



Tree Bylaw Select Committee

Terms of Reference

1) ESTABLISHMENT AND AUTHORITY

At the April 20, 2021 Regular Council meeting of the Town of Gibsons Resolution R2021-164 was adopted establishing the “Tree Bylaw Select Committee” hereinafter referred to as the “Committee”.

2) PURPOSE AND SCOPE

The purpose of the Committee is to advise staff and Council on suggested amendments to the Tree Preservation Bylaw 1282, 2020 (Bylaw 1282). The following scope should be considered in the recommendations:

1. Maintain the intention of Bylaw 1282 – to preserve and enhance the tree canopy in Gibsons where feasible;
2. Ensure a smooth rollout of the updated Bylaw 1282;
3. Prepare for and address public concerns pertaining to Bylaw 1282.

3) DURATION

The Committee will dissolve after four meetings. The duration may be extended by Council resolution.

4) COMPOSITION

The Committee is comprised of no less than five (5) and no more than seven (7) voting members. Members shall be appointed as follows:

- a) One *member of Council (or designate)*;
- b) One (1) Certified Arborist (member of the International Society of Arboriculture);

- c) One (1) Landscape Architect (member of the British Columbia Society of Landscape architects) or landscape specialist from a related background;
- d) One (1) or more residents of the Town of Gibsons with a background in Environmental Sciences;
- e) Representatives from the general public having an interest in the future of Town of Gibsons, who may or may not identify as having a specific area of expertise or interest;
- f) A representative of the Skwxwú7mesh Úxwumixw will be appointed as a committee member if there is an expression of interest.

All members shall provide the Recording Secretary with contact information including members' phone number(s), mailing and civic addresses, and email address prior to the first meeting to ensure materials are received prior to meetings.

5) ELIGIBILITY

- a) An advertisement for a call for volunteers from members of the community interested in joining the Committee will be placed in the local newspaper, on the Town website, and on Facebook.
- b) All positions on the Committee are to be filled by residents and/or property owners of the Town of Gibsons.

6) APPOINTMENT AND MEMBERSHIP

- a) The Committee shall appoint one member as Chair.
- b) If the Chair cannot attend the meeting, remaining members will identify a Chair for the meeting when quorum is available.
- c) The appointment of any member of the Committee may be rescinded at any time by the Council as set forth in section in Section 144 of the *Community Charter*.
- d) The resignation of any member of the Committee must be made in writing and in accordance with section 121 of the *Community Charter*.
- e) All members of the Select Committee will maintain confidentiality in accordance with section 117 of the *Community Charter*.

7) REMUNERATION

All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the Director of Finance with prior approval of the Director of Corporate Services or designate.

8) TERM AND TERMINATION

Members of the Committee shall serve at the appointment of the Council.

9) DUTIES AND RESPONSIBILITIES

The purpose of the Committee is to advise staff and Council on suggested amendments to the Tree Preservation Bylaw 1282, 2020 (Bylaw 1282). The following scope should be considered in the recommendations:

- a) Maintain the intention of Bylaw 1282 – to preserve and enhance the tree canopy in Gibsons where feasible;
- b) Ensure a smooth rollout of the updated Bylaw 1282;
- c) Prepare for and address public concerns pertaining to Bylaw 1282;
- d) This Committee should consider the following:
 - i. The many ecological, environmental, and social functions of trees
 - ii. The Urban Forest means the trees, forests, greenspace, and related abiotic, biotic and cultural components located within the Town;
 - iii. That all trees are a community asset, whether on private or public property;
 - iv. The functions of trees will increase in importance as climate change progresses;
 - v. Bylaw 1282 is consistent with Council’s Strategic Plan “Responding to a Changing Climate”;
 - vi. Residents’ concerns regarding view protection, access to sunlight for solar energy and growing food, and overcrowding of existing trees on lots;
 - vii. Due regard for public safety and accessibility; and
 - viii. Compliance with other relevant Town bylaws.

10) AUTHORITY

- a) The Committee has no delegated authority from Council.
- b) The Committee is reminded that they cannot direct staff or take any action contrary to existing Council Policies and Directives.

11) LIASONS

- a) The following representatives will participate as liaisons and, with the exception of the member of Council, as non-voting members on the Committee:
 1. A member of Council (or designate);
 2. A staff-appointed Recording Secretary;
 3. The Natural Asset Technician;
 4. The Director of Infrastructure Services (optional).

- b) The role of the staff liaisons include:
 1. Providing information and professional advice;
 2. Serving as one of the communication channels to and from Council.

12) MEETINGS

- a) The Committee shall meet virtually on Zoom as often as determined by the Committee, but no longer than described under Section 3) Duration.
- b) Substantial effort shall be made to make decisions by consensus, however where consensus cannot be achieved, simple majority shall govern.
- c) The quorum for the Committee is a majority of the voting members appointed under section 4 (Composition).
- d) Should there be no quorum present within 15 minutes after the time appointed for the meeting, the recording secretary shall record in the minutes the names of the members present at the expiration of such fifteen minutes and the meeting shall stand adjourned until the next scheduled meeting.
- e) Agendas and minutes for each Committee meeting shall be prepared and distributed in a timely manner by the Recording Secretary, under the direction of the Chair.
- f) All Committee meetings must be open to the public except where the committee resolves to close a portion of it pursuant to Section 90 of the *Community Charter*.
- g) Committee members are subject to the Conflict of Interest legislation as outlined in Section 100 – 109 of the *Community Charter*.

13) REFERENCE DOCUMENTS

a) The terms “Council” and “Committee” shall be interchangeable for the purpose of interpretation of these sections.

- *Community Charter*, Section 90 – Open and Closed meetings
- *Community Charter*, Section 117 – Duty to respect confidentiality
- *Community Charter*, Section 122 – Resignation
- *Community Charter*, Section 100-109 – Conflict of Interest