



# TERMS OF REFERENCE

## Arborist Impact Assessment

### Introduction

Under the [Tree Protection and Management Bylaw No. 8045-2026](#), the City may require an Arborist Impact Assessment to evaluate identified or suspected damage to a bylaw-protected tree.

Arborist Impact Assessments must be submitted in digital format and prepared by a Certified Arborist with valid credentials and a current City of Maple Ridge business licence. Applicants should ensure the Arborist they hire is experienced in preparing reports that meet these Terms of Reference and applicable City requirements. Engaging a qualified and experienced Arborist, with professional liability insurance, may help avoid delays, required revisions, and additional costs.

Reports must be submitted to [Trees@MapleRidge.ca](mailto:Trees@MapleRidge.ca).

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

- **"Arborist"** means a person certified by the International Society of Arboriculture with a valid City business license.
- **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



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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.
- **"Protected Tree"** means:
  - any tree within the City of Maple Ridge with a DBH equal to or greater than 20 centimetres, or a stump diameter greater than 25 centimetres at grade where DBH cannot be measured;
  - any tree located on City Property;
  - a Significant Tree; any Replacement Tree;
  - any tree required by a rezoning, subdivision, development permit/variance, building permit;
  - a tree of any size located in a Riparian Area or Conservation Area;
  - a covenanted tree of any size; or
  - a tree with evidence of nesting or use, by raptors, osprey or herons as defined in the Wildlife Act.



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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 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 guide consultants and arborists in the preparation and submission of Arborist Impact Assessments required under [Tree Protection and Management Bylaw No. 8045-2026](#)

## Expectations

Damage to a bylaw-protected tree is a potential contravention of the [Tree Protection and Management Bylaw No. 8045-2026](#). Arborist Impact Assessments must therefore be complete, accurate, evidence-based, and prepared to a professional standard that enables the City to assess the nature, extent, cause, and severity of the damage, as well as the adequacy of any proposed remediation or mitigation measures.

Consultants are responsible for ensuring that all required information is included, site conditions are clearly and objectively documented, and recommendations are consistent with the [Tree Protection and Management Bylaw No. 8045-2026](#), current standard arboricultural practices, and applicable City tree management guidance.

Arborists must use the requirements set out in these Terms of Reference as a **checklist** when preparing Impact Assessments. Submissions are expected to be complete at the time of



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submission and aligned with City requirements. Reports that are incomplete, unclear, speculative, unsupported, or inconsistent with bylaw requirements may delay review and may not be accepted.

The City may require revisions, additional information, photographs, measurements, site documentation, or other supporting materials where a submission does not adequately address the damage, site conditions, tree impacts, remediation measures, or applicable bylaw requirements.

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

Incomplete submissions may not be reviewed until a complete Arborist Impact Assessment, application materials, and all required supporting documentation have been received.

## Arborist Impact Assessment Requirements

The following sections must be submitted in one document.

### Cover Page

- ☐ Name of arborist and consulting firm, address, email, and phone number
- ☐ International Society of Arboriculture (ISA) Certification #, Tree Risk Assessment Qualification (TRAQ), Registered Professional Forester (RPF), other credentials.
- ☐ Maple Ridge Business License #
- ☐ Name and contact information for the applicant and owner
- ☐ Project address and project number (eg. 2026-XXX), if applicable



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- ☐ Report date, which is to be updated with each revision and include previous version dates.

## Introduction

- ☐ Purpose of the report and site visit including a description of the observed damage
- ☐ Date, time, and weather conditions during site visit(s)
- ☐ Site conditions; soil, general notes about existing trees, exposure, nests, etc.
- ☐ Current zoning and if applicable, rezoning of the parcel
- ☐ Current land use type
- ☐ Brief site history if available, recent site changes, potential impacts of site history.

## Content

An Arborist Impact Assessment shall include the following:

- ☐ The location, species, size, Diameter at Breast Height (DBH), height, canopy dripline, biological health condition (Use the specific language descriptors for condition of the trees defined in the introduction), structural condition, observed damage, and recommendation for each tree assessed. This information must be provided in the inventory table format identified in the Format section of these Terms of Reference.
- ☐ All trees referenced in the assessment must be clearly identified on site using a physical marker, such as a tree tag or Tree ID marker.
- ☐ Where tree risk is identified, or where risk may have changed as a result of the damage, the assessment must be completed by a **Tree Risk Assessment Qualified (TRAQ) Arborist**.
- ☐ The impact assessment must include:
  - ☐ A description of the damage, including the specific Tree ID or tag number;



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- ☐ The date and time the damage occurred, if known;
- ☐ The date the damage was observed;
- ☐ Date- and GPS-stamped photographs clearly showing the damage;
- ☐ A tree risk assessment, where applicable;
- ☐ An assessment of potential impacts to tree health, structural stability, and long-term viability; and
- ☐ Recommended mitigation, remedial measures, maintenance, monitoring, or other actions required to address the damage and any associated bylaw non-compliance.
- ☐ A timeline for completing all recommended remedial measures, including whether Arborist supervision is required for any of the work.
- ☐ Where tree removal is recommended, the report must provide detailed rationale and supporting evidence, including why retention, mitigation, or remediation is not feasible.

## Summary

The Arborist Impact Assessment must include a clear summary of the Project Arborist's findings, conclusions, and recommendations.

At a minimum, the summary must address the following:

- ☐ **Findings**  
Provide a summary of the Arborist's findings, including the nature and extent of the observed damage and any resulting impacts to tree health, structural condition, risk, or long-term viability.
- ☐ **Remediation Measures**  
Identify whether any remediation, mitigation, maintenance, or corrective measures are required. Where measures are required, confirm whether they have been completed or identify any outstanding actions.



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- **Recommendations for Ongoing Care**

Provide clear 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

- **Site Overview Photographs**

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

- **Damage Photographs**

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

- **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.

## Tree Plans

See format section for example.

Two plans must be included in your report, if the tree resource allows it, you can include all the information in one plan.

- **A tree plan that includes:**

- a. Location in the lot of the tree(s) that sustained damage
- b. Structures nearby that are referenced in the report as relevant to the trees



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- ☐ If removal is required, include a replacement plan that includes:
  - a. Proposed replacement tree locations
- ☐ All plans
  - a. Must include a scale, legend, and North arrow on the drawings
  - b. Tree plans are to be clear and legible; remove irrelevant information and use dark, distinctive colours.

## Arborist Certification and Sign-Off

This section must include a signed certification by the Arborist confirming that the Arborist Impact Assessment has been prepared in accordance with these Terms of Reference, [Tree Protection and Management Bylaw No. 8045-2026](#), current arboricultural best management practices, and applicable City tree management guidance.

The certification must be based on the Arborist's site inspection, professional observations, assessment, and opinion. It must confirm that the information provided in the report is accurate to the best of the Arborist's knowledge and that the recommendations are appropriate for the proposed tree removal, retention, protection, and replacement.

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



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## Format

Arborist Impact Assessments must be digital and produced by a Certified Arborist with valid credentials and a current Maple Ridge business license. Reports must be submitted to [Trees@MapleRidge.ca](mailto:Trees@MapleRidge.ca)

## Report layout

- ☐ All submissions must include all the items listed in the [Arborist Impact Assessment 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

## Tree inventory

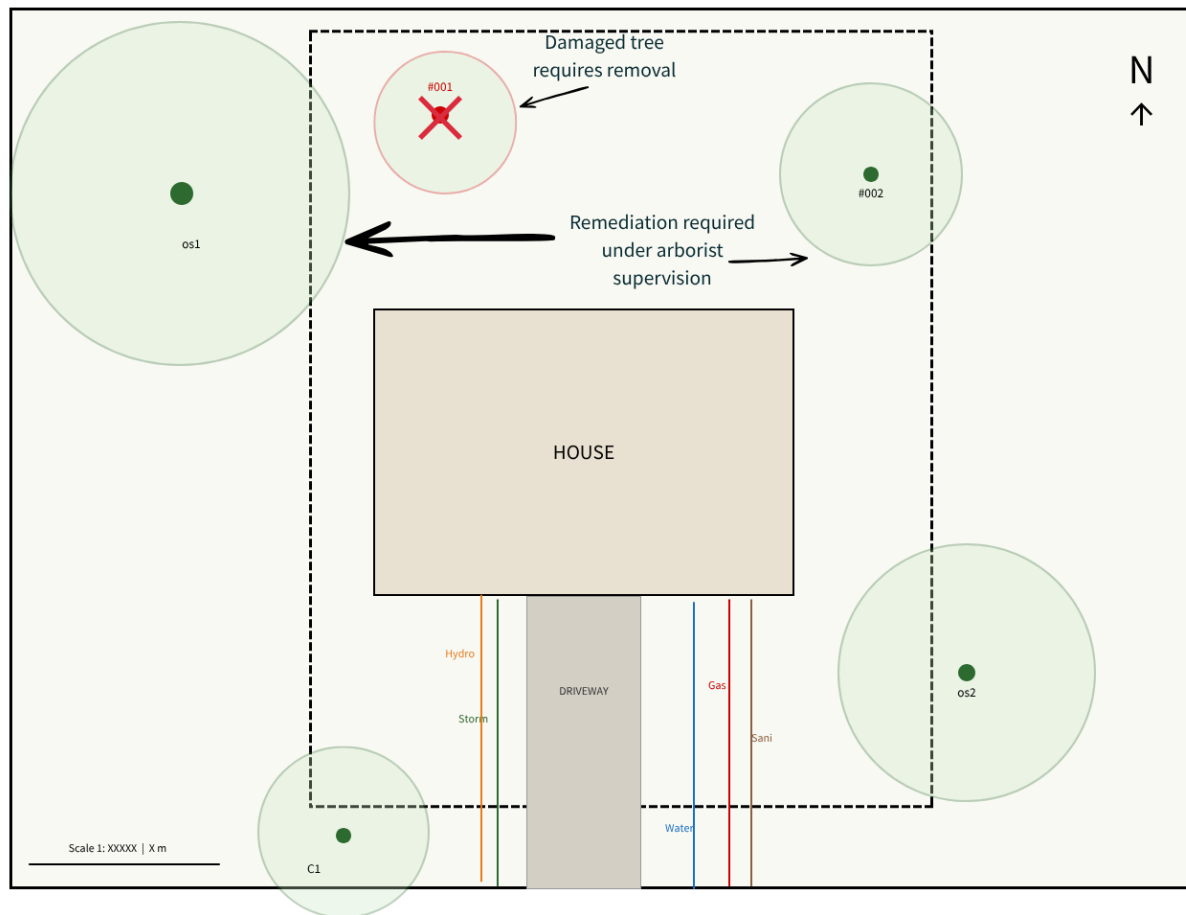
| Tree ID or tag | Location (on/offsite, City) | Species | DBH | Height (m) | Health Condition (Use the specific language descriptors for condition of the trees defined in the introduction). | LCR % | CRZ radius | Observed damage | Recommendation |
|----------------|-----------------------------|---------|-----|------------|------------------------------------------------------------------------------------------------------------------|-------|------------|-----------------|----------------|
|                |                             |         |     |            |                                                                                                                  |       |            |                 |                |
|                |                             |         |     |            |                                                                                                                  |       |            |                 |                |

## Plans

The next two (2) pages provide examples of the expected plans to be submitted.

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## TREE PLAN



### LEGEND

- Retained tree (centre + CRZ)
- Tree to be removed (X)
- Water line
- Gas line
- Sanitary line
- Storm line
- Hydro
- Property line

### TREE INVENTORY

| Tree ID | Species                 | DBH (cm) | CRZ (m) |
|---------|-------------------------|----------|---------|
| #001    | Acer rubrum             | 47       | 2.82    |
| #002    | Liriodendron tulipifera | 50       | 3.0     |
| Os1     | Sequoia sempervirens    | 105      | 6.30    |
| Os2     | Fagus sylvatica         | 83       | 4.98    |
| C1      | Quercus robur           | 40       | 2.40    |

### NOTES

- Arborist to supervise all work within CRZ
  - Hand-dig only within CRZ
  - Non by-law trees removed from plans
- CRZ= DBH x 6

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## TREE RETENTION & REPLACEMENT PLAN

