



Township of Brock Non-Profit Sector Advisory Committee (NPSAC) Terms of Reference

Number: ToR-NPSAC-2023
Reference: Council Resolution # COW-2023-028 and COW-2023-094
Date Approved: January 30, 2023
Date Revised: February 27, 2023

1. Purpose

The Non-Profit Sector Advisory Committee (NPSAC), appointed by Council, will provide advice, comments and recommendations to Council on the current state of Non-Profit Community Organizations within the Township of Brock.

2. Mandate and Responsibilities

With staff support, the committee will;

- 2.1 Discuss Challenges and opportunities facing non-profit sector community organizations in the Township of Brock;
- 2.2 Network and discuss opportunities for cross-collaboration within the community organizations in the Township of Brock; and
- 2.3 Continue to work on the Council approved work plan, approved December 13, 2021 and attached as Appendix "A" to these terms of references.

3. Term/Appointments

- 3.1 Committee members are appointed by Council, for the term of Council or until their successors are appointed.

- 3.2 An individual, who wishes to be considered for appointment to a committee must submit a completed and signed application form to the Municipal Clerk. Members wishing to be reappointed for a subsequent term must advise the Municipal Clerk in writing of their continued interest.
- 3.3 If a vacancy occurs during the term, Council may appoint a replacement to complete the term. The Chair must advise the Municipal Clerk in writing as soon as a vacancy occurs. If directed by Council, the opening will be posted on the Township's website and/or other communication mediums.

4. Composition

- 4.1 Council shall attempt to ensure that the NPSAC is comprised of five (5) voting members, appointed by Council, consisting of residents of the Township of Brock.
- 4.2 Depending on the level of interest expressed by individuals, Council may, at its discretion reduce or increase the number of Committee members.
- 4.3 When considering appointments to the NPSAC, Council shall also attempt to ensure representation from all wards and organizations of the Township.
- 4.4 All Committee members are considered volunteer positions and there are no per diems for any Committee position.
- 4.5 The Mayor will assign a Council Liaison at the beginning of each term and from time to time, may re-appoint a Council Liaison. A Council Liaison will be the direct link between the committee and Council, by providing advice and information regarding Township and/or Council business, where applicable. Council Liaisons are to be provided with a copy of all formal communications from the committee (including notices, agendas and minutes). They are ineligible for the positions of Chair or Vice-Chair and are not a voting member of the committee and not included in the count for quorum.

5. Staff Liaison/Support

- 5.1 Township Staff have two principle functions regarding the NPSAC:
 - i. Committee Coordinator Role – organizing meetings, preparing agendas, minutes and providing content support and policy advice.
 - ii. Recreation & Leisure Liaison Support – The Recreation & Leisure Coordinator will provide assistance as needed to help organize & promote NPSAC events.
- 5.3 The Staff Liaison(s) is not a voting member of the committee and not included in the count for quorum.

6. Membership Selection Process & Qualifications

- 6.1 At the beginning of each Council term, the Township of Brock shall place an advertisement within the newspaper and on its website requesting expressions of interest from individuals who are residents of the Township of Brock.
- 6.2 Applicants shall be required to submit a written expression of interest outlining their reasons for applying and whether they have any related experience.
- 6.3 Council may also receive applications for membership and may appoint members to the NPSAC at any time throughout its term.
- 6.4 Upon receipt of applications, staff shall prepare and forward to Council for consideration during a closed session, for review of all candidates' qualifications and appointment by by-law.
- 6.5 All persons appointed to the NPSAC shall attend a mandatory Advisory Board and Committee Training prior to their first meeting.
- 6.6 All members appointed to the NPSAC shall be required to adhere to the established by-laws, policies, and procedures of the Corporation of the Township of Brock.

7. Chair/Vice-Chair

- 7.1 A Chair, whose responsibility will be to chair the meetings in accordance with the Township's procedural by-law, shall be selected by the Committee at the start of each Council term and two years thereafter (each Chair shall be appointed for a two-year period).
- 7.2 A Vice-Chair shall also be selected for the same term as the Chair and shall act as Chair when the Chair is absent or unable to fulfill his/her duties.

8. Meeting Frequency & Attendance

- 8.1 All meetings are open to the public. Meeting dates are established by the members at the first meeting of the Committee and shall be set on a recurring schedule so that Council and Staff Liaison are able to attend.
- 8.2 Meetings shall be scheduled at a frequency established by the Committee that best addresses the workload and objectives of the Committee. In accordance with the requirements of the *Municipal Act*, notice of meetings shall be posted on the municipal website.

- 8.3 Committee members are expected to attend all meetings. Should a member be unable to attend a meeting, the member shall advise the Chair, Council Liaison and/or Staff Liaison, at least one business day prior to the meeting. This will assist in determining if there will be a quorum.
- 8.4 A member of the Clerk's Department shall act as recording secretary for the Committee and, in consultation with the Chair, be responsible for preparing the meeting agendas. Should a member of the Clerk's Department be unable to fulfill these duties, the Committee shall appoint an acting secretary.
- 8.5 If a member is absent from three (3) consecutive regularly scheduled committee meetings (without notice), the committee may pass a resolution declaring a vacancy and requesting Council to appoint a replacement member.
- 8.6 The NPSAC meeting schedule will be posted on the Township of Brock website and will be updated on an annual basis.
- 8.7 All meetings of the Committee shall be open to members of the public.

9. Quorum

- 9.1 A quorum shall consist of a simple majority of appointed voting-members.
- 9.2 If there is no quorum after fifteen (15) minutes of the scheduled start time, the meeting will be cancelled and/or rescheduled.

10. Sub-Committees

- 10.1 The NPSAC may form Subcommittees as may be necessary to address specific issues, studies or projects.
- 10.2 The purpose of a Subcommittee shall be to make recommendations on a particular issue to the NPSAC, or to assist with the implementation of an assigned project.

11. Annual Work Plan/Budget/Reports

- 11.1 The NPSAC shall prepare a projected budget and work plan for the upcoming year. Budget Committee will review any budget requests during the annual budget process; Council has final approval of committee funding.
- 11.2 The NPSAC shall attend as a delegation before Council to present its accomplishments and work plan at the end of each year. Additional reports or deputations to Council shall be provided, as required.

11.3 When the NPSAC wishes to make a recommendation, a report must be submitted to CWC for approval. Reports will be signed by the Chair and submitted through the Staff Liaison to the Chief Administrative Officer for information prior to uploading to an agenda.

12. Conflict of Interest

- 12.1 A conflict of interest may arise for Committee members when their personal business interests' conflict with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the *Municipal Conflict of Interest Act* will apply to the Committee.
- 12.2 Members who have declared an interest on any matter may not move, participate in the discussion, or vote on the matter nor attempt to influence others on the matter.