

# Terms of Reference: Tree Care Supervision Letter

City of Surrey  
Trees and Landscape Section

May 2019

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## Background:

Tree Protection Bylaw, 2006, No. 16100

An arborist must be onsite whenever work occurs within Tree Protection Zone (TPZ) of a bylaw protected tree. TPZ's are a minimum distance of six (6) times the tree's diameter at breast height, measured from the trunk.

## Arborist:

An arborist is defined in the Tree Protection Bylaw as a person who is both an International Society of Arboriculture Certified Arborist and an International Society of Arboriculture Qualified Tree Risk Assessor.

## Tree Care Supervision Letter Process:

1. Tree Care Supervision Letter is submitted to [treebylaw@surrey.ca](mailto:treebylaw@surrey.ca) before any work starts on site
2. Arborist meets with client/contractors on site to supervise work within the TPZ
3. Arborist submits Follow-up Report to [treebylaw@surrey.ca](mailto:treebylaw@surrey.ca)

### Note:

- \* *Multiple Supervision Letters may be submitted for a project; each will require a Follow-up Report.*
- \* *Follow-up Letters must address each item described in the Supervision Letter.*

## Standards for Supervising Work within the Tree Protection Zone:

- Client/Contractor and Arborist meet onsite before work starts
  - Arborist must paint orange TPZ's around all trees that may be impacted by the works
- Arborist must take photos clearly showing the site before work starts, during works and after work is completed
  - Photos must show the orange paint on the ground
  - Photos should clearly outline the work that occurred and demonstrate there was supervision whenever work occurred within the TPZ
- Photo document any damage that occurs
- Follow-up Reports must be submitted within 14 days of work being completed

### Note:

- \* *Failure to have an Arborist supervise work may result in re-inspection fees, fines, stop inspections, stop work orders, or require bonding to be held for 2 years past project final.*

## Tree Care Supervision Letter Requirements:

The following information must be included in an Tree Care Supervision Letter:

- Date submitted
- Site address
- Describe all work that will be undertaken (Appendix 1)
- Describe expected challenges (Appendix 2)

### Applicant

- Name
- Signature
- Address
- Email address
- Phone number

### Arborist

- Company
- Name
- Qualifications (ISA, TRAQ)
- Signature
- Email address
- Phone number

## Follow-up Tree Care Supervision Letter Requirements:

The following information must be included in a Follow-up Tree Care Supervision Letter:

- Date Submitted
- Site address or project number

### Summary of work

- Date of site visit
- Site conditions
- Summary of equipment that was onsite (i.e. excavator, one-ton, disposal bin, etc.)
- Name and contact information of company undertaking work (i.e. demo company)
- Description of site access
- Document any damage (include identifying information or tree tag #)
- Document any mitigation that was completed (i.e. root pruning of damaged root)
- Are there any long-term impacts?
- Recommend mitigation (if applicable)

### Applicant

- Name
- Signature
- Address
- Email address
- Phone number

### Arborist

- Company
- Name
- Qualifications (ISA, TRAQ, RPF, other)
- Signature
- Email address
- Phone number

### Arborist Sign-off

- Statement of work completed
- Signature

## **Appendix 1: Example descriptions of work**

This list contains examples of activities that may be undertaken by an Arborist.

### **Demolition and Construction**

- Supervise demo of driveway
- Supervise demo of house
- Supervise demo of retaining wall
- Supervise demo of swimming pool
- Supervise excavation within the TPZ of tree(s)
- Supervise installation of driveway
- Supervise installation of in-ground services
- Supervise installation of retaining wall
- Supervise installation of swimming pool
- Supervise root pruning within the TPZ
- Supervise installation of a sidewalk or road

### **Remediation Works**

- Supervise mulch installation
- Supervise restorative pruning
- Supervise soil aeration
- Supervise watering

### **Other**

- Supervise installation of tree protection barriers
- Supervise removal of tree protection barriers
- Supervise removal of trees within a TPZ
- Supervise removal of underground oil tank
- Stump grinding

## **Appendix 2: Examples of expected challenges**

It is the Arborists responsibility to identify any challenges with the site and communicate them to the Client. The questions below are intended to prevent damage to trees during construction activities.

### **Site Access**

- What kind of equipment is being used?
- How will the equipment access the site?
- Is there enough room to get equipment into the site?
- Can the disposal bins manover on the site?
- Is pruning required to prevent damage to trees when accessing the site with heavy equipment?
- Do you need to install root protection in order to access the site?

### **Early Tree Cutting Permits**

- Are there trees within the existing building footprint that will be damaged during construction?
- Is an early TCP required to demo a building?

### **Other**

- Clearance pruning to allow for construction – i.e. branches encroaching onto building envelope or hydro clearance pruning