

City of Maple Ridge

***COUNCIL WORKSHOP AGENDA***

***February 2, 2015***

***10:00 a.m.***

***Council Chamber, 1<sup>st</sup> Floor, City Hall***

***PLEASE NOTE CHANGE IN VENUE***

*The purpose of the Council Workshop is to review and discuss policies and other items of interest to Council. Although resolutions may be passed at this meeting, the intent is to make a consensus decision to send an item to Council for debate and vote or refer the item back to staff for more information or clarification. The meeting is recorded by the City of Maple Ridge and will be live streamed.*

***REMINDERS***

**February 2, 2015**

Audit and Finance Committee Meeting	9:00 a.m.
Closed Council Meeting	following COW
Committee of the Whole Meeting (COW)	1:00 p.m.

**February 10, 2015**

Council Meeting	7:00 p.m.
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1. ***ADOPTION OF THE AGENDA***
2. ***MINUTES*** –January 19, 2015
3. ***PRESENTATIONS AT THE REQUEST OF COUNCIL***
4. ***UNFINISHED AND NEW BUSINESS***
  - 4.1 TransLink Plebiscite & 10-Year Transportation and Financial Plan 10:00 to 11:15 a.m.
    - TransLink Representatives

**4.2 Workplan Overview – Information Technology 11:15 to 12:00 noon**

Staff report dated February 2, 2015 providing a workplan overview for the Information Technology Department.

**4.3 Maple Ridge Tree Management Bylaw Process Report Noon – 12:20 p.m.**

Staff report dated February 2, 2015 recommending that the Tree Management Bylaw Review process be endorsed and that Maple Ridge Tree Protection Amending Bylaw No. 7134-2015 to amend existing Maple Ridge Tree Protection Bylaw No. 5896-2000 be given first, second and third readings.

~~REPORT TO BE CIRCULATED SEPARATELY~~ NOTE: REPORT ATTACHED

**5. CORRESPONDENCE 12:00 to 12:30 p.m.**

*The following correspondence has been received and requires a response. Staff is seeking direction from Council on each item. Options that Council may consider include:*

- a) Acknowledge receipt of correspondence and advise that no further action will be taken.*
- b) Direct staff to prepare a report and recommendation regarding the subject matter.*
- c) Forward the correspondence to a regular Council meeting for further discussion.*
- d) Other.*

*Once direction is given the appropriate response will be sent.*

**5.1 UBC Malcolm Knapp Research Forest Community Advisory Board**

Request from Paul Lawson, Director, UBC Research Forest providing information on the UBC Malcolm Knapp Research Forest Community Advisory Board and requesting that a Council representative be selected to join the Board.

Recommendation: Appoint Councillor Speirs

**5.2 Lower Mainland Local Government Association (LMGLA)**

E-mail dated January 26, 2015 from Joslyn Young, Executive & Association Services Coordinator, UBCM and LMLGA, advising on the 2015 Annual General Meeting and Conference and the call for resolutions and nominations.

Recommendation:

**6. BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL**

7. ***MATTERS DEEMED EXPEDIENT***

8. ***ADJOURNMENT***

Checked by: \_\_\_\_\_  
Date: \_\_\_\_\_

## Rules for Holding a Closed Meeting

A part of a council meeting may be closed to the public if the subject matter being considered relates to one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or employee negotiations;
- (d) the security of property of the municipality;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure might reasonably be expected to harm the interests of the municipality;
- (f) law enforcement, if the council considers that disclosure might reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (g) litigation or potential litigation affecting the municipality;
- (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council
- (i) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited or information that if it were presented in a document would be prohibited from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report]
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection of subsection (2)
- (o) the consideration of whether the authority under section 91 (other persons attending closed meetings) should be exercised in relation to a council meeting.
- (p) information relating to local government participation in provincial negotiations with First Nations, where an agreement provides that the information is to be kept confidential.

City of Maple Ridge

***COUNCIL WORKSHOP***

January 19, 2015

The Minutes of the Municipal Council Workshop held on January 19, 2015 at 10:05 a.m. in the Blaney Room of the Municipal Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular Municipal business.

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***PRESENT***

***Elected Officials***

Mayor N. Read  
Councillor C. Bell  
Councillor K. Duncan  
Councillor B. Masse  
Councillor G. Robson  
Councillor T. Shymkiw  
Councillor C. Speirs

***Appointed Staff***

J. Rule, Chief Administrative Officer  
K. Swift, General Manager of Community Development,  
Parks and Recreation Services  
P. Gill, General Manager Corporate and Financial Services  
F. Quinn, General Manager Public Works and Development  
Services  
C. Marlo, Manager of Legislative Services

***Other Staff as Required***

L. Benson, Manager of Sustainability and Corporate  
Planning  
S. Blue, Manager, Strategic Economic Initiatives

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Note: These Minutes are posted on the Municipal Web Site at [www.mapleridge.ca](http://www.mapleridge.ca)

1. ***ADOPTION OF THE AGENDA***

The agenda was adopted as circulated.

2. ***MINUTES***

R/2015-024

It was moved and seconded

That the Council Workshop Meeting minutes of January 5, 2015 be  
approved as circulated

CARRIED

3. ***PRESENTATIONS AT THE REQUEST OF COUNCIL*** – Nil

#### 4. ***UNFINISHED AND NEW BUSINESS***

##### 4.1 **Workplan Overview - Strategic Economic Initiatives**

Staff report dated January 19, 2014 providing the workplan overview for the Strategic Economic Initiatives department.

For information only  
No motion required

The Manager of Strategic Economic Initiatives provided an overview of the responsibilities of the department, highlights of recent activity in business expansion, retention and filming and information on the 2015 work plan.

Note: The meeting recessed at 11:12 a.m. and reconvened at 11:20 a.m.

##### 4.2 **Citizen Survey Results - Sentis Research**

Staff report dated January 19, 2015 introducing results of a survey conducted by Sentis Market Research Inc.

Presentation by Mary Bacica, Vice President, Sentis Market Research Inc.

The Manager of Corporate Planning and Sustainability introduced the item and circulated the biography of Mary Bacica.

Ms. Bacica gave a power point presentation which provided an overview of the methodology, and results of the survey conducted by Sentis Research.

R/2015-025

It was moved and seconded

**That staff be directed to prepare a report on waste management options.**

CARRIED

##### 4.3 **Advisory Committee Task Force Final Recommendations**

Staff report dated January 19, 2015 providing information on two proposed Committees of Council and the provision of a budget to the Municipal Advisory Committee on Accessibility Issues and seeking direction on the proposed Integrated Transportation Advisory Committee and the Environmental Sustainability Advisory Committee.

The Manager of Legislative Services and Emergency Program reviewed the report. She advised that Council could either direct staff to prepare bylaws for the new Committees if Council agreed with the terms of reference, or strike a new task force to continue the work.

R/2015-026

It was moved and seconded

**That an Advisory Committee Task Force be struck.**

CARRIED

R/2015-027

It was moved and seconded

**That Mayor Read, Councillor Speirs, and Councillor Shymkiw be appointed as members of the Advisory Committee Task Force.**

CARRIED

**4.4 Request to Provide Municipal Service to Lot A, LMP 4786,  
Development Property in the City of Pitt Meadows**

Staff report dated January 19, 2015 recommending that a letter be sent to the City of Pitt Meadows noting support in principle and requesting all information and terms related to a request to the City of Maple Ridge for the provision of water and sanitary sewer services for a proposed auto dealership located in Pitt Meadows.

R/2015-028

It was moved and seconded

**That a letter be sent to the City of Pitt Meadows stating support in-principle for the provision of City of Maple Ridge municipal water and sanitary services to Lot A, LMP 4786, a development property in the City of Pitt Meadows (Rezoning File No. 3360-20-2014-02) subject to the Developer satisfying all requirements identified in the January 19, 2015 "Request to Provide Municipal Services to Lot A, LMP 4786, a Development Property in the City of Pitt Meadows" report to the City of Maple Ridge's satisfaction.**

CARRIED

5. ***CORRESPONDENCE*** – Nil

6. ***BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL*** – Nil

7. ***MATTERS DEEMED EXPEDIENT*** – Nil

8. ***ADJOURNMENT*** – 12:34 p.m.

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N. Read, Mayor

Certified Correct

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C. Marlo, Corporate Officer



## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read and Members of Council  
**MEETING DATE:** February 2, 2015  
**FROM:** Chief Administrative Officer  
**MEETING:** Council Workshop  
**SUBJECT:** Work Plan Overview – Information Technology

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### EXECUTIVE SUMMARY:

As Council embarks on a four-year mandate, it is important that they set the strategic direction for the term. An approach to establishing this direction was discussed with Council, and key information items were scheduled, leading up to Council setting the strategic direction in March.

The purpose of this report is to introduce one of those items: the work plan overview for the Information Technology department. Any Council comments requiring further discussion or follow-up will be captured throughout the presentation of this item for discussion at the March session.

### RECOMMENDATION:

This report is submitted for information only. No resolution is required.

*“Original signed by Christina Crabtree”*

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Prepared by: Christina Crabtree  
Director of Information Technology

*“Original signed by Paul Gill”*

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Paul Gill, B.B.A, C.G.A, F.R.M  
General Manager: Corporate & Financial Services

*“Original signed by J.L. (Jim) Rule”*

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Concurrence by: J.L. (Jim) Rule  
Chief Administrative Officer

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Attachment: Appendix 1 - Work Plan Overview–Information Technology

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## City of Maple Ridge – Information Technology Business Plan 2015 Summary

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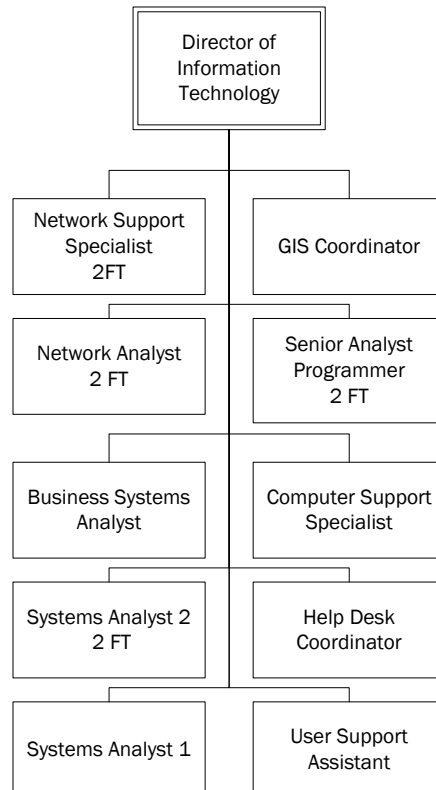
### Department Overview

Technology systems are essential in delivering and supporting services to the community. The job of the Information Technology Department is to enable City staff, through the use of technology, to effectively deliver services to their customers, our citizens. Working with departments, we develop, deliver and support technical solutions that will enhance the customer experience and increase efficiencies for individuals doing business with and using services provided by the City.

We are responsible for supporting the computer systems required by the City for its numerous lines of business. The corporate network is comprised of a wired and wireless infrastructure spanning over 15 sites. Our focus is on accessibility through online services and mobile applications. We are committed to providing robust systems in a secure manner from anywhere at any time. We strive to increase ease of use without jeopardizing the security and confidentiality of sensitive data.

The Department continues to align its work with the Customer Experience initiative to improve services and increase citizen engagement.

### Our People



## **What Did We Deliver? (2014 Highlights)**

### **Deliverables**

- Redesigning the network and completing a “forklift upgrade” (replacing and upgrading all equipment) has resulted in a more robust and reliable network and has also reduced the administrative burden required to manage it.
- Replacing and upgrading the virtual and physical server infrastructure.
- Working with departments to leverage existing equipment and solutions to provide cross departmental benefits and reduce costs. One example of this is the Fire Department leveraging an existing departmental asset management system to manage their fleet. This approach reduces both capital and operating costs for the City.
- The build-out of resilient services for storage, network and servers helps to keep City services up and running in the event of failures as well as when performing maintenance and upgrade tasks.
- Implementing the Document Management system and onboarding initial departments.

### **Found Milestones**

- Technology improvements for Council Chambers, Blaney and Coho meeting rooms. Upgrading the audio visual equipment, recording and live streaming for enhanced presentations and video conferencing capabilities.
- Installation and configuration of WIFI in and around Memorial Peace Park.
- Assisting in the implementation of automated sprinkler systems for Parks and Recreation.
- Building an in-house system for Performance Reporting (Score Cards).
- Implementing failover for the corporate file structure between primary and secondary sites.
- Implementing an Asset Management system for the Fire Department.
- Refreshing election application web pages to enhance display results.

### **Ongoing Commitments**

- Support City staff on existing computer systems.
- Working with departments to identify and develop enhancements to services through the use of technology.
- Performing upgrades and enhancements to current operating systems, applications and services.
- Applying security measures on a regular basis to minimize risk.
- Replacing and upgrading hardware as it reaches end of life and to enhance performance.
- Provide enhancements and changes to current applications as required.
- Implementing code changes to reflect fee and structure changes as necessary.

### **Efficiency & Effectiveness Highlights**

- Continue to build on the model of virtualization which reduces the footprint of computing hardware (e.g. space, cooling and power consumption) and increases the resiliency of services (e.g. live updates, failover). By leveraging virtualization we are able to run approximately 115 servers on 40 physical machines.
- Continue to build on the Citrix model, which reduces the cost of workstations both in dollars and in energy consumption. Using thin clients, we are able to support hundreds of staff desktops on six physical servers. The Citrix model also allows us to provide access to corporate applications and data for staff from anywhere at any time.
- Continue to build on mobile solutions for staff so they can deliver services in the field and in real time (e.g. Bylaw Officers and Building inspections).
- The redesign of the website to include additional features such as service request, additional mailing lists, intuitive access to information, improved search engine and more.
- The mobile application provides flexibility and a better customer experience for citizens when accessing information and doing business with the City.

- Improvements in the City's help desk, designed to enhance the customer experience and improve tracking and managing work requests. These improvements include a new service model for delivering new technologies, automating ticket creation, customer access to ticket tracking system, a single point person responsible for requests end to end and improved documentation to increase in-house knowledge.
- Enhancements to mobile computing provide more options to City staff for service delivery.

### How are we doing?

The department supports over 600 full and part time staff, utilizing over 1500 pieces of hardware across 15 sites connected by copper, fibre and/or wireless. Core services are spread across primary and secondary server rooms with resiliency/failover utilized where possible. The environment is comprised of 115 servers, 75 of which are virtualized, utilizing over 200TB of storage for corporate data. The City's online services and internet connection are supported by resilient links, comprised of a 100MB physical connection and a 20MB wireless link to QNet.

#### 1. Continued support and enhancement of citizen-centred Online Services:

Online Services
<b>Alert Center</b>
The Alert Center graphically shows when there is an emergency/important notification in the area. Notifications or updates can be sent out through email and/or text messages.
<b>Applications &amp; Forms</b>
The most common applications, forms, checklists, check sheets & guidelines for Building & Land Development, Planning, Business Licences, Filming, Concerns or Complaints Environment, Fire Dept., Municipal Services & Volunteers, Sanitary Sewer, Storm Sewer and Water Service are available on-line
<b>Bid Opportunities</b>
Staff use this application to post all of the City's bids opportunities to the public. The application tracks all of the steps in the bid process from Open to Awarded. The details and documents related to each bid are available through this application and users can sign up to be notified when new bids opportunities become available.
<b>Link to BizPal</b>
Prospective business owners have access to easy one-stop business information such as initial set up and paperwork
<b>Blog</b>
The Blog opens up lines of communication between the Mayor and citizens, increasing government transparency and citizen interaction
<b>Building Permit Enquiries</b>
Check the status and details of building permits online
<b>Burning Area Interactive Map</b>
Interactive maps that allow residents to see if their area is open or closed to burning
<b>Business Licence Renewal</b>
Renew a business licence using a debit or a credit card

Online Services	
<b>Calendar (Interactive)</b>	
We have several calendars available where staff posts events such as EAC meetings and Open Houses. We also have the Community Events calendar which is populated by the public. People can subscribe to individual calendars to receive notification of new postings. There is even a way for people to subscribe to these calendars through their own internet calendar like Google or Yahoo.	
<b>Careers</b>	
View career opportunities and apply for jobs online.	
<b>Council Agendas &amp; Minutes (Agenda Center)</b>	
Links to Live Meetings, Schedules, Agendas & Minutes and Videos	
<b>Cultural Mapping/Inventory</b>	
A process of collecting, recording, analyzing and synthesizing a community's cultural assets. MR-PM Parks & Leisure Services is documenting the arts & cultural resources in Maple Ridge, Pitt Meadows and the Katzie First Nations.	
<b>Development Tracking</b>	
Track development proposals submitted to Planning.	
<b>Dog Licence Renewal</b>	
Renew a dog licence using a debit or credit card	
<b>Find a Facility /Find a Park</b>	
Find a Facility allows the public to find all our organization's facilities/meeting places in one convenient place. The public can view hours of operation, locations, amenities, capacity and more.	
<b>Form Center</b>	
We have a number of online-fillable forms such as Applications for Committees and Commissions, Freedom of Information request, Bylaw Complaint form, BusinessSTART Registration form, Fire Department Request to Visit Your Neighbourhood During Hot Summer Nights and more.	
<b>Home Owner Grant Application</b>	
Property owners can submit their Home Owner Grant online.	
<b>My Dashboard</b>	
My Dashboard gives website visitors the ability to personalize their dashboard to stay updated on news, events and information they care about. It features drag and drop functionality as well as the use of widgets.	
<b>My Maple Ridge</b>	
Service that provides home owners & businesses access to information about their property tax, metered utility & dog licence accounts.	
<b>News Room</b>	
The News Room allows us to post organizational news items that are important to our citizens on our home page. Site visitors can subscribe through email to get our updates and announcements as they happen.	

Online Services	
<b>Notify Me</b>	
The Notify Me module allows users to sign up for email lists that we have created. Bids, Blogs, Calendar, Jobs, and News Flash all have an automatic Notify Me component.	
<b>Park Finder</b>	
Listings for Regional & Provincial parks within the Maple Ridge & Pitt Meadows area	
<b>Performance Reports</b>	
Reporting out to citizens, businesses, community groups, and partners is one of the ways the City is accountable to taxpayers.	
<b>Property Taxes and Utilities</b>	
Pay your property taxes by credit card through Paymentus Corporation, a third-party-automated payment service that accepts MasterCard and American Express.	
<b>RecReg4U</b>	
Leisure Centre online program registration	
<b>Recycling Day Finder</b>	
Used to determine when curbside pickup is scheduled for a specific address	
<b>Ridgeview Mapping</b>	
Visual information about properties, facilities attractions, utilities, schools, parks & aerial imagery	
<b>RSS Feeds</b>	
Track events or news headlines from your desktop or web browser	
<b>Service Request</b>	
Service Request allows users to submit a request to address non-emergency issues. These requests are directed to the appropriate department for investigation and follow-up. Good examples are "Report a pothole" or "Street light outage".	
<b>Tickets</b>	
Pay your parking or municipal ticket with debit or credit card	

2. City staff require a number of corporate applications to support the various lines of business, including:
  - Financials (ROSS)
  - HR/Payroll (Empath)
  - Amanda (Building/Permits/Development/Property/Tickets/Service Requests)
  - Tempest (Taxation/Utility/Dogs)
  - FDM (Fire Department)
  - Class (Parks and Recreation)
  - ESRI (GIS System)
  - Laserfiche (Document Management)

3. Support for core services, including:

Communications

- Email
- Phone System
- Cell Phones
- Social Media
- Live Streaming Council Meetings

Printing

Audio/Visual

Desktop services

- laptops, desktops, tablets and thin clients
- productivity and department specific applications

CCTV (Security Cameras)

Keyscan (Building Access using Security Cards)

**What Will We Be Doing? (2015 Deliverables) Highlights**

What	When
Support the implementation of recommendations coming out of the Open Government Task Force	Q1-Q2
Virtualizing Desktops to further reduce hardware footprint and increase flexibility/ease of use	Q1 – Q4
Enable fire fighters to complete fire inspections in the field	Q1
Complete installation and configuration of web security	Q1-Q2
GeoEvent Processor Extension to incorporate in mobile applications	Q3
Cable plant upgrades for Leisure and Operations Centre	Q2-Q3
Parking Ticket Automation/Amanda Online Permits	Q1-Q4
Crystal Reports Upgrade (business reporting services application)	Q1
Building a fully functioning Test/Dev Environment for remaining applications	Q2
User logon enhancements to increase the robustness and reliability of roaming profiles and desktop experience.	Q1
Participate in a joint Cities initiative to determine the best way to move forward with a Leisure Centre application to manage programs and services in light of the imminent changes to the Class application.	Q1-Q4
BCIT Student practicum placement	Q4
Further enhancing mobility applications	Q1-Q4
Education Initiatives for Staff relating to security and technical competencies	Q1
Upgrade of Active Directory (Logon/Authentication services)	Q4
Further integrate the use of Laya in the Community	Q3
Support Facilities in finding and replacing Facilities Desk	Q3
CCTV Database	Q1
Culvert Inspection Database	Q3
Document Manager Project Phase II	Q1-Q4
Investigate Voting Technologies	Q4
Service Desk (Help Desk) Process Review	Q1-Q4
Empath Improvements (HR system)	Q3

## Operating Budget

All \$ values in 000's (thousands)	Adopted 2014	Proposed 2015	Proposed Changes		Proposed			
			\$	%	2016	2017	2018	2019
<b>Expenditures</b>								
Consulting	32	32	-	0%	32	32	32	32
Equipment Maintenance	29	29	-	0%	29	29	29	29
Salaries	1,427	1,461	34	2%	1,496	1,536	1,574	1,612
Special Projects	30	-	(30)	(100%)	-	-	-	-
Software Maintenance	759	807	48	6%	849	891	933	974
Supplies	15	15	-	0%	15	15	15	15
Training	10	10	-	0%	10	10	10	10
Utilities	9	9	-	0%	9	9	9	9
Utilities - Telephone	117	117	-	0%	117	117	117	117
Vehicle Charges	3	3	-	0%	3	3	3	3
	2,431	2,483	52	2%	2,560	2,642	2,722	2,801
<b>Transfer to Reserve Funds</b>								
Interest Transfers	5	5	-	0%	5	5	5	5
Salaries Recovery	(250)	(250)	-	0%	(250)	(250)	(250)	(250)
Transfers to Reserve Funds	220	220	-	0%	220	220	220	220
	(25)	(25)	-	0%	(25)	(25)	(25)	(25)
<b>Totals</b>	2,406	2,458	52	2%	2,535	2,617	2,697	2,776

### Special Projects:

The 2014 budget includes work to determine if a reclaimed water pipe can be used for a future fibre network expansion.

### Salaries:

The annual increases are due to corporate wide wage increase assumptions for existing staff.

### Software Maintenance:

The 2015 increase is consists of the new document management software and inflationary increases of existing software maintenance and licencing contracts. In 2016 through 2019, annual increases consist of inflation and \$20,000 for new software maintenance contracts.



## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Maple Ridge Tree Management Bylaw Process Report  
Maple Ridge Tree Protection Amending Bylaw No. 7134-2015  
First, Second and Third Reading

**MEETING DATE:** February 2, 2015  
**FILE NO:**  
**MEETING:** Workshop

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### EXECUTIVE SUMMARY:

At the November 3, 2014 Council Workshop, Council directed staff to prepare a scoping report with proposed amendments and updates to Tree Protection Bylaw 5896-2000 for consideration. This Council resolution followed endorsement of the short term high priority action items identified in the report entitled “Environmental Management Strategy (EMS) Implementation Report – Short Term High Priority Implementation Recommendations” and referral of the EMS report to the to-be-formed Environmental Advisory Committee.

The purpose of this report is three-fold:

1. To outline the proposed consultation program to review the proposed Tree Management Bylaw;
2. To provide an overview of the proposed Tree Management Bylaw, noting that the Bylaw is draft and is provided for consultation purposes only; and
3. To present an interim Bylaw amendment (Tree Protection Amending Bylaw No. 7134-2015) to the current Tree Protection Bylaw No. 5896-2000 that will help mitigate against potential tree clearing during the Tree Management Bylaw review, consultation, and adoption process.

It should be noted that the proposed amendment to the current Tree Protection Bylaw is considered an interim amendment as it will be repealed when the proposed Tree Management Bylaw is presented for adoption following the public process.

The intent of the proposed Tree Management Bylaw is neither to prohibit or impede development related activity. Rather, it is designed to ensure appropriate mitigation and preservation efforts are being utilized especially where large scale clearing and removal is taking place. It is designed to ensure that low impact tree clearing and cutting practices are considered across the City to help mitigate or reduce impacts on neighboring properties, and it includes re-planting or cost recovery requirements where tree clearing is taking place to help offset impacts to the broader community from cumulative tree losses and ensure a healthy tree canopy cover for future generations. The proposed Tree Management Bylaw is consistent with OCP objectives and policies currently in place. It also takes into consideration feedback from qualified professionals and stakeholders from the community over the past two decades, including development consultants, tree experts and the general public. The recommended changes are similar to what other municipalities in the Lower Mainland are currently requiring.

The proposed Tree Management Bylaw (No. 7133-2015) attached in Appendix A focuses on three key components which are discussed in more detail in the report. The three key components include:

1. Preservation opportunities and incentives for trees;
2. Low impact tree cutting mitigation measures to reduce risks and impacts;
3. Re-planting measures including potential compensation fees where re-planting is not possible on site.

#### **RECOMMENDATIONS:**

1. That the Tree Management Bylaw Review process outlined in the staff report entitled “Maple Ridge Tree Management Bylaw Process Report” dated February 2, 2015 be endorsed;
2. That Tree Protection Amending Bylaw No.7134 -2015 which amends the current Maple Ridge Tree Protection Bylaw No. 5896 -2000, be given first, second, and third Readings.

#### **BACKGROUND:**

Over the last decade it has become apparent that the current Tree Protection Bylaw (No. 5896-2000) does not address or effectively deal with a number of issues and concerns related to tree cutting. Based on feedback from the general public and studies completed by consultants over the past decade, there are ongoing concerns in Maple Ridge that tree clearing without adequate regulations will continue to result in numerous negative impacts and possibly lead to longer term significant fiscal consequences for the City.

#### **Public Feedback and Concerns**

In 2000, the current Tree Protection Bylaw No. 5896-2000 was amended and adopted based on feedback and concerns from the public process at that time. The current Tree Protection Bylaw is the byproduct of these previous discussions.

The City has been responding to an increasing number of complaints over the past two decades regarding tree removal impacts including safety concerns, drainage, slope stability, water quality, windfall exposure, and visual impacts. There have been quite a few public surveys, workshops, and open house sessions carried out in the City of Maple Ridge over the past two decades which included the topic of tree protection and management. There appears to be an expectation from the public that the rural character and forest lands in the City will continue to be protected and managed. There is also a perception by the public that tree cutting is being reviewed and managed by the City as part of the ongoing development review process.

In 2014, an Environmental Management Strategy (EMS) study was completed for the municipality which included extensive public consultation. This study included feedback from community stakeholder groups, various consultants, and the public on environmental strengths, challenges, and opportunities related to environmental management programs. Council referred the EMS study to the ‘to be formed’ Environmental Advisory Committee, and at the same time passed a resolution directing staff to undertake a review of the Tree Protection Bylaw No. 5896-2000, (Appendix B) prepare a draft Tree Bylaw for consideration, and outline the consultation process.

#### **Application of current Tree Protection Bylaw**

The current Tree Protection Bylaw focuses on issuance of permits to allow for tree cutting on private lots in specific urban areas. It was designed and named as a ‘tree cutting’ bylaw in the early 1980’s. Some minor amendments were created over the next decade to provide some limited protection to specific geotechnical hazards areas and heritage trees along Shady Lane. It was

designed to reflect Federal and Provincial land use guidelines that applied at that time including 15 metre setbacks for fish habitat protection in early 2000.

Experience has shown however, that un-regulated tree removal especially in the developable and rural areas of the community limits the City's ability to effectively respond to ongoing impacts or pro-actively manage for potential impacts ahead of time. It restricts municipal efforts to determine if appropriate mitigation measures are in place, to help protect neighboring properties from unsafe or irresponsible tree cutting practices. It limits the City's ability to monitor and ensure adequate supervision is in place when tree removal is taking place. The current Tree Bylaw does not focus on tree retention or preservation requirements other than for already protected watercourse setback areas up to 15 metres or steep slopes over 30% which are also protected under the Zoning Bylaw and through watercourse protection regulations. Furthermore, it has minimized opportunities for staff to work with land owners and developers to identify potential issues and opportunities early on in the development process.

### **Limitations and Gaps**

There are numerous exemptions in the current bylaw and very few applications on the ground where the current Tree Protection Bylaw is applicable including:

- Limited requirements concerning the preservation of trees other than Heritage tree along Shady Lane (124 Ave.), geotechnically sensitive areas of the Fraser River escarpment area, and a limited amount of protection for watercourse setbacks (15 metres) to reflect older federal fisheries requirements from fifteen years ago.
- It does not require any tree preservation measures, tree mitigation, or replacement criteria for new developments;
- There are no tree bylaw requirements that apply to new building permit applications;
- It does not apply to properties in rural areas except for protection of watercourse setback areas of 15 metres.
- There are limited requirements for the majority of private properties located in urban areas within the municipality. For example, there are currently exemptions for properties in urban areas that are less than 1 acre in size, or that are not subdividable based on the Zoning Bylaw.

There are many tree bylaws in surrounding communities that afford greater protection, replacement, and mitigation requirements compared with Maple Ridge. (See Appendix C.)

### **DISCUSSION:**

The proposed Tree Protection Bylaw (No. 7133-2015) has been drafted taking into consideration lessons learned from other local governments from the Lower Mainland and further afield with tree protection bylaws that have recently been developed. A summary table of key tree bylaw attributes from different municipalities can be found in Appendix C.

In an effort to improve overall protection measures for forest cover and significant mature trees, to offset impacts associated with tree clearing, and to reduce tree canopy cover losses, it is proposed that the application of the current bylaw be expanded to: (a) address protection measures on site with the assistance of certified tree experts and use of potential incentives for developers in urban areas; (b) ensure adequate mitigation measures are in place for tree cutting in both urban and rural lands; and (c) include re-planting and/or compensation fees to help ensure ongoing benefits associated with urban forest cover.

## 1. Enabling Legislation

Up until 1999, the *Municipal Act* limited a Council's powers to regulating tree removal to only those areas considered hazardous due to land slip or erosion. Amendments to the *Municipal Act*, *BC Community Charter*, and *BC Local Government Act* in the past decade now provide municipalities with the authority, to regulate or prohibit the cutting and removal of trees on any land within the municipality. Council may require the holding of a permit that establishes the conditions for the cutting or removal of trees and impose fees for such a permit.

## 2. Tree Management Bylaw Review Process

The following process is intended to provide both stakeholders and the public with an opportunity to review the proposed Tree Management Bylaw. It is recognized that the Bylaw will introduce requirements that require further consultation and input from community stakeholders. It is equally important to ensure that the Bylaw reflects the Community's goals and objectives for tree protection.

**Table 1. Tree Management Bylaw Review Process**

<b>Step I – Council Endorse Review Process &amp; Amendments to current Bylaw 5896-2000</b> <ul style="list-style-type: none"><li>• Council to endorse the Tree Management review/consultation process;</li><li>• Consideration and granting of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> reading of Tree Protection Amending Bylaw 7134-2015 at Workshop.</li></ul>	Feb.2,2015
<b>Step II – Focus Group Feedback</b> – proposed Draft Tree Management Bylaw to be circulated to local professional tree experts including arborists, foresters, woodlot managers, development consultants, environmental professionals, and environmental stewardship groups.	late Feb. 2015
<b>Step III –Open House</b> – consultation with general public & neighbourhood groups	March /April
<b>Step IV – Consultation Update to Council</b> – provide feedback on what we heard to Council with presentation of Draft Tree Management Bylaw for consideration.	April 2015
<b>Step V - Council Consideration of Tree Management Bylaw No. 7133-2015</b> for 1st, 2nd, and 3rd Reading and final Adoption	Early Summer 2015

It is proposed that various notifications can be used to assist in the consultation awareness initiative including use of written invitations, email lists, social media, front counter handouts, and information posted on the municipal website can be used to engage the community and facilitate ongoing dialogue throughout the planning process. The intent is to increase the effectiveness and efficiency of public engagement that will help strengthen the relationship between the municipality and the community.

## 3. Proposed Tree Management Bylaw for Consultation - Highlights

The proposed Tree Management Bylaw emphasizes a pro-active approach to tree management rather than focusing on permit fees for cutting and reactive measures for dealing with enforcement related issues. A comparative summary table of key tree bylaw attributes from different municipalities can also be found in Appendix C.

The proposed Tree Management Bylaw incorporates various options or choices for new developments and for private property owners with the understanding that each site can be somewhat unique and therefore this may require some flexibility with respect to final solutions. The proposed Tree Management Bylaw emphasizes an approach that requires all stakeholders from the community to be responsible for dealing with potential impacts associated with tree cutting and opportunities related to tree conservation management. It also puts more responsibility and accountability on qualified tree experts to provide suitable site specific recommendations and supervision when tree cutting is taking place around adjacent properties or environmentally sensitive areas of concern.

Overall, the proposed Tree Management Bylaw will require a Tree Management Plan for development related sites including building permits. Tree professionals must focus on three key components listed below and they must provide appropriate supervision for tree cutting works being carried out on sites:

1. Identify tree preservation opportunities on site including identification of unique or significant stands of trees within protected areas, significant trees or forest within developable portions of the site, and preservation or replacement recommendations for trees and critical root protection zones located along or adjacent to property lines;
2. Appropriate mitigation measures must be included in the Tree Management Plan to avoid or minimize impacts on neighboring properties and environmentally sensitive areas;
3. Where retention is not recommended, then recommendations on either re-placement trees on site or estimation of compensation fees where clearing/cutting is occurring for trees at least 20 cm in diameter. Compensation fees depend on scale of clearing and the size of the trees being cleared.

Application of these measures would apply across the entire community for new development related sites as well as for private property owners interested in clearing trees on their properties. The proposed Tree Management Bylaw also includes various exemptions including emergency removals, hazard trees, valid agricultural farm practices, and enhancement related efforts by citizens and land owners.

*\*For the purposes of this bylaw a tree must have a diameter of at least 10 centimeters (4 inches) measured from a height of 150 centimeters (5 feet) above the natural grade in order for the bylaw to have effect.*

### **3(a) Proposed Protection Measures**

The proposed tree bylaw incorporates requirements for new developments and private property owners to consider where and how the professional qualified tree experts can consider and recommend suitable preservation or replacement efforts on site. Tree retention measures must be assessed and prepared by a certified arborist or professional forester and submitted to the City for review and approval. It must address the following questions:

- What opportunities are there on site with the use of potential incentives such as density bonus credits or replacement credits to preserve significant trees, forest groves, or potential heritage trees within the developable portions of the property?
- What opportunities are there for preservation of trees along property boundaries or for replacement where recommended?
- What opportunities are there to protect critical root zones located along property boundaries or alongside boundaries with watercourse setback areas, vulnerable geotechnical setback areas, or trees located on neighboring properties?

The proposed Tree Management Bylaw will ensure greater protection for already designated environmentally sensitive areas (i.e., watercourse areas and steep slopes) that are supposed to be protected throughout the community. The protection of trees adjacent to streams has been expanded from 15 metres from top-of-bank surrounding a stream to reflect current Streamside Protection Regulations (SPR) setbacks which Maple Ridge adopted in 2004.

### **3(b) Proposed Mitigation and Management Measures**

The proposed Tree Management Bylaw would allow the City to ensure adequate mitigation and safety controls are being used by qualified professionals when removal of trees is taking place within both urban and rural areas for development and non-development related tree clearing activities.

The proposed Tree Management Bylaw prohibits cutting or removal of trees without a permit, so the City can ensure appropriate mitigation measures recommended by qualified professionals are in place before cutting or clearing takes place in new developments, within private properties, and along the boundaries of sites. On larger or more complex development sites, coordination of Tree Management Plans with erosion control plans, stormwater plans, and other relevant studies provided by professionals of record is required. Details regarding costs associated with Management Plans will be discussed during focus group meetings and shared with Council at a later date in the process.

Some of the basic proposed mitigation measures that are being introduced to help the City oversee responsible tree clearing practices are listed below:

1. Requirements for mitigation measures to be in place and operation before, during, and potentially after the tree removal and clearing process has been completed.
2. Security deposits will be required to be held by the City until the final inspection reports have been submitted.
3. Certified tree experts will bear the responsibility of ensuring safe practices, and they will be responsible for preparing Tree Management Plans for each site, supervising tree cutting crews and monitoring tree protection measures until development completion.
4. An initial and final inspection report will be required for new developments that require significant cutting,
5. In order to address various impacts from clearing associated with erosion control and sediment discharge, protection of significant wildlife and species at risk during nesting or resting periods, including migratory bird nesting periods, the draft Tree Management Bylaw includes requirements for consideration of timing of clearing to be included in the tree permit review process.

The proposed Tree Management Bylaw will require certified arborists or foresters to submit a Tree Management Plan for development related applications and permits that includes information requirements on mitigation emphasizing suitable site source controls where possible to reduce impacts on neighboring properties, to reduce risks or safety concerns associated with removal of trees, and timing considerations.

### 3(c) Proposed Re-planting and Replacement Measures

The proposed Tree Management Bylaw includes provisions for replacement requirements for trees that are proposed to be removed under a permit. Replacement trees will be required at a ratio as indicated in Schedule “B” of the Bylaw, and varying with size of trees removed and situation under which they are removed. Under the following circumstances, replacement trees will not be a requirement for the following:

1. Active agricultural uses – existing or proposed; with City approved Farm Plan
2. Hazard trees with Tree Risk Assessor report that replacements are not required
3. Dead trees
4. Trees less than 20 cm diameter breast height or 150cm above ground.

If trees cannot be replaced on the same lot, the owner may plant on another parcel, private or public land, as approved by City; or may pay cash in lieu of \$425 per replacement tree (to a maximum of 40 trees per ha or \$17,000 and 16 trees per acre or \$6,800). The cash compensation would be placed in a Tree Fund that will be used only for planting of trees on public and private lands to replace tree canopy lost, for tree stewardship initiatives, or to purchase municipal lands for re-planting purposes.

For the purposes of this bylaw to apply, a tree must have a diameter of at least 10 centimeters (4 inches) measured from a height of 150 centimeters (5 feet) above the natural grade in order for the tree permit to apply. With respect to replacement criteria, the proposed Tree Management Bylaw requires that trees must have a diameter of at least 20 centimeters (8 inches) measured from a height of 150 cm above the natural grade before replacement measures apply.

### 3(d) Exemptions

The following land use activities and properties are currently exempt under the current Maple Ridge Tree Protection Bylaw (No. 5896-2000):

- the removal of 1-3 trees per acre (0.4 hectares) per year;
- an urban lot less than one acre in size or an urban lot that is not subdividable;
- a parcel in a rural area except with creeks where 15 metres tree protection is required;
- a development application for a new building, development permit, or subdivision approval;
- for any municipal permit that includes requirements for tree cutting i.e. soils permits;
- tree removal on municipal property conducted under the authority of the municipality;
- the removal of trees for survey lines no more than 2 meters wide;
- the removal of trees for public utility repair; and
- the emergency removal of trees severely damaged by natural causes;
- where Provincial tree cutting license has been provided.

It is recommended that tree permits be required across the municipality to manage tree cutting activity. It is also recommended that current exemptions be reduced and modified to ensure the majority of stakeholders involved with tree clearing have at least some minimum supervision and mitigation requirements to help deal with potential impacts and safety concerns.

Exemptions in the proposed Tree Management Bylaw (No. 7133-2015) are as follows:

- works on municipal lands undertaken by or on behalf of the City;
- works required to repair or maintain public utilities;
- trees that are part of a licensed tree farm or nursery;
- survey lines that are less than 2m in width; and
- emergency works.

### 3(e) Permit Fees and Replacement Costs

It is recommended that tree permits are required for new developments and building permits to ensure an appropriate level of effort is provided on site for retention, mitigation, and replacement where possible. Tree permit fee exemptions and replacement tree exemptions are also proposed for all land owners and tree clearing activity with certain circumstances outlined below.

In order to provide some flexibility to the private property owner who need to remove trees on a property, staff are recommending that no tree permit fee is required in the following circumstances:

- existence of hazardous trees, dead trees, or where emergency measures are required;
- where a landowner wishes to undertake voluntary enhancement measures; or
- where there are existing or proposed agricultural activities take place on site.

Given the amount of work required by municipal staff to review arborists reports and surveys where tree protection and removal areas have been identified as part of an approved development application it is recommended that new development applications are subject to a tree permit application fee for review if more than 3 trees are being removed.

The recommended permit fee structure for the proposed bylaw is as follows:

No charge	Hazard trees or emergency related tree works
\$75	less than 3 trees
\$150	more than 3 trees
\$300	on parcels under a development permit where a Tree Management Plan required

The fees are justified based on the estimated amount of staff time that should be required to process permit applications and to conduct site inspections.

### 3(f) Enforcement and Staffing Implications

The administration and enforcement of the bylaw will be the responsibility of the Planning Department Environmental staff. Implementation of the bylaw will involve a review and inspection mechanism similar to the one already used by the Planning Department for the current tree permit and soil deposit permit process. The Environmental Technician who is a certified Arborist and Tree Risk Assessor, will review and critique permit applications, and conduct site visits to confirm bylaw compliance.

As presented, the staffing implications of the proposed Tree Protection Bylaw are expected to remain the same. Staff do suggest, however, that tree removal and permit review activity be monitored for six months following the adoption of the proposed Tree Management Bylaw and that staff then report back to Council on the effectiveness and impact of the implementation of the bylaw on staff resources and the community.



### 3(g) Summary of Recommended Tree Management Bylaw Changes

The following is a summary of key proposed changes to the current Tree Protection Bylaw.

Bylaw Section	Current Bylaw Application	Proposed Bylaw Application
<b>Section 4 Application</b>	Urban Area only on lots larger than 1 acre; or large enough to subdivide; Watercourse areas up to 15m; Steep slopes over 30%.	All urban and rural lands; both development and non-development lands except where exemptions apply
<b>Section 6 Exemptions</b>	First 3 tree removals on a property require no permit	All tree removals require a permit except exemptions or trees <10cm width
<b>Section 7 Permit Requirements</b>	No criteria to refuse permit; No qualifications required for safety and knowledge of work	Circumstances listed under which permit will be issued for tree clearing; Qualifications for work to be performed
<b>Section 10 Replacements</b>	Only required if removals in a watercourse setback or on steep slopes or unpermitted removals	Replacements required on all sites, if less than 16 trees per acre (or equivalent) remain on parcel; with cash in lieu option if unable to accommodate replacements
<b>Tree Protection</b>	No requirements to protect retained trees on development sites	Protection criteria to ensure retained and newly planted trees are protected from damage during construction
<b>Hazardous Trees</b>	No requirements to remove hazard trees on development sites	Requirement for professional hazard tree assessments to be completed before and after development
<b>Tree Management Plan</b>	No requirements	Requirement for developers and builders of large scale buildings to consider the trees on site under a comprehensive Tree Management Plan

#### 4. Interim Amendment to Current Tree Protection Bylaw No. 5896-2000

While the City has always sought to provide mechanisms for public participation in policy development there are significant concerns relating to the provision of public consultation in this instance. Specifically, there are risks that properties may be cleared in advance of the adoption of the interim proposed Tree Management Bylaw.

There is no legal requirement for public consultation during the adoption of a Tree Bylaw. The Resort Municipality of Whistler adopted their tree protection bylaw in two days. However, this is problematic as it does not provide an opportunity for stakeholder or citizen input.

As an interim solution, Staff are recommending that some immediate amendments are made to the current Tree Protection Bylaw No. 5896-2000 to reduce the exemptions that currently apply to development related permits.

Key proposed amendments in the interim Tree Protection Amending Bylaw No. 7134-2015 (Appendix D) include:

- Deletion of current applications in current Tree Protection Bylaw to expand application of tree permits to both urban and rural properties for trees at least 10cm wide at a height measured from 150 cm above the natural grade (same measurement criteria as current bylaw); and
- the following prohibitions will apply, “no person shall cut or remove a tree without a municipal approval and tree permit that is:”
  - not assessed as a Hazard Tree by a qualified Tree Risk Assessor;
  - City lands or in possession of the City;
  - Identified for retention or protection as part of a development application or permit;
  - Within a Forest Reserve;
  - Within an Environmental Development Permit area;
  - Within a Geotechnical Protection Area or steep slope area;
  - Within a Heritage Tree Protection Area

Details on the proposed changes and amendments are attached with Appendix C. It also includes a comparative review with other municipalities with what is being proposed to the current Tree Protection Bylaw.

Staff recommend that until such time as the implications of the new bylaw can be clearly explained to the public and the proposed Tree Management Bylaw is adopted, these interim amendment measures be adopted. The interim Tree Bylaw amendments No. 7134-2015 will be repealed when the proposed Tree Management Bylaw is adopted in early summer.

In order to limit the potential for tree clearing during the review, there is some urgency in getting the interim amendment adopted as quickly as possible. For that reason it is recommended that Council grant 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Readings to the interim Tree Protection Amending Bylaw at Workshop. The City will issue a press release notifying the community of changes; place a notification in the Newspapers; post information on the City Website; and on Social Media; and by mail out to Environmental Stakeholders, the Development Community, Tree Professionals and Contractors, and the local Arborist Association.

## **5. Alternatives**

Given the potential impacts to the environment that may result during the public consultation period of the tree bylaw, an alternative recommendation for Council's consideration includes the immediate adoption of the proposed Tree Management Bylaw:

*Alternative recommendation:*

*That the proposed draft Tree Management Bylaw attached to this report titled “Draft Tree Management Bylaw 7133-2015”, dated February 02, 2015 be given First, Second, and Third Reading at the next regular Council meeting.*

## **6. Inter-Departmental Implications and Legal Review**

Staff from Parks, Bylaws, Building, Engineering, Operations and others will be continue to be included in the consultation process. The revised Bylaw also requires further review by the City Solicitor prior to presentation of the Bylaw to Council for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Readings.

## **CONCLUSION:**

In an effort to ensure that the protection of Maple Ridge's tree canopy cover is given appropriate consideration and that tree removal activities are managed in a responsible and effective manner, it is recommended that the proposed Tree Management Bylaw No. 7133-2015 be referred to the Community and to professional consultants for consultation as outlined in the report.

Following this consultation, an update will be provided to Council, and the revised Bylaw would be presented for First, Second, and Third Readings. Given concerns related to the potential for widespread tree removal during the review process it is recommended that Council adopt the interim Tree Protection Amending Bylaw No. 7134-2015 that will allow for the regulation for some of the potential clearing related to development activity as an interim measure. This amendment is considered a temporary fix, as the Amending Bylaw will be repealed with the adoption of the proposed Tree Management Bylaw by early Summer 2015.

"Original signed by Rod Stott"

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**Prepared by:** Rod Stott  
Environmental Planner

"Original signed by Gail Szostek"

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**Co-Prepared by:** Gail Szostek  
Environmental Technician, Certified Arborist

"Original signed by Christine Carter"

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**Approved by:** Christine Carter, M.PL, MCIP, RPP  
Director of Planning

"Original signed by Frank Quinn"

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**Approved by:** Frank Quinn, MBA, P. Eng  
GM: Public Works & Development Services

"Original signed by J.L. (Jim) Rule"

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**Approved by:** J.L. (Jim) Rule  
Chief Administrative Officer

The following appendices are attached hereto:

- Appendix A - Proposed Tree Management Bylaw No. 7133-2015
- Appendix B - Current Tree Protection Bylaw No. 5896-2000
- Appendix C - Summary and comparison of Municipal tree bylaws
- Appendix D - Tree Protection Amending Bylaw No. 7134-2015

# **APPENDIX A**

## **Proposed Tree Mgmt Bylaw**

### **CITY OF MAPLE RIDGE TREE MANAGEMENT BYLAW**

#### **BYLAW NO. 7133-2015**

A bylaw to manage the urban forest/tree canopy and regulate tree cutting and removal in Maple Ridge.

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**WHEREAS**, it is expedient to repeal Maple Ridge Tree Protection Bylaw No. 5896-2000 and replace it with this bylaw.

**AND WHEREAS**, Section 708 of the Municipal Act enables Council by bylaw to regulate and prohibit the cutting and removal of trees;

**AND WHEREAS**, Section 709 of the Municipal Act enables Council to permit and establish conditions and fees for permit issuance;

**AND WHEREAS**, the Maple Ridge Official Community Plan references tree protection as a goal of the community in sections 5.3 (Objectives and Policy), 5.3.1 (Hillside Development), 5.3.2 (Visual Character), 5.5 (Air Quality) and 5.6 (Preparing for Climate Change)

**NOW THEREFORE**, the Municipal Council of the City of Maple Ridge, enacts as follows:

#### **1. Citation**

This bylaw may be cited for all purposes as the “Maple Ridge Tree Management Bylaw No. 7133-2015”

#### **2. Repeal**

The “Maple Ridge Tree Protection Bylaw No. 5896-2000” is hereby repealed.

#### **3. Definitions**

**“Agricultural use”** means the use of land for the growing of crops or the raising of livestock as permitted under the Maple Ridge Zoning Bylaw.

**“Arborist Report”** means a technical report written by a Certified Arborist;

**“Caliper”** means the diameter of the trunk of a tree at 30.5 cm from the ground.

**“Certified Arborist”** means a person who is certified by the International Society of Arboriculture (ISA)

**“Certified Tree Risk Assessor”** means a person who is certified in Tree Risk Assessment by the International Society of Arboriculture (ISA)

**“City”** means the City of Maple Ridge

**“City Arborist”** means a person employed by the City of Maple Ridge, who has current certification as a Certified Arborist and uses that certification as part of their job description.

**“Critical Root Zone”** means the area of land surrounding the trunk of a tree contained within a circle of radius equal to the DBH of the tree multiplied by 18; or equal to the dripline of the tree; whichever is greater.

**“Conservation Area”** means a watercourse setback area as defined by the Streamside Protection Regulations or slopes over 25%

**“Cut” and “Cutting”** means the removal, knocking down or cutting into, any or all parts, of any tree in such a manner that damages or is detrimental to the health of any tree; and shall include the topping of a tree.

**“Damage” and Damaging”** means any action which will cause a tree to die or to decline in health; including, but not limited to, cutting, ringing, poisoning, burning, topping, or excessive pruning.

**“DBH”** means the diameter of a tree at breast height (1.4 meters) above natural grade of the ground, as measured from the base of the tree. For multi-stemmed trees, the DBH is equal to the cumulative total of the DBH of each stem.

**“Development Permit Area”** means the areas so described within the current Maple Ridge Official Community Plan Bylaw as Development Permit Areas; areas that have been designated under the Local Government Act as requiring issuance of a development permit prior to the commencement of development.

**“Drainage System”** means the system and network of streams, creeks, waterways, watercourses, waterworks, ditches, drains or sewers located in the City on private or public property, by which water is conveyed or travels from lands.

**“Drip Line”** means the vertical line extending down from the outer most branches of the tree to the natural grade of the land.

**“Environmental Technician”** means the person employed by the City of Maple Ridge with the job title of Environmental Technician.

**“Excessive Suspended Solids Discharge”** means a fluid discharge containing suspended solids that exceed 75 mg/litre above background levels of suspended solids in the Drainage System to be determined by measuring the natural or existing suspended

solids upstream of the point of discharge in the Drainage System and the excessive suspended solids discharge at the immediate outlet point of the discharge.

**Farm Plan** means a plan prepared by a professional Agrologist or an experienced farmer that indicates the proposed use of agriculturally zoned land for agricultural purposes. The Farm Plan would indicate placement of structures and production areas, ponds, pastures and fencing specifically for agricultural use.

**Geotechnical Protection Area** means the area of land designated for slope protection within a geotechnical or steep slope Covenant.

**Hazard tree** means a tree that is determined to be in a condition dangerous to people or property by a Certified Tree Risk Assessor.

**Heritage Protection Area** means the area of land designated for tree protection as shown in Schedule "A".

**High Sensitivity Area** means an area that has a steep slope, is in a geotechnical protection Covenant, within a watercourse protection area, over vulnerable groundwater aquifers, or any other environmentally sensitive area as designated by the City from time to time.

**Large Woody Debris** means fallen, dead trees and snags, eroded root structures and logs within the Watercourse Protection Area.

**Large Scale Building Permit** means a building permit issued under the Maple Ridge Zoning Bylaw that includes the following:

- Building complexes such as multiple residential developments (apartments, duplex, etc.) or townhouses with more than 5 units;
- A building that is designated for industrial, commercial, or institutional use;
- A large structure where the building lot coverage is equal to or larger than 2000m<sup>2</sup>.

**Manager of Development and Environmental Services** means the Manager of Development and Environmental Services for the City of Maple Ridge and/or designate.

**Natural Causes** means death or decline of a tree as a result of natural diseases, pests, climactic conditions, or inherent structural defects."

**Owner** means the registered owner or owners of a fee simple parcel of land, or the strata corporation of a strata lot.

**Permit** means a permit issued by the Manager of Development and Environmental Services under the authority of this bylaw to cut or remove a tree or trees.

**Protected Tree** means any tree within the City of Maple Ridge boundaries as per Section 4 of this Bylaw.

**“Prune” or “pruning”** means the selective cutting or removal of living or dead branches of a tree consistent with promoting the health and growth of the tree, as consistent with the International Society of Arboriculture’s standards of arboriculture practice. This does not include topping of a tree.

**“Public Utility”** means a utility service provided by the City of Maple Ridge, BC Hydro, Telus, Terasen Gas and any other company, utility or authority providing a public service or utility.

**“Removed or Removal”** in relation to a tree means to remove in whole or in part from the base.

**“Replacement tree”** means a tree required to be planted to replace a tree cut, removed or damaged in accordance with this Bylaw.

**“Retention Tree”** means a tree that an owner intends to retain or has retained or is required to retain as part of a Development or Building Permit.

**“Rural Area”** means areas outside the Urban Area Boundary as identified on map Schedule B of the current Maple Ridge Official Community Plan.

**“Significant Tree”** means a tree that has been identified by a Certified Arborist as being one of the following:

- Outstanding specimen in size or shape;
- Healthy mature trees
- Rare species, or unique growth;
- Historical – planted by a pioneer or has other historical background;
- Landmark – usually a single well-known tree;

**“Steep Slope”** means an area of land with an average natural slope greater than 25%

**“Survey Plan”** means a survey plan prepared by a registered BC Land Surveyor. The plan illustrates the location of trees in relation to the property lines of a lot, along with the size and species of each tree, plus any other information required for the purpose of assessing a Tree Cutting Permit Application.

**“Tree”** means a woody perennial plant that has a trunk or stem, including its root system

**“Tree Cutting Permit”** means a written permit issued by the Manager of Development and Environmental Services under authority of this Bylaw.

**“Tree Fund”** means the money collected by the City through replacement cash-in-lieu as per Schedule “B” of this Bylaw for the sole use of replacing lost tree canopy through the planting of trees on public and private properties.

**“Tree Protection Barrier”** means a barrier erected to protect a tree and its roots from damage during site work or construction; and as specified in Schedule X of this Bylaw.

**“Topping”** means the removal of major portions of a tree crown by cutting branches to stubs or cutting of the main leader or branches, and includes re-topping of previously topped trees.

**“Urban Area”** means the area of land designated as Urban on map Schedule B of the current Maple Ridge Official Community Plan.

**“Watercourse Protection Area”** means the area of land within a pre-determined distance from the top-of-bank on either side of a watercourse as determined by the current Streamside Protection Regulations that have been adopted by City Council; or as determined by the City Environmental Planner.

**“Wildlife tree”** means a tree or part of a tree that is identified for retention by a Certified Arborist or Qualified Environmental Professional for its value in providing present or future habitat for the maintenance or enhancement of wildlife.

#### **4. Application**

- 4.1 This bylaw applies to Trees on any parcel of land within the City of Maple Ridge and having a diameter of at least 10 centimetres measured from a height of 140 centimetres above the natural grade.
- 4.2 An Owner may prune a tree as required, but may not top a tree. All pruning shall be carried out using sound arboricultural practice, being pruning activities that ensure the health and sustainability of the tree.

#### **5. Prohibitions**

- 5.1 No person may cut or remove a tree without a valid permit issued pursuant to this bylaw.
- 5.2 Without limiting Section 5.1, no person shall damage a tree by soil compacting, depositing or removing soil or constructing a hard or impervious surface within the Critical Root Zone.
- 5.3 No person is to fail to comply with the terms and conditions of a permit issued pursuant to this bylaw.
- 5.4 No person will cause or permit any Excessive Suspended Solids Discharge to be released, directly or indirectly into the Drainage System as a result of works pursuant to this bylaw; and as in compliance with the current City of Maple Ridge Watercourse Protection Bylaw.
- 5.5 No person shall cut, prune, top, damage, or remove a tree during the Migratory Bird Nesting Season as defined in the Provincial Wildlife Act (March 15 to August 1) without



first having the tree assessed by an appropriately qualified environmental professional who is not affiliated with the tree removal contractor, to determine the presence and status of bird and/or wildlife nests. Evidence of active nesting means that trees cannot be cut until the end of nesting season.

- 5.6 No person shall Cut or Remove a tree from the Heritage Protection Area as prescribed on Schedule “A” unless a qualified Tree Risk Assessor submits a full report including recommendations for safety reasons only; and the City approves the work.
- 5.7 No person shall Cut or Remove a tree from a Watercourse Protection Area or on a steep slope, or within 3 meters of a shared property boundary unless a Certified Tree Risk Assessor submits a written report as proof that the tree is hazardous and the Manager of Development and Environmental Services has approved the removal.

## **6. Exemptions**

6.1 No Permit shall be required to cut or remove a tree where:

- a. trees are on parks or municipally owned lands designated for conservation, or on municipally owned servicing easements or Rights of Way, and the Cutting or Removal is conducted by or on behalf of the City of Maple Ridge;
- b. Cutting or Removal of trees is for the maintenance of above ground utility conductors by a public utility or its contractors; and is performed following the current professional arboricultural standards;
- c. approval for tree removal has been obtained from the BC Ministry of Forests;
- d. trees are part of a licensed tree nursery or tree farm operation;
- e. trees are being removed for survey lines less than 2 meters wide, and the trees are less than 25 centimetres dbh.
- f. tree Cutting or Removal is required for construction, improvement, repair or maintenance of public works or services undertaken by a government authority
- g. a tree has been damaged and is in imminent danger of falling and injuring persons or property; and it is not possible to obtain a Tree Cutting Permit prior to the tree falling. The owner must report the cutting of the tree to the City (Manager of Development and Environmental Services or designate) within the next business day. The reporting must include pictures of the tree before it is removed, in the context of a permanent structure to determine the location of the tree. The tree cannot be removed from the site until a City Arborist has visited the lot to determine that the tree fits within this category.

- 6.2 With respect to exemptions a, b, f and g, an Arborist must be present to instruct and direct crew in the removal and pruning of trees, and in the protection of trees, to minimize tree loss and to protect trees on adjacent lands.

## **7. Permits**

- 7.1 When a tree is permitted to be Cut or Removed, such activity shall be undertaken in compliance with the conditions imposed by this Bylaw and all special conditions specified in the Permit.
- 7.2 All landowners and contractors working for landowners must ensure that all tree work is performed in a safe manner as outlined in WorkSafeBC regulations and International Society of Arboriculture Best Management Practices. Failure to do so is an offence under this Bylaw.
- 7.3 An application for a permit will:
- i) be submitted to the Manager of Development and Environmental Services or designate
  - ii) include a fully completed and signed form as set out in Schedule “E”; and
  - iii) be accompanied by the applicable permit fee in accordance with the current Maple Ridge Development Application Fees Bylaw.
- 7.4 A permit issued under this bylaw will be valid for a period of 12 months from the date of issuance and is non-transferable.
- 7.5 An Arborist Report will only be accepted by the City within one year of the date of issuance of the arborist report.
- 7.6 A Tree Cutting Permit may not be issued for interference reasons such as debris in gutters, blocking of sun, neighbor request, moss growth, driveway or sidewalk or fence damage, surfacing roots, view improvement or lack of yard space; unless replacement trees are planted on the same lot or cash in lieu is provided as per Schedule “B”
- 7.7 Notice of the Tree Cutting Permit shall be posted on the lot for which the Permit has been issued in a location visible to the public at least 24 hours prior to the commencement of any tree cutting or removal work; and shall remain posted on the lot until the completion of the work. The notice shall provide the Permit number, address, and a City contact number.
- 7.8 Notice of the Tree Cutting Permit shall be given to any adjacent property owner where the trees to be cut stand within 3 meters of the common property line, at least 48 hours in advance of the tree work beginning. The notice shall provide the Permit number, address, and a City contact number.

7.9 Notice of the Tree Cutting Permit if related to development or large scale building shall be given to each owner that shares a common property line at least 48 hours prior to the work taking place. The Notice shall include the Permit number, the address, the tree removal and retention plan, the estimated start and end times of the tree work, and a contact number for the developer, contractor, and the City.

7.10 At least one of the following circumstances must be met to issue a Permit:

- a) A Certified Tree Risk Assessor submits a written report to the satisfaction of the Manager that a tree is a hazard to the safety of persons or property; that the tree is hazardous, dead, damaged, diseased or in decline beyond expectation of recovery. There will be no application fee required for removal of a hazard tree.
- b) The tree prevents the owner of the lot on which the tree is located from developing or using the lot in a manner permitted under the Zoning Bylaw;
- c) The tree is within 2 meters of an existing building foundation wall; no application fee will be required for removal of such a tree;
- d) A rezoning plan, subdivision plan, large scale building plan or Development Permit has been approved and identifies tree removal and protection areas in an approved Tree Management Plan as outlined in Schedule "D"
- e) the Cutting down of trees is required to site a building, driveway, septic field, roadway, or utility corridor as approved by a Building Permit other than a Large Scale Building Permit;
- f) The trees are on a lot zoned for agricultural use, and a Farm Plan shows that the trees will interfere with the best use of the land for agricultural purposes, and the owner agrees in writing that no application for subdivision, rezoning, or development of that lot will be accepted by the City for a period of five years from the date of issuance of the Tree Cutting Permit. Replacements will not be required.
- g) Trees in a Conservation area (watercourse setback area or steep slopes) where a replacement plan has been approved by the City, for the purposes of enhancement of protected areas. Application fee is not required.

## **8. Plans and Conditions**

Where an application for a permit pursuant to this bylaw is required, application will be made in writing to the Manager of Development and Environmental Services and must contain the following information:

- a. Name and address of the applicant

- b. Name and contact information for the Tree Contracting Company, with proof of a current Maple Ridge Business License, a Certified Arborist on staff, a minimum of \$1 million liability insurance, and good standing with WorkSafe BC
- c. a statement of purpose and rationale for the proposed tree cutting; Arborist Report may be required
- d. estimated date for beginning and end of tree work
- e. where there is no development application for the property, a site plan indicating the location and size of trees to be Cut, trees to be protected, topographic and hydrographic features, structures, roads and other pertinent information useful in the determination of location. Tree Survey may be required.
- f. Lands under a rezoning, subdivision, large scale building or development application must provide a comprehensive Tree Management Plan, prepared by a Certified Arborist and as set out in Schedule "D"
- g. a proposed planting plan for all required replacement trees as per Schedule "B";
- h. suitable method for appropriate disposal of any woodwaste/clearing debris;
- i. method for control of drainage and erosion impacts from the tree removal site;
- j. a copy of any applicable federal or provincial approvals, including a Bird Nesting Survey if removing trees between March 15 and August 1 as per provincial Wildlife Act regulations;

**Watercourse Protection Areas:**

- k. Every application for tree Removal on a property that is adjacent to or contains any part of a watercourse may be required to provide along with the application a survey that identifies Top-of-Bank prepared by a B.C. Land Surveyor

**Areas to be Clear Cut:**

- l. Every application for tree Removals that will clear and grub an area of 100 square meters or more will require an erosion and sediment control plan prepared by a qualified professional, at the applicant's expense, to deal with bare and exposed soil; and a plan for stabilization of exposed soils once the work is complete.

**Steep slopes and Geotechnical Protection Areas:**

Applications for tree Removal on a steep slope (25% or greater), and/or within a Geotechnical Covenant, may require:

- m. a report prepared by a qualified geotechnical engineer that certifies that the proposed tree Removal will not create increased flooding, erosion, or landslip caused by stormwater runoff directed from the tree removal site.

**Hazard Tree**

- n. Every application for the Removal of a Hazard Tree shall be accompanied by a report prepared by a certified Tree Risk Assessor; no fee required for the application.
- o. A Tree Permit may be revoked by the Manager of Development and Environmental Services or designate if the terms and conditions of the permit have been breached or the information supplied by the applicant is determined to be inaccurate, incomplete or erroneous.

**9. Tree Removal**

Where Cutting or Removal of trees has been authorized by the City, and a valid and subsisting permit exists, the person undertaking the cutting or removal must:

- a. dispose of the tree parts by chipping or burning in accordance with provincial and City regulations;
- b. keep the Drainage System free of Excessive Suspended Solids Discharge originating from the tree removal area, as per the Maple Ridge Watercourse Protection Bylaw 6410-2006;
- c. stabilize all bare and exposed soil by Oct. 15<sup>th</sup> of any given year in order to reduce potential erosion impacts;
- d. restrict all tree Removal work to the hours of 8:00 a.m. to 6:00 p.m. every day of the week except Sunday, when work is prohibited;

**Areas to be Clear Cut:**

- e. conduct clear cutting tree Removals from April 15<sup>th</sup> to October 15<sup>th</sup> of any given year, unless an erosion control plan prepared by a qualified professional has been approved by the City and implemented prior to site disturbance; and

**Watercourse Protection Area:**

- f. when Cutting Hazard Trees, within the Watercourse Protection Area, leave the larger pieces of such trees as Large Woody Debris and leave the cut tree stump at a safe habitat height in order to retain fish and wildlife habitat

## 10. Replacement Trees

- 10.1 The applicant shall replace all trees Cut and Removed under a Tree Cutting Permit in one or more of the following ways:
- a. with new trees planted on the same parcel in accordance with the requirements set out and determined in Schedule “C”.
  - b. if it is not possible to plant replacement trees on the same lot, with new trees planted on a different parcel, as determined by the Manager of Development and Environmental Services, or
  - c. pay cash in lieu to the City in the amount of \$425 per tree removed; not to exceed a total of \$17,000 per hectare. Replacement fees will be held in a Tree Fund that is designated for planting trees within the City of Maple Ridge.
- 10.2 Where the tree removals are attached to a rezoning, subdivision or building permit, the number of trees required for replacement will not exceed 40 trees per hectare of developable area on the property. Retained trees outside of conservation areas will count as replacement trees in the same ratio as trees removed.
- 10.3 Replacement trees shall be of a size as listed in Schedule “B”; and of a condition and structure as set out in the current BCLNA BC Landscape Standard;
- 10.4 Replacement trees shall not be planted within 3 meters of a building foundation wall or within 1.5 metres of a property line.
- 10.5 Where no construction or site disturbance is proposed that would affect the planting of replacement trees, the replacement trees must be planted within ninety (90) days of the date of issuance of the tree cutting permit, or of the issuance of a Notice of Compliance from the City.
- 10.6 Where the planting of trees would hinder proposed construction or site disturbance or where the survival of replacement trees would be in jeopardy with proposed construction, the replacement trees must be planted within ninety (90) days of the final occupancy approval of the last building being constructed that would jeopardize the survival of the tree
- 10.7 An Owner of Replacement trees shall maintain the same in accordance with the current BCLNA BC Landscape Standard;
- 10.8 Prior to the issuance of a permit the Owner shall provide the City with a security deposit in the amount of \$425.00 per Replacement tree in cash or irrevocable letter of credit.
- 10.9 The amount of security shall be held by the City for one year from the date the replacement tree(s) are planted provided that the Manager of Development and Environmental Services is satisfied that the Owner has complied with the tree replacement criteria.

- 10.10 If the Owner has not complied with the tree replacement criteria as outlined in this Bylaw, the City can use the security money to meet the replacement conditions as specified in the Permit.

## **11. Tree Protection Requirements**

- 11.1 Where the Critical Root Zone of any protected tree, either on the lot or on an adjacent property is within 5 meters of any excavation, demolition, construction or engineering works, the owner must install a tree protection barrier around the tree, in accordance with Schedule "C"
- 11.2 No demolition permit, building permit, or tree cutting permit shall be issued before the tree protection barrier has been installed and approved by the Manager of Development and Environmental Services or designate
- 11.3 No subdivision servicing works shall be permitted before the tree protection barrier has been installed and approved by the Manager of Development and Environmental Services or designate
- 11.4 Tree protection barriers must remain in place and in accordance with Schedule "C" until all construction is completed and given a final completion certificate or final occupancy from the City.
- 11.5 Site disturbance within the tree protection zone is prohibited including, but not limited to, site grading, deposition or storage of soil or any other material, disposal of any toxic material, access by any equipment or vehicles, or use of the area as an amenity space during construction.
- 11.6 Any work within a tree protection zone must be approved by the City Arborist and supervised at all times by an independent Arborist.
- 11.7 With respect to development and building permits, the Owner must protect all land dedicated or transferred to the City, and all conservation lands on the property by erecting a fence, as per the specifications in Schedule "C" around that dedicated or transferred land prior to any development. The on-site clearing or removal of any vegetation, the alteration of on-site grades, and the removal or deposition of soil from or to this dedicated or transferred land is prohibited.

## **12. Hazardous Tree Assessments**

- 12.1 Prior to any and all development, the Owner must ensure that a Hazardous Tree Assessment is completed at the Owner's sole cost to determine if there is imminent danger of a tree, or any part of a tree within reach of the developable parcel edge, falling and damaging the parcel or injuring individuals within the developable acreage.

- 12.2 The Hazardous Tree Assessment must be done under the direction of a Certified Arborist or Landscape Architect, and the Owner must submit the completed Hazardous Tree Assessment prior to final approval of subdivision or issuance of a building permit.
- 12.3 The Hazardous Tree Assessment must be done under the direction of a Certified Arborist with Tree Risk Assessment Certification, and the Owner must submit the completed Hazardous Tree Assessment prior to final approval of subdivision or issuance of a building permit.
- 12.4 The Owner must ensure that all hazardous trees identified during a Hazardous Tree Assessment are removed or modified at the Owner's cost.

### **13. Fees and Securities**

- 13.1 An application for a permit must include the applicable fee as set out in the current Maple Ridge Development Application Fees Bylaw, prior to the issuance of a permit.
- 13.2 Where replacement trees are required as a condition of a Tree Cutting Permit or as a penalty for unpermitted tree cutting, the owner or person responsible for the cutting, removal or damage of the tree shall provide to the City a security deposit in cash or letter of credit in the amount specified on the Tree Cutting Permit or penalty notice. The security will be returned once the replacement trees have been planted, inspected and survived for one year. No interest shall be paid by the City on security deposits. The amount of the security for the provision, installation and maintenance of replacement trees required by this Bylaw shall be \$425 per tree to a maximum of \$17,000 (40 trees) per hectare or \$100,000 per project.

### **14. Administration and Enforcement**

- 14.1 This bylaw will be administered by the Manager of Development and Environmental Services or designate(s).
- 14.2 The Manager of Development and Environmental Services, the Environmental Technician, the Bylaw Enforcement Officer and all City employees under their direction will have the right at all reasonable hours to enter upon and inspect any land or premises in the City to determine if the provisions of the Bylaw are being met.

### **15. Offense and Penalty**

- 15.1 Every person who violates any provision of this Bylaw or who suffers or permits any act or thing to be done in contravention of this Bylaw is guilty of an offence against this Bylaw and is liable to the penalties hereby imposed.



- 15.2 Every person who commits an offence against this Bylaw is liable to a fine and penalty as set out in the current Municipal Ticketing Information Bylaw; and not more than \$10,000.00 for each offence.
- 15.3 Where more than one tree is cut down, removed or damaged in violation of this bylaw a separate offense is committed with respect to each tree.
- 15.4 Each day that a violation exists or continues shall constitute a separate offense.
- 15.5 In addition, any owner who cuts, removes or damages, or suffers or permits any tree to be cut, removed or damaged in contravention of this bylaw or in violation of any terms and conditions of the permit will be required to replace trees on the same parcel in accordance with Schedule "C"
- 15.6 If the owner fails or refuses to plant the required replacement trees as specified on the Permit or in the Replacement Planting Criteria, Appendix, within four months of receiving written direction from the City to do so, the City may use the security collected to either have the trees planted onto the owner's lot or to plant the trees on City-owned property.
- 15.7 In the event that the owner of the lot fails to pay the costs of compliance before 31<sup>st</sup> day of December in the year following that of compliance notice, the costs shall be added to and form part of the taxes payable on the lot as taxes in arrears.
16. If any section or lesser portion of this Bylaw is held invalid, it will be severed and the validity of the remaining provisions of this will not be affected.
17. Schedules "A", "B", "C", "D", "E", and "F" attached to this Bylaw are incorporated herein and form part of the bylaw.

READ a first time the     day of                     , 2015.

READ a second time the     day of                     , 2015.

READ a third time the             day of                     , 2015.

ADOPTED, the     day of                     , 2015.

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PRESIDING MEMBER

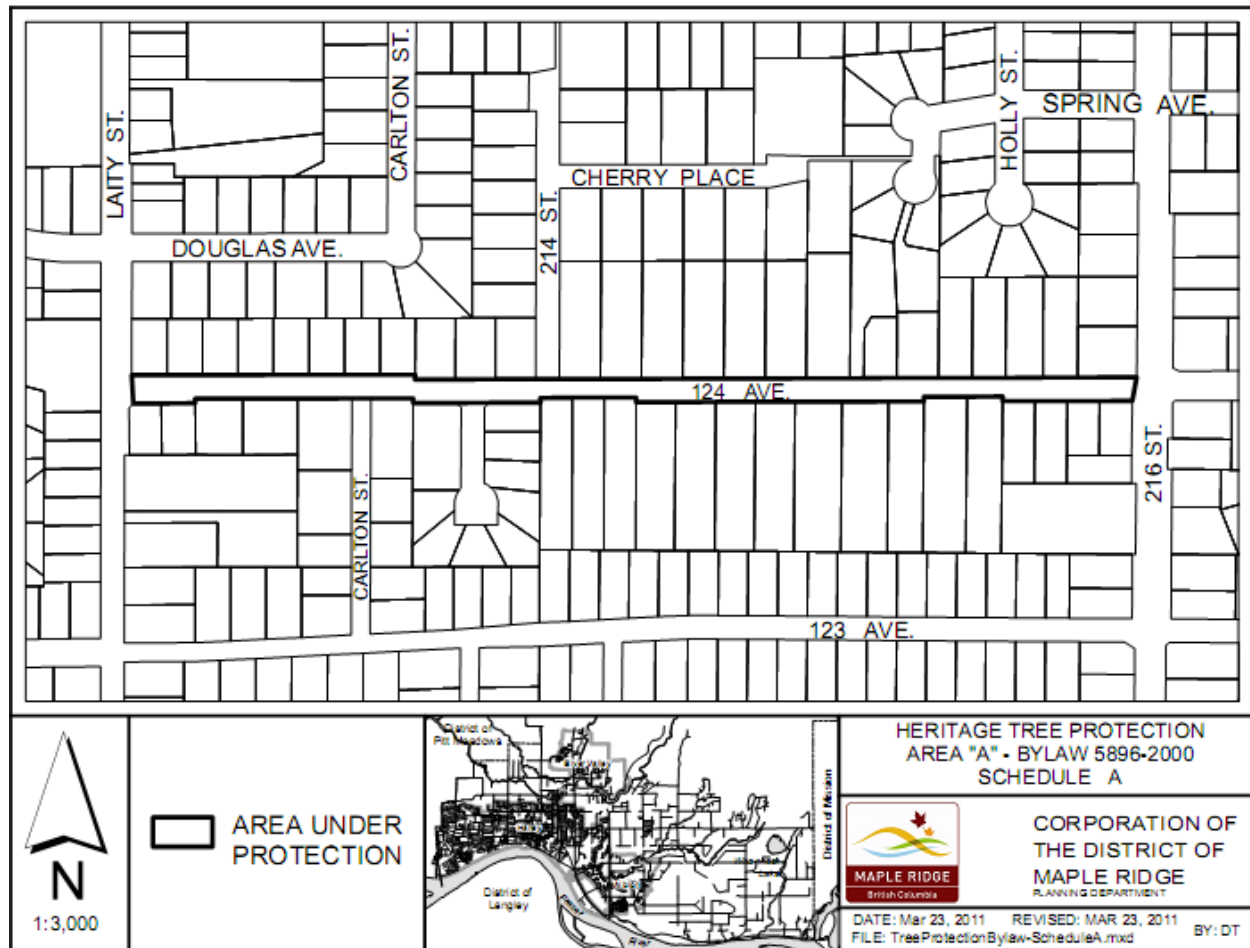
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CORPORATE OFFICER

## City of Maple Ridge

## Maple Ridge Tree Management Bylaw No. 7133-2015

## SCHEDULE "A"



## SCHEDULE “B”

### Tree Replacement Criteria

The criteria below applies to the replacement of trees required under Section 10 of the City of Maple Ridge Tree Protection Bylaw No. 7133-2015.

DBH* of trees cut or removed	Replacement Criteria
20 cm - 30 cm.	1 replacement tree
30 cm – 50 cm	3 replacement trees
More than 50 cm	4 replacement trees

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

Trees are to be of a species, and planted in the location, specified in the Tree Permit.

Replacement tree size is to be no less than 2 meter height for coniferous trees; and no less than 6 cm caliper for deciduous trees.

With respect to all development applications, including building permits, the total number of replacement trees will not exceed 40 per hectare of developable area on the property. Trees retained on site will count as replacement trees, at same size ratio as above. The Owner must ensure that each of its development sites has a tree density of at least 40 trees per hectare (16 trees per acre), comprising newly planted trees and retained trees, and including street trees required under the Development Permit. The Owner must achieve this tree requirement within the developable portion of each parcel, and a tree situated on undevelopable land, or land to be dedicated or transferred to the City for park or green space purposes shall not be included.

Should it not be possible or desirable to plant trees on the same parcel of land as where they were removed, \$425 per tree cash in lieu must be paid to the City for designated use of planting trees in the City to a maximum of 40 trees (\$17,000) per hectare. Tree replacements on development and building applications will be calculated on the basis of the 40 trees per hectare being retained/replaced on site.

Tree Replacements are NOT required for the following:

1. Active agricultural uses – existing or proposed; with City approved Farm Plan
2. Hazard trees where Tree Risk Assessor deems replacements not required;
3. Dead trees
4. Trees below 20 cm dbh

## SCHEDULE "C"

### Tree Protection Specifications

Trees that are identified for protection through a Tree Permit require the following protection measures to be implemented if there is any demolition, construction or change of land grade within 5 meters of the Critical Root Zone of the tree:

A protection barrier or temporary fence of at least 1.2 meters in height must be placed around the Critical Root Zone of the tree. This barrier must be in place before any excavation or construction work begins, and the barrier must remain intact throughout the entire period of construction.

#### **Specifications for Construction:**

1. 1.2 m (~4') height;
2. 2"x 4"s to be used for vertical posts, top and bottom rails and cross-bracing (in an "X"); round, un-treated vertical posts may be used with a minimum diameter of 9 cm;
3. Spacing between vertical posts to be no further apart than 3.7 m (12') on center;
4. Structure must be sturdy with vertical posts driven firmly into the ground;
5. Continuous plastic mesh screening (e.g. orange snow fencing);
6. Posted with visible all weather signage advising that encroachment inside the protected area is forbidden;
7. Located at a distance from the tree based on the calculation of its Critical Root Zone.

Protection barriers must be inspected by the Project Certified Arborist or the City Arborist, before any work can begin.

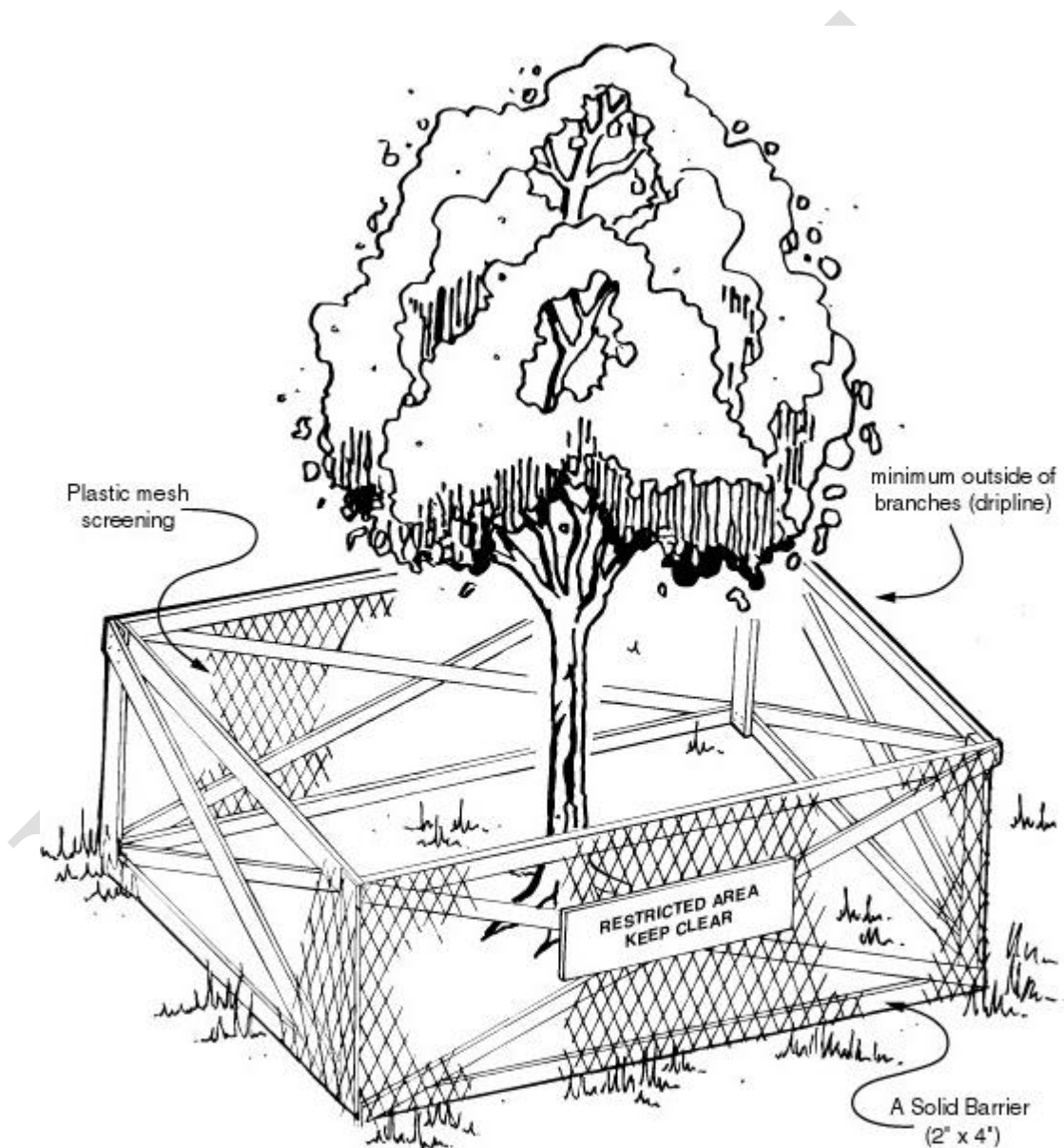
The Protection Zone within the barrier fencing is off limits for all activity including storage, dumping, parking and machinery operation.

Any required excavation in and around the Protection Zone must be indicated on the plan and must be done by hand. (eg. underground servicing, footings, etc.) under the supervision of a Certified Arborist. Grades within the Protection Zone must be maintained as original. Re-grading outside the protection zone must not negatively affect the drainage or the health of the retained trees. Trees within the Protection Zone must be adequately cared for throughout the process.

If trees within the Protection Zone are damaged beyond repair, they will be replaced at the Developer/Owner's expense.

SCHEDULE "C" con't

Tree Protection Specifications



**Tree Protection Barrier**

Note: no storage of building materials  
within or against protection barrier

## SCHEDULE “D”

**TREE MANAGEMENT PLAN REQUIREMENTS**  
**For lands under development permit applications**

Lands under a rezoning, subdivision, large scale building or development application must provide a comprehensive Tree Management Plan prepared by a Certified Arborist. This Plan must follow the Maple Ridge Tree Best Management Practices, and include the following:

1. **Hazardous Tree Assessment** done by a Certified Tree Risk Assessor to identify all trees that are a potential hazard to proposed development during and after construction.
2. **Fire Risk Assessment** submitted to the Fire Chief in accordance with the Wildfire Development Permit where applicable
3. **Flood Impact Assessment** as related to tree removals prepared by a professional hydrologist if the development is in the floodplain where applicable
4. **Groundwater Impact Assessment** as related to tree removals prepared by a qualified professional if there will be significant clearing of trees over a provincially designated vulnerable groundwater aquifer
5. **Phased Clearing Plan** if there is a large area (over 4 ha) to be cleared, or the area to be cleared has slopes over 15%, or the area to be cleared is on a floodplain, in order to minimize the immediate impacts of clearing
6. **Erosion and Sediment Control Plan** to be implemented on site prior to and after the tree clearing
7. **Tree Survey** for lots under application to be prepared by a registered BC Land Surveyor and includes all existing lot lines, rights-of-way, easements, spot elevations at base of significant trees, and all existing trees including significant trees; and estimated locations and types of trees over 20 cm dbh within 5 metres on adjacent properties
8. identification of **trees to be retained** with consideration on retention along perimeters of property and on retention of significant trees; including a complete description of retained and newly planted trees shown on the Tree Management Plan, including the names (common and botanical names), locations, quantities, caliper sizes, heights, and spread at installation for each newly planted tree, and the dripline for each retained tree. All planting together with retention must meet the tree density requirements set out in Section 8; and,
9. identification of conceptual development layout, including proposed elevations, proposed location of all underground servicing, buildings, driveways, parking areas, landscaped areas, roadways, and detention/ siltation ponds within 15 meters of retained and replacement trees
10. **tree protection plan** that describes how trees will be protected during construction
11. **replacement planting plan** to match requirements as per Schedule “B” to a maximum of 16 trees per acre. Trees to be retained count as replacement trees if they are not in conservation areas. Size of retained tree determines how many replacement trees it equals, as per the following:

DBH* of trees cut or removed	Replacement Criteria
------------------------------	----------------------

20 cm - 30 cm retained tree =	1 replacement tree
30 cm - 50 cm retained tree =	3 replacement trees
More than 50 cm retained tree =	6 replacement trees

12. Monitoring Schedule for tree retention and planting on the site during and after the construction. This will include a letter from the Developer that they agree to retain the Certified Arborist as a monitor to ensure proper protection measures and planting quality, and tree maintenance takes place until the end of the maintenance period for the trees. Monitors may be requested by the City to report on issues that arise on site through construction.
13. calculation of **security** amount on the planted and retained trees, to be paid by developer. Each tree to be planted or retained requires \$425 security per tree; not to exceed a total of \$10,000 for the entire application. This security will be returned one year after the trees have been planted and approved by the City; and with the submission of a Certified Arborist report that assures the healthy condition of the trees to be reviewed and approved by the City Manager of Development and Environmental Services.

All protection and mitigation measures must be in place and inspected/reported by Certified Arborist, submitted to and approved by City, before any development work can begin on site.

## 14. City of Maple Ridge

## Maple Ridge Tree Management Bylaw No. 7133-2015

## SCHEDULE "E"

## Application for Tree Removal

1. Full name(s) and address of applicant: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ or \_\_\_\_\_

2. Full name(s) and address of owner (if different than applicant): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_email: \_\_\_\_\_

A signed consent form from the Owner must accompany this application if applicant and owner are not the same.

3. Full name(s) and address of tree cutting company: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_ email: \_\_\_\_\_

4. Property proposed for tree removal:

Street Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

5. Purpose of proposed tree removal: \_\_\_\_\_

\_\_\_\_\_

Attach arborist report as required under Section 7.d) of the bylaw

6. Number and Species of trees to be cut: \_\_\_\_\_

\_\_\_\_\_

7. drainage and erosion control methods to minimize impacts to adjacent lands or nearby watercourses from the tree removal site: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach erosion control plan as required under Section 8 (j) of the bylaw p

Attach geotechnical report as required under Section 8 (k) of the bylaw p



8. Methods proposed to restore the site to a suitable condition, including appropriate disposal of wood waste and stabilization of bare and exposed soil: \_\_\_\_\_

\_\_\_\_\_

9. If trees to be removed are not affiliated with a Subdivision or Large Scale Building Permit, then attach a dimensional sketch of the property which shows the location of the trees to be cut or removed, the location of the trees to be protected, the location of barrier fencing, the location and species of any required replacement trees, topographic and hydrological features, structures, roads and other information useful in determining location.

If tree removals are in conjunction with a rezoning, subdivision or large scale building application, a Tree Management Plan must accompany this application. p

Note: Applications for a permit shall be accompanied by the prescribed fee as set out in the current Maple Ridge Development Application Fees Bylaw.

**I HEREBY DECLARE** that the above information is correct, and that I have read a copy of the City of Maple Ridge Tree Management Bylaw No. 7133-2015 and that I will abide by all the applicable provisions of the said bylaw and such terms and conditions as may form part of any Tree Removal Permit issued pursuant to this application.

I understand that I will be required to provide a security deposit as required by this bylaw to guarantee the provision and maintenance of all Replacement trees in accordance with Maple Ridge Tree Management Bylaw No. 7133-2015.

Name of Applicant(s): \_\_\_\_\_

Signature of Applicant(s): \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

## City of Maple Ridge

## Maple Ridge Tree Management Bylaw No. 7133-2015

## SCHEDULE "F"

Tree Cutting Permit
---------------------

Tree Cutting Permit 20XX-XXX-TC

1. This permit is issued pursuant to City of Maple Ridge Tree Protection Bylaw No. XXXX-2015.
2. This permit applies only to those lands legally described as (legal land description), (the "Lands")

Civic Address: \_\_\_\_\_

3. This permit is issued to: Applicant's name (the "Permittee")
4. This permit authorizes the Permittee to cut and remove only the trees in those areas on the Lands shown and described on Schedule A of this Permit subject to the terms and conditions hereinafter set out.
5. This permit is issued with the understanding that these lands are under a Subdivision Application, and that the lands will be substantially developed by (month, year).
6. This permit is issued subject to the following conditions:
  - a. any tree authorized to be cut or removed by the Permit shall only be cut or removed in strict compliance with:
    - the City of Maple Ridge Tree Protection Bylaw No. 5896-2000 and permit application dated: \_\_\_\_\_;
    - MoWLAP "Hazard Tree Management – Environmental Stewardship Standards and Recommended Best Practises – Instream Works Type No. 15.
  - b. no tree shall be cut or removed in those areas described on Schedule A of this Permit until:
    - (i) such areas have first been demarcated on the Lands by tape, ribbon or stakes and a barrier has been placed around those trees to be retained;
    - (ii) such area or areas have been inspected by the Manager of Development and Environmental Services or their designate to ascertain whether they comply with the permission herein; and
    - (iii) the Manager of Development and Environmental Services or designate has signed this Permit in the space provided below.
7. Compliance with Provincial Wildlife Act regarding any protected nesting trees;

8. Tree Replacement consistent with Maple Ridge Tree Protection Bylaw Schedule D;
9. Removed trees will be felled into the riparian area and their trunks, limbs and greenery left to provide food nutrients and cover for fish and wildlife habitats and populations. They will be placed so that they do not cause future drainage obstructions. Wildlife snags to be left standing as per Arborist Report;
10. Sediment and erosion control and other deleterious spill/discharge prevention requirements as per ESC plan attached;
11. Access mitigation requirements must ensure safety on all public roadways and other public lands adjacent to this property;
12. All tree alteration or removal activities must either be conducted by or supervised by an appropriately qualified professional, namely:  
  
Business name \_\_\_\_\_  
Maple Ridge Business License# \_\_\_\_\_  
Certified Arborist # \_\_\_\_\_
13. Once the proposed tree removals and/or cutting is complete, the applicant must notify the Environmental Technician to verify that work completed is within this Permit guidelines.
14. A sign displaying Permit Number and date must be displayed at the entrance to the site when tree work is in progress.
15. The authorization herein to cut or remove trees expires and is of no further force or effect one year after the date of the issuance of this Permit. Any proposed extension of this permit may be considered at the end of this period.

This Tree Cutting Permit is issued on \_\_\_\_\_ and shall expire in one year on \_\_\_\_\_.

Any proposed changes to the Permit must be approved by the City of Maple Ridge.

\_\_\_\_\_  
Manager of Development and Environmental Services

# **APPENDIX B**

## **Current Tree Protection Bylaw**

### **CORPORATION OF THE DISTRICT OF MAPLE RIDGE**

#### **BYLAW NO. 5896-2000**

A bylaw to regulate and prohibit tree cutting and removal in Maple Ridge.

---

**WHEREAS**, it is expedient to amend Maple Ridge Tree Protection Bylaw No. 5896-2000.

**AND WHEREAS**, Section 708 of the Municipal Act enables Council by bylaw to regulate and prohibit the cutting and removal of trees;

**AND WHEREAS**, Section 709 of the Municipal Act enables Council to permit and establish conditions and fees for permit issuance;

**AND WHEREAS**, Section 725.1 of the Municipal Act enables Council by bylaw to prohibit a person from polluting, obstructing or impeding the flow of a stream, creek, waterway, watercourse, waterworks, ditch, drain, or sewer

**NOW THEREFORE**, the Municipal Council of the Corporation of the District of Maple Ridge, in open meeting assembled, ENACTS AS FOLLOWS:

**1. Citation**

This bylaw may be cited for all purposes as the “Maple Ridge Tree Protection Bylaw No. 5896-2000”

**2. Repeal**

The “Maple Ridge Tree Protection Bylaw No. 4903-1993”, “Maple Ridge Erosion Control and Tree Cutting Bylaw No. 4267-1989”, and the “Maple Ridge Tree Removal Bylaw No. 887-1968” are hereby repealed.

**3. “Definitions**

**“Certified Arborist”** means a person certified by the International Society of Arboriculture (ISA)

**“Cut” and “Cutting”** means the removal, knocking down or cutting into, any or all parts, of any tree in such a manner that damages or is detrimental to the health of any tree.

**“Development Permit Area”** means the areas so described within the Maple Ridge Official Community Plan Bylaw No. 5434-1996 as Development Permit Area No. XVII, XIX, XX, XXVI, XXX.

**“Drainage System”** means the system and network of streams, creeks, waterways, watercourses, waterworks, ditches, drains or sewers located in the District on private or public property, by which water is conveyed or travels from lands.

**“Drip Line”** means the vertical line extending down from the outer most branches of the tree to the natural grade of the land.

**“Excessive Suspended Solids Discharge”** means a fluid discharge containing suspended solids that exceed 75 mg/litre above background levels of suspended solids in the Drainage System to be determined by measuring the natural or existing suspended solids upstream of the point of discharge in the Drainage System and the excessive suspended solids discharge at the immediate outlet point of the discharge.

**“Forest Reserve”** means the area so described in the Official Community Plan Bylaw No. 5434-1996.

**“Geotechnical Protection Area”** means the area of land designated for tree protection as shown in Schedule “C”.

**“Hazard tree”** means a tree that is determined to be in a condition dangerous to people or property by a Certified Arborist.

**“Heritage Protection Area”** means the area of land designated for tree protection as shown in Schedule “A”.

**“Large Woody Debris”** means fallen, dead trees and snags, eroded root structures and logs within the Watercourse Protection Area.

**“Manager of Development and Environmental Services”** means the Manager of Development and Environmental Services for the District of Maple Ridge and/or designate.

**“Owner”** means the registered owner or owners of a fee simple parcel of land and the trees growing on it.

**“Removed or Removal”** in relation to a tree means to remove in whole or in part.

**“Replacement tree”** means a tree planted pursuant to Section 10.

**“Rural Area”** means the area of land designated as Rural in Schedule “B”.

**“Topping”** means the removal of the dominant leader or crown of a tree.

**“Urban Area”** means the area of land designated as Urban in Schedule “B”.

**“Watercourse Protection Area”** means the area of land within 15 meters of the top-of-bank on either side of a watercourse described on Schedule E of the Maple Ridge Official Community Plan.

**“Wildlife tree”** means a Tree that provides present or future habitat for the maintenance or enhancement of wildlife as defined in the British Columbia’s Wildlife Tree Classification System published in “Wildlife Tree Management in British Columbia”.

#### **4. Application**

This bylaw applies to Trees having a diameter of at least 10 centimeters measured from a height of 150 centimeters above the natural grade and which are:

- a. on any parcel of land in the Urban Area that has sufficient lot area to create two or more new lots within the requirements of the existing zoning pursuant to Maple Ridge Zoning Bylaw No. 3510-1985;
- b. on any parcel of land in the Urban Area that is 1 acre (0.4 hectares) or greater in size;
- c. within a Development Permit Area;
- d. on land owned by the District or in the possession of the District;
- e. identified for retention as part of a subdivision approval, development permit or building permit;
- f. within a Forest Reserve;
- g. Wildlife trees;
- h. on slopes of 1:3 (rise over run) or greater;
- i. within a Watercourse Protection Area;
- j. within a Heritage Tree Protection Area;
- k. within a Geotechnical Protection Area.

#### **5. Prohibitions**

- a. No person may cut or remove a tree without a valid permit issued pursuant to this bylaw.
- b. Without limiting Section 5 (a), no person shall damage a tree by soil compacting, deposition or removal of soil or constructing a hard or impervious surface within the Drip Line.
- c. No person is to fail to comply with the terms and conditions of a permit issued pursuant to this bylaw.

- d. No person will cause or permit any Excessive Suspend Solids Discharge to be released, directly or indirectly into the Drainage System as a result of works pursuant to this bylaw.

## **6. Exemptions**

Except in respect to trees referred to in S.4 (i), (j) and (k) no permit shall be required to cut or remove a tree where:

- a. no more than 3 trees are cut or removed for every acre or part thereof (0.4 hectares) for any reason in any 12 month period;
- b. a subdivision plan has been approved that identifies tree removal and protection areas;
- c. a development permit has already been issued that identifies tree removal and protection areas;
- d. the cutting down of trees as is required to site a building, driveway, septic field, roadway, or utility corridor as approved by a building permit;
- e. emergency removal of trees that are severely damaged by a natural cause, which as a result pose an imminent danger of falling and injuring persons or property;
- f. trees are on parks or municipally owned lands and the cutting or removal is conducted by or on behalf of the District of Maple Ridge;
- g. cutting or removal of trees by standard aboricultural practices for the maintenance of above ground utility conductors by a public utility or its contractors;
- h. approval for tree removal has been obtained from the BC Ministry of Forests;
- i. are cutting trees less than 25 centimetres in diameter, measured from a height of 150 centimetres above natural grade, for survey lines less than 2 meters wide;
- j. tree cutting or removal is required for construction, improvement, repair or maintenance of public works or services undertaken by a governmental authority.

## **7. Permits**

- a. When a tree is permitted to be cut or removed, such activity shall be undertaken in compliance with the conditions imposed by this Bylaw and all special conditions specified in the permit.

- b. An application for a permit will:
  - i) include a fully completed and signed form as set out in Schedule “E”; and
  - ii) be accompanied by the applicable permit fee calculated in accordance with Section 11.
- c. A permit issued under this bylaw will be valid for a period of 12 months from the date of issuance and is non-transferable.

## **8. Plans and Specifications**

Where an application for a permit pursuant to this bylaw is required, application will be made in writing to the Manager of Development and Environmental Services and must contain the following information:

- a. a statement of purpose and rationale for the proposed tree cutting;
- b. a site plan indicating the location of the trees to be cut, trees to be protected, topographic and hydrographic features, structures, roads and other pertinent information useful in the determination of location.
- c. a proposed planting plan for any necessary replacement trees;
- d. method for appropriate disposal of any woodwaste/clearing debris;
- e. method for control of drainage and erosion impacts from the tree removal site;
- f. a copy of any applicable federal or provincial approvals;

Parcels that are adjacent to or contain a watercourse:

- g. every application for tree removal on a property that is adjacent to or contains any part of a watercourse must provide along with the application a survey that identifies top-of-bank prepared by a B.C. Land Surveyor.

Parcels greater than 2.5 acres (1 hectare):

- h. every application for tree removal on parcels greater than 2.5 acres (1 hectare) between October 15<sup>th</sup> to April 15<sup>th</sup> of any given year will require an erosion and sediment control plan prepared by a qualified professional, at the applicant's expense, to deal with bare and exposed soil.

Steep slopes:

- i. Every application for tree removal on a steep slope, 1:3 (rise over run) or greater, must be accompanied by a report prepared by a qualified geotechnical engineer that certifies that the proposed tree removal will not create increased flooding, erosion, or landslide caused by stormwater runoff directed from the tree removal site.



- j. A statement signed by the applicant ensuring that the applicant will be responsible for undertaking and completing all works required by the geotechnical engineer in accordance with the report described in subsection (i).

**Geotechnical Protection Area:**

- k. Every application for tree removal within a Geotechnical Protection Area must be accompanied by a report prepared by a qualified geotechnical engineer that certifies that the proposed tree removal will not create increased flooding, erosion, or landslip on the property or adjacent properties.
- l. A statement signed by the applicant ensuring that the applicant will be responsible for undertaking and completing all works required by the geotechnical engineer in accordance with the report described in subsection (k).

**Hazard Tree**

- m. Every application for the Removal of a Hazard Tree shall be accompanied by a report prepared by a certified arborist.

## **9. Tree Removal**

Where cutting or removal of trees has been authorized by the District, and a valid and subsisting permit exists, the person undertaking the cutting or removal must:

- a. dispose of the tree parts by chipping or burning in accordance with Provincial and District regulations;
- b. keep the Drainage System free of Excessive Suspended Solids Discharge originating from the tree removal area;
- c. stabilize all bare and exposed soil by Oct. 15<sup>th</sup> of any given year in order to reduce potential erosion impacts;
- d. restrict all tree removal work to the hours of 8:00 a.m. to 6:00 p.m. everyday of the week except Sunday, when work is prohibited;

**Parcels greater than 2.5 acres (1 hectare):**

- e. conduct tree removal on parcels greater than 2.5 acres (1 hectare) from April 15<sup>th</sup> to October 15<sup>th</sup> of any given year, unless an erosion control plan prepared by a qualified professional has been approved by the District and implemented prior to site disturbance; and

**Watercourse Protection Area:**

- f. when cutting hazard trees, within the Watercourse Protection Area, leave such trees as Large Woody Debris in order to retain fish and wildlife habitat or alternatively replace such tree in accordance with the provisions of Schedule "D".

## **10. Replacement Trees**

- a. Where compliance is required with Sections 9(f) and 13(e) the owner shall replace the trees cut and removed with new trees planted on the same parcel in accordance with the requirements set out and determined in Schedule "D".
- b. An owner of replacement trees shall maintain the same in accordance with standard arboricultural practice.
- c. Prior to the issuance of a permit the owner shall provide the District with a security deposit in the amount of \$400.00 per replacement tree in cash or irrevocable letter of credit.
- d. The amount of security shall held by the District for one year from the date the replacement tree(s) are planted provided that the Manager of Development and Environmental Services is satisfied that the owner has complied with the tree replacement criteria.

## **11. Fees**

An application for a permit must pay the following fees prior to the issuance of a permit:

- |      |           |   |
|------|-----------|---|
| i)   | No charge | Hazard Trees  |
| ii)  | \$204.00  | more than 3 trees per acre on a parcel of 2.5 acres (1 hectare) or less   |
| iii) | \$407.00  | more than 3 trees per acre on a parcel greater than 2.5 acres (1 hectare) |

## **12. Administration and Enforcement**

- a. This bylaw will be administered by the Manager of Development and Environmental Services or designate(s).
- b. The Manager of Development and Environmental Services, the Bylaw Enforcement Officer and all District employees under their direction will have the right at all reasonable hours to enter upon and inspect any land or premises in the District to determine if the provisions of the Bylaw are being met.

## **13. Offence**

- a. Every person who violates any provision of this bylaw or who suffers or permits any act or thing to be done in contravention of this bylaw is guilty of an offence against this bylaw and is liable to the penalties hereby imposed.
- b. Every person who committed an offence against this bylaw is liable to a fine and penalty of not more than \$10,000.00 for each offence.

- c. Where more than one tree is cut down, removed or damaged in violation of this bylaw a separate offence is committed with respect to each tree.
  - d. Each day that a violation exists or continues shall constitute a separate offence.
  - e. In addition, any owner who cuts, removes or damages, or suffers or permits any tree to be cut, removed or damaged in contravention of this bylaw or in violation of any terms and conditions of the permit will be required to replace trees on the same parcel in accordance with Schedule "D" for each tree impacted within the Watercourse Protection Area, or in all other areas at a ratio of 2 replacement trees of the same species for each tree impacted provided that no replacement tree is less than 1.5 metres in height.
14. If any section or lesser portion of this Bylaw is held invalid, it will be severed and the validity of the remaining provisions of this will not be affected.
15. Schedules "A", "B", "C", "D", "E", and "F" attached to this Bylaw are incorporated herein and form part of the bylaw.

READ a first time this 12th day of September, 2000.

READ a second time this 12th day of September, 2000.

READ a third time this 18th day of December, 2000.

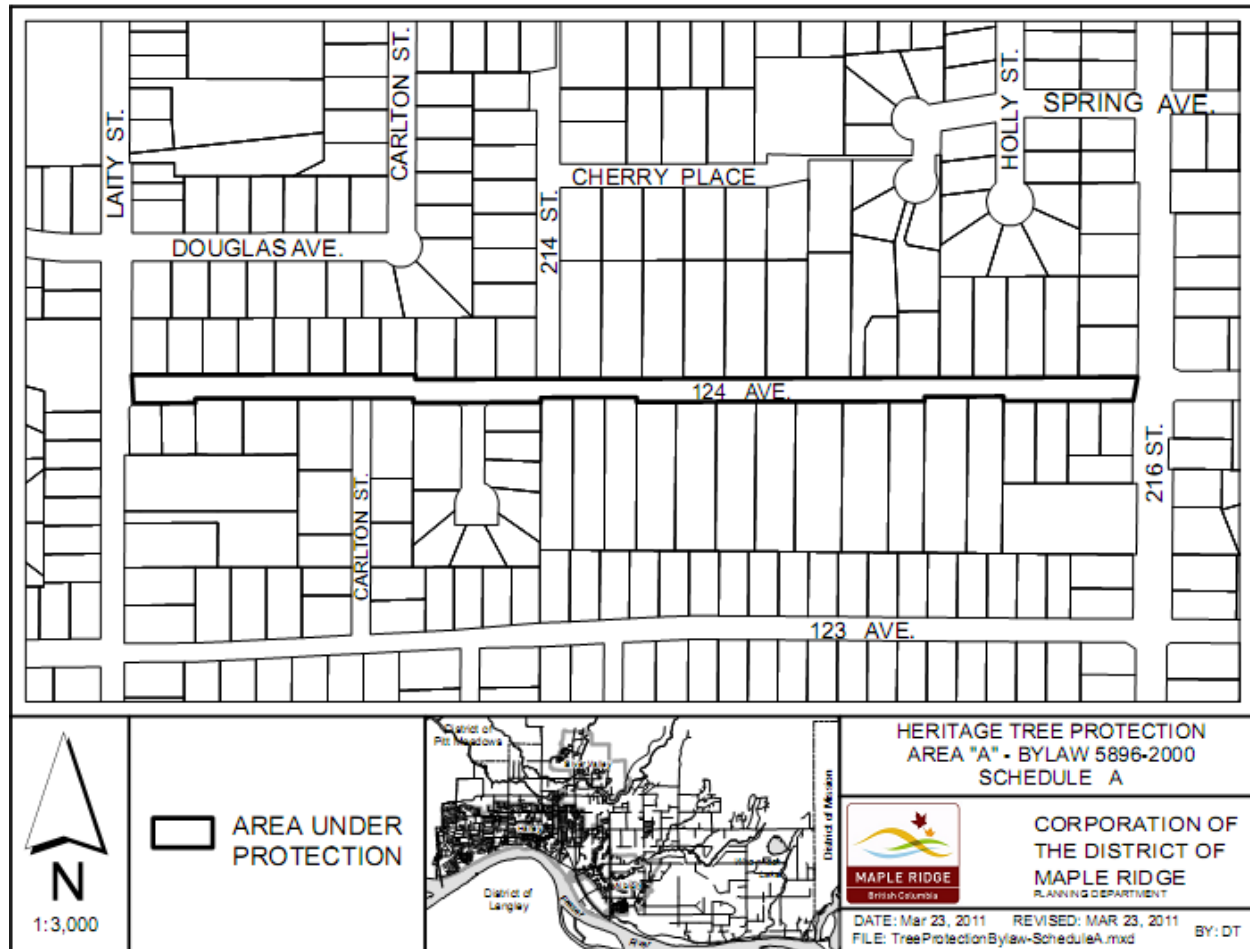
RECONSIDERED AND ADOPTED this 9th day of January, 2001.

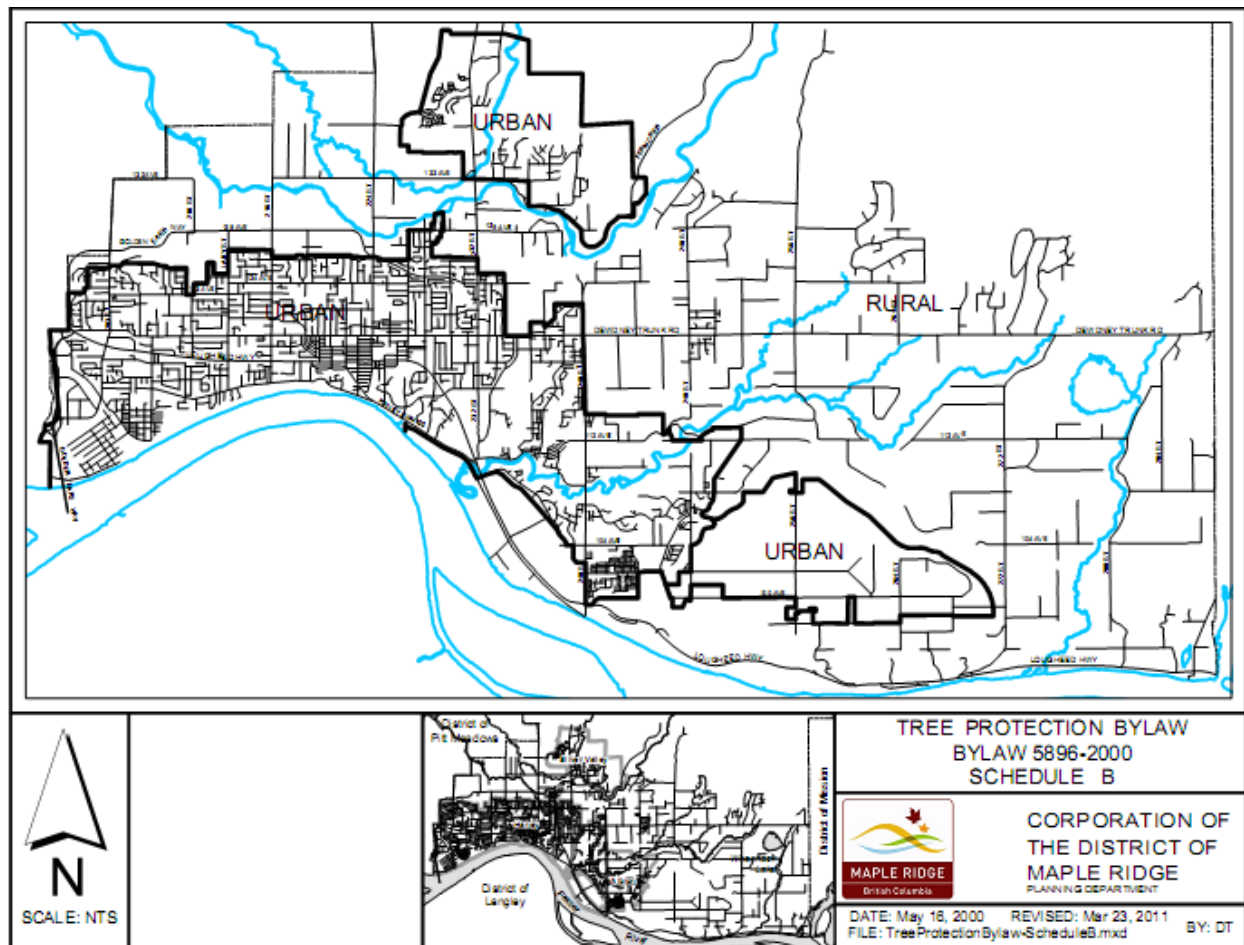
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MAYOR

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CLERK







## Corporation of the District of Maple Ridge

## Maple Ridge Tree Protection Bylaw No. 5896-2000

## SCHEDULE "D"

## Tree Replacement Criteria

The criteria below applies to the replacement of trees required under Section 10 of the Corporation of the District of Maple Ridge Tree Protection Bylaw No. 5896-2000.

**Diameter\* of trees cut or removed****Replacement Criteria**

100 mm to 151 mm.

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

152 mm to 304 mm

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

305 mm to 456 mm.

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

457 mm to 609 mm

6 replacement trees (min. height &gt; 2.0 m.)

610 mm or greater

8 replacement trees (min. height &gt; 2.0 m.)

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

> greater than

\* shrub species to be approved by the Manager of Environmental Affairs

**Species of native trees cut or removed****Alternative replacement species**Grand Fir *Abies grandis*

Douglas Fir or Western Hemlock

Bigleaf Maple *Acer macrophyllum*

Western Paper Birch or Trembling Aspen

Red Alder *Alnus runbra*

Big leaf Maple or Western Paper Birch

Western Paper Birch *Betula papyrifera*

Big leaf Maple or Trembling Aspen

Sitka Spruce *Picea sitchensis*

Shore Pine or Douglas Fir

Trembling Aspen *Populus tremuloides*

Black Cottonwood

Black Cottonwood *Populus trichocarpa*

Red Alder or Western Paper Birch

Shore Pine *Pinus contorta*

Douglas Fir

Douglas Fir *Pseudotsuga menziesii*

Western Red Cedar

Western Red Cedar *Thuja plicata*

Grand Fir or Douglas Fir

Western Hemlock *Tsuga heterophylla*

Grand Fir or Douglas Fir or Western Red Cedar

## Corporation of the District of Maple Ridge

## Maple Ridge Tree Protection Bylaw No. 5896-2000

## SCHEDULE "E"

Application for Tree Removal
------------------------------

1. Full name(s) and address of applicant: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ or \_\_\_\_\_

2. Full name(s) and address of owner: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ or \_\_\_\_\_

3. Full name(s) and address of tree cutting company: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ or \_\_\_\_\_

4. Property proposed for tree removal:

Street Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

5. Purpose of proposed tree removal: \_\_\_\_\_

Please see attached arborist report as required under Section 8 (m) of the bylaw ☐

6. Species of trees to be cut: \_\_\_\_\_

\_\_\_\_\_

7. Methods proposed to control drainage and erosion impacts to adjacent lands or nearby watercourses from the tree removal site: \_\_\_\_\_

\_\_\_\_\_

Please see attached erosion control plan as required under Section 8 (h) of the bylaw ☐

Please see attached geotechnical report as required under Section 8 (i)&(k) of the bylaw ☐

8. Methods proposed to restore the site to a suitable condition, including appropriate disposal of wood waste and stabilization of bare and exposed soil: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



9. Attached as part of this application is a dimensional sketch of the property which shows the location of the trees to be cut or removed, the location of the trees to be protected, the location of barrier fencing, the location and species of any required replacement trees, topographic and hydrological features, structures, roads and other information useful in determining location.

Please see attached survey report as required under Section 8 (g) of the bylaw ☐

Note: Applications for a permit shall be accompanied by the prescribed fee as follows:

1. No charge for removal of hazard trees
2. \$204.00 for the removal of more than 3 trees on a parcel of 2.5 acres (1 hectare) or less.
3. \$407.00 for the removal of more than 3 trees on a parcel greater than 2.5 acres (1 hectare).

**I HEREBY DECLARE** that the above information is correct, and that I have read a copy of the District of Maple Ridge Tree Protection Bylaw No. 5896-2000 and that I will abide by all the applicable provisions of the said bylaw and such terms and conditions as may form part of any Tree Removal Permit issued pursuant to this application.

I understand that I will be required to provide a security deposit as required by this bylaw to guarantee the provision and maintenance of all Replacement trees in accordance with Maple Ridge Tree Protection Bylaw No. 5896-2000.

Name of Applicant(s): \_\_\_\_\_

Signature of Applicant(s): \_\_\_\_\_

Date: \_\_\_\_\_

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FOR OFFICE USE ONLY

Received from: \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ the sum of \$\_\_\_\_\_ for Tree Removal Permit Application fee.

Date issued: \_\_\_\_\_ Permit No. \_\_\_\_\_

Corporation of the District of Maple Ridge  
Maple Ridge Tree Protection Bylaw No. 5896-2000

SCHEDULE "F"

Tree Cutting Permit
---------------------

1. This permit is issued pursuant to Corporation of the District of Maple Ridge Tree Protection Bylaw No. 5896-2000.
2. This permit applies only to those lands legally described as: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(the "Lands")
3. This permit is issued to: \_\_\_\_\_  
(the "Permittee")
4. This permit authorizes the Permittee to cut and remove only the trees in those areas on the Lands shown and described on Schedule 1 of this Permit subject to the terms and conditions hereinafter set out.
5. This permit is issued subject to the following conditions:
  - a. any tree authorized to be cut or removed by the Permit shall only be cut or removed in strict compliance with the Corporation of the District of Maple Ridge Tree Protection Bylaw No. 5896-2000.
  - b. no tree shall be cut or removed in those areas described on Schedule 1 of this Permit until:
    - (i) such areas have first been demarcated on the Lands by tape, ribbon or stakes and a barrier has been placed around those trees to be retained;
    - (ii) such area or areas have been inspected by the Manager of Environmental Affairs or their designate to ascertain whether they comply with the permission herein; and
    - (iii) the Manager of Development and Environmental Services or designate has signed this Permit in the space provided below.
6. The authorization herein to cut or remove trees expires and is of no further force or effect one year after the date of the issuance of this Permit.

---

**FOR OFFICE USE ONLY**

I, \_\_\_\_\_, the Manager of Development and Environmental Services or designate have inspected the land to which this permit applies for the purposes of Section 5 (b) of this Permit.

\_\_\_\_\_  
Manager of Development and Environmental Services

**Part I. Review of BC Municipal Tree Bylaws****1. Introduction**

A review of tree bylaws in other municipalities was undertaken, in order to evaluate the range of approaches and standards used elsewhere, including those that may be considered of potential value to the City of Maple Ridge.

The application of the proposed Tree Management Bylaw provides the City with the opportunity to apply pro-active tree protection, removal, mitigation, and re-planting measures where tree removal is taking place. It emphasizes an integrated, ‘smart’ approach to working with the landscape and it requires stakeholders to be responsible for minimizing impacts where possible, especially when it concerns adjacent properties, larger neighborhoods, and meeting municipal OCP objectives.

The proposed Tree Bylaw considers a wide range of OCP objectives, policies, and development permit guidelines that are currently in place. Where tree clearing is being proposed, it requires all stakeholders including property owners, professional tree consultants, and developers to consider how and where they can preserve, maintain, or enhance forest cover so we can continue to value and utilize available natural assets to help encourage current and future generations of citizens to:

- build resiliency to climate change impacts;
- maintain good air quality and help offset greenhouse gas emissions;
- contribute to overall watershed health and rainwater management opportunities;
- encourage energy conservation efforts and manage local micro-climates;
- continue to invest in benefits related to health and well being for citizens;
- reduce risks and liabilities from hazards associated with tree clearing impacts;
- promote tourism and recreation opportunities;
- consider ecological health and habitat diversity;
- continue to maintain property values and reduce costs associated with tree canopy cover.

**2. Methods**

The bylaws of all Metro Vancouver municipalities with tree bylaws (14 out of 22) were reviewed, as well as those of six additional BC municipalities. The additional municipalities were chosen based on population, being within the top 14 in BC ranked by population that were not already represented within the Metro Vancouver municipalities.

These municipalities are listed below (*Table A1*).

***Table A1. List of Municipalities Included in Tree Bylaw Review***

Metro Vancouver Municipalities	Anmore, Belcarra, Coquitlam, Delta, Maple Ridge, New Westminster, District of North Vancouver, Port Coquitlam, Port Moody, Richmond, Surrey, Vancouver, White Rock
Other BC Municipalities	Abbotsford, Nanaimo, Saanich, Victoria, Kamloops, Kelowna

The following elements of each Bylaw were the focus of this review:

- **Why** – Preamble or other background information describing the purpose of the Bylaw.
- **When** – Date when the Bylaw was introduced or significantly amended.
- **Where** – Area(s) of the municipality that are subject to the Bylaw; may be designated geographically, or by zoning district.
- **What** – What trees or types of trees are protected – usually stated in the definitions of *tree*, *protected tree* and/or *significant tree* – on what types of properties, and under what conditions.
- **What NOT** – What situations or scenarios are exempted under the Bylaw.
- **How** – How the Bylaw is implemented, including conditions of permit issuance (e.g., reporting, applications, replacement trees, fees, enforcement).

In addition to reviewing each written Bylaw, staff interviewed representatives from several municipalities to find out more background information and details about their Bylaws, such as practical challenges to implementation, and general feedback from the public and developers. These interviews were completed with representatives from Abbotsford, Coquitlam, Delta, Nanaimo, Port Coquitlam, Richmond, Surrey, Saanich, Vancouver, Victoria and White Rock. These municipalities were selected due to their having some shared characteristics with Maple Ridge, and/or having Bylaw elements or approaches seen to have potential merit for our City. Finally, staff maintain regular dialogue with tree protection and regulation experts in other municipalities through an Inter-City Tree Group, that meets regularly to discuss issues related to this work.

**Table 1. Tree Bylaw Applications - Summary for Lower Mainland and Fraser Valley**

Municipality	Bylaw applies to.....
New Maple Ridge Bylaw No. 7133-2015	<ul style="list-style-type: none"> <li>• Trees over 10 cm DBH for tree permits</li> <li>• Trees must be over 20cm DBH for replacement requirements to apply;</li> <li>• All lands in urban and rural areas</li> </ul> (see exemption table for cases where permits do not apply)
Current Maple Ridge Bylaw No. 5896-2000	<ul style="list-style-type: none"> <li>• Trees over 10cm DBH;</li> <li>• trees within 15 metres of the top-of-bank of a watercourse</li> <li>• trees on any parcel of land in the Urban Area that has sufficient lot area to create two or more new lots within the requirements of the existing zoning pursuant to the Maple Ridge Zoning Bylaw No. 3510-1985</li> <li>• trees on any parcel of land in the Urban Area that is 1 acre (0.4 hectares) or greater in size</li> <li>• trees along Shady Lane (124<sup>th</sup> Ave.)</li> </ul>
Abbotsford	<ul style="list-style-type: none"> <li>• entire municipality</li> </ul>
City of Burnaby	<ul style="list-style-type: none"> <li>• entire municipality, with the exception of ALR</li> </ul>

Coquitlam	<ul style="list-style-type: none"> <li>• all lands except development</li> </ul>
Delta	<ul style="list-style-type: none"> <li>• All private lands</li> </ul>
District of North Vancouver	<ul style="list-style-type: none"> <li>• District owned land</li> <li>• trees within 30 metres of the top-of-bank of a watercourse</li> <li>• all conifers greater than 75 centimeters in diameter throughout the District</li> </ul>
Port Coquitlam	<ul style="list-style-type: none"> <li>• entire municipality</li> </ul>
Port Moody	<ul style="list-style-type: none"> <li>• new development applications only</li> </ul>
City of Richmond	<ul style="list-style-type: none"> <li>• entire municipality</li> </ul>
Township of Langley	<ul style="list-style-type: none"> <li>• new development only</li> </ul>
City of Surrey	<ul style="list-style-type: none"> <li>• entire municipality</li> </ul>
City of Vancouver	<ul style="list-style-type: none"> <li>• entire municipality</li> </ul>

\*\* The City may consider potential incentives for property owners and developers in select urban areas that provide additional retention measures for significant mature or unique trees on site within the developable portions with possible conservation incentives for developers and land owners.

### 3. Results

In general, the review indicates that there is a great deal of variability in the approach, scope, and details of the various tree bylaws, as summarized in Table A2 and Table A3. This relates to the differing community characteristics, such as population, land attributes (tree cover, property size, density) and rate of new development and re-development, as well as the cultural/political context of the communities.

The general approaches taken by each municipality are described below and summarized in **Table 2**, and in general terms are arranged from most to least comprehensive in the regulation of tree cutting.

1. **Protect trees and provide for replacement trees in most zoning districts at all times** (e.g., Abbotsford, Surrey, Richmond). This approach provides for general tree protection and replacement, and applies across a wide range of zoning districts and areas of the municipality, and applies both during and outside of development. This approach is generally the most comprehensive in terms of tree protection, as well as the most restrictive in the types of situations that require a permit for tree cutting.
2. **Protect trees and provide for replacement trees in most zoning districts at all times, with an annual tree removal allowance** (e.g., Coquitlam, Delta, Port Coquitlam, Vancouver). This approach is similar to #1 above, however allows for an annual 'allowance' for tree removal with no permit required. Some concerns were identified with this approach in its effectiveness in management of the urban forest, particularly in more urbanized neighbourhoods.

3. **Protect trees and provide for replacement trees of specific size/species in most zoning districts at all times** (e.g., District of North Vancouver, Nanaimo, Saanich, Victoria, White Rock). This approach applies to a wide range of zoning districts and areas of the municipality and applies both during and outside of development, however it is limited to the protection of certain species or types of trees. Within this category, the details of the approaches vary quite widely, in the criteria describing the types/sizes of trees that are protected. Some approaches result in broad/comprehensive tree protection with a long list of species and/or a wide range of tree sizes identified (e.g., Nanaimo), while others are quite limited, focusing only on very large trees (e.g., North Vancouver).
4. **Protect trees and provide for replacement trees, with an annual tree removal allowance, *except during development*** (Coquitlam). This approach specifically excludes properties that are subject to a development application.
5. **Protect trees and provide for replacement trees during development in specific zoning district(s)** (e.g., Port Moody, Burnaby). This approach focuses on tree protection/replacement during the development period. Port Moody's approach focuses on development within zoning districts other than single family, while Burnaby's approach focuses only on one- and two-family lots.
6. **Prevent clear-cutting of large lots, preserve forested conditions in semi-rural communities** (e.g., Anmore, Kamloops). This approach focuses on maintaining a general 'forested' character to the community, and is employed in areas with large rural components. Large scale land clearing associated with logging and/or large developments appears to be the main concern.
7. **Protect land stability in limited designated areas prone to erosion/landslip** (e.g., Belcarra, Kelowna, Maple Ridge, New Westminster). This approach focuses on specific areas of the municipality, usually drawn on a map attached to the bylaw, which are usually quite limited spatially. The bylaws within this category appear to focus on the hazards specific to erosion and landslip, rather than on protection of trees for other benefits they may provide.

**Table 2. Bylaw Comparisons for Protection Measures**  
***Ranked in General Terms from Most to Least Comprehensive in Scope***

Bylaw Scope	Bylaw Approach / Description	Municipalities
Broadest	Protect trees and provide for replacement trees in <i>most or all zoning districts at all times</i> <sup>1</sup> .	Abbotsford, Burnaby, Surrey, Richmond, Vancouver
Broad <i>With an Annual Allowance</i>	Protect trees and provide for replacement trees in <i>most or all zoning districts at all times, with an annual tree removal allowance.</i>	Delta, Port Coquitlam
Broad <i>Significant Trees</i>	Protect trees and provide for replacement <b>trees of specific size/species</b> in <i>most or all zoning districts at all times.</i>	Nanaimo, North Van District, Saanich, Victoria, White Rock
Limited <i>Development Exempt</i>	Protect trees and provide for replacement trees, with an annual tree removal allowance, <b>except during development.</b>	Coquitlam
Limited <i>Development Only</i>	Protect trees and provide for replacement trees <b>during redevelopment</b> in specific zoning district(s).	Port Moody
Limited Size <i>of Lot</i>	Prevent clear-cutting of large lots, preserve forested conditions in <b>semi-rural communities.</b>	Anmore, Kamloops,
Limited <i>Spatially</i>	Protect <b>land stability</b> in limited designated areas prone to erosion/landslip	Belcarra, Kelowna, New Westminister' Maple Ridge (current)

<sup>1</sup> “At all times” means during development as well as at other times (exceptions apply).

## Replacement Measures

The proposed Tree Management Bylaw includes provisions for replacement requirements for trees that are removed under a Permit in order to ensure that loss of canopy is replaced for a future healthy tree canopy and to minimize negative impacts of tree removals by providing replacement trees.

The Bylaw sets a target of 16 trees per acre to be present on every site. This equates to about 33% tree canopy once the trees mature.

Replacements trees will be required at a ratio as indicated in Schedule “B” of the Bylaw, and varying with size of trees removed and situation under which they are removed. Under the following circumstances, replacement trees will NOT be a requirement:

1. Active agricultural uses – existing or proposed; with City approved Farm Plan
2. Hazard trees with Tree Risk Assessor report that replacements are not required
3. Dead trees
4. Trees less than 20 cm dbh
5. Properties that are retaining 16 trees/acre on the developable portions of the site; properties smaller than an acre require similar proportion of retention

If trees cannot be replaced on the same lot, the owner may pay cash in lieu of \$425 per replacement tree; to a maximum of \$6800/acre. The cash compensation will be placed in a Tree Fund that will be used for planting of trees on public and private lands to replace tree canopy lost; and for the promotion and stewardship of maintaining a healthy tree canopy in the community.

**Table 3. indicates the replacement requirements in current bylaws of nearby municipalities:**

Municipality	Replacement Requirement	Compensation/cash-in-lieu
New Maple Ridge Bylaw	1:1 20-30 cm; 2:1 30-50 cm; 4:1 > 50 cm; to a maximum of 40 trees per ha or 16 trees per acre for developable areas	\$425 per tree to a maximum of \$17,000 (40 trees per ha) or \$6,800 per acre (16 trees per acre)
Current Maple Ridge Bylaw	Only in watercourse protection areas; steep slopes; and unpermitted removals	None required
Port Coquitlam	If lot is left with less than 20% tree cover	\$510 per tree
Coquitlam	Based on lot size	\$300 per tree
Langley Township	# of acres X 30 minus 3 X # trees retained	\$350 per tree
Abbotsford	2:1 20-30 cm; 3:1 > 30 cm	\$546 per tree



**Table 4. Permit Fee Comparisons**

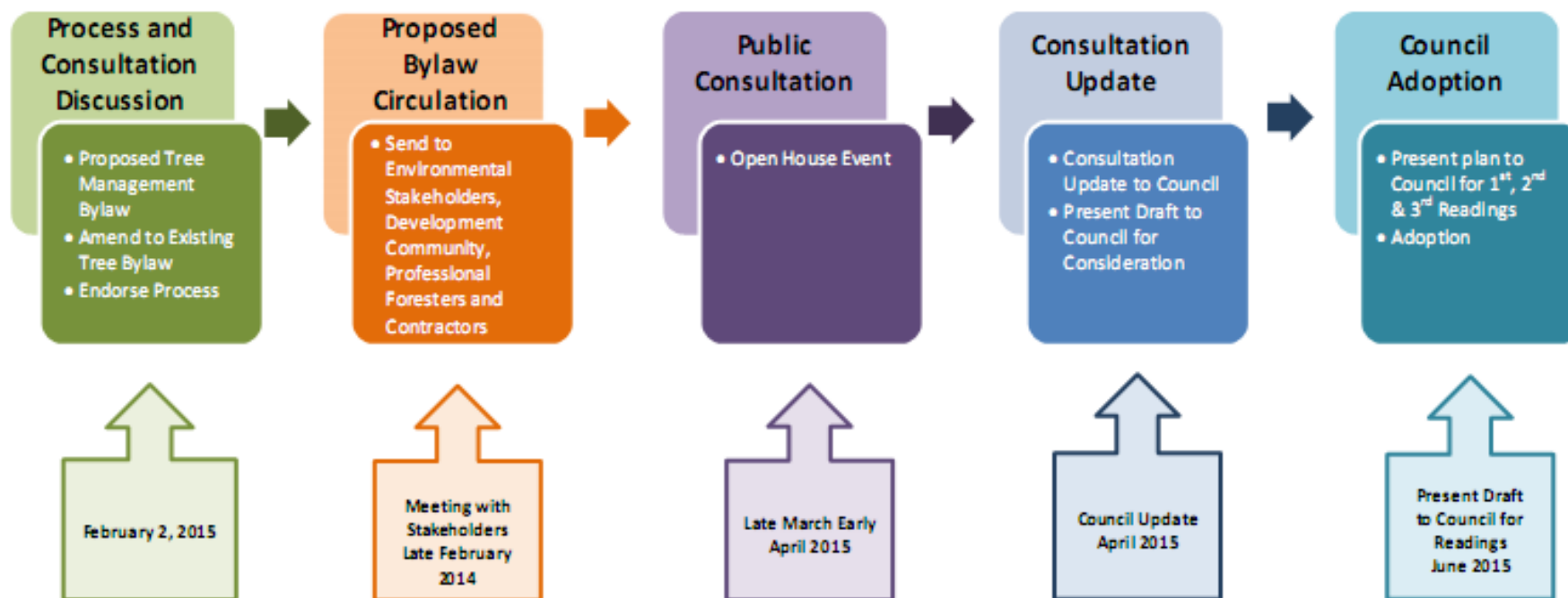
<b>Municipality</b>	<b>Permit Fees</b>
<b>Maple Ridge Bylaw No. 5896-2000</b>	<b>No charge</b> for Hazard trees if approved by certified prof. <b>\$75</b> less than 3 trees being cut <b>\$150</b> for more than 3 trees <b>\$300</b> for developments with more than 3 trees being cut
Port Coquitlam	<b>\$75</b> 1 - 3 trees on a parcel to be cut <b>\$225</b> more than 3 trees on a parcel <b>\$1919</b> more than 3 trees for development
Coquitlam	<b>\$50</b> simple or \$250 for complex permits
Township of Langley	<b>Included in development application fee</b>
City of Abbotsford	<b>\$67</b> for one tree <b>\$100</b> for 2 – 5 trees <b>\$135</b> for > 5 trees
City of Surrey	<b>\$69 + \$29</b> per tree for private land owner <b>\$260 – \$391</b> per acre for development

Table 5 with bylaw comparison of municipalities

Community	population	size	Bylaw	application	exemption	fees	replacements	cash in lieu	protection
		sq km	year						fencing
Abbotsford	140,000	360	2010	all lands	dead/hazard	\$67 for 1; \$100 2-5; \$135 > 5	2:1 20-30 cm 3:1 > 30 cm	\$546	yes
Burnaby	230,000	98	2014	all lands	emergency	\$72/tree owner; dvlpmt varies w/ 1:1; 2:1 30-60 cm; 3:1 > 60	\$513/tree to \$10K		yes
Chilliwack	78,000	261	2014	only development	A/R, City lands	with dvlpmt ap fee	to equal 20 trees/acre	no	yes
Coquitlam	130,000	152	2010	all lands not in dvlpmt	dead trees	\$50 simple; \$250 complex	based on lot size	offsite planting	yes
Delta	100,000	364	2006	all private lands		0-1 tree; \$50 + 25 each	2:1;	depends	yes
Langley Township	110,000	316	2011	only development	trees < 30 cm	Dvlpmt ap. Fee	to equal 12 trees/acre	\$350	yes
Maple Ridge	77,000	267	2000	private, urban lands	dvlpmt, rural	\$204 < 1 ha/ \$402 > 1 ha	no	no	no
Port Coquitlam	57,000	29	2005	all lands	5% trees/lot	\$50 + \$25/tree; \$75 + \$25/tree dvlpmt if lot < 20% cover		\$510	yes
Port Moody	33,000	25	1999	only development	building permit	\$517	2:1;	\$500	yes
Richmond	200,000	130	2011	all lands	hazard	\$0 - 1st tree; \$50/tree	1:1 owner; 2:1 dvlpmt	dvlpmt only \$500	yes
Surrey	480,000	316	2006	all lands		\$0-dead; \$69 + \$29/tree owner	2:1; 1:1- alders	\$300;	yes
						\$27-123/lot; \$260-391/acre		\$15,000/acre max	
Vancouver	650,000	114	2014	all lands		\$65/1st tree; \$189/tree 2+	1:1 or 2:1	no	yes

## 6. SUMMARY OF PROPOSED CHANGES TO MAPLE RIDGE TREE BYLAW

Bylaw Section	Current Bylaw	Proposed Bylaw
<b>Section 4 Application</b>	Urban Area only on lots larger than 1 acre; or large enough to subdivide; Watercourse areas up to 15m; Steep slopes over 30%.	All urban and rural lands; both development and non-development lands except where exemptions apply
<b>Section 6 Exemptions</b>	First 3 tree removals on a property require no permit	All tree removals require a permit except exemptions or trees <10cm width
<b>Section 7 Permit Requirements</b>	No criteria to refuse permit; No qualifications required for safety and knowledge of work	Circumstances listed under which permit will be issued for tree clearing; Qualifications for work to be performed
<b>Section 10 Replacements</b>	Only required if removals in a watercourse setback or on steep slopes or unpermitted removals	Replacements required on all sites, if less than 16 trees per acre (or equivalent) remain on parcel; with cash in lieu option if unable to accommodate replacements
<b>Tree Protection</b>	No requirements to protect retained trees on development sites	Protection criteria to ensure retained and newly planted trees are protected from damage during construction
<b>Hazardous Trees</b>	No requirements to remove hazard trees on development sites	Requirement for professional hazard tree assessments to be completed before and after development
<b>Tree Management Plan</b>	No requirements	Requirement for developers and builders of large scale buildings to consider the trees on site under a comprehensive Tree Management Plan



**Interim amendment to  
current Tree Bylaw****CITY OF MAPLE RIDGE****TREE PROTECTION AMENDING BYLAW NO. 7134-2015**

**A Bylaw to amend the text of Maple Ridge Tree Protection Bylaw No. 5896-2000 as amended.**

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**WHEREAS**, it is deemed expedient to amend Maple Ridge Tree Protection Bylaw No. 5896-2000 as amended;

**NOW THEREFORE**, the Municipal Council of the City of Maple Ridge enacts as follows:

1. This Bylaw may be cited as "Maple Ridge Tree Protection Amending Bylaw No. 7134-2015."
2. Maple Ridge Tree Protection Bylaw No. 5896-2000 is hereby amended by:
  - a. the deletion of SECTION 4 APPLICATION in its entirety and replacing it with the following:

*"This bylaw applies to Trees having a diameter of at least 10 centimetres measured from a height of 150 centimetres above the natural grade and which are on any parcel of land within the City of Maple Ridge".*
  - b. The addition of the following prohibitions, in the correct alphabetical order, to SECTION 5 PROHIBITIONS:

"5.e. Unless a Tree Risk Assessment completed by a Certified Tree Risk Assessor states that the tree is of high risk to injure people or damage property, no person shall cut or remove a tree that is:

    - i. on land owned by the City or in the possession of the City
    - ii. identified for retention as part of a subdivision approval, development permit or building permit
    - iii. within a Forest Reserve
    - iv. a Wildlife Tree
    - v. on slopes 25% or greater
    - vi. within a Watercourse Protection Area
    - vii. within a Heritage Tree Protection Area
    - viii. within a Geotechnical Protection Area
  - c. The deletion of item 6 a. Exemptions, in its entirety and re-numbering the remaining section accordingly.

**READ** a first time the            day of            , 2015.

**READ** a second time the            day of            , 2015 .

**READ** a third time the            day of            ,2015 .

**ADOPTED,** the            day of            , 2015.

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**PRESIDING MEMBER**

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**CORPORATE OFFICER**

## **UBC Malcolm Knapp Research Forest Community Advisory Board**

Since 1943, UBC has operated the 5150 Hectare Malcolm Knapp Research Forest covering a portion of the Municipality of Maple Ridge, BC. The forest was formed in part from lands belonging to the Abernethy Lougheed Logging Company which were extensively logged between 1920 and 1930, and then burned over by a large forest fire in 1931. At the time, it was widely recognized that the science of Forestry was in its infancy in BC, and that large areas of logged and burned over land throughout the Province required reforestation and management (see Haney Gazette article Aug 25, 1950). UBC's Faculty of Forestry was formed to train forest professionals who would fill this role. The Malcolm Knapp Forest was originally conceived to provide an outdoor classroom and laboratory for that training.

From these simple beginnings, the Research Forest has grown over the years to become a facility dedicated to learning about forests and nature for all people. Visitors, students and researchers from around the world come to Maple Ridge to see this working forest in action. Over 900 research projects have been installed on the forest, and more than 5000 forest professionals have attended Field Schools since the forest was formally dedicated in 1949. The Loon Lake Camp facility, originally built in 1948 to house UBC Forestry students, now welcomes over 20,000 visitor-days of students and guests per year from Maple Ridge and surrounding communities. These guests include K-12 school students, Post-secondary students, non-Forestry UBC students and adults of all ages. Each summer since 2004 Loon Lake is home to Camp Goodtimes – a residential camp for children with a history of cancer presented by the Canadian Cancer Society.

Over the years, the importance of the relationship between the Malcolm Knapp Forest and the Maple Ridge Community has grown substantially. In the 1980's, a trail system was added to the forest gate area near the end of Silver Valley Road that has grown to over 20 km in total length. Today over 30,000 visitors use that trail network each year and learn about forest management, conservation and science while enjoying nature to the fullest. Research Forest staff has participated in the development and consultation on the Silver Valley Neighbourhood Plan that began in the 1990's, and Loon Lake Camp has increasingly been used by a wide variety of community groups.

In 1999, a Community Advisory Board was formed by the Research Forest. Its original membership consisted of representatives from:

- Maple Ridge Council
- Pitt Meadows Council
- Katzie First Nation
- School District 42
- Alouette River Management Society
- Pitt Polder Preservation Society
- Silver Valley Neighbourhood Association

Later, representatives were added from the Alouette Naturalists and Tourism Pitt Meadows – Maple Ridge.

The purposes of the Community Advisory Board were jointly agreed at the inaugural meeting:

- i) to offer suggestions to the Malcolm Knapp Research Forest
- ii) to recommend policies to Malcolm Knapp Research Forest
- iii) to interpret a variety of view points
- iv) to build a broader base of community involvement
- v) to educate outsiders of the UBC community
- vi) to explore possibilities for cooperative research

The Community Advisory Board meets three times each year – once in April and once in October for an evening in-camera meeting, then once in June for a field tour of the forest. The meetings are informal and well attended, and discussion of issues is both wide ranging and wholehearted.

Since the Advisory Board was formed, a number of issues have been discussed and considered which have had broad community relevance. These include:

- appropriateness of research projects under consideration by the forest staff
- construction and development practices of subdivisions on the fringe of the forest
- forest harvesting practices and planning on the Research Forest
- construction of the BC Hydro ILM transmission line through Maple Ridge and Pitt Meadows
- interface forest fire hazard and abatement practices in both the community and the forest
- planning and construction of the renovations at Loon Lake to upgrade the facilities
- conservation values and issues that affect both the forest and the community, for example species at risk and invasive species

Both the Research Forest staff and the Dean of Forestry believe that the Community Advisory Board is key to the relationship with the local community and to the safe and effective operation of the Research Forest. The dimension of social sustainability which this group represents is also a critical factor in teaching and research regarding forest management today. UBC's Research Forest in Williams Lake, the Alex Fraser Research Forest also operates on a similar model.

For the community, there are ongoing benefits from this relationship that are being realized. For example, in 2011 the Maple Ridge Environmental School began operation. Over its first three years, the school has utilized a location on the Malcolm Knapp Forest each year, and has developed a special relationship with the forest. Other opportunities for this type of collaboration will most certainly present themselves in the future through the Advisory Board.

UBC Forestry welcomes the continued participation of Maple Ridge Council in the Research Forest Community Advisory Board, and we hereby request that Council select a representative at their discretion to join the group during the spring of 2015.

Please reply to Paul Lawson, Director of the UBC Research Forests at 604-463-8148 Local 102, or email [Paul.Lawson@ubc.ca](mailto:Paul.Lawson@ubc.ca) for further information.



# Haney Research Forest to Play Vital Part In Province's Conservation Program

On the mountain slopes of this province; spreading like a thick green belt along the ridges of Vancouver Island and the mainland lies an incredible resource. The more poetic of our citizens refer to it as "green gold"; and gold it is—billions of board feet of Douglas Fir, Hemlock, Spruce, Birch, and many other woods so essential in the building of a nation.

In the old days land-raising pirates ravaged the treasure chest of evergreens, tearing out the forest giants with snorting donkey engines that swept young growth to destruction, and scattered sparks over the terrain with arsenical skill. In the summer evenings, old residents will tell you, the horizon glowed crimson at a dozen points, lighted by the fiery death struggle of a forest. Suddenly logging operators came to their senses, the supposedly inexhaustible forests were dwindling rapidly. It was conceivable now that within a generation the forest industry would be a derelict cast off on a plain of slash and unsmoking stumps. Something must be done—and quickly.

The University of British Columbia as far back as 1910 had petitioned for the inauguration of forestry courses to train men for the efficient and wise exploitation of the forest resources, but lack of interest and support on the part of the forest industry in those days made it impossible.

Formal courses in forestry didn't start at U.B.C. until 1923 but from that date on the forest industry has come to depend more and more on U.B.C. graduates in forestry to protect the timber stands. In May of this year the Forestry Department became a Faculty and in the following month former Department head, Professor Lowell Besley was appointed first Dean of the Faculty of Forestry. This marks the culmination of thirty-seven years of service to the forest industry, and the beginning of an expansion of these services both to the government and the forest industrialists.

At present there are nine teaching members in the new Faculty as compared to two in 1923. For the past two years the Department granted degrees of Bachelor of Science in Forestry, and Bachelor of Applied Science in Forest Engineering.

With the addition of the 5,800 acre Haney Research Forest, together with the \$126,000 student quarters provided on the property by the B. C. Logger's Association, U.B.C.'s new Faculty of Forestry compares with the best on this continent.

Forest development in British Columbia is entering a new stage. At first the government subsidized firms and individuals to exploit the forests by leasing large areas of the most valuable timber under exceedingly favorable terms. This was necessary to get the industry started. This stage was followed by one of tremendous mechanization; the most efficient methods known anywhere were developed to remove large timber with the utmost speed and convert it into



Camp buildings of the new NRC Research Forest, near Haney, B.C. The forest, consisting of 5,800 acres of timberland, was Crown Granted to the University by the provincial government. The British Columbia Loggers' Association levied an assessment of \$126,000 on its members to pay for the buildings, and

to provide a working fund. (Inset) Professor Malcolm Knapp, of the Faculty of Forestry, UBC, who was largely responsible for the Forest being established, and who has supervised its development and will act as Director now that it is ready for use.

useable products. Today, faced with serious depletion of the accessible virgin timber, and enjoying the benefits of new methods and markets for smaller timber, the province is ready to start growing its future crops. Whether this job is done by industry or government or, more probably, in a combined effort of the two, it will require many properly trained foresters and a rapid expansion of forestry research in the province. It is up to the University to train these men and to assume its share of the research work.

Dean Besley believes the moment is right for this type of program. It is the first time that an intensive forestry program has been economically feasible. The forest industry recognizes now that an efficient program of conservation can put forestry operations on a sustained annual crop basis that will insure that our forests grow as rapidly as they are cut.

The task at this time is one of training. Dean Besley maintains that two types of leaders will be needed. Five percent of the forestry graduates should be trained for staff and research positions—to serve as technical specialists; and the other ninety-five percent of the graduates should be prepared for line positions in the forest.

Forestry Faculty members have always stressed the importance of on-the-job training for graduates and undergraduates alike. Each year both the industry and the Forestry Service absorb many of them for summer and permanent employment, and in this way they obtain practical experience in a variety of tasks.

"More of our graduates are going into line positions in the forest every year," the Dean points out. "Although two degrees, Bachelor of Science in Forestry, and

Bachelor of Applied Science in Forestry Engineering, are granted at U.B.C. either degree makes the graduate eligible for membership in the B.C. Forester's Association. The application of engineering methods to modern logging operations makes the role of the forest engineer an increasingly important one."

He has no fear for the future of forestry graduates. Ninety-eight forestry students graduated this year. There were one-hundred-and-fifty good jobs in the forestry industry waiting for them. In order to fill the needs of the forest industry he estimates that the Faculty will have to graduate forty students a year.



UBC Research Forestry Campus, north of Haney, was opened Friday last by Hon. Eric Hamber, university chancellor, at impressive ceremony at the outdoor classroom for UBC forestry students. From left are: Wm. McMahon, chairman of B.C. Loggers' Association; Eric Hamber; Dr. Norman MacKenzie, president of UBC; Professor Lowell Besley, dean of UBC forestry department; and Professor F. M. Knapp, director of the research forestry campus. B.C. Loggers' Association donated \$126,000 to finance camp buildings in 9800-acre research area. Future foresters will receive part of their training in the wooded country around Loon Lake.

• Haney Studio Photo

January 26, 2015

The 2015 Lower Mainland Local Government Association (LMLGA) AGM & Conference is scheduled for **May 6 – 8 in Harrison Hot Springs**. The conference theme is "[Planning Today, Protecting Tomorrow](#)". The LMLGA conference is where LMLGA members bring their resolutions in advance of UBCM. Once endorsed at LMLGA, your resolution automatically goes to UBCM for consideration.

The [Call for Resolutions](#) and the [Call for Nominations](#) is now being issued. Please note that *resolutions are due by March 20, 2015*.

Joslyn Young  
Executive & Association Services Coordinator  
UBCM & LMLGA  
60-10551 Shellbridge Way, Richmond, BC V6X 2W9  
604-270-8226, Ext. 103  
[jyoung@ubcm.ca](mailto:jyoung@ubcm.ca)



*Better Communities. Better Lives.*

# LMLGA

LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

**TO: Mayor/Chair; Council/Board**

**FROM: Councillor Chuck Puchmayr, LMLGA President**

**DATE: January 26, 2015** (5 pages total)

**RE: 2015 RESOLUTIONS - ANNUAL GENERAL MEETING**

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**Please include the following information on your next meeting agenda.**

The LMLGA Conference and AGM will be held on May 6 – 8, 2014 in Harrison Hot Springs and we are **now accepting resolutions from the membership**. The deadline for receipt of your resolutions is **Friday, March 20**.

We encourage LMLGA members to submit their resolutions to the LMLGA for debate, rather than submitting them to UBCM. This is also the process preferred by UBCM. LMLGA-endorsed resolutions on province-wide issues are submitted *automatically* to UBCM for consideration at the UBCM Convention. Resolutions received from the LMLGA, and supported by our membership as a whole, tend to hold more weight than those that are submitted by individual communities.

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## **DEADLINE FOR RESOLUTIONS**

All resolutions must be received in the LMLGA office by: **FRIDAY, MARCH 20, 2015**.

## **SUBMISSION REQUIREMENTS**

Resolutions submitted to the LMLGA for consideration shall be submitted as follows:

- one copy of the resolution via email to [jyoung@ubcm.ca](mailto:jyoung@ubcm.ca) with subject header "Resolution-  
"title of your resolution" or, in the case of multiple resolutions, subject header "Resolution-X  
number enclosed";
- include a cover letter as an attachment outlining how many resolutions you have sent and the title of each resolution;
- each resolution should not contain more than two "whereas" clauses;
- background documentation must accompany each resolution submitted, when available, and should be labeled "Background-"Name of Resolution".

<p><i>You WILL receive an email notification that your resolution has been received within one week of receipt. If you do not receive an email confirmation, please call Joslyn Young at 604-270-8226, Ext. 103.</i></p>
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Sponsors should be prepared to introduce their resolutions on the Convention floor.

## **LATE RESOLUTIONS**

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and must comply with all other submission requirements. Late resolutions must be received by LMLGA no later than 12 noon on Monday, May 4<sup>th</sup>.
- b. Late resolutions shall be considered for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion LMLGA shall produce sufficient copies for distribution at the Convention.

### **SUBMIT RESOLUTIONS TO:**

**LMLGA  
60-10551 Shellbridge Way  
Richmond, BC V6X 2W9**

**Phone: (604) 270-8226 ext. 103**

**Fax: (604) 270-9116**

**Email: [jyoung@ubcm.ca](mailto:jyoung@ubcm.ca)**

## **THE RESOLUTIONS PROCESS**

1. Members submit their resolutions to Area Association for debate.
2. The Area Association submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions submitted for consideration at the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are conveyed to the appropriate order of government, or relevant organization, for responses.
5. Once the responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

## **GUIDELINES FOR PREPARING RESOLUTIONS**

### **The Construction of a Resolution:**

All resolutions contain a preamble and enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being requested*. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

**Preamble:**

The preamble commences with a recital, or "WHEREAS", clause. This is a concise sentence about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two "WHEREAS" clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

**Enactment Clause:**

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by LMLGA.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

**How to Draft a Resolution:**

**1. Address one specific subject in the text of the resolution.**

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

**2. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to struggle with complicated text or vague concepts.

**3. Provide factual background information.**

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

**4. Construct a brief, descriptive title.**

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

**5. *Check legislative references for accuracy.***

Where necessary, identify:

- the correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government)
- the correct legislation, including the name of the Act

**6. *Focus on issues that are relevant to all LMLGA members.***

The issue identified in the resolution should be relevant to other local governments in the LMLGA. This will support proper debate on the issue and assist LMLGA or UBCM to represent your concern effectively to the provincial or federal government on behalf of all local governments.

**7. *Avoid repeat resolutions.***

In the past, resolutions have come back year after year on the same topic. Elected officials and staff are encouraged to search the UBCM Resolutions database available through the website at [www.ubcm.ca](http://www.ubcm.ca). Click on the “Resolutions and Policy” tab at the top of the page. It will be possible to locate any resolutions on the same topic that have been considered in the past and what the response has been. Endorsed resolutions are part of the advocacy agenda and duplicates are not required.

**8. *Ensure that your own local government’s process for consideration, endorsement, and conveyance of resolutions to LMLGA/UBCM is followed.***

**UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS**

The Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to the relevant Area Association prior to UBCM Convention.

If you have any questions, please contact Joslyn Young by email at [jyoung@ubcm.ca](mailto:jyoung@ubcm.ca) or by calling (604) 270-8226 ext. 103.

**MODEL RESOLUTION**

**SHORT TITLE:** \_\_\_\_\_

**Local Government Name** \_\_\_\_\_

WHEREAS \_\_\_\_\_  
\_\_\_\_\_;

AND WHEREAS \_\_\_\_\_  
\_\_\_\_\_;

THEREFORE BE IT RESOLVED that \_\_\_\_\_  
\_\_\_\_\_.

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that \_\_\_\_\_  
\_\_\_\_\_.



*Better Communities. Better Lives.*

# LMLGA

LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

## **2015 CALL FOR NOMINATIONS: LMLGA EXECUTIVE**

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LMLGA is the collective voice for local government on the Lower Mainland, including local governments in Metro RD (GVRD), the Squamish-Lillooet Regional District and the Fraser Valley Regional District. The membership elects directors to the Executive during the Convention, and the Executive is charged with ensuring that policy direction set by the general membership is carried forward. The Executive also provides operational and policy direction to the LMLGA between Conventions.

This circular is notice of the LMLGA Executive positions open for nomination, the process and the procedures for nomination.

### **1. POSITIONS OPEN TO NOMINATIONS**

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (4 positions)

### **2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE**

A candidate must be nominated by two elected officials of an LMLGA local government member. The candidate must be an elected official of an LMLGA member.

Background information regarding the primary responsibilities and commitments of an LMLGA Executive member is available upon request.

A nomination and consent form is attached and should be used for all nominations.

The Chair of the 2015 Nominating Committee is Mayor Patricia Heintzman, Past President.



### **3. NEXT STEPS**

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the LMLGA Convention Newsletter.

**To be included in the Convention Newsletter:**  
**Send your current photo, biography and completed nomination form to**  
**[jyoung@ubcm.ca](mailto:jyoung@ubcm.ca)**  
**Deadline: March 31, 2015**

### **4. FINAL COMMENTS**

The nomination process does not change the process allowing candidates to be nominated off the floor at the Convention. That process remains in place. The process outlined above provides for those that are interested in seeking office to be directly nominated prior to the Convention.

### **5. FURTHER INFORMATION**

The attached consent form is available online at [lmlga.ca](http://lmlga.ca).

All other inquiries should be directed to:

Mayor Patricia Heintzman, Past President  
Chair, 2015 Nominating Committee  
c/o LMLGA  
60-10551 Shellbridge Way  
Richmond, BC V6X 2W9

Phone: (604) 270-8226, Ext. 103  
Fax: (604) 270-9116  
Email: [jyoung@ubcm.ca](mailto:jyoung@ubcm.ca)

## NOMINATIONS FOR THE 2015 LMLGA EXECUTIVE

We are qualified under the LMLGA Constitution to nominate<sup>1</sup> a candidate and we nominate:

Name of nominee: \_\_\_\_\_

Local government position (Mayor/Councillor/Director): \_\_\_\_\_

Local government represented: \_\_\_\_\_

LMLGA Executive office nominated for: \_\_\_\_\_

Printed Name of nominator: \_\_\_\_\_ Printed Name of nominator: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Local Gov't: \_\_\_\_\_ Local Gov't: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

### CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the LMLGA Constitution<sup>2</sup>. I also agree to provide the following information to the Chair, LMLGA Nominating Committee (c/o LMLGA Office) by March 31, 2015.

- 2"x3" Photo (high resolution photo emailed to [jyoung@ubcm.ca](mailto:jyoung@ubcm.ca))
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required.

Printed Name: \_\_\_\_\_

Running for (position): \_\_\_\_\_

Local Government: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> Nominations require two elected officials of members of the Association.

<sup>2</sup> All nominees of the Executive shall be elected representatives of a member of the Association.

**Return to: Chair, 2015 Nominating Committee  
c/o LMLGA, 60-10551 Shellbridge Way, Richmond, BC V6X 2W9**