

File No. 04-1000-20-2016-227

July 20, 2016

s.22(1)

Dear s.22(1)

Re: Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")

I am responding to your request of June 28, 2016 for:

City's most recent policies, guidelines, memos and/or directives on how boulevard trees are inspected, how maintenance, pruning and/or removal needs for the trees are established based on annual inspections and any other related policies regarding how and when such work is done.

All responsive records are attached.

Under section 52 of the Act you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your request. The Act allows you 30 business days from the date you receive this notice to request a review by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number assigned to your request (#04-1000-20-2016-227); 2) a copy of this letter; 3) a copy of your original request for information sent to the City of Vancouver; and 4) detailed reasons or grounds on which you are seeking the review.

Please do not hesitate to contact the Freedom of Information Office at foi@vancouver.ca if you have any questions.

Yours truly,

A handwritten signature in black ink, appearing to be 'B. Van Fraassen', written in a cursive style.

Barbara J. Van Fraassen, BA
Director, Access to Information
City Clerk's Department, City of Vancouver
Email: Barbara.vanfraassen@vancouver.ca
Telephone: 604.873.7999

Encl.

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THE VANCOUVER BOARD OF PARKS AND RECREATION

NO.: T-3
PAGE: 1 OF 2
DATE: June 7, 1993

SUBJECT: Tree Inspection Policy

DISTRIBUTION: Policy and Procedure Manual

APPROVED BY PARK BOARD: *June 7, 1993*

POLICY

1. Street tree hazards are identified and remediated through the street tree maintenance program that provides for pruning, inspecting and revising the inventory at least once every seven years. Street trees are also visually inspected annually, when one-seventh of the trees in each neighbourhood are pruned. Those trees that are declining or are dead are prioritized for correction. As well, street trees for which service requests are received from citizens, are inspected and prioritized for corrective work.
2. Park trees in high usage areas (e.g. facilities, trails, roads) are inspected annually for signs of defects which could result in their failure. Trees that are evaluated as hazardous are prioritized and scheduled for corrective action.

PROCEDURE

1. Street Trees

- Trees in each of the neighbourhoods are pruned on a seven year cycle as per the Street Tree Management Plan.
- The street tree inventory is updated as the work is completed.
- As the annual pruning work plan is carried out in each neighbourhood, all of the trees are inspected for hazards and prioritized for corrective action.
- Tree service requests from citizens are inspected by a Tree Inspector. Any corrective work is prioritized and carried out as required.

2. Park Trees

- Trees in or adjacent to high usage areas in parks are inspected annually for signs of defects by the area foreman, the forestry crew leader or other trained staff.

THE VANCOUVER BOARD OF PARKS AND RECREATION

NO.: T-3

PAGE: 2 OF 2

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- Trees with detectable defects are mapped on a park plan, photographed and rated on the International Society of Arboriculture Tree Hazard Evaluation Form (attached).
- The trees that are rated the highest on the Evaluation Form are corrected first and as soon as practical within work scheduling limits.

AWB:tet