

Policy Title: Tree Removal, City Owned	Applies to: Parks, Recreation & Cultural Services Department Regina Citizens	Reference # 2022
Approved by: Director, Parks, Recreation & Cultural Services	Dates:	Total # of Pages 4
	Effective: 04-Jul-2022	
	Last Review: XX-XXX-XXXX	
	Next Review: 04-Jul-2023	
Authority: Policy 004-LEG		

1.0 Purpose

Trees on City Property are “living” assets owned by the City of Regina (City) and maintained as a legacy for the citizens of Regina. The City aims to protect, preserve and perpetuate the health, beauty and safety of the City of Regina’s urban forest for the enjoyment of its citizens, past, present and future. In an effort to ensure that all trees on City Property are adequately protected from unnecessary destruction, loss and damage, the purpose of this policy is to establish protocol for responding to requests to remove City owned trees.

2.0 Scope

The policy outlines standards, requirements and ownership that allow for the removal of City owned trees. Applications are subject to approval by the Director, Parks, Recreation & Cultural Services (Director) or designate.

3.0 Definitions

1. “Bylaw” means *The Forestry Bylaw, 2002, Bylaw No. 2002-48*
2. “City” means the City of Regina
3. “Manager” means Manager, Open Space Services
4. “Technician” means Forestry Technician, Open Space Services
5. “Director” means the Director of Parks, Recreation and Cultural Services or the Director’s designate
6. “Applicant” means the applicant/property owner for a tree removal request
7. “Tree Value” means the value to be utilized in establishing equitable compensation for damage and/or loss of trees, and will be based on the City’s tree valuation calculator
8. “Associated Costs” means all labour, vehicles, equipment, materials and landfill fees associated with the removal, relocation, pruning and other tree maintenance activities required
9. “DBH” means “Diameter at breast height”, the accepted arboriculture method of measuring the diameter of a tree

10. "Interfering Tree" means any tree growing in a location which impedes access or interferes with public maintenance work or is causing or has the potential to cause damage to public property

4.0 Policy

1. All City owned trees are protected under the provisions of *The Forestry Bylaw (Bylaw), 2002, No. 2002-48*. This policy does not supersede the Bylaw
2. Removal of City of Regina (City) owned trees are permitted, subject to the application process and approval of the City. The City will contact the applicant with the final decision of the request
3. An approved application is granted for the exclusive benefit of the applicant and may not be transferred or assigned to any other party
4. The approved applicant is responsible for all associated costs and the assessed tree value
5. Tree removals can only be performed by City staff or City designate
6. The City will transplant tree removals when possible. Transplanting, equipment, care and maintenance of trees will be in accordance with the standards and practices established by the City. All cost associated with the transplanting including a 3-year watering establishment are the responsibility of the applicant
7. The Manager has the authority to approve removals for trees with 20% assessed value under \$100K
8. The Director has the authority to approve removals for trees with 20% assessed value above \$100K

5.0 Terms and Conditions:

1. An application must be received a minimum of 14 business days prior to the tree removal being required
2. The tree removal process will not begin until full payment has been received
3. Tree removal dates are weather dependent, subject to change without notice
4. If the terms & conditions of this policy are not adhered to by the applicant, the City may deny future tree removal applications
5. To expedite the tree removal request, once approved, the City will cut down a tree to the stump. The City will confirm the location of underground utilities, once the locates have been confirmed, City staff will return to complete the stumping

The City WILL NOT approve tree removals:

1. For Commercial Signage
2. For a tree that is in the top 5% of the City's inventory (currently 60cm DBH or greater)
3. For a rare or unique species within City inventory; including historic, environmental, or other intrinsic value
4. For a driveway in the front yard (example, specific to yard that has alley access or widening an existing front yard driveway to be wider than the garage)
5. For surface roots from a tree in a park space (we would install a root barrier if possible)
6. For a construction laydown area
7. To provide more sunlight (ex: to provide space for private trees or gardens or solar panel clearance)
8. For tree droppings or sap nuisances

The City WILL approve tree removals for:

No fees charged:

1. For a naturally occurring structural defect posing imminent safety risk, based off the International Society of Arborists (ISA), Tree Risk Assessment Qualification (TRAQ)
2. Public tree is confirmed to have Dutch Elm Disease or Emerald Ash Borer infestation under *Forest Resources Management Act*
3. For a tree that has less than estimated 5 years useful life remaining (85% dead or confirmed disease or extreme age)

Fees charged:

1. For a building permit requiring driveway access if the driveway is not wider than garage and there is no alley access to build a driveway
2. To accommodate new construction (within 0.5 meters per 10cm DBH of tree)
3. Includes trees tree that are 60% dead or greater. (Note: Assessed value is significantly reduced proportionally)
4. Interfering trees that are growing in a location which impedes access or interferes with public maintenance work or is causing or has the potential to cause damage to public property

How costs are assessed:

1. Tree valuation costing is based off 20% of the assessed value or \$500, whichever is greater. The Trunk Formula Method valuation standards are established by the International Society of Arboriculture
2. All City labour, vehicles, equipment, materials and Landfill fees associated with the removal, relocation, pruning and other tree maintenance activities are at the cost of the applicant

6.0 Roles & Responsibilities

Role	Responsibility
Applicant	<ul style="list-style-type: none"> • Complete the Tree Removal Application form • Return application form to prcsadmin@regina.ca • Adhere to the Tree Removal Policy • Adhere to <i>The Forestry Bylaw 2002, No. 2002-48</i> • Submit payment for associated costs prior to removal
Forestry Staff	<ul style="list-style-type: none"> • Establish technical standards and practices pertaining to a removal, transplanting, care and maintenance • Administer the provisions of this Policy • Review application form • Arrange Utility locates • Provide assessment to branch Manager, including assessed value and associated costs • Update GIS tree inventory
Manager, Open Space Services	<ul style="list-style-type: none"> • Review Forestry Technician's assessment • Determine final decision on tree removal, assessed value and associated costs • Authorize applicant response letter


7.0 Related Forms/Reference Materials

- Tree Removal, City Owned Application form
- *The Forestry Bylaw, 2002, Bylaw No. 2002-48*
- Internal process documents

8.0 Revision History

Date	Description of Change	(Re)-Approval Required (y/n)
04-JUL-2022	Initial Release	Yes

9.0 Approver History

Approved by	Position	Date Approved
		
Laurie Shalley	Director, Parks, Recreation & Cultural Services	