



**POLICY AND PROCEDURE**  
**NAME: MEMORIAL TREE POLICY**

**CITY OF MARTENSVILLE**  
**NUMBER: 116/23**

1. PURPOSE:

To implement a memorial tree program, where individuals or groups can purchase a tree to be planted in memorial or commemorative honour of a person or event.

To beautify and enhance the City of Martensville through the addition of trees to parks and open spaces.

2. LOCATION OF PLANTING:

a) Trees shall be planted only in the designated areas as noted below:

- a) City Parks and Pathways
- b) Sports Field Areas
- c) Veterans Square
- d) Martensville Dog Park

a) The individual or group purchasing the tree will be allowed to choose the designated area in which the tree will be planted. The Recreation & Community Services Department shall decide where the tree will be planted within the designated area.

b) Trees shall be planted in locations that will not interfere with usage of the facility or impede the visibility of important intersections.

3. TREE PLANTING/MAINTENANCE:

a) The Recreation & Community Services Department shall provide a list of tree species that will be available for planting.

b) Trees that are being planted shall be a minimum of 6'(six feet) in height.

c) Tree plantings will include a mulch ring.

d) The Recreation & Community Services Department shall be responsible for the planting and ongoing maintenance of the trees.



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4. PLAQUE MARKING:

- a) Each tree planted shall be marked with a plaque situated in the ground of a design and size as designated by the City.
- b) The plaque shall be scripted with name and date of the event or person the tree is being planted in honour.
- c) To preserve the public park setting, the placement of additional plaques, markers, ornaments, rocks, fences or any other commemorative personal items are not permitted, and these items will be removed and discarded without notice.
- d) The temporary placement of flowers within the mulch ring shall be allowed. The City reserves the right to remove and dispose of any dead or unsightly flowers without notice.

5. TREE REPLACEMENT/WARRANTY:

- a) The City of Martinsville shall provide warranty up to 3 (three) years on all tree plantings. The City of Martinsville will replace all trees if dead or vandalized within the three years.
- b) Should the plaque be vandalized or stolen, the City will replace the plaque once in the first 5 years. Following the fifth year, all replacements costs will be the responsibility of the donor.

6. COST OF PURCHASE:

- a) The cost to purchase a tree and have it planted shall be \$250.00 (two-hundred fifty dollars). This cost will include the following:
  - 1) Purchase of tree;
  - 2) Plaque & Installation
  - 3) Maintenance Supplies
- b) The City reserves the right to update the purchase price upon the approval of City Council.

COUNCIL ADOPTING RESOLUTION:  
151/06202023

June 20, 2023



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**TREE PLANTING PROGRAM REQUEST FORM**

**Please return this form to the Recreation & Community Services Office**

Your Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

1) Please pick one of the following locations in which you would like your tree planted:

**City Parks and Pathways**

Kinsmen Park

Lions Park

North Hills Park

Dallas Martens Park

Lake Vista Park

Rose Leaf Park

Neighborhood Park (Please specify) \_\_\_\_\_

Linear Park/Pathway (Please specify) \_\_\_\_\_

**Sports Fields**

Mocon Fields

Slo-pitch Diamonds

Chrome Dome Fields

Veterans Square

Dog Park



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2) Please provide us with the inscription you would like on the plaque. Name and date of the event or person is required. (4 lines).

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