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**TITLE:** TREE PLANTING ON TOWN OWNED PROPERTY POLICY  
**SECTION:** PARKS MANAGEMENT  
**POLICY NO:** 64000-01

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**APPROVAL DATE:** March 25, 2024

**CAO Signature:** 

**PURPOSE**

The purpose of this policy is to set a standard for planting trees by individuals or community groups on all Town owned or leased properties.

**POLICY STATEMENT**

Planting of new tree/s will be as follows:

1. Community groups or individuals wishing to plant tree(s) on Town lands must make a request in writing to the Director of Operations. This request must indicate purpose of planting, species of tree and location. (See Schedule A - REQUEST FORM.)
2. Tree(s) should be a caliper not less than 40mm (1.5 inches) in diameter, and not less than 2.5 meters (8 feet) in height. Trees of a smaller diameter or height will be considered on a case-by-case basis.
3. The Director of Operations must approve the final location of the tree(s) to be planted. Some locations may not be suitable for trees given the existing or potentially planned use of public spaces by the Town.
4. Trees may be removed at the sole discretion of the Town at any time.
5. Tree/s must meet Nova Scotia Power Tree Zones for power lines: "Right Tree, Right Place".
6. Trees shall be No.1 grade in accordance with the Canadian Standards for Nursery Stock.
7. Trees are to be planted no closer than 3 meters from utility poles, water shutoffs, sewer laterals, or underground utilities and no closer than 5 meters from a fire hydrant.
8. Community groups or individuals wanting to have members of Council present at planting ceremonies, must contact the Clerk's Office (Town Hall) for scheduling.
9. The Operations Department will, if requested in writing, purchase suitable trees on behalf of community groups or individuals on full cost recovery basis.

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## SCHEDULE A – REQUEST FORM

NAME OF ORGANIZATION OR INDIVIDUAL: \_\_\_\_\_

\_\_\_\_\_

PURPOSE OF TREE PLANTING: \_\_\_\_\_

\_\_\_\_\_

LOCATION REQUESTED: \_\_\_\_\_

\_\_\_\_\_

TYPE OF TREE(S) REQUESTED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Must meet Nova Scotia Power's "Right Tree, Right Place" requirements.

<https://www.nspower.ca/customer-service/treetrimming>

REQUEST RECREATION DEPARTMENT PURCHASE SUITABLE TREE(S) ON FULL COST  
RECOVERY BASIS: YES ☐ NO ☐

REQUEST MEMBERS OF COUNCIL ATTEND PLANTING CEREMONY: YES ☐ NO ☐

DATE AND TIME OF PLANTING CEREMONY (if applicable): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Operations	Responsible for ensuring that the policy is reviewed regularly for relevancy.

For Administrative Use Only:

## VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Housekeeping amendments and new policy template	Director of Operations, Bourgeois	Council	March 25, 2024

## MINUTES REFERENCE DATE

March 25, 2024      June 26, 2006      June 22, 2015