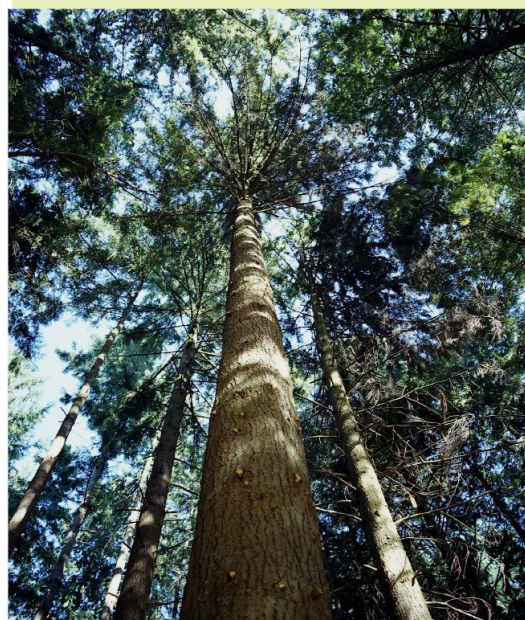




City of North Vancouver

Tree Policy

FOR THE MANAGEMENT OF TREES
ON CITY PROPERTY



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Glossary of terms and definitions

Arborist:	Means a person certified by the International Society of Arboriculture (ISA) and designated by the Manager, Parks and Environment to undertake all aspects of amenity tree care.
Boulevard:	Means that portion of the street lying between the curb and the adjacent street line; and for a street having two or more roadways, that portion of the street lying between the highways and which may be in solid construction or grassed.
Certified Tree Risk Assessor:	A Certified Arborist with additional current training and certification in tree risk assessment determined by Worksafe BC.
Diameter (DBH)	Means the diameter of the trunk of a tree, measured at 1.3 meters above the ground that surrounds the base of the tree.
Drip Line	The area defined by the outermost circumference of a tree canopy where water drips from and onto the ground
Hazard Tree:	Means a “Tree” identified in writing by a “Certified Tree Risk Assessor” as having defects sufficient to significantly increase the likelihood that all or part of the “Tree” will fail, resulting in a risk of personal injury, death or property damage.
Highway:	Defined by the Local Government Act of the Province of British Columbia as including a street, road, lane, and any other public way.
Integrated Pest Management (IPM):	IPM is the term used to describe the best combination of cultural, biological, mechanical and / or chemical m that are used in an environmentally sensitive manner to maintain and control pest populations below damaging levels.
Park:	Means areas designated or dedicated by plan or bylaw as parkland or natural open space, or included within the Parks Bylaw, No. 6611.
Manager, Parks and Environment:	Means the person designated by Council to manage the City Parks.
Natural areas:	Means areas that are typically made up of continuous tree cover in remnants of second growth forest or edgelands; continuous herbaceous cover with discontinuous tree cover, found along road, rail, waterfront and waterways.
Residents:	Means the person or persons ordinarily residing within the municipal boundaries, or persons who own property used for business purposes in the City.
Stream:	Means any natural depression with visible banks, or “wetland” with or without visible banks, which contains water at some time; and includes any lake, river, stream, creek, spring, swamp, gulch or surface source of water, whether containing fish or not; and includes intermittent streams; and includes surface drainage works which are inhabited by or provide habitat for fish.
Street tree:	Means trees growing on City land adjacent to highways.

Topping:	Means a term to describe the drastic reduction of a trees apical growth by cutting major portions of a tree crown to stubs or to the trunk, and includes re-topping or previously topped trees.
Tree(s):	Means long lived perennial plant(s) that are woody and have a self supporting trunk with root system. May be deciduous or evergreen and includes all living parts.
Utility lines:	Means all transmission lines for power, telephone and cable.

1.0 Protection of City Trees

- It is the objective of the City to ensure the long-term sustainability of its urban forest assets. Preservation of existing trees is therefore a priority and is required wherever conditions permit.
- The management of trees on City property is the responsibility of the City of North Vancouver Engineering, Parks and Environment Department.
- Only the City's staff or contractors approved by the Manager, Parks and Environment are authorized to carry out work on City trees.
- No other person may plant, remove, prune or otherwise undertake any activity that may affect the health and welfare of a tree on City property without first obtaining written permission from the Manager, Parks and Environment.
- Trees are considered to be joint property when any part of the tree trunk crosses a property line.
- Penalties for the unauthorized removal, pruning or damage of trees in City Parks are included in the *Parks Regulation Bylaw, 1996, No.6611*.
- Penalties for the unauthorized removal, pruning or damage of trees on City streets and boulevards are included in the *Street and Traffic Bylaw, 1991, No. 6234*.

2.0 Refusal to Remove Trees

- Trees will not be removed from City property for the purpose of maintaining or enhancing view corridors. Pruning work where required for the health or maintenance of trees will be carried out at the discretion of the Manager, Parks and Environment or designate.
- Trees will not be removed from City property where shade becomes an issue with properties close to parks or natural areas. In a street tree situation, pruning work where required for the health or maintenance of trees will be carried out at the discretion of the Manager, Parks and Environment or designate.
- Trees will not be removed from City Property due to issues of leaf, flower or seed litter. This is usually a naturally occurring, seasonal situation and does not justify tree removal.
- Trees adjacent to streams will not be removed from City property in contradiction to the federal *Fisheries Act*.
- Trees will not be removed from City property in contradiction to the *British Columbia Wildlife Act*.

3.0 Tree Removal Criteria

- Trees will be considered for removal from City property only when one or more of the following criteria have been met:
 1. The tree has been determined to be a "High Risk Tree" by a Certified Tree Risk Assessor, and the risk of failure cannot be mitigated by pruning or other practical means.
 2. The tree is endangering the health or stability of other more desirable trees.
 3. The tree is interfering with or inhibiting the normal development of a more desirable tree.

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4. The tree poses an extreme public nuisance due its species, size, location or condition.
 5. The tree is encroaching into a “highway” in such a way that visibility and pedestrian or vehicle clearance is reduced thereby causing a traffic safety problem.
 6. The aesthetic value of the tree is considered to be so low that the site will be enhanced by its removal.
 7. The tree’s removal has been approved as part of a park plan.
 8. The tree is impeding the development of highways, utilities, public works and facilities.
 9. The tree is affecting overhead utility lines where pruning operations are not considered practical.
- Wherever possible, residents within a 60-meter radius of a tree proposed for removal by City staff will be notified, either by a sign being posted on the tree for a period of seven days, verbally or in writing, prior to the work being commenced. Tree removals for emergency purposes may be taken without notification.

4.0 Hazard Trees

- Trees on City property that have been assessed by a Certified Tree Risk Assessor to be “Hazard Trees” will be removed at the City’s expense.
- The cost of removal of a joint ownership “Hazard Trees” will be shared in proportion to the amount of the tree trunk situated on each property.

5.0 Tree Cutting Permit Application Process

- City trees that meet one or more of the Tree Removal Criteria are eligible for the “Tree Cutting Permit Application Process”, subject to the approval of the Manager, Parks and Environment.
- Residents can submit a “Tree Cutting Permit Application” (Attachment 1), along with the permit application fee, to the Manager, Parks and Environment, requesting the pruning or removal of a City tree.
- Prior to the City approving a Tree Cutting Permit Application, the applicant must obtain the written consent of the surrounding property owners, according to the following impact specifications:
 - **Low Impact:** Tree work that is deemed by the City as having a low environmental or aesthetic impact to the neighbourhood. Consent is required by 100% of the immediately adjacent property owners.

Examples of low impact tree work includes:

1. Pruning of branches from a tree(s), that does not significantly alter the natural appearance of the tree; or
2. Removal of single trees that are not greater than 20 cm in diameter.

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- **Moderate Impact:** Tree work that is deemed by the City as having a moderate environmental or aesthetic impact to the neighbourhood. Consent is required by 100% of the property owners within a 30-metre radius of the affected tree.

Examples of moderate impact tree work includes:

1. Pruning of branches from a tree(s), that will result in significant impact to the natural appearance of the tree and the neighbourhood; or,
2. Removal of single trees that are not greater than 60 cm in diameter.

- **High Impact:** Tree work that is deemed by the City as having a high environmental or aesthetic impact to the neighbourhood. Consent is required by 100% of the property owners within a 60-metre radius of the affected tree.

Examples of high impact tree work includes:

1. Re-topping of trees or a significant quantity of trees where the resultant aesthetic impact will be high; or,
2. Removal of multiple trees or a single tree greater than 60 cm in diameter.

- As a condition of approval, the applicant must bear the cost of the tree removal (including the stump) by a “Certified Arborist” who has insurance indemnifying the City from all costs arising from the work, and who has a current business license in the City of North Vancouver.
- The applicant is also responsible for the cost of supplying and installing replacement trees, as per the City’s “Tree Replacement Criteria” (Attachment 2), of species deemed appropriate by the Manager, Parks and Environments.
- In all cases the City retains absolute discretion to refuse removal of any tree from City Property.

6.0 Maintenance

- City trees shall be maintained in such a manner as to promote general good health, and to not endanger, interfere, or otherwise conflict with requirements of safe public use of an area.
- Any City tree that becomes a hazard to public safety due to its habit, growth, age, condition or disease shall be maintained to correct the problem. Trees that obstruct clear views of street intersections, signs, signals, or other street views that may affect safety shall be maintained to correct the problem.
- All pruning on City owned trees shall be completed by City staff or by contractors approved by the Manager, Parks and Environment. All tree pruning shall be completed to acceptable arboricultural practices and standards (ANSI – A300 Pruning Standards).
- “Topping” of City trees is not considered to be an acceptable pruning practice. Trees will only be considered for topping in the following circumstances:
 1. Where statutory clearance from overhead services is required and no other options are available.
 2. Where the decision has been made to remove a tree from a natural area, then a tree may be topped to provide habitat as a “wildlife tree”.

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3. Where a tree has been previously topped and requires re-topping to mitigate safety concerns.
- Upon request, the City shall complete pruning work on City trees to ensure appropriate clearances from structures on private property.
 - Control of insects and pests on City trees will be conducted through an Integrated Pest Management (IPM) approach, in compliance with the City's Cosmetic Pesticide Control Bylaw, 2009, No. 8041.
 - Trees in "natural areas" will be maintained in as natural state as possible. Tree management work will be undertaken to address the following issues:
 1. Safety: May involve falling or pruning. Where feasible, all resulting vegetation debris will be left on-site as habitat.
 2. Tree health: Trees may be pruned or removed where they are interfering with the health of other trees growing in the immediate area.
 3. Management Plans: Undertaken to achieve specific objectives as part of a park plan and may involve removals, pruning, or planting.

7.0 Damage to Property or Services

- Where it is deemed City trees may be responsible for damage to private property or services residents will be requested to outline their claims in writing to the City.
- Damage from tree roots is considered a "nuisance" and there is no liability upon Municipalities in B.C. on actions based on nuisance. Therefore, by virtue of the current Provincial Statute Law governing Municipalities, the City of North Vancouver is not responsible for such damage resulting from City trees.

8.0 Tree Planting

- Where trees are removed from City property, suitable replacement tree will be planted during the planting season where budget constraints allow. In a street tree situation the resident will be given a choice of appropriate species categorized by constraint class in the Street Tree Master Plan, depending on the location, availability and landscape planning objectives. The final choice of species remains at the entire discretion of the City.
- All trees planted on City property must meet the standards outlined in City's *Tree Planting Specifications* (attachment 3).
- Members of the public may apply to plant a tree on City boulevards. The application process is outlined in the *Street & Traffic Bylaw, 1991, No. 6234*.
- Members of the public may apply to have a commemorative tree donated within a City park. The application process is outlined in the *Parks Regulation Bylaw, 1996, No. 6611*.
- Prior to the undertaking of either programmed or requested tree plantings on City property, the planting sites will be evaluated to assess restrictions imposed by services (overhead and underground) and sight lines for both traffic and pedestrian visibility.

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- a) No trees will be planted on City property where it is deemed a safety issue may result.
 - b) Trees that have growth characteristics likely to cause a hazard, will not be planted under Hydro lines.

9.0 Trees on Private Property

- The Tree Policy for the Management of Trees on City Property does not pertain to private properties not owned by the City of North Vancouver.
- Private property trees that are situated within the City's *Development Permit Areas for Streamside Protection and Enhancement* are protected under the *Fisheries Act*, and can only be removed by permit.
- Where residents consider themselves impacted by a tree(s) located on private property, or where they consider such tree(s) to be dangerous or block views, they are to resolve their concerns with the property owner on whose property the tree(s) are located.

10.0 Trees Impacted by Development

- The City of North Vancouver encourages the development community to retain significant, privately owned on-site trees wherever possible, and to augment existing trees with additional trees where appropriate.
- Development applications requiring Council approval (Rezoning, Development Variance Permit, etc) must give consideration to the retention of significant trees. Existing trees should be noted on submissions for consideration of retention and protection.



Attachment 1

The Corporation of **THE CITY OF NORTH VANCOUVER**

Tree Cutting Permit Application

This application must be completed in full before it will be reviewed and/or accepted.

Engineering Parks & Environment
2nd floor, 141 West 14th Street
North Vancouver, BC V7M 1H9
Telephone: 604-983-7333
Fax: 604-985-8439

Non-refundable Permit Fee: _____

Amount paid: _____

I. APPLICANT

Applicant Name _____

Company Name _____

Mailing Address _____

Postal Code _____ **Email** _____

Bus. Phone _____ **Res. Phone** _____ **Fax** _____

I, _____ am the registered owner of the property at

Signature

Date

II. Tree Service

Company _____

Contact _____ **Bus. Phone** _____

Mailing Address _____ **Postal Code** _____

Email _____ **Fax** _____

Tree Contractor: _____

Agrees to follow policies and procedures regulating tree work in The City of North Vancouver

III. DESCRIPTION of Proposed Tree Work

Reason for Work: _____

Location: _____

Type of Tree(s)	Number of Tree(s)
_____	_____
_____	_____
_____	_____
_____	_____

Description of Work: (e.g., removal, thinning, re-topping)

Debris: Remove **Chip on site**

Number of Photographs Attached: _____

Sketch of Proposed Work Attached: Yes _____ **No** _____

Additional Comments:

Terms and Conditions

- 1) The applicant must provide a non-refundable permit fee. A security deposit will be used to ensure satisfactory clean up of the debris, resulting from the approved tree work, and to ensure payment of any other amounts owing to the City, under this permit, before any monies are to be refunded.
- 2) **If** the application is approved, then the City may draw upon the security *at its absolute discretion* to pay any amounts or liabilities provided for in this agreement.
- 3) Any damage to municipal, hydro or telephone infrastructure is to be paid for by the applicant.
- 4) **It is the responsibility of the applicant to ensure the location of the trees is accurately described in relation to relevant property lines.**
- 5) The applicant is fully responsible for any damage done to municipal or private property.
- 6) Any disputes between individuals over liabilities arising from tree problems or the work authorized by this permit, shall be settled by the individuals involved, and at their expense.
- 7) The applicant agrees to indemnify and save the City harmless from all cost, claims, damages or expenses arising from the work authorized by the permit or by actions of the applicant.
- 8) **The applicant understands that:**
 - the contractor / tree cutting firm must be approved by the City for work on Municipal property.
 - trees must be conspicuously **tagged** by the applicant for consideration by the City and no untagged trees will be considered.
 - affected neighbours must be notified of proposed work and must sign the attached consent form prior to submission of application.
 - no work may proceed until this application has been approved and a tree permit issued.
 - all costs associated with this application are to be borne by the applicant.
- 9) After receipt of application, a site visit may be necessary and will be scheduled with the appropriate tree contractor.
- 10) After approval of the proposed tree work, the applicant is required to **notify the Municipal Arborist** at least 48 hours **prior to commencing work**.
- 11) This Permit can be revoked at any time by the Manager of Parks and Environment/Municipal Arborist.
- 12) The Tree Permit must be onsite at all times during work.
- 13) No debris is to be left on City property.
- 14) Any work inside the limits of approach to hydro lines will be undertaken by a Utility Certified tree company.
- 15) All approved pruning work will be completed according to I.S.A. standards.
- 16) To request a final inspection call 604-998-3291.

I acknowledge that I have read and agree with the preceding terms and conditions.

_____ signature of
Applicant Date



Attachment 2

The Corporation of **THE CITY OF NORTH VANCOUVER**

TREE REPLACEMENT CRITERIA

All trees removed from City property must be replaced based on the criteria described in this document, unless otherwise directed by the Manager, Environment and Parks. Replacement trees must meet the City standards detailed in the *Tree Planting Specifications* provided in Attachment 3.

placement:

Diameter* of trees cut or removed

Less than 300 mm
301 mm to 600 mm
601 mm or greater

Replacement Criteria

1 replacement street tree
2 replacement street trees
3 replacement street trees.

Natural Area Tree Replacement:

Diameter* of trees cut or removed

100 mm to 151 mm.

152 mm to 304 mm

305 mm to 456 mm.

457 mm to 609 mm

610 mm or greater

Replacement Criteria

2 replacement trees (min. of 1.5 m), or, 4 native shrubs (for up to 50% of trees being replaced in this range)

3 replacement trees (min. height of 1.5 m.)

4 replacement trees (min. height of 1.5 m.)

6 replacement trees (min. height > 2.0 m.)

8 replacement trees (min. height > 2.0 m.)

*diameter measured from a height of 150 centimetres above the natural grade



TREE PLANTING SPECIFICATIONS

- All tree installations shall adhere to these standards whenever public or private projects are required to supply and install trees on City property.
- Species selection will be taken from the City's recommended species list. The Manager, Environment and Parks shall approve all tree species selection and planting on City property.
- All plants, planting, and workmanship and materials shall meet or exceed the guidelines set forth in the BC Landscape Standard (latest edition) unless otherwise directed by the Manager, Environment and Parks.
- Trees should be provided by ball and burlap, tree spade or container grown methods. Bare root specimens are not allowed without permission from the City. All trees shall meet or exceed the requirements of the Canadian Standards for Nursery Stock (latest edition). Trees shall be of standard and quality, true to name and type, and representative of their species variety.
- All street trees shall be provided at the following minimum size:
 - Shade trees: 4 – 5 cm caliper
 - Ornamental trees: 4 – 5 cm caliper
 - Coniferous trees: 3.0 m height
- All street trees must have a minimum 2.0 m standard height, as measured from the top of the root ball to the first branch.
- Tree shall have normal, well-developed branch structure and vigorous root systems. They shall be free of defects, decay, sunscald, abrasions of the bark, insects and all forms of infestations or objectionable disfigurements.
- All trees installed are subject to rejection if they fail to comply with the standards referenced in this document.
- Refer to CNV Standard Drawing PL-04, *Street Tree – Turf Boulevard Application*.