



TERMS OF REFERENCE

Tree Management Plan

Introduction

Under the [Tree Protection and Management Bylaw No. 8045-2026](#) a Tree Management Plan is required in support of a permit application where any of the following apply:

1. The Lot is subject to a permit application related to a subdivision, rezoning, development permit, development variance permit, building permit, demolition permit; or
2. Ten (10) or more Protected Trees are proposed to be removed; or
3. Clearing of more than 500 square metres of land is proposed

Tree Management Plans must be digital and produced by a Registered Professional Forester or Certified Arborist, with a valid Maple Ridge business licence. Applicants should ensure the Arborist they hire is experienced in preparing Tree Management Plans 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 Tree Management Plans to Trees@MapleRidge.ca or as part of the development application.

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 licence.
- **Condition of Tree:**
 - **Excellent** - No noticeable problems, branching is regular and even, normal sized leaved, normal color.



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- **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.
- **"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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- **"Registered Professional Forester"** means a person who is Registered with the Forest Professionals of British Columbia as a Registered Professional Forester designation.
- **"Retained Tree"** means a tree that has not been permitted for removal. "Tree to be retained" shall have the same corresponding meaning.
- **"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 guide consultants in the preparation and submission of Tree Management Plans required under [Tree Protection and Management Bylaw No. 8045-2026](#)

Expectations

Tree Management Plans are expected to be complete, accurate, and prepared to a professional standard that allows the City to efficiently review proposed tree retention, removal, protection, replacement, and monitoring measures. Consultants are responsible for ensuring that all required information is included, site conditions are clearly documented, and



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recommendations are consistent with the [Tree Protection and Management Bylaw No. 8045-2026](#), the City's Tree management guidance, and the detailed requirements in Schedule A.

Where impacts to Protected Trees, Significant Trees, Critical Root Zones, or adjacent trees are anticipated, the Tree Management Plan must clearly identify the proposed mitigation measures and demonstrate how impacts have been avoided or minimized to the greatest extent practicable.

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

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

Where a Tree Management Plan 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 Tree Management Plan and all required supporting materials have been received.

Tree Management Plan 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.



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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 Licence #
- ☐ Name and contact information for the applicant and owner
- ☐ Project address and project number (Eg. 2026-XXX), if applicable
- ☐ Current zoning and if applicable, rezoning of the parcel
- ☐ Report date, which is to be updated with each revision and include previous version dates.

Introduction

- ☐ A description of the project type such as new build, renovation, more than 10 trees proposed for removal, etc.
- ☐ Date, time, and weather conditions during site visit(s)
- ☐ Site conditions; soil, general notes about existing tree resource, 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.
- ☐ Purpose of report and site visit; brief description of all proposed works, grade changes, small retaining walls, outbuildings to be expected, landscaping

Coordination with Other Plans and Reports

Tree Management Plans must be coordinated with all related multi-disciplinary plans and reports, including, as applicable, Environmental Impact Assessments, civil engineering plans,

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A full version of the City of Maple Ridge Tree Protection and Management Bylaw is available at [Tree Protection and Management Bylaw](#). For information regarding tree cutting permit requirements, contact Trees@MapleRidge.ca or call 604-467-7349. This information is provided for convenience only and is not a substitution of applicable City Bylaws, Provincial or Federal Codes or Laws. You must satisfy yourself that any existing or proposed construction or other works comply with such Bylaws, Codes or other laws.

landscape plans, architectural and building plans, servicing and utility plans, grading and drainage plans, and stormwater management plans. The Tree Management Plan must be consistent with the most current project design and clearly identify and resolve any conflicts affecting tree retention, removal, protection, replacement, access, grading, drainage, servicing, or construction activities. Where conflicts remain, the consultant must describe them and provide proposed mitigation measures or revisions for City review.

Content

A Tree Management Plan shall include the following:

- **Tree survey:** as defined, means a survey plan, valid for 2 years, prepared by a British Columbia Land Surveyor, that shows the location, species and DBH of trees, stumps, including individual trees within a Hedge, in relation to the property lines of a Lot, including trees 3.0 metres beyond the subject property lines or trees that have a dripline that enters onto the subject property, and any other survey information required by the Manager (City staff administering the Tree Bylaw)

- **Initial Tree Assessment report** (see format section)
 - a. location, species, DBH, age class, health condition (use the specific language descriptors defined in the introduction) and number of all Protected Trees proposed for Removal within the developable area;
 - b. All trees must be marked with a physical marker (i.e., tree ID or tag)
 - c. location, species, DBH, age class, health condition (use the specific language descriptors defined in the introduction), and number of all Significant Trees outside Conservation or Riparian Areas to be retained or removed where development is proposed;

- d. location, species, DBH, age class, health condition (use the specific language descriptors defined in the introduction), and number of Protected Trees identified for Retention on the Lot, including:
 - i. Protected Trees within 3.0 metres of any property boundary and of Conservation or Riparian Areas;
 - ii. Protected Trees within 10.0 metres of any Significant Tree where development or cutting is proposed;
 - iii. and Protected Trees within 10.0 metres of existing or proposed building envelopes, structures, accessory buildings, servicing, and infrastructure;
 - e. proposed site and building layout shown with all Protected Trees, including existing/proposed structures, pad mounted transformers, parking/driveways/paths, utilities/ servicing infrastructure, grades, drainage, and stormwater infrastructure.
- ☐ **A Tree Retention Plan:** that demonstrates selective clearing and addresses:
- a. (retention along Lot boundaries with attention to windfirm edges, Critical Root Zones (CRZ), and privacy;
 - b. minimizing impacts to adjacent properties (groundwater, drainage, blowdown; and
 - c. retaining Significant Trees through siting of developed areas and low-impact design.
 - d. Retained Tree details: tree IDs, names, locations, quantities, health condition, DBH, CRZ radius, and Tree Protection Barrier (TPB) locations per Schedule B.



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- **Construction protection measures:** a statement of protection and arborist monitoring duties during construction addressing grading, drainage, irrigation, and TPB placement around CRZs and boundary trees, consistent with Schedule B.
- **Tree Risk Assessment:** prepared by a Qualified Tree Risk Assessor identifying trees that pose hazards during and after construction. Submit before construction and after completion in the Arborist Sign-Off report. Include trees within Conservation or Riparian Areas and City owned lands within 10.0 metres of proposed structures. Complete and confirm mitigation measures before final approval of works under the Permit.
- **Replacement Tree Planting Plan (per Schedule C):** If Retained Trees within the developable area do not achieve the minimum trees per hectare ratios below (or equivalent credits), propose Replacement Trees to meet the ratio across the proposed lots. Identify planting locations, quantities, species, sizes, and any applicable cash in lieu.

Land Use Designation (generalized)	Trees/ ha ratio
Industrial	25/ha
Commercial	40/ha
High Density Residential	50/ha
Medium Density Residential	75/ha
Low Density Residential	100/ha

Trees to be retained within the developable area count as Replacement Trees. The size of retained trees determines the equivalent number of replacement trees, as per the following:



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Size of Tree to be Retained (DBH) Within Developable Area only	Replacement Tree credits
20 cm – 39 cm	2 trees
40 cm – 59 cm	3 trees
More than 60 cm (Significant tree)	4 trees

- ☐ **Monitoring Schedule:** for monitoring Retained Trees and Replacement Tree plantings during and after construction. A Certified Arborist must monitor TPB's and Replacement Tree planting and submit reports to the City as requested.
- ☐ **Securities:** calculation of total securities for Retained Trees and Replacement Trees per the [Tree Protection and Management Bylaw No. 8045-2026](#). Urban forestry will review the submission and calculate the fees as per the latest

Additional plans (as required by site conditions). City staff will advise if these are required for the specific application.

- ☐ **Groundwater Impact Assessment:** when removing more than 10 Protected Trees or clearing more than 500 square metres over a vulnerable aquifer; prepared by a qualified hydrological professional.
- ☐ **Phased Clearing Plan (except farm use):** if clearing occurs on slopes over 15% or on a floodplain, showing how clearing is phased to minimize impacts and erosion.



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- ❑ **Windfirm Assessment:** for newly created forest edges, addressing blowdown risk, mitigation (removal, pruning, replacement), and retention of large woody debris within Conservation or Riparian Areas; by a Registered Professional Forester or a Certified Arborist experienced in blowdown mitigation strategies.
- ❑ **Detailed Survey:** BCLS survey showing retention and replacement areas requiring restrictive covenants. A BCLS survey is also required when trees to be Cut are within 3.0 metres of property boundaries, Conservation or Riparian boundaries, or areas with slopes over 25%.
- ❑ **Pre work confirmation:** all protection and mitigation measures must be inspected by the Certified Arborist, summarized, submitted to, and approved by, the City before development work begins on site. This will be required on sites where trees are confirmed to be retained during the proposed work.

Summary

The Arborist Report must include a clear summary of proposed tree retention, removal, replacement requirements, and recommended care and protection measures.

At a minimum, the summary must address the following:

- ❑ **Tree Preservation Summary**
Provide a Tree Preservation Summary tallying the total number of trees proposed to be retained, removed, and replaced, including onsite trees, offsite trees, and City-owned trees.



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Summary table of tree preservation

	Onsite trees	Offsite trees	City owned trees
Trees to be removed			
Trees to be retained (20-60cm DBH)			
Significant trees to be retained over 60cm DBH			
Replacement trees required			TBD by City
Replacement trees proposed			TBD by City
Replacement tree deficit (to be paid as cash in lieu)			TBD by City

☐ Recommended Care and Maintenance

Provide brief instructions for the recommended care, maintenance, and monitoring of retained trees before, during, and after construction, including any measures necessary to support tree health, structural stability, and long-term viability.

☐ Arborist Supervision and Tree Protection Measures

Identify whether arborist supervision is required and, where applicable, specify the tree ID, the work required in relation to each specific tree, and any required recovery or remedial measures. This must include relevant tree protection measures, such as fencing, retaining walls, and landscaping requirements, where applicable.

Photographs

Tree Management Plans must include clear, date and GPS stamped photographs sufficient to document the condition of Retained Trees and relevant site conditions before construction, as applicable.

At a minimum, photographs must include:



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☐ Site Overview Photographs

Date and GPS stamped photographs showing the tree resources and general site conditions before construction. 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 to support removals **not** in conflict with construction, show reason for removal. (e.g. cracks, conks, etc.)

☐ Damage and Hazardous Trees Photographs

Date and GPS stamped photographs of any hazardous trees or conditions on site along with any pre-existing damage or previously hazardous trees.

☐ 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 to Include

See format section for examples.

Two plans must be included in your report

☐ A tree plan that includes:

- a. Building footprint and all other proposed structures to scale (e.g. pools, sheds, hardscape, etc.)



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- b. Surveyed locations of all Bylaw protected trees and their CRZs shown to scale, regardless of recommendation to retain or remove
- c. Ensure all proposed servicing locations (e.g. water, storm/rockpit, sanitary/septic, hydro, gas, etc.) are clearly shown on the drawing, or specify as “unknown” – not required for applications unrelated to development
- d. Include grading plans, show existing grade and proposed grade.
- e. Show watercourses, riparian areas and setbacks identified by a QEP.
- A tree protection and replacement plan that includes:
 - a. Only retained trees, CRZs to scale and barrier locations
 - b. A summary table which lists only tag numbers, DBH and CRZ sizes for easy reference during barrier installation and inspection
 - c. 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 Tree Management Plan 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.



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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

Tree Management Plans must be digital and produced by a Registered Professional Forester or Certified Arborist. Submit Tree Management Plans to Trees@MapleRidge.ca or as part of the development application.

Report layout

- ☐ All submissions must include all the items listed in the [Tree Management plan 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

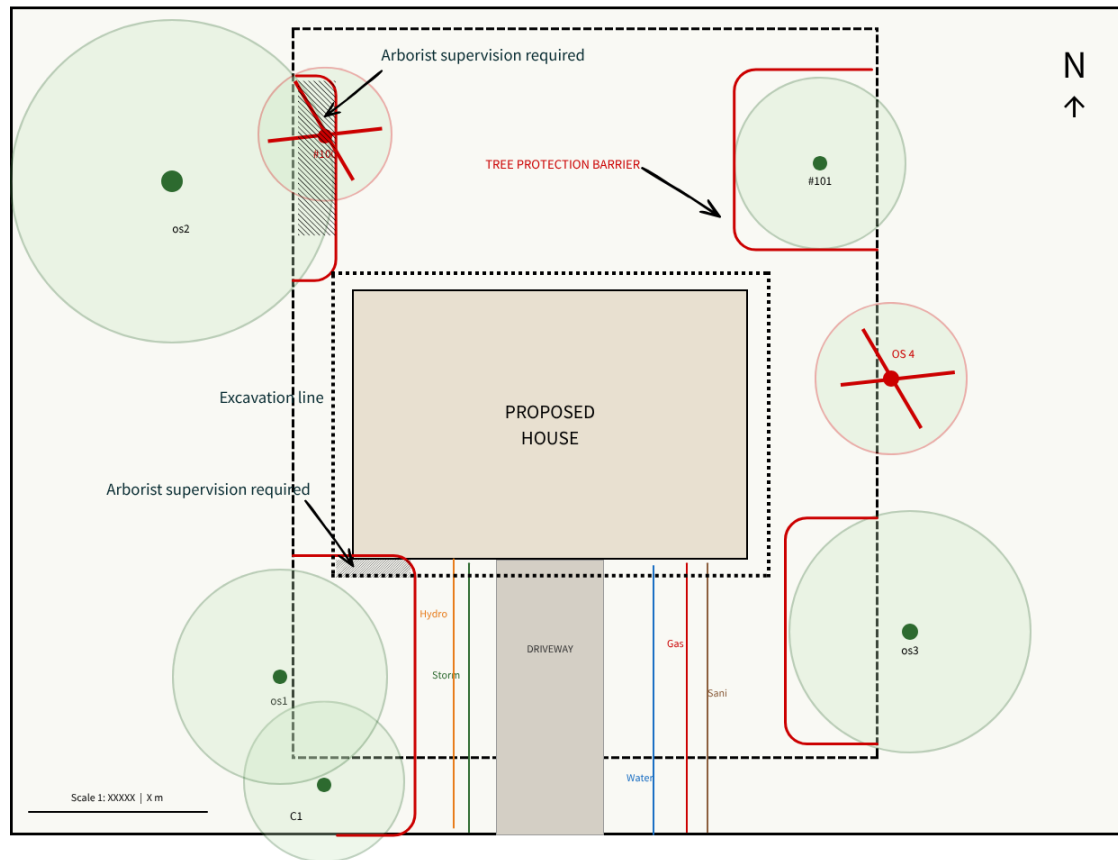
Tree ID or tag	Location (on/offsite, City)	Species	DBH	Age Class	Health Condition (use the specific language descriptors defined in the introduction)	LCR %	CRZ radius	Recommendation

Example Plans:

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

Created August 2026

TREE PLAN



LEGEND

- Retained tree (centre + CRZ)
- Tree to be removed (X)
- Water line
- Gas line
- Sanitary line
- Storm line
- Hydro
- ▨ Arborist supervision required
- Property line
- Excavation line
- Tree protection barrier

TREE INVENTORY

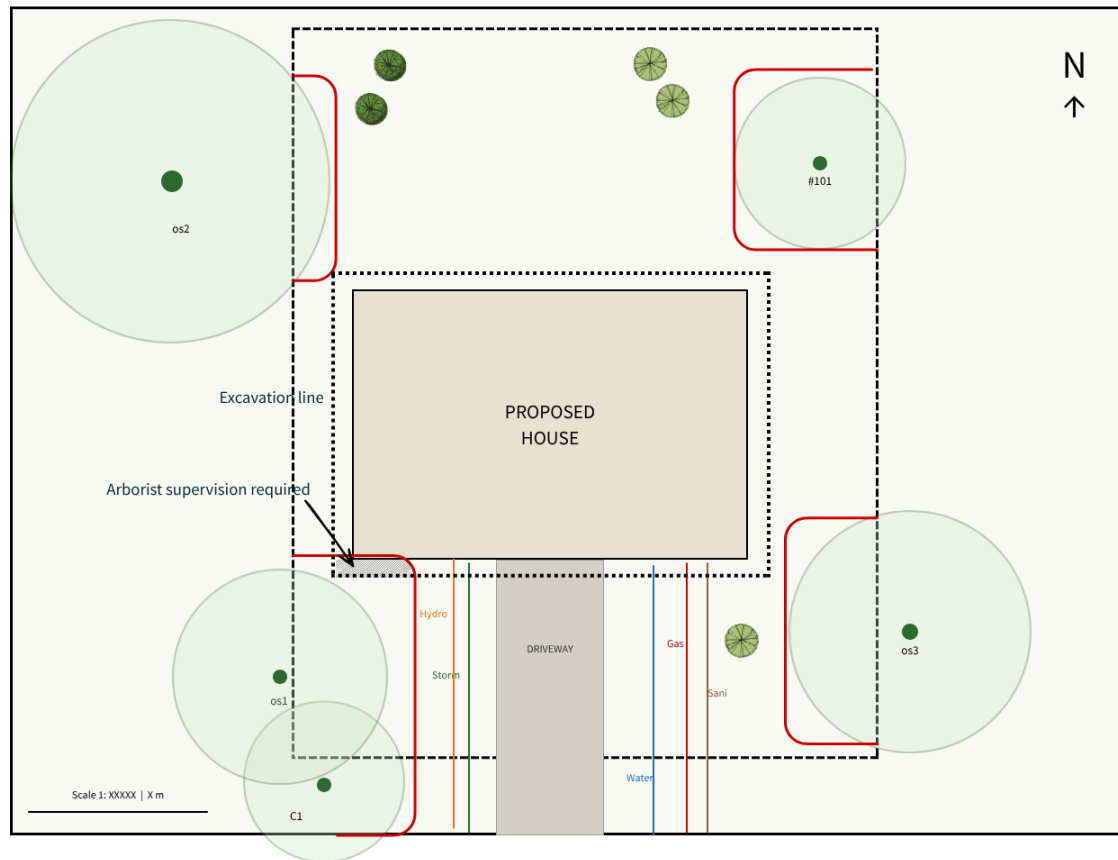
Tree ID	Species	DBH (cm)	CRZ (m)
#100	<i>Pseudotsuga menziesii</i>	35	2.10
#101	<i>Acer rubrum</i>	47	2.82
Os1	<i>Liriodendron tulipifera</i>	50	3.0
Os2	<i>Sequoia sempervirens</i>	105	6.30
Os3	<i>Fagus sylvatica</i>	83	4.98
Os4	<i>Prunus avium</i>	37	2.22
C1	<i>Quercus robur</i>	40	2.40

NOTES

- Arborist to supervise all work within CRZ
- Hand-dig only within CRZ
- Non by-law trees removed from plans
- Tree protection fencing to municipal standards
- Replacement trees per BCSLA/BCLNA standards
- CRZ= DBH x 6

Created August 2026

TREE PROTECTION & REPLACEMENT PLAN



LEGEND

- Retained tree (centre + CRZ)
- Tree to be removed (X)
- Water line
- Gas line
- Sanitary line
- Storm line
- Hydro
- Arborist supervision required
- Property line
- Excavation line
- Tree protection barrier
- Deciduous replacement tree
- Coniferous replacement tree

TREE INVENTORY

Tree ID	Species	DBH (cm)	CRZ (m)
#101	Acer rubrum	47	2.82
Os1	Liriodendron tulipifera	50	3.0
Os2	Sequoia sempervirens	105	6.30
Os3	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
- Tree protection fencing to municipal standards
- Replacement trees per BCSLA/BCLNA standards
- CRZ= DBH x 6