

BiodiverCity Advisory Committee

Draft Revised Terms of Reference

Updated as discussed within the March 16, 2022 BiodiverCity Advisory Committee meeting, items in red text have been added/modified from the 2022-09-13 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 (2015-2025)*, *The Durban Commitment: Local Governments for Biodiversity*, and the *Climate Strategy*.

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.
 - Monitor and communicate biodiversity targets outlined strategic plans and policies
- To provide advice to council:
 - When the BiodiverCity Advisory Committee identifies risks and opportunities related to biodiversity.
 - Council requests advice.
 - Administration requests support for advice.
 - BiodiverCity Advisory Committee and Administration together identify where advice from the Committee will be useful.
- 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*.
- Supporting biodiversity, eco-literacy, or related initiatives, in the community

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Reports to

The BiodiverCity Advisory Committee reports to the Community Development Committee, 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 15 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.
- 1 youth (18 to 30 years of age) with an interest in biodiversity and ecological literacy.
- 5 members of City Administration from any of the following Departments: Planning and Development Services; Law; Operational Services; Infrastructure Services; Community Services; People, Innovation & Collaboration Services; Corporate Planning & Financial Services.

Resources

City Administration representatives from Calgary 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

One year for youth member and two years for all other members.

Council may stagger the initial appointments and appoint five members for one-year terms in the first year.

A public member may serve a maximum of six consecutive years.

Despite the above, a public member may serve until his or her successor is appointed. The service of a member beyond the appointed term shall not count toward the limit on the length of service set out above if the additional service is one year or less.

When an appointment is made to fill a public member vacancy:

- If the balance of the term to be served is one year or less, that service shall not count toward the limit on the length of service; and

- If the balance of the term to be served is more than one year, that service shall count toward the limit on the length of service.

A public member may serve more than six consecutive years by a two-thirds vote of Council.

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).

<i>Adopted</i>	<i>2015 July 27</i>	<i>CPS2015-0608</i>
<i>Amended</i>	<i>2015 October 19</i>	<i>Organizational Meeting of Council</i>
<i>Amended</i>	<i>2017 May 08</i>	<i>PFC2017-0312</i>
<i>Amended</i>	<i>2021 Sep 13</i>	<i>CP2021-1201</i>