



Deliverable / Project: Special Project: Two Tree Planting Events in Conjunction with the CVC - Earth Day and Fall Tree Planting Event

Description of Project

In collaboration with the CVC, the Committee will have two tree planting events, on Earth Day (Tuesday, April 22, 2025), and one in October. The Committee, volunteers, and CVC staff plant native trees and shrubs at locations to be determined by the Supervisor, Parks, Community Services.

Budget Breakdown

Earth Day Tree Planting Event

- CVC charges \$14 per tree and shrub; and usually plants 200 units. The cost includes a planting plan, tree and shrub delivery, mulch mats, tree guards, and 2 CVC staff to lead the planting.
- **\$3,500** – at least 200 trees and shrubs
- **\$500** – to cover additional costs such as planting equipment, refreshments for volunteers.

Fall Tree Planting Event

- CVC charges \$14 per tree and shrub; and usually plants 200 units. The cost includes a planting plan, tree and shrub delivery, mulch mats, tree guards, and 2 CVC staff to lead the planting.
- **\$3,500** – at least 200 trees and shrubs
- **\$500** – to cover additional costs such as planting equipment, refreshments for volunteers.

Total budget for this project: \$8,000

Scheduled Start and Completion Timeline

Phase 1: Earth Day Event: January – February

Phase 1: Fall Event: June – July

- Confirm dates for the planting events (Earth Day, Tuesday, April 22, 2025 & a date to be determined in October 2025).
- Confirm purchase order and delivery for 200 tree saplings per event from the CVC.



- Create advertisement and promotional materials for the events and outline any key dates.
- Provide the Committee Secretary with the advertising and promotional materials to send to the Communications Division (Communication Division requires 8-week minimum notice).

Who is Leading this Phase?

- **Committee Members** - create advertisement and promotional materials for the event and outline any key dates.
- **Committee Secretary** - Send promotional materials to the Communication Division.
- **Staff Liaison** – to confirm purchase order for the 200 tree saplings per event from the CVC.
- **CVC** – Advertise and promote the events on their webpage and have waiver to be completed by volunteers that register online or in person.

Phase 2: Earth Day Event: March – April

Phase 2: Fall Event: August – October

- Advertisement and promotion of the invite.
- Recruitment of volunteers
- Attend the tree planting events.

Who is Leading this Phase?

- **Committee Members** – Attend the event on April 22 and in October.
 - **Committee Secretary** – Assist if questions or concerns arise.
 - **Staff Liaison** – Assist if questions or concerns arise.
-