

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

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-supported 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 F - 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's 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 are 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 and decision-making process must be provided to the Executive and reported to 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) 1 week prior to each General and Annual General Meeting. Reports can be submitted in writing or given verbally.
- Any forms of fund-raising (if required) must be pre-approved by the SCA Executive and full accounting, receipts and reports must be given to the Treasurer 1 week prior to each General and Annual General Meeting.

Executive Team

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

Collectively the Executive are responsible for:

- Planning, organizing, and attending the General Meetings and Executive meetings.
- Preparing and communicating the agendas for the General and Annual General Meeting.
- Presenting matters that affect the SCA.
- Maintaining Terms of Reference and protocols.
- Setting an annual review of policies and practices.
- Hosting the Annual General Meeting (AGM).

- Championing the Neighbourhood Action Plan.
- Establishing 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 (including appendices) as endorsed by the membership.

Executive Roles

Co-Chairs

Co-Chair responsibilities are to:

- Facilitate meetings.
- Reaffirm the values, vision, and mission at the beginning of each meeting.
- Function as primary contact with community partners, unless otherwise designated.
- Negotiate division of responsibilities.
- Participate in additional committee meetings such as Ward 2 Community Council.
- Liaise with other NAs and NA chairs as required.
- Represent or designate an alternate to represent the SCA as appropriate.
- Share updates from community and committee meetings as required

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 one 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

These additional non-Executive roles include Website Manager(s), Communications Coordinator(s), Community Garden Coordinator(s) and Stinzine Editor(s).

1. These volunteers may opt to coordinate committees/action teams.
2. They can attend Executive meetings but are not required to do so.
3. They must updates to the Executive and the membership in person or in writing on a regular basis.
4. They are elected by the membership. If no one stands for the role at the SCA GM, then the Executive may appoint a member to fulfill the role, who must be confirmed by the membership at the next general meeting.
5. Failing the fulfillment of these roles, the Executive are to address the tasks and responsibilities. A written description of any additional roles must be provided to the selected volunteer and recorded in the minutes.
6. If the position is determined to be permanent by the Executive it shall be submitted for consideration to be added to the Terms of Reference at the next Annual General Meeting.

Volunteer roles:

Website Manager(s)

- Maintain SCA website
- Update website content regularly and at the request of the Executive
- Maintain membership list and signup
- If not fulfilled by volunteer, responsibilities assumed by Secretary

Communications Coordinator(s)

- 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
- If not filled by a volunteer, responsibility lies with the Executive

Stinzine Editor(s)

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

Community Garden Coordinator(s)

- Organize volunteers
- Liaise with the city for water
- Contact with the community to offer a plot
- Liaise with community partners on interest
- Connect with other community gardens to share resources/experiences
- Coordinate and allocate plots in an appropriate manner
- Collect fees if applicable
- Provide regular updates to SCA Executive

Executive Terms

- The Co-Chair positions are two-year terms expiring on alternate years.
- The Secretary and Treasurer positions are a one-year term.

- Anyone filling a position for two years must wait at least one year before they are eligible to fill the same position again. The one year absence is not required for someone to be eligible to fill a different position on the Executive, or for someone who has filled a one-year position.
- If a position is 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 assuming the responsibilities of the vacant position until the next AGM or they may ask for volunteers to join the Executive 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 AGM there will be an election for a permanent replacement for one year (the second year of the two-year term).
- At the end of the first year, there is a feedback opportunity for members to provide anonymous comments to the Executive on their performance for the purpose of identifying areas of change or improvement.
- At the time of the election, members must be informed who is running for a one-year or a two-year term.

Executive Time Commitment

- All Executive members are encouraged to contribute to or participate in at least 75% of Stinson Community Association-sponsored events and projects.
- At least one Executive should attend an SCA-supported resident-led event.
- Any Executive member who misses three 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 Executive will consult with the member in question to determine whether the issue can be resolved amicably or further action, including a request to resign, may be needed. A vote of 75% of Executives is required.
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 General Meeting.
- The resignation of any member of the Executive must be submitted in writing.

Decision-making at Executive meetings

- For decisions considered to significantly affect the Stinson neighbourhood, a vote of the membership shall take place at the next scheduled general meeting, special meeting and/or by online poll, as determined by the Executive or at the request of a member or stakeholder.
- For issues or questions which affect or involve the SCA, decisions will be made at the monthly Executive meetings.
- When committee projects affect the SCA, endorsement of the Executive membership should be sought.
- When a member is representing the SCA at non-SCA events or meetings, the chair/co-chairs will be informed in advance and the Executive will be kept informed of activities.
- Chairing of Executive meetings will rotate each month between Executive members.
- No voting shall occur unless a quorum of 60% of Executive members is achieved.
- There will be no vote by proxy.
- There will be no vote online unless agreed upon by 60% of the Executive.
- 60% of votes in support of a motion will carry an action forward.
- The Executive can, without consent of the membership, release funds of no greater than \$100 for purposes supporting the mission, vision and values of the SCA for a maximum of \$300 spent in total in between meetings. A full accounting and

explanation of the expenses will be reported to the membership at the next General Meeting.

Decision making at General Meetings

- Co-chairs will attempt to seek consensus with the membership present.
- If consensus cannot be achieved, a vote will be held with the resident members in attendance. (See Membership section for who is a member.) 60% will carry the action forward.
- There will be no proxy voting.
- The vote shall be recorded in writing and will include abstentions.

Elections

- Elections are held in November at the Annual General Meeting. 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 General 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 who 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.
 - a) One ballot is distributed to each voting member of the SCA
 - b) 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 at that meeting and in a general announcement through email and/or social media.

Meetings

Executive Meetings

- Executive meetings will be held each month.
- If a meeting is cancelled due to attendance or circumstance, it will be rescheduled to a date agreed upon by the majority of the Executive.

General and Annual General Meetings

- General Meetings will be held on the second Thursday in February, April, June, and September.
- The Executive will circulate the meeting date, time and location no later than 21 days (3 weeks) before the general meeting.
- Updates to the SCA website with this information will be posted no later than 7 days (1 week) before the meeting date.

- Meeting minutes are to be circulated no later than 14 days (2 weeks) following a SCA General meeting.
- Location: An accessible location, wherever possible, will be selected within the community, to be determined by the needs of the group.
- The AGM will include an opportunity for eligible persons to join the Executive, presentation of the annual financial report, and a celebration of the highlights of the past year.
- Additional General Meetings can be called as determined by the needs of the SCA, in coordination with the Executive.
- Outreach: A minimum of \$10 will be spent on online and print social media, which may include but is not exclusive to posters, flyers, and online promotion, for each general, special or annual meeting.

Suggested 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. Special guests
- g. Committee reports
- h. Treasurer's report
- i. Announcements
- j. Community events happening in Stinson
- k. Other business
- l. Close of meeting

Motions at Executive and General Meetings

- 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.

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.

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.

Oct 11 2018 update: The SCA has determined to maintain the Endorsement Pilot as a Pilot for the 2018-2019 term. A sub-committee will review the pilot and make recommendations to streamline it.

Review of Terms of Reference

These Terms of Reference will be reviewed annually and brought to the membership for ratification at the Annual General Meeting.

Resources and Support

The SCA welcomes as Community Partners the support of any and all individuals, businesses, religious institutions, 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 11 2018 (Stinson Annual General Meeting 2018)

Executive Affirmation

All successful SCA Executive candidates will review and sign a copy of this document at the next scheduled meeting. The Secretary will 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: _____