



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 on the corner of 4th Avenue NE and Yates St, 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 the fall, as part of the Community Services) annual tree planting program.

Procedure

1. Donor will submit the Memorial Tree Application form to Community Services with payment payable to the City of Swift Current. A tax receipt will be mailed out by Community Services.
2. The trees will be planted in the fall, as part of the Community Services annual tree planting program.
3. Donor will be notified by mail by the Community Services once the tree(s) have been planted and recognition panel updated.

Memorial Tree Application

Donor Name: _____

Address: _____

_____ Postal code: _____

Phone: _____

Receipt to: _____

Planted in memory of: _____

(Community Services use:)

Application received: _____
(Date)

(Signature)

Charitable receipt issued: _____
(Date)

(Signature)

Tree planted: _____
(Date)

(Signature)

Recognition panel updated: _____
(Date)

(Signature)

Thank you letter sent: _____
(Date)

(Signature)