



## **Horticulture Committee (HOC) Terms of Reference**

### **Definitions**

For the purposes of these Terms of Reference, the following definitions shall apply:

- a) "Township" means the Municipal Corporation of the Township of Tay;
- b) "Committee" means the Horticulture Committee;
- c) "Council" means the governing body of the Township;
- d) "Councillor" means an elected official of the Township, including the Mayor;
- e) "Mayor" means the chief elected official of the Township;
- f) "Member" means an individual appointed to the Committee;
- g) "Municipal Act" means the Municipal Act, 2001, as amended;
- h) "Procedural By-law" means the Township By-law which provides the Rules of Procedure for Council and its' Committees.

### **Purpose**

As a Committee of Council, the role of the Horticulture Committee is to foster civic pride, environmental responsibility and beautification through community participation in horticulture.

### **Responsibilities**

The mandate and responsibilities of the Committee are as follows:

- a) Develop a volunteer base for garden development and maintenance within the Township of Tay for municipally owned property;
- b) With assistance from the Operational Services Department, maintain gardens at the Municipal Office, including seasonal decorating;
- c) Make recommendations to Council regarding the following:
  - Landscaped areas within public spaces
  - Floral displays
  - Creation, development and implementation of landscaping projects on public boulevards, including the planting of trees where appropriate
- d) Increase public awareness of community beautification projects

### **Composition**

The Committee shall consist of eight (8) voting members, being seven (7) citizen member appointments and one (1) Council representative. Citizen member appointments shall be adopted by Council at the first Regular Council Meeting of each term.



In accordance with the Township's Procedural By-law, the Mayor shall be an ex-officio Member of each Committee, and have the same rights as the other Committee Members, including the right to vote.

Staff representation shall consist of the Senior Executive Assistant and/or their designate and other staff resources, as required. Staff responsibilities as they relate to this committee are limited to agenda creation and minutes recording, as well as related internal administrative processes.

Committee members shall be appointed by by-law for the term of Council, four (4) years, and until their successors are appointed. In the event that a membership vacancy presents itself during the Term of the Committee, Council shall fill the vacancy by appointment without the need to advertise.

### **Chair/Vice-Chair**

At its first meeting of each term of office, the Committee shall elect a Chair and Vice-Chair from among its citizen members. If the role of the Chair becomes vacant for any reason during a term of office, the Committee shall elect a new Chairperson from among its citizen members.

The Vice-Chair shall assume the role of the Chair in their absence.

### **Quorum**

A majority of members are required to be present to constitute a quorum.

### **Meetings**

The Committee shall adopt the meeting schedule for the year at the first meeting of each year.

The Committee shall hold regular meetings on the first Tuesday of each month. Additional meetings shall be scheduled as considered necessary by the Committee or Chair.

If a member is absent for three consecutive meetings without cause as established by the Committee, the Chair of the Committee at his/her discretion may recommend to Council that the member be replaced.

Meeting agendas shall be prepared and distributed to all Committee members prior to each regular meeting and the business of the Committee shall be taken up in the order in which it appears on the agenda.

Minutes of all Committee meetings shall be prepared by the Committee staff resource and submitted to Council as part of the next regular Council Agenda.



## **Resources**

The Committee shall request members of management, as well as any other individual as is deemed appropriate to participate in Committee meetings as applicable, so the Committee may fulfill its responsibilities.

## **Sub-Committees**

The Committee, as its sole discretion, may pass a resolution to appoint sub-committee(s) on an ad-hoc basis to deal with specific issues relating to its core mandate. A Sub-Committee so appointed shall produce meeting notes to report to the regular Committee's meeting. Appointments to any sub-committee shall be only for the duration of the sub-committee's assignment.

For reference purposes, sub-committees are not required for activities within the Purposes and Responsibilities of the Committee as detailed in this Terms of Reference document.

## **Reporting**

As referenced under the "Meetings" section of this document, the Committee shall report directly to Council through formal recommendations outlined in meeting minutes, to be considered at the following regular meeting of Council.

The Committee, through the Committee Chair and staff resource, shall report to Council annually as to the Committee's projects and accomplishments.

The Committee shall review the Terms of Reference of the Committee prior to the end of the Council Term and make any recommendations for amendments prior to the appointment of the new Committee.

## **Remuneration**

The public members of the Committee shall receive an annual stipend based on \$25.00 per meeting to a maximum of \$250.00 annually. Committees meeting monthly shall not meet during the months of July and August in order to coincide reflect a Committee summer recess, unless deemed necessary by the Committee and/or Chair. Committee remuneration is based on a maximum of ten (10) meetings per year.

In addition, public members shall receive compensation for attending events and/or functions outside of regularly scheduled Committee meetings, up to a maximum of \$150.00, as follows:

- Major Events/Functions (4 hours or more) = \$25.00
- Minor Events/Functions (less than 4 hours) = \$15.00

Terms of Reference Approved: October 26, 2022