

BiodiverCity Advisory Committee

Proposed Terms of Reference

Authority

Resolution of Council: *Biodiversity Policy* and *Our BiodiverCity, Calgary's 10-year biodiversity strategic plan* (CPS2015-0260, 2015 March 30).

Mandate

The BiodiverCity Advisory Committee provides Council and Administration with strategic advice on matters affecting urban biodiversity in The City of Calgary. The Committee advances the commitments and procedures identified within *Our BiodiverCity, Calgary's 10-year biodiversity strategic plan* and *The Durban Commitment: Local Governments for Biodiversity*.

Specific responsibilities

The BiodiverCity Advisory Committee responsibilities include:

- Advise Council on the following matters:
 - Integration of biodiversity objectives into policies and programs as part of The City's operations, citizen outreach and community development.
 - Connecting biodiversity policy to related policy themes such as climate change, sustainable development, strong neighbourhoods, community resilience and human wellness.
 - Recognizing the financial, social and environmental implications of adding, removing or modifying ecological systems in developing Calgary and include consideration of these in municipal decision-making.
 - Making biodiversity conservation a common element in municipal decision-making by ensuring biodiversity goals are considered in appropriate City documents.
 - Connecting economic and social development to biodiversity and healthy natural systems.
- Collaborate with researchers and institutions to advance innovation in conserving Calgary's biodiversity.
- Ensure appropriate City of Calgary staff, Council, communities and local businesses have access to information to advance actions supported by *Our BiodiverCity* and *The Durban Commitment: Local Governments for Biodiversity*.

Reports to

The BiodiverCity Advisory Committee reports to the SPC on Community and Protective Services, and provides an annual progress report. Additional reporting may occur as matters arise.

Measurable objectives

In order to monitor its progress, the BiodiverCity Advisory Committee shall prioritize short, medium and long-term biodiversity initiatives and establish measurable outcomes and accountability for carried out actions.

Composition

The BiodiverCity Advisory Committee is comprised of 13 members appointed by resolution of Council at the annual Organizational Meeting of Council:

- 5 members who represent the technical industry or research field with a background in biology, ecology, horticulture, applicable field in engineering (e.g. waste management, storm water management, hydrology, etc), planning, economics, community health, recreational management or similar.
- 2 members who represent the ecological literacy field with a background in art, education and/or communications.
- 2 citizens-at-large with an interest in biodiversity and ecological literacy.
- 4 members of City Administration from the following Departments: Planning, Development & Assessment; Law; Community Services & Protective Services; Transportation; and Utilities & Environmental Protection.

Resources

City Administration representatives from Parks will act as a resource to the BiodiverCity Advisory Committee.

Subcommittees

The BiodiverCity Advisory Committee may establish subcommittees to undertake specific time-limited tasks as necessary. Subcommittees shall establish a terms of reference and measurable outcomes.

Term

Two years with a maximum of two consecutive terms. Partial terms will not be counted towards the term limit.

Quorum

A minimum of 50% + 1 member of which a minimum of three members representing City Administration is required.

Chair

Chair and Vice-Chair are nominated and elected by the BiodiverCity Advisory Committee and may serve up to two consecutive terms in each position.

Meetings

Meetings are open to the public. The BiodiverCity Advisory Committee meets monthly, or as determined appropriate by the BiodiverCity Advisory Committee to meet a given timeline for an initiative. A meeting may be called or cancelled at the call of the Chair and notice provided via email.

Procedures

Minutes will be prepared by City Administration staff.

The BiodiverCity Advisory Committee will follow the Procedure Bylaw and may establish its own policies and procedures. The BiodiverCity Advisory Committee must pass a resolution to establish policies and procedures, and the resolution must be documented in minutes.

Code of Conduct

Citizen members of the BiodiverCity Advisory Committee must abide by the *Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees* (CC045).