

APPENDIX "L"

THE TREE DONATION PROGRAM

1.0 BACKGROUND

The City of Regina recognizes the important contribution the citizens of Regina can make to the protection, enhancement and maintenance of the City's urban forest. Since 1998 the City has made excess trees at the City nursery available to community organizations for planting in public open space. A number of community organizations (primarily Home and School Associations) have taken advantage of this opportunity. In recognition of the community's interest in enhancing the urban forest, the City of Regina proposes to establish a formal, on-going tree donation program. To ensure that appropriate trees are available, 100 trees will be identified annually for this purpose.

2.0 PURPOSE

The purpose of the Tree Donation Program is to encourage public involvement in enhancing the urban forest by making trees from the City nursery available to community organizations for planting on public land. It is the intent of the program to enhance open space opportunities on public lands that are accessible to the general public.

3.0 TREES DONATED TO COMMUNITY ORGANIZATIONS

3.1 Eligibility

Registered non-profit organizations, Student Representative Councils and Parent Teacher Associations with an interest in the urban forest would be eligible to request donations. Community associations with high tree vacancy percentages as per the City's tree inventory may submit requests for tree donations.

3.2 Public Land

Donated trees may be planted on public land with the consent of the property owner where tree plantings would be of benefit to the community. Public land includes land owned or under control of the City of Regina, the provincial or federal governments and the Wascana Centre Authority.

3.3 The Criteria for Assessing Projects

The following criteria shall be applied in assessing projects. Each criteria should be weighed and projects prioritized based upon the sum total of all criteria.

3.3.1 The project should be of benefit to the community and accessible to the general public.

3.3.2 The project should create a desirable landscape or enhance the existing landscape

design.

- 3.3.3 The functional purpose of the landscaping is an important consideration. Landscaping can provide: shade protection; wind protection; define an area; screen an unsightly view; or provide a wildlife habitat etc.
- 3.3.4 The context in which the landscaping is to occur is also a consideration. The applicant should explain any unique features of the site. For example, if the site has a lot of pedestrian or bicycle traffic, this should be explained in the application.
- 3.3.5 The trees should be planted with the safety and security of the users of the open space a prime consideration.
- 3.3.6 The availability of the appropriate species and size of trees at the City nursery for a particular site should be taken into account.
- 3.3.7 Maintaining the continuity of the existing landscape should be a consideration.
- 3.3.8 Those sites with a greater public visibility should be assigned a higher priority.
- 3.3.9 Potential conflict with existing infrastructure or other projects planned for the site must be considered.
- 3.3.10 Sites that are easy to maintain should be given a higher priority.
- 3.3.11 The likelihood of the trees surviving on the site should be considered.

3.4 Application Preparation

Each application must include the following information.

- 3.4.1 A description of the project including:
 - i) the project location;
 - ii) the anticipated benefits the project will provide to users/the community;
 - iii) who will benefit from the project; iv) a Tree Planting Plan showing
 - a) the proposed planting locations in relation to the existing elements (play apparatus, amenities, furniture);
 - b) the existing plant material, their sizes, species and quantities, and
 - c) identify any underground utilities and irrigation systems.

- 3.4.2 Applicants must include a letter of approval from the property owner of the land if the trees are not to be planted on City property.
- 3.4.3 Applicants must provide evidence they have sufficient funds to cover the costs of the project.
- 3.4.4 Applicants must provide a letter indicating which organization is assuming responsibility for the ongoing maintenance of the trees and for their removal in the event they become diseased or die.

3.5 Responsibilities of the Organization

- The organization is responsible for arranging delivery and paying a private contractor to move the trees.
- The organization shall plant the trees according to the Tree Planting Plan approved by Planning and Design Division.
- The organization shall prepare the site and plant and stake the trees according to the City of Regina specifications.
- The organization shall water the trees twice a month for a period of three years.
- The organization shall not remove or relocate the trees without the prior approval of the City of Regina.

3.6 Timelines

Applications for trees must be received before March 1. The Review Committee will advise the applicants if their application is approved prior to April 1. The trees may be planted between May 15 and June 30 or between September 15 and October 31 depending on weather conditions.

3.7 Approval

A Review Committee will review the requests for trees. Organizations will be notified by letter whether their request was approved. Successful applicants will be sent a letter outlining the organization's responsibilities for their signature. Once the signed document has been returned, the organization can contact Urban Forestry Section to arrange delivery of the trees. The organization is required to arrange the time of delivery with the tree spade company.

3.8 Financial Requirements

There will be no cost for the trees but the organization will be responsible for all labour and equipment charges associated with moving the trees from the City nursery to the approved site.

3.9 Implementation and Inspection

Successful applicants will be provided with a brochure describing the proper procedure for planting trees. The Urban Forestry Section will inspect the newly planted trees to ensure compliance with the approved Tree Planting Plan. Any deficiencies will be reported to the Grants and Services Coordinator who will discuss the matter with the organization. Organizations who fail to meet their obligations may not be given additional trees.