



LETTERS OF COMPLETION

A Letter of Completion is required at different stages to confirm successful completion related to the planting and maintenance of Replacement Trees, as well as tree protection for Retained Trees associated with site Works. A Letter of Completion is required for the release of securities and to initiate the 12 month tree maintenance period after successful planting.

The Project Arborist, as confirmed by the signed Letter of Undertaking for the project, is required to submit the Letters of Completion. The types of Letters of Completion are summarized below, along with the information that is required to be included in each Letter.

Letter of Completion – Replacement Tree Planting: This letter is to confirm that the Replacement Trees (for trees removed under a Development Tree Management Permit) have been successfully planted as per ISA best management practices, ANSI A300 Tree care standards and a Tree Management Plan. The letter confirms that the 12 month maintenance period for the planted trees can be initiated and confirms that 50% of the refundable security for Replacement Trees can be released.

Letter of Completion – Maintenance: This letter is to confirm that the planted Replacement Trees have been successfully maintained as per ISA best management practices and Tree Management Plan for the 12 month maintenance period. The letter confirms that the remaining refundable security for Replacement Trees can be released.

Letter of Completion – Tree Protection: This letter is to confirm that Retained Trees have been successfully protected throughout a building, development or subdivision project and confirms the Retained Tree refundable security can be released.



This guide is provided for convenience; is not exhaustive; and is not a bylaw. It is a guide prepared to assist you in understanding the requirements for the Interim Tree Management Bylaw. For details and legal documents, you must consult relevant bylaws and provincial legislation.

**Planning &
Development Services**

604-465-2428
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Hours: 8:30 a.m. - 4:30 p.m.
(Monday to Friday)

LETTER OF COMPLETION – REPLACEMENT TREE PLANTING

The Letter of Completion for the planting of Replacement Trees is to provide confirmation that the Replacement Trees have been successfully planted as per the Tree Management Plan prepared by the Project Arborist and per the City's Tree Replacement Planting requirements. The Letter of Completion – Replacement Tree Planting should include the following:

1. Date the development project finished and date the Replacement Trees were planted.
2. Confirmation of the following:
 - a. Replacement Trees that were planted were the correct species and size;
 - b. Replacement Trees were planted in the proposed locations and in the proposed planting conditions as identified in the Tree Management Plan;
 - c. Replacement Trees were planted with the appropriate hole size, root treatment, and preparation; and
 - d. Soil preparation was completed prior to planting of the Replacement Trees.
3. Include any amendments to the Tree Management Plan that may have been required and provide confirmation that the amendments were successful.
4. Include site activity and impacts that occurred on the development site that were not consistent with the Tree Management Plan that may impact the successful viability of the Replacement Trees:
 - a. Confirm whether those impacts/changes will be detrimental to the Replacement Trees (e.g. growing conditions such as soils and drainage, etc.);
 - b. Confirm whether landscaping or design changes have occurred that will impact the health and viability of the Replacement Trees;
 - c. Include amendments to the Tree Management Plan that were required during development as a result of the site impacts; and
 - d. Provide recommendations for the long-term survival for the Replacement Trees.
5. Assess and confirm the condition of the Replacement Trees before and after planting.
6. Provide professional assessment of long-term survival of the Replacement Trees.
7. Provide monitoring information (dates and photos) of the Replacement Tree planting.
8. Provide photos of the Replacement Tree planting work, any recommended site amendments, observed impacts to the Replacement Trees and observed impacts to site conditions that may impact the viability of the Replacement Trees.
9. Project Arborist to confirm the 12 month maintenance period can be initiated and 50% of the refundable securities can be released.
10. Project Arborist to sign and date the Letter of Completion – Replacement Tree Planting.

LETTER OF COMPLETION - MAINTENANCE

The Letter of Completion for the maintenance of planted Replacement Trees is to provide confirmation that the Replacement Trees have been successfully maintained as per a Tree Management Plan prepared by the Project Arborist and per the City's Tree Replacement Planting Requirements. The Letter of Completion – Maintenance should include the following:

1. Date the development project finished, the date the Replacement Trees were planted, and the date the 12 month maintenance period ended.
2. Confirmation of the following:
 - a. Replacement Trees remain healthy and viable;
 - b. Replacement Trees have been maintained as per the Maintenance Plan included in the Tree Management Plan; and
 - c. Soil conditions and site conditions have not been impacted and will continue to support long term health and growth of the Replacement Trees. Where site and soil conditions have been impacted, recommendations are required to remediate soil and growing conditions.
3. Include amendments to the Tree Management Plan that were required to successfully maintain the Replacement Trees and confirmation that the amendments were successful.
4. Include site activity and impacts that occurred during the maintenance period that were not consistent with the Tree Management Plan or development site designs that may impact the successful viability of the Replacement Trees:
 - a. Confirm whether those impacts will be detrimental to the Replacement Trees (e.g. changes to soils and drainage);
 - b. Provide recommendations for the long-term survival for the Replacement Trees.
5. Assess and confirm the condition of the Replacement Trees before, during and at the end of the 12 month maintenance period.
6. Provide professional assessment of long-term survival of the Replacement Trees.
7. Provide monitoring information (dates and photos) of the Replacement Trees during the 12 month maintenance period. Should include site changes, impacts, etc.
8. Project Arborist to confirm:
 - a. that the Replacement Trees are in good health and have been successfully maintained and that the one-year maintenance period can be concluded and remaining refundable securities can be released, or
 - b. that the Replacement Trees are not expected to survive, are in poor health, the site conditions have substantially changed that increases potential of tree health failure and that the refundable securities cannot be released. The Project Arborist is to:
 - i. recommend site changes and add a subsequent 12 months to the maintenance period, and/or
 - ii. recommend replanting of the Replacement Trees and a restart to the maintenance period following replanting.
9. Project Arborist to sign and date the **Letter of Completion – Maintenance**.

LETTER OF COMPLETION – TREE PROTECTION

The Letter of Completion for tree protection is required to provide information that confirms that Retained Trees on, or within 5m (16.4') of, a property where site Works have occurred and are completed, have been successfully protected as per a Tree Management Plan prepared by the Project Arborist and per the City's Tree Protection Requirements. The Letter of Completion – Tree Protection should include the following:

1. Date the project started and date the project finished.
2. Confirmation that the tree protection requirements as identified in the Tree Management Plan were implemented and maintained as recommended.
3. Include any amendments made to the Tree Management Plan, confirmation that the amendments were provided to and accepted by the City, and confirmation that the amendments were successful.
4. Include actions that occurred on the development site that were inconsistent with the Tree Management Plan or Development Permit.
 - a. Confirm whether those events were detrimental to the Retained Trees or growing conditions on site (soils, drainage, etc.)
 - b. Confirm whether landscaping or design changes occurred that have impacted or will impact the Retained Trees.
 - c. Include amendments to the Tree Management Plan that were required due to the inconsistent actions on the development site.
 - d. Provide recommendations for the long-term survival for the Retained Trees.
5. Provide professional assessment of long-term survival of the Retained Trees.
6. Provide the completed monitoring schedule for the site Works.
7. Provide photos taken during the monitoring dates and of the management prescriptions installed and/or used.
8. Provide photos of all activities on the site that were consistent or inconsistent with the Tree Management Plan, photos of the recommended site amendments, and photos of the impacts that occurred to the Retained Trees.
9. The Project Arborist is to sign and date the Letter of Completion – Tree Protection.

For more information, please contact:

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