Parkwood Hills Community Stakeholder Committee:

**Terms of Reference**

*Mandate:*

The Parkwood Hills Community Stakeholder Committee is a group of stakeholders dedicated to enhancing communication, collaboration and cooperation to address issues in the Parkwood Hills community.

*Purpose:*

The goal of the committee is to increase the community capacity of Parkwood Hills and the surrounding area by:  
-sharing information, expertise and resources with members  
-Providing an open forum to discuss community issues and identify current and emerging needs/trends  
-Developing creative solutions to issues raised  
-Identifying and encouraging opportunities for partnerships and collaboration  
-Highlighting and celebrating successes  
-Ensuring communication between resident-based groups and the Parkwood Hills Stakeholders Committee

*Membership:*

The Parkwood Hills Community Stakeholder Committee is a cross-sector network of service providers and community stakeholders who are located in and/or work in the community. Members will bring individual and organizational resources to the committee to enable effective planning and constructive action. The Parkwood Hills Stakeholders Committee will determine who the members of the committee are.

*Structure:*

The chair position is to be shared by two co-chairs. The first co-chair position will be held by the Nepean, Rideau, & Osgoode Community Resource Centre or the South Nepean Satellite Community Health Centre. The additional co-chair position is voluntary and will be given to non-political, nonpartisan, and not-for-profit representative for a one year term. The minute taker position will be taken on a voluntary basis. The position of the minute taker will be determined at the beginning of every meeting.

*Decision Making:*

Whenever possible, decision making will be by consensus. The motion will be forwarded to all members prior to the meeting. Fifty percent (50%) of the voting members will constitute a quorum. If a vote is necessary the outcome will be determined by a simple majority of members present.

If a consensus needs to be reached between bimonthly meetings of the Parkwood Hills Community Stakeholder Committee, the following process can be initiated if the decision in question meets the following criteria:

i) Involves a grant proposal or a letter of support.

ii) The proposal or letter of support in question meets the committee’s priority in obtaining new, or building upon existing, resources in the Parkwood Hills community.

In order to obtain support from the Parkwood Hills Community Stakeholder Committee, an executive committee comprised of members from the committee will engage in the following process to obtain consent for the decision in question:

i) The executive committee meets and unanimously agrees to support the decision in question

ii) Emails the entire Parkwood Hills Community Stakeholder Committee for any objections to the decision in question.

If no formal objections are obtained by committee members within a span of 5 business days than the executive committee will proceed with the decision in question. If any formal objections are obtained after the timespan, than the decision in question must be discussed at the next Parkwood Hills Stakeholder Committee meeting within the formal decision making process.

Nominations in the membership on the Parkwood Hills Stakeholders Executive Committee will take place annually. The executive committee currently includes membership from:

- The Nepean, Rideau, & Osgoode Community Resource Centre

- The South Nepean Satellite Community Health Centre

- Centrepointe Childcare Services

- Jewish Family Services

*Format of Meetings*:

The Parkwood Hills Stakeholders Committee will meet as required. Meetings will be held at various locations in Parkwood Hills.

Standing items on the Agenda:

-Acceptance of Agenda  
-Review of Previous minutes  
-Business arising from the minutes  
-Update from the Parkwood Hills Advisory Committee

-Update from the Parkwood Hills Youth Advisory Committee  
-New Business  
-Next meeting: date, time, location  
-Minute taker for next session