

City of Port Colborne WorkPlan

GANTT CHART

TASKS	July, 2022	August, 2022	September, 2022	October, 2022	November, 2022	December, 2022	January, 2023	February, 2023	March, 2023
Meetings									
Start-up Meeting with Project Team - TOR (Terms of Reference) , Project Planning									
Project administration and coordination									
Regular Monthly Project Team Meetings (up to 6)									
Meetings									
Task 1: Inventory and Assessment & By-law Review									
Review By-law 6175-01-15 Tree Planting and Tree Installation Policy 2007									
Citywide Inventory of the City's street tree and park trees incl. maintained and unmaintained trees in parks (2,000 trees)									
Value Added- Conduct a Windshield Survey and Produce Risk Management Issue Mapping from Windshield Survey									
Task 1: Inventory and Assessment Hours (excludes By-law Review)									
Task 2, Phase 1: Background, Research & Investigation									
Assemble background information									
Assess current status of resources									
Identify key factors and gaps									
Conduct Criteria & Indicators Self-assessment with Staff Team									
Conduct 1-on-1 Staff Discussions									
Prepare SWOT analysis and C&I analysis									
Develop Digital Canopy/Gap mapping of Port Colborne									
Value Added - Conduct i-Tree Canopy Study									
Value Added - Conduct i-Tree Eco analysis on inventoried trees									
Draft Current State of the Forest Report from Findings									
Submit to City: Update of Background research + Missing Links									
Draft Vision, Goals & Objectives with Staff Project Team									
Task 2, Phase 1: Background, Research & Investigation Hours									
Task 2, Phase 2: Consultation and Engagement Strategy									
Draft Public Engagement Plan									
Draft Survey and Questionnaire									
Public Notification for Meeting #1									
Internal and External Stakeholders Meeting and Public Meeting #1									
Summarize outcomes from Open House #1									
Public Notification for Meeting #2									
Internal and External Stakeholders Meeting and Public Meeting #2									
Summarize outcomes from Open House #2									
Finalize Consultation and Engagement Report and Recommendations and Presentations (3 presentations): including digital storyboard									
Task 2, Phase 2: Consultation and Engagement Strategy Hours									
Task 2, Phase 3: Management Plan Preparation									
Review Existing Forestry Operations- make recommendations to support adaptive mgt.									
Develop Strategies for growing and Managing quality UF									
Develop Monitoring Plan									
Develop Draft 20-Year UFMP with 5-Year Operating Plan. The Plan will include the Following topics: <ul style="list-style-type: none"> • Executive Summary • Introduction/Overview • Benefits of Urban Trees • Consideration of City of Port Colborne Corporate Initiatives • Plantable Species List Specific for the City of Port Colborne • Summary of City Tree Inventory Results and Tree Canopy Assessment • Maps that Visually Portray Tree Inventory Results • Identification of Tree Care and Maintenance Best Practices • Protection and Preservation • Management, Implementation, and Integration • Analysis of Current City Resources to Support Urban Forestry • Establish Canopy Coverage Goals • Community Engagement and Stewardship • Monitoring Plan • Climate Change Adaptation and Mitigation • Estimated Annual Budget needed to effectively achieve work plans and goals • Annual Inspection Plan for urban and rural areas to minimize risk 									
Presentation of Draft UFMP to Project Team									
Revise draft based on Staff & Public input									
Presentation to Senior Management Team & Committee of Council (if required)									
Revise draft based on Senior Management Team/Com. of Council input and submit FINAL UFMP									
Presentation of Final UFMP at Council Meeting (as required)									
Delivery of Final UFMP									