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## TOWN OF LEADER

### Memorial Tree Planting Policy

#### PURPOSE

The purpose of this policy is to implement a memorial tree program, where individuals or groups can purchase a tree to be planted in memorial or commemorative honour of a person and to establish a consistent approach in responding to such requests.

To beautify and enhance the Town of Leader through the addition of trees to parks and open spaces.

#### SCOPE

This policy applies to all department within the Town of Leader, partnering associations, and applicants/donors of the Memorial Tree Planting Initiative.

#### ADMINISTRATION

1. The Memorial Tree Planting Policy may be referred to from time to time as ***“Leaves of Legacy”***.
2. The Tow of Leader Memorial Tree Planting Policy will be administered and coordinated by the CAO. All inquiries regarding this policy and the planting of memorial trees on municipal lands should be directed to the administration staff at the Town Office.
3. This policy will outline the entire process involved in the planting of memorial trees on municipal lands in the Town of Leader. As such, the Town of Leader reserves the right to determine locations for proposed tree planting, the appropriateness of the species of tree(s) selected for the location and to establish the fees associated with memorial tree planting.
4. Once a memorial tree has been planted, the administration staff will update the donor as to the location and species of tree planted.

#### APPLICATION PROCESS

1. Requests for memorial tree planting(s) will be submitted through prescribed application form found in Appendix “A” of this policy and submitted to the Town of Leader Administration Office for review.
2. Following submission and approval of the application from the CAO, staff will add the memorial tree to the official planting list.
3. Upon approval, the Applicant must pay the required fee for the tree(s) that they have requested and once payment has been received, the administrative staff will issue an income tax donation receipt.



### LOCATION OF PLANTING

1. Trees shall be planted only in the designated areas as noted below:

- Town parks/playgrounds
- Municipal greenspaces
- Leader Cemetery
- Recreation facilities (swimming pool, ball diamonds, Iceplex, etc.)
- Downtown business area (along 1<sup>st</sup> Avenue)
- Residential Boulevards

2. Trees that are to be planted on residential boulevards must have the adjacent property owner's support of the chosen location.

3. The applicant purchasing the tree will be allowed to choose the designated area in which the tree will be planted. The Town of Leader shall decide where the tree will be planted within the designated area. As per Administration section 1, the Town of Leader cannot guarantee the planting of a tree at a chosen location but will do their best to accommodate each request.

4. Trees shall be planted in locations that will not interfere with usage of a facility or impeded the visibility of important intersections.

### TREE PLANTING/MAINTENANCE

1. The Public Works Department or persons designated by the CAO will be in charge of the planting and ongoing maintenance of the memorial trees.

2. Trees that are being planted shall be a minimum of 5' in height.

3. Tree plantings will include a mulch ring, tree stake, and slow release watering bag.

### PLAQUE MARKING

1. Each tree planted shall be marked with a plaque situated in the ground at the base of the tree of a design and size as designated by the Town.

2. The plaque shall be scripted with the name of the person the tree is being planted in honour of and the date of planting.

3. To preserve the public park setting, the placement of additional plaques, markers, ornaments, rocks, fences or any other commemorative personal items are not permitted, and these items will be removed and discarded without notice.



#### TREE REPLACEMENT/WARRANTY

1. The Town of Leader shall provide warranty up to three (3) years on all tree plantings. The Town of Leader will replace all trees if dead or vandalized within the three years.
2. Should the plaque be vandalized or stolen, the Town will replace the plaque once in the first five (5) years. Following the fifth year, all replacement costs will be the responsibility of the donor.

#### COST OF PURCHASE

1. The cost to purchase a tree and have it planted shall be \$150.00. This cost will include the following:
  - Purchase of tree;
  - Plaque & Installation; and
  - Maintenance supplies.
2. The Town reserves the right to update the purchase price upon the approval of Town Council.

#### POLICIES REPLACED

This Policy replaces and supersedes any prior policy.



## Appendix "A"

# LEAVES OF LEGACY: A MEMORIAL TREE INITIATIVE

Personal Information contained on this form is received by the Town of Leader in confidence. Release of this information is governed by the provisions of the *Freedom of Information and Protection of Privacy Act*.

<b>Donor(s) Information:</b>			<b>OFFICE USE ONLY</b>
<b>Name:</b>			# OF TREES:
<b>Address:</b>			FEE PAID:
<b>Town:</b>			PLANTING DATE:
<b>Province:</b>			APPROVED BY:
<b>Postal Code:</b>			
<b>Phone #:</b>			
<b>Email:</b>			
Do you, the donor, wish to receive notification of planting details: <input type="checkbox"/> YES <input type="checkbox"/> NO			

**MEMORIAL TREE DONATION IN MEMORY OF:** \_\_\_\_\_  
ENTER NAME OF INDIVIDUAL YOU WISH TO PLANT A TREE IN HONOR OF

If you want to provide notice to the family for the donation to the "Leaves of Legacy" Memorial Tree Initiative, please provide family contact details. We will provide the family with the location of the tree as well as a picture of the tree planted in memory if their loved one.

**Family Contact:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

<b>Planting Area:</b>		
<i>Please advise preferred location in the planting area below. You may list choices 1st, 2<sup>nd</sup>, 3<sup>rd</sup>, etc. Please note that we will do our best to plant in the preferred location, but the planting location is not guaranteed.</i>		
Location	Details	Preference
Leader Cemetery	Around the perimeter and various locations throughout the cemetery.	
Downtown Corridor	On the boulevards along 1 <sup>st</sup> Avenue.	
Greenspaces/Parks/Sportsgrounds	This includes any Municipal owned playground, green spaces, and recreation facilities.	
General Reforestation	This includes residential boulevards, walking paths and various other locations where needed.	
No Requested Location	Tree will be planted in area determined to be best suited at planting time.	

I acknowledge that the Town of Leader will purchase and plant \_\_\_ trees through the Leaves of Legacy Program and have hereby paid the applicable fee.

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