



BCA Community Cleanup Committee (“3C”)
Terms of Reference

Purpose of 3C Committee: to encourage Bridlewood residents to help beautify the community by organizing activities such as litter pick-up in road allowances and parks. More specifically:

- (a) **Encourage Individuals.** Encourage individuals to “adopt” one or more residential street roadways for informal litter pick-up throughout the spring, summer and fall seasons of the year;
- (b) **Encourage Groups.** Encourage individuals, families or groups to organize one-time litter pick-up days for high litter areas such as hydro line open spaces, areas nearby commercial developments, Deevy Park (aka Core Park), arterial roads (eg Eagleson, Stonehaven, Bridgestone), NCC fence line, Trans-Canada Trail, Monaghan Drain Open Space, etc;
- (c) **Encourage Schools.** Encourage Bridlewood schools to “adopt” an adjacent park for an annual litter pick-up activity day and to inform their students about anti-littering best practices;
- (d) **Liaise Other Groups.** Committee members to liaise with other nearby community groups (eg scouts, PineHill CA, Bridlewood Trails CA, Glen Cairn CA) to organize special one-time litter pick-up activities in areas of mutual interest;
- (e) **Liaise City Staff.** The Committee Chair or Vice-Chair may liaise directly with City of Ottawa staff on matters which are the responsibility of the Committee. Note that matters requiring City Councilor or Mayor involvement are to be routed to the BCA President for action;
- (f) **Publish Information.** Committee members to track and publish on the BCA website (or other social media) all the litter pick-up activities occurring throughout the year as reported to them. In addition, committee members to provide other useful information in support of litter pick-up and disposal;
- (g) **Provide tools.** Provide litter pick up tools and supplies free of charge to residents who have committed to participate in Committee activities. If possible, metal and plastic litter picked up during activities is to be blue box re-cycled by participants, while paper litter is optional to be recycled;
- (h) **Use of Funds.** The Committee, by way of an annual BCA budget allotment, to fund the purchase of litter pick-up tools and supplies, special contests, or refreshments for special activity days. Note that any potential fundraising efforts (including goods-in-kind donations (eg gloves, bags)) are to be coordinated with the BCA Treasurer; and
- (i) **Formal Adoption.** The Committee, by way of motion to a monthly BCA meeting, to commit to formally adopting one or more streets and/or parks for a litter pick-up in accordance with the City of Ottawa adopt a park program. Note that this City program results in a two to five year commitment.

Committee Composition: the Committee shall be comprised of a Chair and Vice-Chair and up to 5 other Committee Members. The Committee will be supported by many community volunteers. Committee meetings are at the call of the Chair, and summary minutes of the meeting are to be provided to the BCA Executive. In lieu of committee meetings, the Chair or Vic-Chair can circulate issues or ideas to Committee members by email, with the consensus position or any decision requiring the expenditure of funds then provided to the BCA Executive. The Chair is to provide a verbal update on committee activities at BCA monthly meetings, and is to provide an annual written report for the BCA Annual General Meeting in October.

Organization of the 3C Committee:

Appointment of Chair: The 3C Chair shall be appointed at the BCA Annual General Meeting by way of a motion, or may be appointed anytime thereafter by the BCA Executive. The Chair may be removed by the BCA Executive through a motion at a monthly BCA meeting.

Appointment of Vice-Chair: The 3C Vice-Chair is to be determined by consensus within the Committee by Committee Members, with the Chair so advising the BCA Executive.

Committee Members. Up to seven (7) residents can serve on the Committee as Members. Committee Members are to assist in the planning and execution of all committee activities. The Chair or Vice-Chair is to inform the BCA Executive of all committee members accepted into the Committee and of their leaving.

Responsibilities of the Chair: The Chair (or the Vice-Chair in the absence of the Chair) will call committee meetings and will create summary minutes of the meeting. Similarly, in lieu of meetings, the Chair or Vic-Chair can circulate issues or ideas to Committee members by email with the consensus position duly noted to all Committee members. The Chair is to provide a verbal update on committee activities at BCA monthly meetings, and is to provide an annual written report for the BCA Annual General Meeting in October. Where the Chair or Vice-Chair corresponds with outside parties and represents the BCA in an official capacity, the BCA President and Secretary are to be c.c.'d on all such correspondence and to be provided with a copy of the reply.