



Commemorative Tree Policy

1. Objective

The Town of Baie-D'Urfé hereby establishes the aforementioned policy with the intent of regulating the purchase and planting of commemorative trees on its territory.

2. Request

Any individual interested in proposing the planting of a commemorative tree within the territory of Baie-D'Urfé must submit a written request to this effect, addressed to Mayor and Council. The request must be made in memory of a Baie-D'Urfé resident or former resident. The applicant may suggest the location and type of tree desired.

Following receipt, the Administration will review the request and respond the applicant within 30 days. The Administration will approve or deny the request. In order to grant the request, the Administration may propose a different location or type of tree.

3. Costs and procedures

a) Request for the Tree and Plaque

The fee for the purchase of the tree and the plaque will be \$ 1,000 from which the cost of materials will be paid from and the difference will be donated to the Commemorative Fund. The latter will be a fund within the Affected Surplus.

Should the applicant have a particular location in mind, Council and Administration will consider it. However, the Administration reserves the right to choose the type of tree and may propose a different type of tree for the desired location.

The Town will be responsible for the planting and trimming of the tree and its branches, as well as the plaque. The Town will ensure regular maintenance of the tree, to the best of its abilities. However, there will be no guarantee for its continued existence.

Should the applicant not approve any aspect of the tree request, he/she may withdraw their request. Once payment is made, no cancellation or reimbursement can be made.

b) Commemorative Fund and Tax Receipt for Donation

The Commemorative Fund is a fund within the Affected Surplus. The amount that is obtained over and above the cost of the tree and/or plaque will automatically be transferred to this fund. Citizens providing such a donation will be eligible for a tax receipt for the full amount donated to the Town.

c) The Plaque

The content of the plaque must be approved by the Administration. It will be validated by the applicant prior to ordering.

Depending on the weather, the tree and plaque may be planted installed in the following calendar year. The applicant will be informed once the installation is completed.

4. Adoption

This policy was adopted on February 9, 2021, via resolution 2021-02-19.