

## **TREE PRESERVATION, PLANTING AND MANAGEMENT REPORT TERM OF REFERENCE (TOR)**

### **PURPOSE**

1. The Tree Preservation, Planting and Management Report (TPPM Report) is required to determine the effects of a proposed development on existing trees and vegetation and to ensure that trees worth retaining are identified. This report shall be used in consideration of engineering and grading information, design and boundary conditions to guide the layout of the development.

### **TIMING**

2. The TPPM Report shall be submitted to the Municipality pursuant to the timelines specified in Section 7 of the Municipality's Tree Management and Preservation Policy.

### **QUALIFICATIONS**

3. The TPPM Report, complete with a Tree Inventory, and a Tree Preservation Plan, shall be prepared by an Arborist as defined in the Municipality's Tree Management and Preservation Policy.
4. The items identified in 3, above, shall be signed with the credentials of the person(s) who prepared the reports, lists, or plans.

## **TREE PRESERVATION, PLANTING AND MANAGEMENT REPORT**

5. The TPPM Report shall contain (but is not limited to) the following:

Tree Inventory - Refer to separate section, below

Tree Preservation Plan - Refer to separate section, below

#### Title page including:

- Address of the subject property.
- Applicants name.
- Application Number.
- Author name, title, company name.
- Dates in which site visit(s) were conducted and date the report was prepared

#### Scope of the Report including:

- A description of the project type such as new build, renovation, re-build or addition, etc.
- A description or summary of the number of existing trees located on the private subject property, City property, adjacent properties affected by any portion of the proposed development or lands associated with the development, and any tree(s) along shared lot lines.

#### Comments including:

- Site condition and tree condition including canopy size.
- Mitigation and preservation procedures such as compaction alleviation techniques, root exploration or pruning methods, hoarding provisions, etc.
- Provision of compliance monitoring and protection/mitigation specifications including all arboricultural requirements for trees designated to be preserved during construction;
- provision of post construction performance monitoring and rehabilitation specifications
- Proposed tree work requirements.
- Species at risk observed such as *Juglans cinerea* (Butternut), etc.

Summary of Conclusions including:

- Number of trees proposed for injury or removal.
- Replacement tree requirements & recommendations.
- Tree Appraisal Value using the Trunk Formula Method.
- Coordination of tree-related recommendations from environmental reports as applicable
- Signed letter of consent by the adjacent property owner(s) for any trees of shared ownership that are proposed for injury or removal.

Photos including:

- Aerial photo of site and abutting properties
- Overall site photos.
- Inventoried trees (both proposed for removal and to be preserved).
- Validation of DBH (Diameter at Breast Height 1.4m above ground) of all inventoried trees.
- Any hazardous trees or conditions on site along with any pre-existing damage or previously hazardous trees.

## **TREE INVENTORY**

6. The Tree Inventory shall be prepared using Microsoft Excel or equivalent and formatted as PDF.
7. The Tree Inventory shall contain (but is not limited to) the following:
  - Identify all trees with a minimum diameter of 10 centimeters at DBH which will reach a height of at least 4.5m at maturity for individual tree assessments and/or identify the perimeter of a woodland group.
  - Identify trees on adjacent property, within 6m of the property line, that may be impacted.
  - Inventory shall include species, size, condition and action to be taken (protected, removed, etc.).

## **TREE PRESERVATION PLAN**

8. The Tree Preservation Plan shall be prepared using AutoCAD or an equivalent computer aided design program and formatted as a PDF.
9. The drawing shall contain (but not limited to) the following:

- Title block including: North arrow, key plan, project name, owner, project address, application number, date, revision number, author of drawing (prepared by).
- The entire plan shall be overlaid on a current property survey developed by a certified Ontario Land Surveyor (OLS) with the existing buildings and site features, proposed development application illustrated for reference, and existing grades at the base of each tree. Surveys used for base information will be considered valid for a period of 1 year or when changes have been made to the site (whichever comes first).
- All inventoried trees corresponding to the Tree Inventory & Arborist Report clearly noted and numbered on the plan.
- Tree canopies illustrated graphically corresponding to canopy sizes identified in the Tree Inventory.
- All Tree Preservation Zones (TPZ) must include minimum distances measured from the outside edge of the trunk.
- All trees to be preserved to be shown in a solid line. Trees proposed for removal to be shown in a dashed line and clearly marked with an "X" on the plan.
- All tree protection methods such as tree protection fencing or root exploration trenches illustrated on the plan and corresponding graphics illustrated in the legend.
- A legend which clearly identifies all symbols, line types and line weights used on the plan.
- All applicable notes and details