

Memo



Date: January 7, 2011
File: 6130-00
To: City Manager
From: Ian Wilson, Park Services Manager, Civic Operations
Subject: Communities in Bloom Committee

Recommendation:

THAT Council establish the newly formed Communities in Bloom Committee as a committee of Council through approval of the Terms of Reference as attached to the report of the Park Services Manager, dated January 07, 2011;

AND THAT Council approve the appointment of the following members to the Communities in Bloom committee, to serve a term ending concurrently with the City Council term: Suzanne Anderton, Fiona Chamberlain, Dave Lange, Sharon McKenna, Donna Moyer, Gabe Ross, Carol Rutherford, Wilma Schellenberger and Darla Wiebe.

Purpose:

To approve the formation of the Communities in Bloom Committee as an official Committee of Council as well as the committee membership and terms of reference.

Background:

At the national and provincial level, *Communities in Bloom* (CiB) is a "non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community involvement and promotion of green spaces in community settings"¹.

The Kelowna CIB committee was originally formed in 1996 in order to support involvement in provincial and national CIB competitions. The mandate of the committee has expanded over the years to include the support of other community initiatives related to the CIB mandate. For example in 2010, the group helped to beautify Leon Avenue downtown through a new street banner initiative and boulevard plantings, and also hosted the Green Thumb awards which recognizes both public and private contributions to gardening in Kelowna. The committee also held a Get Growing Day, a gardening fair that included representatives from the Okanagan Xeriscape Society and Master Gardeners and local artists. Tentative plans for 2011 include competing in the Provincial CIB program in the mentoring category with Lake Country as well as continuation of the Leon Avenue beautification program, supporting the Garden Tour and leading the Green Thumb Awards.

To date, the committee has been run as an informal staff committee with a City Councillor as Chair. Previously, Ron Cannan was Chair and more recently Councillor Michelle Rule has served

¹ <http://www.communitiesinbloom.ca/>

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in that role. In 2010, staff were asked to develop a new terms of reference for the committee as an official Committee of Council.

Staff have solicited and received applications for nine members representing the community at large, including six individuals of the existing CIB committee. Following is a list of the citizens recommended to the new committee:

- **Suzanne Anderton** has been involved with the existing CIB committee for a number of years and has also served on the Pandosy Revitalization Committee, the Kelowna Garden Tour, the Kelowna Running Club as well as the Diggers and Weeders garden club.
- **Fiona Chamberlain** is a Landscape Architect with several years experience in local government planning and as a principle of Outland Design; this is the first application by Ms. Chamberlain to the CIB committee.
- **Dave Lange** is a Landscape Architect and land developer with previous experience working in local government; this is Mr. Lange's first application to the CIB committee.
- **Sharon McKenna** previously worked as a University professor and nursing educator and has been involved with the Kelowna Drop-In Centre as well as the Okanagan Master Gardener Association; she helped to initiate the "One Block at a Time" program to help revitalize Leon Street and has been involved with the CIB committee since 2008.
- **Donna Moyer** previously worked with the Downtown Kelowna Association as well as an event coordinator, and was involved in event planning for the MS Society and Alzheimer Society; she has served with the existing CIB committee for the past six years.
- **Gabe Ross** is a Landscape Architect with 10 years experience in New Zealand, China and Canada; this is the first application by Mr. Ross to serve on the CIB committee.
- **Carol Rutherford** possesses 10 years experience in landscaping and landscape design, and has been involved with the current CIB committee since 2010.
- **Wilma Schellenberger** is a Master Gardener and former President of the Kelowna Garden Club, with experience on the existing CIB committee as well as experience with the Central Okanagan Heritage Society juried flower shows, Guisachan Garden Shows, the Green Thumb awards, and the Mission Resident's Association.
- **Darla Wiebe** is a registered nurse who has been involved in organizing the Kelowna Garden Tour for the past three years; she has served on the current CIB committee for several years.

Internal Circulation:

Office of the City Clerk
Community and Media Relations

Legal/Statutory Authority - *Community Charter*

Considerations not applicable to this report:

External Agency/Public Comments:
Legal/Statutory Procedural Requirements
Personnel Implications
Financial/Budgetary Considerations
Existing Policy
Community & Media Relations Comments
Alternate Recommendation

Submitted by:



I. Wilson, Park Services Manager

Approved for inclusion



Director, Civic Operations

cc: John Vos, General Manager Community Services
Joe Creron, Director Civic Operations

Attachment: Terms of Reference

CITY OF KELOWNA
TERMS OF REFERENCE
COMMUNITIES IN BLOOM COMMITTEE

INTRODUCTION

The Communities in Bloom Committee is an Advisory Committee of Council. At the national and provincial level, **Communities in Bloom** (CiB) is a "non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community involvement and promotion of green spaces in community settings"¹.

The Kelowna CIB committee was originally formed in 1996 in order to support involvement in provincial and national CIB competitions. The mandate of the committee has expanded over the years to include the support of other community initiatives related to the CIB mandate.

OBJECTIVE

The objective of the Committee is to foster civic pride through community involvement in the beautification and promotion of green spaces in community settings.

SCOPE OF WORK

To achieve this objective, the CIB Committee will undertake the following activities:

- Support local Communities in Bloom competitions by coordinating and providing the necessary resources on an annual or semi-annual basis;
- Provide support for organizations, individuals or businesses undertaking projects that help support the objective of the committee;
- Facilitate private and public partnerships that will help the committee achieve its objective;
- Make recommendations to Council in areas related to the objective of the committee; and
- Raise awareness of issues that support the CIB mandate in the community.

MEMBERSHIP

In order to provide representation from the community, the membership of the committee is as follows:

- 9 Representatives of the community at large
- 1 Member of Council as a non-voting liaison member only

APPOINTMENT AND TERM

Members shall be appointed by Council for a three-year term, to run concurrent with the Council term.

Council may, at any time, remove any member of the Committee and any member of the Committee may resign therefrom at any time upon sending written notice to the Chairperson of the Committee.

Committee members who are absent for three consecutive meetings shall forfeit their appointment, unless such absence is authorized by motion of the Committee.

¹ <http://www.communitiesinbloom.ca/>

Committee members may stand for re-appointment at the conclusion of their term.

Members of the Committee shall serve without remuneration.

In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term upon resolution of Council.

The Committee may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the Committee. Any sub-committee so created will report to the Committee.

CHAIR

The Committee shall elect a Chairperson and a Vice-Chairperson at their first meeting each year. The Chairperson and Vice Chairperson shall be the executive of the Committee. Councillors shall not serve on the executive of the Committee.

The Chair and Vice Chair shall be provided a training session by the City on procedures for Committees of Council.

MEETING PROCEDURES

The Chairperson shall call meetings of the Committee a minimum of six times per year, in order to deal with the business of the Committee.

The Committee will recognize that each meeting can require a significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope of work.

A special meeting may be called by the Chairperson or at the request of any three members of the Committee. Notice of the day, hour, and place of special meeting shall be given at least five working days prior to the meeting, by leaving a copy of the notice for each member of the Committee and by delivering a copy of the notice to the Office of the City Clerk for posting.

Unless otherwise authorized by the *Community Charter* or City of Kelowna Council Procedures Bylaw No. 9200 all meetings will be held in open session and in a location accessible to the public.

Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

A majority of the Committee shall represent a quorum. A meeting shall not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

The order of business is to be as set out in an agenda package to be provided to the Committee members in advance of the meeting date. Items for the agenda, including presentation materials, will be forwarded electronically to the Office of the City Clerk three complete working days prior to the meeting date to be posted for the public. Minutes of the meetings will be prepared by the Office of the City Clerk and signed by the Committee Chair. Originals of the minutes will be forwarded to the City Clerk for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the City-at-large.

Conflict of Interest

Committee members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200. Members who have a direct or indirect

pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

Voting

All members of a committee, including the Chair, vote on every question unless they have declared a conflict and left the meeting.

Any member who does not indicate their vote, or has left the meeting without declaring a conflict, is counted as having voted in favour of the question.

If the votes are equal for and against, the question is defeated.

Comments in Public or to the Media

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, a representative of another agency or community group, or as an individual. Committee members need to convey the public interest and remember that they represent the Corporation of the City of Kelowna. This means they must be consistent with the City's position on specific issues.

REPORTING TO COUNCIL

Recommendations of the Committee must be adopted by Committee motion prior to presentation to Council.

The Committee will provide a status report to Council annually. This report should include a record of work conducted and an indication of the associated costs attached to the Committee's work including staff resources.

The Committee Chairperson, Vice Chair, or a Committee member appointed by the committee, will, accompanied by the staff liaison, report to Council on behalf of the Committee.

The Office of the City Clerk will ensure the Committee Agendas and Minutes are forwarded electronically for circulation to all Council members.

BUDGET

The routine operations of the Committee will be funded by allocations within the Park Services Branch budget.

STAFF SUPPORT

Staff shall be assigned by the City Manager to serve as administrative liaison to the Committee.

The Park Services Branch shall provide support for the Committee to undertake work assigned by Council within the Committee's scope of work. Support functions may include the following:

- organizing and preparing the meeting agendas, in conjunction with the Committee Chair and staff liaison;
- distributing the agenda packages to Committee members;

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- forwarding the agenda to the Office of the City Clerk for posting as a public notice;
 - receiving all correspondence, and preparing correspondence and reports on behalf of the Committee;
 - reviewing the draft minutes and returning them to the Office of the City Clerk to finalize prior to adoption by the Committee;
 - managing the files of the Committee, as necessary; and
 - maintaining a list of outstanding issues for committee action in accordance with the Committee's scope of work and Council's direction.

The staff liaison shall initiate recommendations to Council for committee appointments and maintain an updated list of appointees, the date they were appointed whenever changes occur, and provide a copy of the updated list to the Office of the City Clerk.

The **Office of the City Clerk** shall provide secretarial support for the Committee. Support functions include the following:

- Organizing and preparing the meeting agendas, in conjunction with the Committee Chair & staff liaison;
- receiving and organizing all agenda-related presentation materials and/or hand-outs prior to the meeting date for inclusion in the Agenda package;
- posting all meeting notices and agendas for the public in accordance with the statutory timelines;
- taking and preparing draft minutes, and providing the final minutes to the Office of the City Clerk and Committee staff liaison; and
- maintaining the records of the Committee, including posting and filing of minutes for the public record.

Endorsed by Council:
Revised: