

## Policy Manual

Section:	Infrastructure Services
Subject:	Tree Planting Request Policy
Policy Number:	TBD
Approval Date:	TBD
Approved By:	Council Resolution No. TBD
Prepared By:	David McBeth, Manager, Capital Works and Asset Management

### 1. Objective

This policy provides an opportunity for residents to request that a tree to be planted within the Town Right of Way adjacent to their property. The cost for installing the tree is the responsibility of the Town of Essex.

This policy ensures that all requests for trees to be planted are done in a non-biased, fair, and equitable manner.

### 2. Definitions

**Applicant** – means any property owner applying for a tree to be planted.

**Boulevard** – the portion of the Highway which is not a Roadway, and includes landscaped areas and any Entrance.

**Highway** – includes all road allowances, highways, streets, roads, right of ways, parkways, avenues, lanes, Boulevards, squares, roundabouts, trails, paths, walkways, bridges, viaducts, trestles, or other structure forming part of the highway, used by or intended for use by the general public for the passage of persons and vehicles.

**Right-of-Way** – refers to Town owned lands that includes highways (defined above), sidewalks, shoulders, and Boulevard lands use for utility services.

**Town** – The Corporation of the Town of Essex.

### 3. Scope

This policy is for use by the Town of Essex to allow residents to request that the Town plant trees, where possible, in the Right of Way in various locations as identified in this policy.

This policy is open to all property owners of the Town to request that a tree be planted on private property or the adjacent Town owned Boulevard fronting or adjacent to property owned by the resident.

To facilitate the start of this program, Administration requires funding annually for 10 trees based on the previous yearly average price of a tree plus expected inflation.

### 4. Process

- 4.1 The process will start with a request from the Applicant for a tree to be planted in the Boulevard area adjacent to their property. The request will be made to the Capital Works & Asset Management Department by phone to the Infrastructure Services Clerk at 519-776-7336 ext.1145 or by email at [capitalworks@essex.ca](mailto:capitalworks@essex.ca).
- 4.2 Tree requests will be managed on a first come, first served basis, where applicable funding **is available at Council's sole discretion as part of the annual operating budget. In the event that the annual funding is no longer available, a running waitlist will be kept until funding becomes available.**
- 4.3 The Capital Works department will then investigate the property, and ensure the Applicant is the owner of the property. If the Applicant is not the owner, then the request for a tree is stopped as the request can only be made by the owner of the property.
- 4.4 The Capital Works Department will then review the location and meet the Applicant onsite to determine location for tree planting.
  - 4.4.1 The location of the tree planting is at the complete discretion of the Town. Items such as sight lines, spacing, other utilities etc. will be considered when choosing location for tree.
  - 4.4.2 The species of the tree is to be of a variety currently approved for street trees. The most up to date list of approved trees is to be used. The Town will consider requests from the Applicant for species of trees, however, the species of tree is at the discretion of the Town.
  - 4.4.3 The Applicant may only request one (1) tree per property.



- 4.5 After the location for planting is agreed between the Town and the Applicant, the tree can be planted.
  - 4.5.1 Trees will be planted annually depending on budget for the program. When the budget for a specific year is reached, requested tree plantings may be delayed to the following years planting. Applicants are to be notified if their request for a tree is being delayed, and that they will be added to the waitlist.
  - 4.5.2 Trees are planted in the fall annually between September and November. The cutoff date for requests each year will be the first of September annually. If tree planting is requested after the cutoff date, the planting will be waitlisted to the following year.
  - 4.5.3 The property owner is responsible to relocate, at their cost, any landscaping or sprinklers that may interfere with the tree planting. Any of these items are to be re-located prior to planting date. The Town will not be responsible for damage or restoration required due to relocation or removal of any landscaping or sprinkler systems.
  - 4.5.4 All costs for the supply of tree, planting, future maintenance, and/or removal will be **carried out in accordance with the Town’s Tree Management By-Law (No. 2205)**, as amended from time to time.

## 5 Responsibilities

This policy is administered through the **Town’s** Infrastructure Services Department, specifically through the Manager, Capital Works and Asset Management and/or his/her designate.

The Manager, Capital Works and Asset Management has the authority and responsibility to administer and recommend changes to the policy.

This policy will be reviewed and updated as required.

### Revision Log

Revision No.	Approval Date	Prepared By: (Position Title)	Approved By: (Position Title)	Description of Change
1	TBD	David McBeth Manager, Capital Works & Asset Management	Kevin Girard Director, Infrastructure Services	Creation of policy