



Tree Protection Bylaw, 2026, No. 3531

The descriptions in this fact sheet are a summary of the key points in the Tree Bylaw and the requirements for obtaining a tree 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. For further information, visit portmoody.ca/tree-permits.

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Situations that Require the Submission of an Arborist Report

The following is a summary of Arborist Report requirements for obtaining a tree permit. An Arborist Report is required with tree permit applications unless specified in the tree protection bylaw. Development applications (i.e., zoning amendments, subdivisions, development permits, development variance permits, and temporary use permits, demolition permits, building 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 of Community Development (Tree Protection Bylaw No. 3531).

What to Include in an Arborist Report

Note: where the original arborist report submitted to the City is incomplete or inaccurate, the City may retain the services of an independent arborist or other professional to review the report. The cost of the independent arborist report must be paid by the owner prior to issuance of the tree permit.

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 Assessment Qualification (TRAQ)

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 work and, when applicable, proposed development on the lot including all hardscape, landscape, hydrology and grade changes, all proposed frontage work, and all underground and overhead utility services
- A list of other consulting agency documents that inform the tree assessment, including the version and date of such documents (e.g. lot layout plans, servicing plans, biologist reports)

Tree Description/Inventory

- An example tree inventory in table format is provided in Appendix 1.
- All trees onsite and within 4m of property lines or excavation work must be inventoried with unique, sequential reference ID numbers. Offsite and municipal (City-owned) trees must have their own unique reference numbers and should be identified using the following naming system:
 - Offsite trees: OS-##
 - Municipal (City-owned) trees: M-##

Tree Description/Inventory (Continued)

The following information must be provided for all trees inventoried for the site:

- Species (scientific and common names)
- Diameter at DBH to the nearest 1 cm to be verified by Arborist
- Location – either by survey plan or, for small projects, overhead maps
- Photos
- Photos of any features of significance to the health and/or structure of the tree (if applicable)
- TRAQ form (if applicable)
- History
- Evidence of nesting birds
- Removal justification (if applicable)
- Any other pertinent information

Additionally, the following information must be included if it is applicable to the site:

- Protected trees on adjacent properties with protected root zones or canopies extending into the subject lot, or that would otherwise require tree protection
- Protected trees as part of a stand – how stand would be impacted if one or more trees was removed

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

Replacement Plan

- Hazard tree 1:1
 - For any other tree removals, please see Bylaw No. 3531 for replacement ratios
- 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 5 cm caliper
- Coniferous replacement trees must be a minimum 1.75 m tall
- Native Species replacement trees must be a minimum 2 cm caliper

Photographs

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

Tree Impact Summary Table

This table should include the following:

- Total number of trees (divided into three categories: onsite, offsite, municipal)
- Number of trees to be removed
- Number of trees being planted or replaced

This information should be provided in a table as shown below:

	A	B	C	
Tree Status	Total # of Protected Trees	# of Trees to be Removed	# of REPLACEMENT Trees to be Planted	NET CHANGE (A-B+C)
Onsite Trees				
Offsite Trees				
Municipal Trees			N/A	
TOTAL				

Summary Table

In accordance with Bylaw No. 3057, the species size and number of replacement trees required is as follows:

Trees removed on a property that is NOT subject to a Development Approval			
Size/Type of Protected Tree Removed	Number of Trees Removed	Number of Medium or Large species replacement trees required	Number of Small species replacement trees required
DBH equal to or greater than 50 cm	1	2	4
DBH less than 50 cm	1	1	2
Hazard tree of any size	1	1	2

Trees removed on a property that IS subject to a Development Approval			
Size/Type of Protected Tree Removed	Number of Trees Removed	Number of Medium or Large species replacement trees required	Number of Small species replacement trees required
Protected tree of any size	1	2	4

The arborist report must include a summary table that calculates the number of replacement trees required for the site and, if the number of required replacement trees cannot be met, calculating cash-in-lieu amounts, as shown in Appendix 3.

Document information

An arborist report must include the signature of the arborist and be dated within one year of the tree permit application date. If the date of the arborist report is not within 1 year of the tree permit application date, the report submission must include a cover letter from the original author stating that they have visited the site and that the conditions and recommendations contained in the original report remain valid.

Any revisions made to an existing arborist report must be made to the original report and all changes must be identified.

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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 1.4 metres above the base of a tree. For **multi-stemmed trees**, each trunk shall be measured 1.4 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. $\sqrt{[(12\text{cm})^2 + (14\text{ cm})^2 + (17\text{ cm})^2]} = \sqrt{629} = 25\text{ cm}$)

Appendix 2: Summary Table Examples

Example 1: Site NOT subject to a development approval

Complete either Table 1 OR Table 2

Table 1: Calculation for Large or Medium Replacement Tree Species			
Size/Type of Protected Tree Removed	Number of trees removed	Multiplier	Minimum number of replacement trees required
DBH equal to or greater than 50 cm		x2	A:
DBH less than 50 cm		x1	B:
Hazard tree of any size		x1	C:
Total Number of Medium or Large Species Replacement Trees Required:			$D = A+B+C$
Total Number of Trees planned for planting on site:			E:
Number of Cash-in-Lieu Payments required (only applicable if the number of trees planned for planting is less than Value D)			$F=D-E$

Table 2: Calculation for Small Replacement Tree Species			
Size/Type of Protected Tree Removed	Number of trees removed	Multiplier	Minimum number of replacement trees required
DBH equal to or greater than 50 cm		x4	A:
DBH less than 50 cm		x2	B:
Hazard tree of any size		x2	C:
Total Number of Small Species Replacement Trees Required			$D=A+B+C$
Total Number of Trees planned for planting on site:			E:
**cash-in-lieu amounts will be based off large/medium replacement ratios if the number of trees planned for planting is less than Value D			

Example 2: Site that IS subject to a development approval

Complete either Table 1 OR Table 2

Table 1: Calculation for Large or Medium Replacement Tree Species			
Size/Type of Protected Tree Removed	Number of trees removed	Multiplier	Minimum number of replacement trees required
Any Size Tree		x2	A:
Total Number of Trees planned for planting on site:			B:
Number of Cash-in-Lieu Payments required (only applicable if the number of trees planned for planting is less than Value A)			C=A-B

Table 2: Calculation for Small Replacement Tree Species			
Size/Type of Protected Tree Removed	Number of trees removed	Multiplier	Minimum number of replacement trees required
Any Size Tree		x4	A:
Total Number of Trees planned for planting on site:			B:
**cash-in-lieu amounts will be based off large/medium replacement ratios if the number of trees planned for planting is less than Value A			C=A-B