

URBAN FORESTRY ADVISORY COMMITTEE MINUTES

THURSDAY
NOVEMBER 28, 2013

START TIME: 5:00PM

CITY HALL: ATRIUM

MEETING CALLED BY	Elizabeth Chitty
CALL TO ORDER:	5:00pm
COMMITTEE CHAIRPERSON	Elizabeth Chitty
MINUTES	Daryl Abbs
ATTENDEES	Elizabeth Chitty Michael O'Neill John Stevens Bruce Zimmerman Ron Calvert Councilor Mark Elliott Councilor Bill Phillips Peter Howes Keith Bessey Gavin Pally
REGRETS	Mike Anderson David Stevens
ABSENT	Steven Holmes John Sheehan

Agenda topics

5:00 PM #2. APPROVAL OF AGENDA

DISCUSSION	
	<ul style="list-style-type: none"> • Motion to accept the agenda by Bruce Zimmerman • Consensus agreement

5:05 PM #3. APPROVAL OF MINUTES OF SEPTEMBER 19

DISCUSSION	
	<ul style="list-style-type: none"> • Motion to accept minutes by Peter Howes • Motion seconded by Michael O'neil

5:10 PM

#4. BUSINESS ARISING FROM MINUTES

DISCUSSION	
	<ul style="list-style-type: none"> Elizabeth Chitty has sent an email to the director of Recreation and Community Services outlining the committee's encouragement of staff to attend the Ontario Urban Forest Council (OUFC) Conference <ul style="list-style-type: none"> There has been no response yet
MINUTE	<ul style="list-style-type: none"> Elizabeth notes that the resources used at the OUFC could benefit the committee as the subject matter was on influencing public behavior
ACTION	<ul style="list-style-type: none"> Defer matter of drafting a letter to TES based on the email from John Dick brought up at the meeting on September 19, 2013 as the item requires more attention

5:30 PM

#5. PUBLIC CONSULTATION

DISCUSSION	
Method of public consultation	
	<ul style="list-style-type: none"> Multiple options were suggested These options were combined to create the agreed upon method of the public consultation <ul style="list-style-type: none"> PowerPoint presentation on loop to be played before and after a formal presentation Short formal presentation approximately 10 minutes long – no longer than 15 Online materials made available in advance to the meeting Handouts – people can remain anonymous but are encouraged to note what area of town they are from as it would enhance the quality of the feedback Committee will break up into specific groups to allow the discussions to be more focused Visual contextualization Each station will have a set of 4 or 5 questions to keep discussions going and to provide feedback that's comparable City staff member to record issues not related to the private tree by-law Proposed that the City provide student note takers Length of meeting will be 2 hours – from 7pm – 9pm Title of the public meeting: Private Property Tree By-law Meeting Dates of the meeting are to be January 23rd and January 30th at the Kiwanis Aquatic Center and Russell Avenue Community Center Discussion points: <ul style="list-style-type: none"> Presentation should be 15 – 20 minutes <ul style="list-style-type: none"> Councilor Elliott suggested the length be around 10 minutes because people tend to lose interest in presentations longer

Comment [DA1]: Mike said the City cannot provide note takers – we may want to have people in groups of two with one member taking notes

	<ul style="list-style-type: none"> ▪ Note takers are important so that detailed feedback is received ▪ Tone of voice in the presentation is important so as to remain sounding unbiased ▪ Emphasis should be put on the fact that the public's feedback will be in addition to the committee's input ▪ 4 or 5 questions will keep the discussion focused ▪ Stations for different topics within the by-law so that people can go to the station that relates to their particular issues/concerns ▪ Visuals at each station will make it easier for people choose which station to go to ▪ PowerPoint loop – slides can be information from each station
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ACTION	<ul style="list-style-type: none"> • Daryl Abbs to check availability of meeting rooms
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Comment [DA2]: Rooms booked – Kiwanis January 30th and February 6th from 6:30-9:30

DISCUSSION

Communication Strategy

- The committee will use the following outlets to publicize the public meeting:
 - City Page
 - Public Service Announcement (if possible)
 - City Facebook
 - City or RCS Twitter
 - The Current
 - An article in Niagara This Week (if possible)
- Bruce Zimmerman and John Stevens have volunteered to be available to give quotes for the potential article

ACTION	<ul style="list-style-type: none"> • Daryl Abbs to find out typical protocol for public meetings from Communications (If they are required to write it and who they would need to talk to from the committee) • Daryl Abbs to check deadlines and requirements for copy
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6:20PM

#6. RESULTS OF DARYL'S POLL

DISCUSSION	
	<ul style="list-style-type: none"> • Poll was not completed by every member because not all of the committee members received the email with the link to the poll
ACTION	<ul style="list-style-type: none"> • Daryl Abbs to resend the email with the link to Elizabeth Chitty and she will forward to all committee members with a deadline of Tuesday to complete the poll

6:25PM

#7. SCHEDULE MILESTONES UNTIL PUBLIC CONSULTATION

DISCUSSION	
<ul style="list-style-type: none"> December 12th will be a special meeting to discuss the preparation of the public meeting The committee will also discuss the special questions for the public meeting if there is time January 9th will be a regular meeting used to discuss the special questions 	

Comment [DA3]: Atrium – 5-7pm (booked)

Comment [DA4]: Atrium – 5-7pm (booked)

6:35 PM

#8. COMMITTEE MEMBERSHIP RESIGNATIONS

DISCUSSION	
<ul style="list-style-type: none"> John Dick has resigned Elizabeth Chitty is resigning in February Question proposed: Who will take over as chair? <ul style="list-style-type: none"> They will be chair from March to November Could co-chair for 2 months until Elizabeth officially resigns The committee prefers the City advertises for 2 new members in March 	

6:48 PM

#9. AODA COMPLIANCE

DISCUSSION	
ACTION	<ul style="list-style-type: none"> Committee members still need to fill out the checklist in the back of the training module and return to City staff

6:50 PM

#10. OTHER BUSINESS

DISCUSSION	
<ul style="list-style-type: none"> Elizabeth will send out a link for the Tree by-law information package which is used by committees for putting together by-laws Gavin handed out a report on Tree Conservation By-laws in Southern Ontario which could be useful as a reference for the committee Also Gavin sent around the City of Barrie's Tree protection/private/public tree by-laws 	

MEETING ADJOURNED:	6:56pm
NEXT MEETING:	December 12 th – Atrium – 5pm-7pm