

COMMUNITY FUND ADVISORY COMMITTEE

Terms of Reference

1. Mandate

The mandate of the Community Fund Advisory Committee hereinafter referred to as the “committee” is to make recommendations to Town staff regarding the Milton Community Fund program and award programs.

2. Type of Board/Committee

Advisory Committee

A. COMPOSITION, TERM AND COMPENSATION OF THE COMMITTEE

3. Composition

1. The committee will be composed of seven (7), one (1) of which may be a member of Council. A Councillor on the committee has all of the rights and privileges of any other member, including voting. In addition, the Council member is also responsible for:
 - a. Liaising between Council and the committee, providing information and clarification;
 - b. Ensuring members are aware of Council issues that may affect the mandate of the committee;
 - c. When necessary and appropriate, explaining the rationale behind the committee’s recommendation when brought forward to Council.

4. Qualifications

Appointed citizen members shall have the following qualifications:

- a. Resident of the Town of Milton or is the owner or tenant of land in Milton, or the spouse of such owner or tenant;
- b. Have a demonstrated expertise, interest, and involvement in matters under this committee Terms of Reference;
- c. General knowledge of Milton’s community organizations.

5. Term

1. A member's term on the committee shall be concurrent with the term of Council or until such time as they resign, are disqualified, or their successors are appointed.
2. A member may be appointed for no more than two (2) consecutive terms of Council. Any interim appointments are not included as a term of Council.
3. Should a member miss three (3) successive meetings and a motion is passed by the committee recommending termination, Council may terminate the member at its full and final discretion.
4. Members of this committee serve at the pleasure of Council and as such, Council may terminate the membership of any member at any time at its full and final discretion.

6. Chair and Vice-Chair

A Chair (and a Vice-Chair if necessary) shall be appointed by the committee at its initial meeting for a term determined by the committee.

7. Meetings

1. The committee will generally meet two to three times per year.
2. To accommodate any members and because the committee is not subject to open meeting rules of the Municipal Act, 2001, the committee and its members are permitted to use electronic participation models that are able to be accommodated by the Town. For clarity this may include teleconferencing or other electronic software or means.

8. General

1. The staff liaison to the committee shall file a copy of the minutes of each meeting (draft or otherwise) with the Town Clerk's office, no later than 21 days after each meeting.
2. The provisions of this Terms of Reference may be eliminated or amended in any way by Council at its full and final discretion. Any provisions of this Terms of Reference may be waived by Council at its full and final discretion.
3. The Town Clerk or designate is delegated the authority to make administrative changes to this Terms of Reference that may be required from time to time due to

legislative changes or if, in the opinion of the Town Clerk, the amendments do not change the intent of the Terms of Reference.

4. Member's terms that have been fulfilled without disqualification or early termination by Council shall receive recognition of appreciation from the Town.
5. Citizen members shall sign and submit to staff the "Citizen Member Board/Committee Code of Conduct", attached as Appendix A, as a condition of being appointed as a member of the committee. Any breach of this Code will be grounds for removal from the committee.