



Project Charter – 1.3 Municipal Tree Inventory

Function: Operations

Project Team

Project Manager: Director of Operations

Project Coordinator: NA

Summary

The Municipality requires an inventory of all trees located on Municipal rights-of-way within settlement areas (Leith, Annan, Bognor and the former Town) of the Municipality of Meaford, as well as Municipal facilities, cemeteries, and parks to properly manage this asset.

Deliverables and Objectives

A spatially accurate inventory and initial assessment of trees on Municipal property, to facilitate the management of these assets that make up the urban forest.

Benefits

- Have trees as assets identified within the Municipal work order system and be able to assign and track work against each asset.
- Have the ability to identify trees that are on public land vs. private land and work towards lowering risk associated with this distinction.
- Be able to utilize the inventory to make annual and multi year maintenance programs based on data.
- Prioritize tree maintenance work, and work towards preventative maintenance programs vs. reactive.
- Be able to treat trees as municipal assets, and include them as part of Municipal Asset Management programs.
- Utilize the information to generate future analysis regarding canopy coverage within the Municipality and potentially generate targets to maintain canopy.

Scope Description

- Conduct a survey of all trees on Municipal properties within the urban area, hamlets, and parks of Meaford to create GIS-based inventory.
- Initial assessment of the health and risk of trees on Municipal lands which may include: species, size, condition/hazard rating, owner (municipal (yes, no, not sure) and shared), maintenance recommendation and general comments.

Out of Scope

- Rural municipal right of ways (outside of pre-determined settlement areas)
- County Roads
- MTO ROW (Hwy 26)
- Trees located on all other non-municipally owned properties (private property, Conservation Authority Land, federal government)

Process/Schedule

- Q2 2023 RFP for work and select consultant
- Inventory to commence and completed Q3 2023 (weather permitting)

Risks

Risk Description	Probability	Impact <i>significance</i>	Action to Avoid Risk
Identification of shared trees	High	Moderate	Define the actions that will be implemented to manage this risk
Identification of lots of trees requiring immediate maintenance	High	High	- Identification of a prioritization system for when these trees are identified and set clear parameters

Risk Description	Probability	Impact <i>significance</i>	Action to Avoid Risk
			for maintenance needs/timelines - Contracted work accordingly - Identify when work can be completed by in house staff vs. contractor. Even can

Budget / Resources

Budget allocated will be allocated to consultants hired to complete the inventory as outlined above.

Internal resources that will be required will be GIS Analyst time to ensure the data received is in the appropriate format. In addition, staff will also need validate data to ensure it is being imported properly.

Once data is collected the Municipality will need to setup a program to ensure data remains current.

Part of the requirements will be letting the Municipality know of imminent liability in the form of hazardous tree structure. In these instances, a predetermined criteria will be established for timelines for completion based on level of hazard – but this will require either contracted services and/or internal operations staff to remedy these assets in a reasonable amount of time.

Charter Adoption

Date: _____

CAO: _____

Project Manager: _____

Appendix 1 – Project Governance (RASCI) Responsibility Assignment Matrix

Individual	Responsible	Accountable	Supportive	Consulted	Informed	Expertise / Reasoning
<i>NAME</i>	X	X	X	X	X	

Responsible – The project owner. There can be multiple people responsible for a task.

Accountable – This person has final control over a project task and the resources associated with it. They will generally assign and delegate project work responsibilities. Only one person accountable to one task.

Supportive – Supportive people are able to provide resources to the Responsible project team members. They are actively involved in working with the Responsible person to see the project through to completion. Supportive persons and Responsible persons both have the same goals to achieve.

Consulted – Those who are Consulted are there to help the Responsible person finish tasks with success. These people can be consultants in their respective field that bring valuable subject matter expertise to the project.

Informed – These are people who need to be kept in the loop during the project life-cycle. Due to their status as a project stakeholder or the fact they will be impacted by the project, they will need to be informed about progress, at all stages, up-to and including project completion.