



# CHESTERMERE

**Policy Name:** Not for Profit Committee Terms of Reference

**Policy Number:** 850

<b>Effective Date:</b> February 10, 2026	<b>Approved By:</b> Mayor & Council
<b>Policies Amended / Rescinded:</b> Policy #850 – Mayor’s Task Force for Non-Profits	<b>Policy Type:</b> Council

## **I. Purpose**

1. The Not for Profit Committee is established to assess the needs, challenges, and build capacity within Chestermere’s not for profit sector, and to provide strategic recommendations to City Council that enhance sustainability, collaboration, and community impact.
2. Outputs of this Committee can support the community by optimizing how local organizations operate and collaborate. This leads to more effective service delivery, better resource allocation, and the development of programs that address community needs more efficiently.

## **II. Mandate**

1. Strategic Planning & Sector Development
  - a. Assess community programming and service gaps;
  - b. Clarify roles between City and not for profit sector; and
  - c. Promote inclusivity and accessibility through asset mapping.
2. Volunteer Engagement
  - a. Enhance visibility of volunteer opportunities; and
  - b. Explore volunteer coordination roles and recognition initiatives.



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### 3. Funding & Grants

- a. Evaluate funding landscape and collaborate with other Committees;
- b. Review need for centralized grants database and collaborative funding models; and
- c. Advocate for sustainable funding and transparency.

### 4. Capacity Building & Communication

- a. Support sector capacity initiatives;
- b. Foster collaborative relationships between City and sector; and
- c. Promote impact storytelling and shared learning.

## III. Membership Composition

1. The Not for Profit Committee will be appointed by Council Resolution and will consist of the following Members:
  - a. Representatives from not for profit organizations in the community as appointed by Council;
  - b. Up to two Council members as appointed by Council; and
  - c. Up to two City staff.

## IV. Meetings

1. The Committee shall determine a meeting schedule and are encouraged to meet at least once every two months. At minimum, the Committee will follow the standards outlined in the Committee Bylaw.
2. Meetings may be conducted in person or virtually, as determined by the Chair or Vice-Chair.

## V. Reporting

1. The Committee shall provide regular updates to the Mayor and City Council as per the Committee Bylaw. The Committee may make more frequent updates to Council as requested by the Committee.



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## **VI. Support**

1. City staff shall provide administrative support, including meeting coordination, record-keeping, and preparation of documents.

## **VII. Confidentiality**

1. Members shall respect the confidentiality of discussions and information shared during Committee meetings. All Committee members must adhere to the *Access to Information Act* (ATIA) and *Protection of Privacy Act* (POPA), ensuring transparency in operations while safeguarding personal information. Members must also respect the confidentiality of sensitive organizational information.

## **VIII. Evaluation**

1. The effectiveness of the Committee shall be evaluated based on the implementation of its recommendations, and the impact on the not for profit sector in Chestermere.

## **IX. Amendments**

1. The terms of reference may be amended by the City Council upon recommendation from the Mayor or Committee Members.



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Mayor, Shannon Dean

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Chief Administrative Officer, Kent Edney

**Last Review Date:** February 10, 2026

**Next Review Date:** February 2030

<b>Revision History (Completed by Legislative Services):</b>		
<b>Policy Title</b>	<b>Date Approved</b>	<b>Resolution Number</b>
Policy #850 - Not for Profit Committee	February 10, 2026	260210-08
Policy #850 - Mayor's Task Force for Non-Profits	August 27, 2024	240827-06