



# CHESTERMERE

**Policy Name: Mayor’s Task Force for Non-Profits Terms of Reference**

**Policy Number: 850**

<b>Effective Date:</b> August 27, 2024	<b>Approved By:</b> Mayor & Council
<b>Policies Amended / Rescinded:</b>	<b>Policy Type:</b> Council

## **I. Purpose**

1. The Mayor’s Task Force for Non-Profits (MTFNP) is established to assess the needs and challenges faced by non-profit organizations in Chestermere and to provide recommendations to the City Council for supporting and enhancing the non-profit sector.
2. Outputs of this task force 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. Duration**

1. The task force shall operate for a period of 6 to 8 months from the date of establishment.

## **III. Membership Composition**

1. Chairperson: Appointed by the Mayor.
2. Members:
  - a. Representatives from non-profit organizations in the community.
  - b. Up to two City Council members nominated by the Council.



# CHESTERMERE

- c. Up to two City staff members appointed by Administration to attend as non-voting members.

## **IV. Mandate**

1. Identify and prioritize key issues affecting non-profit organizations in Chestermere.
2. Conduct surveys, interviews, or meetings with stakeholders to gather input and data.
3. Analyze current resources and support available to non-profits.
4. Develop recommendations for policies, programs, or initiatives to support the sustainability and growth of non-profits.
5. Provide feedback to the City Staff on grant funding processes including applications, notifications, and approvals. The ultimate decision for grant funding and processes will remain with City Administration and Council.
6. Present findings and recommendations to the City Council in a final report.

## **V. Meetings**

1. The task force shall meet regularly, at least once a month, and may hold additional meetings as necessary.
2. Meetings may be conducted in person or virtually, as determined by the Chairperson.

## **VI. Reporting**

1. The task force shall provide regular updates to the Mayor and City Council on its progress as necessary.
2. A final report, including recommendations, shall be submitted to the City Council at the conclusion of the task force's term.

## **VII. Support**

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

## **VIII. Confidentiality**

1. Members shall respect the confidentiality of discussions and information shared during task force meetings. All committee members must adhere to the Freedom of Information and



# CHESTERMERE

Protection of Privacy Act (FOIP), ensuring transparency in operations while safeguarding personal information.

## IX. Evaluation

1. The effectiveness of the task force shall be evaluated based on the implementation of its recommendations and the impact on the non-profit sector in Chestermere.

## X. Amendments

1. These terms of reference may be amended by the City Council upon recommendation from the Mayor or task force members.

**Adopted by Council:** August 27, 2024

**Resolution Number:** 240827-06

**X**   
 \_\_\_\_\_  
 MAYOR

**X**   
 \_\_\_\_\_  
 CAO

Last reviewed date: August 27, 2024

Next review date: April 2028

<b>Revision History</b> <i>(Completed by Legislative Services):</i>		
<b>Policy Title</b>	<b>Date Approved</b>	<b>Resolution Number</b>
Mayor's Task Force for Non-Profit Terms of Reference	August 27, 2024	240827-06