



1st Annual General Meeting

Monday, May 8th, 6:30pm,

The School of Hospitality, Tourism & Culinary Arts, Centennial College, 8th Floor
937 Progress Avenue, Scarborough

Agenda

6:30-7:00	Registration & Membership Sales
7:05-7:10	Dave Hardy, Executive Director, Institute for New Suburbanism and Rotary
7:10-7:15	Jim Louttit, Rotary District 7070 Governor
7:15-7:20	Mayor John Tory
7:20-7:30	Volunteer Recognition (Shawn Boyle, Victoria Lecker, John Stapleton)
7:30-7:45	Jennifer McKelvie, Interim Chair, SCRO
7:45-8:10	Business Meeting
8:10-9:00	Social

Business Meeting Agenda¹

Item
1. Opening Items <ul style="list-style-type: none">• Motion to allow guests to remain• Motion to approve agenda• Motion to accept “SCRO Year in Review” presentation as annual report
2. Financial Report <ul style="list-style-type: none">• Motion to receive financial report (Appendix 2)
3. Governance <ul style="list-style-type: none">• Motion to approve the bylaws (Appendix 3)• Motion to approve the Terms of Reference (Appendix 4)
4. Elections <ul style="list-style-type: none">• Motion for Michael Cooksey, Scarborough Rotary to chair elections• Motion to elect the Interim Board of Directors (Appendix 1)
5. Meeting Closure <ul style="list-style-type: none">• Closing Remarks• Motion to Adjourn

Items for Approval

Appendix 1	SCRO Interim Board of Directors seeking Election
Appendix 2	Annual Financial Report
Appendix 3	SCRO by-laws
Appendix 4	SCRO Terms of Reference

¹ Your registration must be up to date to vote at the meeting. Please arrive early to sign-in and ensure your membership is up to date. Memberships (\$25 regular, \$20 student) can be purchased between 6:30-7:00.

APPENDIX 1

SCRO Interim Board of Directors seeking Election

The following members of the Interim Board of Directors are seeking election at the Annual General Meeting. Their biographies can be found at: <https://renewscarborough.org/our-team/>

1. Officer, Chair – Jennifer McKelvie
2. Officer, Vice-Chair – Gerard Baribeau
3. Officer, Treasurer – Harry Hakimaki
4. Officer, Secretary – Katie Wicik
5. Director (Membership Secretary) – Neha Bhatia
6. Director (Outreach and Events Coordinator) – Carol Baker
7. Director (Member at large) – Dave Hardy
8. Director (Member at large) – Sitharsana Srithas
9. Director (Economic Development Committee Chair) – Scott Hua
10. Director (Suburban Planning Committee Chair) – Mimi Lau
11. Director (Natural Environment Committee Chair) – Arlen Leeming
12. Director (Social Development and Health Promotion Committee Chair) – Jamille Clarke-Darshanand
13. Director (Arts, Culture, Tourism and Sport Committee Chair) – Michelle Caine
14. Director (Communications Committee Chair) –Janise Smith

APPENDIX 2

Annual Financial Report

S.C.R.O.
100 Copnsilium Place
Suite 200
Scarborough, ON M1H 3E3

Profit & Loss Statement

1/1/2016 through 12/31/2016

4/14/2017
1:07:52 PM

Income	
Membership Dues	\$1,890.00
Fund Raising Events	\$535.00
Donations	\$4,278.10
Total Income	<u>\$6,703.10</u>
Cost of Sales	
Gross Profit	<u>\$6,703.10</u>
Expenses	
Event Expenses	\$200.00
Bank Charges	\$5.00
Legal & Accounting	\$232.51
Rent	\$418.10
Total Expenses	<u>\$855.61</u>
Operating Profit	<u>\$5,847.49</u>
Other Income	
Other Expenses	
Net Profit / (Loss)	<u>\$5,847.49</u>

APPENDIX 3

SCRO By-law 1 for Approval



SCARBOROUGH COMMUNITY RENEWAL ORGANIZATION (the “Corporation”) BY-LAWS

Section 1	General
Section 2	Directors
Section 3	Board Meetings
Section 4	Financial
Section 5	Officers
Section 6	Protection, Indemnity and Insurance
Section 7	Conflict of Interest
Section 8	Members
Section 9	Members’ Meetings
Section 10	Notices
Section 11	Adoption and Amendment of By-laws

SECTION 1 – GENERAL

1.01 Definitions

In this By-law, unless the context otherwise specifies or requires:

- a. “Act” means the *Not-for-profit Corporations Act*, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
- b. “Board” means the Board of Directors of the Corporation
- c. “By-laws” means this by-law (including the schedules to this by-law) and all other by-laws of the Corporation as amended and which are, from time to time, in force;
- d. “Chair” means the chair of the Board;
- e. “Corporation” means the corporation that has passed these by-laws under the *Act* or is deemed to have passed these by-laws under the *Act*.
- f. “Director” means an individual occupying the position of director of the Corporation by whatever name he or she is called;
- g. “Member(s)” means the collective membership of the Corporation; and
- h. “Officer” means an officer of the Corporation.

1.02 Interpretation

Other than as specified in Section 1.01, all terms contained in this By-law that are defined in the *Act* shall have the meanings given to such terms in the *Act*. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.03 Severability and Precedence

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any provisions contained in the By-laws are inconsistent with those contained in the Articles or the *Act*, the provisions contained in the Articles or the *Act*, as the case may be, shall prevail.

1.04 Seal

The Corporation may have a corporate seal in the form approved from time to time by the Board. If a corporate seal is approved by the Board, the Secretary of the Corporation shall be the custodian of the corporate seal.

1.05 Execution of Contracts

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two (2) of its Officers or Directors. In addition, the Board may from time to time direct the manner in which and the person or persons by whom a particular document or type of document shall be executed. Any Director or Officer may certify a copy of any instrument, resolution, by-law or other document of Corporation to be a true copy thereof.

SECTION 2 – DIRECTORS

2.01 Election and Term

Fourteen (14) Directors shall be elected by the Members. The term of office of the Directors (subject to the provisions, if any, of the articles) shall be from the date of the meeting at which they are elected or appointed until the next annual meeting or until their successors are elected or appointed. The role of directors is further specified in the terms of reference, which will be reviewed and approved annually by the Board of Directors.

2.02 Vacancies

The office of a Director shall be vacated immediately:

- a. if the Director resigns office by written notice to the Secretary, which resignation shall be effective at the time it is received by the Secretary or at a time specified in the notice, whichever is later;
- b. if the Director dies;
- c. if, at a meeting of the Members, a resolution is passed by at least a majority of the votes cast by the Members removing the Director before the expiration of the Director's term of office; or
- d. in the absence of written agreement to the contrary, the Board may remove for cause, any director of the Corporation.

2.03 Filling Vacancies

A vacancy on the Board shall be filled as follows:

- a. if there is not a quorum of Directors or there has been a failure to elect the minimum number of Directors, the Directors in office shall, without delay, call a special meeting of the Members to fill the vacancy, and, if they fail to call such a meeting, the meeting may be called by any Member;
- b. if the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by majority vote and any Director elected to fill the vacancy shall hold office for the remainder of the removed Director's term; and
- c. the Board may fill any vacancy by a majority vote, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Director. After that, the appointee shall be eligible to be elected as a Director.

2.04 Committees

The Board may appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the *Act*, with such powers as the Board shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the Board may from time to time make. Any committee member may be removed by resolution of the Board. The role of directors is further specified in the terms of reference, which will be reviewed and approved annually by the Board of Directors.

2.05 Remuneration of Directors

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director; provided that:

1. Directors may be reimbursed for reasonable expenses they incur in the performance of their Directors' duties;
2. Directors may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the Corporation in their capacity other than as Directors, provided that the amount of any such remuneration or reimbursement is:
 - i. considered reasonable by the Board;
 - ii. approved by the Board for payment by resolution passed before such payment is made; and
 - iii. in compliance with the conflict of interest provisions of the *Act*.

SECTION 3 – BOARD MEETINGS

3.01 Calling of Meetings

Meetings of the Directors may be called by the Chair, Vice-Chair, or any two (2) Directors at any time and place on notice as required by this by-law. At all meetings, motions shall be decided by a majority of the votes cast on the question.

3.02 Regular Meetings

The Board may fix the time and place of regular Board meetings and send a copy of the resolution fixing the time and place of such meetings to each Director, and no other notice shall be required for any such meetings.

3.03 Notice

The time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this by-law to every Director not less than seven days before the date the meeting is to be held. Notice of a meeting is not necessary if all the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Corporation.

3.04 Chair

The Chair shall preside at all meetings of the Board. In the absence of the Chair, the Vice-Chair will preside over the meeting. In the absence of the Vice-Chair, Directors present shall choose one of their number to act as the Chair.

3.05 Quorum and Voting

The quorum for the BOD is 50% plus 1. Each Director has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. In the case of an equality of votes, the Chair shall not have a second or casting vote.

3.06 Participation by Telephone or Other Communications Facilities

If all the Directors consent, a Director may participate in a meeting of the Board or of a committee of Directors by telephone or electronic means that permits all participants to communicate adequately with each during the meeting. A Director participating by such means is deemed to be present at that meeting.

SECTION 4 – FINANCIAL

4.01 Banking

The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the Corporation shall be placed for safekeeping.

4.02 Financial Year

The financial year of the Corporation ends December 31 in each year or on such date as the Board may from time to time by resolution determine.

SECTION 5 – OFFICERS

The Officers of the Corporation shall be directors of the Corporation, and will have the following duties and powers associated with their positions:

Chair - the Chair of the Board shall preside at all meetings of the Board and of the Members.

Vice-Chair - shall, when present, preside at all meetings of the Board and of the Members. The Vice-Chair shall have such other duties and powers, as the Board may specify.

Secretary – shall enter in the Corporations minute book, minutes of all proceedings at meetings of the Board of Directors and the Annual/Special General meetings; shall be the custodian of all books, papers, records, documents and other instruments belonging to the Corporation.

Treasurer – shall be responsible for monitoring the bank account; providing financial updates; overseeing tax reporting and auditing, as required.

The Board may, from time to time and subject to the *Act*, vary, add to, or limit the powers and duties of any Officer of the Corporation.

SECTION 6 – PROTECTION, INDEMNITY AND INSURANCE

6.01 Protection

No Director, Officer or committee member of the Corporation is be liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have: complied with the *Act* and the Corporation's articles and By-laws; and exercised their powers and discharged their duties in accordance with the *Act*.

6.02 Indemnity

By this paragraph, the Corporation shall be deemed to have consented to the indemnification of its directors and officers on the terms contained herein and the approval of this By-law by the members shall be deemed to constitute approval. Every director and officer and his or her heirs, executors, administrators and estates and effects respectively shall from time to time and at all times, both while a director or officer and after ceasing to be a director or officer, be indemnified and saved harmless out of the funds of the Corporation from and against:

- a. all costs, charges, damages, liabilities, fines, penalties, legal fees and expenses, whatsoever that he or she sustains or incurs in respect of any action, suit or proceeding that is brought, commenced or prosecuted against the director or officer for or in respect of any act, deed, matter or thing whatsoever made, done, committed or permitted by the director or officer in or about or in respect of the duties of his or her office; and
- b. all other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

It is specifically provided that a director or officer who is seeking to be indemnified must provide prompt notice to the Corporation regarding the existence of a claim or other potential liability as well as full disclosure regarding the events giving rise to the claim and if legal action is involved, as such director or officer must give the Corporation the opportunity to participate in the defence.

6.03 Insurance

Subject to the *Act*, the Corporation may purchase and maintain insurance for the benefit of the directors, officers, or any other person acting on behalf of the Corporation against any liability incurred in that person's capacity as a director, officer or other person acting on behalf of the Corporation, except where the liability relates to that person's failure to act honestly and in good faith with a view to the best interests of the Corporation.

SECTION 7 – CONFLICT OF INTEREST

A Director who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the Corporation shall make the disclosure required by the *Act*. Except as provided by the *Act*, no such Director shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

SECTION 8 – MEMBERS

8.01 Members

There shall be two classes of membership in the Corporation, namely Individual Members and Student Members. Members may also be admitted in such other manor as may be prescribed by the Board by resolution. Members are entitled to receive notice of, attend, and vote at the Annual General Meeting or at special all members meetings, as called. The Board of Directors may develop new categories for membership (e.g. institutional/organizational) as the organization grows, subject to final approval by the membership at the Annual General Meeting.

8.02 Membership Dues

Members shall be notified in writing of the membership dues at any time payable by them and, if any are not paid within one (1) month of the membership renewal date, the members in default shall automatically cease to be members of the Corporation.

8.03 Termination of Membership for Cause

Membership in the Corporation is terminated when:

- a. the member dies;
- b. the member resigns;
- c. the member is expelled. The member is expelled for any reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the objectives of the Corporation;
- d. the members term of membership expires; or
- e. the Corporation is liquidated or dissolved under the Act.

Upon termination of membership, the rights of the member, including any rights in the property of the Corporation automatically cease to exist.

SECTION 9 – MEMBERS' MEETINGS

9.01 Notice

Subject to the *Act*, not less than 10 and not more than 50 days written notice of any annual or special Members' meeting shall be given in the manner specified in the *Act* to each Member and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken.

9.02 Annual General Meeting

The Annual General Meeting shall be held on a day and at a place within Ontario fixed by the Board. The business transacted at the annual meeting shall include:

- a. receipt of the agenda;
- b. receipt of the minutes of the previous annual and subsequent special meetings;
- c. consideration of the financial statements;
- d. report of the auditor or person who has been appointed to conduct a review engagement;
- e. reappointment or new appointment of the auditor or a person to conduct a review
- f. engagement for the coming year;
- g. election of Directors; and
- h. such other or special business as may be set out in the notice of meeting.

No other item of business shall be included on the agenda for annual meeting unless a Member's proposal has been given to the secretary prior to the giving of notice of the annual meeting in accordance with the *Act*, so that such item of new business can be included in the notice of annual meeting.

9.03 Special Meetings

The Directors may call a special meeting of the Members. The Board shall convene a special meeting on written requisition of not less than one-tenth of the Members for any purpose connected with the affairs of the Corporation that does not fall within the exceptions listed in the *Act* or is otherwise inconsistent with the *Act*, within 21 days from the date of the deposit of the requisition.

9.04 Quorum

A quorum for the transaction of business at a Members' meeting is 10% of the Members entitled to vote at the meeting. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

9.05 Chair of the Meeting

The Chair shall be the chair of the Members' meeting; in the Chair's absence, the Vice-Chair will chair the meeting. In the absence of the Vice-chair, members present at any Members' meeting shall choose another Director as chair and if no Director is present or if all of the Directors present decline to act as chair, the Members present shall choose one of their number to chair the meeting.

9.06 Voting of Members

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the *Act* or the By-law provided that:

- a. each Member shall be entitled to one vote at any meeting;
- b. votes shall be taken by a show of hands among all Members present and the chair of the meeting, if a Member, shall have a vote;
- c. an abstention shall not be considered a vote cast;
- d. before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;
- e. if there is a tie vote, the chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
- f. whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

9.07 Persons entitled to be present

The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditors of the Corporation (or the person who has been appointed to conduct a review engagement, if any) and others who are entitled or required under any provision of the Act of the articles to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting of with the majority consent of the Members present at the meeting.

SECTION 10 – NOTICES

10.01 Service

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement shall be provided by telephone, delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member or Director at their latest address as shown in the records of the Corporation and to the auditor or the person who has been appointed to conduct a review engagement at its business address, or if no address be given then to the last address of such Member or Director known to the secretary; provided always that notice may be waived or the time for the notice may be waived or abridged at any time with the consent in writing of the person entitled thereto.

10.02 Computation of Time

Where a given number of days' notice or notice extending over any period is required to be given, the day of service or posting of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.

10.03 Error or Omission in Giving Notice

The accidental omission to give any notice to any member, director, officer, member of a committee, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the by-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

SECTION 11 – ADOPTION AND AMENDMENT OF BY-LAWS

11.01 Amendments to By-laws

The Board of Directors may pass or amend by-laws not contrary to the *Act* by a two-third vote of the full Board of Directors, provided the new by-law or amendment is in accordance with the Corporations objectives and terms of reference. Any amendments shall be submitted in writing in advance of the Annual General Meeting for final adoption by the membership.

CERTIFIED to be By-Law No. 1 of the Corporation, as enacted by the directors of the Corporation by resolution on the 10th day of April 2017 and confirmed by the Members of the Corporation at the first Annual General Meeting on the 8th day of May, 2017.

Interim Chair, Jennifer McKelvie

Interim Vice-Chair, Gerard Baribeau

APPENDIX 4

SCRO terms of reference



Scarborough Community Renewal Organization Terms of Reference

INTRODUCTION

In early 2014, the Rotary Clubs in Scarborough¹ launched the Scarborough Community Renewal Campaign, a new initiative to raise awareness on the need for community renewal in Scarborough and bring partners together to create a new vision and take action. The 2014 Campaign report² included 14 recommendations. One of them was to develop a *Scarborough Community Renewal Organization (SCRO)*.

The mandate of SCRO is to continue the efforts of the Scarborough Community Renewal Campaign and to also identify new actions and areas of focus for ongoing community renewal. At the same time, it helps create new groups and develop new initiatives to ensure that Scarborough has strong voices in six key areas: 1) social development and health promotion, 2) economic development, 3) suburban planning, 4) natural environment, and 5) arts, culture, tourism and sport (ACTS).

OBJECTIVES

SCRO serves as the coordinating voice for the broader community with regard to community renewal. The objectives are as follows:

- Identify areas for continued growth and renewal in Scarborough;
- Identify actions and develop strategies to benefit Scarborough renewal;
- Monitor and comment on city-wide issues;
- Invite guest speakers to meetings;
- Present an update at the Annual General Meeting, and ad hoc to Scarborough stakeholders³ on renewal-related initiatives;
- Pursue funding opportunities, including membership fees to fund its activities and to enhance and maximize the renewal efforts;
- Collect input and feedback through public and/or stakeholder consultations;
- Establish new and maintain existing partnerships with a wide range of groups; and
- Be a strong, unified voice for Scarborough at all levels of government.

ORGANIZATIONAL MODEL

The organization has two levels of operations:

1. Board of Directors; and
2. Renewal Committees.

As an incorporated Ontario not-for-profit, governance is outlined in the by-laws. This document serves to complement the by-laws by providing additional guidance for the Board of Directors and Renewal Committees.

¹ The Rotary Clubs in Scarborough is a coalition of five Rotary Clubs – namely, Rotary Club of Agincourt, Rotary Club of North Scarborough, Rotary Club of Scarborough, Scarborough Twilight Rotary Club, and Rotary Club of Scarborough Bluffs. Rotary is a global service club with over 1.1 million members.

² 2014 Scarborough Community Renewal Campaign: Summary of Results and Recommendations. Prepared for the Rotary Clubs in Scarborough by Hardy Stevenson and Associates Ltd. Available at www.renewscarborough.org.

³ Stakeholders refer to individuals and groups who have an interest or concern in Scarborough's future.



Scarborough Community Renewal Organization Terms of Reference

BOARD OF DIRECTORS

The Board of Directors (BOD) consists of up to 14 members. The BOD will be elected annually by a vote of the membership at the Annual General Meeting (AGM).

The BOD will be responsible for:

1. Setting actions for implementing SCRO objectives;
2. Producing an annual report on the activities of SCRO;
3. Supporting the committees and facilitating collaboration between committees;
4. Meeting monthly and ensuring there is quorum when making decisions;
5. Voting on public position statements and advocacy actions;
6. Voting on and approving the budget; and
7. Approving agendas and minutes for each meeting.

The by-laws include four officer positions and eleven directors. Roles of the BOD members will include:

1. Officer, Chair
2. Officer, Vice-Chair
3. Officer, Treasurer
4. Officer, Secretary
5. Director (Membership Secretary)
6. Director (Outreach and Events Committee Coordinator)
7. Director (Communications Committee Chair)
8. Director (Economic Development Committee Chair)
9. Director (Social Development and Health Promotion Committee Chair)
10. Director (Natural Environment Committee Chair)
11. Director (Suburban Planning Committee Chair)
12. Director (Arts, Culture, Tourism and Sport Committee Chair)
13. Director (Member at large)
14. Director (Member at large)

Quorum: The quorum for the BOD meetings is 50% plus 1.

Decision Making: Majority vote.



Scarborough Community Renewal Organization Terms of Reference

RENEWAL COMMITTEES

Each “renewal committee” will have a Committee Chair, who also serves on the BOD and is elected at the Annual General Meeting. The committees include:

1. Communications Committee;
2. Outreach & Events Committee;
3. Economic Development Committee;
4. Suburban Planning Committee;
5. Natural Environment Committee;
6. Arts, Culture, Tourism & Sport (ACTS) Committee; and
7. Social Development and Health Promotion Committee.

The Committee Chairs and Members will be responsible for:

1. Scheduling regular meetings, preparing agendas and chairing committee meetings;
2. Setting priorities for the committee that align with the organizations mandate and encouraging the committee to act on those priorities;
3. Delegating roles to committee members (e.g. minutes, roles at events, communications);
4. Attending monthly BOD meetings (Chair) to provide committee updates;
5. Encouraging their committee to broaden its composition to represent Scarborough’s diversity and include key stakeholders; and
6. Ensuring that the committee page content on the SCRO website is up to date.

Additional ad hoc committees can be struck to pursue strategic partnerships and arising opportunities. Significant collaboration (e.g. joint meetings and activities) may occur between committees.

Reporting: The committee chair reports to the BOD. External communications (e.g. advocacy letters) and financial expenditures shall be approved at the BOD to ensure consistency across the organization.

MEMBERSHIP

The General membership is open to any individual who supports the objectives of SCRO. Membership is for one year and must be renewed on an annual basis to maintain membership status.

2017 Membership rates are:

<i>Type of Membership</i>	<i>Amount/Year</i>
Student	\$20
Individual/Resident	\$25



Scarborough Community Renewal Organization Terms of Reference

COMMUNICATION

All media and external enquiries will be handled by the Chair, or designate approved by the BOD. Prior to any media release or similar statement, marketing material or other publication materials being made available to an external group, the SCRO Chair (or a Vice-Chair in absence of a Chair) and two members of BOD's final sign-off are required.

A monthly newsletter circulated by the communications committee and circulated to the members at minimum on a monthly basis. The following will be used for SCRO external communications.

Website: www.renewscarborough.org
Twitter: www.twitter.com/renewscarboro
Facebook: www.facebook.com/renewscarboro
E-mail: info@renewscarborough.org

FINANCES

SCRO will be funded by membership fees and fundraising. All funds raised will be deposited into the SCRO account. The Treasurer will be responsible for monitoring the bank account, providing updates when required, and governing the tax reporting.

All financial transactions (e.g. cheques) must be signed by two of the Chair, Vice-Chair or Treasurer.

A report of SCRO finances will be made at the Annual General Meeting. All statements will be audited annually.

OFFICE

SCRO will have a virtual office at the Consilium Place until another location is identified. The virtual office address will be: is 100 Consilium Place, Suite 200, Scarborough, ON M1H 3E3.

Approved by the members on May 8th, 2017.