

## **URBAN DEER MANAGEMENT ADVISORY COMMITTEE TERMS OF REFERENCE**

### **MANDATE**

The Urban Deer Management Advisory Committee is a select committee of Council established under section 142 of the *Community Charter*. It was formed to examine the issues related to urban deer within the boundaries of the City of Cranbrook and development of an ongoing management plan.

### **SCOPE OF WORK**

The Urban Deer Management Committee shall:

- Coordinate an annual count of the deer population within the boundaries of the City;
- Monitor and report on deer numbers and species, predator sightings, complaints incidents of deer conflict and bylaw infractions;
- Conduct resident surveys as deemed necessary (every two or three years);
- Identify strategies for the prevention and management of human-deer conflicts;
- Report to Council annually with ongoing recommendations on management of the urban deer population.

### **MEMBERSHIP**

The Committee shall consist of eight (8) voting members as follows:

- Two members from City of Cranbrook Council
- One representative from the Ministry of Environment (MOE)
- Five members from citizens selected “at large” to provide balance in the committee.

All members excepting the representative of MOE must be residents of the City of Cranbrook.

### **APPOINTMENT AND TERM**

Members shall be appointed by Council for a term of up to three years.

Members may be appointed for three consecutive terms.

Council may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to Council.

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Committee members who are absent for three consecutive meetings shall forfeit their appointment unless such absence is authorized by resolution of Council.

Committee members shall serve without remuneration.

**CHAIR**

The Chair shall be appointed by Council for 2010 and shall be elected by majority vote of Committee members thereafter at the first meeting of the calendar year.

**QUORUM**

Quorum of the committee is 5 voting members.

**MAYOR'S ATTENDANCE**

As per City of Cranbrook Council Procedure Bylaw No. 3644, 2009, the Mayor is an ex-officio member of the Committee and as such has the same rights as other committee members, but is not obligated to attend meetings. The ex-officio member shall not be counted in determining quorum of the Committee, but is included in determining if a Committee has quorum.

**COUNCILLOR'S ATTENDANCE**

As per City of Cranbrook Council Procedure Bylaw No. 3644, 2009, any member of council not appointed to the select committee may attend the committee meetings, speak if recognized by the Chair, but is not entitled to vote.

**MEETINGS**

The Committee shall meet as required in order to adequately address Scope of Work in a timely manner. Meetings shall generally be held three (3) times per year.

The Committee shall be responsible for minutes and a copy of approved minutes shall be provided to the Municipal Clerk within 5 days of approval.

**RULES OF PROCEDURE**

The Committee must follow the City of Cranbrook Council Procedure Bylaw, No. 3644, 2009 as amended from time to time.

**VOTING**

All members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For

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Approved by Council resolution 413-10 on August 16, 2010

Amended by Council resolution 118-11 on March 21, 2012

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the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

**REPORTING TO COUNCIL**

The Chair or designate shall report to Council on behalf of the Committee once per year, and shall provide other reports to Council, as needed from time to time.

Recommendations of the Committee must be adopted by the Committee prior to presentation to Council.

**AUTHORITY**

The Committee does not have the authority to communicate with other levels of government on behalf of the City of Cranbrook, to pledge the credit of the City, or to authorize any expenditures to be charged against the City.

Members (other than Council Members) do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by City Council.

**STAFF SUPPORT**

The Committee Administration Liaison will be appointed as non-voting member by the Chief Administrative Officer.

Other City staff shall be available from time to time and upon request through the Chief Administrative Officer to provide technical and periodic administrative support.