

**TOWN OF BERWICK  
POLICY STATEMENT**

		Page 1 of 3
		Policy # 5.009
<b>TREE TRIMMING AND REMOVAL</b>	Effective Date: December 12, 2000	Revision Date:
<p><i><b>Purpose</b></i> To establish a program that will identify those trees that constitute a hazard to the safety of persons on public property or public property itself and establish the criteria to determine if those trees identified will be trimmed or removed.</p> <p><i><b>Objectives</b></i></p> <ol style="list-style-type: none"> <li>1. to establish the criteria to be used in determining what trees shall be included in the inventory of trees to be managed by this policy;</li> <li>2. to establish the criteria to be used in determining which trees require trimming or removal;</li> <li>3. to identify the staff person responsible for the administration of the Tree Trimming and Removal Policy;</li> <li>4. to develop a public education program for the maintenance and replanting of trees in the Town.</li> <li>5. to establish policy for pruning or removing trees on public property that impinge in a harmful way on private property.</li> </ol> <p><i><b>Policy</b></i> It shall be the policy of the Town of Berwick that, on an annual basis, an inventory of all trees that constitute a hazard to the safety of persons on public property or public property itself, shall be undertaken and completed by June 15<sup>th</sup> of each year and, subject to the financial capacity of the Town and Berwick Electric Commission, trimmed or removed by December 15<sup>th</sup> of each year so as to eliminate the hazard. Further, the Town shall not be liable for failure to remove a diseased or dangerous tree or limb from property, whether publicly or privately owned.</p> <ul style="list-style-type: none"> <li>• <u>Administration of Policy</u> The Superintendent of the Berwick Electric Commission shall be responsible for the administration of the Tree Trimming and Removal Policy.</li> <li>• <u>Criteria to Determine Hazard</u> The criteria established by the International Society of Arborists for assessing the safety risk of trees shall be used in determining whether a tree constitutes a hazard as set out in this policy.</li> </ul>		<b>NOTES:</b>
Authority: Council Date: 12 December 2000	C.A.O.	Ref. Form:

**TOWN OF BERWICK  
POLICY STATEMENT**

Page 2 of 3

Policy # 5.009

**TREE TRIMMING AND REMOVAL**  
(cont'd)

Effective Date:  
December 12, 2000

Revision Date:

**NOTES:**

- Property Owner Requests for Pruning or Removal of Public Trees  
Where a property owner requests that the Town of Berwick prune or remove a tree located on public land, the Superintendent of the Berwick Electric Commission will assess the request and direct appropriate action. In making an assessment, the Superintendent shall give consideration to the degree of harm caused by the tree and to the condition and value of the tree. Any pruning carried out must be done to cause least possible harm to the tree.
- Trees on Private Property  
It shall be the policy of the Town of Berwick that any tree located on private property that constitutes a hazard to the safety of persons on public property or public property itself shall be trimmed or removed. No trees on private property shall be trimmed or removed unless the owner has granted written permission or an order requiring the trimming or removal of the tree has been issued.
- Preliminary Notice  
Property owners will be notified, in writing by June 30<sup>th</sup> of each year, of any tree(s) located on their property that have been identified for trimming or removal pursuant to this policy. The property owner will be requested to sign a consent form authorizing the work.
- Order Pursuant to Section 63 of the *Municipal Government Act*  
Those property owners failing to comply with the request will be issued an order under the provisions of Section 63 of the *Municipal Government Act* to remove the tree or limb identified in the order by September 30<sup>th</sup> of that same year. If at September 30<sup>th</sup> the remedial work has not been completed, persons authorized by the Superintendent of the Berwick Electric Commission shall enter upon the land upon which the tree or limb is situate, and without warrant or other legal process, remove the tree or limb.
- Voluntary Tree Trimming or Removal  
Property owners may, at their discretion, request that a tree located on their property be included in the annual inventory of trees to be trimmed or removed and reimburse the Town for all costs incurred as set out above under Cost Recovery.

***Public Education Program***

It shall be the policy of the Town of Berwick to recommend and encourage the proper pruning, protection and repair of trees located on private property, as well as the planting of new trees to replace any trees removed.

Authority:  
Date:

C.A.O.

Ref. Form:

**Appendix A**

**TOWN OF BERWICK**

**TREE TRIMMING AND REMOVAL POLICY**

**Time Line**

<i>Task</i>	<i>Completion Date</i>
Inventory of trees that constitute a hazard	June 15
Notice to Public – Voluntary Tree Trimming or Removal (Advertisement in Local Paper)	June 15
Notice to Property Owners with trees to be removed (including consent form to be signed & returned to Town)	June 30
Tender Call for Tree Trimming & Removal	First week in July
Tender Closing	First Thursday in August
Deadline for consent forms from Property Owners	July 31
Issue Orders to Property Owners who did return signed consent forms	First week in August
Recommendation to Committee of the Whole	August COTW
Council approval to award contract	September Council
Actual removal and trimming of trees	November 15