



Title:	Adopt-a-Tree Program	Policy: 2018-03
Authority:	Council	Approval Date: June 12, 2018 Effective Date: June 12, 2018 Amended Date: September 10, 2019

PURPOSE

To create a standard policy for acceptance of donations to plant trees on Town of Hanna property.

POLICY STATEMENT

The Adopt-a-Tree Program is established by the Town of Hanna to allow approved trees to be purchased at the request of any person wishing to recognize the life of a loved one, celebrate an event, recognize a business in the community or simply enhance the community. These trees can be planted by Town staff within our parks, boulevards, cemetery and green spaces or along the walking trails.

RESPONSIBILITIES

Town of Hanna Administrative Services is responsible to ensure the accuracy and currency of this policy with respect to the above.

STANDARDS & PROCEDURES

The Town of Hanna maintains and manages our parks and green space areas as public spaces. Each tree is to be planted in accordance with approved planting procedures. Town of Hanna staff and/or approved designates will arrange for planting.

The donation required to purchase any of the approved trees referenced in the Tree Planting, Maintenance, and Protection Manual is \$200.00. This price includes the cost of the tree, shipping, planting, mulch and a tree watering bag.

If the donated tree is planted on the boulevard, the donor is requested to water the tree (using the provided watering bag) for five years after it is planted.

The Town of Hanna assumes full responsibility for trees planted on public property including watering, weeding, mulching and pruning. If the tree dies during the first five years, the Town of Hanna will replace the tree, assuming all costs.

The Town of Hanna will consult with donors to select a tree species that is best suited to the location chosen.

**TOWN OF HANNA
GENERAL POLICY**



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Recognition of donation will be recorded on the Town of Hanna website and donors will be provided with a certificate of appreciation. If requested by the donor at the time of application, the Town of Hanna will send a card to acknowledge a donation of a tree in memory or honor of an individual. Individual plaques will not be provided by the Town of Hanna; however, donors are permitted to place an approved plaque following the approval of the Chief Administrative Officer or designate.



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Public Tree Order Form

Town of Hanna Policy 2018-03 provides a standard policy to accept donations for the planting of trees on Town property.

This policy allows approved trees to be acquired and planted by Town staff within our parks, boulevards, cemetery and green spaces or along the walking trails. The cost includes purchase of the tree, shipping, planting, mulch and a tree watering bag.

DONOR: _____ RECEIPT # _____

MAILING ADDRESS: _____

TEL. #: _____ E-MAIL: _____

Preferred Location

(Include civic address if known)

1. _____
2. _____
3. _____

Preferred Species of Tree

(The Town of Hanna's Tree Maintenance, Planning and Protection Manual contains a list of approved trees for Hanna's climate)

1. _____
2. _____
3. _____

The donor will be contacted to confirm location and species.

Name of person/event/business the tree is meant to recognize, if applicable: _____

In memory of In honor of

Name and Mailing Addresses of Individual(s) to receive Acknowledgement Card regarding the donation:

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Other Comments _____

I HEREBY AGREE THAT MY DONATION OF \$200.00 WILL PROVIDE A TREE FOR PLACEMENT WITHIN THE TOWN OF HANNA.

I UNDERSTAND THAT THE TOWN OF HANNA WILL ORDER AND PLANT THE TREE. IF THE TREE DIES WITHIN THE FIRST FIVE YEARS THAT IT IS PLANTED, THE TOWN OF HANNA WILL REPLACE IT. THE TOWN OF HANNA WILL NOT BE RESPONSIBLE FOR REPLACING THE TREE AFTER FIVE YEARS.

I UNDERSTAND THAT THE TOWN ASSUMES ALL RESPONSIBILITY FOR THE CARE OF THE TREE.

SIGNATURE: _____

DATE: _____

NAME (please print): _____

ORGANIZATION / BUSINESS (if applicable): _____

ADMINISTRATIVE USE ONLY

SPECIES CHOSEN: _____

FINAL LOCATION: _____

DATE: _____

STAFF SIGNATURE: _____

NAME: _____

Acknowledgement Card Required : Yes No

Date Sent : _____