



Policy No.: G-18	Section: General	Page #1 of 4
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Title:	Memorial Tree and Bench Program
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Legislation Reference:	N/A
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Purpose: To give individuals the opportunity to purchase a bench or tree in memory of a loved one or to commemorate a special occasion while increasing public enjoyment in the Town's parks and trails.

Policy Statement:

1. The municipality will strive to accommodate requests from individuals with regards to the installation of benches and planting of trees, while ensuring an acceptable physical appearance in the community.

Operating Guidelines:

1. Individuals may make a donation to install a new bench with a plaque or have a tree planted in the park of their choice, provided that there is space available.
2. A donation plaque will be installed on the bench with wording chosen by the donor.
3. Installation of benches or trees must contribute to the enjoyment of the parks and may not interfere with accessibility to the park or the regular maintenance of the park.
4. The style of bench or tree should adhere to the existing theme or use of the park.
5. Donations become public property and are available for everyone's enjoyment. Donors do not have any right to priority of use of their donation.
6. Public Works staff will do their best to maintain all features of the parks in good condition and make repairs as needed.
7. The donor must complete the Memorial Tree and Bench Application and submit, with payment, to the Town Office. A charitable donation receipt will be issued.
8. Administration will work with the donor to find a suitable location.

9. The donation covers the cost of the purchase, installation and maintenance of the donation for ten years.
10. Tree plantings will take place in the spring or fall. Spring planting requests must be received by March 1 and fall planting requests must be received by August 1.
11. If circumstances arise that require a bench or tree be located, the Town will make every effort to advise the donor of the relocation.
12. If the town 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.
13. Installations are seasonal and are done as weather, ground conditions and staff availability permits.

	DATE	RESOLUTION NUMBER
Approved	February 27, 2023	099-2023
Amended		
Amended		

Original signed.

Amy Cherniwchan
Mayor

Original signed.

Dawn Phillips
Chief Administrative Officer

Appendix "A"

Town of Smoky Lake Memorial Bench And Tree Application



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

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 (\$500 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 (\$1500 - \$2500 DONATION based on donator's personal bench selection)

Bench 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 Smoky Lake
Box 460
56 Wheatland Avenue
Smoky Lake AB T0A 3C0**

Phone 780-656-3674

Fax: 780-656-3675

Office Use Only

Total Amount Paid \$ _____

Select Payment Method:

Cash

Cheque # _____

Other

Received by:

Select One: _____

Tree from nursery

Tree purchased \$ _____

Tree Species: _____