

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 District of Invermere and development a management plan.

SCOPE OF WORK

The Urban Deer Management Committee shall:

- Assess the results of the public survey on urban deer population;
- Coordinate a count of the urban deer population within the boundaries of the District;
- Identify acceptable options for the management of the urban deer population;
- Identify strategies for the prevention and management human-deer conflicts;
- Present final report to Council with recommendations on management of the urban deer population.

MEMBERSHIP

The Committee shall consist of seven (7) voting members as follows:

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

All members excepting the representative of MOE, must be residents of the District of Invermere.

APPOINTMENT AND TERM

Members shall be appointed by Council for a term of up to one year. 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. 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.

QUORUM

Quorum of the committee is 4 voting members.

MAYOR'S ATTENDANCE

As per District of Invermere Council Procedure Bylaw, 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 District of Invermere Council Procedure Bylaw, 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 once per month.

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

RULES OF PROCEDURE

The Committee must follow the District of Invermere Council Procedure Bylaw.

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 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 every three (3) months, 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 District of Invermere, to pledge the credit of the District, or to authorize any expenditures to be charged against the District.

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 Council.

STAFF SUPPORT

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

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