

THE CORPORATION OF THE DISTRICT OF SAANICH



# SIGNIFICANT TREES

GRANTS PROGRAM GUIDELINES

# CONTENTS

	<u>Page</u>
1. RESTORATION DO'S AND DON'TS	1
2. SIGNIFICANT TREE GRANTS PROGRAM GUIDELINES	2
Eligibility	
How and when to apply	
Timing grant approval	
Where to send completed application	
3. PHOTOGRAPHIC GUIDELINES	5
4. GRANTS PROGRAM APPLICATION FORM	6
5. DECLARATION OF PROJECT COMPLETION FORM	7

## **SIGNIFICANT TREE GRANTS PROGRAM RESTORATION DO'S AND DON'TS**

**While every effort is made by the Significant Tree Advisory Committee (STC) to provide correct information and guidance to home owners in making applications, neither STC nor its members or staff individually warrant or guarantee the information given.**

The following list of health maintenance principles can be used by designated significant tree homeowners and their contractors. In planning work the owner should keep these general principles of maintenance in mind:

1. Hazard abatement pruning.
2. Improvements to preserve/maintain the health of the tree.
3. Preservation of tree form.
4. Ongoing maintenance will minimize the need for extensive work later and is therefore preferred.

**PRIOR TO OBTAINING ESTIMATES**, IT IS THE PROPERTY OWNER'S RESPONSIBILITY TO APPLY FOR AND OBTAIN A TREE PERMIT IN ACCORDANCE WITH SAANICH'S "TREE PRESERVATION BYLAW, 1997, NO. 7632", OR ANY SUCCESSOR BYLAW. **CONTACT THE PARKS DIVISION AT 250-475-5522.**

**THREE (3) ESTIMATES ARE REQUIRED** BASED ON THE WORK OUTLINED IN THE TREE PERMIT FROM ARBORICULTURE (TREE SERVICE) COMPANIES THAT ARE ISA CERTIFIED AS WELL AS LICENCED AND BONDED.

**PROVIDE ALL COMPANIES WITH A COPY OF THE TREE PERMIT TO ENSURE ALL ESTIMATES ARE FOR THE SAME WORK.**

**WHEN OBTAINING ESTIMATES FOR A JOB ENSURE ALL ASPECTS OF THE JOB ARE INCLUDED, SUCH AS CLEANUP AND REMOVAL OF DEBRIS .**

# **SIGNIFICANT TREE GRANTS PROGRAM GUIDELINES**

## **INTRODUCTION**

As the owner of a designated significant tree in the Municipality of Saanich, you may be eligible for assistance with the cost of hazard abatement pruning/bracing and health maintenance of the tree. The Significant Tree Grants Program may cover a portion of these costs, subject to the Significant Tree Advisory Committee (STC) priorities and the availability of funds approved by Council.

The STC administers this program on the Municipality's behalf.

## **AM I ELIGIBLE?**

You may be eligible to receive a grant if all three (3) criteria are met:

- your tree has been designated as a Significant Tree in accordance with Section 8 of Saanich's "Tree Preservation Bylaw, 1997, No. 7632", or any successor bylaw.
- your property taxes are not in arrears
- your property is covered by homeowners insurance.

## **WHEN CAN I APPLY?**

Owners are restricted to **ONE** application per fiscal year per property; however, the application may contain more than one project. Applications for emergency repairs to trees are reviewed on an individual basis at any time.

Funds are available for a **one year period** from the date the grant was approved. Any unspent funds after the **one year period** will be removed from the applicant's allocation unless an extension of time has been requested in writing and has been approved in advance by the STC. No application shall be considered to form contractual or other obligation on the part of the STC.

All applications will receive careful consideration but will not necessarily be funded.

## **HOW DO I APPLY?**

To apply for and obtain a grant, you **must complete** a STC **Significant Tree Grants Program Application Form** and forward it to the STC with accompanying documentation and photographs.

## **ARE THERE PRIORITIES WHEN CONSIDERING THE TYPES OF PROJECTS FUNDED?**

**Yes.** Due to funding limitations, funding projects are considered in the following order:

1. Hazard Abatement Pruning
2. Improvements to preserve/maintain the health of the tree.
3. Preservation of Tree Form

## **WHAT DOCUMENTATION DO I SUBMIT WITH AN APPLICATION?**

- a **completed Significant Tree Grants Program Application Form**
- a copy of the Tree Permit issued by the Parks Division

- **three (3)** estimates for the proposed work outlined in the Tree Permit from arboriculture (tree service) companies that are ISA certified as well as licenced and bonded. Ensure all companies are provided with a copy of the Tree Permit to ensure all estimates are for the same work.
- photographs of your tree before commencement of the work (see **Photograph Guidelines** on Page 5 for details).

### **WHEN IS GRANT APPROVAL GIVEN?**

Upon receiving the grant application, supporting documentation (3 estimates) and photographs, your application will be scheduled for consideration by the STC. You will be notified in writing if a grant for your project has been approved or declined.

Any questions regarding the status of your application should be directed to our secretary, Cathy Weston, at 250-475-1775, extension 3506, or e-mail to [cathy.weston@saanich.ca](mailto:cathy.weston@saanich.ca).

After the grant is approved, you must notify the STC of any proposed changes to your original application, or jeopardize the grant.

### **WHAT DO I DO WHEN THE WORK IS COMPLETED?**

Upon completion of an approved project, the STC requires the following documentation before it can release funds to the owner:

- the work must be inspected and approved by the Parks Division -  
**NOTE:** Funds for an approved grant will not be paid if the work is not of acceptable quality
- the work must be completely and fully paid for by the owner
- the **Declaration of Project Completion form**, **paid invoices plus receipts added to verify total cost of project** and **photographs** taken after completion of the project (see **Photograph Guidelines**).

### **WHEN IS THE GRANT PAID?**

Payment of the grant will be made following a monthly STC meeting at which the Committee has:

- reviewed the documentation and photographs submitted by the owner
- received a favourable report from the Parks Division
- approved the grant payment

### **ARE THERE RESTORATION GUIDELINES I SHOULD FOLLOW?**

Yes. See **Restoration Do's and Don'ts** for more details, but these are some general rules:

- Hazard abatement pruning
- Improvements to preserve/maintain the health of the tree
- Preservation of tree form
- Ongoing maintenance will minimize the need for extensive work later and is therefore preferred.

### **WHAT ABOUT PERMITS?**

A Tree Permit must be obtained prior to obtaining estimates and paid for by the owner if required. To obtain a Permit, contact the Parks Division at 250-475-5522.

**WHERE DO I SEND MY APPLICATION?**

Send completed **Significant Tree Grants Program Application Form** to:

Significant Tree Advisory Committee  
c/o the Legislative Division  
770 Vernon Avenue  
Victoria BC V8X 2W7

or e-mail to

[cathy.weston@saanich.ca](mailto:cathy.weston@saanich.ca)

## **PHOTOGRAPH GUIDELINES**

Photographs of your tree and project are very important to the STC. They are used to qualify your grant application before work commences and to approve payment after the work is done. In addition they are invaluable in the STC's educational responsibility.

### **THE STC REQUIRES:**

- colour prints from all sides (**not Polaroids**) *before commencement* and *after completion* of the work; or JPEG format
- photos to show specific details of projects
- if you are unable to take the photos, you may consider purchasing a disposable camera and asking the contractor to take the photos.



## SIGNIFICANT TREE ADVISORY COMMITTEE

### GRANTS PROGRAM APPLICATION FORM

I hereby make application for funding assistance for the designated significant tree at:

<b>ADDRESS:</b>		<b>DATE:</b>
<b>OWNERS:</b>		
<b>ADDRESS OF OWNER:</b>		
<b>POSTAL CODE:</b>	<b>HOME NO.</b>	<b>WORK NO.</b>
<b>ARBORIST/CONSULTANT:</b>		

- |  |  |  |
|--|--|--|
| <b>TO AVOID DELAY</b><br><b>INCLUDE THESE</b><br><b>WITH APPLICATION</b> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <b>Copy of Tree Permit issued by the Parks Division</b><br><b><u>THREE (3) ESTIMATES</u></b> for the project<br>photographs to show areas of proposed work |
|--|--|--|

Number and list each **major** project separately (additional forms available).

<b>PROJECT NO.</b>	
<b>CONTRACTOR</b>	<b>ESTIMATE (include HST)</b>
1	
2	
3	

As the owner\_\_\_\_\_/authorized agent\_\_\_\_\_ for the above property, I hereby state that taxes on the above property are not in arrears and that the property is covered by homeowner's insurance. I shall ensure all work is in accordance with the Tree Permit issued by the Parks Division.

The applicant shall not involve the Significant Tree Advisory Committee in any action between any contractors, estimators, employees, workers or agents and the applicant, arising from the work.

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

The information provided will be used to assess the criteria for preserving the significant tree. If you have any questions about the collection and use of this information, please contact the Legislative Division, 770 Vernon Avenue, Victoria, BC, V8X 2W7, Telephone 250-475-1775.

**770 Vernon Avenue, Victoria BC V8X 2W7 Phone 250-475-1775 Fax 250-475-5440**



# SIGNIFICANT TREE ADVISORY COMMITTEE

## DECLARATION OF PROJECT COMPLETION

I, \_\_\_\_\_, of \_\_\_\_\_,  
Name Address

hereby declare that the following work relating to my Application for a grant to the Saanich Significant Tree Advisory Committee, dated \_\_\_\_\_, 20\_\_\_\_, has now been completed.

DETAILS OF WORK COMPLETED (POINT FORM)

(continue on back if necessary)

### MUST ACCOMPANY FORM:

- **INVOICES** marked paid **PLUS SHOW RECEIPTS ADDED TO VERIFY PROJECT TOTAL COST**
- **PHOTOGRAPHS** of completed project

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

Signed by original Applicant: \_\_\_\_\_

The information provided will be used to assess the criteria for preserving the significant tree. If you have any questions about the collection and use of this information, please contact the Legislative Division, 770 Vernon Avenue, Victoria, BC V8X 2W7, Telephone 250-475-1775.

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