



**Corporation of the Town of Ingersoll
By-Law 25-5433**

A by-law to establish a Tree Replacement Policy for the Town of Ingersoll

Whereas Council of the Town of Ingersoll is desirous of establishing a policy to set consistent standards for the planting, protection and replacement of trees within development lands and municipal projects;

AND WHEREAS subsection 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended ("*Municipal Act, 2001*") provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act, 2001* or any other Act;

AND WHEREAS subsection 11(2) of the *Municipal Act, 2001* provides that a municipality may pass by-laws respecting: in paragraph 5, Economic, social and environmental well-being of the municipality, including respecting climate change; in paragraph 7, Services and things that the municipality is authorized to provide under subsection (1); in paragraph 8, Protection of persons and property;

AND WHEREAS pursuant to subsection 135(1) of the *Municipal Act, 2001*, without limiting sections 9 and 10, a municipality may prohibit or regulate the destruction or injuring of trees;

Now Therefore the Council of the Corporation of the Town of Ingersoll enacts as follows:

1. That the Tree Replacement Policy for the Town of Ingersoll shall be governed by the provision and regulations contained in this by-law and as attached, as 'Schedule A';
2. That 'Schedule A' attached hereto, in substantially the same form, shall form part of this By-Law. This by-law may be cited and referred to as the "Ingersoll Tree Replacement Policy";
3. That this By-law shall come into force and effect on the date it is passed.

PASSED on the 8th day of December, 2025.

Brian Petrie, Mayor

Danielle Richard, Clerk

This by-law passed in accordance with Part VI.1 subsection 284.11 (4) (a) (ii) of the *Municipal Act, 2001*, as amended.

Town of Ingersoll – Policy & Procedure

Policy Section	Infrastructure & Development	Number of Pages	18
Policy Number	2025-03	Revision	Original
Report & Meeting Adoption Date	OP-22-25	Revision Date	September 19th 2025
Policy Title	Tree Removal and Replacement		

Policy

To establish a consistent policy for tree planting, protection, and replacement within development lands in the Town of Ingersoll, in support of the Town’s “Plant More Trees” Vision and Tree Canopy Policy.

This policy ensures that development contributes positively to the Town’s overall tree canopy and environmental goals, while providing clear guidance to both developers and staff during the application, approval, and construction phases.

Development Applications & Developer Responsibilities

1.1 Tree Replacement Requirement

- Developers are required to replant three (3) new trees for every one (1) tree removed as part of site development or subdivision construction.
- Replacement trees must be:
 - A minimum caliper of 50 mm (deciduous) or 1.8 m height (coniferous) at time of planting.
 - Provided a minimum soil volume of 10m³ per tree.
 - Native or regionally adapted species suitable for urban conditions chosen from the Approved Tree Planting List included in Appendix B.
 - Planted within the same phase of development, as approved by the Town.
 - Trees will not be permitted within 10m of the nearest property line to an intersection.

1.2 Subdivision Tree Planting Standard

- A minimum of one (1) tree per lot shall be provided as part of subdivision design and included in engineering drawings.
- Trees shall be located at minimum one metre on-lot, and not within the Municipal Road Allowance
- Tree planting plans must be approved by the Town prior to final acceptance.

1.3 Tree Protection During Construction

- Developers shall install tree protection fencing around all retained trees before construction starts.
- No soil, debris, or materials may be stored within protected zones.
- Any damage to existing trees on Town lands will require replacement at the stated 3:1 ratio.

1.4 Prohibited Actions

- No tree, shrub, or natural vegetation shall be removed, cut, or damaged without written Town approval.
- No refuse, soil, or construction debris shall be deposited or buried in vegetated or reforestation areas.

1.5 Cash in Lieu

- Should the guidance herein result in a deficiency from the 3:1 replacement ratio, the remaining trees should be planted elsewhere within parkland areas in the development.
- If space for the balance of trees within parkland remains deficient, the developer shall provide the Town with Cash-in-Lieu for replacement trees, calculated at a compensation rate of \$250.00 per tree.
 - The Town will use these monies to ensure planting of the balance of trees on municipal-owned property.

Application Guidance for Developers

Submission Requirements:

1. A Tree Preservation and Planting Plan must accompany all site plan, subdivision, and severance applications.
 - Plans must identify existing trees to remain, trees to be removed, and proposed replacement locations.
2. Species Selection:
 - Species shall be chosen from the Town's Approved Tree Planting List (Appendix B).
3. Timing of Planting:
 - All trees shall be planted during the appropriate spring or fall planting season following completion of major grading and servicing works.
4. Maintenance:
 - Developers are responsible for maintenance and replacement of planted trees for a minimum of two (2) years after installation or until assumption by the Town.

Staff Review Guidance

Review Process

Town staff shall review all development applications for compliance with this policy and the Town's Tree Canopy goals.

Staff shall:

- Confirm inclusion of the 3:1 replacement ratio for tree removals.
- Ensure one street tree per lot is reflected in the Tree Preservation and Planting Plan submitted with site plan and subdivision drawings.
- Verify species and spacing comply with approved standards.
- Require revisions where tree canopy coverage is insufficient or conflicts with infrastructure.

Enforcement and Compliance

- Conditions related to tree planting and protection shall be included in subdivision agreements, site plan agreements, and engineering approvals.
- Financial securities will be required to ensure compliance and maintenance.
- Final inspection and release of securities shall be contingent upon confirmation of tree survival and health after the two-year maintenance period.

Capital Projects

Public Works

Public Works will annually remove trees within the Municipal Road Allowance which have reached their end of life, visually evident through signs of decay, brittle branches, or peeling or cracked bark, as these trees may pose a serious risk to users of the right of way (cyclists, pedestrians, vehicles).

These trees for removal are not exempt from the 3:1 policy and will be replaced elsewhere on municipal property outside of any road allowance¹.

Annual Tree Inspection and Removal Process

1. The Manager of Public Works will inspect trees within the municipal road allowance three (3) times annually:
 - a. Spring when trees begin budding
 - b. Mid-Summer to identify stressed trees
 - c. Late fall to inspect for dead branches which have lost bark
2. Following the fall inspection, a list of trees recommended for removal will be posted on the Town's website for a period of 20 days, which will include the address associated with the tree, and the rationale for the removal. Notification of the posting will be made available through the Town's social media channels.
 - a. Properties fronting a location where trees are to be removed will receive a notification letter (Appendix B) advising of the tree removal, and informing the replacement list for selection.
 - b. Property Owners will be offered three (3) replacement trees to meet the 3:1 ratio. If fewer than three (3) are selected, the Town will plant the balance on municipally owned lands.

3. In Q1 of each calendar year following the approval of the Municipal Operating Budget, a tree tender will be released, for contracted removal of the trees.
4. Replacement trees are picked up in April, and will be provided to residents to plant on their own property.

Annual Tree Trimming and Resultant Removal Process

Public Works undertakes seasonal trimming of otherwise healthy trees as it relates to safety consideration of deadfall, or obstruction with powerlines and utilities, among other things. At times, trimming operations may uncover further issues with a tree, resulting in a recommendation to remove. In such event, the list published to the Town's website will not be able to be updated in a timely manner, and accordingly:

1. Properties fronting a location where trees are to be removed will receive a notification letter (Appendix B) advising of the tree removal, and informing the replacement list for selection.
2. Property owners will be offered three (3) replacement trees to meet the 3:1 ratio. If fewer than three (3) are selected, the Town will plant the balance on municipally owned lands.

Capital Projects

For infrastructure renewal capital projects on all lands under Ownership of the Town of Ingersoll, staff will seek to avoid tree removals wherever possible. Removal of otherwise healthy trees may at times require removal as necessary for capital project works.

These trees for removal are not exempt from the 3:1 policy.

Roadworks Capital Projects

Where a tree is to be removed from within the Road Allowance, fronting a Municipal Property and:

1. A property owner does not desire any replacement trees for 1 removed from their property frontage:
 - The Town will replace 3 trees on municipal property
 - The Property Owner will not be eligible for any cash-in-lieu payment
2. A property owner does desire replacement trees for 1 removed from their property frontage:

- The property owner may source their own larger caliper tree from the Town's Approved Tree Planting List for planting by their own forces within a 2-year window from the date the tree was removed
- Upon furnishing an invoice to the Town for payment of their replacement tree, they will be eligible for reimbursement for up to \$700.00
- The balance of \$50.00 from the cash-in-lieu ratio ($3 \times \$250 = \750.00) will be used to replace two (2) smaller caliper replacement trees on municipal property, outside the road allowance

Other Town Owned Lands

Where a tree is to be removed from within Town Owned Lands due to capital project works, three trees will be planted on Municipally Owned Lands for every one removed. Location for replacement trees will be determined at the discretion of the Town on a case-by-case consideration.

Challenges

The removal of a tree may be challenged. The process to challenge the removal recommendation is as follows:

1. A tree's removal may be challenged for rational relating to tree health or personal value using the form enclosed in Appendix C.
2. If safety risk is not the primary consideration, and tree health is in question, a challenge will only be received from a third-party ISA Certified Arborist retained by the complainant.
3. If the tree is found to be in good health following a challenge, the Town will reimburse the challenger for the cost of the private Arborist's opinion upon furnishing a receipt for service.
4. If personal value is of primary consideration, Public Works will be pleased to meet with the challenger, for further discussion.

⁻¹ *Replacement trees are not permitted within the road allowance due to the destructive long-term nature of root systems entering storm and sanitary sewer laterals, and heave on surface infrastructure creating trip hazards in sidewalks or promoting infiltration to the road subbase through .*

⁻² Difficulty of access will be determined at the discretion of the Town in consultation with the property owner. The Director of Infrastructure and Development's decision will be based on safety and likelihood of property damage and be held as final.

References

- Town of Ingersoll Strategic Plan – Priority Action 15: *Plant More Trees*
- Town of Ingersoll Tree Canopy Policy
- Report A-003-23 *Plant More Trees Vision* (March 6, 2023)
- Ontario Tree Planting Guidelines and Conservation Authority Best Practices

Appendix A

Town Of Ingersoll Approved Tree Planting List

Native & Regionally Adapted Trees for Southwestern Ontario

1. Deciduous Shade Trees (Large Canopy Trees)

Use for boulevards, parks, and open spaces with adequate rooting area requiring minimum 2.5m radius in all directions.

Common Name	Botanical Name	Mature Height	Key Features / Notes
Sugar Maple	<i>Acer saccharum</i>	20–25 m	Native maple; long-lived, brilliant fall colour; deep rooting (not for compacted soils).
Red Maple	<i>Acer rubrum</i>	15–20 m	Tolerates wetter soils; red fall colour; adaptable to urban sites.
Freeman Maple	<i>Acer × freemanii</i>	15–20 m	Hybrid (Red × Silver Maple); good urban tolerance.
White Oak	<i>Quercus alba</i>	20–25 m	Long-lived, strong structure, excellent wildlife value.
Red Oak	<i>Quercus rubra</i>	20–25 m	Fast-growing, urban tolerant; brilliant red fall foliage.
American Elm (disease-resistant cultivars)	<i>Ulmus americana</i> (e.g. 'Accolade', 'Princeton')	18–22 m	Dutch elm disease-resistant varieties only.
Hackberry	<i>Celtis occidentalis</i>	15–20 m	Hardy, drought-tolerant, excellent street tree; salt-tolerant.
Kentucky Coffeetree	<i>Gymnocladus dioica</i>	15–20 m	Tolerant of heat, drought, and poor soils; coarse branching form.
Bur Oak	<i>Quercus macrocarpa</i>	18–25 m	Drought- and salt-tolerant; adaptable to various soils.

2a. Medium-Sized Deciduous Trees

Suitable for narrower rooting area, less than 2.5m radius in all directions

Common Name	Botanical Name	Mature Height	Key Features / Notes
Serviceberry	<i>Amelanchier laevis / canadensis</i>	6–9 m	Spring flowers, edible berries, fall colour; multi-stem or single-stem forms.
Redbud	<i>Cercis canadensis</i>	6–8 m	Early pink flowers, heart-shaped leaves; prefers sheltered urban locations.
Ironwood (Hop-hornbeam)	<i>Ostrya virginiana</i>	9–12 m	Tolerates shade, low maintenance; fine texture foliage.
Black Cherry	<i>Prunus serotina</i>	10–15 m	Native shade tree with wildlife benefits; suitable for parks and buffers.
Basswood	<i>Tilia americana</i>	15–20 m	Fragrant flowers, native pollinator support; moderate salt tolerance.

2b. Small Ornamental / Flowering Trees

For landscaped areas.

Common Name	Botanical Name	Mature Height	Key Features / Notes
Eastern Redbud	<i>Cercis canadensis</i>	6–8 m	Early pink flowers, good for front yards.
Serviceberry (multi-stem)	<i>Amelanchier canadensis</i>	6–8 m	Native, showy white flowers, fall colour.
Flowering Crabapple (disease-resistant cultivars)	<i>Malus spp.</i>	5–7 m	Choose rust- and mildew-resistant varieties; spring bloom.
Pagoda Dogwood	<i>Cornus alternifolia</i>	5–8 m	Native, layered branching, shade tolerant.
Hawthorn (native types)	<i>Crataegus crus-galli</i> <i>var. inermis</i>	5–8 m	Thornless variety preferred; white flowers and red berries.

4. Coniferous / Evergreen Trees

For screening, windbreaks, and naturalized plantings.

Common Name	Botanical Name	Mature Height	Key Features / Notes
White Pine	<i>Pinus strobus</i>	20–30 m	Native; fast-growing, graceful form; avoid high-salt sites.
Red Pine	<i>Pinus resinosa</i>	20–25 m	Straight trunk, good in sandy soils.
White Spruce	<i>Picea glauca</i>	15–20 m	Excellent for screening, adaptable to urban conditions.
Norway Spruce	<i>Picea abies</i>	20–25 m	Fast-growing, good windbreak; not native but regionally adapted.
Eastern Hemlock	<i>Tsuga canadensis</i>	15–20 m	Prefers shaded, moist soils; not salt tolerant.
Eastern Red Cedar	<i>Juniperus virginiana</i>	10–15 m	Hardy, drought-tolerant, native to limestone soils.

5. Discouraged Species

To reduce disease, breakage, or invasive risk, the following are **not recommended**:

- Manitoba Maple (*Acer negundo*)
- Poplar species (*Populus spp.*)
- Siberian Elm (*Ulmus pumila*)
- Silver Maple (*Acer saccharinum*)
- Tree-of-heaven (*Ailanthus altissima*)
- Norway Maple (*Acer platanoides*)
- Ash species (*Fraxinus spp.* – due to Emerald Ash Borer)

Appendix B

Resident Notification for Tree Removal

Town of Ingersoll

Resident Notification: Tree Removal

Dear Resident,

The Town of Ingersoll wishes to inform you that tree removal work is scheduled in your area. This work is necessary for [*safety reasons / utility maintenance / disease management / construction / other reason*].

Details of the Work:

- **Tree(s) to be removed:** [Number and type of trees, if known]
- **Scheduled Date(s):** [Insert date range]
- **Location:** tree has been flagged fronting your residence

What to Expect:

- Tree removal equipment and workers will be on site.
- Temporary road or sidewalk closures may occur.
- Some noise and debris are expected during the work.

We apologize for any inconvenience this may cause and appreciate your understanding as we maintain a safe and healthy community.

For questions or concerns, please contact:

Town of Ingersoll Public Works

Phone: 519-485-0120 x 6223

Email: works@ingersoll.ca

Thank you for your cooperation.

Sincerely,

Town of Ingersoll Public Works

Appendix C

Tree Removal Challenge Form

**Town of Ingersoll
TREE REMOVAL OBJECTION FORM**

Residents who wish to challenge or request reconsideration of a tree removal in their area may complete this form and submit it to the Town of Ingersoll Public Works Department by:

(DATE _____)

All fields marked with * are required.

Landowner Information

Full Name*

Address*

Postal Code*

Phone Number*

Email Address

Tree Information

Location of Tree(s)*

Type of Tree (if known)

Reason for Concern/Objection*

(Describe why you are requesting reconsideration. Include any relevant information such as tree health, environmental value, heritage significance, or personal impact.)

Supporting Evidence*

Expert assessment (arborist report, etc.)

Other: _____

Preferred Resolution

☐ Preservation of the tree(s)

☐ Replacement with new tree(s)

☐ Other (please specify): _____

Declaration

I hereby declare that the information provided is true and accurate to the best of my knowledge.

Signature* _____

Date* _____

Submission

Please submit the completed form to:

Town of Ingersoll Public Works
Town Hall
130 Oxford Street, 2nd Floor
Ingersoll, ON
N4C2V5

Or by email to:
Works@Ingersoll.ca