



Owen Sound

STANDARD POLICY

S.P. NO: 061

PAGE NO. 1 of 2

DATE: Sept 19/07

SUBJECT:
Memorial/Commemorative Tree Planting Program

DEPARTMENT:
Operations
DIVISION:
Public Works

COUNCIL AUTHORITY OR STAFF APPROVED:
Sept 19/07 Operations Advisory Committee
By-law 2013-030

NEW: XX

REVISED: X

DATE: Feb 11/13

The Process

The first step is for the family/group to decide on an appropriate location to plant the tree. Parks staff can assist with the site selection for those wishing to plant in a City park and Cemetery staff will assist with the arrangements for those wishing to plant a tree in Greenwood Cemetery. Once an appropriate park has been determined a tree species is chosen as per the Native Tree Planting Policy, according to preference, site conditions, and availability. The Parks Superintendent or Cemetery Administrator will recommend the most appropriate species for the site selected.

The cost of a Commemorative Tree is set out in the Fees and Charges By-law, as amended from time to time. This fee includes the purchase and planting of a minimum 50mm caliper tree, as well as for its maintenance for a 3 year establishment period. Once payment is received and arrangements are confirmed, the tree planting will be incorporated into the next available planting window (spring or fall).

Should there be a conflict with existing or future service locations; the final planting site for the tree may be adjusted slightly. After the tree is planted, the City assumes responsibility and ownership of the tree.

Plaques

Commemorative plaques may be installed to identify the Memorial /Commemorative tree plantings, but are not included in the cost of the tree. All arrangements for ordering and purchasing a plaque is the responsibility of the person(s) donating the tree.

The preferred plaque type has been a bronze 5" by 8", with raised letters. Plaques should be installed flush with the ground to reduce vandalism and allow access of maintenance equipment. Plaques can be purchased from a number of suppliers in the Owen Sound area. Once the plaque has been purchased by the family/group, City staff will mount the plaque on a stone marker. This service has been provided at no additional charge and has been included in the Commemorative Tree fee.



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The City of Owen Sound is not responsible for the maintenance or replacement of commemorative plaques.

The public needs to be made aware that it is prohibited, under the Provincial Cemeteries Act, to scatter ashes outside of a registered cemetery.

Persons or groups wishing to plant a commemorative tree are encouraged to contact the Parks Superintendent or Cemetery Administrator.