



# TOWNSHIP OF WELLINGTON NORTH

## TREE REMOVAL POLICY

<b>DEPARTMENT</b>	PUBLIC WORKS	<b>POLICY NUMBER</b>	27.15
<b>EFFECTIVE DATE</b>	April 27, 2015	<b>LEGISLATIVE AUTHORITY</b>	
<b>APPROVED BY</b>	Blanket Council Resolution 2015-345 (Original resolution 2015-179)		

### **POLICY**

This policy applies to tree removal activities performed by the Township of Wellington North, in the urban areas of the Township, on trees owned by the Township. This policy does not apply to the trimming of publically owned trees or privately owned trees within the Township of Wellington North. This policy may be used for tree trimming activities or trees located within the rural area of the Township, as required.

### **PURPOSE**

- Establish an administrative process to document and record the approval process for tree removal activities;
- Ensure property owners / residents are informed of planned public works activities near their property; and
- Ensure Township safely and reliably owns and maintains its tree assets while minimizing the Township's exposure to liability from tree ownership.

### **PRINCIPLES**

- Township owns and is responsible for trees located on public property;
- Property owners own and are responsible for trees located on private property; and
- Township aim is to reduce financial liability and public safety risk associated with tree ownership.

### **PROCEDURES AND PRACTICES:**

1. Township Roads Foreman shall consider the Township's tree assets as part of their regular inspection and maintenance activities;
2. Township Roads Foreman shall site visit location and document the required tree removal work on the "tree work consent" form in Schedule A;
3. Roads Foreman and property owner / resident shall sign the "tree work consent" form to demonstrate mutual understanding of the proposed tree work;
4. In situations where the Roads Foreman and resident mutually agree to the work as described in step 3, step 5 through 9 shall not apply;

5. If property owner / resident is unavailable, Township Roads Foreman will hand deliver letter to residents most impacted by the proposed tree removal activity – see Schedule B;
6. Property owners / residents who are unresponsive to the hand delivery will be given five business days to reply back to the Township;
7. Property owners / residents who provide comment against the proposed tree removal will have their feed-back considered in step 8;
8. Roads Superintendent will review the foreman's plan (Schedule A) and any comments received from residents and either recommend or reject the tree removal proposal;
9. In situation where the Township would like to remove a Township-owned tree but the adjacent property owner would like the tree to remain, the letter in Schedule C can be issued to the resident by the Township to delay removal; and
10. Township maintains the right to decide on how to best maintain trees it owns
11. Waste from tree removal activities is typically handled in the following way;
  - a. Small brush is chipped;
  - b. Large wood is offered to adjacent resident, if available, to minimize hauling expense; or
  - c. Large wood is offered to another individual that can make use of the wood.



**Schedule A**

**Township of Wellington North  
Public Works – Roads Department**

**Tree Work Consent Form**

Date:	
Location (Address):	
Description of Work / Work Site Incl. Sketch:	<input type="radio"/> Tree Removal <input type="radio"/> Tree Trimming <input type="radio"/> Other: _____
Notification Provided to Resident:	YES / NO and date _____
Picture of Tree:	YES / NO
Reviewed by:	<hr/> Roads Foreman

Consented by: \_\_\_\_\_  
Property Owner / Resident

Approved by (as required): \_\_\_\_\_  
Roads Superintendent

## Schedule B

Notification Letter / For Hand Delivery

Dear Property Owner / Resident –

The Township of Wellington North owns and maintains the trees located within the public right-of-way. It is the Township's responsibility to ensure trees are maintained in a way that limits the Township's financial liability and public safety risk associated with tree ownership, which can include both preventative tree trimming and removal maintenance activities.

A tree adjacent your property has been identified as in need of removal.

With this letter, the Township would like to notify you of these planned tree removal activities as we recognize publically owned trees are used and enjoyed by local residents. The Township aims to make all decisions with respect to tree removal activities in the best interest of the community.

If you have any concerns or would like to discuss this matter further, please contact the Roads Superintendent at 519-848-2790.

Regards,

Roads Foreman

**Schedule C**



**Corporation of the Township of Wellington North**

**Tree Cutting Release Agreement**

I/We, \_\_\_\_\_, as owner of land adjacent to the Corporation of the Township of Wellington North (“the Township”) highway (“the highway”) do not permit the Township to cut trees/branches on my/our property identified by the Township as posing a danger to the health and safety of any person using the highway.

As a result of our refusal to permit the Township to enter onto my/our lands to remove the dangerous trees/branches, I/We, \_\_\_\_\_, agree to release and hold harmless the Township, its members, trustees, agents, officers, contractors, volunteers and employees from and against all claims, demands, actions, complaints, suits or other forms of liability that shall arise out of or by reason of, caused by the dangerous trees/branches to the health and safety of any person using the highway.

I/We understand the nature and purpose of this consent and release.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_