

TOWN OF CARLETON PLACE  
 COMMEMORATIVE TREE POLICY

**OUR PROGRAM**

Through this program, the Town will assist families or groups who wish to have a tree planted in a Town location (park) in remembrance or commemoration of the loss of an individual or in celebration of an anniversary or other event.

**THE PROCESS**

The first step is for the family/group to decide on an appropriate location (park) in which to install the tree. If you are not familiar with the Town’s parks, staff will assist you with the selection. Once an appropriate location has been determined, the coordinator of the program will meet at the chosen site with representatives of the family/group to choose a location and discuss the preferred tree location details.

**TREES**

The Municipal Representative will discuss with you the type of tree (see Approved Species List) and the site you have selected. The cost of a Commemorative Tree is \$350 (plus HST). This includes the purchase and planting of the tree as well as the maintenance for 3 years. It also covers the cost associated with preparing the tree, if desired, for family or group to conduct a short ceremony at the time the tree is planted. Depending on the location selected, the Town will obtain utility clearances to ensure that electrical, cable, gas, or other utilities, are not damaged during installation. Should such a conflict occur, the final location of the tree may be adjusted slightly. After the tree is planted, the Town will assume responsibility and ownership of the tree.

If a tree already exists at the chosen location then a marker/plaque can be installed at that existing tree. The cost and process for existing trees and new trees is the same. Funds related to existing trees will be used by the Town for park tree maintenance and replacement.

A Commemorative Certificate will be issued to the donor along with a tax receipt.

The Tree species shall be one of the following:

<b>Deciduous Trees</b>	<b>Evergreen Trees</b>
Sugar Maple - <i>Acer saccharum</i>	White Spruce - <i>Picea glauca</i>
Red Maple - <i>Acer rubum</i>	Norway Spruce - <i>Picea abies</i>
Silver Maple - <i>Acer saccharinum</i>	Tamarack - <i>Larix laricina</i>
Red Oak - <i>Quercus rubra</i>	Eastern White Cedar - <i>Thuja occidentalis</i>
White Oak - <i>Quercus alba</i>	
Bur Oak - <i>Quercus macrocarpa</i>	
Hackberry - <i>Celtis occidentalis</i>	
Horse Chestnut - <i>Aesculus hippocastanum</i>	
Shubert Chokecherry - <i>Prunus Virginia</i> “Shubert”	
Serviceberry - <i>Amelanchier</i>	

## **PLAQUES**

The family/group may install a small plaque to commemorate if they wish. Plaques must be 10cm thick flat black polished granite marker with an etched inscription. The plaque will be installed flush with the ground to reduce vandalism and allow access of maintenance equipment. Granite plaques must be purchased from Kinkaid & Loney at a cost of \$100.00. Once the plaque has been purchased by the family/group, Town staff will install the plaque, in conjunction with the installation of the tree, at no additional charge. The Town of Carleton Place is not responsible for the maintenance or replacement of commemorative plaques.