

The Corporation of the Town of Cochrane

Cochrane Beautification Committee

Terms of Reference

1. Purpose

The Cochrane Beautification Committee is established as an advisory body to the Council to provide recommendations and guidance on initiatives that enhance the aesthetic appeal of neighborhoods and public spaces through the creative use of plants, trees, and landscaping while respecting environmental stewardship.

2. Mandate and Responsibilities

The Cochrane Beautification Committee shall:

- Foster civic pride, environmental responsibility, and beautification through community involvement.
- Develop a list of beautification priorities for Council consideration as part of the annual budget cycle by October 31st of each year.
- Initiate tidiness efforts, including litter reduction, weed management, and graffiti removal.
- Promote environmental stewardship through educational initiatives and opportunities.
- Assist the Town departments with the development of community landscaping projects.

3. Membership

The membership shall consist of the following:

- A maximum of five (5) members from the community at large.
- One (1) representative from the Cochrane Horticultural Society.
- One (1) representative from Council.

The Committee shall consist of the following resource members:

- Economic Development Officer
- Clerk or designate as the recording secretary.

All members shall have voting rights, except the ex-officio member who may participate in discussion but shall not vote.

The Committee shall appoint a Chair annually, on the first meeting of the year.

4. Remuneration

The members of the Committee shall serve without remuneration. However, approved expenses incurred in the performance of Committee duties may be reimbursed in accordance with municipal policies.

5. Quorum

A quorum shall consist of a majority of the voting members, in such case, quorum will consist of four (4) members. If quorum is not attained within 15 minutes of the scheduled start time of the meeting, no actions or recommendations shall be taken by the Committee.

6. Term of Office

All members shall serve for the term of four (4) years, coinciding with the Council term. Members may be reappointed for additional terms at the discretion of Council. Vacancies shall be replaced by Council.

7. Meeting Frequency

The Committee shall determine the meeting schedule for the year by the first meeting of January. Special meetings may be called by the chair or by the request of a majority of members.

8. Authority

The Committee serves as an advisory capacity to Council and does not have independent decision-making authority. All recommendations from the Committee shall be presented to Council in form of resolutions for consideration and approval.

The Committee shall adhere to the Town's Procedural By-Law and the Municipal Act.

9. Administration

The Clerk or their designate shall provide administrative support including meeting coordination, agenda preparation and minutes, and record-keeping. All meeting minutes shall be recorded and submitted to Council for information. The Economic Development Officer shall serve as the Committee's primary liaison. All reports and recommendations shall be prepared as required by the Economic Development Officer.

Financial oversight shall be managed by the Town financial department. The Committee shall submit an annual operating and capital budget plan to Council by October 31st of each year. Unused budget funds shall be transferred each year to a reserve fund for future projects.

10. Code of Conduct and Conflict of Interest

All Committee members shall adhere to the Council Code of Conduct Policy. All Committee members shall disclose any conflict of interest and recuse themselves from discussions or decisions where a conflict exists.