



TOWN OF GIBSONS
POLICY AND PROCEDURE MANUAL

SUBJECT: TREE REMOVAL ON PUBLIC LAND	SECTION: PARKS NUMBER: 6.1 PAGE 1 OF 3
ADOPTED: May 4, 2004 REVISED:	RESOLUTION NO.:

A. Purpose:

The purpose of this Council Policy is to provide direction to employees for the maintenance of trees on Town owned properties including, parks, rights-of-way, boulevards and other civic land, including those lands that are used by non-profit groups and organizations under tenure granted by Council. Maintenance of trees includes trimming, shaping and or removal of trees for any purpose authorized by this policy.

Council respects the interests of neighbours and adjacent property owners in preserving views and privacy and is prepared to consider proposals for the maintenance of trees on Town owned lands, other than in parks.

Through this policy Council also recognizes the value of dead trees that provide wildlife protection or are used by birds as perches; and, trees that have historic significance to the Town.

B. Policy:

1. For the purpose of this policy, '**a tree**' is defined as a perennial plant with a woody self-supporting trunk or stem, which has:
 - a. a diameter of the trunk or stem of 20 cm, measured at 1.5 meters above the existing grade of the ground adjoining its base, or a combined diameter of its three largest trunks or stems of 20 cm, measured at 1.5 meters above the existing grade of the ground adjoining its base; or,
 - b. a height of 5 meters (16 ft), measured from the base of the trunk to the top of the crown. (Bylaw No. 623)
2. This Policy applies to trees in parks and on other properties owned by the Town of Gibsons;
3. Trees in parks may only be removed following a resolution of Council unless the trees are deemed by the Director of Municipal Operations and the Director of Parks and Aquatics Facility to be an **immediate hazard** to workers or park users;
4. Trees may be removed, thinned or shaped in parks, on rights-of-ways and boulevards and on other properties owned by the Town of Gibsons by employees of the Town of Gibsons or by contractors working for the Town of Gibsons if the subject trees are:
 - Dead;
 - Diseased;
 - In danger of falling;
 - A hazard to traffic;
 - Interfering with utilities; or,



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- Where annual pruning is required to promote growth or maintain the of the tree shape; or,
 - Where a resolution of Council authorizes the removal of a tree.
5. Property owners may apply to Council to remove (not in Parks), thin or shape trees on Town owned property. Such applications may be subject to a consultation process with other affected property owners and will include a consideration of alternatives. Applications will be submitted on 'Form A', attached to this Policy.
 6. Developers of property may apply (Form A) to Council for permission to remove temporarily a tree that is on Town owned land for the purpose of enabling access to the property during construction. Trees that are removed under this circumstance shall be replaced upon completion of the project in the same location or at another location agreed to by Council.
 7. **'Tree replacement'** may be a requirement of any approval by Council to permit the removal of a tree from Town owned property. Council will approve the species of replacement trees. Where approved by Council, replacement trees may be located on Town owned lands other than the lands from which a tree (or trees) was removed on request of an applicant.
 8. Where applicable, applicants are responsible for all costs associated with the removal of a tree, including the clean-up and disposal of the tree and resulting debris, and, any damage resulting to adjacent trees or property. Applicants are also responsible for all costs associated with the replacement of a tree if so required.
 9. Any person who damages a tree on Town property shall be liable for all costs associated with the repair or replacement of the damaged tree. Council will proceed civilly to recover any such costs and will file a report with the RCMP if any tree is damaged intentionally.
 10. Council encourages property owners to protect significant stands of trees and historic trees and is prepared to consider any proposal that will ensure the preservation of such trees on private lands;
 11. Wildlife trees and snags should be protected and maintained for the benefit of birds and other wildlife.



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C. Procedure:

1. The Director of Parks and the Aquatic Facility is responsible for the administration of this Policy and to refer applications for tree removal to the Director of Municipal Operations and other appropriate Town departments or external agencies for comment.
2. A report by an arborist who is certified by the International Society of Arboriculture is required before trees may be removed by application under policies 5 and 8 above.
3. Applications, 'Form A', to remove, thin or shape trees for view or other purposes will be reviewed by the Director of Municipal Operations and the Director of Parks and the Aquatic Facility. The following criteria will be considered in recommending approval to Council:
 - a. reasons or purpose for the tree removal or other action;
 - b. location of the tree(s);
 - c. wildlife values of the tree(s) identified;
 - d. historic value of the tree(s) identified;
 - e. species of the tree(s) identified;
 - f. current photo(s) of subject tree(s) and the area effected;
 - g. results of consultation with neighbours;
 - i. names and addresses of neighbours and a brief summary of comments received;
 - ii. applicants are responsible to notify their neighbours of the date and time that council will consider their application.
 - h. alternatives proposed including location and species of trees that are proposed as replacement trees;
 - i. long term impact on subject trees and the immediate area;
 - j. remedial actions or measures to be taken to protect trees that are to remain standing;
 - k. in the case of trees to be removed, the arborists report and recommendations;
 - l. estimated costs for tree removal or maintenance.
4. Applicants may be required to provide a cash bond equivalent to 125% of the estimated cost of the project including the cost of any replacement trees required.
5. Contractors who are hired to remove or replace trees on Town property must fully comply with WCB Safety standards and procedures and have a current insurance policy in the amount of \$3,000,000 (three million dollars) liability with the Town of Gibsons named as an additional insured party.

SCHEDULE "A"
TO POLICY 6.1
TREE REMOVAL ON PUBLIC LANDS

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

PHONE NUMBER: _____ DATE: _____

1. REASONS FOR THE TREE REMOVAL OR OTHER ACTION:

2. LOCATION OF THE TREE(S): _____

3. WILDLIFE VALUES OF THE TREE(S) IDENTIFIED: _____

4. HISTORIC VALUE OF THE TREE(S) IDENTIFIED: _____

5. SPECIES OF TREE(S) IDENTIFIED: _____

6. CURRENT PHOTO(S) OF SUBJECT TREE(S) AND MAP OF THE AREA EFFECTED (TO BE ATTACHED)

7. RESULTS OF CONSULTATION WITH NEIGHBOURS:

a. NAMES AND ADDRESSES OF NEIGHBOURS AND A BRIEF SUMMARY OF COMMENTS RECEIVED: (PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY)

SCHEDULE "A"
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b. APPLICANTS ARE RESPONSIBLE TO NOTIFY THEIR NEIGHBOURS OF THE DATE AND TIME THAT COUNCIL WILL CONSIDER THEIR APPLICATION.

8. ALTERNATIVES PROPOSED INCLUDING LOCATION AND SPECIES OF TREES THAT ARE PROPOSED AS REPLACEMENT TREES:

9. LONG TERM IMPACT ON SUBJECT TREES AND THE IMMEDIATE AREA: _____

10. REMEDIAL ACTIONS OR MEASURES TO BE TAKEN TO PROTECT TREES THAT ARE TO REMAIN STANDING:

11. IN THE CASE OF TREES TO BE REMOVED, THE ARBORISTS REPORT AND RECOMMENDATIONS (TO BE ATTACHED)

SIGNATURE OF APPLICANT

ATTACHMENTS: PHOTOS
 MAP OF AREA
 ARBORISTS REPORT