



TOWN OF CORNWALL

RESOLUTION

DATE: May 27, 2025

DEPARTMENT: Environment and Sustainability

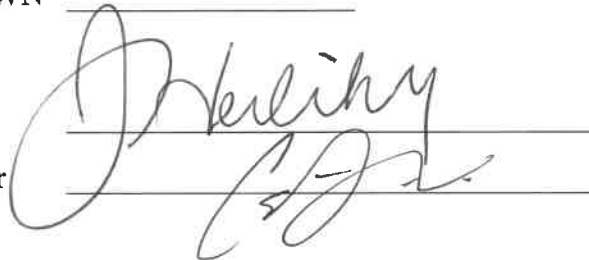
MOTION NUMBER: ES-01-2025 Resident Tree Planting Policy on Municipal Lands

MOTION CARRIED 16-0

MOTION LOST _____

MOTION WITHDRAWN _____

Moved by Councillor



Judy Herlihy

Seconded by Councillor



Cory Stevenson

Whereas: The Town of Cornwall has had requests from residents from time to time to plant a tree(s) on municipal property for various reasons;

And Whereas: The Town does not have a policy to guide administration or Council in regard to these requests and one is desired;

Therefore, Be it Resolved: That the Town of Cornwall adopt the Tree Planting Request Policy as considered at the Committee of Council meeting held on May 21, 2025, and is attached to this resolution to provide clarity for the Town as well as residents, clubs and other organizations.

Tree Planting Request Policy

1. PURPOSE

- 1.1 This policy was established to provide community members, organizations, clubs, or groups in the Town of Cornwall with the opportunity to request permission to plant a tree on Town property.

2. VALUE

- 2.1 The Town of Cornwall allows residents to contribute to the beautification and environmental health of the community by **accommodating, when feasible**, a request to plant a tree on Town property.

3. SCOPE

- 3.1 The policy applies to requests to plant a tree on land owned by the Town of Cornwall only and outlines the process for approval, maintenance, **and the approved species**. The policy does not apply to land leased from others for municipal purposes.
- 3.2 Limitations to the sites for trees are provided in recognition of, **among other things**, that such plantings can interfere with active sport facilities, design parameters intended to reduce crime, affect the growth habit of trees, create, or augment accessibility concerns and interfere with maintenance operations.

4. RESPONSIBILITY

- 4.1 The administration of this policy, **including initial approval or denial**, is delegated to the Manager of Parks & Recreation (or designate).
- 4.2 The Manager of Parks & Recreation (or designate) shall be responsible for coordinating the planting of a tree.

5. APPLICATION PROCESS

- 5.1 The Manager of Parks and Recreation (or designate) serves as the primary point of contact and will accept and review applications throughout the year.
- 5.2 Those wishing to request permission to plant a tree on Town property must apply in writing, using the application form herein. Town staff will review the application for initial approval, considering factors such as location, species, and suitability.
- 5.3 Trees will be purchased and provided by the applicant. A list of approved native tree species is below. Applicants are to identify the tree species within the application.
- 5.3.1 Approved Native Tree Species are:
- Red Maple
 - Red Oak
 - White Birch

- Yellow Birch
- Eastern White Pine
- Red Pine
- Sugar Maple
- White Ash
- Black Spruce
- Red Spruce
- Balsam Fir Hemlock

5.4 The application form is also available on the Town of Cornwall website at www.cornwallpe.ca.

5.5 Applications that receive initial approval from Town staff will be forwarded to the Town Council for final approval.

5.6 The Council will make the final decision based on recommendations from Town staff and any additional considerations.

6. LOCATION

6.1 The Town has many parks, trails, and green spaces available for tree planting. The applicant may identify up to two (2) locations, listed in preferential order on the application.

7. MAINTENANCE

7.1 Once planted, trees become the property of the Town of Cornwall.

7.2 The Town shall provide routine maintenance of the tree during its useful life. The Town of Cornwall does not guarantee the survivability of the tree due to internal or external impacts (e.g. climate, wildlife, future development).

8. RESTRICTIONS

8.1 The Town understands that the tree may have sentimental value; however, it is not to be considered a memorial or shrine. For that reason, the Town will not permit the placement of flowers, wreaths, pictures, etc. at the site or the addition of fixtures to or around the tree.

9. INSTALLATION TIMES

9.1 Tree planting will be scheduled in either:

9.1.1 May or early June (spring planting season)

9.1.2 September or early October (fall planting season)

TREE PLANTING APPLICATION

Please return the completed application form to:

Manager of Parks and Recreation

15 Mercedes Dr, Cornwall, PE C0A 1H0

By email to: kmeunier@cornwallpe.ca

APPLICANT INFORMATION			
Name of Applicant:			
Street Address:			
City:	Province:	Postal Code:	
Phone Number:			
Email:			
TREE PLANTING REQUEST			
<input type="checkbox"/>	I would like to request permission to plant a tree on Town property. I have read the Policy, and I agree to the terms and conditions therein.		

LOCATION

List your two (2) location choices in preferential order. While every effort will be made to accommodate applicant preferences, the final decision on location rests with the Manager of Parks & Recreation (or designate) and Council.

1. _____

2. _____

PROCEDURE

1. Complete and submit the required application form.
2. Application is reviewed and either the:
 - Request is approved, including confirmation of the preferred location; or
 - Applicant is contacted with an offer of an alternate location; or
 - Request is denied.
3. Upon successful application, the applicant will work with the Town to plant the tree.
4. Planting will take place as per the policy and under the direction and oversight of Town staff.

5. No planting will be permitted without the accompaniment of a member of the Town of Cornwall staff.
6. Applications are received and reviewed on an ongoing basis, **but planting shall only be carried out per section nine of the policy.**

TREE SPECIFICS (species, age, size)

<p>I have read the policy in its entirety, and I agree to comply with all Town by-laws, rules, and regulations as they relate to my application.</p> <p>Applicant Name: _____ Date: _____</p> <p>Applicant Signature: _____</p>

OFFICE USE ONLY	
Date Application Received:	
Staff:	
MUNICIPAL TREE – Request Details:	
<input type="checkbox"/> PERMISSION TO PLANT A TREE ON TOWN PROPERTY	
Request Received Date:	Method:
Confirmed Location:	
Date of Planting:	
Tree Species (if applicable):	
MUNICIPAL STAFF SIGNATURE	
<p>Staff Name: _____ Date: _____</p> <p>Staff Signature: _____</p>	