

Crown Point Community Planning Team

Terms of Reference (Our agreement about how we work together)

Name

This group shall be known as: Crown Point Community Planning Team

Values (The foundation of our relationships and our work)

*Hope * Capacity-building * Equity-Fairness * Anti-Oppression * Inclusive * Collaboration * Stewardship*

Vision (How we see our community in the future)

Crownpoint Neighbourhoods are healthy, vibrant, and inclusive.

Mission (What we are trying to do/our role in achieving the vision)

The Community Planning Team: (does this)

Crown Point Community Planning Team makes things happen by engaging neighbours and developing leadership.

Recognition of Traditional Land

We acknowledge that we are located in the traditional territory of the Mississaugas of the New Credit and Six Nations of the Grand River within lands protected by the Dish with One Spoon Wampum Agreement.

Crown Point Community Planning Team

Membership (who is welcome)

- Includes any resident living in the community
- Includes anyone who is committed to furthering our mission and supporting our vision and values
- New members are welcome at any time

Resources and Support

The Planning Team 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 Planning Team.

Role of Members

- Champion the values, vision, and mission
- Demonstrate leadership
- Share personal expertise and participate in initiatives, committees, action teams, planning processes, and meetings
- Participate in decision-making
- Learning & Capacity-Building

Committees (doing work related to how we govern ourselves)

Action Teams (doing projects in the community)

Committees and Action Teams will be created as necessary by the membership

Crown Point Community Planning Team

Committees and Action Teams will seek endorsement from the Planning Team regarding decisions that will impact the Planning Team

Executive Team

The Executive consists of 2 Co-Chairs, 2 Co-Treasurers, and 2 Co-Secretaries, who are elected from the resident membership

Collectively they are responsible for:

- Planning, organizing, and attending the monthly Community Planning Team Meetings and Executive meetings
- Setting and communicating the agendas for the monthly meetings and the Annual General Meeting
- Communications on behalf of the Planning Team
- Setting an annual review of policies and practices (Terms of Reference)
- Holding the Annual General Meeting (AGM)

Co-Chairs

Co-Chair responsibilities are to:

- Facilitate meetings
- Represent the Planning Team as appropriate
- Reaffirm the values, vision, and mission at the beginning of each meeting
- Set the agenda in consultation with the executive team and distribute a week before the next meeting

Co-Secretaries

Co-Secretary responsibilities are to:

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- Prepare minutes of meetings and circulate them
- Collect and Archive records and reports

Co-Treasurers

Co-Treasurer responsibilities are to:

- Maintain financial records
- Prepare a financial report for each meeting
- Present annual financial report at the AGM
- Maintain a bank account for the Association (as needed)

Executive Terms

- Each executive member will serve for a two-year term (alternating with their co-member)
- Members may re-elect any executive member for a maximum of 1 2-year term in the same role

Elections

- Elections will be held each year to select new Executive Team members
- Elections are held at the AGM. Positions are effective at the end of the AGM.
- If there is an unexpected vacancy of an executive committee role during the term, the membership may elect, at the next monthly meeting, a willing member to fulfill this role in an interim position until the next AGM.

Meetings

- Meetings will be held the third (3rd) Monday of each month

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- Where the meeting falls on a holiday, the meeting will automatically fall on the following Monday

Location: Located within the community, to be determined by the needs of the group

Time: Meetings will start at 6:30 p.m. and finish by 8:30 p.m.

Decision Making

- Decisions are made collectively by the members at the monthly meetings
- Consensus will be the preferred decision-making model
- If consensus cannot be achieved, a vote will be held with the resident members in attendance
- A majority will carry the action forward
- There will there be no proxies

Motions

- Must be recognized by the Chair
- Must be seconded to initiate a vote
- May be made by anyone present
- Members must be recognized by the Chair to address the meeting

Review of Terms of Reference

These Terms of Reference will be reviewed annually and brought to the membership for ratification at the meeting prior to the AGM.

Last Ratified: