



City of
Peterborough

To: Members of General Committee

From: John Kennedy, City Clerk

Meeting Date: June 14, 2021

Subject: Report CLSCLK21-020
Licencing of Tree Service Providers

Purpose

A report to recommend the licencing of Tree Service Providers as part of a prequalification system to expedite the field work associated with the Urban Forest Canopy Conservation and Tree Removal By-law

Recommendations

That Council approve the recommendations outlined in Report CLSCLK21-020 dated June 14, 2021, of the City Clerk, as follows:

- a) That the Licencing By-law attached as Appendix A, to Report CLSCLK21-020, be approved; and,
- b) That a licence fee of \$105 be established for Tree Service Providers and,
- c) That the By-law, attached as Appendix B to Report CLSCLK21-020, to amend User Fee By-law 21-031, be approved.

Budget and Financial Implications

The fee associated with the licencing of tree service providers is intended to help offset the cost to administer the program.

Background

Report IPSIM21-008, Urban Forest Canopy Conservation and Tree Removal By-Law, was presented to Committee on May 10, 2021 and approved by Council at its meeting of May 25, 2021. This report presented a new Tree Removal By-law that was based on a number of guiding principles, one of which was the prequalification of tree service providers. Through the consultation phase there was recognition and support that tree service providers are seen as subject matter experts with respect to the care of trees and a system of prequalifying this activity in the City. Pre-qualification of tree service providers validates this expertise and will provide great assistance to the City related to data gathering/verification, education related to the importance of the urban forest canopy and proper tending of trees species.

At present Arborists are not a compulsory trade (aka red seal trade) in Ontario, as defined in the **Ontario College of Trades and Apprenticeship Act, 2009**. However, there are various other means for establishing minimum standards for the qualification of arborists. Those standards have informed the drafting of the City's Woodland Conversation By-law 17-121 and the proposed Licensing By-law (Appendix A).

Licensing creates a mechanism to expedite field work, which was a key item raised by residents and tree service providers during the consultation of the new Tree Removal By-law. To facilitate this process a smartphone/tablet application for licensed tree service providers has been developed. This application will allow licensed tree service providers to record tree information on site, including photographs, for submission directly into the City's GIS system from the field. Each licensed tree service provider will have its own login credentials, enabling access to the system to record application information in real-time.

Under the previous tree removal by-laws about 70% of applications were received from tree service providers. Applications received from unlicensed tree service providers or the general public will be processed by staff in a traditional manner using on-line forms, with paper options still available. An administrative fee would be required for applications submitted in this manner. Applications completed through a Licensed Tree Service Provider would be subject to a reduced application fee recognizing that the Tree Service Provider is bearing some of the administrative burden in the processing of the application.

The proposed licence fee is intended to assist in offsetting the administration costs associated with managing the program. This administrative process has been reviewed and the licence fee established to be consistent with other similar business licence processes. The amending by-law, attached as Appendix B to the report, proposes to amend User Fee By-law 21-031 to create a Tree Service Provider licence fee of \$105.

Summary

This report establishes a system to licence Tree Service Providers as part of a prequalification system which will create a mechanism to expedite the field work associated with the new Tree Removal By-law.

Submitted by,

John Kennedy
City Clerk

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Attachments:

Appendix A - By-law to Licence Tree Service Providers

Appendix B – By-law to Amend User Fee By-law 21-031