

City of Port Moody **Tree Management Plan Terms of Reference**



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 Management Permit. 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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604.469.4540



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portmoody.ca/tree-permits

Tree Management Plan

A Tree Management Plan is required to show where existing trees are located, including their canopy and root protection zones, in relation to proposed site changes. It helps identify which trees are to be kept or proposed for removal, and outlines the required protection measures - such as fencing, ground protection, or arborist supervision - during both demolition and construction phases. This plan also provides a clear visual guide to help inform the location of proposed new buildings or infrastructure in ways that reduce impacts on trees suitable for retention.

The Tree Management Plan must be based on a legal survey of the lot, completed by a registered BCLS surveyor; the Tree Management Plan must include the surveyor's seal and company name.

An example Tree Management Plan is shown in Appendix 1, and should include the following items:

Site Details

The following details must be included in the Tree Management Plan if they exist or are proposed on the site:

- Property lines
 - Grades at property lines
- Easements and rights-of-way
- The location and type of all existing utilities above and below grade entering or immediately adjacent to the subject site (including but not limited to water, storm and sanitary sewer lines, hydro, telephone, cable, internet and gas lines, and any existing service kiosks and boxes)
- Principal and accessory building footprints
- Hardscaping such as driveways, sidewalks, curbs, pathways, walkways, fences, and retaining walls
 - Grade at top and toe of retaining wall (if applicable)
- Patios
- Natural features, such as rock outcrops
- Watercourses
- All proposed changes including buildings, landscaping, hardscaping, and frontage works
- Any works requiring arborist supervision or tree protection recommendations and indicate the location where they apply
- Significant grade changes
- The proposed extents of excavation for structures
- A sufficient number of elevation points so that areas where cuts or fills are required can be identified on future grading plans.
- Excavation lines for main house and any detached accessory buildings (shed, garage, laneway house)

Tree Details

The following details must be included if they exist on the site:

- Location of all trees
 - This includes privately and municipally owned trees on the site, and all trees within 4m of property lines or any excavation work
 - Trees must be identified using the unique reference ID number assigned in the Tree Description/Inventory
- Grade at base of tree(s)
- Identification of restrictive covenant trees
- Minimum Protection Zone of each tree
- Tree protection fencing dimensions and outline
- Any trees proposed to be removed must be shown in red on the Tree Management Plan, indicated using the following method:
 - A bold X through the survey point
 - The canopy indicated by a dashed-line circle
 - The protected root zone indicated by a solid line circle

Map Details

The following information must be included on the Tree Management Plan:

- Readable font size
- Title Block
- North arrow
- Legend to identify symbols
- All dimensions in metric
- Date for all plans
- Date for any revisions (if applicable)
- Adjacent street name and property address

Report must be provided in hard copy or PDF format and be of a scale to permit detailed information to be legible when printed in 11 x 17 format, including labels.

Tree Protection Plan

The arborist report must include recommendations for tree protection and mitigation measures for all project phases, including demolition, site excavation, site pre-load, constructions, project and material staging, servicing, landscaping, grading, or any site disturbance. Recommendations must treat all trees as being retained for all phases prior to the issuance of the building permit for construction and tree removal permit, regardless of whether they are planned to be removed.

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

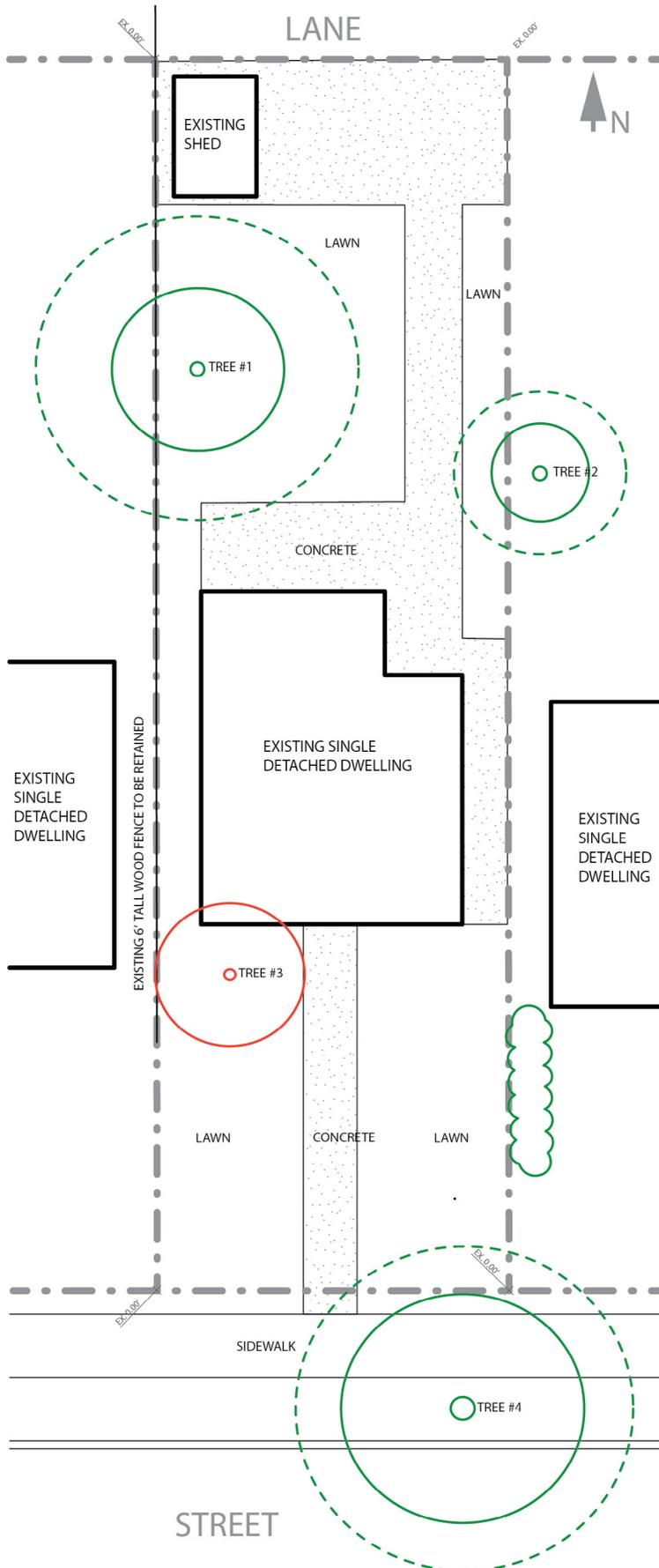
Mitigation Options

Tree retention is a priority in Port Moody. Applicants and property owners are encouraged to consider a wide range of mitigation options to facilitate the retention of healthy trees. This may include:

- 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

Appendix 1: Sample Tree Management Plan

SAMPLE TREE MANAGEMENT PLAN EXISTING



SAMPLE TREE MANAGEMENT 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.

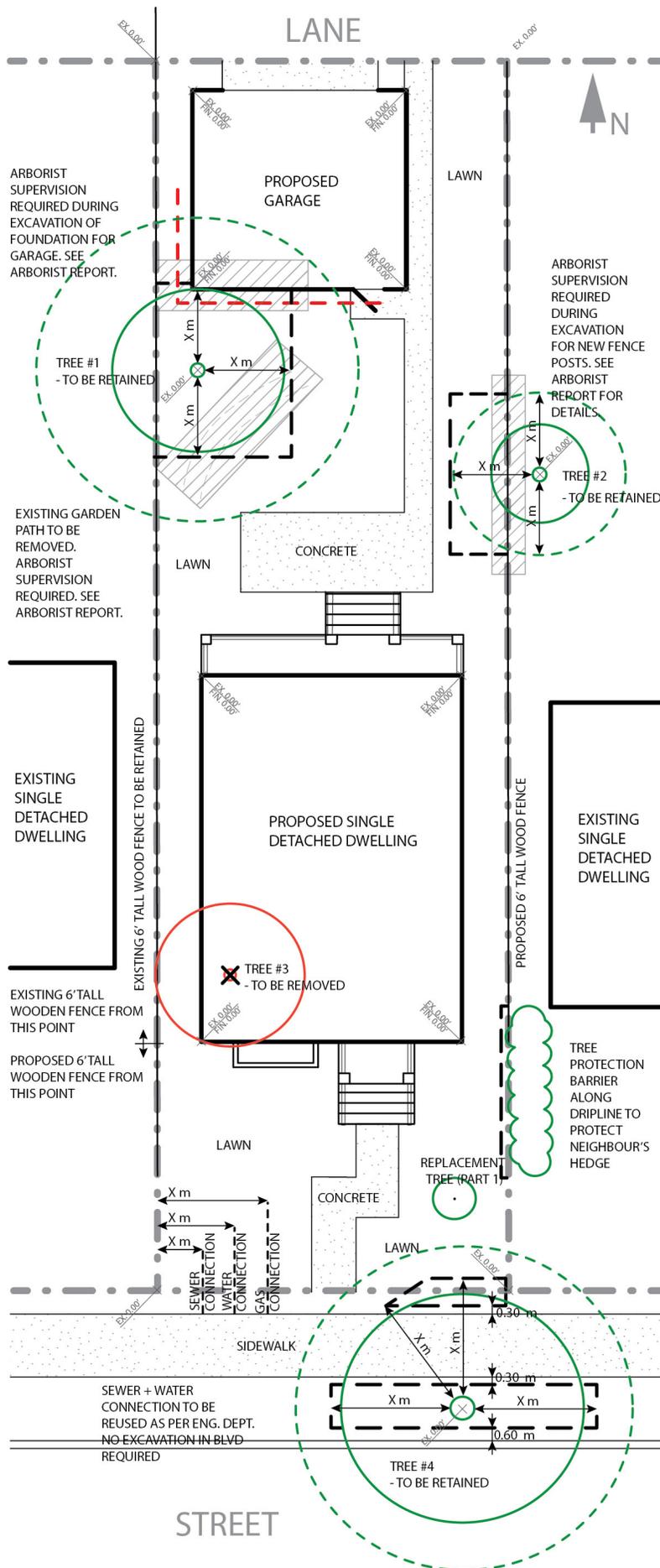
Softscape and hardscape surface treatments to be indicated.

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 infilled.

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.