BISHOP'S UNIVERSITY
TREE CARE POLICY

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Bishop's University Tree Care Policy

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Prepared by: Buildings and Grounds Department

1. PREAMBLE

The Tree Care Policy (or "Policy") is a long-term vision of a healthy arboreal heritage that details the arboricultural policies, procedures and practices that will be used in establishing, protecting, maintaining and removing trees on Bishop's University campus. It provides support for the conservation and enhancement of trees by dictating the broad guidelines that will enable the Bishop's University community and future generations to evolve in a healthy and sustainable environment. Recognizing the tree as an integral part of the built landscape of our environment, this policy will allow the decision makers to implement mechanisms that will ensure the sustainability of arboreal heritage.

The overall goal of the plan is to provide a safe and attractive campus by ensuring sustainable development of trees on the property of Bishop's University. The Tree Care Policy aims to achieve the following four objectives:

I. Define the existing arboreal heritage
II. Maintain and enhance the arboreal heritage
III. Ensure the sustainability of the arboreal heritage
IV. Create Awareness and educate

This document presents concrete actions to guide involved decision makers along the process for the realization of each of these four objectives.

2. OBJECTIVES

A. Objective I: Define the existing arboreal heritage

To develop a well-adapted Tree Care Policy, it is crucial to determine the physical, climatic and in respect to applicable legislation. The characterization of the area as a whole will help prioritize key actions to be undertaken and to identify appropriate ways to preserve and promote the arboreal heritage.

Areas to be considered:

- Determine the physical, climatic and legislative environment of the land.
- Define the arboreal heritage in the landscaped zone.
- Define forest physiognomy.
- Prioritize key actions.

B. Objective 2- Maintain and enhance the arboreal heritage

To ensure sustainable and safe development of trees on the property of the Bishop's University, the maintenance should be supervised and regulated. The development of planning, intervention and regulation tools are necessary for the proper management and development of this resource.

Areas to be considered:

- Establish an arboreal action plan with a long-term vision for trees.
- Implement a tree maintenance program.
- Implement a tree monitoring program.
- Create guidelines for tree maintenance and felling.
- Develop procedures for the protection of trees during excavation, building works in landscaped area and maintenance work.
- Regulate deforestation during expansion or new constructions.
- Identify, protect and enhance remarkable woods and forests.

C. Objective III – Perpetuate the arboreal heritage

The majority of urban trees have been planted to beautify and harmonize the landscape. In developed areas, human actions do not allow trees to regenerate naturally. Trees have a determined life cycle, so we must think about renewing this resource to enjoy perpetually the benefits they provide.

Areas to be considered:

- Define specific objectives to be achieved.
- Implement a sustained plantation program.
- Establish replacement program for cut trees.
- Promote native biodiversity of tree species.
- Regulate the planting of problematic species.
- Promote the coexistence of new plantations with different infrastructures.

D. Objective IV – Create awareness and educate

To ensure a successful implementation of the Tree Care Policy, it is crucial to educate and create awareness of the Bishop's University community to the benefits and advantages that trees offer to their environment. Actions aiming the promotion of knowledge of the arboreal environment must be established.

Areas to be considered:

- Recognize trees in their environment.
- Promote the benefits and advantages generated by trees in the Bishop’s community.
- Sensitize staff about tree damages during maintenance.
- Develop an online tree inventory to be used for research and educational purposes.

3. DEFINITIONS

1. **SDC:** Sustainable Development Committee
2. **Board:** Board of Governors
3. **Arboriculture:** the science and art of caring for trees, shrubs, and other woody plants in landscape settings.
4. **Tree canopy:** the cover formed by the leafy upper branches of a tree.
5. **Tree drip line:** an imaginary ring on the ground level that is directly under the outermost circumference of the tree canopy that receives most of the rainwater shed from the tree canopy.
6. **Critical Root Zone (CRZ):** represents the minimum area beneath a tree that must be preserved and protected in order to maintain the tree's vitality and stability and ensure the highest probability of survival. The CRZ occurs where the majority of the root fibers are located and extends beyond the tree's drip line.
7. **Topping:** inappropriate pruning technique used to reduce tree size usually by cutting at the internodes.
8. **Terminal cuts:** A stem cutting consisting of a portion of a stem or branch with a terminal bud.

4. RESPONSIBLE AUTHORITY/DEPARTMENT

The Bishop's University Buildings and Grounds Department, under the direction of the Director of Buildings and Grounds, is responsible for establishing and implementing the Tree Care Policy.

5. RESPONSIBLE ADVISORY

The Bishop's University SDC serves as the advisory committee to the Department of Buildings and Grounds and is a standing committee of the Board. The SDC is comprised of Board members, Buildings and Grounds management staff, faculty, community representatives and students that provide important input in to the care and improvement of Bishop's campus landscape. The SDC normally meets 4-5 times during the regular academic year.

6. CAMPUS ARBORICULTURE PRACTICES

A. Planting

1. Tree planting will remain a priority and every effort shall be made to maintain a 2:1 ratio of trees planted to trees removed.
2. Healthy nursery stocks of diverse tree species that are site compatible and preferably native to the Eastern Townships will be selected for planting.
3. Considering the area in which a tree is to be planted is key to ensuring its future health and survival. When preparing a site for planting the following will be considered:
    - **Height** – Will the tree come in contact with anything when it is fully grown?

- **Canopy Spread** – How wide will the tree grow and how will this affect other trees or buildings in the area?
- **Form** – Is the tree columnar, round or v-shaped? The shape of the tree dictates how much space it needs to grow, the area of leaves it will drop and how much shade it will provide.
- **Habitat** - The best plant materials should be chosen based on site conditions, not based solely on the merit of it being native. Consider soil, sun and moisture requirements to ensure the tree is the right pick for the proposed planting site.
- **Fruit** – Does the tree produce fruit? Fallen fruit could hinder walkways and draw animals into normally human-dominated areas.

4. Particular care shall be taken to avoid the planting of trees that would interfere with the Campus Master Plan future designated buildings sites, current and projected utility locations, and projected street developments.

B. Pruning

1. Pruning will be in accordance with the trees species, location, age, function and growth rate.
2. Pruning of trees will be corrective or preventive in nature for the purposes of safety, proper form and/or visibility issues (eg. removal of diseased or storm-damaged branches, reduction of tree height, shaping for design or training purposes, etc.*)*

C. Mulching

1. Tree mulching is accomplished with material that has been properly aged and preferably organic.
2. Mulching shall be done for all newly planted trees and for those up to approximately 6'' in diameter.
3. Periodically, drip lines of larger trees and tree groupings are mulched to keep lawn maintenance equipment away from damaging trees.

D. Fertilization

1. Trees on campus making satisfactory growth and not showing any symptoms of nutrient deficiency will not be fertilized.
2. In the event that fertilization is required due to severe nutrient deficiency, organic based fertilizers shall always be the first option. Fertilizers that include any kind of herbicide will never be used around any tree on campus, for they can cause harm to the tree.

E. Pest Management

Effective management for insect problems and plant diseases is a key factor in ensuring the longevity of trees. The following are guidelines for proper pest management.

1. The landscape will be observed and inspected throughout the year for pest and disease occurrences as well as any harm from environmental stresses (e.g., nutrient deficiencies, leaf and bark scorch, etc.)
2. In cases where insect or disease occurrences are a problem, monitoring and thresholds will be used to assess the extent of the problem and to determine if and when tree remediation measures are needed.
3. In order to limit the use of pesticides and other harmful chemicals on campus, the University will ensure that alternative control methods, such as pest traps, will be used as much as possible and as funding allows.

F. Tree Removal

Despite the best efforts of the University, individual trees will decline and die. It is important that the University identifies the problems as they occur and takes appropriate action with the recommendations from a recognized tree specialist.

1. Trees are removed when they pose a safety hazard, become structurally weak (ie: due to disease or insect infestation that is untreatable), become invasive or interfere with the growth and development of more desirable trees.
2. Trees may only be removed after consultation with a recognized tree specialist and under the recommendation and direction of the Buildings and Grounds Department.
3. For every mature tree that is removed on campus, the University will ensure that another tree is planted in order to restore the structure and function of the campus urban forest.

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7. PROTECTION AND PRESERVATION

A. Tree Protection During Construction Projects

In order to protect and preserve trees during construction, the following guidelines must be followed, when possible, in order to protect their trunks and root systems from construction site injury:

1. Every effort shall be made to limit the removal of trees on construction sites for new and expanded buildings, roads and utilities.
2. Protective fencing that conforms to industry standards or best management practices shall be erected around all trees prior to construction and remaining on site until project completion.
3. Construction materials, equipment, fuel and personal vehicles <u>are prohibited</u> from being stored or parked in the critical root zones of any trees, or within fenced area, in order to avoid soil compaction and damage to the tree.
4. All planning, construction, and renovation projects on campus should at minimum preserve the existing tree canopy cover and species represented.

8. TREE DAMAGE ASSESSMENT

A. General

1. Any damages to trees created by a contractor or outside sources will be evaluated and the costs of damage, replacement or maintenance will be evaluated by the University. The party responsible for such damages will then be billed by the University for the damages incurred.

B. Storm Response and Recovery

1. Storm response and recovery are generally accomplished in-house. In a crisis, the first priority is to remove tree debris that blocks campus thoroughfares, disrupts campus operations, or poses hazards to the campus community. Once these critical needs are addressed, a prioritized recovery plan is implemented during which unsalvageable trees are systematically removed and salvageable trees are pruned to restore their health and structure.
2. As the tree planting budget permits, lost trees are strategically replaced to restore the structure and function of the campus urban forest in a reasonable time frame.

9. PROHIBITED PRACTICES

A. Bike Locking

1. Bicycles must always be secured to a bicycle rack and no person is allowed to park or lock a bicycle in any of the following ways: on a sidewalk or lawn, next to a building, in a roadway, near a fire escape or gas line, to a tree, post, bench, parking meter or any available structure other than a designated bike rack.
2. Any bicycles found secured to a tree (or in any of the prohibited methods outlined above) are subject to removal by the Campus Security Department where it will remain in storage until the owner contacts Security.
3. Any damages resulting from violations of these terms may be billed by the University to the responsible party for the damages incurred.

B. Vehicle Parking

1. Vehicles are to be parked in designated parking spaces and not exceed the space so that it is parked on lawn surfaces under the canopy of trees so as to not damage root zones. Refer to the Security Department's Parking Regulations, Section 3.3 Prohibited Parking. http://www.ubishops.ca/fr/security-department/parking-regulations.html

C. Trees for Advertising

1. Campus trees may not be utilized in any manner for the purpose of advertising. Advertisements such as flyers, posters and banners from student organizations and departments shall not be nailed to any trees or staked near newly planted trees. Bishop's University maintains public bulletin boards on campus for the purpose of posting such advertisements.

D. Destruction of Trees

1. It is strictly prohibited for any person to cause harm or damages to any trees on campus. Planting, removing or improper pruning (including topping or terminal cuts) of any trees without the approval from the Director of Buildings and Grounds is also prohibited. This is to prevent unnecessary damages to the existing tree population on campus.
2. Campus trees may not be utilized for any sort of activity that may involve attaching ropes or bungee cords or any other apparatus for tight rope walking or any other type of activity without the approval from the Director of Buildings and Grounds is also prohibited. This is to prevent unnecessary damages to the existing tree population on campus.

10. COMMUNICATION STRATEGY

Upon official adoption, the Tree Care Policy will be posted on the University's website on the Buildings and Grounds webpage. Copies will also be filed with the appropriate administrative offices and Campus Security and shared with all campus Buildings and Grounds personnel. The tree protection guidelines listed in the policy are to be communicated to project managers for inclusion into project specifications.

The Bishop's University Tree Care Policy falls under the responsibility of the Director of Buildings and Grounds.

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