



South Huron Communities In Bloom Committee Terms of Reference



Purpose of the Committee

The purpose of South Huron Communities In Bloom Committee (CIB) is to provide Council with recommendations on matters relating to the improvement of the visual appeal of parks, streets and green spaces with attention to environmental awareness.

The Committee will actively assist Council by fostering and promoting:

- A positive community image
- Improved tidiness and visual appeal of parks, streets and green spaces
- Environmental awareness, and
- Community participation

Committee Objectives or General Activities:

The primary objectives of the committee are to:

- Improve the tidiness and visual appeal of our parks, streets, greenspaces;
- Promote environmental awareness;
- Foster environmental responsibility through community participation
- Foster civic pride;
- Engage citizens of all ages, encourage involvement and action by residents;
- Develop and recommend an annual budget for Communities in Bloom for Council consideration during budget deliberations;
- Undertake other projects as requested by Council that are within the CIB Terms of Reference;
- Assist staff and Council with developing and implementing plans for the design and planting of parks and greenspaces;
- Provide advice and recommendations to Council on policy matters regarding environmental issues;
- Provide comment and opinion when called upon by the Council regarding any matters referred to the Committee.
- The Committee may, from time to time, fundraise for future Council approved projects.

Membership Composition and Responsibilities

The CIB will be composed of seven (7) voting members.

The Council shall appoint all Committee members by By-law and the term of appointment shall be concurrent with the four-year term of Council.

Council authorizes the Committee to call upon members of the community, from time to time, in order to establish a working group to carry out or assist with specific projects. These community members shall be recognized as affiliate members that may submit items of concern; however do not receive a vote.



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Staff Support

The Committee's primary staff contact will be a member of the Community Services Department, as delegated by the Community Services Manager. The staff member shall provide advice on matters of governance, legislation and operational policies and procedures, and shall act as the lead to coordinate the activities of the group for specific projects.

Meeting Roles and Requirements

The Committee is accountable to Council. The appointed member of Council shall act as a liaison between the Committee and Council, providing input and guidance from Council to the Committee.

The Committee shall meet a minimum of six (6) times per annum on the first Wednesday of the month at 6:30 p.m., at the Old Town Hall, Exeter. Additional meetings can be scheduled at the call of the Chair.

Annually, the committee shall elect a Chair and Vice-Chair from the appointees.

Each committee member is expected to attend a minimum of four (4) meetings per year and shall not miss more than four (4) consecutive meetings. Special circumstances shall be addressed on an individual basis.

The expenditure of any municipal funds is to be approved by the Chief Administrative Officer and/or Council in accordance with the Municipality's procurement policy and current budget.

Minutes and Agenda

The minutes of each meeting will be amended when necessary and adopted at the following meeting. When adopted, the Minutes will be provided to the Clerk to be circulated to Council.

The committee agenda will be prepared by the CIB Committee Chair and/or Vice Chair and distributed to the members in advance of the meeting, as well as provided to the Clerk to be posted on the municipal website.

Amendments to the Terms of Reference

Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

Amendments to the Terms of Reference can only be made by Council.

General Conduct

The meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order. The Chair shall endorse each Committee Report/Minutes prior to its presentation to Council.



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In general meetings shall be open to the public. Meetings will be declared In Camera by a majority vote of those present and should be so declared to discuss matters in accordance with Section 239 of the Municipal Act.

Conflict Of Interest

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.