



CULTUS LAKE PARK

Tree and Plant Administrative Policy

Section:		
Sub-Section:		
Title:	Tree and Plant Administrative Policy	

APPROVALS

Approval Date: December 20, 2023	Approved by: Cultus Lake Park Board
Amended:	Approved by:
Amended:	Approved by:
Amended:	Approved by:

PURPOSE AND POLICY STATEMENT

This policy is intended to provide direction for staff and applicants regarding the Tree and Plant Bylaw Tree Maintenance and Removal permitting process.

DEFINITIONS

“Accessory Building” means a building located on the same Leased Lot as the Principal Building and the use of which is incidental to the use of the Principal Building. This includes, but is not limited to, detached garages, workshops, and storage sheds.

“Applicant” means the Leaseholder(s) that is applying for a Tree maintenance and/or removal permit.

“Application Form” means the form that is required to apply for Tree maintenance and/or removal.

“Arborist” means an arborist certified by the International Society of Arboriculture, contracted by Cultus Lake Park.

“Arborist Assessment” means a report used to determine the health, structure, safety or viability of a Tree, and the recommended scope of work, if any, by an Arborist.

“Board” means the elected Board for the Park.

“Building Envelope” means the area of buildable land that remains after all setbacks have been considered, for the Principal Building, within a Leased Lot.

“Bylaw Offence Notice” means a ticket issued under the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and all amendments.

“CAO” means the Chief Administrative Officer; a position appointed by the Board.

“Designate” means a Person appointed by the CAO.

“Diameter at Breast Height” (DBH) means the diameter of the trunk of a Tree at 1.4 metres above the base of a Tree. For multi-trunk Trees, each trunk will be measured 1.4 metres above the highest point of the natural grade of the ground measured from grade and the DBH of the Tree will equal the cumulative total of the three (3) largest trunks.

“Leased Lot” means the land, within the surveyed pins a Leaseholder has rights to, with or without improvements, located within the Park, used for residential and/or commercial purposes.

“Leaseholder” means a Person(s) having a current and valid lease with Cultus Lake Park.

“Manager of Park Operations” means the Person appointed by the CAO.

“Park” means the area within the Park boundaries as outlined in the *Cultus Lake Park Act 1932*, and the foreshore assigned to the Park by the Province of British Columbia.

“Park Staff” means any Person employed by the Park.

“Permittee” means a Leaseholder(s) who holds a valid permit from Cultus Lake Park for Tree Maintenance and/or Removal.

“Person” means the same as in the *Interpretation Act* (British Columbia).

“Plant” means a living organism of the kind exemplified by Trees, shrubs, herbs, grasses, ferns, and mosses, typically growing in a permanent site, absorbing water and inorganic substances through its roots and synthesizing nutrients in its leaves by photosynthesis using the green pigment chlorophyll.

“Principal Building” means a residential structure and does not include an Accessory Building.

“Prune/Pruning” means the selective cutting or removal of living or dead branches of a Tree according to the International Society of Arboriculture standard arboricultural practice, consistent with promoting the Tree’s health and growth, but does not include the topping of a Tree.

“Tree” means a member of any coniferous or deciduous species, with a DBH of 10 cm or greater and having one (1) or more self-supporting trunk(s) and includes the roots, branches, trunk, crown, and any part thereof.

1 TREE AND PLANT MANAGEMENT PRACTICES AND PROCEDURES

- 1.1 Cultus Lake Park’s mission is to provide, preserve and advocate for the long-term prosperity of the Cultus Lake community and natural environment.
- 1.2 Applications for maintenance on and/or removal of Park Trees, within a Leased Lot, will be accepted from the Leaseholder, and the Manager of Park Operations, or Designate, in conjunction with an Arborist, and the terms of this Policy and the current Cultus Lake Park Tree and Plant Bylaw and all amendments, will make every effort to achieve a mutually agreeable treatment of the subject Trees.
- 1.3 No Trees will be removed solely for convenience, to maintain or enhance view corridors, to reduce shade, leaf, needle, flower, or seed litter. Trees are only considered for removal when recommended by an Arborist.
- 1.4 Trees that present a hazard to a Person(s) or property and which are within the Park will be evaluated by the Manager of Park Operations or Designate, who may consult an Arborist if required.
- 1.5 For every living Tree removed at a Leaseholder’s request, within their Leased Lot, and with a valid Tree Maintenance and/or Removal permit, two (2) sustainable Trees must be replaced.
 - 1.5.1 Replacement Trees will be planted at the Leaseholder’s property or within the Park boundaries at the discretion of the Manager of Park Operations or Designate.
 - 1.5.2 Replacement Tree types will be in accordance with the Approved Tree Replacement List, Schedule A of this Policy.

- 1.6 If a Tree is deemed hazardous, through the Tree Maintenance and/or Removal application procedures, in Section 3 of this policy, the Tree replacement fee will be waived.
- 1.7 Topping of Trees is not permitted unless ordered by an Arborist for safety reasons.
- 1.8 Any Tree(s) permitted for removal must be cut in lengths between 12 feet and 16 feet, when possible, and delivered to the place specified by the Manager of Park Operations or Designate. The remaining timber and clean up is the responsibility of the Permittee.

2 TREE MAINTENANCE AND REMOVAL PRACTICES – DEMOLITION AND/OR CONSTRUCTION

- 2.1 Applications for Tree removal for demolition and/or construction of a Principal Building, Accessory Building, and/or Leased Lot services will be evaluated, with the objective of saving as many Trees as possible.
- 2.2 The non-refundable application fee includes the initial Arborist Assessment and should further Arborist labor be required, there may be additional fees incurred back to the Leaseholder.
- 2.3 Demolition and Construction permits will not be issued until all Tree constraints and requirements are resolved by the Applicant and/or Cultus Lake Park.
- 2.4 Tree(s), on a Leased Lot, that are within the Building Envelope, and prevent the construction of the Principal Building, as designed, may be approved for removal by the CAO.
- 2.5 Tree(s) on a Leased Lot, that are outside the Building Envelope, and prevent the construction of the Principal Building, as designed, and all efforts to save and preserve the Tree(s) have been exhausted, may be approved for removal by the CAO.
- 2.6 For every living Tree removed at a Leaseholder's request, within their Leased Lot, and with a valid Tree Maintenance and/or Removal permit, for demolition and/or construction purposes, two (2) sustainable Trees must be replaced.
 - 2.6.1 The leaseholder will be required to replace at least one (1) Tree on the Leased Lot.
 - 2.6.2 Replacement Tree types will be in accordance with the Approved Tree Replacement List, Schedule A of this Policy.

3 APPLICATION PROCEDURES

- 3.1 Only the current Application Form for a Tree Maintenance and/or Removal permit will be accepted. This Application Form is available at the Cultus Lake Park office or on the Cultus Lake Park website.
- 3.2 Applicants must submit a completed Application Form, along with all supporting documentation as required and noted on the Application Form (if applicable), to the Cultus Lake Park office and pay the non-refundable application fee.

- 3.3 The non-refundable application fee includes the initial Arborist Assessment.
- 3.4 The completed Application Form will be forwarded to the Manager of Park Operations, and they will arrange for an Arborist Assessment.
- 3.5 Once the Application Form is approved, amended, or denied, the Applicant will receive:
 - 3.5.1 A letter outlining the decision of the Manager of Park Operations or Designate.
 - 3.5.2 A copy of the Arborist Assessment (if applicable).
 - 3.5.3 An amended Tree Maintenance and/or Removal Application Form (if amended).
- 3.6 If the application is approved, the Applicant will inform the Manager of Park Operations of their intent to proceed.
- 3.7 If the application is approved, the Applicant will pay all relevant fees and the damage deposit (if required), in accordance with Schedule A of the current Cultus Lake Park Tree and Plant Bylaw and as outlined in the letter sent from the Manager of Park Operations or Designate.
- 3.8 Approved Applicants will be issued a permit which must be posted and visible on the site where the work will be completed. The permit is to remain posted until completion of the final inspection.
- 3.9 Permits will be valid for 60 days, unless otherwise specified by the Manager of Park Operations or Designate.
- 3.10 The Permittee must notify the Park office of completion of work and clean-up.
- 3.11 The Manager of Park Operations or Designate will inspect the work site and subject Tree(s) for satisfactory completion and clean-up.
 - 3.11.1 If clean-up is satisfactory, approval will be given for release of the damage deposit (if required).
 - 3.11.2 If clean-up is unsatisfactory, the Park office will contact the Permittee to inform them of deficiencies that need rectifying.
- 3.12 Clean-up must be carried out to the satisfaction of the Manager of Park Operations or Designate no later than 14 business days after completion of the work. If the Permittee does not comply, all costs of any clean up done by Park Staff will be charged to the Permittee, in accordance with Schedule A of the current Cultus Lake Park Tree and Plant Bylaw.
- 3.13 If a Tree within the Park needs to be removed due to Tree damage during permitted Pruning work, the cost of removing the Tree, including the stump, will be charged to the Permittee, in accordance with Schedule A of the current Cultus Lake Park Tree and Plant Bylaw.

SCHEDULE A

APPROVED TREE REPLACEMENT LIST

Deciduous Trees

Common Name	Latin Name
Big Leaf Maple	<i>Acer macrophyllum</i>
Paper Birch	<i>Betula papyrifera</i>
Red Alder	<i>Alnus rubra</i>
Bitter Cherry	<i>Prunus emarginata</i>
Western Flowering Dogwood	<i>Cornus nuttallii</i>
Sitka Mountain Ash	<i>Sorbus sitchensis</i>
Cascara	<i>Rhamnus purshiana</i>
Vine Maple	<i>Acer circinatum</i>
Douglas Maple	<i>Acer glabrum</i>
Chokecherry	<i>Prunus virginiana</i>
Pacific Crabapple	<i>Malus fusca</i>
Black Hawthorn	<i>Crataegus douglasii</i>
Trembling Aspen	<i>Populus tremuloides</i>
Black Cottonwood	<i>Populus balsamifera</i>
Maidenhair Tree	<i>Ginkgo biloba</i>
Chanticleer	<i>Pyrus calleryana</i>
Little Leaf Linden	<i>Tilia Cordata</i>
Royal Red	<i>Acer platanoides</i>
Ogon	<i>Metasequoia glyptostroboides</i>
Oak	
Beech	
Maple	
Locust	
Katsura	

Conifers

Common Name	Latin Name
Douglas Fir	<i>Pseudotsuga menziesii</i>
Western Hemlock	<i>Tsuga heterophylla</i>
Western Red Cedar	<i>Thuja plicata</i>
Grand Fir	<i>Abies grandis</i>
Sitka Spruce	<i>Picea sitchensis</i>
Shore Pine	<i>Pinus contorta</i>
Western Yew	<i>Taxus brevifolia</i>
Western White Pine	<i>Pinus monticola</i>