CHESTERMERE

Policy Name: Not-for-Profit Advisory Committee Terms of Reference

Policy Number: 850

Effective Date:	**Approved By:**
October 20, 2026	Mayor & Council
Policies Amended / Rescinded:	**Policy Type:**
Policy #850 Not for Profit Committee Terms of Reference	Council Policy

1. Purpose and Intent

1.1 The Not-for-Profit Advisory Committee is established by Council to strengthen coordination, communication and community outcomes across Chestermere's not-for-profit and community-organization sector.

2. Objective

2.1 Provide a constructive forum for Chestermere not-for-profit and community organizations to identify shared needs, challenges, and opportunities.

2.2 Identify community service gaps, duplication, and opportunities for collaboration.

2.3 Strengthen communication and relationships among local organizations, Council, and administration.

2.4 Clarify how the City and sector organizations can work together effectively while maintaining appropriate roles and responsibilities.

2.5 Support volunteer capacity, organizational sustainability and effective community service delivery.

2.6 Provide Council with a collective sector perspective on matters affecting Chestermere's not-for-profit community.

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3. Mandate

3.1 Identify and assess shared needs, gaps, overlap and opportunities for collaboration.

3.2 Advise on communication and the City-sector relationship.

3.3 Use the existing sector strategy as a starting point for prioritized recommendations.

3.4 Provide collective sector perspectives on municipal policies, plans, or initiatives that materially affect Chestermere's not-for-profit organizations.

3.5 Consider matters referred by Council.

4. Scope and Role Clarity

4.1 The Committee's role is strategic and advisory. The Committee does not adjudicate grants, advocate for funding on behalf of an individual organization, mediate private disputes, direct administration or act as an operational coordinating body. Nothing in this Terms of Reference prevents a member organization from independently advocating for its own interests, pursuing funding opportunities, or requesting a letter of support or other assistance from the City through the appropriate process. In doing so, the organization must not represent its position as a position of the Committee or the City unless specifically authorized.

4.2 Service organizations deliver structured programs or services responding to identifiable community needs. Community organizations support participation, recreation, culture, identity, connection or community life. Neither category is intended to carry greater status.

4.3 Temporary working groups may examine a defined service-provider or community-organization issue but report to the full Committee.

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5. Preferred Composition

5.1 The Committee is an open sector forum composed of the following:

5.1.1 the Mayor, as a voting member;

5.1.2 one Councillor appointed by Council to serve as Chair; and

5.1.3 eligible Chestermere not-for-profit and community organizations participating through a designated representative.

5.2 For the purposes of this Terms of Reference, an eligible organization is a not-for-profit or community organization that provides programs, services, activities or community-building opportunities in Chestermere or primarily for Chestermere residents. An individual, business, political organization or government body is not eligible to participate as an organization unless expressly authorized by Council.

5.3 An eligible organization may participate without a formal Council appointment. Each participating organization may identify one or more individuals who may attend on its behalf, but only one representative of the organization may vote at a meeting.

5.4 Participation may vary from meeting to meeting based on organizational availability and the matters under consideration. An organization is not required to attend every meeting to remain eligible to participate.

5.5 The Committee may also invite individuals with relevant expertise to provide information or participate in discussion. An invited participant is not a voting member unless attending as the designated representative of an eligible organization.

5.6 Legislative Services will maintain a current participation list for notice, agenda distribution, voting and meeting-administration purposes.

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6. Roles and Responsibilities

6.1 Chair

6.1.1 Presides over meetings and supports fair, focused discussion.

6.1.2 Works with the director sponsor to maintain alignment with the mandate and Council-approved annual work plan.

6.1.3 Acts as spokesperson only when authorized.

6.2 Vice-Chair

6.2.1 The Committee elects a designated representative of a participating organization as Vice-Chair. The Vice-Chair performs the duties of the Chair when the Chair is absent from the meeting.

6.3 Mayor

6.3.1 The Mayor is a voting member and may satisfy the requirement for a Council member to be present for quorum when the Councillor Chair is absent.

6.3.2 The Mayor will chair the meeting in the absence of the Chair and Vice-Chair.

6.4 Director Sponsor

6.4.1 The director sponsor or their designate is appointed by the Chief Administrative Officer.

6.4.2 The director sponsor supports the connection between the Committee, administration, and Council. The sponsor assists the Chair in maintaining alignment with the mandate and annual work plan, coordinates appropriate administrative input, and ensures recommendations are presented to Council with the information required for informed decision-making. The sponsor may advise on legislative, financial, operational, policy, or resource considerations but does not direct the Committee's advice. The sponsor is non-voting and is not required to attend every meeting.

6.5 Legislative Services

6.5.1 Legislative Services coordinates meeting notices, agendas, minutes, procedural advice, records and participation-list administration.

6.5.2 Minutes of each meeting shall be kept, filed with Legislative Services, and provided to Council for information within 30 days after the meeting.

6.6 Terms of Appointment

6.6.1 The Mayor and Councillor Chair are appointed by Council in accordance with the City's annual organizational process.

6.6.2 Participating organizations are not appointed for fixed terms. An eligible organization may begin, pause or resume participation by notifying Legislative Services and identifying its authorized representative or representatives.

6.6.3 Participation is organizational rather than personal. An organization may change its representative by providing notice to Legislative Services.

6.6.4 Council may review the Committee's participation model, eligibility requirements and sector representation through the annual committee review.

6.7 Meetings and Quorum

6.7.1 The Committee will have an initial meeting for the purpose of appointing the Vice-Chair, setting their meeting schedule, reviewing the Terms of Reference, Committee Bylaw and Procedural Bylaw, and discussing other logistical issues. The committee will then meet a minimum of 4 additional times throughout the year.

6.7.2 Additional meetings may be called for an approved work-plan item, Council referral, or time-sensitive matter within mandate after consultation between the Chair and director sponsor.

6.7.3 Quorum is seven voting members, including either the Councillor Chair or the Mayor. Each participating organization may be counted only once toward quorum, regardless of the number of its representatives in attendance.

6.7.4 If quorum is not achieved, the members present may participate in an information-sharing or sector discussion session, but the Committee may not pass a resolution or make a formal recommendation to Council.

6.7.5 Meetings and electronic participation may occur only in accordance with applicable legislation, the City's Procedural Bylaw, and any Council-approved policy or procedure governing electronic meetings.

6.8 Annual Work Plan

6.8.1 The Committee prepares an annual work plan for Council approval. The plan identifies priorities, intended outcomes, deliverables, timing, engagement, measures of success, and anticipated resource requirements. Agenda items will normally relate to the approved work plan or a Council referral. Emerging matters may be considered where the Chair and director sponsor confirm that the matter is within mandate and can be supported within available resources.

7. Initial Governance Term Priority

7.1 Review the existing sector strategy as a starting point, confirm what remains relevant to Chestermere's current not-for-profit sector, and identify a focused set of priority actions for the Committee's annual work plan.

7.2 Map service and program gaps, overlap and opportunities for collaboration.

7.3 Recommend a practical City-sector relationship framework, including appropriate municipal support boundaries.

7.4 Recommend steps to strengthen communication, volunteer capacity and organizational sustainability.

7.5 Recommendations and Reporting

7.5.1 A recommendation approved by Committee resolution will be transmitted to Council through the director sponsor. Administration will add the information reasonably required for Council consideration, including legislative, financial, operational, policy, and resource implications. Where further analysis is required, the director sponsor will advise the Committee of the anticipated process and the item will remain identified as outstanding until presented to Council or otherwise addressed by Council direction.

7.5.2 The Committee reports annually on its work plan, recommendations, outcomes, and unfinished work.

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7.6 Working Groups

7.6.1 The Committee may establish a temporary working group only for a defined task in its Council-approved annual work plan.

7.6.2 The Committee approves a short-written scope, membership and completion date. A working group reports to the Committee and does not exercise Committee authority, direct administration or commit funds.

7.7 Conflict of Interest and Confidentiality

7.7.1 Members comply with applicable legislation, City bylaws and policies concerning conduct, confidentiality and conflicts of interest. Disclosures are recorded in the minutes and members act as required by law and City policy.

7.8 Resources and Budget

7.8.1 Administrative and technical support is subject to approved budgets, work plans and available resources. Participating organizational representatives serve without remuneration unless Council policy provides otherwise.

7.9 Annual Committee Review

7.9.1 Council reviews the Committee annually to confirm its mandate, priorities, membership, support requirements and continuation for the following year. The review considers the Committee's work-plan progress and governance model and is not an evaluation of individual volunteer performance.

Adopted by Council: October 20, 2026

Resolution Number: 261020-19

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Mayor Shannon, Dean

X _____

Chief Administrative Officer, Kent Edney

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Last Review Date: October 20, 2026

Next Review Date: October 2027

Revision History *(Completed by Legislative Services)*:		
Policy Title	**Date Approved**	**Resolution Number**
Policy #850 Not-for-Profit Advisory Committee Terms of Reference	October 20, 2026	261020-19
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