



# Urban Forest Bylaw Task Force Terms of Reference

## 1.0 PURPOSE

The purpose of the “Urban Forest Bylaw” is to preserve and enhance Colwood’s urban forest over the long term and balancing tree management best practices with community interests.

The purpose of the Task Force is to review the content of the “Interim Urban Forest Bylaw” to consider options, engage the community, and make recommendations to Council regarding the bylaw.

## 2.0 BACKGROUND

Colwood residents have made it very clear that trees are an important aspect of the fabric, ecology and identity of the community. The presence of character-defining landscapes, including trees, helps to set Colwood apart from other municipalities in the Capital Regional District.

Council adopted the “Interim Urban Forest Bylaw” No. 1710, 2017 on November 16, 2017. This interim bylaw is intended to help the community manage the impact of previously unregulated tree cutting activities.

The City is creating the Urban Forest Bylaw Task Force to help understand the impacts of tree cutting and tree management on neighbourhoods, the impacts that interim measures have had, and to assist staff in exploring ways to adjust the interim bylaw for urban forest management in the City over the longer term.

## 3.0 DUTIES

### 3.1 Prepare

After an orientation session, the Task Force will review its terms of reference and prepare an initial work plan consistent with the duties described below.

### 3.2 Review

The Task Force will review existing information regarding trees in the City of Colwood and options for urban forest management, such as:

- the City of Colwood’s Interim “Urban Forest Bylaw” No. 1710, 2017;
- recent and relevant community real estate trends, development industry practices and standards;
- best practices for urban forest / tree management (as related to site development and

- property maintenance) from other jurisdictions and relevant organizations;
- other relevant documents as appropriate.

### **3.3 Engage**

Through the Task Force meetings, members will identify and engage the wider community and stakeholders on potential options for urban forest / tree management. Option identification and engagement should enable the Task Force to consider whether components of the Interim “Urban Forest Bylaw” could be carried forward, expanded or contracted in an updated bylaw.

### **3.4 Recommend**

On the basis of its review of relevant information and the findings of its engagement program, the Task Force will make recommendations to Council regarding:

- the development of a final Urban Forest Bylaw;
- other matters (as necessary or appropriate) that the Task Force determines are of significance related to urban forest / tree management in Colwood.

### **3.5 Final Report**

Upon completion of its assignment, the Task Force will submit a report of its findings and recommendations to Council. The Staff Liaison and Chair shall collaborate to prepare the report. Following review by the Task Force, the report will be submitted to Council by Monday, April 9, 2018.

The Task Force’s function is advisory to Council, and their role ends upon submission of its final report to Council. The Task Force has no continuing advocacy role concerning their findings and recommendations.

## **4.0 ORIGIN OF WORK**

On November 14, 2017 staff presented a report to Council regarding the Interim “Urban Forest Bylaw” No. 1710, 2017 to Council. The Bylaw was adopted on November 16, 2017.

At that meeting, Council directed that an Urban Forest Bylaw Task Force be created to aid in the development of a balanced and sound approach to managing urban forests / trees on private and city-owned properties.

## **5.0 COMPOSITION**

**The Task Force will consist of nine (9) individuals:**

- one member of Council as Council liaison;
- two experts; and

- six resident members reflecting a diversity of backgrounds. Members will be appointed on the basis of their ability to listen with an open mind, to think critically, to build consensus and to work towards realistic solutions to the challenges of the issue. Members will be able to advance the work of the Task Force in an unbiased way and represent the interests and desires of the community. Members will not represent specific organizations or interest groups.

The Mayor is an ex-officio member of the Task Force.

**Staff Resources:**

- one member of staff from the following:
  - Building Inspection and Bylaw Services;
  - Engineering Department; and
  - Planning Department (the lead department)

**Chair**

The Task Force shall select a Chair and a Vice Chair from among its citizen members.

**The role of the Council member is to:**

- act as a liaison between Council and the Task Force;
- provide status reports to Council and solicit, where appropriate, Council’s views on the issues and items being discussed and considered by the Task Force.

**The role of the citizen members is to:**

- represent the views and interests of Colwood citizens;
- contribute their expertise and experience to the Task Force process;
- attend and participate in Task Force meetings and any other consultation events as determined and scheduled by the Task Force.

**The role of the staff liaison is to assist the Task Force with facilitation and project management including:**

- obtaining information, facilitating contact with City departments, and arranging for professional advice as required;
- supporting the Chair and Task Force members in promoting effective group functioning;
- collaborating with the Chair in preparing reports to Council;
- directing the support function for the Task Force regarding scheduling meetings; preparing agendas; taking notes at meetings; maintaining records; posting agendas, notes, reference material, progress reports on the city’s website as well as any other material the Task Force wishes to be made public.

## **6.0 TERM**

The term of the Urban Forest Bylaw Task Force is three (3) months or until the Task Force completes its work, whichever is earlier.

The Task Force process is to be completed by April 3, 2018 with a final report on the “Urban Forest Bylaw” No. 1710, 2017 to be submitted to Council for consideration by Monday, April 9, 2018.

## **7.0 MEETING SCHEDULE AND PROCEDURE**

### **7.1 Meeting Schedule**

The Task Force shall create a schedule of meetings that will be posted publicly.

### **7.2 Procedure**

Task Force meetings are open and constructive and are conducted in a spirit of good faith, and may rely upon City Staff for support or advice on procedure. The Task Force *will not* hold any closed sessions.

- the role of the Task Force is to evaluate options and make recommendations on the specific issue of urban forest / tree management, for consideration and decision by Council;
- Task Force meetings are conducted in a spirit of good faith and respect, so as to foster a free flow of ideas and encourage the unconstrained development of options;
- the public and press shall similarly exercise good faith and respect, mindful that the proceedings are a “work in progress,” and not a forum for lobbying or decisions;
- public and/or press may attend Task Force meetings as observers;
- the Task Force may receive delegations and presentations, and may call for public input from time to time;
- the Chair will provide opportunity for members of the public to ask questions and offer points of information, generally at the end of meetings; there will be no lobbying or speeches;
- electronic recording of a Task Force’s discussions, decisions or activities may occur with the Task Force’s permission;
- should anyone disrupt or impede a Task Force meeting, the Chair may expel that person from the meeting.

## **8.0 COMMUNICATION**

The City will assist with communication of the work of the Task Force.

## **9.0 DECISION MAKING APPROACH/FORMULATING RECOMMENDATIONS**

The Task Force will build toward consensus in formulating and evaluating alternatives, and in making recommendations. Unanimity is not required, nor is voting. In conducting their work, the Task Force shall maintain:

- a clear view of their purpose and Terms of Reference;
- a focused, task-oriented, and time-sensitive approach;
- accountability by each member for the effectiveness of the group as a whole;
- a flexible process inclusive of all interests in the community.

## **10.0 CONFLICT OF INTEREST**

Task Force members shall advise of personal conflicts of interest – for example, situations where a member:

- has a direct or indirect interest in the deliberations, pecuniary or otherwise;
- is involved in a matter contravening Council's Conflict of Interest / Code of Ethics guidelines.

Where an actual or potential conflict of interest exists, the Task Force member shall explain its nature to the group and the Chair shall discuss the matter with the Chief Administrative Officer.

## **11.0 SUPPORT/PROFESSIONAL SERVICES UTILIZED**

The Staff Liaison will arrange for professional advice as required.

## **12.0 BUDGET**

The Task Force shall have a reasonable use of miscellaneous services such as clerical services, photocopying, paper supplies, meeting areas, appropriate refreshments, and other requirements such as the advertising of engagement events.

These are provided primarily through the Staff Liaison and the applicable City department(s).

**Adopted by Council: November 16, 2017**