

DRAFT Project Charter

Project: Biodiversity Action Plan

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| Goal | To develop a multi-stakeholder Biodiversity Action Plan for the City of Hamilton. |
| Objective | To produce a collaborative goal-oriented Biodiversity Action Plan that will recommend practical science-based solutions to stakeholders, and engage the public, with the aim to protect, enhance, and restore biodiversity in the City of Hamilton. |
| Deliverables | <ul style="list-style-type: none"> • State of Hamilton’s Biodiversity summary to serve as a benchmark for monitoring; • Background report of current biodiversity protection, restoration and education actions in Hamilton; • Determine key areas of focus (theme areas); • Develop actions relating to areas of focus; • Public consultation of draft document as well as ongoing communication through the BAP development; • Reporting back to Boards and Councils of all Working Group members; • Deliver final BAP; and, • Monitoring: Reporting back every 2 years for State of Biodiversity. |
| Project Partners | <p>Project Leads:</p> <ul style="list-style-type: none"> • Project Manager - Hamilton Naturalists’ Club • BAP Coordinator (HNC filling gap until Coordinator is in place). <p>Working Group Members</p> <ul style="list-style-type: none"> • City of Hamilton, Planning and Economic Development – Policy Planning, Natural Heritage; • City of Hamilton, Public Works – Environmental Services; • Environment Hamilton; • Hamilton Conservation Authority; • Conservation Halton; and, • Cootes to Escarpment EcoPark System Secretariat • Bay Area Restoration Council. <p><i>All Biodiversity Working Group members have direction from Boards and Councils to collaborate on the development of the Biodiversity Action Plan. This includes the City of Hamilton Council motion on April 7, 2021 (PED21065).</i></p> <p>Stakeholder Group (to be updated throughout the project)</p> <ul style="list-style-type: none"> • First Nations; |

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| | <ul style="list-style-type: none"> • Royal Botanical Gardens; • Niagara Peninsula Conservation Authority; • Grand River Conservation Authority; • Bruce Trail Conservancy; • Niagara Escarpment Commission; • Ministry of the Environment Conservation and Parks; • Ontario Plant Restoration Alliance; • Bird Friendly Cities Hamilton; • Dundas Turtle Watch; • Local ecologists, foresters, botanists, etc.; • Ontario Federation of Agriculture; • OSCIA; • Ontario Hydro; • Ministry of Transportation; • McMaster and Redeemer Universities, Mohawk College, Hillfield Strathallan College; • School Boards; • Hamilton Port Authority; • Hamilton Industrial Environmental Association; • Hamilton Health Sciences; • Green Venture; and, • Hamilton International Airport. |
| <p>Roles and Responsibilities</p> | <p>BAP Coordinator and Project Manager</p> <p><u>Researching/Writing</u></p> <ul style="list-style-type: none"> • Act as head researcher and writer for BAP; • Produce a background report summarizing the state of biodiversity in Hamilton in consultation with the Working Group and with Stakeholders; • Summarize the existing and City and Community led projects related to biodiversity; • Provide a summary of the public / stakeholder engagement; • Incorporate working group comments and public/stakeholder feedback into final draft; and, • Draft of the final BAP document including actions, timeline, and the lead agency/organization. <p><u>Administrative</u></p> <ul style="list-style-type: none"> • Organize and facilitate bi-weekly BAP Working Group meetings during BAP development, including preparation of agenda and minutes, and distribution to Working Group members; • Seek out additional funding opportunities for the BAP development and manage BAP funds. Maintain transparent accounting for BAP funds; |

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| | <ul style="list-style-type: none"> • Distribute draft written materials to BAP working group members for comment; and, • Manage project files in OneDrive. <p><u>Communications/Public Engagement</u></p> <ul style="list-style-type: none"> • Act as lead contact person for all communications related to the BAP development; • Develop communications plan in partnership with Working Group members for building public awareness of the BAP (social media, websites, etc.); • Coordinate with Working Group members and facilitator on public engagement activities / open houses (in-person and/or virtual); • Present final BAP to Council alongside presentation and report by City Staff. Present final BAP to Boards of Working Group members if requested; and, • Attend (virtually or in-person) all City meetings related to the BAP and make delegations to Committee and Council (if needed). <p>Facilitator</p> <ul style="list-style-type: none"> • Works with the Biodiversity Working Group to prepare for stakeholder and public open house sessions about: (1) the current state of Hamilton's biodiversity; and, (2) the key actions to be included in the Biodiversity Action Plan. This will also include discussions about the BAP structure; and, • Lead the series of workshops for each topic and prepare the summary report that will inform the Biodiversity Action Plan. <p>City of Hamilton – Planning Division staff</p> <ul style="list-style-type: none"> • Prepare and present six-month update report, draft BAP and final BAP report to the General Issues Committee/City Council; • Prepare letters of support for funding applications submitted for the BAP by partnering organizations; • Assist in facilitating public engagement through development of Engage Hamilton webpage as well as project webpage with BAP information and resources/contacts for BAP coordinator; • Contact person for public inquiries related to City involvement in the BAP; and, • Liaison for working group to City Communications/Creative Design team for graphic design, printing. |
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| | <p>Working Group Members</p> <ul style="list-style-type: none"> • Attend bi-weekly meetings; • Communicate information back to organization or agency and gather information as needed; • Review and comment on documents and information presented; • Encourage other staff to participate in the various stages of BAP development and in the focused consultation sessions about setting benchmarks and actions/recommendations; and, • Share in taking notes during meetings. |
| <p>Communications</p> | <p>Within working group:</p> <ul style="list-style-type: none"> • Group members can share information through the OneDrive folder where live edits can be made, or documents can be downloaded and then uploaded with edits; • City of Hamilton will download documents from OneDrive and will send comments to the BAP Coordinator by email; and, • Bi-weekly meetings. <p>Communications to the public:</p> <ul style="list-style-type: none"> • Draft documents cannot be shared without approval from Working Group members; • Public consultation will gather comments on draft Biodiversity Action Plan; and, • Key communications to be coordinated collectively, and cooperatively. |
| <p>Timing</p> | <p>BAP Completion: June of 2022 Report to Planning Committee: September of 2022</p> |