



Community Assistance Grant & Sponsorship Committee

Terms of Reference

1. Mandate

The Township of Clearview's Community Assistance Grant and Sponsorship Committee has been created to advise and recommend to Council the disbursement of budgeted community assistance grant/sponsorship funds to eligible organizations that have applied during the prescribed intake periods. Under the Community Assistance Grant and Sponsorship Policy, community organizations that provide a recognized contribution to the wellbeing of Clearview Township residents, may apply to receive a financial contribution from the Township towards their organization's mandate or initiatives. Organizations must apply to be considered and shall meet the criteria outlined in the Policy to be eligible for funding.

The Community Assistance Grant and Sponsorship Policy shall provide further guidance to members and the Staff Liaison on the responsibilities of the Committee.

2. Committee Composition and Appointments

The term of office of the committee is the same as the term of office of Council that takes office following the next regular election. Currently that is a four (4) year term.

The Committee will consist of a maximum of two (2) members, which will comprise of:

- Two (2) Council Member Representatives

The Mayor is an ex-officio member.

Committee members shall:

- Fairly represent the sector(s) of the specified committee; and,
- Commit the time required to work on the committee.

The Community Assistance Grant and Sponsorship Committee is established as an advisory committee and does not have any delegated authority.

The Committee has no authority to direct staff other than for the staff liaison to provide a report to Council outlining the Committee's recommendations to Council and to liaise with community groups regarding their applications if the Committee requires further information.

3. Commencement of Term

The term of appointment commences after the Inaugural Meeting of the new Council and generally ends at the conclusion of Council's term (4 years).

4. Meetings

The Committee will meet at minimum once a year and may meet at any other such time as the Committee deems appropriate. Meetings will generally take place after the intake



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period(s) for the Community Grant applications has ended and review of funding amounts and applications is to be completed by the Committee.

The Committee will conduct its meetings in an accessible public location.

The Committee shall be deemed to be a Committee of Council and shall adhere to any policies and procedures as provided for under the Municipal Act, 2001, as amended and the Township's Procedure By-law, and any other applicable legislation.

Where there is conflict between these Terms of Reference, the Municipal Act, 2001 or any other Act or Regulation governing the Committee, the Act shall prevail.

5. Attendance by Committee Members

If a member is unable to attend a meeting, they shall inform the Staff Liaison/Recording Clerk and the other member. With the Committee being comprised of two (2) Council Member Representatives, the meeting shall be rescheduled to ensure the attendance of both members.

6. Quorum

A quorum is a majority of the whole number of committee members, more than 50%, is necessary to form a quorum to exercise its decision making authority.

If there is no quorum within thirty minutes after the time appointed for the meeting, the Recording Clerk shall call the roll and record the names of the members present and the meeting shall stand adjourned until the next regular meeting or until a special meeting is called.

Where a member of the committee resigns, or is dismissed by resolution of Council, quorum shall be the majority of the remaining members.

7. Responsibilities and Protocol

Responsibilities of Committee Members

Committee members shall:

- Perform their duties in a manner that maintains and enhances public confidence in the integrity, objectivity, and impartiality of the Township;
- Adhere to the Township's Code of Conduct for Boards and Committees;
- Be professional, courteous, and respectful with other members, Council, administration, and the general public. In doing so will not publicly criticize Elected Officials, administration or other members and respect the decisions of Council;
- Maintain confidentiality when necessary, and ensure personal information controlled by the Township is used or disclosed in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);



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- Understand the Committee's relationship to Council;
- Strive to attend all scheduled meetings and advise in advance when unable to attend (to ensure quorum is achieved);
- Prepare for meetings by reading agendas and any background information supplied and by actively participating in the discussion and decision making process;
- Undertake any work assigned, including special projects and research, between meetings;
- Operate under the Township's Procedural By-law, as well as other Township policies and procedures where applicable;
- Respect that actions taken and/or recommendations shall reflect the majority view of the committee.

Responsibilities of Chair

With the Committee being comprised of two (2) Council Member Representatives, the election of a Chair is not required. The Staff Liaison can facilitate the meeting by moving through the agenda items.

However, if Committee membership increases where a Chair is elected, the Chair holds the following responsibilities:

- Operate under the Township's Procedural By-law;
- Facilitate the meeting by identifying the order of proceedings and speakers according to the published agenda;
- Maintain decorum and ensure fairness and accountability;
- Generally refrain from participation in the discussion until all members have had an opportunity to speak to the matter;
- Assist staff liaison/recording clerk when possible or when requested;
- Represent the views of the committee and not personal views.

Responsibilities of Council Member Representative

Council Members appointed to the Committee have all of the rights and privileges of any other member, including voting. The Mayor is an ex-officio member of all Committees.

In addition, the Council member is also responsible for:

- Liaising between Council and the committee, providing information and clarification when asked to do so;
- To the best of the Council member's ability, update members on Council issues that may affect the goals and objectives of the committee, including past actions of Council, if applicable. The main objective is to have open communication, this does not mean that the Council member has an obligation to report to the Committee or can be directed to take action in any way by the Committee.



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- When necessary and appropriate, explain the rationale behind the committee's recommendation when brought forward to Council.

Responsibilities of Staff Liaison

As a non-voting member, the responsibilities of the staff liaison are, but not limited to:

- Provide guidance and advice and remain impartial during discussions of committee matters with all members;
- Prepare any necessary reports for Council's consideration;
- Ensure that any recommendations proposed by the committee do not contradict the Township's budget, by-laws or policies and procedures.

Responsibilities of Recording Clerk

(In some instances, the recording clerk and staff liaison are one in the same)

As a non-voting member, the responsibilities of the recording clerk are, but not limited to:

- Prepare the agenda for each meeting in consultation with the Committee Chair or members (when a Chair has not been elected);
- Distribute the agenda to the committee members as outlined in Township's Procedure By-law;
- Post agendas, minutes, and meeting dates/times to the Township's website;
- Record the minutes of the meeting including resolutions, decisions, and other proceedings at the meeting, without note or comment;
- Report any resignations of committee members to the Township Clerk;
- Book the meeting venue;
- When necessary and in consultation with the Chair, cancel a meeting (due to inclement weather or provide knowledge of lack of quorum), if time permits, the members should be contacted to advise of the cancellation.

8. Agendas & Minutes

Agenda items should be relevant to the business of the Committee and should only include items that require the attention or action of the Committee.

Committee members are encouraged to submit agenda items to the Recording Clerk. A deadline may be established for submission of agenda items.

The agenda will be prepared in consultation with the members and posted to the Township's website in accordance with the Township's Procedure By-law.

Minutes of meetings represent a clear and accurate account of the business conducted by the Committee. Minutes provide a permanent and official record of all proceedings, policy and budgetary decisions. Minutes should reflect actions taken.



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The recording clerk will include the minutes of the previous meeting on the agenda for the next, regularly scheduled committee meeting for approval.

9. Rules of Procedure & Records

The Procedure By-law shall apply to all Committees, a copy of which shall be provided to all members. Where the by-law is silent, the Township Clerk or their designate is available to assist Committees with the interpretation of the rules.

Under Section 2(3) of MFIPPA, as amended, records relating to the business of the municipality, created or received by a body considered part of the municipality, are accessible under the Act.

10. Conflict of Interest

A conflict of interest may arise for Committee members appointed by Council when their personal or business interests clash with or affect the duties and decisions of the Committee. These members are required to adhere to the Municipal Conflict of Interest Act, which contains strict rules regulating their participation in matters to which they have a direct or indirect pecuniary interest. The onus to declare a conflict of interest lies with the member and not municipal staff.

At a meeting at which a member discloses an interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the Clerk of the municipality or the Recording Clerk of the Committee.

Committee members can seek advice from the Township's Integrity Commissioner respecting their obligations under the Township's Code of Conduct for Council, Boards and Committees, and the Municipal Conflict of Interest Act.

11. Committee Member Conduct

Committee members shall, at all times follow the policies and procedures set out in the Township of Clearview's Code of Conduct for Boards and Committees.

All Committee members shall also comply with all applicable Township policies and procedures.

12. Communications

Any written communications, including media releases, advisories, flyers, posters, and other printed materials that the committee has been directed by Council to distribute, shall be vetted by the Township's Communications Coordinator or designate.

Letters of appreciation or recognition or correspondence related to the Committee's mandate do not require Council's approval.



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Communications to Council or Administration are generally through the Staff Liaison, Recording Clerk or Chair.

Committees and committee members are not authorized to design and launch websites or social media accounts. Responsibility for managing and monitoring corporate websites and social media sites is centralized through the Township Administration. Any Township policies relating to social media shall apply.

Only authorized spokespersons may speak on behalf of a committee.

13. Budget and Expenses

In the event a Committee has been approved a budget to carry out the mandate of the Committee, the Staff Liaison or Recording Clerk shall oversee the finances of the committee and ensure that all purchases are in accordance with the Township's Procurement Policies.

Expenses incurred by a Committee against an approved budget shall be detailed in the meeting minutes, with a resolution approving the expenditure.