



The Municipal Corporation of the Town of Fort Erie

By-law No. 33-2017

Being a By-law to Re-establish the Communities-in-Bloom Committee and Approve its Terms of Reference and to Repeal By-law No. 193-03

Whereas Communities-in-Bloom is a Canadian volunteer based, non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community participation and the challenge of national competition, with a specific focus on environmental action, heritage conservation, urban forestry, tidiness, landscape and floral displays; and

Whereas Report No. PDS-11-2017 was considered at the Council-in-Committee Meeting held on February 6, 2017 and subsequently authorized and approved by Council to permit the Communities-in-Bloom Committee to participate in the Committee member appointment process; and

Whereas Report No. PDS-16-2017 was considered at the Council-in-Committee Meeting held on March 6, 2017 and subsequently authorized and approved by Council to approve the revised Terms of Reference for the Communities-in-Bloom Committee; and

Whereas it is desirable to re-establish the Communities-in-Bloom Committee and approve its Terms of Reference; and

Whereas it is desirable to repeal By-law No. 193-03;

Now therefore the Municipal Council of The Corporation of the Town of Fort Erie enacts as follows:

1. **That** the Communities-in-Bloom Committee is re-established.
2. **That** the Terms of Reference attached as Schedule "A" to and forming part of this by-law, are approved.
3. **That** By-law No. 193-03 is repealed.

4. **That** the Clerk of the Town is authorized to effect any minor modifications, corrections or omissions, solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

Read a first, second and third time and finally passed this 27th day of March, 2017.

Mayor

Clerk

I, Laura Bubanko, the Clerk, of The Corporation of the Town of Fort Erie certifies the foregoing to be a true copy of By-law No. 33-2017 of the said Town. Given under my hand and the seal of the said Corporation, this day of , 20

FORT ERIE COMMUNITIES-IN-BLOOM COMMITTEE

TERMS OF REFERENCE
2017

FORT ERIE COMMUNITIES-IN-BLOOM COMMITTEE TERMS OF REFERENCE
--

INDEX

<u>SECTION</u>		<u>PAGE</u>
SECTION 1	Name and Purpose of Committee	2
SECTION 2	Composition of Committee	2
SECTION 3	Reporting Relationship	3
SECTION 4	Term of Office	3
SECTION 5	Vacancies	3
SECTION 6	Quorum and Meetings	3
SECTION 7	Voting	4
SECTION 8	Powers	4
SECTION 9	Duties of Chair, Vice Chair, Secretary and Treasurer	4

SECTION 1 - NAME AND PURPOSE OF COMMITTEE

- 1.01 The Committee shall be known as the Fort Erie Communities-in-Bloom Committee, hereinafter called "the Committee".
- 1.02 The duties and responsibilities of the Committee shall include but not be limited to the following:
- promote the Fort Erie Communities-in-Bloom program on a local, regional and national level;
 - educate the community, including the general public, community groups and organizations, and corporations, regarding the Fort Erie Communities-in-Bloom program and principles of Communities-in-Bloom;
 - organize and initiate fundraising activities as required to fund the initiatives of the committee and community;
 - coordinate the Fort Erie Communities-in-Bloom entry, application and judging processes;
 - organize the Fort Erie Communities-in-Bloom awards reception;
 - coordinate with Town staff as required to facilitate activities and represent the Town;
 - act in conformance with the by-laws and legislation of the Town of Fort Erie;
 - be accountable to Town Council;
- 1.03 The Committee may provide advice to Council, in keeping with the duties and responsibilities of the Committee.

SECTION 2 - COMPOSITION OF COMMITTEE

- 2.01 The Committee shall be represented by community stakeholders and representatives and a member of Council. There shall be a limit of eleven members of the Committee.
- 2.02 At the first meeting of the Committee, the Chair, Vice-Chair, Secretary and Treasurer shall be elected.
- 2.03 The Committee may be comprised of community members at large and representatives from community organizations such as:
- Community Service Groups
 - Schools
 - Local Businesses
 - Commercial Nurseries
 - Horticultural/Garden Clubs
 - Nature/Conservation Clubs
- 2.04 A staff liaison may be assigned to the Committee to provide guidance,

advice and prepare any necessary reports for Council consideration.

SECTION 3 - REPORTING RELATIONSHIP OF COMMITTEE

- 3.01 The Committee shall submit copies of all Committee minutes to the Council of the Town of Fort Erie via the Town Clerk. The staff liaison will report to Council regarding Committee activities, as necessary.

SECTION 4 - TERM OF OFFICE

- 4.01 The term of the Committee members shall be concurrent with the term of Council.

SECTION 5 - VACANCIES

- 5.01 The Committee may review applications and submit its recommendation(s) for appointment(s) to Council. Vacancies shall be filled by Council appointment.
- 5.02 Any vacancy affecting the Chair, Vice-Chair, Secretary or Treasurer shall be filled from the remaining Committee members by a majority vote.

SECTION 6 - QUORUM AND MEETINGS

- 6.01 A quorum for any meeting shall be a majority of the Committee members holding office at the time of the meeting.
- 6.02 Formal notice of each meeting shall be given at least 48 hours in advance of the meeting. Special meetings for extraordinary purposes may be called by the Chair.
- 6.03 The Committee shall have regard to the Town's Procedural By-law for the conduct of meetings and to the ABC Handbook for guidance.
- 6.04 No member shall miss more than 3 consecutive meetings without Committee consent, by motion.
- 6.05 At the first meeting, the Committee shall establish the meeting schedule, with a minimum of one meeting per month.

SECTION 7 - VOTING

- 7.01 Questions arising at any meeting of the Committee shall be decided by a majority vote.
- 7.02 Each Member shall be entitled to one (1) vote on each question arising at any Meeting.

- 7.03 Every member that is present at a meeting when the vote is taken, including the Chair, must vote, unless they have declared a conflict of interest.
- 7.04 Any tied question shall be deemed to be negative.

SECTION 8 - POWERS

- 8.01 The Committee Members may only exercise such powers and do such other acts and things according to these Terms of Reference and empowered by the Municipal Council of the Town of Fort Erie.
- 8.02 The Committee shall act in conformance with all Town of Fort Erie by-laws and legislation.

SECTION 9- DUTIES OF CHAIR, VICE-CHAIR, SECRETARY AND TREASURER

- 9.01 The Chair shall preside at all meetings of the Committee. During the absence or inability of the Chair to preside, the duties and responsibilities shall be exercised by the Vice-Chair.
- 9.02 The Secretary shall keep and maintain minutes for all meetings held by the Committee and deliver same to the Town Clerk for inclusion in the Council agenda. The Secretary shall provide notices of meetings by distributing agendas to Committee members. In the Secretary's absence, the Chair may assign an Acting Secretary.
- 9.03 The Treasurer shall keep and maintain the Committee budget and record of expenditures, and report to the Committee on same. The Treasurer shall ensure that Committee expenditures are consistent with the Council approved Committee budget and that Committee spending does not exceed its budget. The Treasurer shall submit invoices for payment to the Town, pursuant to the requirements of Town finance staff. The Treasurer shall prepare and submit the annual Committee budget for Committee and Council consideration and approval.