



TERMS OF REFERENCE

Arborist Report - Tree Cutting Applications

Introduction

Under the [Tree Protection and Management Bylaw No. 8045-2026](#), a [Tree Permit Application](#) must include an Arborist Report, except where only one (1) Protected Tree is proposed for removal and that tree is not a Significant Tree or a Hazard Tree.

Where tree removal is related to development, a [Tree Management Plan](#) is required instead of an Arborist Report.

Arborist Reports 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 application delays, required revisions, and additional costs.

Reports must be submitted to 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 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.
- **"Hazard Tree"** means a tree that is determined to be currently in a condition of high danger to people or property as described in an arborist report produced by a Certified Arborist with a Tree Risk Assessment Qualification (TRAQ) from the International Society of Arboriculture.
- **"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



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- a tree with evidence of nesting or use, by raptors, osprey or herons as defined in the Wildlife Act.
- **"Significant Tree"** means a tree that has a DBH equal to or greater than 60 centimetres.
- **"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.

Purpose

The purpose of these Terms of Reference is to guide consultants and arborists in the preparation and submission of Arborist Reports required under [Tree Protection and Management Bylaw No. 8045-2026](#)

Expectations

Arborist Reports are expected to be complete, accurate, and prepared to a professional standard that enables the City to efficiently review proposed tree removal, retention, protection, and replacement.

Consultants are responsible for ensuring that all required information is included, site conditions are clearly documented, and recommendations are consistent with [Tree Protection and Management Bylaw No. 8045-2026](#) and applicable City tree management guidance. [Tree Permit Applications](#) must clearly identify the applicable reason for removal and must fall within the reasons permitted under [Section 6.6](#) of the Bylaw.

Arborists should use the requirements in these Terms of Reference as a **checklist** when preparing reports to help ensure that submissions are complete and aligned with City expectations.



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The City may require revisions, additional information, or supporting documentation where a submission is incomplete, unclear, or does not adequately address bylaw requirements.

Where an Arborist Report 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 revision opportunities.

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

Arborist Report Requirements

The following sections must be submitted in one document. You may submit up to 3 separate documents if the tree plans are separate from the report.

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



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- ☐ Purpose of the report and site visit including a description of the proposed tree removal(s).
- ☐ 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 Report shall include the following:

- ☐ The location, species, size (Diameter at Breast Height), height, canopy dripline, and biological and structural health conditions (use the specific language descriptors defined in the introduction) of the Protected Trees proposed to be Removed or Retained on the Lot or adjacent Lots (see format section for inventory table).
- ☐ All trees referenced in the report must be marked with a physical marker (i.e., tree ID or tag)
- ☐ Reasons for the proposed Removal of a Protected Tree, Per Section 6.6 of the Tree Protection and Management Bylaw:
 - a. an Arborist with a valid Tree Risk Assessment Qualification (TRAQ) determines the tree is a Hazard Tree
 - i. under this reason, the report must include at a minimum a level 2 complete tree risk assessment showing the tree to be **high** or **extreme** risk. The Tree risk assessment must follow the industry standards, and the report must include details of the advanced tree risk assessment methods or tools used in the investigation.



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- b. the base of a Protected Tree is within 1.0 metre of a foundation wall of an existing principal dwelling
 - i. under this reason, the report must include date stamped photos showing the measurement
- c. the tree is causing substantial structural or infrastructure damage, verified by the City or by a qualified Professional Engineer acceptable to the City;
 - i. under this reason, the report must include date stamped photos showing the damage and a Qualified Professional report (Eg structural engineer, plumbing expert, etc.)
- d. the tree is significantly diseased, damaged, or dying where it is likely to be dead within 6 months
 - i. under this reason, the report must include date stamped photos showing the issues noted

Summary

The Arborist Report for a Tree Cutting Permit must include a clear summary of the Project Arborist's findings, conclusions, and recommendations related to the proposed tree removal, retention, replacement, and any required protection or follow-up measures.

At a minimum, the summary must address the following:

- ☐ **Summary of Recommendations**

Provide a concise summary of the recommendations in the report, including the trees proposed for removal, trees proposed for retention, replacement tree requirements, and any recommended mitigation, protection, or follow-up measures.

- ☐ **Recommended Care and Maintenance of Retained Trees**

Provide brief instructions for the recommended care, maintenance, and monitoring of retained trees, including any measures necessary to support tree health, structural



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stability, and long-term viability following the proposed tree removal or site disturbance.

- ☐ **Arborist Supervision Requirements**

Identify whether arborist supervision is required. Where supervision is required, specify the tree ID, the work required in relation to each specific tree, and the stage or timing when arborist supervision must occur.

Photographs

The Arborist Reports must include clear, date and GPS stamped photographs sufficient to document the project Arborist's recommendations.

At a minimum, photographs must include:

- ☐ **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.

- ☐ **Tree-Specific Photographs**

Date and GPS stamped photographs of trees proposed for removal. Photos must clearly document the reason for removal (e.g., proximity to the foundation)

- ☐ **Photo Labelling**

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



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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 proposed for removal
 - b. Structures nearby that are referenced in the report as relevant to the proposed removals
- ☐ 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 Report has been prepared in accordance with these Terms of Reference, [Tree Protection and Management Bylaw No. 8045-2026](#), current Standard arboricultural 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.



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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.

Format

Arborist Reports 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

Report layout

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



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Tree inventory

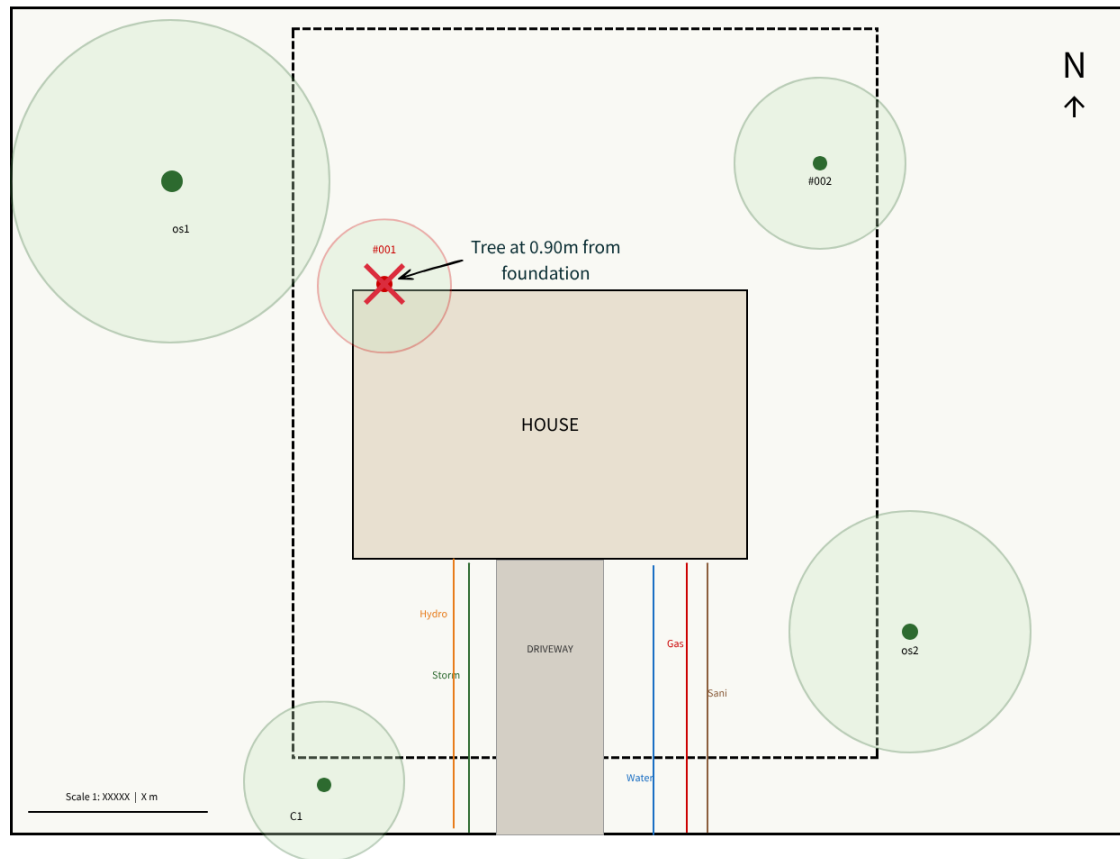
Tree ID or tag	Location (on/offsite, City)	Species	DBH	Height (m)	Age Class	Health Condition (use the specific language descriptors defined in the introduction)	LCR%	CRZ radius	Recommendation

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

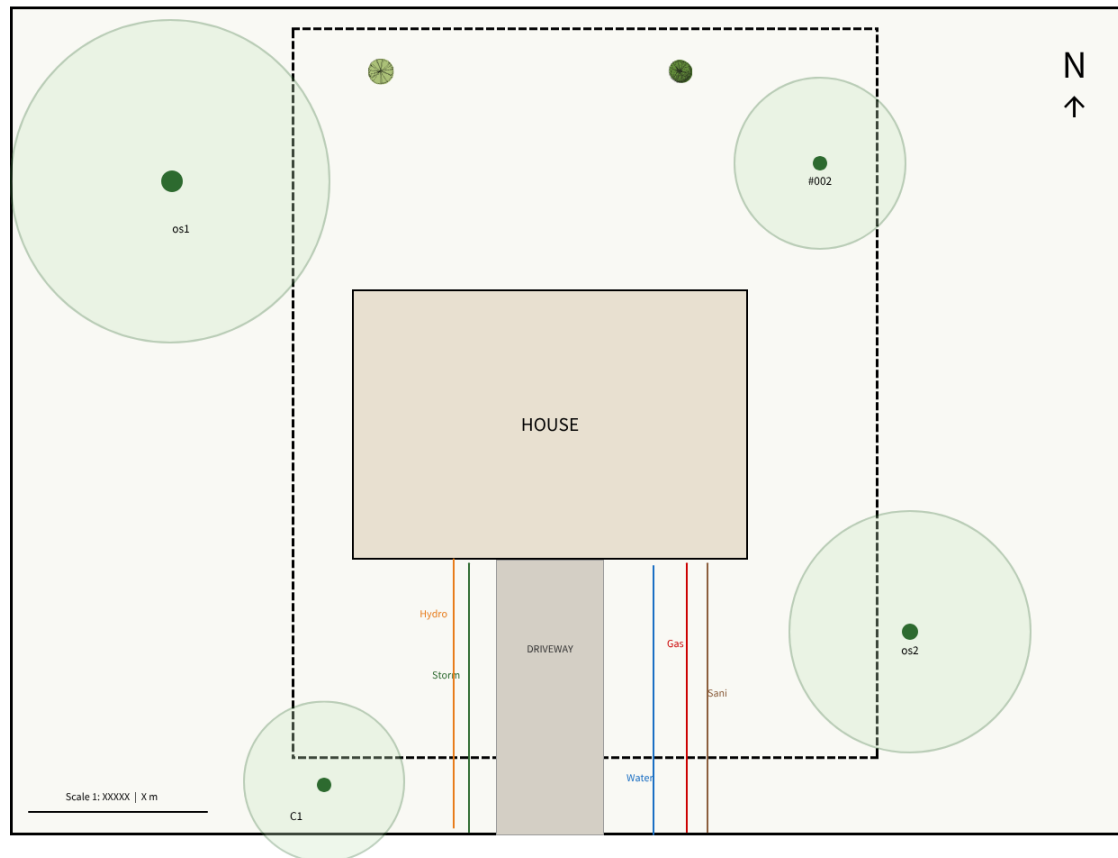
NOTES

- 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



LEGEND

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

TREE INVENTORY

Tree ID	Species	DBH (cm)	CRZ (m)
#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