

Kincardine Community Fund Committee

Mandate Statement & Terms of Reference

Adopted by Council on October 21, 2015, amended July 12, 2017.

Purpose

The Kincardine Community Fund (KCF) is a permanent endowed community fund, managed by Community Foundation of Grey Bruce. This fund was initiated to provide perpetual support to projects and programs of non-profit organizations within the Municipality of Kincardine. The Kincardine Community Fund Committee (KCFC) has been created to further the goals of creating a sustainable granting system for non-profit groups within the Municipality.

Mission Statement

To develop the Kincardine Community Fund administered by Community Foundation of Grey Bruce (CFGB) into a self-sustaining granting system for use by qualified non-profit groups within the Municipality of Kincardine and surrounding areas.

Vision Statement

The Kincardine Community Fund will enrich the quality of life for the people in the Municipality of Kincardine through support of community projects, programs and charities.

Mandate

1. To develop community partners to raise awareness of the Community Fund and Community Foundation Grey Bruce's granting capabilities.
2. To develop public relations and other promotional materials supporting the Kincardine Community Fund.
3. To develop recommendations to Council regarding granting processes, fund development structure, committee structure, etc.
4. To review the annual fund financials and ensure proper management of funds.
5. To network with agencies, individuals, businesses, community groups and other strategic partners to continue growing the fund through various types of donations.
6. To review applications for funding and present a proposal to the Grant Review Team of the CFGB semi-annually.

Structure

1. The Committee shall consist of five voting members. In order to have quorum the committee shall have a majority of members present during the meetings.

2. Staff support will be provided by the Municipal clerk or designate.
3. A Chairperson will be appointed annually in accordance with the Municipality of Kincardine Procedure By-law.
4. The Committee reports to Council.
5. The Committee shall exercise their powers by resolution, therefore all recommendations to Council and staff, on behalf of the committee, must be approved by resolution of the committee.
6. The duties of the Chairperson are set out in the Municipality of Kincardine Procedure By-law.
7. Community Foundation Grey Bruce will support the Municipality of Kincardine and the Kincardine Community Fund Committee (KCFC) by taking responsibility for the following:
 - a. All banking and investment transactions
 - b. All bookkeeping and auditing functions
 - c. Signing and filing of all agreements with other agencies
 - d. Issuing of all official receipts
 - e. Other clerical duties as required
8. "Associate" Committee Members may be appointed by the KCFC from time to time, to assist in fulfilling the mandate of the Committee. Associate members will further the objectives and purpose of the Kincardine Community Fund by providing invaluable advice and assistance from time to time. It is expected that the KCFC will convene meetings periodically with the Associate Members for purposes of public education and input, setting long term plans and/or advice on fund development. No duties will be imposed upon persons so appointed and such persons have no vote in the affairs of the KCFC nor any power in any way to bind or obligate the KCFC. Associate Members will be invited to all public functions organized and sponsored by the Kincardine Community Fund Committee.

Meetings

1. Meetings shall be conducted with an agenda that is prepared by Staff and reviewed by the Committee Chairperson. The Committee shall follow the Municipality of Kincardine

Procedure By-Law and all meetings shall be open to the public, except in accordance with provisions of the Municipal Act for closed meetings.

2. Members wishing to have items included on the agenda must provide notice to the Secretary at least five (5) days preceding the meeting.
3. Notice of meetings shall be issued via circulation of agenda to Committee members no less than two (2) days preceding the meeting.
4. The Committee shall maintain open communication with staff to ensure rules and procedures of the Municipality of Kincardine are being followed.
5. Minutes shall be kept of all meetings and shall be posted to all members within 10 business days of the meeting and included on Council consent agenda. Adoption of meeting minutes will be included on the agenda of the next committee meeting and the adopted minutes will then be posted on the Municipality of Kincardine website.
6. The Committee shall meet on a monthly basis or as needed, to fulfill their mandate set out in this Terms of Reference. Special meetings may be called by the Committee Chairperson to deal with emerging issues such as training of members, time sensitive and/or issues identified by the Committee Chairperson.
7. Members having a pecuniary interest in any issue prior to consideration by the Committee shall disclose the interest and the general nature thereof to the Chairperson and the member shall comply with the requirements of the Municipal Conflict of Interest Act.
8. For consistency of messages, media inquiries should be directed to the Committee Chairperson and/or Municipal staff.
9. The Committee will meet annually with the Clerk to determine the goals and objectives for the upcoming year, which will lead to the development of an annual budget for submission to Council. Final Committee budget approval rests with Council.