

**TERMS OF REFERENCE:  
THE TOWN OF MINTO  
COMMUNITY GARDENS COMMITTEE**

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The name of this organization shall be the “Town of Minto Community Gardens”, hereafter referred to as the Association.

**1.0 GOAL**

Our mission is to establish and maintain a Community Garden.

**2.0 PRINCIPLES**

Principles that guide the work of the Town of Minto Community Gardens Committee include:

- A commitment to enhancing the quality of life for all residents
- A commitment to responsible and sustainable community growth as expressed in the Town of Minto Strategic Plan
- A commitment to ensuring opportunity for successive generations of Minto residents
- A commitment to collaboration and communication to achieve common objectives

**3.0 MANDATE**

The mandate of the Town of Minto Community Gardens Committee is to establish and maintain a sustainable community garden:

- to provide sustainable community gardens
- to support an ecological healthy local food production and distribution system
- to keep the gardens accessible and affordable to all;
- to contribute to: economical, nutritious, and local food production;
- to have as an environmentally friendly and appealing use of open space;
- to promote health and well-being; fitness and recreation; positive social interaction; strong neighbourhoods, and
- to encourage environmental awareness and education.
- to engage community members from a diverse set of backgrounds and demographics

and to provide advice on a range of related activity including:

- planting growing and harvesting permitted plants
- maintaining individual and community garden plants and plots
- teaching the youth about healthy sustainable lifestyles and gardening

#### **4.0 COMMITTEE MEMBERSHIP AND RESPONSIBILITIES**

4.1 The Minto Community Gardens Committee 5- 11 members appointed by Resolution of Council. This membership shall be comprised of:

- One member of Council
- One member appointed by local Horticultural Societies
- One member appointed by Norwell District Secondary School
- One member appointed by local Agricultural Societies
- One member appointed by the County of Wellington Social Services department
- One member representing the County of Wellington Museum, Archives and Libraries
- One to Four members of the public

##### **Other Resources:**

Garden and social representatives as needed may be added as non-voting members

- 4.2 Participants must have a registered plot in the community gardens and pay the set plot fee as prescribed by the Committee's Annual Meeting. A participant in good standing shall be defined as any plot holder who has paid his/her plot fee and has kept his/her plot maintained to the satisfaction of the Committee.
- 4.3 Every question shall be decided by a show of hands.
- 4.4 The Cultural Roundtable will elect a Chair from the publicly appointed membership at the first meeting every year. The role of the Chair is to; facilitate the agenda discussion, maintain order, act as official spokesperson.
- 4.5 The Committee will provide minutes of all meetings and present them to the Cultural Roundtable Committee.
- 4.6 The primary focus of all decision-making for members serving on the Committee is for the benefit and longevity of the Town of Minto Community Gardens.

#### **5.0 MEETINGS**

5.1 The Town of Minto Community Gardens Committee shall meet in accordance with the Town of Minto's Committee Policy Manual, as required by the *Municipal Act, 2001* and the following terms.

5.2 The Town of Minto Community Gardens Committee shall meet at the call of the Chair for no less than 2 meetings per year. A quorum for a regular board meeting shall be 50% plus one

## **6.0 REPORTING**

As a community-based volunteer-supported Advisory Committee, the Town of Minto Community Gardens Committee works through the Cultural Roundtable Committee and the Department of Economic Development to undertake any activities and to report these activities to Town of Minto Council.

## **7.0 FINANCING**

7.1 Financial support for the Committee will be reviewed annually as part of the Municipality's regular budget preparation process. Additional, special project funding requests may also be submitted by the Committee from time to time for consideration by Council.

7.2 Committee members will receive no remuneration for their involvement in Committee activities.

## **8.0 CONFLICT OF INTEREST**

Committee members, who are not Municipal Councillors, are not bound by the Municipal Conflict of Interest Act. Committee members have an obligation to disclose any issues of pecuniary interests or if they are personally affected by a matter before the Committee where there may be a perceived interest in the matter under consideration by the Committee. Members shall declare the interest at the beginning of the meeting and shall not discuss or vote on the particular matter.

## **9.0 STAFF LIAISON AND SUPPORT SERVICES**

9.1 Administrative support to be provided for the Committee will include: collecting fees, tracking rental agreements, correspondence, recording minutes, preparing agendas, reports and speaking points, research and data collection to present to Council. Additional support is to be requested by the Committee in consultation with the Garden Supervisor and not provided by staff until approved by Council.

## **10.0 AGENDAS AND MINUTES**

10.1 An agenda for the upcoming meeting will be prepared by the liaison for approval by the Committee and mailed and/or emailed to Roundtable members within one week in advance of their meeting.

10.2 Formal minutes of the Committee meetings will be prepared by the liaison and e-mailed and/or mailed to Committee members two weeks following their meeting. These minutes will be considered draft until adopted by the Committee at their next meeting and submitted to the Cultural Roundtable for approval.

**11.0 AMENDMENTS**

11.1 The Committee may wish to review the Terms of Reference from time to time and make recommendations to Council regarding amendments.

11.2 Amendments to the Terms of Reference can only be made by Council.

This Memorandum of Association shall be fully binding on all members and shall not expire until such time as a majority deem otherwise.

Adopted and approved by the Committee of the Town of Minto Community Gardens on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, Ontario.