

## **Fairfield Gonzales Community Association** **Terms of Reference for the StreetLife Committee...bringing** **community alive**

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*These terms of reference approved by the FGCA Board on April 3, 2017 and are in effect as of that date.*

**Name of Committee:** StreetLife Committee...*bringing community alive*

**Type of Committee:** The StreetLife Committee is a standing committee of the FGCA Board.

**Purpose:** The StreetLife Committee fosters and supports the development and implementation of street, neighbourhood, and community-wide activities and initiatives that reflect the Association's values and objectives.

**Objectives:** Build and strengthen Community through participatory, collaborative, and inclusive practices to bring about safe, sustainable, lively and resilient neighbourhoods.

- **First Nations / Aboriginal Reconciliation**
- **Inclusivity and Diversity**
- **Strengthened sense of community** through “social activities” like block parties, potlucks, seasonal celebrations, community-wide yard sale;
- **Joint stewardship of common areas**, for example, boulevard gardening, building the urban forest, community gardening, and creation of amenities such as public art and benches
- **Neighborhood Resilience** through, for example, Neighborhood/Block Watch programs and disaster response preparedness;
- **Sustainable Practices** such as food security, pollution prevention/reduction, alternative transportation, etc.
- **Supporting good ideas** that touch any of the foregoing; and
- **Collaboration** with others who foster any of the above.

**Responsibilities:**

- Act consistently with FGCA's Constitution (Purpose(s)) and comply with the Association's By Laws, Policies, and Code of Conduct.
- Encourage community members to come forward with their ideas for improving the quality of life in Fairfield and Gonzales.
- Promote and support initiatives consistent with the Association's purpose, values and objectives. Initiatives may come from committee members or from members of the community.
- When requests for a project come from a community member(s) the Committee will assess the project for viability and fit and when necessary assist with capacity building in order to bring the project to fruition.
- The chair will be responsible for: calling meetings, creating draft agendas, ensuring the facilitation of meetings, and ensuring income and expenses are documented.
- The secretary will take minutes and ensure that they are circulated to the Committee members in a timely fashion.

**Scope:** The scope of the Committee is as defined under its purpose. The Committee will not involve itself in a project that does not have adequate resources particularly volunteers to do the work.

**Authority:** The StreetLife Committee is a standing committee of the FGCA Board and as such it is accountable to the Board. The Committee also aligns its purpose with the Association's Purpose, Bylaws, Policies, and Code of Conduct.

**Committee Structure:** The Committee has a Chair and Vice Chair. Both are Board members unless otherwise approved by the Board. The Chair may vote. The committee also has a secretary. One FGCA staff member is assigned to the committee as liaison. Owing to the purpose of the Committee, working groups may be required to do the work of individual projects.

**Membership:** The size of the committee shall be a minimum of (3) three. The number of committee members will be determined by the committee. Any FGCA member in good standing is eligible for membership on the committee or working group. A person who is not a FGCA member but nevertheless wishes to join the Committee may do so as a volunteer. S/he they would be required to complete a volunteer form and sign the FGCA Code of Conduct. A simple majority is required to add or remove members.

**Communications and Reporting:** Minutes are recorded for all committee meetings. Committee working groups will also record their activities, either as stand-alone minutes, or as attachments to committee minutes. Approved minutes will be posted on the FGCA web site by the chair in a timely manner. The chair will act as liaison between the Committee and the Board.

**Meeting Schedule:** The committee will meet 6 to 10 times per year. There is no meeting in December.

**Support Needs:** A FGCA staff person attends the Committee's monthly meetings and acts as liaison between the Association and the Committee. Any requests for support will go through this assigned staff person.