



South Huron Dashwood Community Fund Committee Terms of Reference

Purpose of the Committee

The purpose of the South Huron Dashwood Community Fund Committee is to provide Council with recommendations on matters relating to management of the proceeds of the sale of the Dashwood Hydro Electric Utility. South Huron proceeds of the sale were vested in South Huron to be held in a reserve fund, established and administered by the Municipality of South Huron, known as the Dashwood Community Development Fund (DCDF). The committee will consider proposals from the South Huron residents in Dashwood for the use of the funds for projects benefitting the village.

Committee Objectives or General Activities:

The primary objective of the committee is to bring forward proposals for Council approval for the use of the Dashwood Community Development Fund and to provide recommendations to Council on a development of a DCDF strategy. The Committee shall finalize the selection of community development projects, allocate investment moneys for selected current or future projects and submit those project selections, allocations and plans to the Council of the Corporation of the Municipality of South Huron.

Council shall receive project selections, investment allocation decisions and project financial plans from the Committee, and shall reject a submission where, in the Council's opinion, the project does not conform with the eligibility criteria in selecting a community project for funding or in allocating monies to a future community project.

Once a project has been revised or returned to Council, Council shall make a final decision on the disposition of the project. Council shall assign consultants and/or resources necessary for detailed planning, design, consultant selection, tendering and/or contracting for the work to be done. All the costs for the planning and implementation of the project will be paid from the DCD Fund or shall be paid to the extent determined by Council. Staff time is not included in the costs for the project.

Eligibility Criteria for Project Selection

Projects considered by the Committee may be any recreation or cultural project within or primarily benefitting the South Huron portion of the Village of Dashwood.

1. A recreation, cultural or social project may be determined to be eligible for funding although such project would normally be funded by the general tax rate or by user rates applicable to users from throughout the municipality provided that:
 - a. The project primarily benefits the Village of Dashwood; and
 - b. The project is unlikely for the foreseeable future to be given priority in the normal municipal budget process.
2. A recreation, cultural or social project is not eligible for funding if it is a capital repair, a maintenance cost or a cost of normal operations.



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Delegated Authority

The Committee does not have any delegated authority.

Membership Composition and Responsibilities

The Committee will be composed of three (3) voting members, including one (1) South Huron Council representative and two (2) South Huron community members representing the Dashwood area community from South Huron.

Term of Office

The Council shall appoint all Committee members by By-law and the term of appointment shall be concurrent with the four-year term of Council.

Meeting Roles and Requirements

The Committee is accountable to Council. The appointed member of Council shall act as a liaison between the Committee and Council. The Committee will elect a Chair and Vice-Chair at its first meeting.

Members of the Committee will serve without remuneration.

Quorum/Meeting Prerequisites

Quorum shall be two (2). Only members of the Committee may vote on any issue and each member will have one vote at the meetings. Majority decisions will prevail.

Meeting Schedule

The Committee Chair shall call a meeting upon receipt of a proposal for use of the fund. Additional meetings may be called by the Chair or set by resolution of Council. The Chair can cancel any meeting.

Committee members are expected to attend all scheduled meetings. In the event a member is unable to attend a meeting, the member must contact and advise the Chair in advance. If a member has been absent for three (3) consecutive scheduled meetings and has failed to advise the Chair in advance, the member shall be deemed to have abandoned his or her appointment and the office shall be considered vacant.

Committee meetings are permitted to participate via electronic participation and Committee Members attending a meeting via electronic participation will be deemed to be present and part of quorum.



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Minutes and Agenda

The minutes of each meeting will be amended when necessary and adopted at the following meeting. The draft minutes will be provided to the Clerk to be circulated to Council.

Administrative assistance to the Committee will be provided by municipal staff.

Procedures and Rules

As a formal Committee of Council the Committee is subject to the Procedure By-Law which governs the procedures of Council and its Committees and Board, Rules of Procedure for Committees, Code of Conduct and any other applicable policies and/or procedures.

Amendments to the Terms of Reference

The non-statutory provisions of this Terms of Reference may be eliminated or amended in any way by Council at its full and final discretion. Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

The Clerk or designate is delegated the authority to make administrative changes to this Terms of Reference that may be required from time to time due to legislative changes or if, in the opinion of the Clerk, the amendments do not change the intent of the Terms of Reference.

Municipal Freedom of Information and Protection of Privacy Act

Committee Members will act to protect the privacy of individuals with respect to personal information contained in application forms and information circulated to the Committee and to ensure that personal information is used solely for the purposes that it was collected.

Conflict Of Interest

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.

Indemnities to Committee Members

Committee members shall be covered by the municipality's general liability insurance policy as it relates to Committees of Council activities.