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Town of Aurora  
**Memorial Tree Planting Policy**  
Parks Department

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## **Purpose**

To enable the planting or designation of memorial trees on municipal lands in the Town of Aurora.

To establish a consistent approach in responding to requests from the general public, special interest groups, individuals and Aurora residents for the planting or designating of memorial trees on municipal lands.

To implement a process for staff to administer and coordinate on behalf of council in the planting of memorial trees on municipal lands.

To provide a suitable list of plant material to select from including the applicable fees charged to provide this service.

To establish the limits of the corporation's obligations in the planting, establishment and ongoing condition of memorial trees planted on municipal lands.

To establish a formal record of memorial trees being planted on municipal lands for future reference by staff and others that may have interest in the memorial tree.

To ensure that memorial trees and their planting sites remain in their original condition with out formal recognition in the vicinity of the planting sites.

## **Section 1**

### **General Information**

1.0 The Town of Aurora Memorial Tree Planting Policy will be administrated and coordinated by the Operational Services Department, Parks Division. All inquires regarding this policy and the planting of memorial trees on municipal lands should be directed to the Manager of Parks at 365-500-3132.

1.1 This policy will outline the entire process involved in the planting of memorial trees on municipal lands in the Town of Aurora. As such, the Town of Aurora, Operational Services Department reserves the right to determine locations for proposed tree planting, the appropriateness of the species of tree/s selected for the location and to establish the fees associated with memorial tree planting.

1.2 Trees proposed for a memorial planting site shall be selected from the approved list of species and sizes outlined in Section 2 of this policy. No exceptions will be considered.

1.3 Persons not satisfied with the decisions of the Operational Services Department may appeal the decision to Council.

1.4 For the purpose of this policy, municipal lands shall mean any municipal park open space area or other lands frequented by the general public and shall exclude all municipal lands in the Holland River Valley bounded by John West Way in the south, and St. Johns. Side Road in the north.

1.5 This Policy has been implemented without prejudice to the Aurora Community Arboretum and is in no way intended to be in competition or conflict with the Aurora Community Arboretum. As such, the Town of Aurora will, upon receipt of an application to plant a memorial tree, notify the person/s making the application of the existence of the Aurora Community Arboretum and its memorial tree planting program.

## **Section 2**

### **Terms For Memorial Tree Planting**

2.0 Requests for memorial tree planting/s will be submitted in writing to the Operational Services Department, to the attention of the Parks Division Manager at the Joint Operations Centre, located at 229 Industrial Parkway North, Aurora, Ontario L4G 4C4.

2.1 Upon receipt of the request an Application for Purchase and Planting of a Memorial Tree must be completed by the applicant. Following submission and approval of the application the Parks Division will contact the applicant to complete the arrangements for the planting of a memorial tree. All applicants will receive a copy of this policy prior to the purchase of a memorial tree.

2.2 Memorial trees shall become the property of the Town of Aurora immediately upon their placement on municipal lands. Applicants will have no further rights, participation or involvement in the future care or maintenance of the memorial tree. Memorial trees will be maintained exclusively by the Towns Parks Division in accordance with current municipal maintenance service standards and practises.

2.3 The Town of Aurora will implement its best efforts to ensure that the memorial tree is properly maintained during the period of establishment; however the Town does not guarantee the tree against acts of vandalism, damage or failure as a result of environmental stresses or conditions which may impact negatively on the health of a memorial tree.

2.4 The Town of Aurora agrees to provide one replacement memorial tree at or near the original planting site at no cost to the applicant should the memorial tree fail to survive or become significantly damaged for any reason within one year of the initial planting date.

2.5 Should it become necessary to replace a memorial tree, the Town will make every effort to obtain a replacement tree of the same species and size, however the Town reserves the right to plant an alternative species and size at the discretion of the Parks Manager.

2.6 Memorial trees will be planted by the Parks Division in the spring and fall seasons. Spring planting will occur beginning April 15<sup>th</sup> through May 15<sup>th</sup>. To receive consideration for spring planting, a written request and completed application for memorial trees must be received not later than April 10<sup>th</sup>. Fall planting will occur beginning October 15<sup>th</sup> through November 30<sup>th</sup>. To receive consideration for fall planting, a written request and completed application must be received not later than October 10<sup>th</sup>. The Town reserves the right to shorten, extend or delay planting of memorial trees pending availability of plant material and poor site conditions associated with inclement weather.

2.7 Appropriate plant material will be selected to coincide with the specific planting period in accordance with the approved plant list as outlined in Section 3. As such, tree species with a spring planting preference will not be planted in the fall.

2.8 Town Standard Bronze Plaque may be placed in the vicinity of a memorial tree/s. Such plaques shall be provided and installed by the Town. Costs associated for said plaques will be quoted and included in the purchase price of the memorial tree.

2.9 Wording proposed to be engraved onto memorial plaques must be submitted on the forms provided with the Application for Purchasing and Planting Memorial Tree/s. Proposed wording is subject to approval by the Park Division Manager and shall not exceed a maximum of 20 words in length.

2.10 As an alternative to Item 2.8 Applicants may elect to purchase a memorial tree without a memorial on site plaque. In this instance, following the planting of a memorial tree the Town will present the applicant with a certificate and a photographic record of the tree officially recognizing the memorial tree. The certificate will contain the following information:

- Tree species

- General description of tree location on municipal lands
- Acknowledgement of the individual/s being memorialized
- Date of tree planting
- Photo of the memorial tree

A copy of the memorial tree planting certificate will remain on file in the Parks Division office for future reference purposes.

2.11 The Town reserves the right to limit the number of memorial trees planted on municipal lands and further reserves the right to designate a certain site specific area or location for memorial tree planting purposes.

2.12 Applicants are advised that planting of additional memorial trees may be permitted in close proximity to existing memorial trees in accordance with good horticultural practises. The final location in determining an acceptable planting site for all memorial trees will be at the discretion of the Parks Manager.

## **Section 3**

### **Memorial Tree Species And Price List**

Prices quoted in this section reflect current market conditions in the nursery industry. Prices include the purchase, planting and administration costs associated with the memorial tree planting on a per tree basis.

3.1 Prices, species, and plant sizes may vary depending on the availability of a specific item and the season when placing the order. Every effort will be made to obtain the preferred item, however the Town makes no guarantee that the item meets all specifications based on circumstances beyond our control.

3.2 The Town will notify the applicant prior to planting the memorial tree should it be determined that the preferred item cannot be obtained exactly as specified.

3.3 Should it be determined that the tree is unavailable in the specified size or species the Town of Aurora will provide a 100% refund.

3.4 As an alternative to 3.3, purchasers will be able to select another tree from the approved planting list and the Town will refund the difference in value if a lower priced species has been selected.

## Coniferous Trees

(size measured in tree height in centimetres or cm)

<b>Size</b>	<b>Cost Per Tree (excluding tax)</b>
150cm	\$383.00
200cm	\$580.00
300cm	\$1,148.00
Above 300cm	Price will be provided upon request
Bronze Memorial Plaque (to be added to above prices)	\$765.00

## Deciduous Trees

(size measured in millimetres of diameter or mm)

<b>Size</b>	<b>Cost Per Tree (excluding tax)</b>
50mm	\$547.00
60mm	\$680.00
70mm	\$819.00
Above 70mm	Price will be provided upon request
Bronze Memorial Plaque (to be added to above prices)	\$765.00

## Trees Recommended For Memorial Plantings in Town of Aurora Parks

### Coniferous Trees

(size measured in millimetres of diameter or mm)

Item Number	Common Name	Botanical Name	Spring (S)/ Fall (F)
1	Balsam Fir	<i>Abies balsamea</i>	S/F
2	White Spruce	<i>Picea glauca</i>	S/F
3	Serbian Spruce	<i>Picea omorika</i>	S/F
4	Colorado Spruce	<i>Picea pungens</i>	S/F
5	Colorado Blue Spruce	<i>Picea pungens</i> ' <i>glauca</i> '	S/F
6	Austrian Pine	<i>Pinus nigra</i>	S/F
7	White Pine	<i>Pinus strobes</i>	S/F

## Deciduous Trees

Item Number	Common Name	Botanical Name	Spring (S)/ Fall (F)
8	Autumn Blaze (Red)	MapleAcer x Freemanii 'Jeffersred'	S/F
9	Silver Maple (& varieties)	<i>Acer saccharium</i>	S
10	Sugar Maple (& varieties)	<i>Acer saccharum</i>	S/F
11	Ohio Buckeye	<i>Aesculus glabra</i>	S
12	European Hornbeam	<i>Carpinus betulus</i>	S
13	Common Hackberry	<i>Celtis occidentalis</i>	S/F
14	Turkish Hazel	<i>Corylus colurna</i>	S/F
17	Maidenhair Tree	<i>Ginkgo Biloba</i>	S/F
18	Honey-Locust (& varieties)	<i>Gleditsia triacanthos</i>	S/F
19	Kentucky Coffee Tree	<i>Gymnocladus Dioicus</i>	S/F
20	Butternut	<i>Juglans cinerea</i>	S
21	Black Walnut	<i>Juglans nigra</i>	S
22	Tulip Tree	<i>Liriodendron tulipifera</i>	S
23	Ironwood	<i>Ostrya virginiana</i>	S/F
24	Chanticleer Pear	<i>Pyrus calleryana</i>	S
25	Amur Cork Tree	<i>Phellodendron amurense</i>	S/F
26	White Oak	<i>Quercus alba</i>	S
27	Burr Oak	<i>Quercus macrocarpa</i>	S

28	Red Oak	<i>Quercus palustris</i>	S
29	Oakleaf Mountain Ash	<i>Sorbus thuringiaca</i> 'Fastigiata'	S/F
30	Ivory Silk Tree Lilac	<i>Syringa reticulata</i> 'Ivory Silk'	S/F
31	Basswood	<i>Tilia Americana</i>	S/F
32	Redmond Linden	<i>Tilia americana</i> 'Redmond'	S/F
33	Little Leaf Linden (& varieties)	<i>Tilia cordata</i>	S/F
34	Glenleven Linden	<i>Tilia flavescens</i> 'Glenleven'	S/F
35	Pioneer Elm	<i>Ulmus 'Pioneer'</i>	S/F
36	Prospector Elm	<i>Ulmus wilsoniana</i> 'Prospector'	S/F

Notes:

The above list represents commonly available tree species suitable for planting in most Town of Aurora Parks. However, all species may not be suitable for all park locations, subject to the discretion of the Parks Manager. Furthermore, additional ornamental species may be approved if suitable and if available. Contact the Town of Aurora Parks Division for further information.

Spring (S)/ Fall (F) denotes recommended planting times.

## Section 4

### Application For Memorial Tree Planting

4.1 Upon receipt of a request for memorial tree planting to the Parks Division an application will be forwarded to the applicant. Alternatively applications may be

obtained by calling or visiting the Parks Division at 229 Industrial Parkway North, or by contacting our office at 905 727-3123 extension 3233.

4.2 Completed applications must be returned to the Parks Division office by mail or hand delivered along with the applicable payment at least five (5) working days in advance of the intended planting season.

**Application for Purchase and Planting of Memorial Tree(s) Memorial Tree Planting**

Date of Application	
Name of Applicant	
Address	
Phone Number	
Email	

Name of Alternate Contact (if applicable)	
Address	
Phone Number	
Email	

**Memorial Tree Information**

Requested Location		
Requested Season (circle one)	Spring	Fall
Would you like to be notified when planting in complete (circle one)	Yes	No
Requested Tree Species (Section 3)		
Quantity of Tree Species		
Item Number (section 3)		
Requested Tree Size (cm for coniferous and mm for deciduous)		
Person(s) or Group being memorialized		

PAYMENT ENCLOSED (*Incl. taxes*) \$ \_\_\_\_\_**Office Use Only**

Applicant Accepted	Applicant Notified
Payment Received	Confirmation of Location
Species and Size Availability	Confirmation of Service Locates
Schedule To be Planted	
Authorized Signature	
Date	

**Town of Aurora Memorial Tree Bronze Plaque Proof**

(maximum 20 words)


I submit the above captioned information to appear on the bronze memorial tree plaque and authorize the Town to proceed with ordering and installation of the bronze plaque based on the wording proposed by the undersigned.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_