



## 1. Background

The community of Castor has a long-standing history of volunteerism, with affiliations and organizations supporting a variety of community events. Since 2014 new community groups have been developed to focus on positive healthy supports; such as, CHOOSEWELL and Castor Community Gardens. Community conversations continued and in October 2016 became the formal group called Castor Community Network. It brought together Castor volunteer organizations, businesses, associations and County representation.

Since that time, the Castor Community Network (CCN) has been meeting on a regular basis to plan events, and to discuss/plan new initiatives that will enhance life for the community and surrounding area. Castor Community Network is open to all organizations, churches, businesses and individuals who have an interest in co-planning and collaborating.

## 2. Statements

### Vision Statement

*The citizens of Castor and area are active, healthy, and engaged in their community.*

### Mission Statement

*Residents of Castor and area will feel engaged in their community through a strong and safe community environment, enjoying opportunities for active, healthy and connected lives.*

## 3. Goals and Objectives:

- To raise awareness regarding activities, programs and community opportunities within Castor.
- To work together whenever possible in order to share the work load among community organizations and members.
- To build and enhance the community.
- To advance Castor's profile and reputation in the surrounding communities.

## 4. Accountability

Each individual member is accountable to the individual's volunteer organization and to the Castor Community Network. It should be noted that:

- CCN is accountable to its members.
- All working groups and sub-committees are accountable to the membership of the CCN.
- Each individual member shall have an equal voice according to the decision making terms established in this document.



## 5. Liability

- As the CCN is a non-legal entity, each member must ensure he/she is adequately protected by their own liability insurance for any and all liabilities that may be incurred by the activities of the Castor Community Network.
- Members of CCN are considered volunteers with the Town of Castor, notwithstanding the members' other volunteer affiliations.

## 6. Resources

- Members bring resources from their agency/sphere of influence to support CCN and the community.
- Funding from any grants will be used in accordance to the submitted budget and/or according to funder's guidelines.
- In kind contributions will be recognized as per Alberta Government guidelines. <http://culture.alberta.ca/community/community-grants/community-initiatives-program/default.aspx>
- No monetary compensation will be provided to sitting members.

## 6. Membership

CCN membership is open to all individuals within Castor and area who support the vision, mission, goals and objectives of CCN and are willing to be compliant with the Terms of Reference.

## 7. Roles and Responsibilities of Castor Community Network Members

- To be knowledgeable about the vision, mission, and goals of the CCN. To advocate for the community as a whole.
- To participate in CCN meetings by presenting information and points of view that could improve life in Castor.
- To provide CCN with support and information as needed.
- To promote and bring awareness of CCN and its mandate through networking, partnerships, and activities.

## 8. Code of Conduct

CCN is committed to creating an atmosphere which is inclusive, welcoming, and free from harassment, discrimination, and all types of bullying and intimidation. We strive to ensure that we have a safe environment for members to carry out community building. CCN's expectation is that mutual respect, understanding and co-operation will be the basis of all our interaction.



Members are expected to:

- Work towards the goals of CCN as opposed to one's personal/agency agenda.
- Keep all confidential information strictly confidential.
- Not engage in behaviour which is known, or ought to be known, to be offensive or harassing.
- Conduct the affairs of CCN in a lawful and ethical manner.

### 9. Classification of Members

- There are two categories of Members:
  - a. Core Members
  - b. Affiliate Members
- Core Members  
To become a Core Member, an individual must:
  - a. have the intention of participating as an active member; and
  - b. plan on attending and actively participating in as many meetings as they are able; and attend 3 consecutive meetings to be a member
  - c. have attended a minimum of two meetings; and
  - d. have read, agreed to the terms of reference and signed the Core Members code of conduct (Attachment #1).

Core members will have voting privileges.

- Affiliate Members  
To become an Affiliate Member, an individual must:
  - a. have the intention of participating at arm's length; some examples may include keeping up with the activities of CCN by receiving and reading the minutes; or contributing towards a specific task or goal.Affiliate members will not have voting privileges.
- Should an Affiliate Member choose to become a Core Member, he/she would notify the Chair and complete the Core Members code of conduct form. Thirty days after the Chair receives the form the Member would have voting privileges.
- Should a Core Member choose to become an Affiliate Member, he/she would notify the Chair and complete the lower portion of the Core Members code of conduct form.

### 10. Decision Making and Governance

- CCN will strive to have no less than 8 members who represent community organizations, businesses, and/or the common good for Castor.

- A quorum will exist when at least 4 core members are in attendance or 50% of the core membership.

Decisions will be made in the following manner:

- A quorum is required to make decisions regarding terms of reference, electing officers, allocation of funds, and long range action plans. Voting will be done by those in attendance.
- Members who are present at a meeting, and have had the benefit of the conversation, will be allowed to vote.
- Decisions will be made by favour of the majority vote.
- Other decisions may not require a vote and can be made through consensus of the membership.
- All decisions made by a vote will be recorded in the meeting minutes.
- At the Chair's discretion a vote may be conducted via email or text messaging for decisions that are time sensitive.

#### **11. Voting**

- Decisions can be made by using a "show of hands". A request for a secret ballot may be requested at any time. The membership will determine if this request is reasonable.
- A Core Member may not vote by proxy.
- The Chair declares a motion carried or defeated. This statement is final, and does not have to include the number of votes in favour and opposed.

#### **12. Castor Community Network Officers**

The CCN Officers will consist of the following:

- Chair Person –Responsible for calling meetings, developing agendas in consultation with members, communicating with members as needed.
- Vice-chair Person(s) -Responsible to act on behalf of the Chair Person when necessary and to chair the meetings in the absence of the Chair Person.
- Secretary –Responsible for the recording and distribution of minutes. Responsible for documentation as deemed necessary by CCN.
- Fiscal agent will be identified by CCN as per grant/funding.

#### **13. Ad Hoc Committees**

- May be established for specific tasks as needed.
- Report to the CCN.



#### **14. Communication/Media**

One member will represent CCN in an official capacity and to the media as determined by the membership.

#### **15. Meetings**

- General meetings will be held once a month, with the exception of July and August.
- CCN will be flexible as to the time and place of meetings, respecting the interests of all.

#### **16. Suspension of Membership**

- Decision to Suspend.  
CCN may suspend a Member's membership, for one or more of the following reasons:
  - a. if the Member has failed to abide by the Terms of Reference;
  - b. if the Member has disrupted meetings or functions of CCN; or
  - c. if the Member has done or failed to do anything judged to be harmful to CCN.
- Notice to the Member
  - a. The affected member will receive written/verbal-notice of the intention to deal with possible suspension.
  - b. The notice will state the reasons why suspension is being considered.
- Decision of the CCN.
  - a. The CCN may suspend a Member's membership by vote.
  - b. The Member will have an opportunity to discuss the issue.
  - c. CCN will determine how the matter will be dealt with, and may limit the time given the Member to address the issue.
  - d. CCN may exclude the Member from its discussion of the matter, including the deciding vote.
  - e. The decision of CCN is final.

#### **17. Reviewing Terms of Reference**

Terms of reference will be reviewed on an annual basis and changes will be made as necessary.

Date of Review/update: **December 13, 2016**



Attachment #1: **Castor Community Network Core Member Commitment**

I \_\_\_\_\_ recognize the important responsibility I am undertaking in serving as a Core Member of the CCN and I hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as a Core Member.

My Role: I acknowledge that my primary role as a Core Member is to contribute to planning and implementation, participate and contribute at all meetings and to follow through on assigned tasks.

My Commitment: I will exercise the duties and responsibilities of a Core Member with integrity, collegiality, and care.

**I Pledge:**

- ❖ to establish, as a high priority, my attendance at all meetings of CCN
- ❖ to be prepared to discuss the issues and business addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand
- ❖ to work with and respect the opinions of my peers who serve on CCN and to leave my personal prejudices/agenda out of all discussions
- ❖ to always act for the good of the community
- ❖ to represent the Coalition in a positive and supportive manner at all times and in all places
- ❖ to avoid conflicts of interest between my role with CCN from my personal and professional life. If such conflict does arise, I will declare that conflict and refrain from voting on or participating in initiatives in which I have a conflict
- ❖ to support in a positive manner all actions taken by CCN, even when I am in a minority position on such actions

I have read and understood the CCN’s Terms of Reference and the imbedded Code of Conduct and agree to the terms laid out. If for any reason, I find myself unable to carry out the above duties as best as I can, I agree to resign my position as a Core Member.

\_\_\_\_\_ Core Member Signature

\_\_\_\_\_ Date

I am resigning/suspending my Core Membership effective

\_\_\_\_\_ Date

\_\_\_\_\_ Core Member Signature