



TREES ON MUNICIPAL LANDS POLICY

Policy Number:	OP11
Administered By:	Chief Administrative Officer & Director of Operations
Approved By:	Chief Administrative Officer
Effective Date:	August 24, 2020 R.265.2020

Purpose:

To guide decisions of Municipal staff in planting, maintenance and removal of trees located on Municipal property outside of the road allowance.

Scope:

The Town recognizes that trees beautify the landscape, reduce the impact of extremes in weather, provide habitat for wildlife, add value to property, and contribute to a healthy environment. Council encourages municipal operations that are considerate of these values and benefits through the endorsement of this Policy and through the advice of the Environment Committee on planting, preservation, care and removal of trees with the Town of Fort Macleod.

Policy:

General:

- 1) The Policy relates specifically to trees on all municipal lands outside of the road allowance.
- 2) The Policy shall be reviewed annually in consultation with the Environment Committee and recommended changes shall be submitted to Council for consideration.
- 3) Preservation and protection of trees shall be an important consideration in municipal operations.
- 4) The Town of Fort Macleod, in partnership with the Environment Committee shall develop operating and best practice guidelines for the implementation of this Policy.
- 5) As a general courtesy, Town staff shall adopt the operational practice of advising landowners with respect to proposed tree work on adjacent municipal property including tree planting and non-emergency tree removal. Where practical, a minimum notice period of two (2) weeks shall be provided to receive public comment with regard to the proposed work.
- 6) The Town will provide options for public participation in tree on Town lands. Financial contributions for memorial and other plantings shall be accepted contingent upon the proposed proposal meeting all provisions of this Policy. All proposals shall be submitted in writing to the Environment Committee for consideration and recommendations. Annually, the cost to supply and plant an individual tree shall be established. This cost shall be a guide for accepting tree donations.
- 7) The Environment Committee shall maintain a current list of suitable locations for tree planting which will include a choice of appropriate species and a target date for planting. The list will be based on known tree losses reported by staff, citizen requests for tree(s) and activities of the Environment Committee. The Town, with the assistance of the Environment Committee, shall maintain a record of all trees lost due to wind damage, natural mortality, vandalism, etc. Town Administration shall consider the allocation of sufficient funds to replace these losses annually.

- 8) Property owners will not be permitted to plant trees on Town property. If the location is deemed suitable, the Town will assume the responsibility and add the location to the list of suitable planting sites for future consideration.
- 9) Tree replacement shall generally be on the basis of a tree planted for every tree removed and as outlined in the Master Tree Planting Plan (to be developed).
- 10) The Environment Committee shall maintain a current database of tree related issue which will contain recommended courses of action, action taken, and current status of each issue.
- 11) All contractors involved with planting and/or tree removal shall be affiliated with an accredited organization (i.e. ISA Certified Arborists)

Procedure:

Planting:

- 1) All new development projects shall, where reasonable and practical, include a tree planting component that is acceptable to the Town of Fort Macleod and meets the intent of the Policy. Refer to Schedule 1 and Schedule 2 of this Policy.
- 2) All road reconstruction and construction projects shall, where reasonable and practical, include a component for tree protection, tree planting and/or tree replacement.
- 3) Trees for planting shall be selected from an established list of species with favours native plants as included in Schedule 1.
- 4) Trees shall be planted to the standards and conditions prescribed in Schedule 2.

Maintenance:

- 1) IN ALL CASES, saving a tree through proper pruning and maintenance shall be first considered versus tree removal.
- 2) Tree maintenance shall be conducted in accordance with accepted industry standards in the nursery, landscape, and arborist trades.
- 3) Town of Fort Macleod departments shall consider the allocation of sufficient funds to adequately maintain existing trees and new stock from new development, reconstruction, and other planting projects.

Removal:

- 1) In all non-hazardous situations, alternatives to tree removal shall be the first consideration.
- 2) All non-emergency and non-hazardous request for tree removal shall, where reasonable and practical, be submitted in writing to the Environment Committee for consideration and recommendation. Costs of such removals shall come out of the annual tree maintenance operating budget (to be developed).
- 3) The Environment Committee may request professional assessment on tree removal proposals. The costs of such assessments shall come out of the annual tree maintenance operating budget.
- 4) All tree removal projects shall contain a tree replacement component which requires the planting of a tree in a suitable location on Town property within one (1) year of tree removal. These plantings shall be situated close to existing water sources if possible.

Further Information:

For further information regarding this Policy, please contact the Director of Operations.



CAO – Town of Fort Macleod

TREE POLICY – SCHEDULE 1

Trees Recommended for Planting

- Limber Pine
- Colorado Blue Spruce
- White Spruce
- Round Leaved Hawthorn
- Amur Maple
- Green Ash or Red Ash
- Black Chokecherry
- Bur Oak
- Western Mountain Ash
- Linden
- Elm

TREE POLICY – SCHEDULE 2

Planting Standards and Conditions:

Planted trees shall be a minimum size of 45-50mm caliper at 15cm above the ground. Unless otherwise approved, planting shall be completed in early spring (mid-April to mid-May), weather dependent.

Trees shall be planted to a standard that is commonly considered acceptable in the landscape trade.

All trees shall be planted in accordance with the following:

Standards:

- 1) Tree shall bear same relation to grade as it bore to its condition in the nursery and must have root ball planted on undisturbed soil;
- 2) Cut, loosen, and roll back approved ½ of twine, burlap and wire on root ball;
- 3) All twine and burlap on the root ball must be biodegradable;
- 4) Backfill to prevent air pockets;
- 5) The placement of protective guard 56cm in height intended to prevent mechanical and rodent damage to the trunk;
- 6) Initial tree staking shall consist of:
 - a) All stakes shall be driven outside the ledge of the root ball;
 - b) Galvanized wire or cable (14 gauge) with plastic hose around the tree;
 - c) Tuck away loose ends of wire or cable into the wire wrap so that no sharp ends are exposed.
- 7) Fertilization shall occur once planted;
- 8) Mulching 1 meter in diameter and 10cm in thickness;
- 9) Initial staking and utility locates shall be performed prior to the work; and
- 10) Delivery of “door hanger” notification (supplied by Public Works or Facilities) to adjacent residents at the time of staking.

Conditions:

- 1) All trees shall be No. 1 grade nursery grown stock of grade and quality, conforming to the Horticultural Standards and grown under proper cultural practices as adopted by the Canadian Nursery Trades Association;
- 2) Two-year survival/replacement guarantee from date of planting;
- 3) Annual maintenance – see Schedule 3 for details.

TREE POLICY – SCHEDULE 3

Maintenance Guidelines for Newly Planted and Young Trees:

Scope of Work:

Removal of broken, damaged, dead, or hazardous branches.

Proper framing of crown (including but not limited to the pruning of double leaders or crossover branches).

Removal of root and trunk suckers.

Removal of tree support stakes, wires, and ties after one year, or during the second year.

Removal of trunk protective guards when they are outgrown.

Levelling of water saucers and mulch where they still exist (except where maintained by adjacent landowners) and removed at the end of the second year (in the fall).

Removal of weeds and grass.

Maintain or replace mulch in a 1 meter circle, 10cm thick in the form of a water saucer (except where maintained by the adjacent landowner).

Collection and removal from the site of pruned material, sod and other debris.

Conditions:

All pruning to be completed to a standard normally accepted in the landscape and arboriculture trades or under the direct supervision of a qualified arborist.