

**Township of Southgate**  
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## **Staff Report CL2022-004**

**Title of Report:** CL2022-004 - Southgate Community Fund  
**Management Committee Membership**

**Department:** Clerks

**Branch:** Legislative and Council Services

**Council Date:** March 2, 2022

### **Recommendation:**

**Be it resolved that** Council receive Staff Report CL2022-004 for information; and  
**That** Council approve the updated Terms of Reference for the Southgate  
Community Fund Management Committee; and

**That** Council appoint Council Members \_\_\_\_\_ and \_\_\_\_\_ to the  
Southgate Community Fund Management Committee for the remainder of the 2022  
term.

### **Background:**

At the March 3, 2021, regular meeting of Council, [Staff Report CAO2021-018](#) was  
received in regard to the creation of a Southgate Community Fund Management  
Committee (CFM) and a Terms of Reference document for the committee was  
approved. Following approval, staff worked with Community Foundation Grey Bruce  
to understand the aspects of the foundation and the role that a Southgate  
Committee would play.

Staff then advertised locally for community members who were interested in  
becoming members of the committee. At the August 4, 2021 Council meeting,  
through [Staff Report CAO2021-058](#), Council appointed five community members  
and Mayor Woodbury to be the members of the CFM and also approved an updated  
[Terms of Reference](#) for the Committee.

### **Staff Comments:**

Since its formation, the CFM has held one successful meeting on November 8,  
2021, where a quorum of the members was obtained. The first meeting of the  
Committee was scheduled for October 25, 2021, where unfortunately a quorum of  
members was not obtained in the allotted timeframe, so the meeting did not begin.

Staff have since cancelled two scheduled committee meetings in January and  
February 2022 due to a quorum of members not able to attend the meetings.

Staff are seeing recurring challenges with communication with members when trying to obtain quorum for the committee to be able to have successful meetings and get the committee up and running and are returning to Council to allow for two more members of Council to be appointed to the Committee so we can obtain quorum and hold successful meetings.

Currently, in accordance with the Committee's Terms of Reference, only 1 Council member is appointed and 5-7 community members. Staff have updated the Terms of Reference to allow for 3 Council members to be appointed and 2-4 community members. The draft amendments to the terms are included in red in Attachment #1. Staff are hopeful in the future that there may be more interest from community members and can look at appointing more residents in the future.

Due to the current wording of the terms of reference where it states that one Council members is appointed "in accordance with the signed fund agreement with Southgate", staff looked to the agreement and reached out to Community Foundation Grey Bruce staff for comment on whether we were able to appoint more than one Council member or not without amending the formal agreement. Stuart Reid of the Community Foundation Grey Bruce responded to these questions and his response is included in this report at Attachment #2 and he confirmed that we are allowed to structure the Committee as we see fit.

Following this Council meeting, staff will contact each community member that is currently appointed to the CFM and determine whether they are interested in continuing their appointment as a member of the Committee and report back to Council at a later date with that information.

#### **Financial Implications:**

Financial implications as a result of this report are the per diems for two more Council members to attend the committee meetings. The per diem for a half day meeting (Committee of Council/Public Meeting) is \$90.

#### **Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

#### **Concluding Comments:**

That Council receive Staff Report CL2022-004 for information and that Council approve the updated Terms of Reference for the Southgate Community Fund Management Committee and that Council appoint two more Council Members to the Southgate Community Fund Management Committee for the remainder of the 2022 term.

Respectfully Submitted,

**Dept. Head:** *Original Signed By*  
Lindsey Green, Clerk

**CAO Approval:** *Original Signed By*  
Dave Milliner, CAO

**Attachment #1** – Community Fund Management Committee – Terms of Reference  
– Draft Amendments

**Attachment #2** – Response from Stuart Reid of Community Foundation Grey  
Bruce in relation to questions asked about Committee membership