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**Terms of Reference - Communities in Bloom**  
**2022-2026**

**1. Reporting Structure**

In accordance with the City's Procedural By-law, Communities in Bloom is an advisory committee authorized by City Council. The Committee has been established by City Council in accordance with these Terms of Reference. The Committee shall report to City Council through the Infrastructure and Community Investment Committee. Decisions of the Committee are not final until approved by City Council unless delegated authority is granted by Council.

**2. Mandate**

To help facilitate the development of Barrie in the Communities in Bloom National Municipal Beautification program, with a focus on flowers, landscaping, gardens, beautification, and environmental awareness.

**3. Objectives**

The objective for the 2022 to 2026 term of the Communities in Bloom Committee is to assist the Operations Department as they evaluate the overall contributions of City Council, industry, businesses, and the private sector including volunteer efforts concerning the following eight criteria:

1. Tidiness
2. Environmental Action
3. Heritage Conservation
4. Urban Forestry
5. Landscape
6. Turf and Groundcovers
7. Floral Displays
8. Community Involvement

The Communities in Bloom Committee will foster community involvement throughout the program.

**4. Composition**

Communities in Bloom shall be composed of:

- Councillor, A.M. Kungl, Chair; and
- Six citizen representatives

All Committee members shall be selected by City Council. If a Committee member is unable to complete the term as set out in Section 5 below, a new Committee member will be selected by City Council.

**5. Term**

Council and citizen members shall be appointed for a term that coincides with the Term of Council, expiring on November 14 of the year in which a municipal election is held unless otherwise provided by a resolution of City Council.

A member may resign from the Committee at any time by advising the Chair of the Committee and the City Clerk of this intention in writing.

A Committee member may be re-appointed by City Council for an additional term(s).

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A member absent for three (3) consecutive meetings without permission from the Committee will be removed.

**6. Frequency of Meetings**

Committee meetings shall generally be scheduled once per month or may be scheduled at the call of the Chair.

All meetings shall be open to the public in accordance with the City of Barrie's Procedural By-law and the *Municipal Act*. A Committee meeting may only be closed to the public if the subject matter being considered meets the criteria established in Section 239 of the *Municipal Act*.

**7. Selection of the Chair and Vice-Chair**

The mayor selects the Chair of the Committee at the beginning of the term of office. The Committee selects a vice-chair (if necessary) at the first meeting.

**8. Role of the Chair and Vice-Chair**

The Chair shall preside over the meetings of the Committee and assist the Committee in reaching a consensus on fundamental policy issues of concern to the Committee.

The Vice-Chair shall assume authority and perform all the duties of the Chair in the absence of the Chair.

**9. Roles and Responsibilities of Members**

Committee members shall:

- a) Attend and actively participate in all meetings;
- b) Work with other members to attempt to reach consensus on decisions before the Committee; and
- c) Adhere to these Terms of Reference, the City of Barrie's Procedural By-law, Purchasing By-law, the Council/Committee Code of Conduct and any other by-laws, policies or procedures that apply to Committee members.

**10. Rules Governing the Proceedings of Committees**

The business of advisory committees shall be conducted in accordance with the City of Barrie's Procedural By-law.

**11. Quorum**

In accordance with the City of Barrie's Procedural By-law, a quorum shall be held by the majority of the Committee members (50% + 1).

If the quorum for a Committee is not present within thirty (30) minutes of the time appointed for the meeting, the Committee Support Clerk shall record the names present and the meeting shall stand adjourned until the next scheduled meeting.

**12. Voting**

In accordance with the City of Barrie's Procedural By-law, when an issue arises, the Committee will attempt to reach a consensus on how the Committee should resolve the issue.

A question before the Committee will be put to a vote and each Committee member will be entitled to one vote.

A motion shall be deemed to be carried when a majority of the members present and voting have expressed agreement with the question. Consequently, on a tie vote, the motion is lost.

**13. Resources**

Primary Staff

The staff resource for the Committee is the Parks Horticulture Foreperson.

A Legislative Coordinator is provided by the Legislative Services Branch and works with the Committee to coordinate the Committee meetings, including the taking of minutes, the distribution of minutes and agendas, and the general administrative duties.

Advisory Staff

Staff shall provide advisory support to the Committee, including background information, resources, and advice to Committee members to assist them in their roles.

From time to time, the Committee may request the advice or participation (non-voting) of individuals or organizations/City Committees with a particular area of expertise. The Committee Support Clerk will coordinate the request made by the Committee through consultation with the chair.

**14. Application of the Code of Conduct**

The Committee shall, at all times follow the policies and procedures set out in the City of Barrie's Council/Committee Code of Conduct.

**15. Budget**

The Committee is authorized to expend funds within its budget allocation approved by City Council, where such expenditure is in accordance with the City of Barrie's Purchasing By-law. The Committee must authorize any expenditure through a majority vote and such approval of expenditure and the name of the individual and/or company receiving payment shall be recorded in the meeting minutes.

The Committee may not exceed its annual budget without formal application to and authorization by City Council. Neither the Committee nor any member thereof shall pledge the credit of the City in any matter whatsoever.

**16. Other**

From time to time, members of Communities in Bloom Committee may be requested to support the Communities in Bloom program by accompanying the judges during their stay in the City of Barrie and participating in social events associated with the competition. Committee members may be required to visit with homeowners and various participants to take photos of gardens and support various initiatives of Communities in Bloom. Committee members must keep in mind that while the committee they serve has specific goals and objectives, the Committee's function is advisory in nature and the final decision on recommendations made by the Committee rests with City Council. The Council's responsibility is to the broad public good, and as such, the Council may take into



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account other matters beyond those considered by the Committee when making its final decision on the matter.