





- .2 The "Dead Tree" procedure may also be used if a tree needs to be removed to facilitate emergency maintenance work or where extraordinary expense will be incurred without an immediate decision and consultation with CPD is not feasible within a reasonable time.

Non-emergency Removal

- .1 Requests for removing trees which do not create an immediate hazard, but require corrective measures for safety, shall be sent in writing to the Director of CPD with a copy forwarded to the Grounds Supervisor at Facilities. CPD and Facilities will together decide on the corrective action required. Where there is opposition to the corrective measures, a report from an external arborist may be obtained by the Facilities Grounds Supervisor.
- .2 CPD coordinates the above review with Facilities and, where appropriate, consults with EHS and adjacent building users. CPD sends a recommendation to VPOF requesting a decision within five working days. A copy of the decision of the VPOF will be sent to Facilities for action.
- .3 Removal or relocation of trees on project site and immediate surroundings identified during the planning stages of major building and landscape projects will be reviewed at various levels as follows:
- .4 CPD and Facilities (Grounds) review the landscape component of the project together with the Building/User Committee. Facilities Project Manager will obtain municipal approvals for trees on City property.
- .5 CPD forwards the results of the review to the VPOF for approval or for further review and direction.

Records Update

- .1 Photographic records of trees before removal will be maintained by CPD.
- .2 After removals, map files will be updated by Facilities from data supplied by the Grounds Supervisor.
- .3 Record of removals, e.g., species, location, date and reason for removal, will be maintained by the Grounds Supervisor.