



## **Memorial Tree Policy**

### **Purpose**

The purpose of this policy is to provide an opportunity for those who wish to have a tree planted, on City property, in memory of someone.

### **Policy**

1. The coulee north of the Hospital along the Chinook Parkway will be designated as the site for the planting of memorial trees.
2. For a fixed donation fee (\$450.00), a tree will be planted along the Chinook Parkway. Donations will be recognized on a common, centrally located panel. The donation fee will be set so that it covers all of the costs, including:
  - the supply and installation of the tree
  - the inscription on the panel
  - the administration costs
3. Donors will not be able to:
  - select an individual tree from those being planted
  - select the specific location for the tree
4. Trees will be planted once a year, in spring or fall, as part of the Recreation and Parks Department's annual tree planting programs.

### **Procedure**

1. Donor will submit the Memorial Tree Application form to the Recreation and Parks Department with a cheque payable to the City of Swift Current. A tax receipt will be mailed out by the Finance Department.
2. The trees will be planted in spring, or fall, as part of the Recreation and Parks Department's annual tree planting program.
3. Donor will be notified by mail by the Recreation and Parks Department, once the trees have been planted and recognition panel updated.

## Memorial Tree Application

Donor Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Receipt to: \_\_\_\_\_

Planted in memory of: \_\_\_\_\_  
\_\_\_\_\_

-----

**(Recreation and Parks Department use:)**

Application received: \_\_\_\_\_  
(Date) (Signature)

Receipt issued: \_\_\_\_\_  
(Date) (Signature)

Tree planted: \_\_\_\_\_  
(Date) (Signature)

Recognition panel updated: \_\_\_\_\_  
(Date) (Signature)

Thank you letter sent: \_\_\_\_\_  
(Date) (Signature)