

<b>Policy Title:</b> Tree Donation Program	<b>Applies to:</b> Parks, Recreation & Cultural Services Department  Regina Citizens	<b>Reference #</b> 2022
<b>Approved by:</b> Director, Parks, Recreation & Cultural Services	<b>Dates:</b> <b>Effective:</b> 15-Aug-2022 <b>Last Review:</b> <b>Next Review:</b> 15-Aug-2023	<b>Total # of Pages</b> 5
<b>Authority:</b> Policy 003-LEG		

### 1.0 Purpose

Urban Forest Management is a priority of the City of Regina (City). The benefits of trees are community beautification and improve our quality of life by helping to modify our climate, reduce air pollution, protect our soil and water resources. Protecting and conserving urban forests through proper management is vital to sustaining healthy communities. The City needs to ensure that all trees on City property are adequately protected from unnecessary destruction, loss and damage.

*The Forestry Bylaw (Bylaw), No. 2002-48 was amended in December 2021, to allow Residents to Plant Trees on Public Property. The Director may authorize any person to plant and maintain a Public Tree subject to the terms and conditions of the City's Tree Donation Program which allows residents to donate trees to the City on application to the City.*

The purpose of the Tree Donation Program policy is to ensure consistency and transparency between Regina residents and to be in alignment with the Bylaw.

### 2.0 Scope

The policy outlines standards, requirements and ownership that allow for tree planting on public property. Applications are subject to approval by the Director, Parks, Recreation & Cultural Services (Director) or designate.

### 3.0 Definitions

1. "Bylaw" means *The Forestry Bylaw, 2002, Bylaw No. 2002-48*
2. "City" means the City of Regina
3. "Manager" means Manager, Open Space Services
4. "Technician" means Forestry Technician, Open Space Services
5. "Director" means the Director of Parks, Recreation and Cultural Services or the Director's designate

6. “Community Group” means a group of individuals that wish to mass plant trees on public property
7. “Mass Tree Planting” means a community group requesting to plant 20 or more trees in an approved location
8. “Applicant” means a homeowner or community group applying to plant trees on public property
9. “Tree” means a living woody plant with one or more stems and a minimum caliper width of 2.5 centimetres and a minimum height of 1.5 metres
10. “Public Property” means any real property owned, maintained or controlled by the City

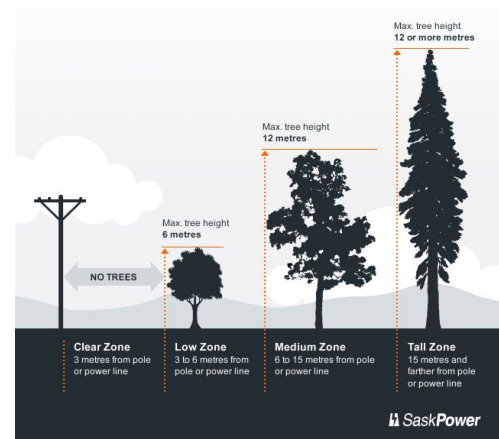
#### **4.0 Policy**

1. Tree planting on public property to serve as a sound buffer/street tree is permitted for requests adjacent to the homeowner’s property. The request is subject to the application process and approval of the City
2. Community group mass tree planting (20 trees or more) is permitted in an open space/park. The request is subject to the application process and approval of the City
3. An approved application is granted for the exclusive benefit of the applicant and may not be transferred or assigned to any other party
4. Approved tree species will be determined by the City
5. The applicant shall not prune the tree or apply pesticides
6. The City reserves the right to prune, remove, apply pesticides or take any other action regarding the tree after it is planted on City property
7. No minor children unless supervised by an adult over the age of 18 can participate in the tree planting
8. The applicant/community group shall be responsible for the supervision of all tree planting participants
9. The planted tree will become the City’s property immediately following the planting
10. To ensure the survivability of tree, the applicant is responsible for a 3-year watering establishment period
11. The City will not water trees planted in accordance with this policy
12. Planting Trees on public property does not allow residents to:
  - a. Attempt to remove or assist in the removal of any established tree on public property
  - b. Cause damage to existing trees

#### **5.0 Terms and Conditions:**

1. Applications to plant trees on public land must be received a minimum of 14 business days prior to planting for requests adjacent to homeowner’s property, and 60 business days prior to large scale (community group) tree plantings
2. Costs associated with the tree planting are not the responsibility of the City of Regina
3. The applicant assumes responsibility for any damages caused by the tree planting and is responsible for all associated repair costs
4. Tree planting can only take place between June and October each year
5. Tree planting shall be conducted in compliance with The Forestry Bylaw, 2002-48
6. Trees planted through this program on public lands become the property of the City of Regina and are subject to The Forestry Bylaw, 2002, Bylaw No. 2002-48

7. The applicant agrees to protect the City of Regina against any and all claims, liabilities, demands, damages or rights or causes of action made or asserted by anyone arising out of the tree planting organized by the applicant and participants
8. For everyone's safety, Applicant(s) must confirm the location of underground utilities with Sask 1st Call – Before You Dig before planting. You must ensure there are no utilities or other underground structures that could be disturbed or damaged. Confirmation of locates will need to be provided to the City as part of the approval process
9. A drawing/map of desired location must be provided during the application process
10. No one may remove or amend any tree as per *The Forestry Bylaw, 2002, Bylaw No. 2002-48* - [City of Regina | Forestry Bylaw](#) unless approved by City of Regina Forestry.
11. Planting height must follow *The Traffic Bylaw, 1997 Bylaw No. 9900 Schedule H(1) Intersection Sight Line Controls* - [City of Regina | Traffic Bylaw](#)
12. The City cannot guarantee the longevity of a tree, as unknown contaminants may be present in soils at potentially unsafe levels, particularly in neighbourhoods with a history of industrial and commercial use, or along major roadways
13. The tree planting location needs to be accessible to work crews who may need to utilize the space
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15. Ensure desired location is in adherence as outlined in *Traffic Bylaw 9900 Schedule H (1)-Intersection Sight Line Controls #69 Sections 3 & 4, Page 43*
16. Noxious and nuisance plants, as identified in Saskatchewan's Weed Control Act, are not permitted. (<https://www.invasivespeciescentre.ca>)
17. Planting must maintain current grade; do not mound or berm soil
18. The use of pesticides, such as insecticides (for insects), herbicides (for weeds and plants), fungicides (for fungi), and rodenticides (for rodents) on public lands by residents is prohibited
19. If tree heights are deemed to be a safety concern, or do not meet this policy or Bylaw, the City of Regina reserves the right to ask that trees be trimmed or removed
20. Do not nail or tie signs, trellises or other fixtures to a tree
21. Do not tie cords or decorative lights to a tree



## 6.0 Species Selection:

The City considers several factors when selecting an urban tree that will prevent future problems and achieve planting objectives, including:

- Growth habit & size
- Form
- Growth rate
- Wood strength
- Rooting depth
- Pest resistance
- Longevity
- Leaf type

- Thorns, flowers, fruits
- Native vs. exotic

## 7.0 Location & Costs:

### Location:

Tree location to be planted at the approved site only.

### Costs:

Any costs associated with tree planting are the responsibility of the applicant.

## 8.0 Roles & Responsibilities

Role	Responsibility
Applicant	<ul style="list-style-type: none"> <li>• Complete the Tree Planting on Public Property Application form</li> <li>• Return application form to <a href="mailto:prcsadmin@regina.ca">prcsadmin@regina.ca</a></li> <li>• Adhere to the Tree Planting on City Owned Property Policy</li> <li>• Adhere to the Bylaw</li> <li>• Adhere to the Tree Planting on City Owned Property Policy</li> <li>• Adhere to the Regina Traffic Bylaw and the Regina Zoning Bylaw</li> </ul>
Forestry Technician	<ul style="list-style-type: none"> <li>• Review application form</li> <li>• Contact Landscape Architect for advice if needed</li> <li>• Determine if application is approved or denied</li> <li>• Notify applicant of decision</li> <li>• Update GIS tree inventory once planting has been completed</li> <li>• Ensure application and approval are recorded in GIS Database and attached to asset.</li> <li>• Conduct 3-year inspection, update GIS tree inventory if establishment was successful</li> </ul>
Manager, Open Space Services	<ul style="list-style-type: none"> <li>• Support Tree Planting Program when required</li> </ul>
Landscape Architects	<ul style="list-style-type: none"> <li>• Provide advice to the Forestry Technician and branch Manager as needed</li> </ul>


## 9.0 Related Forms/Reference Materials

- Tree Planting on Public Property Application form
- *The Forestry Bylaw, 2002, Bylaw No. 2002-48*
- *Traffic Bylaw 9900 Schedule H (1) Intersection Sight Line Controls*
- Internal process documents

**10.0 Revision History**

Date	Description of Change	(Re)-Approval Required (y/n)
15-AUG-2022	Initial Release	Yes

**11.0 Approver History**

Approved by	Position	Date Approved
		July 27, 2022
Laurie Shalley	Director, Parks, Recreation & Cultural Services	