

## TERMS OF REFERENCE

THE CORPORATION OF THE TOWN OF PETROLIA  
COMMITTEE/ADVISORY COMMITTEE OF COUNCIL

**Committee Name:**

Petrolia In Bloom

Advisory Committee of Council

**Department Responsible:**

Community Services

**Reporting Director:**

Director of Facilities & Community Services

### ROLE

Petrolia in Bloom is committed to fostering civic pride, environmental responsibility and beautification through community involvement, with focus on enhancing the Downtown and green spaces in the Town of Petrolia.

### MANDATE, OBJECTIVES & RESPONSIBILITIES:

- To improve the tidiness, appearance and visual appeal of neighbourhoods, parks, open spaces and streets.
- To determine an annual recommendation to Council of the coming year's colour theme;
- Help to maintain a positive image of the community

### COMMITTEE COMPOSITION

The committee should consist of:

- 2 councillor representatives
- Director of Facilities & Community Services (Non voting)
- Executive Assistant (Non voting)
- 8 - 10 community volunteers
- 2 youth volunteers

### Appointed Chairperson

**Chair:** Director of Facilities & Community Services

1. Responsible for calling and scheduling meeting;
2. Responsible to create and distribute the Agenda through iCompass;



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3. Responsible to ensure that the Agenda is provided to the Clerks office a minimum of 48 hours in advance of the meeting;
4. Responsible to ensure decorum and proper procedure occurs during meetings;
5. Inviting specialists or other guests as required;
6. Presiding over meeting and guiding it as per the agenda; (e) Ensuring a decision is reached on all agenda items;
7. Ensuring the Committee carries out its functions and meets its obligations;
8. Ensures that all recommendations of the Committee are brought forward to Town Council;

### **Appointed Secretary**

#### **Secretary:** Executive Assistant

1. Responsible to record meeting minutes in iCompass;
2. Responsible to provide the Clerks office with completed meeting minutes, within 7 days of the meeting date;
3. Responsible to distribute minutes to Committee Members;
4. Responsible to ensure the Committee Chair has signed the adopted meeting minutes:
  - i. Signed original copy to be provided to the Clerks Office.
5. Responsible to distribute correspondence and communication on behalf of the Committee and to all committee members;
6. Keep all pertinent committee records, in accordance with the Town of Petrolia retention policy;
7. Assist the Chairperson as required.

### **QUORUM**



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For Quorum to be present, a **majority** of the committee members with a vote must be present and in attendance.

### DUTIES OF MEMBERS

All members of the committee shall:

- a) Attend all committee meetings, when not possible to attend, send regrets in advance
- b) Provide suggestion and ideas
- c) Have an active participation role in preparation, day of and take down of the event

### MEETINGS

The Committee is to meet, March, April, May, September & October each year, on the Second (2<sup>nd</sup>) Thursday of the month, at 10:00 AM.

\*Additional or special meetings may be convened by the chairperson.

The Agenda of every committee will be structured as follows:

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of previous meeting Minutes
- 4) Disclosure of Pecuniary Interest
- 5) Old/New Business
- 6) Report & Discussion
- 7) Date of Next Meeting
- 8) Adjournment

### TERMS AND REPLACEMENT OF MEMBERS

The normal term for a committee member shall be for a Two (2) year term, and coincide with the Term of Council;

- Terms will be from January 1 – December 31
- Call for application or renewal confirmation will be forwarded in October of the second year.



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Members may apply to renew their terms, as often as they wish.

Members may not simply leave the committee without a replacement.

#### Resignation of a member

- A member may resign with written notice to the chair.
- In the event of a vacancy, through application, the vacancy will be filled for the remaining portion of the term.

If a member misses three (3) meetings in a one (1) year period, without sending regrets the member is considered to have resigned from the committee;

## MARKETING & MEDIA

Prior to the release of any publication or Committee initiative the Town of Petrolia's Director of Marketing, Arts & Communication will be provided with a Draft version for review.

Only once approval has been granted by the Town should the Committee proceed.

All media enquiries shall be referred to the Director of Marketing, Arts & Communications or CAO in accordance with the Town of Petrolia media policy.

## ENTITLEMENT TO COMPENSATION

Committee members will not receive any monetary reward for their contribution

Expenses incurred by members may be re-imbursed, so long as approval of the expense was provided by the Chair or Director in advance.

## CODE OF CONDUCT & CONFLICT OF INTEREST

All members will conduct themselves in a professional manner at all times while a member.

All members must be in good standing with the Town of Petrolia.

All members will govern under the Code of Conduct as adopted by Council.

If a member has, at any time, a conflict of interest in relation to a particular issue or interest they must declare this conflict of interest under the agenda order of business.

The conflict of interest is to be properly documented by the Secretary, and recorded in the minutes.



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### **REVIEW**

A review of these Terms of Reference will be undertaken every four years, and presented to Council for adoption or more frequently if deemed necessary by the committee.

### **COUNCIL ADOPTION:**

Terms of Reference adopted by the Council of the Town of Petrolia on September 24, 2018 through By-Law 56-2018.