



District of Elkford Urban Wildlife Committee Terms of Reference

1. Purpose of Committee

The purpose of the Urban Wildlife Committee is to advise Council on urban wildlife conservation, minimization/management of human-wildlife conflicts, track and report numbers/statistics, and recommend methods of public education related to Urban Wildlife within the municipal boundaries of the District of Elkford.

2. Scope of Work

The Urban Wildlife Committee will focus on the following areas within its scope of work:

- a) Urban Deer Population
 - i) Research urban deer management in other similar-sized rural communities and provide information on population management efforts from those communities.
 - ii) Complete an annual Urban Deer Population Count Survey during the month of October, continuing the existing guidelines already in place. Tabulate the results of the survey for inclusion into previous year's data to monitor trends within the community.
 - iii) Present to Council, either in-person or via written report, the findings regarding Urban Deer management and/or trends.
- b) Other Urban Wildlife (Elk, Bears, Foxes, etc.)
 - i) Monitor, discuss and report to Council any observations regarding the species, behaviour and/or numbers of urban wildlife encounters within the municipal boundaries, including interactions between urban wildlife and domestic animals (controlled or at-large).
- c) Public Education
 - i) Provide recommendations to Council on amendments to municipal bylaws related to urban wildlife including, but not limited to, those related to garbage (including bear and animal resistant carts, storage of garbage, etc.) fruit trees, plants, wildlife feeding, and other wildlife attractants.
 - ii) Provide recommendations to Council and staff on changes to policies and procedures within municipal properties (parks, etc.) to educate and warn the public when potentially dangerous wildlife is in the area.
 - iii) Provide recommendations to Council on revisions to the District's website and other communications to educate and inform the public on best practices regarding urban wildlife within the community, links to relevant resources, provincial regulations and district bylaws, contact information and how to report wildlife sightings, wildlife attractants.
 - iv) Provide recommendations to Council on other potential public education programs that will inform and/or educate the public to protect them when encountering wildlife within the community.
- d) Report to Council
 - i) Report to Council any and all findings, summaries, recommendations related to urban wildlife and discussed at committee meetings and this scope of work.

3. Legislative Authority

The Committee is a Select Committee of Council as per section 142 of the *Community Charter*, where at least one member must be a Council member, and where persons who are not Council members may be appointed to a select committee.

4. District Representation

The Committee, as a whole or individual members, do not have the authority to authorize any expenditure on behalf of the District, nor do they represent the views of Council or the District of Elkford/

The Mayor, Chief Administrative Officer (or designee) may only speak publicly (e.g., to media) on matters resolved by Council.

5. Committee Composition

- a) The Urban Wildlife Committee shall be composed of the following membership:
 - i) District of Elkford Councillor (1)
 - ii) Members-at-large (4) – preference given to members with knowledge and/or experience of urban wildlife.
- b) All Members-at-large are to be appointed by Council, and Council may, at any time, remove any member of the Committee at its discretion.
- c) Any Member-at-large of the Committee may resign at any time upon sending written notice to the District's Director of Corporate Services.
- d) Members-at-large who are absent for three consecutive meetings shall be automatically removed from the Committee, unless such absence is authorized by resolution of Council upon recommendation by the Committee.
- e) The term of appointment is in accordance with the District's Committees of Council Policy and will be concurrent with the timeframe required for the Committee to complete its work, except in an election year, in which case the members appointment will expire and a call for members will be re-advertised.
- f) The Chair, Acting Chair, and Record Keeper positions will be selected by majority vote of the Committee, with staff support from the District of Elkford.
- g) Quorum is 3 members in attendance.
- h) Committee members shall receive no remuneration resulting from their involvement in the Committee.

6. Meetings

- a) The Committee shall meet every four months, on the third Wednesday of March, July, and November of each year, with additional meetings being scheduled by the Chair as required.
- b) The Annual Urban Deer Count will be held in September of each year.
- c) Committee agendas will be posted in accordance with the timelines set out in the District's current Council Procedure Bylaw.
- d) All meetings must be open to the public unless a subject relates to a matter considered under Sections 90 (1) or (2) of the *Community Charter*.
- e) The Committee format, voting and procedures shall generally follow the District's current Council Procedure Bylaw.
- f) Recommendations of the Urban Wildlife Committee shall be made by a majority vote of those members in attendance, provided a quorum is present at the meetings.

7. Finances

The Committee does not have any financial budget. Any budgetary requests for projects or initiatives must be approved by resolution of Council.