Mandate:
To work together with Community Groups and Service Clubs on strategic fundraising in support of projects and activities within the Municipality. The Town of Tillsonburg has a long history from a generous community that has provided significant financial contributions that have allowed the Town to provide excellent recreation and cultural facilities for the benefit of residents and visitors to the community.

The Council Committee shall work in partnership with organizations to identify projects which may require fundraising. The committee may assist in the strategic fundraising in terms of working together on planning, coordinating and implementing fundraising activities.

1.0. Role of the Community Transportation Advisory Committee
1.1. To identify projects that may require assistance including fundraising efforts.
1.2. To develop working relationships with Community Partners and Service Clubs.
1.3. To work together to develop fundraising strategies.
1.4. To implement, monitor and evaluate the fundraising strategy.

2.0. Organization of the Committee
The Committee should be composed of three member of Council who have been duly elected by the municipality. In addition two members of the Senior Leadership Team shall be appointed by the CAO to act as a resource to the Committee.

2.1. Committee Members will be appointed by Council.
2.2. The term of a Committee Member shall coincide with the four (4) year term of Council.
2.3. Additional members may be appointed throughout the term when required.
2.4. One member will be appointed by vote of the committee at the first meeting of each term to chair the meetings for that term. The committee will also, at this time, select a vice-chair and secretary for the same duration.
2.5. A Municipal staff person may be selected to act as a secretary to the committee.

3.0. Meetings
3.1. The Committee will hold meetings as required throughout the year.
3.2. The date and time of the regular meetings will be established when required.
3.3. Meetings will have a formal agenda.
3.4. Agendas and information packages, that will include the minutes from the previous meeting, will be sent by e-mail to Committee Members prior to each meeting.
3.5. A majority of Council appointed Committee Members will constitute quorum for the transaction of business.
3.6. The members may meet occasionally informally to discuss issues as warranted.

4.0. **Role of the Chair**
The Chair is responsible for insuring the smooth and effective operation of the Committee and its roles. This will include responsibility for:

4.1. Calling the meetings to order.
4.2. The Chair is encouraged to create an informal atmosphere to encourage the exchange of ideas such as, using a roundtable format.
4.3. Creating an agenda in consultation with the Secretary.
4.4. Chairing the meetings.
4.5. Acting as spokesperson.
4.6. Representing the Committee on other committees when necessary.
4.7. The Chair shall conduct meetings in accordance with the Town's Procedural By-law
4.8. In the absence of the Chair, these responsibilities will be undertaken by the Vice-Chair.

5.0. **Role of the Secretary**
The Secretary is responsible for ensuring a complete up to date record for the Committee.

5.1. In liaison with the Chair, arrange date, time and venue for meetings.
5.2. In liaison with the Chair, set agendas and circulate to the members two business days prior to the meeting.
5.3. Circulate draft minutes to the members.
5.4. Keep a complete up to date record of the committee minutes.

6.0. **Role of Members**
Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

6.1. Attend all regular scheduled meetings. Members are required to notify the Chair, Secretary or the designated municipal staff liaison if they are unable to attend a meeting.
6.2. Review all information supplied to them.
6.3. Prepare information for use in the development of materials for the Committee.
6.4. Promote the role of the Committee.
6.5. Offer input to committee reports to Council.
6.6. Attend training as required to effectively perform their role as a committee member.

6.7. Committee Members are subject to The Municipal Conflict of Interest Act R.S.O, 1990, c.M50 and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the minutes of the meeting.

7.0. **Role of Municipal Staff**
The Town of Tillsonburg, by its nature and purpose, affects and is affected by many different Municipal departments. Assistance will be provided on an as required basis from various departments. Municipal staff will be responsible for carrying out the following functions with respect to the Committee:

7.1. Acting as an information resource.

7.2. Assist the Committee in its reporting to Council (see Sec. 7.0).

7.3. Provide correspondence to the Committee.

8.0. **Reports to Council**
The Committee may advise and make recommendations to Council in accordance with its role. Reports may be submitted as follows:


8.2. Verbally by the Chair or the designated representative.

8.3. Minutes from the Committee meetings.

8.4. Written reports, including annual and end-of-term reports.