



CORPORATE POLICY

Policy No.: RD-25-24

Policy Name: Commemorative and Memorial Bench, Picnic Table, and Tree Program in Regional Parks

Effective Date: August 21, 2025 **Next Review:** August 21, 2028

Purpose:	To establish a policy that will provide a consistent and timely process for the provision and installation of commemorative and memorial benches, picnic tables, and trees in the Regional District of Fraser-Fort George regional parks. Responsibility for maintenance of the items, within specific parameters, is provided by the Regional District as identified in this policy. This policy will also establish a formal record of assets placed in Regional District regional parks for future reference by staff and others that may have interest in the commemorative and memorial program.
Scope:	The Regional District receives requests from individuals and groups to purchase benches, picnic tables, and trees in memory of someone or to commemorate an achievement or milestone to be placed on Regional District regional parks. The Commemorative and Memorial Bench, Picnic Table, and Tree Program establishes options for an individual or group for the installation of benches, picnic tables, and trees with plaques while coordinating the operations of installation and purchase with Regional District staff.
Authority:	

Definitions:	"Commemorative"	means	Commemorative or memorial to mark an event, milestone, and/or person
	"Regional District"	means	The Regional District of Fraser-Fort George
	"Regional Park"	means	the parks and regional trails listed in Schedule "A" of the <i>Regional Parks Regulation Bylaw</i> and any other lands owned by the RDFFG in fee simple or held by the RDFFG by way of statutory right of way, easement, lease, license or agreement and managed as a regional park.

Policy:	1. To protect Regional District resources, values, and visitor experience. Bench, picnic table, and tree donations shall respect the priorities, purpose, and integrity of the Regional District regional parks. These donated assets shall contribute to the visitor experience, increase public enjoyment, and preserve the visual character of the setting.
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	2. While many applicants may wish to install memorial benches, picnic tables, and trees in highly visible locations, or locations of significant importance, it should be noted that the Regional District may be required to consider limitations or a moratorium of memorial bench, picnic table, or tree installations in a particular location or alter the product available.
	3. The installation of a bench, picnic table, or tree and plaque is at a cost to the individual or group determined in this policy and may change from time to time.
	4. Once a commemorative bench, picnic table, or tree is installed, it shall become the property of the Regional District.

General:	1. Maintenance should remain a primary concern with a thought to the future. In all cases, the Regional District shall determine the materials used to ensure suitable durability.
	2. The applicant may request a species of tree; however, the final determination will be made by the Regional District.
	3. The Regional District reserves the right to relocate a commemorative bench or picnic table. If a relocation is deemed necessary, the Regional District will use its best efforts to contact the donor to communicate the reasons prior to the move.
	4. Installation and planting times will vary depending on staff availability and weather conditions.
	5. The Regional District cannot guarantee against damage caused to picnic tables/benches/plaques by vandalism or acts of nature. The Regional District cannot guarantee tree health against vandalism or acts of nature (e.g. winter storms, insect damage, decay, damaged branches). In the event of severe bench or picnic table vandalism, the plaque may be installed on another bench or picnic table. The Regional District will use its best efforts to contact the donor to communicate the need.
	6. Benches and picnic tables in an outdoor setting have a reasonable life span of eight (8) years. The dedicated bench or picnic table term will be for a period of eight (8) years. The fee covers the acquisition and installation of the bench or picnic table, plaque with inscription, and general maintenance and repair during its useful life. Within this time, the Regional District will replace the bench or picnic table if deemed necessary. After this time, the Regional District will contact the donor to determine if they would like to renew for another term and replace the

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	bench or picnic table or if deemed necessary remove the bench or picnic table.
	7. Plaques will be purchased and installed by the Regional District's Environmental Services Department. a. Bench- All plaques must be located on the backrest, not on the seat or base. b. Picnic Table- All plaques must be located on the tabletop, not on the seat or base. c. Tree- A plaque will be installed at the base of the tree. A standard aluminum plaque will be used (3 inches x 7 inches). Standard plaques allow space for four lines of copy, a maximum of 32 letters/spaces per line (the spaces between words are included in this figure). No profanity may be used in the message on the plaque.
	8. If an applicant cannot be reached or declines renewal, the plaque will be removed and retained for pickup by the applicant for up to six (6) months following the expiry date.
	9. The Regional District reserves the right to refuse an application.
	10. A 'Commemorative and Memorial Bench, Picnic Table, and Tree Program in Regional Parks' Application will need to be completed to begin the process.

Fees:	Fees are provided in the Parks Regulation Bylaw- Schedule B (Fees and Charges) and will be reviewed annually.
	Tax receipts may be issued upon request from the donor. Please note the name on the tax receipt issued at the end of the year MUST match whoever paid for the donation. Only one tax receipt will be issued per donation.

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