City of Port Moody

Arborist Report Terms of Reference

Tree Protection Bylaw No. 2961, 2015

The descriptions in this fact sheet are a summary of the key points in the Tree Bylaw and the requirements for obtaining a tree removal permit.

It is the responsibility of the arborists and tree care companies to carefully read and familiarize themselves with the Bylaw itself. This information is intended to be a helpful reference that can point the reader to specific portions of the Bylaw.

Find complete description of terms and conditions at portmoody.ca/trees.

Learn more

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Do you need more information?

604.469.4574

environment@portmoody.ca

portmoody.ca/trees

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Situations That Require the Submission of an Arborist Report

Development applications (i.e., rezoning, subdivisions, development permits, development variance permits, and temporary use permits) where there are qualifying protected trees on-site, or any off-site trees which could be affected by the proposed development, must submit a site survey with the application.

For sites that do not include qualifying trees on-site or off-site, an Arborist Report may still be necessary if requested by the General Manager (Tree Protection Bylaw No. 2961).

Arborist Information

- Contact Information: Arborist and company name, address, phone number and email address
- Proof of professional liability insurance
- Arborist ISA certification number
- Tree Risk Assessor certification number (required for hazardous tree assessments)

General Project Information

- Name and contact information of client
- Address of Subject property
- Date of site visit
- Date report is submitted
- Scope of work for arborist
- Description of proposed development/ construction works on site, including proposed changes to lot grading

Tree Description/Inventory

The Arborist report should include the following items:

- Species (scientific and common names)
- Diameter at DBH to the nearest 1 cm to be verified by Arborist
- All City owned trees
- Location – either by survey plan or for small projects overhead maps
- Photos of all trees
- Photos of any features of significance to the health and/or structure of the trees
- Tag number
- Tree inventory in table format (example shown in Appendix 1)
- TRAQ form if relevant
- History
- Evidence of nesting birds
- Removal justification
- Protected trees as part of a stand – how stand would be impacted if one or more trees was removed
- Any other pertinent information

Level 2 Assessment - Condition (crown/trunk/roots) – may include:

- Deadwood (%)
- Structural integrity – cracks/included
- Vigour
- Insect infestations (what type)
- Pathological concerns (what type)
- Fungal fruiting bodies evident
- Decay evident at unions, base or elsewhere (Resistograph)
- Causing damage to structures
- Significant lean
- Live crown ratio

Site Plan

Example site plans are shown below in Appendix 2, site plans should include the following items:

- Location of all trees – privately owned, city owned and neighbouring trees within 4m of property lines or any excavation work
- Critical Root Zone of each tree
- Tree protection fencing dimensions and outline
- Readable font size
- North arrow
- Existing and proposed buildings
- Hardscaping such as driveways, sidewalks and pathways, retaining walls, fences
- Property lines
- Watercourses
- Patios
- Overhead or underground utilities (storm, sanitary, water, sewer, gas, telecommunications, electrical, fibre)
- Excavation lines for main house and any detached accessory buildings (shed, garage, laneway house)
- Easements
- Restrictive covenant trees
- Significant grade changes
- Identify proposed extents of excavation for structures

Tree Protection Plan and Replacement Plan

Protection Plan:

- TPB dimensions and geometry
- Site access
- Mitigation options to lessen construction impact. This should be in the body of report as well as identified as a trigger point on tree protection plan

Replacement Plan:

- Hazard tree 1:1
- General removal 2:1
- Overhead location of replacement trees in relation to property lines, structures, hardscaping, existing trees and utilities
- Placement of the replacement tree must be:
    - At least 1m away from all property lines
    - At least 3m away from another tree
    - At least 3m away from BC Hydro lines
    - At least 3m away from the house, garage, pool, deck, or other permitted outbuildings
    - At least 1m away from underground utilities
    - At least 1m away from hardscaping such as driveway, patio, walkways, and retaining walls
- Deciduous replacement trees must be a minimum 3 cm caliper
- Coniferous replacement trees must be a minimum 1.75 m tall

Mitigation Options

- Pruning
- Cable and bracing
- Watering
- Organic mulch
- Aeration techniques
- Fertilization
- Suspended slabs
- L shaped footings
- Geocells, permeable pavers, etc.
- Air spading, hydrovac, root radar, etc.
- Drainage
- Cantilever construction
- Helical piles
- Raised driveways or slab on granular materials
- Root mapping
- Other

Photographs

- Labelled with Tree ID and Species
- Colour
- Entire tree
- Close up of problem areas
- Entire site showing trees in reference to property

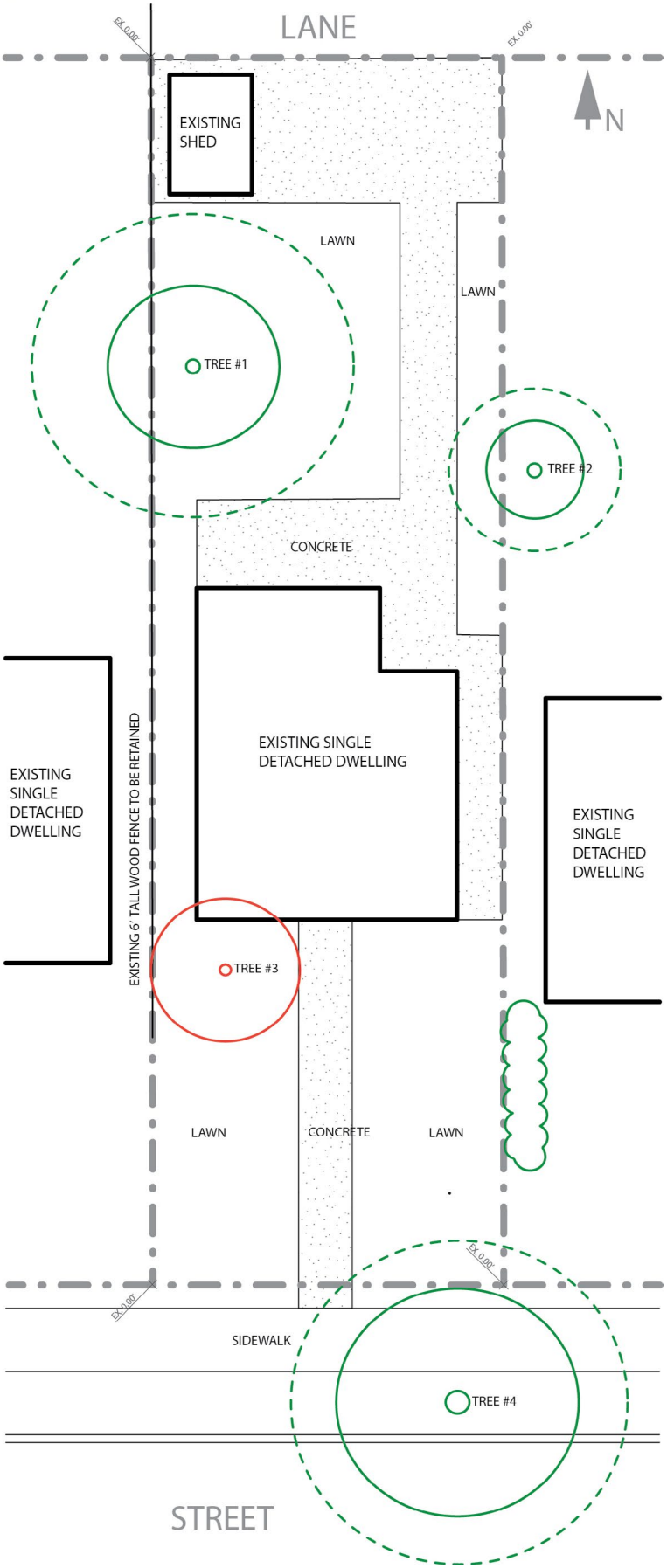
Appendix 1: Example Tree Inventory in Table Format

Tree Inventory					
Tree #	**Species**	**DBH[1] (cm)**	**Condition Rating**	**Observation and Recommendations**	**Barrier Dimensions (m)**
101	Cypress	25+16= 41	Fair	Retain • 75% live crown ratio (LCR); • Co-dominates attach at base • Location near new driveway requires crown-raising by arborist post construction; suppress prune smaller trunk	2.3
102	Cypress	40	Dead	Remove	N/A
103	Western Red Cedar	71	Good	Retain • Codominant at 2m, full, healthy crown • Located almost on frost P/L • Utility installation/connections, building excavations must be outside of tree protection barrier (TPB); any incursions into TPB requires arborist to be on-site	4.3
104	Douglas-fir	48	Good	Retain • Open grown, raised crown with 50% • LCR; Located to east side of three (3) DF on adjacent property • Building plans show slab excavation • Inside TPB, adapt construction method	2.9

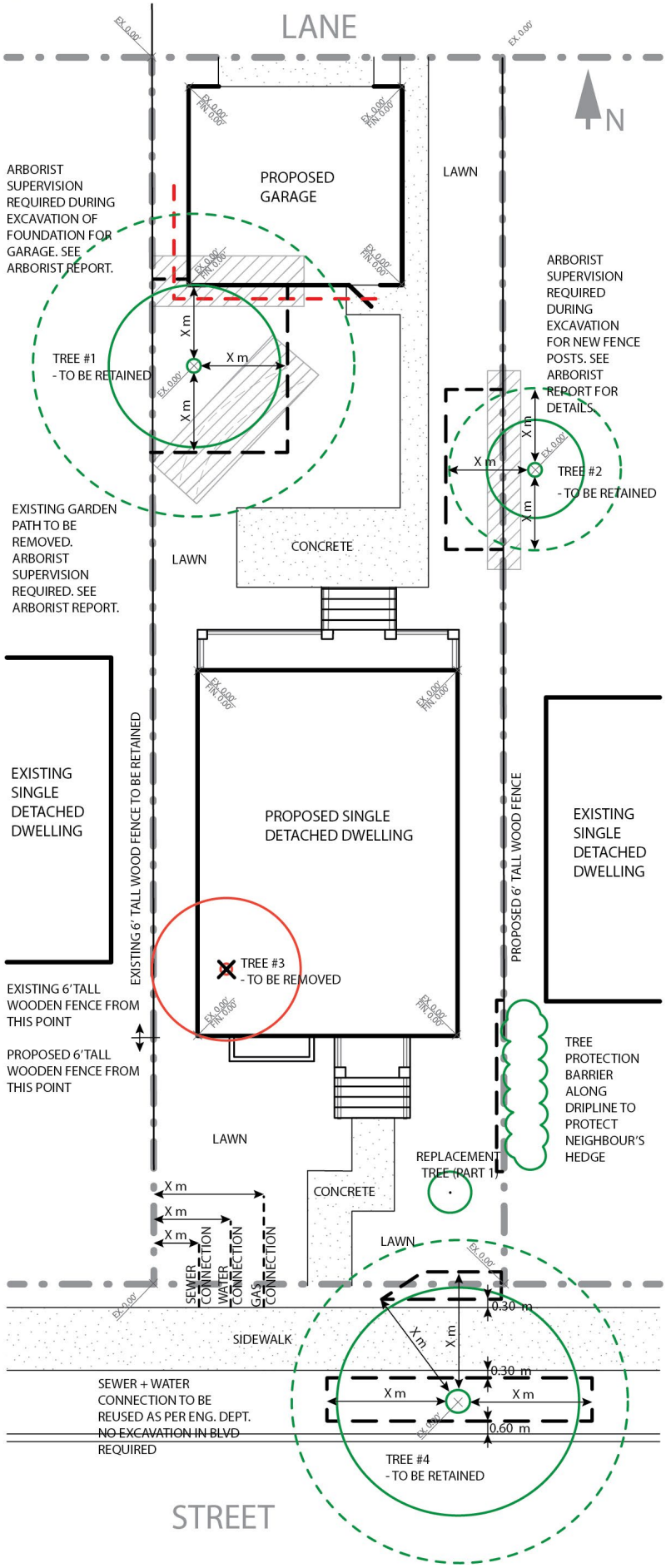
[1] DBH = "DBH" means the diameter of the trunk of a tree at 1.3 metres above the base of a tree. For **multi-stemmed trees**, each trunk shall be measured 1.3 metres above the highest point of the natural grade of the ground measured from grade and the DBH of the tree shall be calculated as the square root of the sum of all squared stem DBHs rounded to the nearest centimetre (e.g. $\sqrt{[(12cm)^2 + (14\ cm)^2 + (17\ cm)^2]} = \sqrt{629} = 25\ cm$)

Appendix 2: Sample Site Plans

SAMPLE SITE PLAN
EXISTING



SAMPLE SITE PLAN
PROPOSED



Excavation

Illustrate anticipated limits of excavation.

Tree Information

Trees to be identified for retention or removal.

Tree trunks to be drafted to scale.

Indicate grade for all trees.

Drawing Standards

Indicate existing landscape elements in proximity to trees.

Softscape and hardscape surface treatments to be indicated.

Show proposed and existing fences, confirming heights within allowable limits.

Proposed location of replacement trees to be indicated. See back for siting instructions.

Utility Information

Indicate location of connection points to services (as directed by Engineering Department). Dimensions from property line. If connection is to be reused, indicate this on site plan. Ensure proposed sumps are located outside of tree protection areas.

Arborist Information

Indicate Tree Protection Barriers as per Arborist Report.

Arborist specifications to be noted on site plan.

Areas of Arborist supervision to be highlighted.

Tree Protection Barriers to be dimensioned from edge of trunk.

Trees to be keyed as per Arborist Report.

Neighbouring Trees

Neighbouring trees with a dripline up to 4m from property line to be indified.

Ensure protection of bylaw sized hedges.

Tree barriers in boulevard to extend up to property line. No barriers on neighbouring property.

Tree barriers in boulevard to be set back 0.30 m from sidewalk and 06.0 m from edge of curb. Tree barriers to extend to opposite side of sidewalk of necessary.