

Terms of Reference Community Grant Committee

1. Background

- a. The following Terms of Reference have been developed for the Community Grant Committee (hereafter the “Committee”).
- b. The purpose of the Committee is to evaluate applications received in accordance with the Community Grant Policy and to provide recommendations to Council for approval of grants.

2. Mandate

- a. The Committee shall:
 - i. Review and evaluate applications received under the Community Grant Policy.
 - ii. Consult with municipal departments on those applications that may have a direct or indirect impact on municipal services and/or budgets.
 - iii. Make recommendations to Council for approving grants.

3. Roles

- a. Members will actively participate and provide any expertise they may have on the subject.
- b. Members will hear and consider public input provided through written or verbal correspondence provided.
- c. The Chair will facilitate meetings, ensure participation by members, maintain decorum, and be the primary contact of the Committee.
- d. Staff will manage administrative functions and provide procedural guidance to the Committee.
- e. Members are expected to attend learning sessions from time to time, to stay up to date with current planning processes and requirements.

4. Meetings

- a. Committee meetings will be held following each grant application intake but not less than three times annually.
- b. Meetings will be held wholly virtually and livestreamed in accordance with the Township’s Procedural By-law.

- c. The meeting, agenda, and minutes will be available to the public on the municipal website. Closed session meetings may only be held in accordance with Section 239 of the Municipal Act.

5. Committee Composition and Quorum

- a. The Committee is composed of nine (9) members, consisting of:
 - i. Three (3) members from Loyalist Township Council (one from each Ward); and
 - ii. six (6) members from the public (two from each Ward).
- b. A Chair and Vice-Chair(s) will be elected from within the membership at the first meeting of each year.

6. Membership Eligibility and Terms of Membership

- a. Recruitment and appointments will be made in accordance with the Township's Committee Framework and Citizen Appointment Policy.
- b. Preference will be given to persons who have:
 - i. a demonstrated commitment to and interest in the Community. Candidates shall have a special interest or knowledge in one or more of the following: budget tracking, community wellness, social inclusion, economic development, arts and culture, community empowerment;
 - ii. demonstrate a strong interest in and commitment to remaining informed on community issues;
 - iii. past experience on other Township, municipal or community boards or committees; and
 - iv. access to a computer and an e-mail address in order to receive and respond to Committee communications and information, including agenda packages with large text and graphic files.

7. Budget Considerations

- a. Approved initiatives for the Committee will be included within the operating budget.
- b. Members shall not receive remuneration for services. A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been pre-approved by the CAO.

8. Support Staff

- a. Staff within the Corporate Services Department and the Finance Department will be primarily responsible for providing technical support to the Committee, but all Township departments may provide support specific initiatives of the Committee as directed by the CAO.
- b. The Clerk's Division is responsible for providing secretarial support to the Committee such as preparation of agenda and minutes.

9. Procedures of Committee

- a. The procedures of the Committee shall be conducted in accordance with the *Municipal Act*, the *Municipal Conflict of Interest Act*, and the Township's Procedural By-law.
- b. All Committee minutes will form part of the next applicable Council agenda.

Terms Of Reference Review Date: