



Town of Whitby Policy

Policy Title:	Tree Planting Reserve
Policy Number:	F 330
Reference:	Council Resolution #300-18
Date Approved:	September 17, 2018
Date Revised:	Not Applicable
Approval:	Council
Point of Contact:	Financial Services Department

Policy Statement

This is a policy governing the use and administration of the discretionary Tree Planting reserve.

Purpose

The purpose of the reserve is to provide a funding source for the planting of additional trees, or the replacement of existing trees due to disease and other natural causes, on Town of Whitby property or on public roads right-of-way.

Scope

This policy applies to the collection and management of fees / contributions collected for tree planting provisions at non-specific locations within the Town of Whitby.

Index

1	Definitions	1
2	Responsibilities	2
3	Utilization of Funds	2
4	Funding Sources	2
5	Reserve Target Level	2

1 Definitions

- 1.1 Capital Budget Monitoring Policy** is a Council approved policy that stipulates the authorization levels for any in-year capital budget changes.

- 1.2 Discretionary Reserves** are monies set aside by Council for a specific purpose and their funding sources and use is determined solely by Council.
- 1.3 Quarterly Operating Projection** is a periodic report to Council that provides an operating budget projection of year-end results compared to the approved budget.

2 Responsibilities

- 2.1** The Commissioner of Financial Services / Treasurer or delegate has the authority to utilize the reserve as approved under section 3.2 of this policy.

3 Utilization of Funds

- 3.1** The reserve can be used for the Operating and Capital costs associated with tree planting within the Town of Whitby as specified in the purpose of this policy.
- 3.2** Usage of the reserve must be identified in the Council approved annual budget or approved via the Capital Budget Monitoring Policy or Quarterly Operating Projection report.

4 Funding Sources

- 4.1** The initial funding source for the reserve is a transfer from individual Future Specified accounts collected through the planning application process. These accounts are for either general tree planting within the Town of Whitby; or accounts for planting in a specific area where the tree planting work has been completed and funded by other tax based sources.
- 4.2** This reserve will accumulate any fees charged through the planning application process for tree planting at non-specific locations within the Town of Whitby; or the remaining balance of any future specified accounts for tree planting at specific locations within the Town of Whitby after the tree planting has been completed.

5 Reserve Target Level

- 5.1** At minimum, the reserve target level cannot go below \$0.00.
- 5.2** A maximum, the reserve target level has not been established.

This Policy is hereby approved by Council Resolution #300-18 on this 17th day of September, 2018.