

Corporation of the City of Clarence-Rockland

Municipal Grants Program Committee Terms of Reference

Section 1 – Objectives and Responsibilities

1.1 The mandate of the Municipal Grants Committee is to:

- a) Recommend an annual budget allocation for grant requests;
- b) Provide fair and equitable assessment of all grants and contribution requests:
 - I. Evaluate the Municipal Grants Program, the Community improvement Program (CIP), and Economic Development Projects applications in accordance with the appropriate Policy
 - II. To make recommendations to Council for all monetary grant requests
 - III. To make decisions for all in-kind assistance requests
- c) Provide the maximum level of community benefit given the approved community grant budget.

Section 2 – Committee Members

2.1 The Committee, which is appointed by resolution of the Municipal Council shall be formed by the following:

- a) Six (6) voting members consisting of
 - Three (3) City Councilors
 - Mayor ex-officio
 - Two (2) members of the community representing one (1) rural, and one (1) urban
- b) Staff assigned:
 - Director of Finance/Treasurer
 - Other staff as necessary

2.2 The committee shall nominate a Chairperson/President.

Section 3 – Quorum

3.1 Quorum cannot be less than fifty percent plus one (50%+1) of the appointed members. The president only votes when there is a tie.

Section 4 –Department/Resource Person

- 4.1 The clerk or his/her substitute shall act as a resource person for the Grants and Contribution Committee
- Staff will provide procedural, technical, and financial advice and support to the Grants and Contribution Committee throughout the review and assessment of all grant application forms.
 - Staff will consult with the individual organizations and groups to ensure a clear understanding of the request and the corresponding financial commitment.

Section 5 – Frequency of Meetings

5.1 The Municipal Grant Applications intake periods will be scheduled in accordance with the individual program guidelines.

Section 6 – Other

6.1 The budget for Municipal Grants and resources will be established annually at the Operating Budget deliberations.