



Town of Battleford

**Number
PR –90-2018**

Policy Title: Urban Forestry	Adopted By: Council	Effective Date: March 19, 2018
Original Resolution No.	Resolution No. 90-2018	Page(s) 13

Purpose:

To establish the criteria for pruning, removing, replacing and planting trees on public property and trees shared with private property owners, as well as protecting established trees of historic value and ensuring public safety.

Rescinds and Replaces:

Policy# Transportation Services Committee (Trans. Serve (4) Backyard Trees
Policy# 45 – 2000 Tree Pruning

Policy:

1.0 INTRODUCTION

Urban Forestry is the generally accepted reference being used when dealing with the maintenance and care of the municipal trees and shrubs that line streets and beautify parks. A community's trees or its "urban forest" constitute a valuable but vulnerable component of the civic infrastructure. Not only do trees and shrubs provide shade, shelter, beauty, wildlife habitat and civic landmarks, they are also a statement of community pride and civic image. Trees are the "lungs of the earth" and help improve air quality. Throughout North America, the health of urban forests is in decline. Very few communities plant more trees than they remove and the threats of disease, vandalism, microclimate and neglect continue to diminish the vitality of the urban forest. Renewed attention is needed to conserve this very important community asset. Preserving our urban forest will leave a legacy for future generations to benefit. These are the same benefits residents of, and visitors to Battleford receive today. They include, but are not limited to: improved air quality, improved water quality and erosion impacts, reduced building temperature and energy use, noise reduction and visual screening.

2.0 DEFINITIONS

Boulevard Strip

The grass strip, often planted with shade trees, between a sidewalk and a street.

Planting

Plantings refer to any tree, shrub, bush or other plant material.

Public Trees (Town owned)

All trees within the Urban Forest on property held by the Town of Battleford are classified as public trees. This includes municipal parks, green spaces, boulevard strips and street frontages. Responsibilities (excluding street frontage trees) will include reforestation, pruning, watering and general maintenance.

THIS POLICY TAKES PRECEDENCE OVER ALL PREVIOUS POLICIES ON THIS SUBJECT.

Property Line

The property line is the line separating land held by the Town from land owned by another party. Town owned land extends from the middle of the street to either side of the street until it abuts a private land owner's property. The width of Town land may vary from roadway to roadway.

Private Trees (Residential or Commercial)

A tree/shrub that is located on the premises of a taxpayer's property is classified as a private tree. The Town does not have any trees planted in back lane areas. The homeowner is responsible for any tree overhanging or interfering with the use of any street, lane, sidewalk or public property. Any tree that is planted more than 14' in from the curb is considered a private tree.

Street Frontage

The street frontage is the area of land extending 14' (4.26 m) in from the curb.

Street Frontage Trees (Town owned)

All trees planted on the street frontage no more than 14' in from the curb are classified as public trees however the adjacent property owner is responsible for pruning, watering and general maintenance.

Tree

Means a living woody plant with one or more stems and a minimum caliper width of 2.5 centimeters and a minimum height of 1.5 meters.

3.0 TREE PLANTING

All trees planted in the Town of Battleford should be of a species that are suited to the climate zone and soil conditions. Whenever possible, species diversity is expected in reforestation.

See Appendix A – Recommended Species for Planting

3.1 Planting on Public Land – Street Frontages

Town of Battleford residents are encouraged to plant trees on the street frontages of Town property in residential areas to help enhance their neighborhood. However, application for approval must be made to the Town with written approval required prior to the commencement of the planting. The newly planted tree(s) will become the property of the Town however the adjacent property owner will be responsible for all tree maintenance including: watering and pruning.

Steps to be taken for approval to plant on Street Frontages:

1. A request is submitted to the Director of Parks and Recreation;
2. All trees planted must conform to the criteria placed on the planted trees as determined by this policy;
3. Final placement of trees will be at the discretion of the Director of Parks and Recreation or his designate with staking done to assist the homeowner in the best location of new trees;
4. Failure to comply could result in some or all the trees planted being removed with the cost being the sole responsibility of the property owner.

See Appendix A – Recommended Species for Planting

3.2 Planting on Public Land – Boulevard Strips

The Town of Battleford will be responsible for all planting, pruning, maintenance, removal and reforestation of trees planted on Town boulevard strips. Fruit bearing trees are not to be planted as boulevard strip trees to minimize "potential issues" with fruit on sidewalks. Other species that reduce visual site lines need to be avoided.

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See Appendix A: Recommend Species for Planting – Boulevard Strips

3.3 Planting on Public Land – Parks and Green Spaces

Where possible, trees will be planted in parks and green spaces to allow for the urban forest to grow. The trees/shrubs should be planted in groupings to complement each other and other species. Consideration of respective growth habits must be considered when choosing the trees to be planted at any site and preparation of landscape designs must be made prior to commencement of the work. The Town has full control over all species planted in park areas and green spaces.

3.4 Planting on Private Land

Town of Battleford residents are encouraged to plant trees on private property in residential areas.

Steps to take prior to planting on private land:

1. Ensure the location of the trees planted will not interfere with the Sight Triangles, if applicable.
2. Ensure trees to be planted in the backyard are not within 1.5 m of the property line.
3. Contact 1st Call (National 'Call Before You Dig' Portal) at 1 (866) 828-4888 or www.sask1stcall.com to locate underground utilities.
4. Be aware of overhead lines. Planting near overhead lines will likely require pruning that could deform or result in the death of large trees.

See Appendix A – Recommended Species for Planting

See Appendix B – Sight Triangles

See Appendix C – Recommended Set Backs

4.0 TREE PRUNING

4.1 Street Frontages Tree Pruning

Pruning on street frontages is the responsibility of the adjacent property owner. The adjacent property owner shall prune any tree or shrub so it does not extend into the corridor of any sidewalk. Further to this street frontage trees adjacent to sidewalks will be pruned to a minimum of 8 feet above ground level for ease of pedestrian access.

4.2 Boulevard Strips Tree Pruning

Pruning on boulevard strips will be undertaken by the Town of Battleford. The Town will prune any tree so it does not extend into the corridor of any sidewalk. Further to this boulevard strip trees will be pruned to the below minimum heights from ground to allow for ease of pedestrian access and for maintenance equipment:

Sidewalk side:	8 feet
Street side:	13 feet

4.3 Parks and Green Spaces Tree Pruning

Pruning in parks and green spaces will be undertaken by the Town of Battleford to maintain trees located in the parks and green spaces to good arboriculture standards.

4.4 Back Alley Tree Pruning

The purpose of back alleys and lanes is that they act as a right of way for public utilities and back yard access. All trees overhanging in the back-lane area are classified as private trees. Therefore, all overhanging back alley trees are the responsibility of the adjacent property owner. Any tree that extends into the back alley is to be pruned to a minimum height of 13 feet.

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4.5 Requests for Tree Pruning

Requests for pruning should be made to the Director of Parks and Recreation.

Steps to be taken for Tree pruning:

1. An interested person submits request for pruning in the Town to the Director of Parks and Recreation.
2. An employee of the Town visits the site to establish whether the tree is located on a public area, street frontage or private area.
3. If it is deemed to be a private planting or planting on a street frontage:
 - a. The pruning in question is considered the responsibility of adjacent property owner. All costs associated with the pruning will be the responsibility of the home owner.
4. If it is deemed to be a public tree located on a municipal park, green space, or boulevard strip:
 - a. The Town will determine what corrective pruning is necessary and schedule the work to be completed.
 - b. All costs associated will be the responsibility of the Town.

4.6 Orders to Remedy

Upon receiving notification of a contravention to this policy, the Town will issue an order to remedy for any tree that is extending into any sidewalk, lane or back alley or is not pruned to the correct height as per this policy or is obstructing traffic site lines. The property (or adjacent property owner in the case of street frontage trees) shall be granted two weeks from the original date the order was issued to complete the work. If the work is not completed within 15 days from the date of the order the and no appeal is made. The Town will complete the work and all costs associated with the work will be billed back to the property owner or adjacent property owner.

5.0 TREE REMOVALS

5.1 Removal of Trees on Public Land

The Director of Parks and Recreation may authorize the removal of any tree on public land upon receiving a completed application from an interested person and upon giving due consideration to:

- The reason for the request and the need for the removal of the Tree;
- Any reasonable options that would not require removal of the tree;
- The possibility of relocating the tree;
- The historic, environmental or other intrinsic value of the tree in its current location;
- A recommendation from a certified arborist, if deemed necessary; and
- Public safety.

If the removal is deemed **necessary** by the Director, the Town of Battleford will be responsible for all costs relating to the removal and replacement of the tree(s).

If the removal of the tree(s) is deemed **unnecessary**, authorization to remove the tree(s) will be at the discretion of the Director, however all costs relating to the removal and replacement of the tree(s) will be the responsibility of the individual making the request. If the interested party does not agree with the Directors decision he or she may appeal the decision upon which the Director will consult with a certified arborist. If the certified arborist agrees with the initial decision of Director the individual making the appeal will cover all costs related to the consultation. If the certified arborist recommends the tree be removed then the Town will cover all costs related to the consultation.

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5.2 Removal of Street Frontage Trees

The Director of Parks and Recreation may authorize the removal of street frontage trees upon receiving a completed application from an interested person and upon giving due consideration to:

- The reason for the request and the need for the removal of the tree;
- Any reasonable options that would not require removal of the tree;
- The possibility of relocating the tree;
- The historic, environmental or other intrinsic value of the tree in its current location;
- A recommendation from a certified arborist, if deemed necessary by the Director; and
- Public Safety.

If the removal is deemed **necessary** by the Director, the Town will share the cost with the home owner. The cost share will be 50% - Town of Battleford and 50% home owner. If the Town is required to provide additional services such as supplying staff time, machinery or equipment, purchase of trees, transportation or any other incidentals, those costs will be deducted from the Town's share.

If the removal of the tree(s) is deemed **unnecessary**, authorization to remove the tree(s) will be at the discretion of the Director, however all costs relating to the removal and or replacement of the tree(s) will be the responsibility of the individual making the request. If the interested party does not agree with the Director's decision he or she may appeal the decision upon which the Director will consult with a certified arborist. If the certified arborist agrees with the initial decision of the Director the individual making the appeal will cover all costs related to the consultation. If the certified arborist recommends the tree be removed then the Town will cover all costs related to the consultation.

5.3 Tree removal criteria

One or more of the following criteria must apply for the Director of Parks and Recreation to consider tree removal necessary:

- The tree is infected with an insect pest or tree disease that could cause an epidemic and removal is the recommended action to prevent transmission;
- The tree is dead or suffering from major decay;
- The tree poses a threat to persons or property which cannot be corrected by pruning, transplanting or other treatments;
- Removal of the tree is required to mitigate conflicts such as the obstruction of motorist or pedestrian sight lines; roof damage to buildings; sidewalks or underground water or utility lines or public maintenance work; and there is no cost-effective alternative to save the tree;
- The tree has been severely damaged in a storm, fire or other natural or man-inflicted cause, and there is no possibility of repairing it.

6.0 SEWER ROOTS

Often residents will submit complaints to the Town indicating they have roots in their sewer lines causing poor drainage and other issues. Tree roots are attracted to moisture and in the past sewer lines were made with materials that tree roots could penetrate. Tree roots of some species can travel a significant distance to find moisture and therefore it is very difficult to find the tree that is the cause of the sewer issue. It may not be the most obvious tree and thus it is difficult to pinpoint if there are several trees in the area. Removing one tree will not prevent this from occurring again in the future as other tree roots will enter the system. The Town currently uses piping materials that are impervious and therefore root problems in these lines rarely occur. Removing trees does not solve this problem and diminishes the Urban Forest, therefore the Town of Battleford will always consider removals as the last option in all cases.

THIS POLICY TAKES PRECEDENCE OVER ALL PREVIOUS POLICIES ON THIS SUBJECT.

7.0 PROTECTION OF PUBLIC TREES

No person, unless authorized by the Director or his authorized representative shall:

- Plant a public tree;
- Damage, disturb, prune (excluding street frontage trees) or remove any public tree;
- Attach any notice, bill, poster, sign, wire, rope, cord, nail or other object to or around any public tree;
- Alter the grade level drainage pattern in any manner to interfere with the access to water, air or nutrients of any public tree;
- Commence or continue any work or activity which damages or interferes with the root system or upper structure of any public tree;
- Apply pesticide or any chemical within a two (2) meter radius of a sapling or a radius equal to the crown spread of a public tree.

Any person who is found to have pruned, cut or altered the appearance of a public tree, or administered any form of chemical that would cause the death of the tree, shall be responsible for all costs that may be incurred for proper pruning or removal of the tree, including the replacement of the tree.

7.1 Public Tree Protection During Construction

Homes are often constructed near existing trees to take advantage of their aesthetic and environmental value. To protect public trees from injury during construction a barrier or fence should be erected around the tree. The fence should be placed approximately one foot (0.3m) from the trunk for each (2.5cm) of trunk diameter.

8.0 DUTCH ELEM DISEASE REGULATIONS

Dutch Elm Disease (DED) is a deadly fungus that can kill an Elm tree in as little as three weeks. The disease clogs the water-conducting vessels in the tree, starving it of moisture. Once a tree is infected with DED it needs to be removed and disposed of properly by either burying it or burning it.

Every year the Saskatchewan Dutch Elm Disease Association (SDEDA) implements a pruning ban from April 1 to August 31. Any requires for pruning and/or removing any Elm trees during the pruning ban must provide a written request to the Director of Parks and Recreation.

9.0 REFORESTATION

The purpose of reforestation is to replace trees and supplement the existing forest areas with additional trees where the population is low.

9.1 Replacement Ratio

For each tree that is removed, two trees shall be planted in its place. Replacement trees planted are to be 1.5 m (5 feet) or taller.

9.1 Replacement Location

If it is not practical to plant the new trees in the same location, the Director or his designate will decide on an appropriate place within the Town to locate the trees.

9.2 Replacement Species

The preferred species of trees to be planted are described in Appendix A – Recommended Species for Planting.

THIS POLICY TAKES PRECEDENCE OVER ALL PREVIOUS POLICIES ON THIS SUBJECT.

10.0 AUTHORITY

The Director of Parks and Recreation will execute authority over and administer the Urban Forestry Policy. The Director has the authority to enforce this policy and to appoint any other person as his/her designate.

10.1 Appeal

Appeals regarding decisions made through this policy must be made in writing to the Director of Parks and Recreation. Failing satisfactory response from the Director, an appeal may be made to the Chief Administrative Officer of the Town of Battleford.

Any subsequent appeals to the decision made by the CAO should be made in writing to Battleford Town Council.

Given the value of the Urban Forest to our Community, removals shall always be considered the last option in all cases.

Appendix A – Recommended Species for Planting

Please note that the recommended species for private yards are a small list of suggestions only and many other species are suitable and allowed.

STREET FRONTAGES & BOULEVARD STRIP

Tree Species	Scientific Name	Mature Height	Description
Amur Maple	Acer ginnala	15 – 20 feet	Smallish “oriental-looking tree having, dense, foliage and spreading habit. Very tough. Vivid scarlet autumn color makes this an excellent ornamental planting.
Black Ash	Fraxinus nigra	30 – 60 feet	Has a tall trunk with soft ash-gray bark and favors wet soils.
Green Ash	Fraxinus pennsylvanica	50 – 60 feet	Glossy, green, summer foliage turns yellow in fall, but drop too quickly to provide effective color. Green Ash develops a broad crown with age.
Ivory Silk Tree Lilac	Syringa reticulata	20 feet	A heavily flowering tree, covered by large plumes of small white flowers and dark green leaves.
Manchurian Ash	Fraxinus mandshurica	30 – 50 feet	Produces a very dense, oval to rounded shaped crown. One-year twigs are golden colored. Lacey-texture foliage.
Silver Maple	Acer saccharinum	50 feet	Summer foliage is green on top and silvery underneath. Suggested uses for this plant include shade tree.
Swedish Aspen	Populus Tremula 'Erecta' Narrow	30 – 36 feet	Has a narrow columnar, growth habits, orange – yellow fall color, a non-invasive root system and is cotton less. Suited for small yards.

****No Fruit Trees / Evergreens to be planted on Street Frontages or Boulevard Strip***

PRIVATE YARDS / OPEN SPACES / PARKS

Tree Species	Scientific Name	Mature Height	Description
Acute Willow	Salix acutifolia	30 feet	Shiny dark green leaves with a wide-spreading crown and trunk tends to have multiple stems
Amur Cherry (Goldrush)	Prunus Maackii	30 feet	Has bronze, papery, peeling bark. It can be single or multi-stemmed. The white flowers are attractive, formal in drooping dense clusters, and followed by dark chokecherry-like fruit.
Amur Cork Tree	Phellodendron amurense	40 feet	The Amur Cork tree has corky, ridged bark with orange-yellow branchlets. Leaves are dark green and glossy and somewhat aromatic.
Assiniboine Poplar	Populus x 'Assiniboine	60 feet	A fast growing and prairie hardy poplar with no cotton or fuzz.
Burk Oak	Quercus marocarpa	50 – 60 feet	Drought tolerant; moderately shade tolerant. It is a small tree with rounded crown supported by crooked and gnarled branches.
Butternut	Juglans cinerea	40 – 60 feet	Has distinctive ridged and furrowed bark. It produces drooping clusters of sweet nuts which are used in baking. Prefers moist soils.
Hawthorn	Crataegus	10-12 feet	The glossy foliage turns a brilliant orange-scarlet in fall and the small crabapple-like fruit persists into winter.
Japanese Tree Lilac	Syringa amurensis japonica	20 feet	The Japanese Tree Lilac is the largest of the lilacs having large creamy white flower clusters. The leaves are dark green and have grayish undersides and yellow fall color.
Laurel Leaf Willow	Salix pentandra	26 – 50 feet	A large, rounded tree with glossy green leaves and furrowed bark.

THIS POLICY TAKES PRECEDENCE OVER ALL PREVIOUS POLICIES ON THIS SUBJECT.

Appendix A – continued

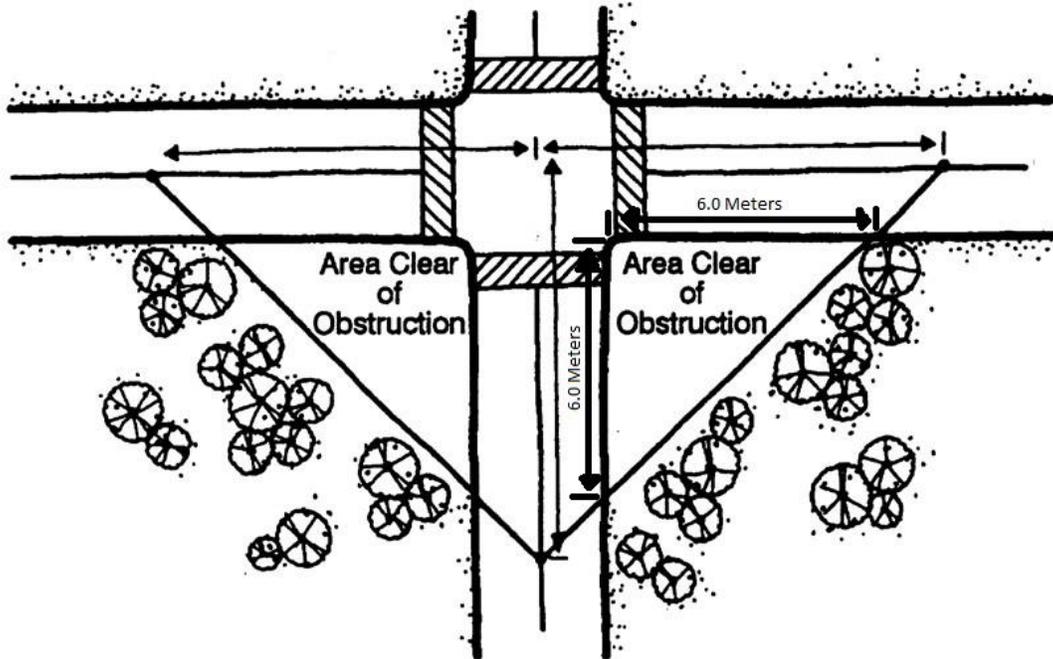
Tree Species	Scientific Name	Mature Height	Description
Prairie Horizon Manchurian Alder	Alnus Hirsuta 'Harbin'	30 feet	It is a rapid-growing medium sized tree with dark green leaves. The amazing bark is gray and almost beech-like.
Sabre Aspen	Populus grandidentata 'Durman'	40 feet	Attractive coarsely toothed green leaves that emerge as a velvety purple/red color, clear, smooth bark and an upright crown form.
Selkirk Rosybloom Crab	Malus x adstringens	25 feet	A vigorous grower with a rounded, vase-like shape. Produces bright red fruit that stays on the tree all winter.
Swiss Stone Pine	Pinus cembra	25-35 feet	This attractive, slow growing, full-to-the base pine maintains a perfect "Christmas Tree Shape" if grown in full sunlight.
Northern Blaze Ash	Fraxinus Americana	40 – 50 feet	Dark green foliage turns purple in the fall. The growth habit is an upright oval shape during the juvenile stage, developing into an open, round-topped crown at maturity. New twig growth is dark purple. Fall color in shades of maroon.

NOT RECOMMENDED FOR PLANTING IN ANY GREEN SPACE (PUBLIC AND PRIVATE)

Tree Species	Scientific Name	Mature Height	Description
Cottonwoods	Populus section Aigerios	50 – 80 feet	Medium to large sized tree. Not recommended due to due to the cotton-like substance they lose which can cause problems for people with allergies or asthma.
Black Poplar (Russian)	Populus nigra	50 – 80 feet	Medium to large sized tree. Not recommended due to sap and sharp-pointed buds the give off.

Appendix B – Site Triangles

In order to provide a clear line of sight at intersections, site triangles must be kept clear of all plantings. Below is a diagram representing the area to be clear of obstruction.



Appendix C – Recommended Set Backs

The following is a list of recommended set back distances from a variety of features and objects.

Boulevard Strip:	Tree plantings in boulevard strips must achieve a minimum setback of 80 cm from the back of the curb.
Curb Face:	Street frontage trees adjacent to curbs must achieve a minimum setback of 3.0 meter (118") from the curb.
Curb Face Sidewalk:	Tree plantings adjacent to curbs with sidewalks must achieve a minimum setback of 1.75 m (69") from the back of the walk.
Driveway Setbacks:	Tree plantings shall achieve a minimum setback of 1.5 m (59") from the edge of a drive way;
Building Setbacks:	Tree plantings shall achieve a minimum setback of 3.0 m (118") from any building or structure;
Backyard Trees:	Tree plantings shall achieve a minimum setback of 1.5 m (59") from the property line.
Utility Clearances:	Tree plantings shall achieve a minimum setback of 2.0 m (79") radius of a fire hydrant, light standard, utility pedestal, transformer, or water valve;
Tree Spacing:	Larger, maturing trees should be spaced 10.0 m (394") apart and smaller maturing trees 6.0 m (236") apart;
Hard Surface Tree Wells:	Tree plantings made in a sidewalk or other hard surfaces must have a minimum of 1.5 m ² cut-out area. The tree must be set back from the road a minimum of 80 cm from the curb.

Appendix D – Tree Removal Request Form

Battleford Parks and Recreation Office
Box 1240, Battleford, Saskatchewan, S0M 0E0
Phone: (306) 937-6216, Email: parks@battleford.ca



Last Name	First Name	Home Phone #	Cell Phone #
Tree Location	Tree Species	Approx. Tree Height	

Please state the reasons for the removal request. Please sketch the location of the tree using the attached Site Plan Page (including buildings, roads and other important landmarks).			
Applicant Signature:		Application Date:	

For Office Use Only

Tree Species	Tree Diameter	Approx. Tree Height	Tree Condition
Removal Cost (\$)	Relocation Cost (\$)	Replacement Cost (\$)	Other:
Tree Location Type (Private, Street Frontage, or Public)			

Parks and Recreation Director Comments & Recommendations:			
Coordinator Signature:		Date:	

