



MEMORIAL TREE PLANTING POLICY

PURPOSE

- To enable the planting or designation of memorial trees on municipal lands in the Town of Ingersoll
- To establish a consistent approach in responding to requests from the general public, special interest groups, individuals and Ingersoll residents for the planting or designating of memorial trees on municipal lands.
- To implement a process for staff to administer and coordinate 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 the Corporation'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 without formal recognition in the vicinity of the planting sites.

SECTION 1: GENERAL INFORMATION

- I. The Town of Ingersoll Memorial Tree Planting Policy will be administered and coordinated by the Community Services Department. All inquiries regarding this policy and the planting of memorial trees on municipal lands should be directed to the Manager of Parks and Facilities at joe.sym@ingersoll.ca or 519-485-5023 x 6272.
- II. This policy will outline the entire process involved in the planting of memorial trees on municipal lands in the Town of Ingersoll. As such, the Town of Ingersoll Community Services 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.
- III. Trees proposed for a memorial planting site shall be selected from the approved list of species and sizes outlined in section 2 of this policy.
- IV. For the purpose of this policy, municipal lands shall mean any municipal park open space area.
- V. \$250.00 is the estimated minimum cost for purchasing a memorial tree; estimate price does not include the price of a stone memorial*. Donations in smaller increments are accepted by the Town of Ingersoll towards the Tree Replacement Program. The Tree Replacement Program will be used towards the replacement or maintenance of currently planted trees throughout the Town of Ingersoll Parkland. Donation receipts are available*
- VI. Planting limits may apply* applications are reviewed on an individual basis.

SECTION 2: TERMS FOR MEMORIAL TREE PLANTING

- I. Requests for memorial tree planting(s) will be submitted in writing to the Community Services Department, to the attention of the Manager of Parks and Facilities at the Town of Ingersoll at joe.sym@ingersoll.ca.
- II. Upon receipt of the request, an Ingersoll Community Services Memorial Tree Application must be completed by the applicant. Following submission and approval of the application from the Manager of Facility Operations and Parks, staff will contact the applicant to complete the arrangements for the planting of a memorial tree. All applicants will receive a copy of this policy when the application is sent prior to purchase of a memorial tree.
- III. Memorial trees shall become the property of The Town of Ingersoll 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's Parks Department in accordance with current municipal maintenance service standards and practices.
- IV. The Town of Ingersoll 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.
- V. The Town of Ingersoll 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.
- VI. 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 Parks Manager.
- VII. Memorial trees will be planted by the Parks Department in the spring and fall seasons. Spring planting will occur beginning in the third week of April through to the end of May. To receive consideration for spring planting, a written request and completed application for memorial trees must be received prior to the spring planting season. Fall planting will occur beginning in the third week of September through to the end of October. To receive consideration for fall planting, a written request and completed application must be received prior to the fall planting season. 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.

- VIII. Appropriate plant material will be selected to coincide with the specific planting period in accordance with the approved plant list as outlined in Section 3. As such, tree species with a spring planting preference will not be planted in the fall.
- IX. Memorial stones may be placed in the vicinity of a memorial tree(s). Such stones shall be provided to the Town by the applicant and will be installed by the Parks Department. The Town of Ingersoll will not install stones without first approving the wording and size. It is strongly recommended to applicants to receive Town approval on wording and size prior to purchase. All costs for the purchase of such items is solely on the applicant.
- X. 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.
- XI. 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 Manager of Facility Operations and Parks.
- XII. Payment for the memorial tree is due upon approval from the Manager of Facility Operations and Parks. Only once payment is received will the official order be placed. Applicants can expect a wait time after order and will be advised of a timeline once payment and order are complete.
- XIII. \$250.00 is an estimated minimum cost for purchasing a memorial tree. Donations in smaller increments are accepted by the Town of Ingersoll towards the Tree Replacement Program. The Tree Replacement Program will be used towards the replacement or maintenance of currently planted trees throughout the Town of Ingersoll Parkland. Donation receipts are available for donations of \$20.00 or more*
- XIV. Planting limits may apply* applications are reviewed on an individual basis.

SECTION 3: MEMORIAL TREE SPECIES AND PRICE LIST

- I. Prices quoted in this section reflect current market conditions in the nursery industry. Prices include the purchase, planting and administration costs associated with the memorial tree planting on a per tree basis.
- II. Prices, species and plant size may vary depending on the availability of a specific item and the season when placing the order. Every effort will be made to obtain the preferred item, however the Town makes no guarantee that the item meets all specifications based on circumstances beyond our control.
- III. The Town will notify the applicant prior to planting the memorial tree should it be determined that the preferred item cannot be obtained exactly as specified.
- IV. Should it be determined that the tree is unavailable in the specified size or species the Town of Ingersoll will provide a 100% refund. As an alternative, the purchasers will be able to select another tree from the approved planting list and the Town will refund the difference in value if a lower priced species has been selected.

CONIFEROUS TREES	
(Size measured in tree height in centimeters or CM)	
SIZE	COST PER TREE
150 CM	price dependent on availability *
200 CM	
300 CM	
(Above 300 CM prices will be provided upon request)	

DECIDUOUS TREES	
(Size measured in millimeters of diameter or MM)	
SIZE	COST PER TREE
50 MM	price dependent on availability *
60 MM	
70 MM	
(Above 70 mm prices will be provided upon request)	

Trees recommended for Memorial Plantings in Town of Ingersoll Parks

CONIFEROUS TREES

<u>Item No.</u>	<u>Common Name</u>	<u>Botanical Name</u>	<u>Spring(S)/ Fall (F)</u>
1.	White Spruce	Picea glauca	S / F
2.	Colorado Blue Spruce	Picea pungens 'glauca'	S / F
3.	White Pine	Pinus strobes	S / F

DECIDUOUS TREES

<u>Item No.</u>	<u>Common Name</u>	<u>Botanical Name</u>	<u>Spring(S)/ Fall (F)</u>
1.	Autumn Blaze (Red) Maple	Acer x Freemanii	S / F
2.	Silver Maple (& varieties)	Acer saccharum	S
3.	Sugar Maple (& varieties)	Acer saccharum	S / F
4.	Honey Locust (& varieties)	Gleditsia triacanthos	S / F
5.	Chanticleer Pear	Pyrus calleryana	S
6.	Ivory Silk Tree Lilac	Syringa reticulata 'Ivory Silk'	S / F
7.	Little Leaf Linden (& varieties)	Tilia cordata	S / F
8.	Glenleven Linden	Tilia flavescens 'Glenleven'	S / F
9.	Crimson King Maple	Acer platanoides 'Crimson King'	S / F

Notes:

- The above list represents commonly available tree species suitable for planting in most Town of Ingersoll Parks. However, all species may not be suitable for all park locations, and are subject to the discretion of the Manager of Facility Operations and Parks. Furthermore, additional ornamental species may be approved if suitable and if available.
- Spring (S) / Fall (F) denote recommended planting times.

SECTION 4: APPLICATION FOR MEMORIAL TREE PLANTING

- I. Upon receipt of a request for memorial tree planting to the Community Services Department at joe.sym@ingersoll.ca, an application will be forwarded to the applicant. Alternatively, applications may be obtained by calling Victoria Park Community Centre at 519-425-1181 X 0.
- II. Completed applications must be returned to the Community Services Department at joe.sym@ingersoll.ca or at the office at Victoria Park Community Centre. Payment for the memorial bench is due upon approval from the Manager of Facility Operations and Parks. Only once payment is received will the official order be placed. Applicants can expect a wait time after order and will be advised of a timeline once payment and order are complete.