

GHOST LAKE

POLICY – TREE PROTECTION POLICY

Purpose

The purpose of this policy is to provide a procedure for addressing individual requests for cutting, removing, planting, moving or pruning trees on Summer Village Lands.

Policy

Public Trees must be protected and preserved unless the permit application for the cutting, removing, moving or pruning has been approved. Exceptions to this requirement are allowed for emergency removal necessary for public safety.

Tree assessment procedures will be used to ensure consistency in the approach to determining tree removal. In all cases, the retention of healthy trees is a priority.

Permits are required before any tree work can be done on public land.

Tree work is described in the following categories

1. Low-impact - single tree pruning i.e. re-topping hedge
2. Medium impact - single tree removal/planting (small tree < 6" DBH) or pruning multiple trees * DBH – Diameter at Breast Height
3. High impact - single removal/planting (large tree > 6" DBH) or removal/planting of multiple trees * DBH – Diameter at Breast Height

A written application for cutting, removing, moving or pruning trees on public lands will include:

1. Application form (Appendix A)
 - Complete and signed Tree Permit Application
 - Clearly define the proposed scope of work
 - Include a sketch
 - Include pictures of the tree(s)
 - Tag all trees being considered for work for inspection
 2. Tree Risk Assessment Forms for any cutting, removing, moving or pruning trees. The form will be used to establish:
 - a. If the Public tree is determined to be dead, or
 - b. If the tree is determined to be a hazardous tree, or
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- c. If the tree is diseased and a risk to other trees, or
- d. If the tree is a public safety hazard, or
- e. If the tree is a significant wildlife habitat, or
- f. If the tree has any significant historical or aesthetic value, or
- g. If public or private construction related activities will negatively impact the viability of the tree to the extent that it is unlikely to survive.

3. Signed Adjacent Neighbors Work Agreement form obtained for neighbours. Contacting all neighbours within a 30 metre radius for low impact work or a 50 metre radius for medium or high impact work and have them sign the Work Agreement form. A minimum of 80 percent of the neighbours must sign for application to be considered.

Penalties outlined in Bylaw 233 will be enforced if cutting, removing, moving or pruning of trees on Summer Village lands is done by any individual or contractor without written authorization by the Summer Village administration.

Inspection Procedure

All requests originating from the public or other sources will be received and processed by administration.

The request will be logged and tracked by administration.

The Public Works Committee Co-Chairs or designate from the committee will carry out an Initial inspection and record findings on the prescribed form (Appendix B). Once complete the form is to be forwarded to administration.

If the tree is determined to be any of the following;

- diseased and requiring removal for the protection of nearby trees, or
- a hazard to any public utility, or public or private infrastructure,

Administration may approve the request without further inspection.

If the tree does not fall into one of the above category's administration will request a secondary assessment be completed by the Natural Environment and Lake Stewardship Co-Chairs. The

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assessment will be completed on the prescribed form (Appendix C) and submitted to administration once complete.

The secondary assessment will review, but is not limited to the following; is the tree

- standing dead and not a current wildlife habitat,
- historically important to the Summer Village of Ghost Lake
- providing wildlife habitat that cannot be re-established
- significant to the aesthetic quality of the Summer Village of Ghost Lake

Completed assessments will be forwarded to the Co-Chairs of the Public Works Committee by administration for a final approval of pending application.

Tree Rating Procedure

For tree removal, the inspection process will generate a tree rating priority based on condition and urgency. The priority will determine if there is imminent danger that the Summer Village needs to take immediate action or if work can be undertaken by a third party during a specified time frame.

Approvals

Administration processes all approvals and refusals for tree work. The CAO has the authority to place additional conditions on any approval. Administration may request direction from Council on any individual application. A decision of Administration is final and cannot be appealed to Council.

Requests to remove a Public tree will not be granted for the following:

1. installation of solar panels
2. to reduce the extent of leaf / flower / fruit drop

Requests to remove a Public tree may not be granted for the following:

1. to facilitate views
 2. to increase off-street parking on public lands
 3. to provide access to private lands
 4. to reduce the impact from any bird or other animal waste or noise.
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Tree planting requests will consider the long-term maintenance of the new planting including but not limited to:

- watering requirements
- pruning
- wildlife protection barrier

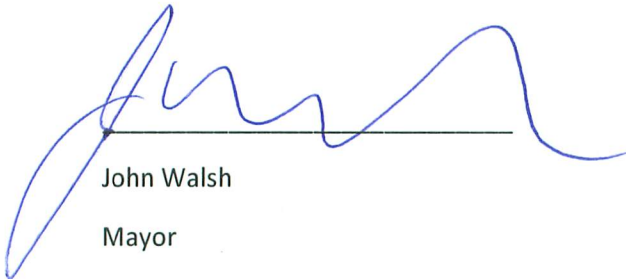
Requests for planting a Public Tree will not be granted for the following:

1. Non-drought tolerant species
2. Introduction of non-native species
3. Fruit trees

Policy Review

1. Council will review this policy every five years, or when practice changes.

Approved by Council this 26th day of October 2019



John Walsh
Mayor



Sherri Bureyko
Chief Administrative Officer

Summer Village of Ghost Lake Municipal Property Tree Permit Application

Full Name: _____

Property Address: _____

Phone #: _____ **Email:** _____

I am a registered owner of a property at the Summer Village of Ghost Lake.
Any work undertaken by myself or any persons I engage in the process agrees to follow
the policies and procedures regulating tree work at the Summer Village of Ghost Lake.

Signature: _____ **Date:** _____

**If a professional landscaper or arborist will be completing any of the work, please
provide contact information.**

Contractor: _____ **Phone #** _____

**This application is valid for six months only from the
application date and must be completed in full before it will
be reviewed and/or accepted**

For office use only:

Application Number: _____

Date Received: _____

Is the applicant the registered owner? _____

If No, attach authorization of owner(s) of property to proceed with application

Freedom of Information and Protection of Privacy Act Notice: The personal information on this form is collected under the general authority of the Freedom of Information and Protection of Privacy Act (FOIP). It is related directly to and required by the Summer Village to process your Tree Cutting Application. The information will be used by the Summer Village staff to administer the Tree Cutting Application process and to contact you as may be required. The personal information will be protected in accordance with the access and privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions, please contact the FOIP Coordinator at 403-510-8083.

Terms and Conditions:

1. The applicant is fully responsible for any damages to private or municipal property, power or telephone infrastructure. Costs will be paid by the applicant.
2. Applicant must obtain an Alberta One-call utility clearance prior to any excavation for planting or removal of trees.
3. The applicant is responsible for providing an accurate description of the location of the trees in relation to relevant property lines.
4. Any disputes between individuals over liabilities arising from tree problems or the work authorized by this permit, shall be the responsibility of the applicant and at their expense.
5. The applicant agrees to indemnify and save the Summer Village of Ghost Lake harmless from all cost, claims, damages or expenses arising from the work authorized by the permit or by actions of the applicant.
6. **The applicant understands that:**
 - The contractor and/or tree cutting/planting individuals must be approved by the Summer Village for work on municipal property.
 - Any contractors/professionals hired to work on Municipal land must carry appropriate liability insurance and current WCB for all employees on site.
 - Trees must be conspicuously tagged by the applicant for consideration by the Summer Village.
 - untagged trees will not be considered.
 - Neighbours adjacent to proposed work must be notified, be given a thorough explanation of the proposed work and sign the Work Agreement form prior to submission of application.
 - No work may proceed until this application has been approved and a tree permit issued.
 - All costs associated with this application are to be borne by the applicant.
 - After receipt of application, a site visit by Summer Village representatives may be necessary.
7. After approval of the proposed tree work, the applicant is required to notify the Summer Village Office at least 48 hours prior to commencing work.
8. This permit can be revoked at any time by the Summer Village.
9. The tree permit must be onsite at all times during work.
10. No debris is to be left on Summer Village property.
11. Any work inside the limits of approach to power lines will be undertaken by a utility certified tree company with the approval of the utility company.
12. All approved pruning work will be completed according to the standards of the International Society of Arboriculture.

I acknowledge that I have read and agree with the proceeding terms and conditions.

Signature of Applicant: _____

Date: _____

Describe the **location**, **number** and **type** of subject trees, proximity to creeks and relevant site information as available, including photographs. If application is for relocating and planting a tree, specify the current location of the tree to be relocated.

Reason for work: _____

Location of tree(s): _____

Type of Tree(s)	Number Being Affected
_____	_____
_____	_____
_____	_____

Description of work, i.e. removal, thinning, re-topping, planting

Debris

Remove ☐

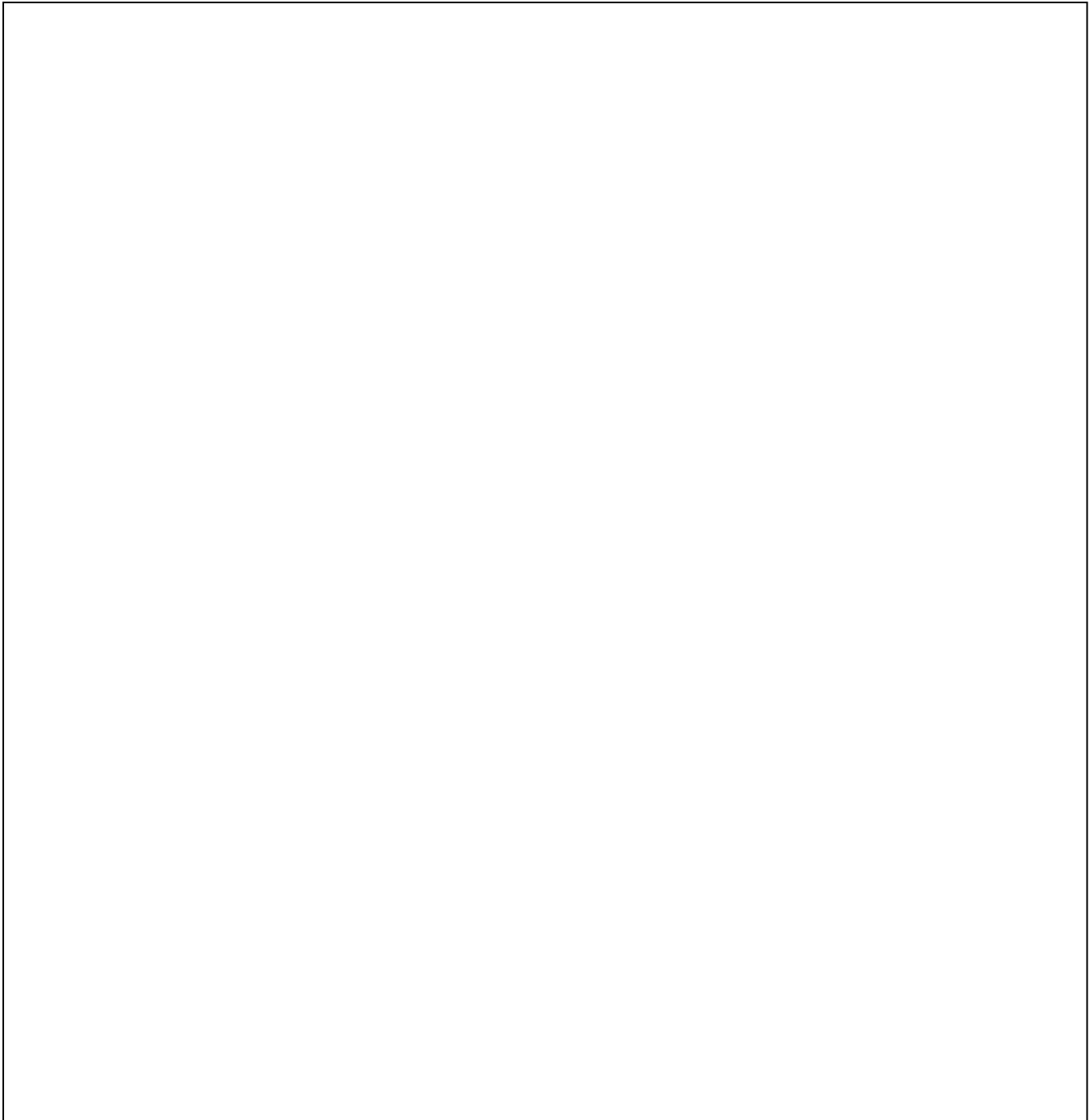
Chip on Site ☐

Photographs attached: Yes No Number of photographs: _____

(please attach as separate files when submitting your application)

Additional Comments:

Please provide a sketch of the site and proposed work.



SUBMIT COMPLETED APPLICATION TO:

Email: admin@ghostlake.ca Fax: 403-206-7209 **OR**

Mail: Summer Village of Ghost Lake Box 19554 RPO South Cranston, Calgary AB T3M 0V4

Adjacent Neighbor Work Agreement Form

By signing below, you confirm that you have had an opportunity to review the application being submitted by _____ regarding proposed work on the tree(s)
(applicants name)

located at _____
(location of tree(s) listed on application)

and do not oppose the proposed work.

Name (please print)

Date

Signature

Civic Address

Name (please print)

Date

Signature

Civic Address

Name (please print)

Date

Signature

Civic Address

Name (please print)

Date

Signature

Civic Address