

Town of Grand Bay-Westfield

POLICY #

POLICY TITLE: DESIGNATION OF MEMORIAL TREES ON
MUNICIPAL LANDS

EFFECTIVE DATE: June 13, 2016

DESIGNATION OF MEMORIAL TREES ON MUNICIPAL LANDS

PURPOSE

To enable the planting or designation of memorial trees on municipal lands in the Town of Grand Bay-Westfield.

To establish a consistent approach in responding to requests from the general public, special interest groups, individuals, and Grand Bay-Westfield residents for the planting or designation of memorial trees on municipal lands.

To implement a process for Staff to administer and coordinate on behalf of Council in the planting of memorial trees on municipal lands.

To provide a suitable list of plant material to select from including the applicable fees charged to provide this service.

To establish the limits of the Municipality's obligations in the planting, establishment, and ongoing condition of memorial trees planted on municipal lands.

To establish a formal record of memorial trees being planted on municipal lands for future reference by Staff and others that may have interest in the memorial tree.

To ensure that memorial trees and their planting sites remain in their original condition.

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GENERAL INFORMATION

- 1.00 The Town of Grand Bay-Westfield Memorial Tree Planting Policy will be administrated and coordinated by the Recreation Department. All inquiries regarding this policy and the planting of memorial trees on municipal lands should be directed to the Recreation Director at 738-6423.
- 1.01 This policy will outline the entire process involved in the planting of memorial trees on municipal lands in The Town of Grand Bay-Westfield as such. The Town's Recreation Department 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.
- 1.02 Trees proposed for a memorial planting site shall be selected from the approved list of species and size outlined in Schedule "A" of this policy. No exceptions will be considered. The cost per tree is listed in Schedule "A", which includes the purchase, planting, and associated administration costs on a per tree basis.
- 1.03 Persons not satisfied with the decisions of the Recreation Department may appeal the decision to Council.
- 1.04 For the purpose of this policy, municipal lands shall mean any municipal park open space area or other lands frequented by the general public.

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GUIDELINES continued

- 2.0 Requests for memorial tree planting/s will be submitted in writing to the Recreation Department, to the attention of the Recreation Director, Town of Grand Bay-Westfield, PO Box 3001, 609 River Valley Drive, Grand Bay-Westfield, NB E5K 4V3. The applicable payment must be received at least 5 working days in advance of the intended planting season.
- 2.1 An Application for Purchase and Planting of a Memorial Tree, attached as Schedule "A", must be completed by the applicant. Following submission and approval of the application the Recreation Department will contact the applicant to complete the arrangements for the planting of a memorial tree. All applicants will receive a copy of this policy prior to the purchase of a memorial tree.
- 2.2 Memorial trees shall become the property of The Town of Grand Bay-Westfield immediately upon their placement on municipal lands. Applicants will have no further rights, participation or involvement in the future care or maintenance of the memorial tree. Memorial trees will be maintained exclusively by the Town and/or its contractors in accordance with current municipal maintenance service standards and practices.
- 2.3 The Town of Grand Bay-Westfield will implement its best efforts to ensure that the memorial tree is properly maintained during the period of establishment; however the Town does not guarantee the tree against acts of vandalism, damage or failure as a result of environmental stresses or conditions which may impact negatively on the health of a memorial tree.
- 2.4 The Town of Grand Bay-Westfield agrees to provide one replacement memorial tree at or near the original planting site at no cost to the applicant should the memorial tree fail to survive or become significantly damaged for any reason within one year of the initial planting date.

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- 2.5 Should it become necessary to replace a memorial tree the Town will make every effort to obtain a replacement tree of the same species and size, however the Town reserves the right to plant an alternative species and size tree at the discretion of the Recreation Director.
- 2.6 Memorial trees will be planted by the Town in the spring and fall seasons. Spring planting will occur beginning April 15th through May 15th. To receive consideration for spring planting a completed application for memorial trees must be received no later than April 10th. Fall planting will occur beginning October 15th through November 30th. To receive consideration for fall planting a completed application must be received no later than October 10th. The Town reserves the right to shorten, extend or delay planting of memorial trees pending availability of plant material and poor site conditions associated with inclement weather.
- 2.7 Appropriate plant material will be selected to coincide with the specific planting period in accordance with the approved plant list as outlined in Schedule "A". As such, tree species with a spring planting preference will not be planted in the fall.
- 2.8 A Town Standard Gold or Silver Plaque may be placed in the vicinity of a memorial tree/s. Such plaques shall be provided and installed by the Town. Costs associated for said plaque is \$50.00.
- 2.9 Wording proposed to be engraved onto memorial plaques must be submitted on the form provided with the Application for Purchasing and Planting Memorial Tree/s. Proposed wording is subject to approval by the Recreation Director and shall not exceed a maximum of 10 words in length.

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2.10 As an alternative to Item 2.8 Applicants may elect to purchase a memorial tree without a memorial on site plaque. In this instance, following the planting of a memorial tree, the Town will present the applicant with a certificate and a photographic record of the tree officially recognizing the memorial tree. The certificate will contain the following information:

- TREE SPECIES
- GENERAL DESCRIPTION OF TREE LOCATION ON MUNICIPAL LANDS
- ACKNOWLEDGEMENT OF THE INDIVIDUAL/S BEING MEMORIALIZED
- DATE OF TREE PLANTING
- PHOTO OF THE MEMORIAL TREE

A copy of the memorial tree planting certificate will remain on file in the Town Office for future reference purposes.

2.11 The Town reserves the right to limit the number of memorial trees planted on municipal lands and further reserves the right to designate a certain site specific area or location for memorial tree planting purposes.

2.12 Applicants are advised that planting of additional memorial trees may be permitted in close proximity to existing memorial trees in accordance with good horticultural practices. The final location in determining an acceptable planting site for all memorial trees will be at the discretion of the Recreation Director.