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Arborist Follow-up Report

Introduction

Under the [Tree Protection and Management Bylaw No. 8045-2026](#), where the retention of Protected Trees is required as a condition of a Permit, arborist supervision may be required for specific stages of construction, as determined by the Project Arborist or the City and identified in the signed [Arborist Assurance Letter](#).

Where arborist supervision is required, the Project Arborist must submit a Follow-Up Report to the City **within two business days** of completing the supervised work.

When approved by the City, any work proposed within Tree Protection Barriers must be supervised by the Project Arborist. A separate Follow-Up Report is required for each supervised activity or stage of work.

Follow-Up Reports must be submitted on time and will form part of the requirements for building occupancy. **Submission and acceptance by the City of all required Project Arborist Follow-Up Reports is required prior to issuance of building occupancy.**

Applicants should ensure the Arborist they hire is experienced in preparing Arborist Follow-Up Reports that meet these Terms of Reference and applicable City requirements. Engaging a qualified and experienced Arborist, with professional liability insurance, may help avoid application delays, required revisions, and additional costs.

Submit Follow-Up Reports to Trees@MapleRidge.ca or as part of the development application.

For the purposes of these Terms of Reference, the following definitions apply:



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- **"Arborist"** means a person certified by the International Society of Arboriculture with a valid City business licence.
- **Condition of Tree:**
 - **Excellent** - No noticeable problems, branching is regular and even, normal sized leaved, normal color.
 - **Good** – Full grown with no tip dieback, minor bark wounds, thinner crown, slightly smaller leaf size or minor infestations.
 - **Fair** – One or more of the following: (a) minor tip or crown die back (less the 10%), (b) small yellowed or disfigured leaves, thinner crown, (c) significant limb wounds, (d) recent large branch removed that minimally affects shape, (e) large insect infestation, (f) any problem that should be repaired without long-term effect on the plant's health.
 - **Poor** – Any of the following: (a) crown dieback from 10-25%, (b) significantly smaller, yellowed, or disfigured leaves, (c) branch removal that affects the crown shape in a significant way, (d) wounding to the bark that will affect the tree's health.
 - **Very Poor** – Any problem that is so significant it grossly affects the shape or the health of the tree. Tree that has little hope of survival.
 - **Replace** – Some green may be seen, but the tree is not going to survive.
 - **Dead** – No noticeable signs of active growth, no live foliage, decomposition present.
- **"Damage"** means any action which causes, or reasonably likely to cause, a Protected Tree or any part of a Protected Tree to die or decline in health, including but not limited to Cutting, stripping bark, gouging, girdling, nailing, denting, ringing, poisoning, burning, Topping, root compaction, root cutting, excessive pruning of more than 1/4 of a tree canopy. "Damaging" shall have the same corresponding meaning.
- **"Retained Tree"** means a tree that has not been permitted for removal. "Tree to be retained" shall have the same corresponding meaning.



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- **"Standard Arboricultural Practices"** means the standards and guidelines established by the International Society of Arboriculture on pruning techniques, tree health assessments, and tree care practices.
- **"Tree Protection Barrier"** means a barrier constructed around a tree in accordance with Schedule B.
- **"Tree Protection Zone"** means the ground area enclosed by a Tree Protection Barrier installed in accordance with this bylaw. If a required barrier has not been installed, the Tree Protection Zone is deemed to be the area that would be enclosed by a barrier installed in accordance with this bylaw.

Purpose

The purpose of these Terms of Reference is to establish the minimum requirements for a Project Arborist's Follow-Up Report submitted to the City, where arborist supervision is required in accordance with the signed [Arborist Assurance Letter](#).

The Follow-Up Report must confirm whether Retained Trees remained undamaged during the supervised work and whether all applicable tree protection, retention, and maintenance requirements have been satisfied in accordance with the [Tree Protection and Management Bylaw No. 8045-2026](#), the approved Tree Permit, and any related City requirements.

Expectations

Arborist Follow-Up Reports are expected to be complete, accurate, and prepared to a professional standard that enables the City to efficiently review whether required tree protection measures were implemented and maintained in accordance with the approved



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Assurance Letter, Tree Management Plan, Tree Permit, [Tree Protection and Management Bylaw No. 8045-2026](#), and applicable City tree management guidance.

[Tree Protection Barriers](#) must remain intact and in place, as approved, until the Project Arborist arrives on site on the day of the supervised work. Barriers may only be temporarily removed or adjusted when the **Project Arborist is present and actively supervising the work.** The Project Arborist must supervise the authorized work within or near the Tree Protection Zone and must ensure that Tree Protection Barriers are reinstated in accordance with City specifications **before leaving** the site for the day

The City relies on the professional expertise, observations, and opinions of the Project Arborist when reviewing Arborist Follow-Up Reports to determine whether work may continue safely in proximity to Retained Trees and whether occupancy requirements related to tree protection have been satisfied.

If tree protection requirements were not followed, including where the supervising arborist was not contacted at the required time, or if any Retained Trees were damaged during construction, the Project Arborist must clearly document the issue and assess the potential impacts to tree health, structural stability, and long-term viability.

The Report must also include any recommended mitigation, remedial measures, monitoring, maintenance requirements, or other actions necessary to address the damage or non-compliance.

Consultants are responsible for ensuring that all required information is included, site conditions are clearly documented, and conclusions and recommendations are supported by the Project Arborist's observations and professional opinion. The Arborist Follow-Up Report requirements should be used as a **checklist** to confirm that the submission is complete before it is provided to the City.



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The City may require revisions, additional information, or supporting documentation where a submission is incomplete, unclear, inconsistent with City requirements, or does not adequately address bylaw or permit requirements. Incomplete submissions may not be reviewed until the complete Arborist Follow-Up Reports and all required supporting materials have been received.

Where a submission remains incomplete, unclear, or inconsistent with bylaw requirements after repeated submissions, the City may decline to continue reviewing the report and require the applicant to submit a revised report prepared by another qualified Arborist. Generally, this may occur after the original submission and two subsequent opportunities to provide revisions.

Arborist Supervision Procedure

The following procedure outlines the expected process for identifying, scheduling, completing, and documenting arborist supervision where required by the City or the Project Arborist.

Pre-Construction and Permit Stage

1. The City or the Project Arborist will determine where and when arborist supervision is required. These requirements are typically identified in the Tree Management Plan and reflected in the approved Tree Permit conditions.
2. The City will require a signed assurance letter from the owner and the Project Arborist to confirm the stages of work requiring arborist supervision and when Follow-Up Report must be submitted.



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During Construction

1. The owner or contractor must schedule arborist supervision in advance for each specific stage of work requiring supervision.
2. Tree Protection Barriers must remain intact and in place until the Project Arborist is on site and has approved any temporary removal or adjustment.
3. The owner, contractor, and Project Arborist should meet on site before the supervised work begins to confirm the scope of work, tree protection requirements, and any site-specific constraints.
4. The Project Arborist must supervise the approved work and document the process, including site conditions, protection measures, and any activities occurring within or near the Tree Protection Zone.
5. The Project Arborist must undertake or direct any required mitigation or remediation measures, such as root pruning, branch pruning, soil protection, or other measures necessary to minimize impacts to Retained Trees.
6. Once the supervised work is complete, the Project Arborist must ensure that Tree Protection Barriers are reinstated in accordance with City specifications **before leaving the site.**

Follow-Up Report

1. The Project Arborist must submit a Follow-Up Report to the City **within two business days** of completing the supervised work.
2. The Follow-Up Report must include all information and documentation identified in the [Arborist Follow-Up Report Requirements section](#).
3. Submit a digital Follow-Up Report to trees@mapleridge.ca



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Arborist Follow-Up Report Requirements

The Arborist Follow-Up Report must be submitted as one complete digital document and must include the sections and information outlined below.

Cover Page

- ☐ Name of arborist and consulting firm, address, email, and phone number
- ☐ ISA Certification #, TRAQ, RPF, other credentials.
- ☐ Maple Ridge Business Licence #
- ☐ Name and contact information for the applicant and owner
- ☐ Project address and project number, if applicable
- ☐ Report date, which is to be updated with each revision and include previous version dates.

Introduction

- ☐ Purpose of the report, including a description of the specific work that was supervised.
- ☐ Date, time, and weather conditions for each site visit.

Content

Arborist Follow-Up Reports must include the following information:

- ☐ **Construction Monitoring Summary**

The report must summarize the key findings, observations, and any work performed, directed, or supervised by the Project Arborist during the site visit.



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☐ Pre-Supervision Meeting Details

- ☐ Names and titles of the people present
- ☐ Summary of the items discussed and instructions provided.
- ☐ Equipment proposed or used for the supervised work.
- ☐ Equipment proposed or used for the supervised work.

☐ Supervised work

The report must include:

- ☐ Timeline of the supervised work.
- ☐ Key findings observed during the work, such as roots encountered, branches removed, soil disturbance, excavation limits, or other relevant site and tree conditions (Use the specific language descriptors for condition of the trees defined in the introduction).
- ☐ Arboricultural methods used to complete or support the work, including any root pruning, branch pruning, soil protection, excavation methods, or other mitigation measures.

☐ Tree Damage or Non-Compliance

If damage to a Retained Tree is observed at any point during the supervised work, or if any tree protection requirement was not followed, the report must include an impact assessment prepared by a qualified arborist.

Where tree risk is identified or may have changed as a result of the damage, the assessment must be completed by a Tree Risk Assessment Qualified arborist.

The impact assessment must include:



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- ☐ Description of the damage or non-compliance, including the specific Tree ID or tag number.
- ☐ Date and time the damage occurred, if known.
- ☐ Date the damage or non-compliance was observed.
- ☐ Date-stamped photographs of the damage or non-compliance.
- ☐ Tree risk assessment, where applicable.
- ☐ Assessment of potential impacts to tree health, structural stability, and long-term viability.
- ☐ Recommended mitigation, remedial measures, maintenance, monitoring, or other actions required to address the damage or non-compliance.
- ☐ Confirmation of any remedial measures already completed, including details and supporting photographs.

Summary

The Arborist Follow-Up Report must include a clear summary of the Project Arborist's findings, conclusions, and recommendations.

At a minimum, the summary must address the following:

- ☐ **Compliance with Tree Retention Requirements**

Confirm whether the retention and protection of Retained Trees was completed in accordance with the approved Tree Permit, [Tree Protection and Management Bylaw No. 8045-2026](#), and applicable City requirements.

- ☐ **Tree Protection Barriers**

Confirm that Tree Protection Barriers were reinstated in accordance with City specifications before the Project Arborist left the site



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☐ Remediation Measures

Identify whether any remediation, mitigation, maintenance, or corrective measures were required. Where measures were required, confirm whether they have been completed or identify any outstanding actions.

☐ Recommendations for Ongoing Care

Provide brief instructions for the recommended ongoing care, maintenance, and monitoring of Retained Trees, including any specific requirements necessary to support tree health, structural stability, and long-term viability.

Photographs

The Arborist Follow-Up Report must include clear, date and GPS stamped photographs sufficient to document the condition of Retained Trees and relevant site conditions before, during, and after supervision of the specified work, as applicable.

At a minimum, photographs must include:

☐ Site Overview Photographs

Date and GPS stamped photographs showing the tree resources and general site conditions before and after the work to be supervised. Overview photographs should include representative views of the property, such as the front yard, rear yard, side yards, or other areas containing Retained Trees.

☐ Tree-Specific Photographs

Date and GPS stamped photographs of Retained Trees, where necessary to document their post-supervised work condition or support the Project Arborist's findings.



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☐ Damage Photographs

Date and GPS stamped photographs of any tree damage, impacts, encroachments, or tree protection non-compliance identified during the supervised work.

☐ Photo Labelling

Photographs must be clearly labelled or cross-referenced with the applicable Tree ID or tag number, where applicable, and must include enough context to allow the City to understand the location and subject of each photograph.

Arborist Certification & Sign-Off

This section must include a signed certification by the Project Arborist confirming that the work was supervised and the Tree Protection Barriers for all Retained Trees have been reinstated in accordance with the approved Tree Management Plan, the approved Tree Permit, current Standard arboricultural practices and the requirements of [Schedule B of the Tree Protection and Management Bylaw No. 8045-2026](#).

The certification must be based on the Project Arborist's site inspection, professional observations, and opinion, and must confirm whether the Tree Protection Barriers are appropriately located, constructed, and maintained to protect the Retained Trees before construction or site disturbance continues.

The certification must include:

- ☐ Arborist's full name
- ☐ Arborist's certification number and credentials
- ☐ Arborist's signature
- ☐ Date of certification
- ☐ If the report author is not a Certified Arborist, the report must also include the full name, credentials, certification number, and signature of the Certified Arborist who



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supervised the work and reviewed the report. The report author's full name, credentials, and signature must also be provided.

Format

Report layout

- ☐ All submissions must include all the items listed in the [Arborist Follow-Up Report Requirements](#)
- ☐ Each page shall include a header with the name of the firm or consulting arborist and contact information
- ☐ Each page shall include a footer with the project address/project number, client name and contact information
- ☐ Each page shall include the page number
- ☐ Other relevant information