

APPENDIX 16

City of Hamilton Tree Policies

THE CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT
OPERATIONS AND MAINTENANCE DIVISION
Forestry and Horticulture Section**

POLICY

SUBJECT: City of Hamilton Street Tree Planting Policy - Planning & Design

This policy forms part of the City of Hamilton Forestry Management Plan. In addition to the regulations listed in By-law 06-151, the provisions of this policy shall apply to all public trees on public property under the jurisdiction of the City of Hamilton. All definitions listed under Section 1 of By-law 06-151 are deemed to have the same meaning and application in this Policy.

Planning Objectives

The Street Tree Planting Program and initiatives shall attempt to establish a robust and flourishing infrastructure of Street Trees that will provide maximum benefits to the community with minimal costs, and conflicts to abutting land uses, traffic circulation (pedestrian and vehicular) and regular maintenance programs. Planting works may be initiated by property owner request or by staff, and will comply with the Design and Layout requirements contained herein.

Planting Layout Regulations

1. Generally the planting of approved tree types will be allowed within road allowances subject to the following requirements:
 - a) **Day lighting Triangles:** At the intersection of roadways or vehicular access points, no plant material with a mature height greater than 50 cm within a sight triangle measuring 9 m by 9 m along the boundary of each of the intersecting roadways, measured from the point of intersecting curb lines, except where engineering standards indicate otherwise shall be planted. Exemptions will be made in mature neighbourhoods where historical location patterns will be respected, particularly when existing trees within the area are replaced;
 - b) **Boulevard Width:** Boulevards containing a minimum soft surface width of 1.75 m are eligible for tree planting;
 - c) **Boulevard Planting Curb Setback:** Tree plantings in boulevards must achieve a minimum setback from the curb face of 80 cm;
 - d) **Curb Face Sidewalk Setback:** Tree plantings adjacent to curb face sidewalks must achieve a minimum setback of 1.0 m from the back of the walk (and remain in the road allowance);
 - e) **Driveway Setbacks:** Tree plantings shall achieve a minimum setback of 1.5 m from driveways and alleyway entrances and shall ensure avoidance of eventual interference with or obstruction to any improvements installed for public benefit;

- f) **Ditch Setbacks:** Tree plantings shall achieve a minimum setback of 1.5 m from the top of the back side of any ditch;
- g) **Building Setbacks:** Tree plantings shall achieve a minimum setback of 3.0 m from any building or structure;
- h) **Overhead Clearances:** Only low-growing tree species that do not attain a mature height greater than 6 m shall be planted under or within 3 m of any overhead power lines, exclusive of street light or service lines. Location exemptions will be made in mature neighbourhoods, where historical location patterns will be respected, particularly when existing trees within the area are replaced. Large growing trees planted within 3 m of the powerlines shall only be pruned by the City of Hamilton to allow the mature crown to grow around the lines;
- i) **Utility Appurtenance Clearances:** Tree plantings shall achieve a minimum setback of 1.5 m radius of a fire hydrant, light standard, utility pedestal, transformer, or water valve;
- j) **Tree Spacing:** Larger, maturing trees should be spaced 10 m apart and smaller maturing trees 6 m apart;
- k) **Hard Surface Tree Plantings:** Tree plantings made in a sidewalk or other hard surfaces must have a minimum of 1.5 m² cut-out area. The tree must be set back from the road a minimum of 80 cm from the face of the curb;

THE CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT
OPERATIONS & MAINTENANCE DIVISION
Forestry and Horticulture Section**

POLICIES & PROCEDURE

SUBJECT: City of Hamilton Street Tree Planting Policy – New Developments

This policy forms part of the City of Hamilton Forestry Management Plan. In addition to the regulations listed in By-law 06-151 the provisions of this policy shall apply to all public trees under the jurisdiction of the City of Hamilton. All definitions listed under Section 1 of By-law 06-151 are deemed to have the same meaning and application in this Policy.

Planning Objectives

These tree planting specifications are to serve as the standard for planting of all City of Hamilton new subdivision trees. Street tree plant material, planting methods and workmanship discussed in this section represent the standard of the City of Hamilton and shall be adhered to in the planting of street trees for private developments.

PROCEDURE

The developer agrees to provide and implement, at the developer's expense a Street Tree Planting Plan for road allowance trees as prepared by a Certified Arborist or Landscape Architect to be submitted to the Director for approval prior to any street tree plantings. This plan shall detail recommended planting specifications based on the site plan location. The plan shall adhere to the specifications as set out in this document.

Plant Material

1. Plant material shall conform to the Canadian Standards for Nursery Stock. Plant material shall be of standard quality, true to name and type, and be a first class representative of the species or variety.
2. Only deciduous trees will be planted on the City of Hamilton road allowance (as per supplied Tree Species List). No coniferous plantings will be permitted.
3. All plant material is to be supplied by the developer.
4. No single species shall make more than 20% of the total street tree population. This is to prevent disease susceptibility and eventual uniformity. Trees shall not be planted in blocks.
5. Entrances and main thoroughfares must be planted in such a way as to create visual compatibility among trees. A 9 m X 9 m sight triangle shall be maintained at all intersections.
6. Plants shall have normal, well-developed branches and vigorous root systems. They shall be healthy, vigorous plants free from defects, decay, sunscald injuries, bark abrasions, insect pests and all forms of infestation or objectionable disfigurements.

7. Balled and burlapped trees shall be dug with solid balls of adequate size, the balls tightly bound with rope or twine.
8. Only trees with root balls of the following minimum size to meet the corresponding tree size will be accepted. Ensure root ball is large enough to accommodate at least 75% of the fibrous root system.

Deciduous Trees

Minimum Caliper
50 mm

Minimum Root ball Diameter
70 cm

9. The Director may request to inspect trees before they are planted.
10. Approved tree species lists will be provided; species shall be chosen from this list and the list may be amended at any time.

Planting Standards and Workmanship

1. Plant material shall be protected against abrasion, exposure and extreme temperature change during transit to the planting site.
2. Plant material shall be handled in a manner so as to cause the least amount of damage during the planting process.
3. Trees shall always be handled by the soil ball. Under no circumstance should they be dragged, lifted or pulled by the trunk or foliage parts in a manner that will loosen the roots of the ball.
4. On the job site, trees should be handled, secured or covered so as to prevent damage from wind or vibration. Trees should never be thrown or bounced off a truck or loader to the ground.
5. (a) Any abrasions of the bark or branches, caused in the planting operation shall be treated and corrected immediately;

(b) Any or broken limbs caused in the planting operations shall be repaired immediately.
6. In cases where trees are apt to having their trunks scarred during the planting operation, the trunks must be protected with wrap or padding, to be removed after planting is complete.
7. Under no circumstances shall plant pits be left open when work is not in progress.
8. Where traffic control is necessary, use the guideline of the Construction Safety Association of Ontario, Municipal by-laws, the Highway Traffic Act and the Ontario Traffic Manual (Book 7).
9. Tree installation shall not begin until the final grade has been set and the installation of the sod has been completed. At that time, written intent must be provided to the Director.
10. All twine or rope and plant labels secured around the trunk or branches shall be removed after planting is complete.

11. Trees that have their soil balls secured in a burlap sack shall have the burlap undone and peeled back, after the plant is placed and centered and stabilized in the pit and before back-filling occurs. The portion of the wire basket must be bent back and removed.
12. Trees shall be centered in pits with 5 to 8 cm of amended soil placed in the bottom so that the root collar is slightly elevated.
13. Trees shall only be pruned at the time of planting when it is necessary to promote strong scaffold branching (i.e. remove dead or poorly structured branches). V-branching less than 45 degrees and/or trees with co-dominate leaders will not be accepted. **Trees shall never be clipped back or topped.**
14. Support stakes must not be utilized on trees of 50 mm dbh or larger unless requested by the Director.
15. All trees shall be backfilled with un-compacted shredded topsoil of equal or better quality than the soil in which the plant originally grew. Soil amendments shall be thoroughly mixed into the backfill during the installation process as required. Soil amendments and backfill shall promote an acceptable pH and nutrition for root growth as required by the individual tree species being planted.
16. All trees must be mulched with wood chips to a depth of 5 to 10 cm; ensuring that there is less than 2.5 cm of chips near the base of the stem.
17. Maintenance activities such as watering will be on going for the duration of the guarantee period. As well, maintenance costs during the guarantee shall be borne to the party responsible for the planting of the tree (the developer).
18. All work shall be done in accordance with the Occupational Health and Safety Act and Regulations for Construction and/or Industrial Projects.

Planting Layout Regulations

1. Generally the planting of approved tree types will be allowed within road allowances subject to the following requirements:
 - a) **Day lighting Triangles:** At the intersection of roadways or vehicular access points, no plant material with a mature height greater than 50 cm within a sight triangle measuring 9 m by 9 m along the boundary of each of the intersecting roadways, measured from the point of intersecting curb lines, except where engineering standards indicate otherwise shall be planted. Exemptions will be made in mature neighbourhoods where historical location patterns will be respected, particularly when existing trees within the area are replaced;
 - b) **Boulevard Width:** Boulevards containing a minimum soft surface width of 1.75 m are eligible for tree planting;
 - c) **Boulevard Planting Curb Setback:** Tree plantings in boulevards must achieve a minimum setback from the curb face of 80 cm;
 - d) **Curb Face Sidewalk Setback:** Tree plantings adjacent to curb face sidewalks must achieve a minimum setback of 1.0 m from the back of the walk (and remain in the road allowance);

- e) **Driveway Setbacks:** Tree plantings shall achieve a minimum setback of 1.5 m from driveways and alleyway entrances and shall ensure avoidance of eventual interference with or obstruction to any improvements installed for public benefit;
- f) **Ditch Setbacks:** Tree plantings shall achieve a minimum setback of 1.5 m from the top of the back side of any ditch;
- g) **Building Setbacks:** Tree plantings shall achieve a minimum setback of 3.0 m from any building or structure;
- h) **Overhead Clearances:** Only low-growing tree species that do not attain a mature height greater than 6 m shall be planted under or within 3 m of any overhead power lines, exclusive of street light or service lines. Location exemptions will be made in mature neighbourhoods, where historical location patterns will be respected, particularly when existing trees within the area are replaced. Large growing trees planted within 3 m of the powerlines shall only be pruned by the City of Hamilton to allow the mature crown to grow around the lines;
- i) **Utility Appurtenance Clearances:** Tree plantings shall achieve a minimum setback of 1.5 m radius of a fire hydrant, light standard, utility pedestal, transformer, or water valve;
- j) **Tree Spacing:** Larger, maturing trees should be spaced a minimum of 10 m apart and smaller maturing trees a minimum of 6 m apart;
- k) **Hard Surface Tree Plantings:** Tree plantings made in a sidewalk or other hard surfaces must have a minimum of 1.5 m² cut-out area. The tree must be set back from the road a minimum of 80 cm from the face of the curb;

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**PUBLIC WORKS DEPARTMENT
OPERATIONS & MAINTENANCE DIVISION
Forestry & Horticulture Section**

POLICY

SUBJECT: City of Hamilton Reforestation Policy – Municipally Owned Lands

This policy forms part of the City of Hamilton Forestry Management Plan. In addition to the regulations listed in By-law 06-151, and in the City of Hamilton Public Tree Removal Policy, the provisions of this policy shall apply to all public trees on public property under the jurisdiction of the City of Hamilton, except in those circumstances where exemptions as outlined in Report PW06034a under the Transition Policy and Additional Exemptions Section have been permitted. All definitions listed under Section 1 of By-law 06-151 are deemed to have the same meaning and application in this policy. It should be noted that reimbursement for the total removal and replacement cost shall be sought by the Public Works Department.

This policy and the City of Hamilton Public Trees By-law shall not apply to:

- (a) Site plan or consent applications that have received conditional approval or approval prior to the date of the enactment of the proposed Public Tree By-law, provided that the existing public trees are removed within one year of the enactment of the Public Tree By-law and associated policies;
- (b) Any subdivision applications with complete engineering submissions submitted prior to the enactment of the Public Tree By-law and associated policies, or where previous approval has been obtained from the City under the current tree by-law, provided the existing public trees are removed within one year of the enactment of the Public Trees By-law and associated policies;
- (c) That all lands dedicated to the City of Hamilton for road and roadway widening purposes as a condition of all Planning Act approvals, be exempt from the City of Hamilton Public Tree By-law and the City of Hamilton Urban Reforestation Policy.

Planning Objectives

The regulations set forward in this policy are intended to support the continued growth and development of the urban forest by providing that where trees are removed, injured or damaged, or otherwise lost, that, there will be funds available for their removal, repair and/or replacement.

Public Tree Removal Provisions – General Application

Any person, contractor, owner, or department of the City of Hamilton shall ensure that the required permission is sought before undertaking the removal of any public trees. If permission is granted, the requestor shall be responsible for paying the total removal and replacement cost (as applicable) for each tree removed as outlined in the "Tree Removal Estimation" equation and the "Tree Replacement Estimation" equation below.

Any person, contractor, owner, or department of the City of Hamilton who damages or injures a public tree on public property shall be responsible for paying the replacement and removal cost of each tree (as applicable) as outlined in the “Tree Removal Estimation” equation and the “Tree Replacement Estimation” equation below.

Any person, contractor, owner, or department of the City of Hamilton who removes a public tree shall be responsible for reimbursing the Forestry and Horticulture Section for the replacement cost of each tree as outlined in this policy.

Public Tree Removal Provisions – Related to Landscape Budgets

Where any contractor, developer or City department is undertaking to perform municipal operations, or development projects, and where approval has been granted for the removal of public trees, and where there is an approved budget for landscaping whose plans include but are not limited to the planting of trees, the department must adhere to the following conditions:

- (a) If the approved landscaping budget for tree planting is greater than or equal to the cost for tree replacement (as calculated based on the estimation equation below), then the department will not be required to pay an additional cost for tree replacement as outlined in this policy;
- (b) If the approved landscaping budget for tree planting is less than the cost for tree replacement costs (as calculated based on the estimation equation below), the contractor, developer or department will be required to pay the variance between the approved budget allocation and the costs for tree replacement to the Forestry and Horticulture Section;
- (c) In the absence of a landscape budget for tree planting, departments will be required to pay for all costs relating to tree removal and replacement as outlined in this policy;
- (d) All funding shall be deposited into a tree planting reserve fund.

Tree Removal Cost Estimation

The estimated removal cost for all public trees shall be based on a sum total of the following criteria:

1. The total per hour wage of the crew which includes the Benefit Burden and the Supervisory Burden multiplied by the total hours required.
2. The hourly equipment rental rate for each piece of equipment used multiplied by the total hours required.
3. All fees associated with the transportation and dumping of debris and waste.
4. A 10% administration fee.

Tree Replacement Valuation Estimation

The replacement fee for a tree that is/has been removed, damaged or the environment has been altered as to cause eventual tree mortality shall be based on the following equation:

- (i) $DBH \text{ of the Pre-existing Tree} / DBH \text{ of the Replacement tree} = \text{the total number of replacement trees required}$
Note: DBH is measured in millimeters
- (ii) $\text{Total number of replacement trees required} \times \text{Cost per tree} = \text{Total replacement cost}$

The replacement valuation for those trees of a significant value (historical, heritage, structural, age etc.), as determined by Director, shall be evaluated in accordance with the International Society of

Arboriculture Standards for tree replacement value, as amended from time to time.

Where possible, the species of replacement trees shall be akin to the original tree that was removed. In those cases where this is neither practical nor feasible, the Forestry and Horticulture Section will choose from a list of appropriate species from which replacement trees shall be selected. Replacement trees shall only be installed on the site if the area conforms to the City of Hamilton Street Tree Planting Policy – Planning & Design.

Where possible, the total number of replacement trees shall correspond to the original number of trees removed. Where this is neither practical nor feasible, the Forestry and Horticulture Section will divert replacement tree funding to other tree planting initiatives in the City of Hamilton.

THE CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT
OPERATIONS & MAINTENANCE DIVISION
Forestry & Horticulture Section**

POLICY

SUBJECT: City of Hamilton Tree Preservation & Protective Measures For Trees Affected by Construction Policy

This policy regulations form part of the City of Hamilton Forestry Management Plan. In addition to the regulations listed in By-law 06-151, the provisions of this policy shall apply to all public trees under the jurisdiction of the City of Hamilton. All definitions listed under Section 1 of By-law 06-151 are deemed to have the same meaning and application in this Policy.

Planning Objectives

This policy seeks to provide additional preservation and protective measures for those trees which are affected by construction. The additional protective measures aim to conserve the vitality of the urban forest and tree health.

Application

In accordance with the protection policies provided to public trees under the "City of Hamilton Public Tree By-Law", the following regulations shall apply to all contractors, engineers, architects and citizens working or affecting work in the vicinity of municipally owned trees.

Approvals

Written permission must be obtained from the Director prior to commencing any development, construction, or activity within the dripline of municipally owned trees.

Reporting and Notification

All trees within the development areas are to be identified as public or private, and a tree management plan must be submitted for all trees on public property, prior to grading. This plan should appear in chart form and list all species, diameters at breast height (d.b.h.), proposed grade changes, property lines, proposed removals, relocations and trees to be preserved. The Director reserves the right to the final determination of which trees shall be preserved, removed, or relocated. All tree removals are subject to the provisions listed under By-law 06-151 and under the City of Hamilton Public Tree Removal Policy.

Protective Measures

1. All existing trees to remain on site, or on adjacent properties, shall be tagged and fully protected with fencing located beyond their dripline to the satisfaction of the Director. Tree protection zones may be expanded as required based on the species of the tree. These barriers are created to protect the roots, trunks and branches during development, as well as the understory and ground covers. Small lot by lot tree protection will require snow fencing with metal post enclosures. Long term development construction will require special paige

wire fencing or plywood to a minimum height of five feet. The type of fencing to be used is determined during the site inspection by the Director. Fences shall be located at a minimum of 0.5 times the crown radius of the tree from the dripline, 360 degrees around the perimeter of individual or clustered trees. Only areas within the tree protective fencing zone shall remain undisturbed and shall not be used for the storage of building materials, structures or equipment. This tree protection zone shall be completed prior to the commencement of site clearance, demolition, or any type of construction.

2. Surplus soil, equipment, vehicles, tools, debris or materials shall not be placed over the root systems of the trees within the tree protection zone. No contaminants shall be dumped or flushed where feeder roots of trees exist.
3. Tree roots typically spread well beyond the dripline of trees, up to 3.5 times the dripline radius, and are located predominantly within the top 30 cm of soil. As this area is not protected, activity should be kept to a minimum to prevent root damage and soil compaction. Where root systems of trees are exposed or damaged by construction work, the Director must be advised first before the roots are trimmed neatly and the area back-filled with topsoil.
4. Equipment shall not compact soil over the root zone of existing trees. To avoid damage to trees that are to be protected, access routes must be established away from protected areas. All access roads or pathways, regardless of how temporary, must be identified and approved by the Director.
5. Written permission must be obtained from the Director prior to commencing any work such as tunneling, torpedoing, digging or trenching within the dripline of any tree to minimize root injury, and to avoid soil compaction.
6. Wherever possible, avoid cutting surface roots. During excavation, if root cuts are necessary, it should be done quickly, making smooth flush cuts while supervised by an inspecting City of Hamilton Forestry representative. The roots shall be back-filled and watered before they have a chance to dry out. Where roots require removal, there may be a subsequent decline within the tree canopy. Branches should only be removed if dieback occurs.
7. Where limbs or portions of trees are damaged or must be removed to accommodate construction work, City of Hamilton Forestry personnel, in accordance with accepted arboricultural practices, will remove them. Measures shall be taken to prevent any further damage.
8. Where necessary, the trees will be given an overall pruning by the City of Hamilton Forestry personnel at appropriate stages during the construction process or development.
9. Unless authorized in writing by the Director, all individuals shall avoid disturbing original grades around trees in areas of the tree protection zone. In addition, road grades should match topography at the curb lines to maximize tree retention in boulevards and front yards.
10. If grades around protected trees are likely to change, the developer or their agents or contractors performing municipal operations for the City shall be required to take such precautions as dry welling, retaining walls and root feeding to the satisfaction of the Director.
11. At no time shall there be any placement, deposit, or storage of any stone, brick, sand, concrete, soil or any other material or equipment which may impede the free passage of water, air, or nutrients to the tree.
12. No cables, or ropes of any type shall be wrapped around or installed in, or on any trees.

13. Under no circumstances, should any part of the tree that is to remain after construction is completed, have signs or fences nailed to it, or survey markings or paint applied to the tree.
14. All vegetation within the tree protection zone, including trees, shrubs and grasses are to be watered, fertilized and maintained to an acceptable level as required.
15. New sidewalks, paving or asphaltting must allow 1.5 m² of breathing space for tree roots, and must include, but not be limited to, such construction materials as interlocking stone and steel grating.

Inspections and Redress

1. The Director shall be notified to inspect all tree protection zones. These measures shall remain in effect until the completion of all work, at which time authorization from the Director must be obtained for the removal of the tree protection zone. The Director may, and shall, make periodic inspections while the tree protection zone remains in effect.
2. The Director must be notified immediately when any municipally owned tree is injured or destroyed during construction or development.
3. Any tree deemed by the Director, to have died or declined as a result of a construction related injury or stress within 24 months after the removal of the tree protection zone, will be removed by the City of Hamilton Forestry Section and suitable replacement trees will be planted. The cost of removal and replacement will be borne by the developer or contractor in accordance with the City of Hamilton Reforestation Policy – Municipally Owned Lands.
4. Prior to this final authorization, a site inspection will be performed to determine any deficiencies that may exist and recommend corrective measures to be followed. All departments shall ensure that the Forestry and Horticulture Section is contacted prior to the commencement of any work to arrange for a City of Hamilton Forestry Investigator to determine if any pre-existing damage is present, and catalogue the present condition of the tree.
5. During the time the tree protection zone remains in effect, the Director shall make periodic site inspections.

THE CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT
OPERATIONS & MAINTENANCE DIVISION
Forestry & Horticulture Section**

POLICY

SUBJECT: City of Hamilton Public Tree Removal Policy

This policy forms part of the City of Hamilton Forestry Management Plan. In addition to the regulations listed in By-law 06-151, the provisions of this policy shall apply to all public trees on public property under the jurisdiction of the City of Hamilton. All definitions listed under Section 1 of By-law 06-151 are deemed to have the same meaning and application in this Policy. In addition to these definitions, the following terms are defined for clarity within this policy:

"Municipal Operations" include, but are not limited to, activities such as road, sewer, water, and utility construction projects.

"Planning and Development Projects" involve the development of industrial, commercial, institutional or residential properties as a result of a Site Plan Control Application as well as the development of Plans of Subdivision.

All City Departments requiring tree removals as part of either Municipal Operations or Planning and Development Projects must seek the appropriate approvals in accordance with all established policies and by-laws.

I. Director Approval

Where it has been determined that the removal of public trees is required for Planning and Development Projects, or for Municipal Operations, and where the total number of trees to be removed for a particular project is less than 25 trees, the following conditions and requirements shall apply:

1. All Departments requesting tree removals where the total number of trees to be removed for the particular individual project is less than 25 trees, shall submit a letter of intent to the Forestry and Horticulture Section, as well as all landscape and tree management plans and information relating to the project. The following information must be identified in the submission:
 - Identification of all municipal trees on the affected site;
 - Identification and quantification of all municipal trees being considered for removal;
 - Identification of the species for each tree being considered for removal;
 - The diameter at breast height measurement for each tree being considered for removal.
2. The Director has the authority to approve the removal of public trees provided that the total number of trees to be removed for the particular individual project is less than 25 trees.

3. Approval from the Director may be granted following an investigation by staff of the Forestry and Horticulture Section concluding that all efforts have been made to accommodate or retain the subject public trees. The Forestry and Horticulture Section will perform an investigation of the site to ensure that all plans and documentation submitted conform to the plan of subdivision, or to any documentation relating to municipal operations, planning and development projects, or construction projects.
4. Written approval must be provided by the Director sanctioning the removal of those public trees which have been identified to be removed. The letters issued for said tree removals may include conditions as to time, location, area, equipment, number of trees, type of activity, release, indemnity and insurance coverage. The issuance of such a letter shall not relieve any person from the necessity of acquiring any license or permit required for such activity by a governmental agency or public authority. All letters issued for activities contemplated in this policy remain the property of the City of Hamilton and may be revoked or otherwise voided by the Director, at his sole and unfettered discretion, without notice.

II. Council Approval

Where it has been determined that the removal of public trees is required for Planning and Development Projects, or for Municipal Operations, and where the total number of trees to be removed for a particular project is greater than or equal to 25 trees, the following conditions shall apply:

1. Where the total number of public trees being removed is greater than or equal to 25 trees, Council approval must be granted.
2. All Departments requesting tree removals where the total number of trees to be removed for the particular individual project is greater than or equal to 25 trees shall submit a letter of intent to the Forestry and Horticulture Section, as well as all landscape and tree management plans and information relating to the project. The following information must be identified in the submission:
 - Identification of all municipal trees on the affected site;
 - Identification and quantification of all municipal trees being considered for removal;
 - Identification of the species for each tree being considered for removal;
 - The diameter at breast height measurement for each tree being considered for removal.
3. (a) The staff of the Forestry and Horticulture Section must be permitted the opportunity to investigate all proposed public tree removals, and provide comments which must be included in all reports going before Council for consideration;
- (b) All reports being circulated to Council for approval shall detail all information listed in Section 2.
4. (a) The Forestry and Horticulture Section will not write or submit reports to Council on behalf of the individual City Departments seeking tree removal;
- (b) The individual departments seeking tree removals are each responsible for writing and submitting all reports relating to tree removal must follow the appropriate channels, as determined by the City of Hamilton for reporting to Council, and shall ensure that all required information is presented to Council.

All public tree removals, whether approved by the Director or by Council are subject to the City of Hamilton Reforestation Policy.

Notification Requirements

Where a tree has been designated for removal in accordance with the terms of the by-law and associated policies, a registered letter will be sent to the owner advising of the tree removal. A second registered letter will be sent to the affected property owner should the tree fail to be removed within six months of the date of the original registered letter.