

**Fairfield Gonzales Community Association
Neighbourhood Improvement Committee
Terms of Reference**

1. **Type of Committee** – standing committee of the FGCA Board.
2. **Purpose/mission** – To address matters relating to the built environment, urban form, transportation, parks, and related matters so as to improve our neighbourhood.
3. **Responsibilities**
 - Act consistently with FGCA’s constitution, bylaws, policies, and Code of Conduct.
 - Determine which matters to address in light of relevant factors such as:
 - FGCA’s mission, constitution, and the best interests of our community;
 - available resources - financial and volunteer - to carry out work on the range of potential matters;
 - addressing a mix of proactive and reactive matters (and considering community engagement processes and community inquiries);
 - the ability to have a broad effect, e.g. through influencing policy, rather than individual government decisions on a case-by-case basis;
 - the types of matters that FGCA and other community associations have addressed, for example:
 - City, regional, and other government budgets, plans, zoning, and implementation and monitoring; and,
 - cycling, transit, pedestrian and other transportation policies and infrastructure;
 - parks and greenspaces; and,
 - other relevant matters determined by the Committee or the Board.
 - Keep the Board apprised of Committee work.
 - Provide the Board with advice and draft positions that it can use with government.
 - comply with any Board direction.
4. **Scope** – The scope of the Committee’s work is outlined above. Not-in-scope includes:
 - a. matters that lack adequate financial or volunteer resources, and/or available other community resources, to carry out the work (it is recognized that the Committee will have limited resources, and likely will decline to address many matters, including important matters);
 - b. functions of CALUC, i.e. receiving community member input on individual development proposals and conveying that input to the City of Victoria; or,
 - c. work that is already being done by other Board Committees.

In exceptional cases, if any, the Committee may address significant individual developments that impact the broader neighbourhood at a policy level; however, in any such cases, it will address those developments in a manner that does not duplicate the work of CALUC.

5. **Authority** – In areas where FGCA has staffing, the Board acts mainly as a governance body, for instance developing policy. In areas where FGCA has no staffing, the Board may also be “hands on”, in implementing policy and undertaking activities through committees. In this case, the Committee is hands-on.
6. **Membership** – The size of the Committee shall be determined by the Committee, with a reasonable size being 3 to 6. The committee will strive for diverse representation among members wherever possible. A simple majority is required to add or remove members. The Board will be apprised of membership, and may direct the Committee to add or remove specific members in order to protect the interests of the FGCA. Quorum is defined as 50% or greater of the members on the committee.
7. **Communications and Reporting** – The Committee does not record minutes except where making decisions delegated by the Board. The Committee Chair will act as liaison between the Committee and the Board. The Committee will provide reports to the Board at or before Board meetings in compliance with Board policy and practice.
8. **Meeting Schedule** – The Committee will meet as necessary to carry out its activities, but no less than quarterly.
9. **Support Needs** – FGCA staff (EDs) will assign an ex-officio member, and will be consulted on all important Committee activities and proposed positions, and will provide support to the Committee. If the Committee requires financial or other resources, it will seek approval from the Board.

First draft – January 22, 2019

Second draft – February 21, 2019

Finalized by Committee – April 26 2019

Approved by Board – May 6 2019