

Policy



Title: BENCH & TREE DEDICATION PROGRAM
Policy Number: REC – 72 – 04
Effective Date: November 15, 2023
Resolution: 511-23
Department Responsible: Community Services
Supersedes Policy No: 16 – Amended
Next Review Date: November 15, 2026

POLICY STATEMENT:

The Municipal District provides the opportunity for individuals or groups to make donations towards enhancing Municipal District-owned public places through the Bench and Tree Dedication Program. The Municipal District desires to encourage donations while at the same time managing aesthetic impacts and mitigating on-going maintenance costs. Donations to the Bench and Tree Dedication Program may be acknowledged by a bench or tree and a dedication plaque. A dedication plaque is symbolic of the donation and does not entitle the donor to ownership of the bench, tree, or plaque.

DEFINITIONS:

“**Council**” means the duly elected Council of the Municipal District of Lesser Slave River No. 124;

“**Donor**” means the person or group who signed the original application form or their designate; and

“**Public Place**” means land under the Municipal District's management and control including:

- land developed as a public park, sports or athletic field, playground, or recreational area;
- land acquired as a Municipal Reserve or Environmental Reserve;
- land developed as a parking lot;
- land developed as a pathway or trail; and
- land developed for public utilities.

PRINCIPLE:

This policy establishes guidelines for the consistent decision-making process related to the acceptance, placement and long-term maintenance of bench and tree dedications on Municipal District-owned public lands.

1. Bench and Tree Program Fees

The Bench and Tree Dedication are intended to be operated on a cost recovery basis.

- a. The Donor is responsible for the cost of the Bench or Tree and plaque as set out in the Provision of Services Bylaw.
- b. The Municipal District is responsible for the installation and care of the Bench or Tree.
- c. Maintenance funding is placed into a perpetual care reserve account for supporting the Bench and Tree Dedication Program.

2. Bench and Tree Locations and Installations

- a. The Municipal District will identify, approve, and maintain a list of approved sites that are available for the installation of benches and trees.
- b. Locations on Municipal District lands outside of the listed approved sites may be considered on a case-by-case basis, subject to review and approval by Council.
- c. The Municipal District will be responsible for the purchase and installation of all benches, trees, and plaques.

3. Bench, Tree, and Plaque Styles

- a. For consistency, Schedule "A" outlines the bench style and Schedule "B" outlines the tree varieties that will be purchased by the Municipal District for the Bench and Tree Dedication Program.
- b. Bench styles or tree varieties other than what is outlined in Schedule "A and B" may be considered on a case-by-case basis, subject to review and approval by Council.
- c. For consistency, Schedule "C" outlines the plaque style that will be purchased by the Municipal District for the Dedication Bench Program
- d. Plaques other than what is outlined in Schedule "C" may be considered on a case-by-case basis, subject to review and approval by Council.
- e. Plaques may commemorate one or more persons for his/her past or present contribution to the community, to a service club, in memoriam or for other special events
- f. A maximum of two plaques per bench are permitted; costs associated with the production and installation of a second plaque will be the responsibility of the applicant.
- g. A maximum of one plaque per tree is permitted.

4. Bench and Tree Maintenance

- a. Benches, trees, and plaques are the property of the Municipal District.
- b. The Municipal District is responsible for maintaining the benches, trees, and plaques.
- c. The Municipal District will replace, at no cost to the donor, a plaque if it is damaged or stolen.
- d. The Municipal District will replace, at no cost to the donor, a bench or tree that is damaged, defaced or destroyed to an extent that, in the opinion of the CAO. replacement is required.



- e. The Municipal District reserves the right to re-locate a bench or tree, In the possibility that such a move is necessary.
- f. The Municipal District will attempt to contact the donor for consultation prior to re-location.

5. Application Procedures

- a. Donors wishing to participate in the Bench Dedication Program may do so by completing a Bench Dedication Program application form, Schedule D.
- b. Applications will be accepted throughout the year however an application must be received prior to December 31 each year, to be installed by September 30, the following year.
- c. The donor will select a location based on the list of approved sites that are available for a bench dedication; bench locations will be on a first-come, first-served basis.

6. General Regulations

- a. Any private dedication ceremonies are the responsibility of the donor.
- b. As benches are on public land, exclusive use of the area surrounding a bench is not available for private dedications, functions, or events.
- c. The placement of any mementos (i.e., wreaths, flowers, vases, statues, etc.) on or near the bench is not permitted.







Chief Administrative Officer
Barry Kolenosky

November 29, 2023
Date



Reeve
Murray Kerik

November 29, 2023
Date

SPECIAL NOTES/CROSS REFERENCE: REC-72-04 Bench & Tree dedication Program Procedure
AMENDMENT DATE: November 15, 2023

