



## Memorial Tree and Bench Program

<b>Procedure No.:</b> PS-REC-12	<b>Council Resolution No.:</b> N/A
<b>Department:</b> Recreation	<b>Authority:</b> Chief Administrative Officer
<b>Effective Date:</b> September 14, 2020	<b>Revision Date:</b> March 4, 2025
<b>Review Date:</b> March 2026	<b>Repealed Date:</b> N/A
<b>Supersedes:</b> N/A	
<b>Related Policy No.:</b> PS-REC-12	
<b>Related Policy Name:</b> Memorial Tree and Bench Program	

### 1.0 PURPOSE

- 1.1 To provide direction in implementing the Memorial Tree and Bench Program to balance requests from individuals, businesses, and organizations while ensuring an acceptable physical appearance in the Town's parks, trails, and Cemetery.


### 2.0 OPERATING GUIDELINES

- 2.1 Individuals may make a donation to install a new bench or have a tree planted in the park of their choice, provided that space is available in the desired location.
- 2.2 A donor recognition plaque will be installed on the bench.
- 2.3 Memorial tree and bench donations must meet the following criteria:
- 2.3.1 Contribute to the enjoyment of parks and not interfere with accessibility or use of the park by any member of the public;
- 2.3.2 The style of bench or type of tree should not detract from the existing theme or use of the park; and,
- 2.3.3 Should not interfere with the regular maintenance of the park area.
- 2.4 Memorial tree and bench donations will become public property of the park for everyone's enjoyment. Donors will not have any right to priority use of their donation.
- 2.5 Parks staff will do their best to maintain all of the features of the parks in good conditions and make repairs as needed.
- 2.6 The donor must complete the Memorial Tree and Bench Program Application and submit to the Recreation Manager.



- 2.6.1 Payment for the donation may be made at the Town Administration Building.
- 2.6.2 The application gives the donor the opportunity to choose the location and type of bench or tree.
- 2.6.3 The payment covers the cost of the purchase, installation and maintenance of the donation for ten years.
- 2.6.4 A charitable donation receipt will be issued.
- 2.7 Benches will be mounted on a cement pad.
- 2.8 Tree plantings take place in spring or fall. Spring planting requests should be received by March 1, fall planting requests should be received by August 1.
- 2.9 Recreation staff will work with you to determine donation availability, type and location.
  - 2.9.1 A site meeting will take place before installation to verify exact location.
- 2.10 If circumstances arise that require a bench or tree to be relocated, the Recreation Department will attempt to contact the donor to advise them of the relocation. The Recreation Department will make the final determination of location.
- 2.11 In the first 10 years after installation, the Town will maintain the bench and repair any damage or vandalism.
- 2.12 If the Recreation Manager determines that a bench is in poor condition and it has been in place for more than 10 years it may be removed by the Town.
- 2.13 Installations are seasonal, are done as weather, ground conditions, and staff availability permit. It could take up to three months for the installation to take place.
- 2.14 For requests for trees or benches to be placed in the Taber Memorial Gardens, the following rules apply:
  - 2.14.1 The trees must comply with the list of allowable trees as approved by the Cemetery Manager so as to not infringe on graves;
  - 2.14.2 The location(s) of the tree and/or benches are only allowed on previously-identified locations in the various cemetery rows as per the Cemetery Manager;
  - 2.14.3 No requests for additional locations in the cemetery will be allowed except as those locations marked specifically for the Memorial Tree and Bench Program; and
  - 2.14.4 If a request for a memorial tree or bench is for the cemetery location, the tree and/or bench must be approved by the Cemetery Manager. Recreation Staff will provide the application form to the Cemetery Manager and Cemetery Clerk for approval.





*[Handwritten Signature]*  
CHIEF ADMINISTRATIVE OFFICER

Mar. 5/25  
DATE



# Town of Taber

## Memorial Bench And Tree Application



**Any request requiring the Town of Taber approvals, services, assistance and/or other support for a special event must provide the following information.**

The submittal of application does not constitute approval.

### Applicant Information

Full Name: \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Last First*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State Postal Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

### Type of Donation

- MEMORIAL TREE (\$550.00 DONATION)      Shade       Evergreen       Flowering       Other

Memorial Plaque Inscription:

- In Memory of:       In Loving Memory of:       In Honor of:       Other\*

Honoree's Name: \_\_\_\_\_

\*Other Message (if applicable): \_\_\_\_\_

Proposed Location of Tree: \_\_\_\_\_

- MEMORIAL BENCH (\$1650.00 DONATION)      or       PICNIC TABLE (\$2500.00 DONATION)

Bench/Picnic Table Engraving:

- In Memory of:       In Loving Memory of:       In Honor of:       Other\*

Honoree's Name: \_\_\_\_\_

\*Other Message (if applicable): \_\_\_\_\_


Proposed Location of Bench: \_\_\_\_\_

**Applicant Signature**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return application to:

**Town of Taber  
A – 4900 50 ST  
Taber AB  
T1G 1T1**

Phone 403-223-5500 (5562)  Fax: 403-223-5530

**Office Use Only**

Total Amount Paid \$ \_\_\_\_\_

Select Payment Method:

Cash

Check # \_\_\_\_\_

Other

Received by:

Select One:

Tree from nursery

Tree purchased \$ \_\_\_\_\_

Tree Species: \_\_\_\_\_