

City of Ottawa Tree Protection By-law, 2020-340 Schedule “E” - Tree Conservation Report Guidelines

April 2026

1. INTRODUCTION

The purpose of the Tree Conservation Report (TCR) is to demonstrate how existing trees will be retained and protected on development sites, and identify which trees require removal to accommodate the proposed development. The retention of healthy and retainable trees on a development site provides a multitude of benefits to the residents and users of the new development and the surrounding area. The TCR must:

- Demonstrate how the proposed development satisfies the Official Plan (Section 4.8.2) policy to maintain the urban forest canopy through development.
- Identify and describe the tree cover on the site prior to development.
- Identify which trees will be retained and which trees must be removed. The retained trees must be incorporated into the proposed development and the TCR must show how they will be adequately protected during construction, and over the long-term.
- Align with all plans for a site, including grading, engineering, servicing, and landscape plans.

The Tree Conservation Report Guidelines shall be applied in coordination with other City of Ottawa guidelines, as applicable, including the [Environmental Impact Study Guidelines](#), the [Significant Woodlands Guidelines for Identification, Evaluation and Impact Assessment](#), and the [Landscape Plan Terms of Reference](#).

The level of tree loss on a site, as outlined in the TCR, shall be considered in the preparation of Landscape Plans to offset the canopy cover loss at the site level, where feasible.

2. PROCESS

- A TCR is required for:
 - The submission of Plans of Subdivision and Site Plan Control Applications, where:
 - there is a tree¹ of 10 centimeters in diameter or greater on the site; and/or
 - there is a protected tree² on an adjacent site that has a Critical Root Zone (CRZ)³ extending onto the development site.

¹ “Tree” means any species of woody perennial plant, including its root system, which has reached or can reach a minimum height of at least 450 cm at physiological maturity.

² “Protected tree” means any tree indicated in the Tree Protection By-law as requiring an approval, a tree permit or a distinctive tree permit for its injury, destruction, and includes a retained tree.

³ The critical root zone (CRZ) is established as being 10 centimetres from the trunk of a tree for every centimetre of trunk DBH measured in a radius around the tree. The CRZ is calculated as DBH x 10 cm.

- The removal of any tree 10 centimeters in diameter or greater on private properties within the urban area that are greater than 1 hectare in size.
- City infrastructure projects that impact existing trees.
- As per the [Tree Protection By-law, 2020-340](#), a Tree Permit will be issued based on the approved TCR and protected trees must not be removed on the site until the Tree Permit has been issued.
- The TCR must be prepared by an individual with professional qualifications in forestry, ecology, biology, arboriculture, or landscape architecture in accordance with the definition of “arborist” in Section 1 of the Tree Protection By-law.
- The TCR must be submitted prior to any activities occurring on-site that could impact protected trees.
- A TCR may be combined with the Landscape Plan or the Environmental Impact Study.
- If changes are made to the plans for a site which will impact retained trees, a TCR amendment must be submitted for approval, and a new tree permit issued.
- The grading, engineering, servicing, and landscape plans as well as all other approved plans will be consistent with the approved Tree Conservation Report.
- Tree protection and mitigation requirements outlined in the TCR must be shown on the other approved plans where relevant (i.e., Landscape Plan, Grading Plan, and/or Site Plan).
- The General Manager may require that the report be prepared and stamped by a Registered Professional Forester (RPF).
- A copy of the report must be available on-site during tree removal, grading, construction, or any other site alteration activities, and for the duration of construction on the site.

3. ELEMENTS

The Tree Conservation Report shall include the following:

1. A table including an inventory of the trees currently on site, with the following information for each tree; species, diameter at breast height, ownership, condition, tree health, retained or removed, and reason for removal. Each tree should be given a unique identifier (i.e., 1, 2, 3, etc.) in this table, and used on the required maps in #4 and 5 below.
2. A summary of the number of trees to be retained and removed, by ownership (private/public).
3. Groups of trees may be combined into stands for inventory purposes. Stand information must include percent species composition, average diameter at breast height, general health, and a general stand description.
4. **Map #1 Current Vegetation** – A plan of the site showing the existing vegetation overlaid on a current survey or plan for the site. The plan must include the following elements:
 - a. The property line;
 - b. Single trees, small clumps of trees, and wooded areas;
 - c. Each tree’s CRZ shown as a scaled circle around the centre point of the tree;

- d. Protected trees on adjacent sites that have a CRZ extending onto the development site;
 - e. Tree Ownership (City, private, shared, adjacent);
 - f. Existing buildings and impervious surfaces (e.g. driveways and parking lots);
 - g. Locations of any other natural elements, where applicable;
 - h. Names of surrounding roads; and
 - i. Standard mapping elements such as a north arrow, scale, date, and legend.
5. **Map #2 Tree Protection and Removal Plan** – A plan showing the following elements overlaid on the proposed development plan, or the proposed plan of undertaking⁴:
- a. All elements required for Map #1
 - b. All elements related to the proposed development, including roads, buildings infrastructure, servicing, utilities, stormwater management, lot lines, parking areas, limits of excavation, the extent of the construction area, including any staging areas, OR the proposed plan of undertaking, as applicable;
 - c. Trees and treed areas identified for retention and the associated tree protection and mitigation measures;
 - d. Trees and treed areas identified for removal;
 - e. Any relevant setback lines, for example for; watercourses, zoning, geotechnical considerations, or anything identified in an EIS for an environmental feature.
6. Identification of tree protection measures required to prevent impacts to retained trees and woodlands during construction. Include protection measures for any trees on adjacent property that may be impacted by the construction. The tree protection measures must be consistent with the City of Ottawa’s tree protection specifications in Part VI of the Tree Protection By-law or as approved by the General Manager or designate.
7. The impact of the development on retained trees shall be assessed based on accepted best management practices, and mitigation measures identified for impacts including, and not limited to, excavation within the CRZ of retained trees, grade changes, effects of new impervious surfaces and new buildings, and changes in the water table and to drainage patterns.
8. Describe and identify where mitigation measures are required for the protection of retained trees during construction and their long-term survival, including measures to take if work is required within CRZs, fencing modifications, crown and/or root pruning, methods to minimize compaction, or any other measures required given the site conditions.
9. Other relevant natural elements must be identified where applicable, such as wetlands and other surface water features, steep slopes, designated natural areas, significant woodlands, high quality specimen trees, rare communities, unique ecological features, species at risk and associated habitat.

⁴ A plan of undertaking could include a plan for investigative site works or a plan for sustainable forest management on the site.

10. Where applicable, use the City's Protocol for Wildlife Protection during Construction to mitigate impacts to fauna and/or rare species during construction.

The General Manager, or their designate may require additional information as is deemed necessary.

4. OTHER REQUIRED INFORMATION

Information to be included with Tree Conservation Report:

1. The name, address (municipal/email) and telephone number of the owner.
2. The name, address (municipal/email) and telephone number of the applicant, if different from the owner, and the owner's written consent to the application.
3. The name, address (municipal/email), telephone number and qualifications of the professional hired by the owner or applicant to complete the report.
4. The municipal address and legal description of the land upon which trees are proposed to be protected, injured or destroyed.
5. If any boundary or adjacent trees will be injured or destroyed by the proposed development, a Boundary Tree Declaration Form signed by all tree owners will be required prior to the issuance of a Tree Permit.