establishes guidelines for the consistent decision-making process related to the acceptance, placement and maintenance of trees and dedications in Town owned Public Places.

### 3.0 DEFINITIONS

- 3.1 **Donor** means the person who signed the original application form or their designate.
- 3.2 **Public Place** means lands under the Town's management and control including:
  - land developed as a public park, sports or athletic field, playground or recreational area;
  - land acquired as Municipal Reserve or Environmental Reserve;
  - land developed as a parking lot;
  - land developed as a pathway or trail; and
  - land developed for public utilities.

### 4.0 SCOPE

This policy applies to donations for tree dedications.

## 5.0 RESPONSIBILITIES

- 5.1 Council is responsible to review and approve any revisions to this policy.
- 5.2 The Town Manager is responsible for ensuring appropriate administrative policies and procedures are developed, approved, implemented, and monitored.
- 5.3 The Director of Operations is responsible for implementing, monitoring and evaluating this policy.

## 6.0 STANDARDS

### 6.1 Fees

- a) The Commemorative Tree Program is intended to be operated on a full cost recovery basis.
- b) Program fees are reviewed annually by council and are subject to change.
- c) The dedication fees listed in the fee schedule are required to cover the purchase, installation, maintenance and administrative costs of approved trees and/or plaques. The dedication fee is to be based on the average cost for purchase, installation and maintenance of the tree by the Town for ten, twenty, and / or thirty year periods.
- d) Maintenance funding is placed into a perpetual care reserve account for the purpose of supporting the commemorative tree program.

### 6.2 Term

- a) The dedication term for a tree is 10 years from the date of installation of the tree.
- b) Within this time, the dedicated tree will be maintained by the Town in its original location, or in an area near its original location should the tree need to be relocated or replanted because of development.
- c) After ten years, a renewal of the tree dedication term will be offered, in writing to the original donor for an extension of a 10-year term should the tree be in good health.
- d) If the original donor opts not to renew within 120 days of contact by the Town, the plaque may be removed and the tree remains part of the urban forest inventory.
- e) Where possible, the plaque will be returned to the original donor. The donor has the responsibility to update the Town on any change of address so that such a contact can be made.

### 6.3 Locations

- a) Town of Banff staff will approve, identify and maintain a list of approved tree locations available for tree donation installations.

### 6.4 Trees and Dedication Plaques

- a) Species  
Tree species and location will be determined by the Town Manager.
- b) Purchase and Installation  
The Town will be responsible for the purchase and installation of all trees. Trees purchased and installed will be selected from the Banff Design Guidelines list of tree species.

- c) Tree Dedication Plaques
  - The Town will purchase and install a metal plaque on a decorative stone, at or near the base of the tree, for dedication purposes. The term of the plaque is ten years from the date of installation.
  - Dedications may be to commemorate one or more persons for their past or present contributions to the community, for special events or in memoriam.
  - A maximum of one plaque per tree is permitted.
  - The plaque size, font, and design specifications will be determined by the Town Manager. Text is subject to approval of the Town.
- d) Maintenance
  - Trees and dedication plaques are the property of the Town.
  - The Town is responsible to maintain trees and plaques in Town Public Places for the duration of the dedication term.
  - Within the term, the Town will replace, at no cost to the donor, the dedication plaque if it is damaged or stolen.
  - If a tree within its first three years of installation is damaged, vandalized, or destroyed to an extent that, in the opinion of the program manager, replacement is required, this will be done once at no cost to the donor.
- e) Relocation
 

The Town reserves the right to re-locate a tree or commemorative plaque, in the eventuality that such a move is necessary (i.e. tree is subject to recurrent vandalism, the park is scheduled for re-development, servicing upgrades, etc.). The Town will attempt to contact the donor for consultation prior to re-location.

## 6.5 Special Requests

There may be other donations possible, other than those expressly listed or contained within this policy, or a special request that may not meet the provided criteria and presents a unique circumstance. The Town may accept those donations subject to a review and approval of the Town Manager or their designate.

## 6.6 Application Procedures

- a) Donors wishing to participate in the Commemorative Tree Program may do so by submitting an application form.
- b) The donor will select a location based on the list of approved sites that are available for tree donation.
- c) Applications will be accepted throughout the year and shall be reviewed and approved by the program manager.
- d) Donations for tree dedications are accepted provided that:
  - There is an approved location for a tree available as determined by the Town; and
  - The payment in full of the dedication fee is received.
- e) Trees will be planted twice per year in both the spring and fall depending on availability and scheduling.
- f) Donations for tree dedications are tax deductible and official receipt will be issued to the donor by the Town.

## General Regulations

- a) Any private dedication ceremony is the responsibility of the donor. As trees are located in a Public Place, exclusive use of the area surrounding the tree is not available for private dedications.
- b) The placement of any mementos (i.e. wreaths, flowers, vases, statues, etc.) in the vicinity of the tree is not permitted.

### 6.7 Fee Schedule

- a) Program costs are inclusive of tree purchase, fence if required, dedication certificate, and/or decorative stone with plaque near the tree area. The fee includes establishment costs and annual maintenance including fence repair, pruning, etc.
- b) This is a full cost recovery model with operating expense covered completely by donations.

## 7.0 ATTACHMENTS

### 7.1 Appendix A: Fee Schedule

This policy shall be in effect on the date it is approved by resolution of Council.

On original

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Karen Sorensen  
Mayor

On original

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Randall McKay  
Interim Town Manager

# COMMEMORATIVE TREE PROGRAM FEES & CHARGES

## 10 year program

- i. Tree Only \$1,850
- ii. Tree and Dedication Plaque \$2,200

## 20 year program

- i. Tree Only \$2,350
- ii. Tree and Dedication Plaque \$2,700

## 30 year program

- i. Tree Only \$2,850
- ii. Tree and Dedication Plaque \$3,200