



# CITY PROCEDURE

## Memorial Tree and Bench Procedure

Procedure Title	Memorial Tree and Bench Procedure		
Procedure Number	608-1	Approved Date	2007/07/16
Department	Environment & Parks	Last Amended	2025/11/20
City Manager Signature	"S. Bourke" (signed)	Last Reviewed	2025/11/20
		Signature Date	2026/02/10

### 1. Definitions

The definitions in the [Memorial Tree and Bench Council Policy 608](#) apply to this procedure. In addition, in this procedure:

- 1.1. **"Funding"** means monies collected from donors for the purchase of New Benches, Existing Benches or New Trees.

### 2. Procedure & Guidelines

- 2.1. The City of Grande Prairie (City) reserves the right to approve or decline any request for a Memorial Tree(s) or Memorial Bench(es).
- 2.2. The City shall have final approval for the species of any Memorial Tree and location of any Memorial Tree or Bench.
- 2.3. Requests for a Memorial Tree or Bench should be made to the Environment and Parks Department, using the required form.
- 2.4. **Funding**
  - 2.4.1. Memorial Tree and Bench fees are in accordance with the [Fees, Rates and Charges Bylaw C-1395, Schedule "A"](#).
  - 2.4.2. These monies shall be allocated to the Environment and Parks Department's operating account.
- 2.5. Applications for Existing Benches, New Benches or New Trees for the current year will be reviewed by July 31<sup>st</sup>. All other requests shall be considered in the subsequent year.
- 2.6. **Installation**
  - 2.6.1. If possible, New Trees will be installed in the fall of each year, to coincide with the Environment and Parks Department's fall tree planting program.
  - 2.6.2. New Benches will be installed within a period of one year or when seasonably possible.



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**2.6.3.** Memorial Plaques will be installed onto New and Existing Benches and near New Trees within a period of one year or when seasonably possible.

### 2.7. Maintenance

**2.7.1.** The Environment and Parks Department will place New Benches on a regular department maintenance schedule.

**2.7.2.** Existing Benches will be maintained as per the regular department maintenance schedule.

**2.7.3.** Trees will be maintained as per service levels depicted in the City's Construction Manual.

**2.7.4.** Any benches or trees damaged due to vandalism will be repaired or replaced at the discretion of the Environment and Parks Department.

### 3. Version History

Action	Date	Description
New Procedure	2007/07/16	
Revision	2008/03/27	
Revision	2012/04/16	
Revision	2019/07/01	
Revision	2020/12/03	
Revision	2025/11/20	New template. Moved applicable definitions to the policy. Moved procedures from within the definitions to the procedure section. Language in 2.7.4 updated to provide some additional flexibility. The date in 2.5 was updated to July 31 <sup>st</sup> . Updated 2.6.3 to add "and near New Trees".