



Urban Forestry Commission Meeting Agenda

January 21, 2026
6:00 PM

Marine Park Engineering

Marine Park Engineering Conference Room
4500 Columbia Way
Vancouver, WA 98668-1995

In accordance with the Open Public Meetings Act (OPMA), the Urban Forestry Commission meeting will be open to in-person attendance. Options for viewing and/or participating in the meeting remotely will also be accommodated (see details below).

MEETING ACCESS INFORMATION [Click here to join the meeting](#). To access by phone (audio only), call: 1-347-941-5324
Phone Conference ID: 989 890 263#

1. **Call to Order and Roll Call - Chair/Vice Chair**
2. **Approval of Minutes**
November 19, 2025
 - a. November 19, 2025
3. **Community Forum**
 - a. Introductions- 3 Minutes each
4. **Special Guest**
Sunrise O'Mahoney, past Wastershed Alliance Executive Director, to share expertise and insight.
5. **UFC Retreat Planning 2026**
Commission to discuss
 - a. Draft UFC Retreat Agenda 2026
6. **Review UFC Calendar & Schedule**
Commission to discuss
 - a. UFC Calendar and Meeting Schedule
7. **UFC Bylaw Update**

Urban Forestry Commission

Members

Jesse Durfee
Lucius Shields
Jamie Beyer
Ammaar Akhtar
Clif Barnes
Lauren Danner
Vacant

Public Works Department
4500 Columbia Way
Vancouver, WA 98660
TTY: 711
www.cityofvancouver.us

Commission to review and vote

- a. Draft Urban Forestry Commission Bylaws_Dec Combined and clean edits

8. Program Updates – Commission to discuss

- a. Friends of Trees Update
- b. Water Center Tour Feb 18th at 4pm or 5pm?
- c. Annual Report 2025
- d. Arbor Day 2026
- e. Mac Awards 2026
- f. Subcommittee Report

9. Urban Forestry Report

Commission to discuss

- a. Program update and UF Report

10. Commission Communications

Commission to report and discuss 3 minutes each

11. New Business

Adjournment

Community Forum Instructions

The public is invited to speak regarding any issue. Members of the public testifying are asked to limit testimony to three minutes. There are three ways to provide comments:

1. Writing: Public comments can be submitted in writing (name, address, contact information and comments) via email to charles.ray@cityofvancouver.us by noon on the day of the meeting.
2. Remotely: Remotely: Pre-register by phone at 360-487-8328 or email charles.ray@cityofvancouver.us by 5pm the day before the meeting
3. In Person: Pre-register by phone at 360-487-8328 or email charles.ray@cityofvancouver.us by 5pm the day before the meeting or fill out a Public Comment form in person prior to the start of the Community Communications portion of the meeting.

City Hall is served by C-TRAN. Route information and schedules are available online at www.c-tran.com. You also may reach C-TRAN at (360) 695-0123 for more information on times, fares, and routes.

Anyone needing language interpretation services or accommodations with a disability at a Vancouver City Council meeting may contact the City Manager's staff at (360) 487-8600 (RELAY: 711). Assistive listening devices and live Closed Captioning are available for the deaf, hard of hearing and general public use. Please notify a staff person if you wish to use one of the devices. Every attempt at reasonable accommodation will be made. To request this agenda in another format, please also contact the phone numbers listed above.

Meeting Minutes

Date Wednesday, November 19th, 2025

Time 6 p.m.

Location Marine Park Engineering
Marine Park Engineering Conference Room
4500 Columbia Way
Vancouver, WA 98668-1995

Commissioners/Board Members Present:

Clif Barnes, Jess Durfee, Lucius Shields, Lauren Danner, Ammaar Akhtar, Jamie Beyer

Staff Present: Charles Ray, Jessica George

Special Guest: Terry Snyder, Landscape Architect with City of Vancouver Parks & Recreation

ITEM 1: Call to Order and Roll Call – Chair/Vice Chair

The November 19th, 2025 meeting of the Urban Forestry Commission was called to order at 6:00pm by Clif Barnes (Chair). This meeting was held both in-person and online.

ITEM 2: Approval of Minutes – October 15, 2025

Motion by Lauren Danner, seconded by Jess Durfee, and carried unanimously to approve the minutes from the October 15, 2025 Urban Forestry Commission meeting.

ITEM 3: Community Communications – 3 minutes each

A community member expressed concerns about ash trees in the parking lots of schools within Evergreen School District.

ITEM 4: Special Guest – Terry Snyder, Landscape Architect with Parks & Recreation

Landscape Architect Terry Snyder with Parks & Recreation gave a presentation on updates to multiple Parks projects, including Bagley Downs and the VIC (Vancouver Innovation Center), complete with

Members

Clif Barnes
Chair

Jamie Beyer
Vice Chair

Ammaar Akhtar
Lauren Danner
Jess Durfee
Lucius Shields
Vacant

Public Works Department
Charles Ray

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histories of the areas, space intentions, funding sources, timelines, and current statuses.

ITEM 5: UFC Retreat Planning 2026

Further logistics regarding the 2026 UFC Retreat were discussed, including necessity for a location equipped with hybrid technology, making the current Birch Conference Room and Water Resource Center viable options.

Before next meeting, Commissioners are to confirm availability for April 18th, 2026 as a potential date for the UFC Retreat.

ITEM 6: December 17th Holiday Dinner

The UFC Holiday Dinner will take place at The Infirmary, with a starting time of 5:30-6pm on December 17th, 2025.

ITEM 7: UFC Bylaw Update

The Commission discussed draft revisions concerning subcommittees, quorum, and general language.

ITEM 8: Program Updates

Emailed out.

In-meeting updates include:

Adela with Friends of Trees shared of first planting of the season, as well as an upcoming collaboration with Vancouver Bee Project to add pollinator plants.

The Commission will tour the Water Resource Center on February 18th, 2026 at 4pm.

Pollinator subcommittee met and are awaiting a plant list from Clark Public Utilities regarding fire-proof plants, as Vancouver Bee Project regularly receives requests on this topic. Additionally, Pollinator subcommittee is monitoring a median meadow trial conducted by the City.

The Corridor Committee shared of the Emerald Landing Corridor planting on December 6th from 10am to 12pm.

ITEM 9: Urban Forestry Report

The Commission discussed the Tree City Growth Award, with the City of Vancouver often applying for and receiving the award.

ITEM 10: Commission Communications

Ammaar shared of participating in tree planting, volunteering with WSU Vancouver to revive Hazel Dell Elementary's school garden program, and engaging with Washington Trail Association.

Jess shared of tree planting, a tree walk, and attending the Clark County Historical Society's talk on the history of the Old Apple Tree.

Jamie shared of Pollinator subcommittee.

Lucius shared of Corridor subcommittee and upcoming tree planting.

Lauren shared of continued tree education, completing Friends of Trees Assistant Crew Leader training, Outreach subcommittee, tree giveaway, and attending the Old Apple Tree talk.

Clif shared of Outreach subcommittee, tree planting, and a tree walk.

ITEM 11: New Business

None.

ADJOURNMENT

7:34pm

Clif Barnes, Chair

Meetings of the Urban Forestry Commission are electronically recorded on audio. The audio tapes are kept on file in the office of the City Clerk for a period of six years.

Saturday, April 18, 2026

10 a.m. - 3 p.m.

City Hall OR Water Center

Birch Conference Room

415 W 6th St

Vancouver, WA 98668-1995

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Advance Retreat Prep:

- Watch assigned short videos
- Review PDF Commission & Program History
- Review UFMP and UF Work Plan 2025-26
- Reflect on: Ideas for engaging the community
- Reflect on: Subcommittees (Policy, Outreach Pollinator, Invasive and Corridors) what excites you

Desired Outcomes:

Shared understanding of:

- What each person individually brings to the Commission
- Expectations for working together
- UFMP and UF Work Plan 2025-26
- Identification of personal passion and commitment to action for 2027-28 that can focus new Subcommittees
- Shared understanding of Commission roles and goals for 2027-28

Members

Clif Barnes
Chair

Jamie Beyer
Vice Chair

Ammaar Akhtar
Lauren Danner
Jess Durfee
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AGENDA

No.	ITEM	BRIEF DESCRIPTION OR ACTION TO BE TAKEN
1.	Introductions and Getting to know each other- Facilitator 10:00 – 10:45am	<i>Role/Ground Rules Icebreaker sharing about yourself and interest in the commission/working with urban forestry.</i>
2.	Past Success, Programing for 2027-28, UFMP and what is next?- Staff and Facilitator 10:45 – 12:00pm	<i>Staff provide past successes, programing for 2027-28, UFMP and Grant funding in the future. Group discuss UFMP, grants and future opportunities</i>
3.	Lunch 12:00 – 12:30pm	<i>Lunch with short videos for discussion</i>
4.	Neighborhood Liaison role review/improvements. 12:30 – 1:45pm	<i>Commission and staff participation and discussion. How can the Commission engage further at the neighborhood level?</i>
5.	UFC Subcommittee Assignments- UFC Chair and Vice Chair with Facilitator 1:45 – 2:30pm	<i>Group discuss are the current Subcommittees still relevant? Should there be new ones? Group organize themselves into Subcommittees (no more than three Commissioners on each) and select Chairs for each.</i>
6.	Wrap up & Identifying our personal passion and commitment to action for 2027–28 -Facilitator 2:30 – 3:00pm	<i>How can we engage the community? What do we want to focus on over the next 5 years? Wrap up & closing</i>

Other Possible topics:

Speaker list and calendar?

Succession Planning for UFC?

Heritage Trees?

Next Meeting: Month, Day, 2026

Adjournment

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Task	January	February	March	April	May	June	July	August	September	October	November	December
Review new calendar												
Attend UF Commission meetings												
UF Commission Retreat Planning				18th								
Annual Report- release												
Submit volunteer hours												
Review Annual Report												
Planting												
Identify private property partners												
Planting Seasons												
The MacWilliams Evergreen Award- Announce												
The MacWilliams Evergreen Award- Review Noms												
The MacWilliams Evergreen Award- Announce Winners at Arbor Day				2nd Wed.								
Silva Bolds Award												
Planning												
Order etching on stone												
Attend Silva Bolds celebration												
Arbor Day												
Planning												
Attend Arbor Day celebration				2nd Wed.								
Participate in Earth Day												
Participate in Pollinator Festival							20th					
Old Apple Heritage Tree Festival												
Establish sub-committee, etc.												
Determine date for event												
Planning												
Event promotion: distribute flyers or posters, etc.												
Participate in festival												
Update UF Work Plan												
Planning												
Budget Prep												
Neighborhood Tree Stewards												
Recruit new participants												

Participate in training sessions if new Commissioner													
Heritage Tree Program (TBD)													
Review nominations and set hearing													
Schedule site visit													
Participate in Hearing													
Presentation to City Council													
Meeting with Planning Commission													
Meeting with Parks Commission													
Presentations to Groups													
Identify new partners within													
Staff UF display booth at public events													
Track volunteer participation													
Participate Sub Committees/Special Projects													
Attend UFC Dinner													
Special Guests													
Sunrise O'Mahoney													
Ian Bonham-Winter Planting Projects													
Community Development-Comp Plan													
Steve Wall-New Public Works													
Special Projects													
Urban Forestry Management Plan													
Implementation													
Task	January	February	March	April	May	June	July	August	September	October	November	December	

**CITY OF VANCOUVER
URBAN FORESTRY COMMISSION**

2026 Meeting Schedule

**Third Wednesday of each month, 6 p.m.
Marine Park Engineering
4500 Columbia Way**

January 21

July 15

February 18

August 19

March 18

September 16

April 15

October 21

May 20

November 18

June 17



City of Vancouver Urban Forestry Commission Bylaws Adopted October 19, 2022

Purpose

The Urban Forestry Commission (UFC) has been established for the purpose of preserving, managing, and increasing the City's urban forest, thereby protecting a vital environmental, social and economic resource that benefits all residents and visitors, and for the purpose of assisting property owners and public agencies in improving and maintaining the urban forest in a manner consistent with adopted City policies.

Background

It is in the public interest to protect and manage the urban forest, ~~which measurably benefits the City by as it provides considerable benefit to the city in~~ reducing stormwater runoff, absorbing air pollutants, providing wildlife habitat, providing shade, stabilizing soil, and providing considerable aesthetic ~~benefits~~assets. The City ~~undertakes efforts that~~ promotes the benefits of the urban forest through the adoption of plans, policies and regulations. The City seeks to obtain input for these efforts through the UFC, ~~which that~~ advises the City in the adoption of plans, policies and regulations, and provides for citizen engagement, which is a vital role in City government.

Commission Membership & Role

- The UFC is an advisory board of seven (7) volunteer members who have demonstrated an interest in preserv~~ing~~ation and enhanc~~ing~~ement of the urban forest and ~~have been~~ appointed by the City Council. Commissioners shall serve a term of four (4) years. Members of the commission may be reappointed to serve two (2) full terms.
- At least one member of the UFC shall have experience and/or expertise in arboriculture, landscape architecture, or urban forestry.
- City residency is not required to serve on the UFC.
- The UFC shall organize itself, establish committees or subcommittees, and delegate duties for the performance of its work.
- ~~In the event that the UFC establishes a subcommittee, at least one Commissioner, but fewer than a majority of total appointed Commissioners, shall serve on that subcommittee. In the event the UFC establishes a subcommittee, at least one Commissioner, but not more than three Commissioners, shall serve on that subcommittee.~~
- The UFC is an active, working group that performs community outreach. Commissioners shall fulfill their Neighborhood Liaison roles and responsibilities, and fulfill other liaison roles as assigned by the UFC, including but not limited to:
 - Participating in the Neighborhood Tree Steward Program;

Commented [CR1]: That would still accomplish the OPMA goals (since a majority constitutes a quorum), and it would allow the three currently serving to remain on the subcommittee.

- [Coordinating community events such as Arbor Day and the Old Apple Tree Festival;](#)
- [Administering the Heritage Tree Program;](#)
- [Administering the Silva Bolds Whitfield Award and the Gordon and Sylvia MacWilliams Evergreen Award;](#)
- [Periodically updating the urban forestry work plan and urban forest management plan;](#)
- [Reviewing city plans and policies which contain matters relating to urban forestry.](#)
- ~~In the event the UFC establishes a subcommittee, at least one Commissioner, but not more than three Commissioners, shall serve on that subcommittee.~~
- ~~All Commissions shall fulfill their Neighborhood Liaison roles and responsibilities.~~
- ~~Commissioners shall fulfill other liaison roles as assigned by the UFC:~~
 - ~~Participate in the Neighborhood Tree Steward Program.~~
 - ~~Coordinate community events such as Arbor Day and Old Apple Tree Festival.~~
 - ~~Administer the Heritage Tree Program.~~
 - ~~Administer the Silva Bolds Whitfield Award and the Gordon and Sylvia MacWilliams Evergreen Award.~~
 - ~~Update periodically the urban forestry work plan and urban forest management plan.~~
 - ~~Review city plans and policies which contain matters relating to urban forestry.~~

Commissioner Expectations

Commissioners shall:

- Attend meetings, on time, prepared to discuss items on the agenda and stay on task;
- ~~Notify the Chair or City Forester in advance if Any commissioner anticipating absence from a meeting should notify the Chair or City Forester in advance.~~
- ~~If a Commissioner has unexcused absences from three consecutive regular UFC meetings or six (6) regular meetings in a 12-month period, the City Council may ask for their resignation from the UFC. When a member is approaching the maximum number of absences, they will be notified by the City Forester.~~
- ~~Possess qualities of impartiality and broad judgment;~~
- ~~Be professional, responsible and respectful of others and their views;~~
- Be active; and motivated to serve in the role of Commissioner;
- ~~Track their volunteer hours and report them to the City Forester in the fall to be included in the annual report;~~
- Seek out other groups and civic organizations as part of outreach and engagement;
- Represent the city and the urban forest through positive, appropriate behavior, and communications;
- ~~Commissioners shall Possess qualities of impartiality and the ability to make sound, well-informed decisions by considering a wide range of factors, different perspectives, potential long-term consequences, and all available relevant information; and broad judgment [I'm not sure what is meant by "broad judgment"];~~
- ~~Be professional, responsible, and respectful of others and their views;~~

- ~~Track their volunteer hours and report them to the City Forester in the fall to be included in the annual report.~~
- ~~Commissioners shall not receive anyno compensation directly or indirectly for service on the Commission, and shall state when there is a conflict of interest.~~
- ~~Commissioners should serve until the end of the term or until a successor is appointed by City Council.~~
- ~~If a Commissioner has unexcused absences from three consecutive regular UFC meetings or six regular meetings in a twelve-month period, the City Council may ask for their resignation from the UFC. When a member is approaching the maximum number of absences, they will be notified by the City Forester.~~

Recruiting Future UFC Members

~~Though it is the City Council's responsibility for appointing members to the UFC as vacancies arise, Commissioners should support efforts to recruit individuals with a diverse backgrounds, interests, and expertise throughby encouraging community members with potential relevant backgrounds to seek future appointment; for example, Those include but not limited to: wildlife biologist; urban ecologist; hydrologist, stormwater environmental, stormwater, or public works engineer or similar professional; representative of a local, state, or federal natural resource agency; educators; ISA certified arborist; landscape architect, representative of a non-profit organization whose mission is to advocate for preservation or enhancement of urban forests, wildlife habitat, or similar natural systems; representative of the development community, including developers, builders, architects, engineers, planners, or realtors; representative from a non-city utility; neighborhood leaders and volunteers who have supported environmental stewardship efforts; representative of the financial services industry and financial analyst or related field.~~

Officers and Duties

The UFC shall elect its own Chair and Vice-Chair by a majority vote. ~~Absent a majority vote by the UFC to the contrary, the Chair shall serve a term of at least minimum of two2 (2) years butand no more than four4 (4) years, unless extended by a majority vote of the Commission. At the conclusion of the Chair's elected term, or in the eventif the Chair resigns the position for any reason, the Vice-Chair shall become the Chair and begin a new term shall commence. If the Vice-Chair resigns the position for any reason, the UFC shall elect thea new Vice-Chair by a majority vote. If willing, the outgoing Chair may serve for a time as the Immediate Past Chair by remaining on the UFC [does this mean that even if the Chair's term on the UFC is over, they can remain as an ex officio member and serve as Immediate Past Chair? Or does this only apply if the Chair's term on the UFC is not over?] to mentor and support the new Chair through an orderly transition. The outgoing Chair may serve as Immediate Past Chair to mentor and support the new Chair through an orderly transition. If the Immediate Past Chair's term has concluded, and they are not eligible for reappointment or are not reappointed, this role will be served in an advisory capacity only, and will not confer UFC membership or voting rights.~~

Commented [CR2]: Recommend keeping the same, allows commission to increase decrease. Proposed is only extend the term not shorten it.

Duties of the Chair

- ~~Shall serve a term of at least minimum of two2 (2) years and no more than four4 (4) years; term, unless absentextended by a majority vote by the UFC to the contraryof the Commission;~~

Commented [CR3]: Same as above keep existing.

- [Reviews and approves agendas for all regular and special UFC meetings in advance of the meeting;](#)
- Presides over all regular and special UFC meetings and decides on all points of order and procedural matters;
- Appoints subcommittees or work groups as necessary to investigate and report on matters before the UFC;
- [Works with staff to prepare an annual written report and possible workshop presentation for City Council;](#)
- Participates in new Commissioner orientations or assigns other Commissioners as appropriate.
- ~~Reviews and approves agendas for all regular and special UFC meetings in advance of the meeting;~~
- ~~Works with staff to prepare an annual written report and possible workshop presentation for City Council.~~

Duties of the Vice-Chair

- ~~Performs the roles of the Chair in the Chair's absence.~~~~In the absence of the Chair, performs chair roles;~~
- Performs other duties as assigned by the Chair.

Meetings & Operations

- The UFC shall hold at least [ten \(10\)](#) meetings per year. Other meetings such as educational field trips, retreats, and Heritage Tree ~~h~~hearings may be scheduled as necessary.
- [All regular and special meetings of the UFC will be open to the public and the date, place, and agenda will be publicized in accordance with the Open Public Meetings Act \(RCW 42.30\).](#)
- [All actions of the UFC shall be determined by a majority vote in a meeting at which a quorum is present. A majority of total appointed membership of the UFC shall constitute a quorum.](#)
- The UFC meets ~~every~~[the](#) third Wednesday of the month at 6:00pm-8:00pm ~~on City premises, typically at the City of Vancouver Water Engineering Building conference room, unless notice of an alternative location is posted in advance. When an alternative location is utilized, the alternate location will be reflected on the agenda and notice of the alternate location will be posted on the main entrance of the City of Vancouver Water Engineering Building at least 24 hours prior to the meeting. Occasionally, o at City Hall in the Aspen Conference Room, though other rooms and locations may be utilized from time to time with either advance notice or day_ of adjustments to location.~~
- [The Chair may cancel the regular meeting due to a dearth of action items, lack of quorum, or inclement weather, and will strive to provide 24 hours advance notice to UFC members.](#)
- The UFC typically takes a summer month off due to vacation schedules or schedules an educational field trip. In December, the UFC typically has a holiday dinner at a restaurant selected by ~~the a~~ Commissioner.
- ~~All regular and special meetings of the UFC will be open to the public and the date, place and agenda will be publicized in accordance with the Open Public Meetings Act (RCW 42.30).~~

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- ~~All actions of the UFC shall be determined by a majority vote in a meeting at which a quorum is present. A majority of total appointed membership of the UFC shall constitute a quorum.~~
- ~~The Chair may cancel the regular meeting based on a lack of agenda items, quorum, or due to inclement weather and will strive to provide 24 hours advance notice to UFC members.~~
- If the Chair and Vice-Chair are both absent, UFC members may elect, by a majority vote of those present at a regular or special meeting, a Temporary Chair ~~by a majority vote of those present at a regular, or special meeting~~, who shall assume the duties and powers of the Chair and Vice-Chair during their absence.
- Meetings ~~can~~ may still be held without a quorum or ~~taking action items~~. The sharing of ideas and information ~~could still~~ provides value and can be accomplished without a quorum.
- The UFC with staff will provide an annual report to the City Council summarizing the Commission's and Urban Forestry Program accomplishments. The report may be presented at a workshop with the City Council if there are significant items to highlight and present.

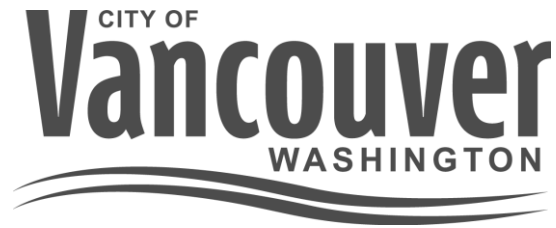
Staff Role

The UFC will be staffed by the City Forester. Staff responsibilities include:

- Preparing the agenda for regular and special committee meetings in consultation with the Chair and Vice-Chair;
- Publicizing the date, place, and agenda of the meeting in accordance with the Open Public Meetings Act;
- Providing materials to UFC members including agendas, minutes, and other information ~~in~~ at least one week in advance of the meeting;
- Attending all UFC regular and special meetings and assigning Urban Forestry Program staff to subcommittee or work group meetings;
- Work with the UFC and Urban Forestry staff to prepare an annual report and, if selected requested, a workshop presentation for City Council;
- Providing legal advice, through the City Attorney's Office, regarding operation of the UFC or other issues being considered by the UFC;
- Schedule orientation of new Commissioners and invite the Chair to participate;
- Schedule exit interviews with Commissioners leaving the UFC;
- Ensure that Committee Members complete a qualifying Open Public Meetings Act training within 90 days of assuming their duties as a Commissioner, and at intervals of no more than four years while serving on the UFC;
- Other administrative support as necessary.

Amendments

These Bylaws may be amended at any regular meeting by the affirmative vote of a quorum of the UFC, ; provided that the proposed amendments have been submitted in writing at a previous meeting.



**City of Vancouver Urban Forestry Commission
Bylaws
Adopted October 19, 2022**

Purpose

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Background

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Commission Membership & Role

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 - Coordinating community events such as Arbor Day and the Old Apple Tree Festival;

- Administering the Heritage Tree Program;
- Administering the Silva Bolds Whitfield Award and the Gordon and Sylvia MacWilliams Evergreen Award;
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- Reviewing city plans and policies which contain matters relating to urban forestry.

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- Be active and motivated to serve in the role of Commissioner;
- Track their volunteer hours and report them to the City Forester in the fall to be included in the annual report;
- Seek out other groups and civic organizations as part of outreach and engagement;
- Represent the city and the urban forest through positive, appropriate behavior, and communications;
- Possess qualities of impartiality and the ability to make sound, well-informed decisions by considering a wide range of factors, different perspectives, potential long-term consequences, and all available relevant information;
- Be professional, responsible, and respectful of others and their views;
- Receive no compensation directly or indirectly for service on the Commission, and state when there is a conflict of interest;
- Serve until the end of the term or until a successor is appointed by City Council.
-

Recruiting Future UFC Members

City Council is responsible for appointing members to the UFC. Commissioners should support efforts to recruit individuals with diverse backgrounds, interests, and expertise by encouraging community members with relevant backgrounds to seek appointment; for example, wildlife biologist; urban ecologist; hydrologist, environmental, stormwater, or public works engineer; representative of a local, state, or federal natural resource agency; educator; ISA certified arborist; landscape architect, representative of a non-profit organization whose mission is to advocate for preservation or enhancement of urban forests, wildlife habitat, or similar natural systems; representative of the development community, including developers, builders, architects, engineers, planners, or realtors; representative from a non-city utility; neighborhood leaders and volunteers who have supported environmental stewardship efforts; representative of the financial services industry.

Officers and Duties

The UFC shall elect a Chair and Vice-Chair by a majority vote. Absent a majority vote by the UFC to the contrary, the Chair shall serve a minimum of 2 years but no more than 4 years. At the

conclusion of the Chair's term, or in the event the Chair resigns the position for any reason, the Vice-Chair shall become the Chair and begin a new term. If the Vice-Chair resigns the position for any reason, the UFC shall elect the new Vice-Chair by a majority vote. The outgoing Chair may serve as Immediate Past Chair to mentor and support the new Chair through an orderly transition. If the Immediate Past Chair's term has concluded, and they are not eligible for reappointment or are not reappointed, this role will be served in an advisory capacity only, and will not confer UFC membership or voting rights.

Duties of the Chair

- Shall serve a minimum of 2 years and no more than 4 year term, absent a majority vote by the UFC to the contrary;
- Reviews and approves agendas for all regular and special UFC meetings in advance of the meeting;
- Presides over all regular and special UFC meetings and decides on all points of order and procedural matters;
- Appoints subcommittees or work groups as necessary, and investigate and report on matters for the presentation for City Council;

- Participates in new Commissioner orientations or assigns other Commissioners as appropriate.

Duties of the Vice-Chair

- Performs the roles of the Chair in the Chair's absence;
- Performs other duties as assigned by the Chair.

Meetings & Operations

- The UFC shall hold at least ten (10) meetings per year. Other meetings such as educational field trips, retreats, and Heritage Tree hearings may be scheduled as necessary.
- All regular and special meetings of the UFC will be open to the public and the date, place, and agenda will be publicized in accordance with the Open Public Meetings Act (RCW 42.30).
- All actions of the UFC shall be determined by a majority vote in a meeting at which a quorum is present. A majority of total appointed membership of the UFC shall constitute a quorum.
- The UFC meets the third Wednesday of the month at 6:00pm-8:00pm at the City of Vancouver Water Engineering Building conference room, unless notice of an alternative location is posted in advance. When an alternative location is utilized, the alternate location will be reflected on the agenda and notice of the alternate location will be posted on the main entrance of the City of Vancouver Water Engineering Building at least 24 hours prior to the meeting.
- The Chair may cancel the regular meeting due to a dearth of action items, lack of quorum, or inclement weather, and will strive to provide 24 hours advance notice to UFC members.
- The UFC typically takes a summer month off due to vacation schedules or schedules an educational field trip. In December, the UFC typically has a holiday dinner at a restaurant selected by the Commission.

- If the Chair and Vice-Chair are both absent, UFC members may elect, by a majority vote of those present at a regular or special meeting, a Temporary Chair who shall assume the duties and powers of the Chair and Vice-Chair during their absence.
- Meetings may be held without a quorum or action items. The sharing of ideas and information provides value and can be accomplished without a quorum.
- The UFC with staff will provide an annual report to the City Council summarizing the Commission's and Urban Forestry Program accomplishments. The report may be presented at a workshop with the City Council if there are significant items to highlight and present.

Staff Role

The UFC will be staffed by the City Forester. Staff responsibilities include:

- Preparing the agenda for regular and special committee meetings in consultation with the Chair and Vice-Chair;
- Publicizing the date, place, and agenda of the meeting in accordance with the Open Public Meetings Act;
- Providing materials to UFC members including agendas, minutes, and other information at least one week in advance of the meeting;
- Attending all UFC regular and special meetings and assigning Urban Forestry Program staff to subcommittee or work group meetings;
- Work with the UFC and Urban Forestry staff to prepare an annual report and, if requested, a workshop presentation for City Council;
- Providing legal advice, through the City Attorney's Office, regarding operation of the UFC or other issues being considered by the UFC;
- Scheduling orientation of new Commissioners and invite the Chair to participate;
- Scheduling exit interviews with Commissioners leaving the UFC;
- Ensure that Committee Members complete a qualifying Open Public Meetings Act training within 90 days of assuming their duties as a Commissioner, and at intervals of no more than four years while serving on the UFC;
- Other administrative support as necessary.

Amendments

These Bylaws may be amended at any regular meeting by the affirmative vote of a quorum of the UFC, provided that the proposed amendments have been submitted in writing at a previous meeting.

January UFC Program and Staff Reports

5. UFC Retreat Planning 2026

Attached is the draft Commission retreat agenda. Please review and provide any updates at the January meeting.

6. Urban Forestry Commission 2026 Calendar and Meeting Schedule

Attached is the updated 2026 Urban Forestry Commission calendar at a glance and the 2026 meeting schedule.

7. Bylaw Update

Attached is the updated draft with Commission and staff proposed updates which have been reviewed by the City Attorney. The Commission should review and be prepared to discuss these updates at their January meeting. If there are not any final edits, the Commission should be prepared to vote on the updates at their January or February meeting.

8. Program Updates

Friends of Trees (FOT):

Here are the 2026 Season dates so far:

Event Date	Event	Staff Lead
1/24/2026	Vancouver Planting (SE)	AM
2/28/2026	Vancouver Planting 4 (Westside)	AM
3/28/2026	Vancouver Planting 5 (Northeast neighborhoods)	JM
3/28/2026	Community Tree Care Pruning 2 – Neighborhood in NE	LV

Water Center Tour February 18th at 4pm or 5pm?

Urban Forestry Commission Water Center tour is scheduled for Feb 18th at 4pm. However Planning staff have requested to present the Comprehensive Plan update and draft code updates to the Commission at the Feb 18th at 6pm. Unfortunately Planning staff will be presenting to the Parks and Recreation Advisory Commission at 5pm on Feb 18th, thus the request is to move the tour of the Water Center to 5pm to have Planning staff present at 6pm.

Annual Report 2025:

Staff has begun work on the annual report. Please send us any partners you have worked with, projects you have worked on, and other activities to be included in our 2025

Annual Report. See last year's Annual Report for reference, [UF_AR2024.pdf](#). Also please email your estimated 2025 volunteer hours to Charles Ray. If you have any questions about how to compile your volunteer hours, contact staff.

Arbor Day 2026 Planning:

The Outreach Subcommittee and staff are developing plans for Arbor Day 2026. Please share any ideas on locations, themes and any improvements.

Mac Awards 2026:

The Commission will be awarding the annual Mac Awards as part of Arbor Day. The Commission will vote on this year's nominates at the March meeting. Individuals, organizations, and businesses that have made a significant positive impact on Vancouver's urban forest are eligible for the Mac Award. Activities worthy of recognition include organizing a tree planting project, educating others about the benefits of trees or proper tree care, preserving trees during land development, donating time and/or funds to advance the mission of the Urban Forestry program, developing creative partnerships in community forestry, or any other activity that inspires community stewardship of the urban forest. Please nominate candidates.

Subcommittee Reports:

Outreach:

No report

Policy:

No report

Pollinator:

No report

Corridor:

No report

9. Urban Forestry Staff Report

Since the November Commission meeting, staff has been focused on fall/winter planting projects, closing out 2025, Emerald Ash Borer response and next steps with our Urban Forest Management Plan and our workload to ensure all aspects of our program are moving forward. We also will be hosting four youth as part of our Environmental Youth Corps program this winter focusing on Saturday restoration projects.

Proactive Street Tree Program

The proactive street tree program continues to move forward in coordination with Transportation's Pavement Management program. Staff continue to work with property owners regarding replanting the corridors this fall and winter. UF Staff is developing plans for the outreach and services for 2026 streets which will be complete from Feb-June. It is anticipated this program will reduce storm damage in the right of way, address social/environmental justice, and improve climate resilience.

Tree City USA and Growth Award Application

Staff submitted to recertify as a Tree City USA for 37th year and for a Growth Award for the 26th year. The Growth Award is a prestigious award designed to recognize cities that have made notable improvements in their Urban Forestry Programs over the last year. Vancouver would qualify for the Growth Award due to Andrew Land attending the Municipal Forestry Institute, updated the city's approved tree lists with climate adaptive species, and onboarding of new Urban Forestry Commissioners.

2025 Annual Report

Staff will begin drafting our 2025 Annual Report. Please reflect on what you worked on in 2025 as a Commissioner and your partners to ensure they are incorporated into the Annual Report. Also please start compiling your 2025 volunteer hours as staff will be sending out an email requesting your estimated volunteer hours as a Commissioner. If you have any questions about how to compile your volunteer hours, contact staff. Here is a link to last year's Annual Report for reference, [UF_AR2024.pdf](#).

Tree Inventory Grant 2025-26

Last year Urban Forestry was awarded \$350,000 to complete a tree inventory from Washington Department of Natural Resources (DNR) as part of an Inflation Reduction Act grant. Phase 1 was completed in 2025 and Phase 2 will be completed before May 2026.

Green Work Force Grant 2024-2026 Environmental Youth Corps Program

Riley has done an outstanding job creating a school-year program. With her taking a full time job with City of Hillsboro, staff will be working with Bri Graw in the short term to keep the program moving forward.

Staff has been working with Parks and Operation's Grounds Team to finalize our 2026 Park Proactive Pruning sites.

Urban Forestry's site visit inspection backlog is less than 7 days (goal is 10-day response time) and hovering around 15 requests. Development inspection requests are steady.