

THE CORPORATION OF THE TOWN OF COCHRANE



COCHRANE BEAUTIFICATION COMMITTEE

TERMS OF REFERENCE

1. Mandate

The Cochrane Beautification Committee (CBC) is an advisory committee that recommends ways to inspire the residents and property owners to enhance the visual appeal of their neighbourhoods and public spaces, through the creative use of plants, trees and landscaping with overall respect to environmental stewardship.

- Foster civic pride, environmental responsibly and beautification through community involvement, with a focus on enhancing green spaces and parks in our community.
- Develop a list of priorities for the community which supports beautification, for Council's consideration as part of the annual budget cycle by Oct 31st of each year.
- Initiate tidiness efforts which may include reduction programs for litter, weeds, maintenance and graffiti in public spaces, on streets and medians, sidewalks, ditches, road shoulders, vacant lots etc.
- Encourage committee involvement in initiative such as community clean-up days, garden tours, projects for the common good.
- Enhance environmental stewardship though enhancement of green spaces.
- Assist town departments with the development of community landscaping.
- Promote the benefits of environmental stewardship though educational initiatives and opportunities.

2. General Terms

2.1 Membership shall consist of the following:

- Town of Cochrane residents to a maximum of five (5) from the community at large;
- One representative from Council;
- Economic Development Officer (as a resource);
- One representative from the Cochrane Horticultural Society;

- 2.2 All members shall have voting rights, except the ex-officio members who may participate in discuss but shall not vote.
- 2.3 Working groups may be established to carry out specific beautification objectives approved by Council.
- 2.4 Members shall be appointed by a by-law of Council and the term of office shall be consistent with the term of Council.
- 2.5 Applications will be reviewed by Council in accordance with the Volunteer Policy.
- 2.6 Vacancies shall be replaced by Council.
- 2.7 Any committee member missing three (3) consecutive meetings without reasonable cause or explanation will be deemed to have resigned.
- 2.8 Quorum for meetings of the Committee shall be determined according to the Town's Procedural By-law, and declared by the Chair.
- 2.9 Approval of any motion shall require 50% plus one (1) of the voting members in attendance at the meeting.
- 2.10 If quorum is not attained within 15 minutes of the scheduled start time of the meeting, no actions or recommendations emanating from a meeting have any force or effect.
- 2.11 Minutes shall be recorded and retained by staff designate and copies shall be forwarded to Council for information after Committee approval.
- 2.12 The Committee reports directly to Council via minutes of its meetings, presentations as requested and/or deemed necessary, and through the provision of a quarterly report to Council.
- 2.13 The Committee shall appoint a Chair who will serve throughout the appointment term.
- 2.14 Recommendations for Council shall be forwarded in resolution form, under the signature of the Chair.
- 2.15 Meeting protocols shall be conducted in accordance with the Municipal Act and Town's procedural by-law.
- 2.16 All meetings shall be open to the public and closed session meetings shall only be permitted under the provisions of the Municipal Act, and if so convened shall not be held in absence of the staff appointee.
- 2.17 Meeting dates shall be posted on the Town's website.
- 2.18 Sub-committees may be formed as necessary and will determine their own meeting times and dates.

3. Financial Reporting

- 3.1 All financial requirements of the Committee will be administered by the Town of Cochrane Corporate Services Department.
- 3.2 Any remaining funds from council's beautification budget will be transferred to a reserve fund for use in future projects.