



Township of Brock Manilla Community Association Terms of Reference

Number: ToR-Manilla-2023
Reference: Council Resolution # _____
Date Approved: January 30, 2023
Date Revised: N/A

1. Mission

- 1.1 Review, evaluate and make recommendations to Council regarding community engagement and the organization of Special Events for the community of Manilla

2. Mandate and Responsibilities

- 2.1 Organize, promote, and host a variety of community events that enhances community interaction and inclusiveness.
- 2.2 Advise and assist Council on all matters related to community engagement, events and festivals. Provide Council with a list of dates and times for the upcoming year's events.
- 2.3 Make recommendations on policies and actively support and promote community engagement including special community events.

3. Term/Appointments

- 3.1 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 The composition of the Manilla Community Association shall be a minimum of 5 members.
- 4.2 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 community association 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 community association (including notices, agendas and minutes). They are ineligible for the positions of Chair, Vice-Chair, Secretary, and Treasurer, and are not a voting member of the community association and not included in the count for quorum.

5. Staff Liaison/Support

- 5.1 There will be no direct staff support for the Manilla Community Association
- 5.2 Finance staff will facilitate all deposits to the Manilla Hall reserve account and maintain annual records for the account.

6. Chair/Vice-Chair/Secretary/Treasurer

- 6.1 The Manilla Community Association will elect among its members a Chair and Vice-Chair. A Chair will preside over the meetings, ensure public attendees are welcomed, sign reports submitted to Committee of the Whole (COW), approve expenses, and monitor the annual budget. The Vice-Chair will perform the same duties in the absence of the Chair. The Municipal Clerk will attend the first meeting and will preside over the election of the Chair.
- 6.2 The Manilla Community Association will elect among its members a Secretary to prepare and distribute agendas & minutes to all members. Community Association minutes, once approved shall be forwarded to the Clerk via email at clerks@brock.ca for inclusion on a Council agenda.

- 6.3 For Community Associations that raise funds through their various events, they must elect, among its members, a Treasurer, who will be responsible for:
- Keeping proper and accurate records of all finances
 - Depositing with Township Finance all revenue collected following each event.
 - Reporting to the Community Association, its financial position

7. Finances

- 7.1 The Community Associations may raise funds through the various events held each year and ensure to deposit all revenue with township finance department, who will maintain a dedicated reserve.
- 7.2 Reserve balances for each community hall will be used for community hall improvements, in accordance to township operating and capital requirements subject to Council approval.
- 7.3 Community Associations shall not open or maintain their own bank account.
- 7.4 Community Associations that require municipal funding, 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 Community Associations funding.
- 7.5 Community Associations have a fiduciary responsibility to ensure that the funds raised are properly expensed in the manner in which the funds were collected.
- 7.6 The Township's Director of Finance & Treasurer, or their designate, and the Township's appointed Auditor shall have access to all Community Association books and records, when requested.

8. Reservations & Communications

- 8.1 Community Associations shall establish an annual calendar of events (including any meetings) and book each event through the township's Recreation & Leisure Coordinator, at no charge.
- 8.2 Community Associations shall forward the list of annual events with a brief description or ticket information with the township's Communication & Tourism Coordinator, to help promote and advertise the community events through various township mediums.
- 8.3 Any event not listed on the annual calendar of events must be booked as soon as possible and subject to availability.

9. Conflict of Interest

- 9.1 A conflict of interest may arise for Committee members when their personal 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 Appeals Committee.