



Town of Erin

Corporate Report

Department: Infrastructure Services	Report Number: PR2022-06
Business Unit: Parks, Recreation & Culture	Meeting Date: 9/22/2022
Presented/ Prepared By: Nick Colucci, Director of Infrastructure Services Engineer	

Subject

Commemorative Bench and Tree Policy

Recommendation

Be it resolved that Council hereby receive report number PR2022-06 – “*Commemorative Bench and Tree Policy*” for information;
And that the Council authorize staff to proceed with implementing the policy, fee structure and request form contained therein.

Background

Staff have had a number of recent requests from the public to provide commemorative benches, trees or plaques. The Town of Erin had no formalized policy for these types of donations and were treating each request as they were submitted. This process was time consuming for staff and often led to delays in responding to the requests.

Staff have worked to formalize the process including a review of similar policies at other municipalities.

The attached policy includes a request form for commemorative benches, trees and plaques. The fee will be set at the actual cost plus an administration fee of 15%. This would allow some latitude in the selection of product and the location of items.

The policy requires the applicant to specify the type of donation (bench, tree or plaque) and give two alternate locations. Staff will then determine which location is preferred and provide a quote for the item to be donated. Once a 25% deposit is paid the product can be ordered. The final 75% payment is required prior to installation.

Strategic Pillar

Investment in Community Assets

Financial Impact

There is no financial impact relating to this report.

Conclusion

Council hereby receive report number PR2022-06 – “Commemorative Bench and Tree Policy” for information and authorize staff to proceed with implementing the policy, fee structure and request form contained therein.

Attachments

Appendix A – Commemorative Bench & Tree Policy

[Nick Colucci](#)

Director of Infrastructure Services

[Nathan Hyde](#)

Chief Administrative Officer