

West Grey Gardens and Green Spaces Advisory Committee

Draft Terms of Reference

Purpose

The West Grey Gardens and Green Spaces Advisory Committee (GGSAC) advises the council of West Grey on matters related to the development and beautification of gardens and green spaces within West Grey's urban areas.

Membership

The Committee shall be composed of:

- Up to two (2) members of West Grey council
- Five (5) to eight (8) members of community representatives

The committee shall elect a chair and vice chair. A member of the committee shall serve as recording secretary.

Responsibilities

The members of the West Grey GGSAC shall strive to:

- Make recommendations to council for seasonal beautification of the urban areas of West Grey.
- Provide advice and recommendations to council regarding the development and implementation of municipal garden plans.
- Make recommendations to council regarding hanging flower baskets and bridge baskets.
- Organize and assist in the planting of the bridge baskets.
- Make recommendations to council regarding the promotion of gardens, green spaces and the unique natural features throughout West Grey.

Vacancies

Vacancies shall be advertised by the Municipality of West Grey as required. West Grey council shall appoint all members.

Staff Support

Staff resources shall be provided on an as needed basis, coordinated through the CAO's office. Training for committee the committee chair and recording secretary shall be provided by the clerk's office.

Meetings

The committee shall establish a meeting schedule in December for the next year, to be posted on the municipal website. The frequency of meetings shall be determined by the committee. All committee meetings are open to the public. Quorum shall be 50% of committee members.

Agendas and Minutes

Agendas shall be prepared by the chair and the recording secretary and provided to the municipal clerk one week prior to the meeting date to give notice of the meeting by posting the agenda on the municipal website.

Draft minutes shall be prepared by the recording secretary and provided to the municipal clerk for inclusion in a council agenda within ten days after the committee meeting. Final minutes shall be signed by the chair and the recording secretary and provided to the municipal clerk for keeping in the corporate record management system.

Reporting

The committee will report to council regularly by providing committee minutes to the clerk for inclusion in a council agenda.

The committee provides recommendations to West Grey council by committee resolutions recorded in committee minutes. Draft minutes shall be provided to the clerk with a request to present specific recommendations contained therein on the next regular council agenda.

Administration

The committee shall be governed by all applicable legislation and municipal bylaws and policies for the conduct of meetings and activities, including but not limited to: West Grey procedural bylaw; Municipal Act; Accessibility for Ontarians with Disabilities Act and the Conflict of Interest Act.