

**DRAFT Mandates for HCCA Committees**  
**March 11 2026** (Updated from November 2022)

Committee	Mandate	Key Directors/ Members
Governance	Propose any necessary changes to the Bylaws, or any other governing documents before the end of the term, in order to promote the effective functioning of the Association. Ensure that the Association's bylaws are in accordance with Ontario's Not-for-Profit Corporations Act.	Christine (ex-officio) Peter F Dong Tania
Finance and Fundraising	Assist the treasurer in managing the Association's finances, and coordinate fundraising strategies between different project teams.	Christine (ex-officio) Melissa Dong
Communications	Inform the membership of community and Association events, engage with community events through various media. coordinate events hosted by the Association, advertise the HCCA to the community, and encourage residents to join the Association.	Christine (ex-officio) Dong (Chair) Melissa
Outreach & Membership	Coordinate membership drives for recruitment and renewal. Manage membership databases and membership cards. Send out receipts for all payments received. Send out welcome letters to new members. Send out renewal reminders to lapsed members.	Christine (ex-officio) Arya (Chair) Dong
Events	Communicate with the leader of any event/project hosted by the Association as per that event's/project's charter of responsibilities. Inform the board of each project/event's charter. Submit any budget requests from event/project leaders to the board for approval and disbursement thereof.	Christine (ex-officio) Melissa (Chair)
Planning	Coordinate the Association's response to planned developments in the neighbourhood and other public engagement events. Inform the membership on affordable housing, and city and provincial planning related issues, regulations/legislation and events.	Christine (ex-officio) Andrei (Chair) Peter B Mireille Tania
City Services	Coordinate the Association's advocacy for improved amenities and city services, including seniors' services, youth services, library services, health services, safety and security, street cleaning, waste services and others.	Christine (ex-officio) Peter B (Chair) Lamis (Youth) Lynette (Seniors) Mary(Health) John D.Reid (Library)
Environment	Identify priorities for the Association to improve the environment and common green spaces in the neighbourhood. Coordinate environment-related project teams. Inform the membership on environmental sustainability, parks, and related issues and events.	Christine (ex-officio) Mireille (Chair) Andrei