

*Appendix CC – Boulevard Tree Planting Guidelines as Required Under Development
Agreements, City of Winnipeg, November 2011*

CITY OF WINNIPEG

BOULEVARD TREE PLANTING GUIDELINES AS REQUIRED UNDER DEVELOPMENT AGREEMENTS

The Development Agreement requires that the Developer, in accordance with plans and specifications approved by the City Forester, must plant boulevard trees. The minimum criteria, subject to spacing, requires one boulevard tree in front and two along the flankage of corner lots are to be planted for each lot in the Subdivision.

These guidelines have been prepared to provide the Developer with the necessary processes, details and criteria for boulevard tree planting, in order to avoid delays and facilitate timely approval. It will be the Developer's responsibility to retain a Landscape Contractor with demonstrated experience and to ensure that the specifications issued under these guidelines be adhered to in every detail. Any deviations from these guidelines must be approved by the City Forester, prior to planting.

Note: Planting within Parks/Public Reserve site governed by a Development Agreement must conform to the processes outlined in the "*Submission and Approval of Plans for Parks / Public Reserves Governed by Development Agreements*"

1. GENERAL

1.1 Related References

- a. *City of Winnipeg Applicable Tree Species for Boulevard Plantings*
- b. *City of Winnipeg Tree Planting and Maintenance Specifications*

Both documents and associated standard construction details are available on the City of Winnipeg Web site:

http://www.winnipeg.ca/publicworks/Forestry/Tree_Planting_with_Development_Agreements.aspx

1.2 Definitions

- a. "Developer" – the party which owns or is entitled to own the planned area in a development agreement with the City.

- b. "Business Day" - means any Calendar Day, other than a Saturday, Sunday or Statutory or Civic Holiday.
- c. "Submission Deadline" and "Time and Date Set for Final Receipt of Bids" - means the time and date set out in the Bidding Procedures of a Bid Opportunity Document for final receipt of Bids.
- d. C.F. - City Forester: Shall be the City of Winnipeg City Forester or an alternate as he/she so names.
- e. D.A - Development Agreement: A legal document established in conjunction with a specific subdivision or land development which outlines the rules, roles and responsibilities of the Developer and the City.
- f. LDBT - Land Development Branch Inspection Technician: The individual within the Land Development Branch, who undertakes inspections of trees and reports on compliance with the Development Agreement Parameters. *The Land Development Branch within the City of Winnipeg Planning Property & Development Department is responsible for overseeing works related to new developments and/or as governed by a Development Agreement*
- g. C.A.or Contract Administrator: shall be the individual identified to oversee the installation process: this could be: a) the developer , b) the developer's designate - typically their consultant, or c) the individual identified under the Supplemental Conditions of a Bid Opportunity document.
 - i. Where no one has been specifically identified, it shall be understood that the Developer assumes this role.
 - ii. The role of the CA includes, but is not limited to: ensuring that contractors comply with the Guidelines; obtaining all necessary permits and approvals; scheduling meetings and inspections (see clauses 2.3, 2.4 + 6.1 b); preparing minutes of meetings; and distributing to those in attendance.

2. APPROVAL PROCEDURE

2.1 Boulevard Planting Concept Plan Approval

- a. Prior to tree planting on boulevards, the Developer shall submit to the Urban Forestry Branch, Public Works Department:
 - i. A cover letter that identifies:
 - (i) The name and contact information of the CA
 - (ii) Any deviations from the guidelines
 - ii. An overall boulevard planting concept plan for each phase of the subdivision, prepared by a Professional Landscape Architect which includes:
 - (i) tree species,
 - (ii) caliper,

- (iii) layout, and
 - (iv) proposal to obtain an appropriate tree diversity, as outlined in Clause 3 of these guidelines.
- b. Planting operations shall not commence until written approval is issued by the C.F. to the C.A. (with copy to the LDBT)

2.2 Approval of Tree Locations

- a. The C.A. shall stake (or otherwise mark by approved methods) all the proposed planting locations.
- b. The C.A. shall contact the LDBT to review and approve the planting locations prior to commencing any installations.
 - i. Approval shall be in the form of concept plan(s), marked-up to reflect any changes made on-site, signed and dated by the LDBT.

2.3 Routine Inspections

- a. The C.A. shall notify the LDBT two (2) - five (5) days prior to the start of a planting project in order to facilitate inspections during the process. The C.A. shall also notify the LDBT **in writing** when the planting project is completed.
- b. The LDBT or representative will conduct an inspection of the planted trees within 5 working days of receiving the written notification of planting completion, per clause 2.3 a.
- c. The LDBT will, upon completion of the planting project to his/her satisfaction, issue approval of the tree planting, in writing, to the C.A. - signifying the commencement of the maintenance period.

2.4 Final Inspection

- a. It is the C.A.'s responsibility to request final inspection by the LDBT not less than 30 days prior to expiration of the Developer's maintenance and guarantee period, as outlined in Clause 6.1 a).
- b. All annual and final inspections will be carried out between June 15 and September 15 to determine that the trees are vibrant and in full leaf. Unless otherwise stated in the Development Agreement, all trees must be in the ground for no less than 2 growing seasons before they will be considered for acceptance. All trees will be accepted or rejected at the anniversary of their planting, based on the inspection results.
- c. The LDBT or representative will inspect the trees and notify the **C.A.** of any replacements required or other deficiencies that may require correction.
- d. Upon satisfactory completion, the LDBT will accept the trees in writing. This acceptance shall release the Developer of all further responsibilities for the boulevard trees.

3. TREE DIVERSIFICATION

The diversity of tree species is important in combating existing and new insects and diseases. As a result, the Concept Plan shall include a mixture of species according to the following guidelines:

- 3.1 Only those trees species listed in *City of Winnipeg Applicable Tree Species for Boulevard Plantings* may be planted along boulevards.
- 3.2 Effective immediately, all new 'Boulevard Planting Concept Plans' shall include no more than 30% of any 1 (one) genus of tree for planting.

Any deviation from the above guidelines must be approved by the City Forester.

4. TREE PLACEMENT CONSIDERATION

- 4.1 Trees that are planted in boulevards shall be planted in a straight line and at a minimum distance of 3.5 m from the property line, unless otherwise directed by the Contract Administrator.
- 4.2 Boulevard trees shall be planted in accordance with the following spacing guidelines:
 - a. Large Size Trees 10 – 12 m apart
 - b. Medium Size Trees 8 – 10 m apart
 - c. Small Size Trees 7 – 8 m apart
- 4.3 Boulevard trees shall be planted at a minimum distance from above ground structures as indicated below:
 - a. Minimum distance from street intersections 6 m
 - b. Minimum distance from light standards 3 m
 - c. Minimum distance from private approaches 1.5 m
 - d. Minimum distances from hydrants 3 m
 - e. Minimum distance from hydro poles 3 m
 - f. Minimum distances from manholes/CB's/sewer grates 3 m

5. PLANTING PROCEDURES

- 5.1 Trees are to be planted in accordance with *City of Winnipeg Tree Planting and Maintenance Specification*

6. MAINTENANCE

- 6.1 Maintenance Period:
 - a. Unless otherwise stipulated in the Development Agreement, the Developer shall be responsible for regular maintenance of the trees and planting areas for a period of 2 years.

- b. The CA shall be responsible to contact the LDBT to arrange for a Final Acceptance inspection at the conclusion of the maintenance period.
- c. Any trees deemed unacceptable during the designated maintenance period will be replaced and maintained for an additional maintenance period term.
- d. These replacement trees will be re-inspected by LDBT or designate as per clause 6.1 b.
- e. Final Acceptance will be deemed to have been received when the LDBT provides the C.A. with a drawing identifying the accepted tree(s) at the conclusion of the maintenance period.

6.2 Maintenance shall be done in accordance with the relevant sections under *City of Winnipeg Tree Planting + Maintenance Specification*.