

Notre-Dame-des-Arts
COMMUNITY PROJECTS ADVISORY COMMITTEE
TERMS OF REFERENCE

1 Purpose

- 1.1 The purpose of the Community Projects Advisory Committee is to review and approve applications to the Notre-Dame-des-Arts' Community Project Program, and provide advice on the Program's strategic priorities and the selection process.

2 Authority

- 2.1 The Community Project Advisory Committee's authority is limited to responsibilities assigned to it by the Notre-Dame-des-Arts' Board. Individual Committee members are not staff or agents of the organization.

3 Membership and Meetings

- 3.1 Through recommendation from its members, the Board will make all appointments to the Committee
- 3.2 The Committee's members will have a mix of skills and perspectives, from a diversity of identities (eg. race, culture, age, ability, gender, etc.) including but not limited to:
- NDG artists
 - NDG residents and community volunteers
- 3.3 The Committee shall be composed of not fewer than six and not more than 10 members including Board representatives.
- 3.4 A majority of the members of the Committee shall constitute a quorum.
- 3.5 The members of the Community Project Advisory Committee shall serve an initial one-year term. If a member cannot complete his or her term, the Board will appoint a replacement to serve the remainder of the one-year term.
- 3.6 The NDA Board members on the Committee will provide facilitation and administrative support to the Advisory Committee. The Board members shall keep regular minutes of the Committee meetings, and record the Committee's approval of projects.

4 Responsibilities

- 4.1 The Committee's responsibilities include:
- 4.1.1 Providing advice to NDA on the parameters, structure, focus and implementation of the program.

- 4.1.2 Reviewing the Community Project strategic priorities approved by NDA's Board, and considering whether more specific details for decision-making are necessary. If the Committee feels more specific parameters are necessary, it will assist NDA in the development of application guidelines and criteria.
- 4.1.3 Identifying additional expertise (if needed) on the Advisory Committee.
- 4.1.4 Reviewing project applications against strategic priorities, guidelines, approving/declining projects and recommending that NDA enters into agreements with proponents for the approved projects.
- 4.1.5 Annually reviewing its performance against these Terms of Reference.

5 PARTICIPATION:

- 5.1 Participation on any Committee is on a voluntary basis. Preparation for meetings is expected.
- 5.2 NDA anticipates that the Committee will meet between two and four times annually.

6 CONFLICT OF INTEREST AND CONFIDENTIALITY:

- 6.1 Committee members shall abide by the attached conflict of interest and confidentiality policy. (See Appendix 1)

APPENDIX 1

COMMUNITY PROJECT ADVISORY COMMITTEE

CONFLICT OF INTEREST AND CONFIDENTIALITY POLICY

Principles:

- 1 Committee members shall avoid conflict of interest or the appearance of conflict of interest. Their personal or organizational interests must not be in conflict with the interests of Notre-Dame-des-Arts (NDA) and/or the Committee. For example:
 - 1.1 Committee members must be alert to such situations as:
 - 1.1.1 Participating in decisions that will substantially influence the probability of obtaining a contract or a project of interest being supported NDA. This could occur when:
 - A Committee member (or immediate family member) is also a member or employee of an applicant organization;
 - Implementation of a contract or project will result in a personal or business benefit or advantage for an Committee member (or immediate family member); or
 - Implementation of an administrative contract or project will result in an increase or decrease in the value of real or personal property of a Committee member (or immediate family member);
 - 1.1.2 Disclosing NDA information for personal gain; or
 - 1.1.3 Advocating organizational interests rather than the broad interests of NDA and the grant program.
- 2 In addition, Committee members should recognize that their membership on the Committee provides them with information that could be used or seen to be used to the advantage of their own organizations or those they have contact with. The members must respect the confidentiality of any information that could be used or seen to be used for the advantage of some organizations until that information is made public.

These principles do not preclude or limit the ability of Committee members to undertake contract work on behalf of NDA.

Member Conduct Regarding Conflict of Interest:

1. Disclosure:

- 1.1 Committee members shall declare a possible conflict of interest:
 - 1.1.1 If on review of the agenda of the Committee meeting, they see an item where they feel they may be in conflict; or
 - 1.1.2 At the beginning of any discussion relating to a decision that will substantially influence the probability of a contract or project of interest being supported by NDA.

2. Absent Themselves From the Discussion:

- 2.1 Following a declaration of a possible conflict of interest by a member, NDA shall consider the information regarding the conflict and determine if the Committee member in potential

conflict should leave the meeting for the duration of the discussion and any related decision-making.

2.2 Further, after declaring a conflict of interest and leaving the discussion, no further information pertaining to that item shall be distributed to the member.

3 Failure to Comply:

3.1 In the event that a committee member knowingly fails to declare a conflict of interest, the member will be dismissed from committee immediately, and NDA will consider termination of the contract or project.

Members Conduct Regarding Confidentiality

4 Confidentiality:

4.1 Members should avoid the perception that their access to privileged and confidential information gives their organizations and individual contacts an unfair advantage over others. Members can avoid this perception of unfair advantage by ensuring that the information they have access to or is shared with them is kept confidential until it is released by staff to the public.

4.2 In the process of reviewing and assessing applications, Committee Members will be privy to information about individuals and organizations that is shared with NDA for the purposes of the application process only. We are responsible to treat this information with integrity and respect and cannot share information that applicants provided us in confidence with anyone.