

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> General Government			
<b>POLICY:</b> Memorial Tree Program – Planting and or Adoption			
<b>DATE:</b> 18 January, 2017	<b>REV. DATE:</b> 10 / 18 January	<b>COVERAGE:</b>	<b>PAGE</b> 1 OF 3

The Memorial Tree Program is to provide residents with the opportunity to honour loved ones, families or groups with a living memorial that will serve as a lasting reminder or a timeless gift to a loved one installed on Municipal Property.

**POLICY STATEMENT:**

Through the Town of Laurentian Hills’ Memorial Tree Program you can purchase or adopt a tree in memory of a loved one, or dedicate a tree to a friend or family member. The gift of a tree is a lasting tribute and will benefit the community as a whole by enhancing our natural environment.

**PROGRAM OUTLINE:**

The Town reserves the right to purchase/sell and plant the tree on a first come first serve basis as per applications received. Depending upon the time of the year the completed application is received the planting may be carried over to the next year, in which case the applicant will be asked to reconfirm their application for the tree.

The Town reserves the right to determine the type of tree(s) to be used for the program but will endeavour to accommodate special requests.

Memorial trees complete with a plaque may only be purchased to commemorate a deceased individual, family or group. The Town reserves the right to refuse any application.

Plaques are limited to a standard size as determined by the Town and shall not contain wording that is obscene or offensive in nature.

All plaques must be purchased through the Town to insure uniformity in design and appearance.

**PROCEDURE:**

An application for the choosing of a park or location for your memorial tree or an adoptive tree must be completed and returned to the Town. The form is available at the Town office or on the Town’s website.

Upon receipt of an application Town staff will select an appropriate new tree for your chosen location, or identify an appropriate tree for adoption in the requested park/location.

The Town will attempt to accommodate other locations if possible. Specific selection and placement are by request and subject to the discretion of Town staff but will be considered in collaboration with the donor.

Your new or adopted memorial tree will be cared for by town staff in the same manner as other park trees. Please note that there may be an extended lead time in order to acquire suitable trees. The planting of some species may also be delayed in order to wait for the best planting time of the year (Spring/Fall).

A 50% non refundable deposit will be required. After the tree is planted or adopted your plaque will be installed, and the town will invoice you for the remaining balance.

A commemorative plaque takes two to three weeks to order.

All donors will receive confirmation acknowledging the planting or adoption of a tree and when the placing of the plaque will take place.

The cost of the tree is \$400.00 for a new tree or \$200.00 for an adoptive tree. Your payment covers the purchase, planting and ongoing maintenance of your tree, plus a personalized plaque. The cost of the tree may vary from time to time and depending on the market.

The commemorative plaque will be attached to a stand and will be placed at the base of your memorial tree. The Town will cover the cost of a one-time replacement if your plaque is stolen or vandalized.

Placement of memorial wreaths, flowers or other items on or around the tree is not permitted.

Individual plaques may contain the words "in honour of" or "in memory of" as appropriate.

Final payment is due once the tree has been planted or adopted and the plaque has been installed.



**TOWN OF LAURENTIAN HILLS**

**MEMORIAL TREE APPLICATION**

**Applicant Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
In Memory of: \_\_\_\_\_

Tree Location: \_\_\_\_\_  
Preferred Location: \_\_\_\_\_  
Alternate Location: \_\_\_\_\_

Plaque: \_\_\_\_\_  
Wording: \_\_\_\_\_

**Invoicing - Send Invoice to:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_

Tree Cost: \_\_\_\_\_  
Deposit: \_\_\_\_\_

This is not an invoice; an invoice will be sent later.

Signature of Applicant: \_\_\_\_\_

Location Approved: \_\_\_\_\_  
Public Works Superintendent