



# PROCEDURE

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**PROCEDURE NO:** 608•1

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**TITLE:** Memorial Tree and Bench Procedure

**APPROVAL DATE:** July 16, 2007

**POLICY:** 608, Memorial Tree and Bench

**REVISION DATE:** December 3, 2020

**SECTION:** Lands, Roads and Buildings

**RESPONSIBLE**

**DEPARTMENT:** Transportation and Parks Department

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1. The City of Grande Prairie (“City”) reserves the right to approve or decline any request for a memorial tree(s) or memorial bench(es).
  2. The City shall have final approval for the species of any memorial tree and location of any memorial tree or bench.
  3. Requests for a memorial tree or bench should be made to the Transportation and Parks Department, using the required form.
  4. Memorial Tree and Bench fees are in accordance with [Bylaw C-1395, Schedule “A”](#).
  5. Applications for existing benches, new benches or new trees for the current year will be reviewed by:
    - ◆ May 1<sup>st</sup> - benches (new and existing)
    - ◆ August 31<sup>st</sup> - new trees
    - ◆ All other requests shall be considered in the subsequent year.
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## DEFINITIONS

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**Existing Bench** - means a park bench already installed in any public park or other public greenspace.

**New Bench** - means a park bench not currently installed in any public park or public greenspace and that meets the specifications of the City’s Design and Construction Manuals.

**New Tree** - means any tree not already planted in a park or public greenspace and that meets the specifications of the City’s Design and Construction Manuals.

**Public Park** - means any land designated Municipal Reserve.

**Public Greenspace** - means any public lands other than Municipal Reserve.

**Honour or Memorialize** - means the process by which someone may establish recognition for a person or an event.

**Memorial Plaque (Benches)** - means a bronze plaque with letters engraved, installed onto the front middle of the bench back boards.

**Memorial Plaque (Trees)** - means a bronze plaque with letters engraved, installed onto a stake in front of the tree, a minimum of 60cm from the trunk.

**Installation** - means the process by which the Transportation and Parks Department uses to put new trees and benches in place.

- ◆ If possible, new trees will be installed in the fall of each year, to coincide with the Transportation and Parks Department fall tree planting program.
- ◆ New benches will be installed within a period of one year or when seasonably possible.
- ◆ Memorial plaques will be installed onto new and existing benches within a period of one year or when seasonably possible.

**Maintenance of New Benches/Existing Benches** - means the Transportation and Parks Department will place new benches on a regular department maintenance schedule. Existing Benches will be maintained as per regular department maintenance schedule.

**Maintenance of New Trees** - means that trees will be maintained as per service levels depicted in the City's Construction Manual.

**Vandalism Repair** - means that any benches or trees damaged due to vandalism will be repaired or replaced by the Transportation and Parks Department. Repairs will take place as soon as feasible. Seasonal restrictions apply.

**Funding** - means monies collected from donors for the purchase of new benches, existing benches or new trees. These monies shall be allocated to the Transportation and Parks Department's operating account.