



## Tree Donation Program Policy

### Policy Statement

The primary objective of the policy is to provide the parameters and guidelines for citizens to participate in a tree donation program within the Town's green space. This policy will provide appropriate oversight and understanding of administration and maintenance responsibilities for any donations.

### Scope

This policy applies to the donation of monies to the Town of St. Marys for the purpose of planting trees within the Meadowridge Park Natural Area in the Town of St. Marys.

### Purpose

The purpose of this policy is to outline the terms and conditions that allow for the provision of donating money for the purpose of planting trees.

### Guidelines

The Town will facilitate a tree donation program that accepts monies for the purpose of planting trees on public lands within the Town of St. Marys.

The donations shall contribute to growing the Town's tree canopy. Trees may be planted on public lands in remembrance, observance or acknowledgment of a special event or purpose.

All forestry undertakings will adhere to the Town's Forestry Management Plan (By-law 85-2018) and any subsequent amendments and replacements.

### Process

Individuals wishing to donate funds, shall submit a donation form available on the Town's website. The amount of the donation is unrestricted and is at the discretion of the donor. A donation receipt will be issued for any amount exceeding \$20.00.

### Use of Donations

The donated monies will be allocated to the Town's Forestry Reserve.



The sole use of the reserve is to procure and plant trees on public lands. The monies in the Forestry Reserve will be used to augment the Meadowridge Park Natural Area, maximizing the number of trees being planted.

The Town will utilize the donated monies once the reserve reaches a minimum of \$500.00.

Monies received prior to the spring (April to May) planting will be used to augment the number of trees being planted in the spring. Monies received after the spring planting will be used to augment the number of trees being planted in the fall (October to November). If the fall planting cannot be completed to inclement weather, the funds will be re-allocated to the next year's spring planting.

### Tree Planting

The Town shall complete a bulk tree planting initiative on an annual basis, in the spring and in the fall if the weather permits. The trees shall be planted within the Meadowridge Park Natural Area, no other locations shall be accepted. Each donation will contribute to increasing the Town's urban forest and tree canopy, no specific tree(s) will be designated per donation.

The Town shall be responsible for the procurement, installation and maintenance of all trees purchased using donated funds.

The Town has the sole authority to determine the size of the trees, the species based on the Town's Forestry Management, Appendix F: Approved Species List and Planting Conditions (as amended).

### Acknowledgement of Donation

The Town will undertake several actions to recognize donations.

Upon receipt of a donation, an acknowledgment certificate will be given to the donor, or to the individual or group being commemorated.

The Town shall establish a physical recognition area with plaques near the natural area to recognize those who have donated funds. The procurement of a plaque shall be at the discretion of the donor, the Town shall coordinate the procurement of the plaque at the expense of the donor.

## **References**

Forestry Management Plan, 2018 (By-law 85-2018)



## End of Document

| Rev # | Date         | Reason         | Initiated      | Reviewed  | Approved |
|-------|--------------|----------------|----------------|-----------|----------|
| #1    | June 8, 2021 | Public Request | Morgan Dykstra | Jed Kelly | Council  |
|       |              |                |                |           |          |
|       |              |                |                |           |          |