

Stinson Community Association Terms of Reference
www.stinsoncommunity.ca

The group shall be known as the *Stinson Community Association (SCA)*, operating in the area known as Stinson. A map of the Stinson neighbourhood is attached in appendix 'A'.

Mission

- To enable all residents to fully participate in the community.
- To actively engage community partners in building relationships in order to enrich the community and the neighbourhood.
- To encourage, build, and preserve a safe, clean, and attractive neighbourhood that we are proud to call home.

Vision

- Stinson is a diverse and engaged community with a natural, historic, and vibrant character.

Values

Collaboration, Engagement, Respect, Trust, Transparency, Inclusiveness

Recognition of Traditional Land

We want to recognize and acknowledge that we meet on the traditional territories of The Mississauga of the Credit River and the Six Nations Haudenosaunee within the lands protected by the Dish with One Spoon wampum agreement.

Membership

- Includes any resident living within the geographic boundaries as a voting member.
- Includes any business owner or community stakeholder operating within the geographic boundaries as a consulting or observant (non-voting) member.
- Includes anyone who is committed to furthering our mission and supporting our vision and values.
- All members are considered part of the Stinson Planning Team, the term used by the Neighbourhood Action Strategy, while Stinson is part of the Neighbourhood Action Strategy.
- New members are welcome at any time.

Role of Members

- Champion the mission, vision and values.
- Share personal expertise and participate in initiatives, committees, action teams, planning processes, and meetings.
- Participate in small grant decision-making, follow-up, evaluation and monitoring of projects.
- Support the implementation of the Stinson Neighbourhood Action Plan.

- Members are encouraged to communicate their regrets when they cannot attend a meeting that they have previously committed to.
- The membership will make determination on a case by case basis regarding plans and projects that may fall outside of the geographic boundaries.

Types of Engagement

The members can decide to choose from any of these Types of Engagement in order to achieve the SCA Mission:

- **Action Teams / Committees for activities or events including the items below. See “Action Teams/Committees” section for conditions that apply to Action Teams / Committees.**
 - SCA hosted events
 - SCA small grant applications.
 - SCA-supported publications (ie. Stinzine)
 - Calendar of events / activities supporting neighbourhood priority planning
 - Coordination with government regarding long-term action plans, capital investment in the community, the SCA priorities or the Stinson Neighborhood Action Plan
 - Community Outreach / publicity
- **Endorse, promote and/or provide non-monetary assistance to other groups / individuals doing an event or activity that is not an SCA activity; but does meet with the SCA Mission for the Stinson Community.**
 - The following are examples of how SCA may do so:
 - Formally Endorse another organizations event / activity (see appendix E – Endorsement policy pilot)
 - Provide assistance promoting, publicising and communicating an individual’s or organizations activities / events (ie: SCA Website, StinZine, assistance handing out flyers etc.)
 - Solicit and provide volunteers to assist at an individual’ or another group’s activity / event.
 - Review Small Grant applications for other individuals or groups in Stinson neighborhood

Action Teams / Committees should be sought for activities, projects or events that the SCA is hosting, funding or is initiated by the SCA. These Action Teams / Committees may be ongoing or one-time groups as required depending on the requirements determined by the SCA approved mandate or activity type. The following conditions must apply to these Action Teams / Committees:

- Purpose must be approved by the membership
- The team must be led by a member of the SCA
- Action Teams / Committees will hold regular team meetings or as necessary as determined by its team members.
- Assets (if applicable) are to be owned & managed by the SCA

- Members are encouraged to communicate their regrets when they cannot attend a meeting that they have previously committed to.
- Team Leader must provide an update (activity & finances) at each SCA monthly meeting. Reports can be submitted in writing or given verbally.
- Any forms of fund-raising (if required) must be pre-approved by the SCA and full accounting, receipts and report must be given to the Treasurer each month in order to be included in the Treasurers Report at the monthly SCA meetings.

Executive Team

The Executive consists of Co-Chairs (2), Secretary, and Treasurer

Collectively the Executive are responsible for:

- Planning, organizing, and attending the monthly and Executive meetings.
- Setting and communicating the agendas for the monthly meeting and the Annual General Meeting.
- Presenting matters that impact the SCA.
- Maintaining Terms of Reference and protocols.
- Setting an annual review of policies and practices.
- Holding the Annual General Meeting (AGM).
- Championing the Neighbourhood Action Plan.
- Establish a committee to develop and present a proposal for an update to the neighbourhood plan, for review and approval by the members.
- Care, maintenance, and storage of SCA physical assets, as listed in Appendix 'B'

Expectations of Executive members

- Champion the mission, vision, and values of the Stinson Community Association.
- Work collaboratively with other members of the Executive and all members of the SCA to advance the mission, vision, values, and initiatives of the SCA.
- Communicate regrets when they cannot attend a meeting or keep a commitment, within reason

Executive Eligibility Requirements

Anyone seeking to join the Executive must:

- Be 18 years of age or older
- Be a resident of Stinson
- Adhere to these Terms of Reference as endorsed by the membership

Executive Roles

Co-Chairs

Co-Chair responsibilities are to:

- Facilitate productive meetings.
- Participate or designate an alternate to represent the SCA as appropriate.

- Reaffirm the values, vision, and mission at the beginning of each meeting.
- Function as primary contact with community partners, unless otherwise designated.
- Coordinate with one another on division of responsibilities and tasks as outlined herein and otherwise agreed upon.

Secretary

Secretary responsibilities are to:

- Support Chair/Co-Chair in meeting preparation and follow-up.
- Distribute the agenda for monthly SCA general meetings and the Annual General Meeting at least week before the next meeting through email and other established communications channels.
- Prepare agenda for Executive meetings.
- Prepare minutes of meetings and circulate them within two weeks after the meeting.
- Receive and circulate committee reports.

Treasurer

Treasurer is responsible for:

- Maintaining financial records.
- Preparing a financial report for each SCA general meeting
- Presenting annual financial statements at the AGM.
- Maintain a bank account for the SCA.

Additional Volunteer Roles

Further positions are available but not required. These additional non-Executive roles include a Website Manager, Communications Coordinator, and Stinzine editor. These roles are to be appointed by the Executive. These volunteer positions are welcome to attend Executive meetings but are not required to do so.

Failing the fulfillment of these roles, the Executive are to address the tasks and responsibilities.

Volunteer roles:**Website Manager**

- Maintain SCA website.
- Update website content regularly and at the request of the Executive.

Communications Coordinator

- Maintain the SCA's social media accounts.
- Share regularly information that reflects the SCA's mission, vision, and values via the SCA's social media accounts.

- Respond to or forward comments and questions shared via social media, the website or email to the appropriate Executive members

Stinzine Editor

- Manage and editor the Stinzine publication
- Coordinate with contributors for content
- Manage relationships with advertisers
- Arrange for printing and delivery
- Coordinate Stinzine volunteers

Executive Terms

- The Co-chair positions are two-year terms expiring on alternate years.
- The Secretary and Treasurer positions are one-year term.
- Anyone filling a position for two years must wait at least one year before they are eligible to fill same position again. The one year absence is not required for someone to be eligible to fill a different position on the Executive, nor for someone who has filled a one-year position
- In the event of a position being vacated before completion of the term; the Executive may recommend to the membership for their approval that position be filled in the interim by another current member of Executive Team assuming the responsibilities of the vacant position until the next October AGM meeting or they may ask for volunteers to join the Executive Team for the interim period. The recommendation is to be validated at the next SCA meeting. In the event that the early vacancy is the first year of the two-year Co-chair position; the interim position is to be filled only for the remainder of the first year. At the following October AGM there will be an election for a permanent replacement for one year (the second year of the two-year term).

Executive Time Commitment

- All Executive members are encouraged to contribute to or participate in at least 50% of Stinson Community Association events and projects outside of Executive and general meetings over the course of their term.
- Any Executive member that misses 3 consecutive Executive meetings without notification to the Executive may be asked to resign if their absence is deemed to demonstrate a lack of interest or availability.
- The resignation of any member of the Executive must be submitted in writing.

Executive Decision Making

- When a member is representing the SCA at non-SCA events or meetings, the Executive shall be informed in advance and the membership shall be kept informed of all activities.
- When a project, presentation or event may impact the SCA financially or politically, support or endorsement of the membership must be sought. (See “Conflict of Interest” section)

- No decisions shall occur unless a quorum of 60% of Executive members is achieved.
- Consensus will be the preferred decision-making model. If consensus cannot be reached, it will be documented and instead a majority vote of 75% will allow a decision to pass.
- Executive votes are not transferable.

Elections

- Elections are held in October at the AGM. Positions are effective at the end of the AGM.
- An elections officer shall be appointed by the Executive and supported by the membership to oversee the election process. They are to function as a fair and impartial member who will abstain from indicating preference during the election.
- If there is an unexpected vacancy of an Executive committee role during the term, the membership shall elect, at the next monthly meeting, a willing member to fulfill this role in an interim position until the next AGM.

Election process at Annual General Meeting

1. Call for nominations for respective positions. Nominations are recorded to display for all members to see.
2. After nominations are concluded, each nominated candidate stands or does not stand for respective nomination. Those that choose to not stand are struck from the recorded nominations.
3. Remaining Standing nominated candidates are announced to the SCA membership present.
4. Acclamations are announced.
5. Vote is conducted by secret ballot.
 1. One ballot is distributed to each voting member of the SCA
 2. Ballots are not collected until all members have completed their secret ballot.
6. Ballots are counted by election officer(s). Nominated candidates may request a scrutineer to witness the counting of the ballots.
7. Results are announced to the SCA general members.

Meetings

- The Executive shall circulate an agenda no later than 5 days before the SCA meeting.
- The Secretary/Communications Coordinator shall announce the meeting day, time, and location no later than 7 days before the meeting through the appropriate social media accounts and through the email mailing list. Updates to the SCA website with this information will be posted no later than 7 days before the meeting date.
- Meeting minutes are to be circulated no later than 14 days following a SCA meeting.
- Meetings will be held the second Thursday of each month. Where the meeting falls on a holiday, the meeting will automatically fall on the following Thursday.
- **Location:** Located at Central Memorial Recreation Centre. If it is not available, another location shall be selected within the community, to be determined by the needs of the group.

- **Time:** Meetings will start at 7:00 p.m. and finish by 9 p.m.
- Extra meetings are called as determined by the needs of the SCA, in coordination with the Executive.
- The Annual General Meeting will occur in October. It will include elections, presentation of the annual financial report, and a celebration of the highlights of the past year.

Order of Business

- a. Call to order
- b. Welcome, land acknowledgement, introductions and a review of the mission, vision and values
- c. Approve previous minutes
- d. Review agenda
- e. Community highlights since last meeting
- f. Agenda items including committee reports
- g. Announcements
- h. New business
- i. Close of meeting

Decision Making by SCA members

- For issues or questions which affect or implicate the SCA, decisions will be made at the monthly meetings.
- When Action Team / Committee projects impact the SCA, support or formal endorsement of the membership should be sought.
- Consensus will be the preferred decision-making model.
- If consensus cannot be achieved, a vote will be held with the resident members in attendance. (See Membership section for who is a member.) 65% will carry the action forward.
- There will be no proxies.

Motions

- Must be recognized by Chair.
- Must be seconded to initiate a vote.
- Must be made by a member.
- Members must be recognized by the Chair to address the meeting.

Endorsement Pilot

The SCA will pilot the endorsement policy developed in 2016-2017. The pilot endorsement policy is attached as an appendix to the Terms of Reference. The endorsement policy may be refined throughout the 2017-2018 years. The endorsement policy will be reviewed in August 2018. The general membership may move the endorsement policy from a pilot to a permanent addition to the Terms of Reference in 2017-2018 Annual General Meeting. A copy of the policy will be included in print and online.

Executive Code of Conduct

All members must adhere to the Executive code of conduct outlined in Appendix C in all discussions, activities and dialogues related to the Stinson Community Association. Any member of the SCA reserves the right to identify behaviour contrary to the framework and bring it to the attention of the Executive for immediate discussion. If a member is unsatisfied with the outcome, they can bring it forward at the next scheduled SCA general meeting for further discussion.

Executive Expulsion Policy

If an Executive member is deemed to be acting in an unacceptable manner by the Executive, attempts will be made to address and rectify the issue including conflict mediation and/or restorative justice. These steps must be documented for future reference. As a last measure, the Executive can request the member in question resign by a 75% vote of the Executive. If the member declines or the Executive is deadlocked, the Executive can call for a motion for the removal of the Executive member at the next scheduled monthly general meeting.

Executive Conflict of Interest (COI)

- A conflict of interest is a situation where a reasonable person would consider an Executive member to have an interest that may conflict with the member's ability to act in good faith and in the best interest of the SCA.
- Conflicts of interest arise whenever the financial or personal interests of an Executive member are, or appear to be, inconsistent or at odds with the SCA mission, vision values or neighbourhood action plan (SNAP). An appearance of a conflict of interest exists when it is reasonably likely that an observer may perceive a conflict of interest.
- All members of the SCA Executive must make a timely and full disclosure in any situation where they have a conflict of interest or an appearance of a conflict of interest.
- Executive members cannot be a nominated or elected municipal, provincial or federal official.
- If an Executive intends to run for elected office, it must be declared in a timely manner to the Executive team.

Review of Terms of Reference

These Terms of Reference will be reviewed annually and brought to the membership for ratification every October.

Resources and Support

The SCA welcomes as Community Partners the support of any and all individuals, businesses, churches, agencies, institutions and government representatives that are willing to support the values, vision and mission of the SCA.

Appendices

Any items contained in the appendices can be changed or altered at the discretion of the membership.

Last Ratified: Thursday, October 12 2017 (Stinson Annual General Meeting 2017)

Executive Affirmation

All successful SCA Executive candidates will review and sign a copy of this document at the next scheduled meeting. The secretary shall keep and store the signed copy until the next scheduled annual general meeting.

1. Name: _____

Signature: _____

2. Name: _____

Signature: _____

3. Name: _____

Signature: _____

4. Name: _____

Signature: _____