

# Town of Wainwright



**Policy Number:** 2017 – 04                      **Date of Issue:** December 20, 2017

**Page:** 1 of 3                                      **Motion Number:** 2017 - 344

**Policy Subject/Title:**                      MEMORIAL TREE PROGRAM

**Signature of Approval by Authorized Personnel:** \_\_\_\_\_

A handwritten signature in black ink, appearing to read 'Ed Chow'.

Ed Chow, CAO

**Supersedes:** October 6, 2009  
Date of Last Update

Policy #2009 - 09  
Title & No. of Previous Policy

## **POLICY STATEMENT:**

The purpose of this policy is to provide a basis for a memorial tree program in the Town's parks and walking trails.

## **PROCEDURES:**

1. All applicants for the Memorial Tree program must fill out the application form. Purchase of a memorial tree is subject to availability and on a first come-first served basis. Full payment must be received prior to the order and placement of trees.
2. Applicants will be able to choose from three different tree species – each at the 10-gallon size – 6-8 feet in height. The three types of species are: Ornamental Trees, Shade Trees, and Evergreens. A selection list of certain trees available under each of the species is available on the application form. The Parks and Recreation Department will suggest certain trees based on the area chosen.
3. All species will be the same cost - \$500.00 (taxes included) - but planting locations will vary based on the assessment of the proposed green space location.
4. Purchasers receive a growth guarantee of 20 years from the date of purchase – the Town of Wainwright will cover the planting, maintenance and if necessary, replacement cost of each tree during this period.

5. The Parks and Recreation Department shall provide a map of available tree locations to the applicant for selection of a preferred location. When available, a representative of the department will meet the interested party at the proposed site and show an example of previous approved inscription plating. Final placement of the tree is at the discretion of the Parks and Recreation Department.
6. The Parks and Recreation Department shall carry out the planting of memorial trees at a time that is suitable to the Department.
7. The Town will create an annual purchasing agreement with a local tree provider / garden centre. This agreement will be offered each September, in order to ensure proper tree purchase planning.
8. A memorial plaque no larger than 4" x 6" shall be attached to a metal stem and placed in the soil at the base of each tree. Exact wording of the plaque shall be included on the application form. Wording on the plaque shall be subject to approval of the Director of Parks and Recreation. An example of a dedication plaque and ground stem will be available at the Town Office. Plaque maintenance / replacement will be guaranteed through the 20-year period.
9. Customization of plaques beyond the standard provision shall be subject to approval of the Director of Parks and Recreation, with entire cost of the customized plaque the responsibility of the applicant. Repair or replacement of customized plaques is the responsibility of the applicant.

## PER TREE COST ANALYSIS

- Initial tree cost \$185.00 (GST included)
- Anticipated one tree replacement over the lifespan of maintenance program \$185.00 (GST included)
- Initial inscription plaque cost \$25.00 (GST included)
- Initial inscription pedestal mount cost \$20.00 (GST included)
- Labour on entire planting process (2.5 hr): \$80.00
  - Digging the hole
  - Removal of material
  - Planting and soiling
  - Staking the tree
  - Tree watering ring soil
  - Placing inscription pedestal

Total Projected Costs: \$495.00