



TOWN OF NIVERVILLE-RECREATION

POLICY NO. R2-21: Memorial Tree

EFFECTIVE DATE: April 20, 2021 **RESOLUTION#** 122-21

REVISION DATE: _____ **RESOLUTION#** _____

Background:

Opportunity for donation of memorial trees and plaques in Niverville Memorial Forest and Dog Park.

POLICY:

Policy Statement

The Town of Niverville recognizes that Niverville citizens often wish to dedicate items within the Town's green spaces in remembrance of passed loved ones.

The policy provides an opportunity for remembrance by permitting, subject to certain specific conditions, the donation of a tree. This may be augmented by the provision of a commemorative plaque in conjunction with a tree. The tree portion of the donation (not the plaque or commemorative engraving) will be eligible for a donation receipt (ITA 110(1)(a)(iv)).

The purpose of the policy is to allow for the provision of memorial trees and commemorative plaques for the remembrance of deceased residents and/or deceased persons. Such installations are provided for at the cost of the individual purchasing the commemorative item. Memorial trees are to be purchased through the Town to ensure consistent appearance and quality. Responsibility for maintenance of the items, within specific parameters, is provided for by the policy.

Scope

The policy applies to memorial trees and plaque dedications. The policy applies to the Memorial Forest in Hespeler Park and the Niverville Dog Park (Schedule A). It does not apply to lands leased to others for whatever purpose or lands leased from others for park and open space purposes.

Procedure

1. Application Process

- Fill out the application form and pick the tree species from the drop-down menu on the Town's web portal and provide payment to the Town of Niverville.
- The Town will then record a Memorial Tree as being purchased and a confirmation letter will be issued to the purchaser along with a tax receipt. When details are confirmed, the Town will order the memorial plaque.
- Orders received by October 31 will be planted in the following spring. To ensure adequate supply and desired species, the trees are ordered by the Town from a wholesaler and that order must be submitted in November for planting in the spring.
- Donors will receive an invitation to help plant their tree on tree planting day - the day before Mother's day. The memorial plaque shall be installed on that day.
- Trees will be planted in a way to try and promote a forest appearance, locations of the holes will be chosen by the Town.

2. Costs

- 2.1. The donation amount for a Memorial Tree is \$300 which includes the memorial plaque. The tree planted will be 6'-8' in height and the plaque will be _____. A tax receipt will be issued for the donation amount less the cost of the plaque.

3. Warranty

- 3.1. The Town of Niverville (The Town) will implement best efforts to ensure that the Memorial Forest and each Memorial Tree is properly maintained, and each tree is planted where it will thrive. However, the Town cannot guarantee trees 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. The Town reserves the right to make the final decision on the location of any tree.
- 3.2. Following the purchase of a Memorial Tree, a three (3) year warranty period from the date of planting of the tree, shall apply. During this warranty period, the Memorial Tree shall be replaced two (2) times if it is unsuccessful in surviving. At the discretion of the Town (with input from the purchaser), each replacement may be of the same or different tree species from the list of species approved by The Town and may be planted at an alternate location within the Forest, and the existing plaque will be moved accordingly. If the Memorial Tree is unsuccessful in surviving following these two (2) replacements, the purchaser may choose to purchase a tree at their expense of the same or different tree species from the approved list and may be planted at an alternate location within the Forest, and the existing plaque will be moved accordingly.

4. Plaque Names and Wording

Dedication plaques are only permitted for persons/animals who are now deceased. Names of persons who have been proven to have been involved in criminal activity shall not be permitted. The wording on plaques shall at all times be subject to the approval of the Recreation Manager or designate. In general, wording will not be permitted if it:

- Would bring the image of the Town in disrepute;
- Mentions tobacco, alcohol or controlled substances;
- Indicates political affiliation;
- Would be considered discriminatory, derogatory or offensive according to race, gender, ethnicity, sexual orientation, religion or similar factors; and
- Represents a proprietary brand.

5. Policy Limitation

- 5.1. Nothing in this policy shall limit the ability of any individual, organization or corporation to make a monetary donation to the Town for the purpose of the provision of trees to be utilized at the Town's discretion or to be held in reserve for future replacement of trees.

6. Maintenance

All items installed under this policy become the property of the Town of Niverville. It shall be the responsibility of the Town to maintain the facilities supplied under this policy.

7. Responsibilities

- 7.1. The Manager of the Recreation Department or designate shall:
 - approve the precise location for the installation of trees.
 - oversee the supply, delivery and installation of the items including the scheduling of same.
- 7.2. The Manager of the Recreation Department or designate shall oversee the application process. Applications may be made online on the Town's web portal. The Manager shall also maintain the fee schedule, as well as a record of trees purchased and their locations (which would be confirmed by Recreation Department). Fees are approved annually by Council.
- 7.3. The Manager of the Recreation Department or designate will work with Communities in Bloom to coordinate the planting day as well as the annual dedication service.

8. Reporting to Council

- 8.1. Staff may report to Council from time to time and seek direction on matters related to this policy involving:
 - Policy updates;
 - Fees;
 - Resolution of disputes;
 - Financial implications; and
 - Other matters as deemed appropriate.

Schedule "A"



