Here is a list of what needs to be done. We are here to help you! How can we collaborate to create a sustainable project?

### Prior to Planting Day

1. **Order the trees**
   - Trees come from municipal stock or from a local nursery
   - Potted stock is preferable because it lessens stock handling concerns, increases survival rates and reduces follow up tending requirements

2. **Organize a volunteer group**
   - Recruit volunteers to do the planting. It is great to get employees involved
   - A facilities manager or facility green team lead can help to organize this
   - An alternative option is to find a professional group to do the planting

3. **Finding a planting date**
   - The facility, the planting lead, and the volunteer group will need to agree on a planting date
   - April/May or October/November are recommended for tree survival

4. **Detailed site selection and species selection**
   - Look at a map of the property
   - Walk around the are with the Facilities Manager or discuss virtually
   - Consider barriers to tree planting (see Appendix - Box 3)
   - Determine species list and identify preferred species for soils, preferable native. (see Appendix - Box 4)

5. **Materials**
   - Organize materials for planting
   - The trees should be mulched and plastic tree guards are recommended
   - Provide shovels, buckets and other materials as required

6. **Supervision**
   - Organize enough staff to adequately instruct and oversee participants during the plant
   - Assume at least 3 – 4 hours for planting including set up, planting, and clean up
   - Actual number of participants must be communicated to the partner as the day approaches and numbers are finalized

7. **Tree delivery and placement**
   - Pick up or receive delivered trees
   - The potted stock should be placed at the specific planting location or they should be clearly marked for the volunteers

### Planting Day

8. **Lead group to demonstrate how to plant a tree and help to supervise the event.**
   - Watch video on how to plant a tree
   - Refer to tree-planting diagram (see Appendix - Box 5)

9. **Assume responsibility for future tending of the planted stock including watering and maintaining the trees**

### Maintenance

1. **Speak to your facilities manager about the Trees for Health program**
   - Get approval from facilities, or management
   - Determine approximate number of trees considering the space: 1-2 m diameter area for shrubs, 3-4 m for evergreens, 7-9 m for hardwoods

2. **Identify partnerships and arrange a virtual meeting with interested parties**
   - Contact potential planting partners based on location and number of trees required (see Appendix - Box 1)
   - Consider funding opportunities (see Appendix - Box 2)
   - Identify responsibilities of partners

3. **Detailed site selection and species selection**
   - Trees come from municipal stock or from a local nursery
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   - Watch video on how to plant a tree
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This can only be done through partnerships!

**Potential Tree Planting Partners**

Depending on the number of trees that will be requested, contact one of the following partners:

- 20+ trees:
  - Municipality - Parks or Forest division
  - MAUF (arborists)

- Less than 20 trees:
  - Parks Ontario, Landscape Ontario, Forests Ontario or 1 bench 1 tree
  - Conservation Areas (if planting is off-site)
  - Local Horticultural club
  - Local Tree Charity/NFP or Green group
  - Hospital Garden club
  - Local nursery business which is willing to help project

**Funding Opportunities**

- Trees for Health
- Facilities department
- Hospital Foundation
- Municipality
- County Ag association
- Rotary Clubs
- Local Green Charity
- David Suzuki Foundation - Future Ground Network
- RBG or Canada Trust
- Landscape Ontario - local supplier
- U-Haul
- Home Hardware

**Potential Barriers at the Site**

- Underground: hydro, water, bell, gas, etc.
- Overhead: windows, hydro, traffic signs
- Previous concrete/gravel pad (check with shovel)
- Visibility and interference with policing
- Salt run off
- Grounds management: to instruct grounds staff to conduct all maintenance (weeding, insects, snow and ice) in a manner which ensures the health of the trees

**Determine Species**

This is an area where you and your planting partners should consider when selecting tree species:

1. Is it a native species?
2. Is the site on high or low ground? Is it dry or wet? Is there good soil drainage?
3. Do we want an evergreen or deciduous?
4. Is the site sun, sun, part shade, or shade?
5. Do we want shrubs or small/medium/large trees? What are the implications of each on the selected area?
6. Do we want to bring insects (pollinators)?
7. Do we want to bring birds by having berries?

**How to plant a TREE**

- **STEP 1**: Choose a location that will allow the roots to spread out and receive good drainage. Plant in the fall or spring before the soil gets too hot or cold.
- **STEP 2**: Open hole twice as large as the root ball and remove any外地
- **STEP 3**: Mix in organic matter and add nutrients to the soil before planting. Spread out the roots well and make sure they are not twisted or cramped.
- **STEP 4**: Fill in the hole with the soil backfilling from the bottom. Make sure the tree is level and straight.
- **STEP 5**: Finally, give the tree water and nutrients until established.
- **STEP 6**: Water the tree every other day and keep the surrounding soil moist. Keep the area around the base of the tree free of weeds and mulch to prevent competition for water.