

Terms of Reference Trees and Forests Advisory Committee

Role

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to City Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with the Municipal Council's Strategic Plan principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law.

Mandate

The Trees and Forests Advisory Committee serves as a resource and information support group to the Planning and Environment Committee, the Municipal Council, and its Committees as required, and to the citizenry and provides advice on the following matters:

the formation and implementation of London's Urban Forest Strategy through three main areas:

Planning & Protection

- provide advice on the development and monitoring of London's Urban Forest Strategy;
- provide advice on City's policies, by-laws and guidelines which effects trees;
- work with the City's Corporate Communications Division and the Culture Office to publicize the benefits and importance of the initiatives designed to achieve the objectives of the Municipal Council through such vehicles as the Urban Forest Strategy and the Creative City Committee; and
- provide advice concerning the co-ordination of London's efforts with adjacent municipalities with a view to maximizing the retention of existing trees, woodlands and natural areas to maximize the retention of existing trees, woodlands and natural areas.

Planting & Renewal

- encourage public participation in initiatives designed to achieve the objectives of the Municipal Council as identified in the Urban Forest Strategy;
- provide advice on the expansion and advertisement of City and community programs to support community planting initiatives;
- encourage the expansion of annual tree planting programs (parks, natural areas and streets) to meet demand;
- work with the Civic Administration to pursue opportunities for federal, provincial and corporate funding for tree planting initiatives; and
- provide advice in support of the City's Role in its 10 year partnership undertaking 'Million Tree Challenge'.

Management & Maintenance

- provide advice on the development of a comprehensive plan for tree and forest management city-wide;
- support the retention and health of trees on private lands; and
- educate and build awareness of best practices for the maintenance and management of trees;
- to investigate such other aspects of environmental concerns as may be suggested by the Municipal Council, its other Committees, or the Civic Administration.

Composition

Voting Members

Maximum of thirteen members consisting of:

- Five members-at-large with related expertise
- One representative from each of the following:
 - A representative of the Environmental and Ecological Planning Advisory Committee
 - A representative with forestry expertise
 - A local business association or tree-related business
 - An active community planting group
 - A representative of the Urban League of London
 - A representative of the University of Western Ontario with related expertise
 - A representative of Fanshawe College with related expertise
 - A representative of the Middlesex-London Health Unit
 - A representative of the London Development Institute/London Home Builders Association (jointly)

Non-Voting Resource Group

One representative from each of the following:

- Ministry of Natural Resources – London Office
- City's Community Services Department
- City Ecologist
- Urban Forester
- City's Planning Division
- Planning, Environmental & Engineering Services Department
- London Hydro
- Upper Thames Valley Conservation Authority
- City Manager's Office

Sub-committees and Working Groups

The Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's office does not provide secretariat support to these sub-committees or groups. These sub-committees and working groups shall draw upon members from the Advisory Committee as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Advisory Committee.

Term of Office

Appointments to advisory committees shall be for a four-year term, commencing March 1 of the first year of a Council term and ending on February 28 or, in the case of a leap year, February 29 of the first year of the following Council term.

Appointment Policies

Appointments shall be in keeping with Council Policy.

Qualifications

The representatives of the organizations must be members or employees of the organizations they represent. Other members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee. Non-voting representatives from local resource groups shall be members or employees of the organization they represent.

Conduct

The conduct of Advisory Committee members shall be in keeping with Council Policy.

Meetings

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the advisory committee. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Advisory Committee.

Remuneration

Advisory committee members shall serve without remuneration.