



The Municipal Corporation of the Town of Fort Erie

By-law No. 24-2020

Being a By-law to Amend By-law No. 33-2017 (To Re-establish the Communities-in-Bloom Committee and Approve its Terms of Reference)

Whereas By-law No. 33-2017 was passed by the Municipal Council of the Town of Fort Erie on the 27th day of March 2017 to Re-establish the Communities-in-Bloom Committee and approve the Terms of Reference; and

Whereas By-law No. 1-2019 was passed by the Municipal Council of the Town of Fort Erie on the 21st day of January, 2019 to amend the Communities-in-Bloom composition; and

Whereas at the Council-in-Committee meeting held on February 10, 2020 Report No. PDS-06-20 was approved to amend Section 1.02 of the Communities-in-Bloom Terms of Reference, and

Whereas it is deemed desirable to amend the Communities-in-Bloom Terms of Reference in order to replace the requirement for the current competition and recognition program and afford the Committee more flexibility in their programming;

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

1. **THAT** By-law No. 33-2017 is amended by repealing Schedule "A" and replacing it with Schedule "A" attached to and forming part of this by-law.
2. **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 18th day of February, 2020.

Mayor

Clerk

I, Carol Schofield, the Clerk, of The Corporation of the Town of Fort Erie certifies the foregoing to be a true copy of By-law No. 24-2020 of the said Town. Given under my hand and the seal of the said Corporation, this day of , 2020.

Schedule "A" to By-law No. 24-2020

Schedule "A" to By-law No. 37-2017

FORT ERIE COMMUNITIES-IN-BLOOM COMMITTEE

TERMS OF REFERENCE
2020

FORT ERIE COMMUNITIES-IN-BLOOM COMMITTEE TERMS OF REFERENCE
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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:
- To instill Fort Erie Communities-in-Bloom values across Fort Erie through education and promotion as set down by Communities-in-Bloom Canada. Such values include exemplary practices in landscaping, forestry, floral displays, turf and ground cover, heritage and the environment with community involvement being an integral part and the binding component, all in an effort to create a green community. Such components will be promoted and practiced across the Town of Fort Erie through such events as awards and recognition opportunities, garden tours, special workshops and ongoing programs.
 - 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; and
 - 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 twelve 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.