MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor and Council
From: Tatiana Dafoe, City Clerk
Report Number: COU24-096
Attachments: None

Title: Appointments to the Communities in Bloom Advisory Committee

Objective: To consider appointments to the Communities in Bloom Advisory Committee.

Background: The mandate of the Communities in Bloom (CIB) Advisory Committee is to:

1. foster civic pride, environmental protection and beautification, through community participation;
2. improve the tidiness, appearance and visual appeal of neighbourhoods, parks, open spaces and streets;
3. focus on environmental awareness and preservation of heritage and culture;
4. co-ordinate a host program as required; and
5. be financially sustainable.

The CIB Committee is made up of six members, one councillor and five citizens. There are three citizen positions to be filled.

Analysis: City Council, when making appointments and reappointments to City advisory and ad-hoc committees, boards, outside boards and agencies, local boards and joint boards, may take into consideration at their sole discretion, the following factors, including but not limited to:

- Experience and/or skill set of an applicant or member that may help to guide the work of the committee or board;

- Awareness of the community and local issues on the agenda by an applicant or member;

- Degree of project knowledge a member has acquired while on the committee or board, where retention of such project knowledge would be of assistance in the completion of the project;

- Number of applications received for the vacant position(s) on a committee or board;

- Years of service on the committee or board [for citizens applying for reappointment to the same committee or board];

- Attendance at committee or board meetings [for citizens applying for reappointment to the same committee or board].

The following applications were received for the available positions:

- Kimberly Richardson – first appointed in 2017
- Mary Anne Krutila
- Carys Wyn Hughes – first appointed in 2011

For the applications received, all were complete and meet the requirements. Policy C.3.1, Council Appointed Advisory Committees, states that, "No one may serve on an advisory committee for more than 3 consecutive two-year terms, plus if applicable, one preceding partial term in those cases where committee members are initially appointed mid-term to fill a vacancy." Given the difficulty in recruiting volunteers for this committee, it is recommended that should Council wish to appoint Kimberly Richardson and Carys Wyn Hughes to the CIB Committee that an exemption to the term limit in Policy C.3.1 be granted.

All citizens appointed to the City's advisory committees and local boards (as applicable) will be required to complete training to be coordinated through the City. Training will focus on accessibility, governance, and the Code of Conduct.

Financial Implications:

Financial impact to current year operating budget:
The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Financial impact on future year operating budget:
The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as the purpose is to consider appointments to the CIB Committee.

Alignment with One Planet Principles:

Health and Happiness
Encouraging active, social, meaningful lives to promote good health and wellbeing.

Land and Nature
Protecting and restoring land for the benefit of people and wildlife.

Staff Recommendation: THAT direction be given on the appointment of three citizen representatives to the Communities in Bloom Advisory Committee to November 30, 2025, or until a successor is appointed by Council.

Prepared by:	Tatiana Dafoe, City Clerk
Recommended by:	Karmen Krueger, CPA, CA, Director of Corporate Services
	Joan Thomson, Chief Administrative Officer