



Adopted: April 25, 2006
Council Meeting No. 1155

Community Garden Committee Terms of Reference

PURPOSE:

The main function of the Community Garden Committee is to oversee the general administrative functions and operation of the Village of Pemberton Community Garden to be located at One Mile Lake Park.

The Committee will review applications by interested gardeners and ensure that applications meet the criteria as set out below. As well, the Committee members will ensure that all planting is done as per the regulations established by the Village, allocate plots and collect all fees associated with the Garden.

CODE OF ETHICS:

Members of the Community Garden Committee will be willing to abide by the following Code of Ethics:

To attend all meetings except for reasons beyond their control, whether or not they feel that they have any useful input into the subjects under discussion, and to accept that if they miss more than three (3) meetings in any 12 month period, they may be asked to resign from the Committee;

Any member who fails to adhere to the Code of Ethics will be asked to resign from the Committee.

MEMBERSHIP PROCESS:

The members of the Community Garden Committee shall be appointed as hereinafter provided and shall perform those functions in the manner and to the extent herein specified:

1. The Committee shall be composed of five (5) members that will include one (1) member of Council, one (1) representative of the Pemberton Farmers' Institute and three (3) members at large. An individual must be a resident of the Village for a period of one (1) year to qualify for the position of Committee Member.
2. The Members shall be appointed, by Council, for a two (2) year term and must reapply at the end of each term in order to be reconsidered for membership on the Committee.
3. Each Member must have a plot in the Community Garden.



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4. The Village of Pemberton will advertise for Expressions of Interest to participate on the Committee in November, 2007 and every two (2) years after that date.

PROCEDURES GOVERNING CONDUCT OF COMMUNITY GARDEN COMMITTEE

1. MEETINGS OF THE COMMUNITY GARDEN COMMITTEE

- a) Meetings of the Community Garden Committee shall be held monthly from March to October to address issues that arise from time to time or as referred by the Village to the Committee. In accordance with *the Local Government Act*, these meetings must be open to the public. A notice shall be posted on the Village Notice Board, at least twenty-four (24) hours in advance of the meeting, indicating the day, hour and place of the of the meeting, said notice to be signed by the Administrator or Chair.
- b) A Special meeting may be called by the Chairperson.
- c) Minutes shall be taken by a member of the Committee, said minutes to be legibly recorded, signed by the chair or member presiding, and open for public inspection in accordance with Section 237 of *the Local Government Act*. A copy shall be forwarded to the Village for public inspection. All resolutions and recommendations will be recorded. Members wishing their vote to be recorded must ask the person assigned to taking minutes to do so.
- d) The Committee may make by majority resolution such rules as it sees fit to govern its conduct noting that in so doing the intent is that in general the rules of parliamentary debate shall apply: members will address the chair, motions will be made and seconded, the Chairperson will call the question and the vote will be recorded.
- e) The Community Garden Committee is a select committee as outlined in Section 142 of the *Community Charter* and as such, the Committee is bound to all rules and regulations pertaining to select committees in the *Charter* and in the Corporation of the Village of Pemberton Procedure Bylaw No. 565, 2006 and its subsequent amendments.

2. CHAIRPERSON OF COMMUNITY GARDEN COMMITTEE

- a) A Chairperson will be elected by vote of the members at the initial meeting.



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- b) The Chairperson shall preside, when present, at any meeting of the Community Garden Committee and generally shall fulfill all of the duties usually performed by the Chairperson.
- c) The Chairperson shall have the same right of voting as the other members of the Community Garden Committee and in case of an equality of votes for and against the question, the question is resolved in the negative and the Chairperson shall so declare.

3. QUORUM

All acts whatsoever authorized or required to be done by the Community Garden Committee, except as otherwise provided for, and all questions of adjournment and others that may come before the Committee, shall be done and decided by a quorum of the members of the Committee, including the Chairperson, who are present at any meeting of the Committee. Three (3) members of the Committee shall constitute a quorum for the transaction of business, and the decision of a quorum shall be the decision of the Community Garden Committee.

4. REPORTING PROCEDURE

The Community Garden Committee shall report to Council at the next Regular Council Meeting following the monthly meeting of the Community Garden Committee and shall provide recommendations and comments to the Village with respect to matters related to the Community Garden.

Council is in no way bound to the advice or recommendations of the Community Garden Committee.

The Committee will, by March 31st each year, provide the Village with a list, in the form of a spreadsheet, of the plot number, name and contact information of the person/family assigned to each space.

APPROVAL OF TERMS OF REFERENCE

The above-noted Terms of Reference for the Community Garden Committee were approved by resolution of the Council of the Village of Pemberton this 25th day of April, 2006.