

AP 521 – Tree Removal

Background

The Abbotsford School District places significant value on the trees that grace our community, and desires to ensure that trees are removed only when absolutely necessary, with appropriate consultation, and only with the proper approval.

Procedures

1. Definition
 - 1.1 For the purpose of this procedure a “tree” is defined as a member species of coniferous or deciduous genus with a trunk diameter greater than 20 cm measured 90 cm above the ground. (Reference: City of Abbotsford Consolidated [Tree Protection By-law](#), 1995, By-law No. 55-95, Interpretation.)
2. Tree Removal
 - 2.1 Whenever a tree on school district property is identified as a candidate for removal, for whatever reason, school district staff shall follow this procedure to ensure that all interested stakeholders are consulted prior to any removal taking place.
 - 2.2 Trees may only be removed with the express consent of the Secretary-Treasurer.
 - 2.3 The only exception to this consultation procedure will be when a tree is a serious hazard to people and/or property and it must be removed immediately. In such a case, the approval of the Director of Facilities shall suffice.
 - 2.4 Wherever possible the removed trees will be replaced by new trees as per City By-law.
 - 2.5 Concerns about either the health and/or stability of a tree shall be referred to the Facilities (Grounds) Department.
 - 2.6 The Grounds Department will make an initial assessment and engage an arborist if concerns or doubts exist.
 - 2.7 If the arborist’s report includes removal recommendations, these recommendations will be reviewed with the City’s By-laws enforcement officer.
 - 2.8 A Grounds Department representative will review the arborist’s report with the school principal. The principal will review the report with staff and at the next Parent Advisory Committee (PAC) meeting and solicit and document feedback on [AP 521-1 Tree Removal Feedback Form](#). This form is then forwarded to the Facilities Department - Director of Facilities.

- 2.9 The Director of Facilities will then forward to the Secretary-Treasurer:
- A recommendation concerning the trees in question
 - The arborists report
 - The feedback form from the school and the PAC
- 2.10 In the event that a tree poses an imminent danger (i.e. tree falling) that could result in an injury or hazard, the tree will be removed immediately.

Appendix [AP 521-1 Tree Removal Feedback Form](#)

Last Revised: May 2013

AP 521-1 Tree Removal Feedback Form

The process for tree removal includes the requirement that the grounds department staff review the arborist’s report with the school principal who in turn will review it with staff and parents at the next PAC meeting. The principal/staff will complete this form and forward it to the Director of Facilities.

Date Received by School: _____

School: _____

Number of Trees to be removed: _____

Principal’s/Staff Comments:

PAC Comments:

Principal’s Signature: _____