

TERMS OF REFERENCE
CLEAN, GREEN & BEAUTIFUL COMMITTEE
(Updated April 20, 2022)

1. Name of Committee:

The Committee shall be named the City of Thunder Bay Clean, Green & Beautiful Committee.

2. Background:

Following on the recommendations from the Mayor's Task Force on Civic Pride established in 2005, Thunder Bay City Council adopted a Corporate Policy to establish a committee on clean, green and beautiful initiatives in January 2007. The purpose of the committee was to develop a common vision to enhance the function, look and feel of where we live, work and play through public art, beautification, heritage and environmental greening initiatives.

3. Resources and Finances:

On an annual basis, City Council shall establish an annual budget for Clean, Green & Beautiful initiatives. In the event any of the funds cannot be applied to the annual Clean, Green & Beautiful Plan, the funds would be transferred into a Clean, Green & Beautiful Reserve Fund for use on future related capital initiatives.

The Office of the City Clerk will act as Clerk to the Committee and provide support including co-ordinating the distribution of agendas and minutes, correspondence to and on behalf of members, and booking of meeting rooms etc. Administrative support will be provided by the Executive Administrator to the City Manager and the Director of Strategic Initiatives & Engagement.

4. Objectives:

- a) To develop a common vision that will enhance the function, look and feel of where we live, work and play through public art, beautification, heritage and environmental greening initiatives and, in doing so, enhance civic pride and quality of life/or enjoyment of the city for all residents.
- b) Identify and prioritize short and long term projects to enhance the image of the City through public art, beautification, heritage and environmental greening.
- c) Collaborate with business and community organizations to implement clean, green and beautiful projects and initiatives.
- d) Implement Clean, Green & Beautiful projects and initiatives working with the City of Thunder Bay Administration.

- e) Engage the community in fostering civic pride.

5. Deliverables:

- a) To report to City Council annually on achievements over the year past and activities planned for the coming year.
- b) To identify opportunities for clean, green & beautiful elements to be incorporated into proposed city projects and encourage the inclusion of public art in consultation with the Public Art Committee.
- c) To engage City Administration on community priorities.
- d) To review and implement an annual Clean, Green & Beautiful Action Plan.
- e) To review requests from City Departments, City Committees and Community Organizations to fund initiatives under Emerging Projects that will work in partnership with groups through public art, beautification, heritage and environmental greening initiatives.
- f) To acknowledge clean, green and beautiful initiatives.
- g) To submit Committee meeting minutes to City Council.

6. Committee Membership:

The following summarizes the key components of the structure for implementing Clean, Green & Beautiful. It will consist of an oversight committee appointed by and reporting directly to City Council.

The Clean, Green & Beautiful Committee is comprised of:

The Mayor
One Member of City Council
Landscape Designer
Thunder Bay Art Gallery
Architectural
Labour Representative
Professional Local Artist
Environmental - EcoSuperior
Ministry of Tourism, Culture and Sport Representative
Heritage Advisory Committee Representative*
Public Art Committee Representative*
Indigenous Representative
Youth/Student Representative (*29 and under*)
Two Citizen Representatives
One Large Business Representatives (*over 100 employees*)

One Medium Business Representative (*11 to 100 employees*)
One Small Business Representative (*10 employees and under*)

*Member will be appointed by their Committee of Council.

Citizen members of the Clean, Green & Beautiful Committee will be appointed to staggered four year terms to provide an overlap of terms and continuity of experience. Council representatives shall be appointed for their elected term or annually, at the discretion of City Council.

7. Roles and Responsibilities:

The voting members of the Committee will annually select a Chair and Vice-Chair.

Quorum for meetings will require at least ten voting members to be in attendance.

All others whether members of Council or Administration may participate in discussions and debates on matters before the Committee, and provide information, advice and assistance to the Committee.

8. Governance:

Voting on motions and questions before the Committee shall be in accordance with the procedural rules of City Council and Committees of Council, Procedural By-law BL 51-2021.

The Terms of Reference are to be reviewed by the Committee at the beginning of every year, at which time any changes will be approved by City Council.

9. Meeting Logistics:

The Committee will meet monthly except during July and August, unless by call of the Chair. The agenda and meeting materials will be circulated in advance of the meeting.

10. Contact:

Council & Committee Clerk – Office of the City Clerk
Phone: (807) 625-2230