

City of Port Moody

Letter of Assurance Requirements



Tree Protection Bylaw, 2026, No. 3531

The descriptions in this fact sheet are a summary of the key points in the Tree Protection Bylaw and the requirements for a letter of assurance. It is the responsibility of the arborists and tree care companies to carefully read and familiarize themselves with the Bylaw.

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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The purpose of the letter of assurance is to confirm that the arborist and owner agree that the arborist will be onsite to perform or supervise work related to any specific activities or areas requiring arborist supervision, as outlined below. The letter must be from the arborist and the owner and be addressed to the City of Port Moody.

Arborist supervision is required for activities, or work in specific areas, as prescribed in the arborist report and tree management plan and may include, but is not limited to:

- Pre-construction treatment of trees, such as:
 - Root pruning
- Regular on-site inspections during construction
 - If any violations of Bylaw No. 3531 are observed during the regular site inspections, the arborist must report these violations to the City
- In-construction tree protection measures, such as:
 - Mulching
 - Ground protection
 - Irrigation
 - Decompaction treatments
- Restorative landscape treatment, such as:
 - Soil renovation
- Selection and planting of replacement trees as required by Bylaw No. 3531
- A post-construction inspection of the site

Arborist supervision is also required for the following activities:

- Work within one (1) metre, or alternative distance as required by the General Manager of Community Development, of the protected root zone of a protected tree
- The removal of a tree protection barrier

The letter of assurance must include statements confirming that the arborist will prepare:

- Site supervision memos that document each arborist supervision visit, including the following information:
 - What was supervised
 - Any damage observed (if applicable)
 - For each area or activity requiring arborist supervision noted in the arborist report, photos of the following:
 - The site before work began
 - The site during work
 - The site after work is completed

- Impact assessments detailing:
 - Observed or suspected damage and, if required by the City, mitigation options
- A post-construction report upon completion of all construction on the site which must:
 - Confirm that all supervision visits, impact assessments, and mitigation works were completed in accordance with the approved arborist report
 - Be certified as correct by the arborist and supported by site supervision memos
 - Be submitted to the City in a timely manner

The letter of assurance must include a statement acknowledging that it is the owner's responsibility to ensure the arborist is on-site per the letter of assurance requirements and that failure to follow any requirements in the letter of assurance is considered a violation of the tree permit for the site.

The letter of assurance must be signed by the arborist and owner.