



## **INTERIM TREE BYLAW WORKING GROUP MEETING NOTES**

**May 8, 2018 5:00-6:30 p.m.**

**Main Floor Conference Room - North**

### **ATTENDEES:**

**WG Members:** Andrew Gitt, Mary Gamel, Ernie Bodie, Ian Ferguson, William Cafferata & Lisa Morris

**Council Liaison:** Councillor Mary Ann Booth

**Staff:** Jim Bailey, Director of Planning & Development Services

**Regrets:** Don Harrison, Nic Tsangarakis, Craig Bench, Erika Syvokas

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### **1) WELCOME**

Andy opened the meeting at 5:04 p.m., welcoming everyone.

### **2) APPROVAL OF MAY 8, 2018 MEETING AGENDA**

The Agenda was approved as circulated.

### **3) APPROVAL OF PREVIOUS MEETING NOTES AND REVIEW ACTIONS**

Action items were reviewed. The following item was outstanding:

- 1) Staff to coordinate collection of feedback from staff prior to the ITBWG / staff workshop on May 3rd. COMPLETED
- 2) Staff to confirm the CAO meeting time / location. COMPLETED
- 3) Nic will put together the agenda for the CAO meeting and circulate to the WG. COMPLETED
- 4) Staff to book meeting room for subgroup to meet immediately after the May 3rd workshop to consolidate and review the public and staff input. COMPLETED
- 5) Staff to confirm date for the final consideration of the WG's recommendations by Council. TARGETTING MEETING IN LATE JUNE / EARLY JULY PENDING SCHEDULING AVAILABILITY.
- 6) Staff to look into incorrect information on the website to do with removing trees in creek area. CARRY FORWARD. (May be completed?)
- 7) Staff to provide an update on how many groups were contacted and how many responses were received. TARGETED OUTREACH TO COMMUNITY GROUPS AND STAKEHOLDERS INCLUDED: WEST VANCOUVER HOUSING ASSOCIATION, ALTAMONT RESIDENTS ASSOCIATION, WESTERN RESIDENTS ASSOCIATION, AMBLESIDE DUNDARAVE RATEPAYERS ASSOCIATION, DWV DESIGN REVIEW COMMITTEE, LOWER CAULFEILD ADVISORY COMMITTEE, AND SQUAMISH FIRST NATION. WRITTEN RESPONSES WERE RECEIVED FROM WESTERN RESIDENTS ASSOCIATION, ALTAMONT RESIDENTS ASSOCIATION AND WEST VANCOUVER HOUSING ASSOCIATION. A LETTER WAS ALSO RECEIVED FROM

THE BRITISH PROPERTIES AND AREA HOME OWNERS ASSOCIATION (BPAHA)  
AFTER THE DEADLINE.

- 8) Ernie will analyze public letters received in advance of the workshop on May 3rd.  
COMPLETED

#### 4) STAFF LIAISON AND COUNCIL UPDATE

##### Council Update:

- Councillor Booth wanted to ensure that we were reading the letters to “Mayor and Council” regarding the Tree Bylaw. Ernie has been pulling these from the West Van website and distributing to the WG.
- Councillor Booth will ask Council to distribute any emails/letters they have received directly to Nic, if they feel that the content would be meaningful to the WG (e.g. something different than the primary issues commented on).
- Councillor Booth plans on being unavailable May 15<sup>th</sup> through 25<sup>th</sup>.

##### Staff Liaison Update:

- Council is very busy in June, so even the June 25<sup>th</sup> Council Meeting date isn't firm. Council has many important decisions in the near-term.

#### 5) REVIEW OF RECENT MEETINGS AND NEXT STEPS

##### Review of Recent Meetings:

##### 1. Arborist / GIS meeting on May 1st:

- Members of the GIS team and ITBWG met to review a sample of LIDAR data and discuss LIDAR potential at the Municipality.
- Data recommended by the WG for initial and periodic review is:
  - o Canopy Cover % (if LIDAR – would need to determine a minimum tree height to be included)
  - o By Neighbourhood (recommendation to use the Real Estate Board's neighbourhood definitions, as West Van does not have a definition)
  - o Periodic review of data - at a minimum of 3 years (LIDAR base flight would likely be done every 2 years by Metro)

##### LiDAR vs iTree:

- o The WG was considering recommending an iTree study, as the projected costs for the info needed were quoted at about 25% of LIDAR's cost. However, if Metro Vancouver is covering the base costs, and West Van has other departments interested in using the LIDAR data, LIDAR may be the more cost-efficient way to go.
- o The GIS team will be contacting McElhanney for quote for the first return, and relevant categorization and will continue to talk to other West Van departments to assess who else would share in the estimated \$11K costs for the non-categorized data.

The sample LIDAR shown was for a section of Upper Caulfeild. Ken's analysis showed 28% canopy cover for Private Property, and 34% for Municipal lands.

2. Overview of May 3 ITBWG / Staff Workshop on May 3rd:
  - The purpose of the workshop was to discuss possible operational issues (day to day practicality) and administrative impacts (resourcing, workload etc.) of possible bylaw amendments.
  - Departments
  - Jim provided some good questions, which reflect what we may be asked by Council.
  - Staff added additional questions specific to their areas of responsibility. It was a very valuable meeting, with staff contributing perspectives on potential solutions.
  - Notes from the workshop (which were thanks to Councillor Booth) were distributed by Erika, and contain additional detail about the workshop.
  
3. CAO meeting on May 7th:
  - Council was a bit more docile than the WG expected. There were few tough questions.
  - Council was possibly more focussed on another very important issue which was occurring the same day.
  - There did not seem to be a good understanding of the bylaw recommendations. In hindsight a 2 page summary (similar to that provided to the staff workshop) may have been helpful.
  - There are other very big decisions including OCP on Council's plate right now.
  - Council will have to ask hard questions when in camera at the Council Meeting where the Recommendations are presented, so the WG needs to prepare for these anticipated questions.
  - Council did appreciate that we had appeared to be knowledgeable enough to answer questions completely.
  - Councillor Cameron did state that he still is uncomfortable that more large trees aren't protected (and others may also feel this way).
  - Hedges were also an issue – both Councillors Cameron and Cassidy suggested considering a lighter implementation (e.g. roof or eave height).
  - Changing demographics (e.g. cultures) value trees differently.
  - Distributing information in different languages does cost money, as external translators would need to be hired. These costs would need to be shown on our implementation schedule.

Next Steps:

- 1) Create a separate Google Doc containing our initial recommendations. WG members should add comments/thoughts/issues under each recommendation, which would lead to those recommendations being changed.
- 2) Update our FAQ document, to reflect questions we anticipate Council will ask us. Additional questions could be added based on staff and resident input. Residents seem to like the FAQ format.
- 3) Create a draft Implementation Schedule, based on key recommendations, to outline Priority, Phasing, and relative Cost.
- 4) Hold a WG meeting to review each recommendation, together with suggested changes (from the Google Doc). The Implementation Schedule should also be reviewed at this time. Schedule this meeting when Councillor Booth and Jim Bailey are available – likely in early June. Best to hold this at least one week prior to the planned CAO meeting.

- 5) Meet with CAO to review the revised recommendations, at least one week prior to the Council Meeting where the Recommendations are resented.
- 6) Presentation of final Recommendations to Council.

Further to the above:

- There was a discussion on the best process to consolidate and review feedback the WG has received on the initial Recommendations. It was agreed that we will create a separate Google Doc containing our initial recommendations. WG members will be able add comments/thoughts/issues under each recommendation, which could lead to those recommendations being modified. **ACTION. Ernie to create a new Google Doc and share the link.**
- Update our FAQ document, to reflect questions we anticipate Council will ask us. Additional questions could added based on staff and resident input. Residents seem to like the FAQ format. **ACTION: WG members to submit suggested additional FAQs to Ernie. Andy will hopefully assist with answers!**
- Councillor Booth stated that Council will be asking about projected costs. She suggested that we create an Implementation Plan with costs, which would be meaningful for Council. Parks Master Plan used this approach, as did the Arts and Council Strategy, and maybe Upper Lands Working Group. These plans are online. The Implementation Plan should list the recommendations, along with the priorities, phasing, and relative costs (e.g. how many FTEs would likely be required in first few years?). Staff would provide a cost/benefit analysis (not required in our documentation?). It was suggested that WG provide some information regarding the value of trees to Council, which could assist staff regarding a cost/benefit analysis. **ACTION: WG to create an Implementation Plan, which could be submitted with our Recommendations.**
- Hold a WG meeting to review each recommendation, together with suggested changes (from the Google Doc). The Implementation Schedule should also be reviewed at this time. This meeting should be scheduled when both Councillor Booth and Jim Bailey are available – likely in early June. Best to hold this at least one week prior to the planned CAO meeting. **ACTION: Schedule a WG (or Subgroup) meeting in early June, once the likely Council date is firmer.**
- Meet with CAO to review the revised recommendations, at least one week prior to the Council Meeting where the Recommendations are presented. This meeting is to help ensure Councillors understand the revised recommendations that will be presented, and to listen to any concerns the Councillors may have. While we should assume that Councillors will be familiar with most of the Recommendations, it would be of value to provide a 2-pager similar to that provided to Staff at the recent workshop. Summary to Council should include the fact that roughly 17/20 of Lower Mainland Municipalities have an active Tree Bylaw. **ACTION: Jim to request a CAO Meeting for a full hour, once the Council date is firmer.**
- Presentation of final Recommendations to Council. The WG should expect some recommendations to be disagreed with by Councillors in this public forum.

Other Discussion:

- New West and Coquitlam have very good websites that should help education, including newer residents. That is already part of our Education Recommendations.
- Some new Canadians haven't had the opportunity to have trees associated with their previous place of residence (which could be apartments). These are important to long term Canadians.
- Perhaps education materials could be distributed in different languages?
- We need to be educating the nurseries (already part of our recommendations).
- It is important that people realize that residents were listened to, and that there were multiple opportunities to be heard
- What will be our "measure of success" when/if Recommendations are placed into a bylaw? One measure is that the "extremes" are both similarly unhappy.

**6) GENERAL / HEAR FROM RESIDENTS**

General: No residents were present.

Next Meeting:

Tuesday, May 22nd, 2018, 5:00-6:30 p.m., Multipurpose Room 162 (South Building)

**7) ADJOURNMENT**

Meeting was adjourned at 6:17 p.m.