

RESPONSIBILITY FOR THE  
URBAN FOREST

The following are the specific responsibilities of the various stakeholders involved in caring for the urban forest.

## **1.0 Urban Forest Section**

- Maintain an up-to-date inventory of the urban forest required for managing, planning and budgeting.
- Install trees.
- Protect and maintain the urban forest.
- Structural maintenance of the urban forest.
- Remove hazardous, diseased and dead trees.
- Coordinate the tree planting and replacement program.
- Ensure that suitable stock is available for the urban forest
- Implement *Forestry Bylaw #9607*.
- Ensure that traffic sightlines are not obstructed.
- Train staff in the proper techniques of tree pruning, installation and the operation of forestry related equipment.
- Conduct inspections, assessments and valuations related to the structural integrity of the Urban Forest.
- Develop procedures and specifications for managing and sustaining the urban forest in an aboriculturally sound manner.
- Provide inspections for imported plant stock on all municipal lands and inspections at construction completion or substantial performance of a contract.
- Provide input into the review of applicable development applications and landscape plans.
- Knowledge of other civic policies that affect the management of the urban forest.
- Report tree disease and insect pest problems encountered during their regular activities.
- Inspect and certify imported plant material.
- Assist the Horticultural Extension Officer in providing educational services to residents and other civic departments to increase awareness of urban forest issues.

## **2.0 The Parks Maintenance and Open Space Services Sections**

- Install and replace shrub material and water.
- Prune smaller trees, water and cultivate trees and shrub beds.
- Assist in protecting trees from rodents and mechanical damages.
- Assist in control of pests in trees and shrub beds.
- Remove any park trees under five meters which are dead.
- Safety maintenance of all park trees under five meters.
- Report any tree work requiring forestry staff expertise and/or equipment to The Urban Forestry Section.
- Report pest infections to The Integrated Pest Management Section.
- Identify tree vacancies in parks and open space areas and report them to The Urban Forestry Section.

- Provide input into the review of applicable development applications and landscape plans.

### **3.0 The Integrated Pest Management Section**

- Detect and manage pests and diseases.
- Implement management programs for the control of tree pests and diseases.
- Implement *Forestry Bylaw #9607*.
- Participate in inspections for imported plant stock on all municipal lands and inspections at construction completion or substantial performance of a contract.
- Knowledge of other civic policies that affect the management of the urban forest.
- Provide input into the review of applicable development applications and landscape plans when appropriate.
- Assist the Horticultural Extension Officer and provincial agencies in providing educational services to residents and other civic departments intended to increase their awareness of pest management issues.
- Enforce the provisions of the Dutch Elm Disease Control Regulations.

### **4.0 The Planning and Design Division**

- Coordinate the development of the Five Year Capital Budget for the Streetscape Program.
- Ensure that the landscape designs of both internal and external developers comply with the City of Regina's *Zoning Bylaw #9250*, *Traffic Bylaw #9900* and sightline requirements and the Open Space Development Standards Manual.
- Ensure that forestry guidelines, policies and procedures are reflected and enforced in landscape plans submitted by internal and external developers.
- Provide research and analysis for design issues related to the urban forest.
- Coordinate the review of development applications and landscape plans.
- Coordinate inspections and certification of planning projects.
- Provide design expertise and project management for the annual planting programs.
- Provide landscape design expertise for open space improvements driven by the five year capital plan.
- Implementation of *Forestry Bylaw #9607*.
- Facilitate inspections for construction work related to Servicing Agreements (Construction Completion Certification, Final Acceptance Certification) and provide written authorization for municipal Servicing Agreement Administrators to issue those certificates (Municipal Engineering). Also facilitate inspections for construction work not related to Servicing Agreements (Substantial Performance of the Contracts, Total Performance of the Work).
- Knowledge of other civic policies that affect the management of the urban forest.
- Review applicable development applications and landscape plans.

### **5.0 The Support Services Department - Park Development Division**

- Install plant material as per specifications and plans.
- Acquire plant material as per specifications and plans.

- Maintain plant material until acceptance by owner.
- Provide labour to extract trees from the nursery on a contract basis.
- Provide on site services such as inspection and collaboration on design plans.
- Water all newly installed planting on public land for the capital streetscape program.

## **6.0 The Development Industry**

- Protect any trees on public land during construction by following the City's Tree Protection Procedures.
- Contact the City of Regina, Superintendent of Urban Forestry for plant material inspection upon delivery and prior to planting.
- Follow the City of Regina's standards with respect to planting, staking and maintenance.
- Water all newly installed plantings until the project is taken over by the City.