

Town of Saltcoats

OFFICE OF THE TOWN ADMINISTRATOR

Steps to Dedicating a Tree within the Town of Saltcoats

Locations – Cemetery; High Street Plantation (Hill Street to Crescent Lake Road); Arboretum/Legion Park; The Resting Place (corner of Commercial Street and Allan Ave); Heritage Trail Gazebo and Firefly Promontory; Gunn Park.

Arrangements are to be made with the Administrator (or designate) at the Town Office either by in person, by phone call (306-744-2212) or email (saltcoats.town@sasktel.net). Payments can be made by cheque to Town of Saltcoats, Box 120, Saltcoats SK S0A 3R0 or by e-transfer to saltcoatspayments@sasktel.net.

1. Persons wishing to dedicate a tree will complete a “Memorial or Dedicating a Tree Form”, available from the Town Office or downloaded from the Town Website.
2. There are 3 ways to dedicate a tree in the Town of Saltcoats.
 - Option #1** – dedicate a tree that is already growing in one of the above locations
Fee: Evergreen - \$300 Deciduous - \$200
 - Option #2** – arrange for the Town of Saltcoats to purchase and plant a tree at one of the above locations. Fee: \$150 (for planting and maintenance) plus the actual cost of the tree.
 - Option #3** – the donor grows or purchases a tree to donate to the Town of Saltcoats to plant. Fee: \$150 (for planting and maintenance)
3. Currently, the Town of Saltcoats works with the Beautification Committee (a committee appointed by Council) to coordinate all matters related to the dedication, planting, and caring for donated trees. There are many factors to consider such as the availability of trees or space in the various locations where trees are being planted and the suitability of the tree for the desired location (eventual size, hardiness, susceptibility to disease or insect/animal damage, etc.). Each request needs to be dealt with on a case-by-case basis.
4. If a tree dies, the Beautification Committee and donor will discuss replacement options.
5. **Plaques** – Memorial and other Dedicatory plaques shall be consistent in size and style with those already in place. The cost shall be \$20 plus the actual purchase price of the plaque, engraving and stand. Wording shall be agreed to by the donor and Chair of the Beautification Committee or designate.
6. **Benches and Tables and Planters** – We have welcomed the placement of benches and tables and planters for various locations – areas mentioned above, but also some placed along streets. Some have been donated without dedication, many have been placed as memorials, some to honour events or persons. Because these items vary in design and material, each donated item will be discussed with the Beautification Committee. In some cases, donors will arrange for the construction, delivery and placement. In other cases, donors will ask the Town to make these arrangements. The cost of benches, tables, planters or similar items shall be paid by the donor. In addition, there will be a fee of \$150, payable to the Town of Saltcoats, to cover initial staining (if required), placement and five-year upkeep.

The Town of Saltcoats and the Beautification Committee appreciate your gift of providing trees, plaques, benches, tables and planters as remembrances and celebrations. We celebrate our heritage and all who have worked to build this community we love.

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Memorial or Dedicating a Tree Form

Date of application: _____

Donor's name: _____

Phone number: _____

Address: _____

Email: _____

Item being donated (tree, plaque, bench, table, planter): _____

Name of person or event for whom the tree is in memoriam or dedicated to:

Type of tree being planted or already growing: _____

Your preferred location (Cemetery, High Street Plantation, Arboretum/Legion Park, The Resting Place, Heritage Trail Gazebo and Firefly Promontory, Gunn Park):

Wording on the plaque (please print):

Signature: _____

Follow-up Action: _____