

Tree Canopy Management Sub-committee Terms of Reference



1.0 BACKGROUND:

In response to the Town's Climate Change Emergency Declaration signed by Council in May 2019, the Climate Change and Asset Management Division (CCAM) has developed a Low-Carbon Resilience Framework (LCRF) and established a Climate Change Action Task Force (CCATF) to take actions to reduce community-wide greenhouse gas emissions to achieve the net-zero target by 2030 and to improve the adaptive capacity and resiliency of the community to local impacts of climate change events. The CCATF is supported by two Steering Committees – Low-Carbon Transition Steering Committee (LCT-SC) and Climate Change Resilience Steering Committee (CCR-SC) to guide the implementation of the LCRF's two guiding strategies: Low-Carbon Transition Strategy and Climate Change Resilience Strategy (CCRS). Effective management of the Town's natural assets and tree canopy is a key element of the CCRS. Trees help to mitigate the effects of climate change by acting as carbon sinks and sequestering carbon dioxide. Trees also help adapt to climate change impacts by cooling urban environments, improving air quality, and helping prevent flooding from stormwater runoff.

The Town has established a Halton Hills Tree Canopy Management Sub-committee reporting to the CCR-SC to develop and implement actions to protect, preserve and enhance the Town's tree canopy as part of its Natural Assets Framework.

2.0 PURPOSE:

The purpose of the Halton Hills Tree Canopy Management Sub-committee is to manage and coordinate the Town's various tree-related projects under a common framework and develop an action plan to implement a Tree Canopy Management Program (TCMP). The goals and objectives of the TCMP include to:

- Protect and preserve the Town's existing tree canopy
- Support a proactive tree risk management and maintenance program
- Expand the Town's tree canopy by increasing tree planting
- Measure and monitor the Town's tree inventory and better track tree projects
- Assess levels of service provided by trees and evaluate their ecosystem benefits
- Strengthen partnerships and collaborate with local experts (community groups, conservation authorities, academic institutions, etc.)
- Educate residents on trees, tree care and their benefits and value to the community

3.0 MANDATE:

The TCM Sub-committee provide direction and guidance on the TCMP by:

- a) Ensuring that the TCMP is aligned with the Town's overall strategic goals and activities
- b) Encouraging integrated departmental collaboration and cooperation to effectively manage tree-related projects under a common framework

- c) Earning corporate and community buy-in for the goals and initiatives of the CCRS and achieve its outcomes

4.0 DELEGATED AUTHORITY:

The Tree Canopy Management Sub-committee is a sub-committee of the Climate Change Resilience Steering Committee (CCR-SC) and does not have any delegated authority.

5.0 MEMBERS:

Members of the Subcommittee along with their relevant initiatives include:

Stakeholder		Relevant Plan/Initiative/Project
Town of Halton Hills	Climate Change & Asset Management	Privately Owned Tree Management Strategy
		Low-Carbon Transition Strategy
		Climate Change Adaptation Plan
		Sustainable Neighborhood Retrofit Action Plan
		Natural Asset Management Project
		Tree Asset Management Plan
	Recreation and Parks	Parks and Open Space Planting, including Community initiatives
	Public Works	Public Street and Park Tree Management
	GIS	Mapping of Street Trees and Tree Canopy

Other external stakeholders, such as Conservation Authorities, Halton Region, Halton Environmental Network, and academic partners may be consulted and take part in meetings as needed.

6.0 ROLES AND RESPONSIBILITIES:

- **Chair:**

The Senior Manager of Climate Change and Asset Management will chair the meetings.

The responsibilities of the Chair are as follows:

- Setting the agenda for each meeting
- Making the purpose of each meeting clear to members
- Encouraging broad participation from all members in group discussions
- Ending each meeting with a summary of decisions and assignments as well as collecting new business items for future meetings

- **Admin Support:**

Staff from the CCAM Division will provide support to develop the agenda, co-ordinate the work-plan, and meet timelines, as well as assist with facilitation of meetings.

- **Members Responsibilities:**

The responsibilities of all members include:

- Understanding the goals, objectives, and desired outcomes of the TCMP
- Understanding and representing the diverse interests of community stakeholders
- Taking a genuine interest in the program's outcomes and overall success
- Actively participating in meetings through attendance, discussion, and review of minutes, papers, and other related documents

- Supporting open discussion and debate and encouraging fellow members to provide their perspectives
- Acting on opportunities to communicate positively about the TCMP

7.0 Meetings:

The following expectations of meeting are as follows:

- Members will be expected to attend meetings as required. Each meeting is anticipated to last one hour and occur every two months except in July and August, which follows standard practice of Town committees
- The CCAM Division will provide an agenda for each meeting. Members are strongly encouraged to collaborate in preparing agendas by suggesting topics
- In the event of an extended absence of a member, an appropriate alternate from the respective department is expected to attend
- The Senior Manager of CCAM will chair the meetings (every two months)
- Administrative support is provided by the CCAM Division. However, the meeting summary notes will be a shared task amongst the members and final copies will be forwarded to the Senior Manager of CCAM
- Attendance at meetings and associated work will be considered as time of regular work for which members will be paid at the appropriate rate of pay
- Sub-committee decisions will not be made without a quorum. A quorum means the majority of members (50%) plus one

8. BUDGET:

A review of budgeting needs will be assessed as on a project-by-project and program basis based on actions identified by the subcommittee and pending approval by Council.

The Tree Canopy Management Sub-committee will identify and evaluate external funding sources and potentially eligible projects.

9. AMENDMENTS:

The Tree Canopy Management Sub-committee Terms of Reference may be amended at any time and submitted for approval to the Director of Strategic Initiatives, as deemed necessary by the Sub-committee to ensure the Sub-committee's continued effectiveness. Major amendments will be subject to Council approval.