



## **Grants and Donations Committee**

### **TERMS OF REFERENCE**

#### **1. PURPOSE**

The Town of The Blue Mountains (“Town”) Grants and Donations Committee will be responsible for raising funds to support the Grants and Donations program and for receiving, reviewing and approving grants and donations applications based on the grant criteria and application process approved by Council.

#### **2. MANDATE**

The Mandate of the Town’s Grants and Donations Committee is to:

- Design and implement fundraising activities that will raise funds to support the Grants and Donations program;
- Administer, receive, review and approve the annual grants and donations applications;
- Provide advice to Council and seek approval for the guidelines, criteria and application process; and
- Provide a report to Council on the financial position and the status of all grants and donations.

#### **3. MEMBERSHIP / VOTING**

The Grants and Donations will be comprised of up to Five (5) members who are appointed by Council.

##### **Voting Members:**

- 2 members of Council
- 3 members of the public at large
- Mayor as ex-officio (not counted towards Committee membership)

Openings for the membership shall be publicly advertised as appointment opportunities arise. All voting Members are selected by resolution of Council.

### **Non-Voting Members:**

- Chief Administrative Officer as ex-officio
- Director of Finance & IT Services
- Administrative Assistant

### **Members will:**

1. Demonstrated expertise in fundraising;
2. Demonstrate a strong interest in and commitment to remaining informed on community issues and in particular community grants and donations;
3. Be able to allocate sufficient time during the day for participation in regularly scheduled meetings;
4. Be able to allocate sufficient time to review the agenda, minutes and applicable documentation in advance of each regularly scheduled meeting; and
5. Participate as a team member.

## **4. QUORUM**

Quorum for the Grants and Donations Committee, per the standards of the *Municipal Act, 2001*, is 3 voting members, which must include at least one (1) Council representative, regardless of the number of members in attendance.

The Council representatives appointed to the Grants and Donations Committee count towards quorum. The Mayor as ex-officio does not count towards quorum. However, the Mayor as ex-officio does have the right to vote and make motions.

## **5. SUB-COMMITTEES**

Should the Grants and Donations Committee feel a sub-committee is required to deal with specific issues, such sub-committees shall be ad hoc in nature, with specific, clearly articulated mandates. All sub-committees shall be reviewed annually to determine whether they need to continue. To take advantage of individual expertise, membership on sub-committees may be expanded to include community individuals who are not committee members. Sub-committees may meet for the purposes of planning fundraising activities and may include a quorum of the Grants and Donations Committee. Sub-committees will provide updates to the Grants and Donations Committee and to Council.

## **6. REMUNERATION**

No compensation shall be provided to members of the Grants and Donations Committee for their participation.

## **7. MEETING TIME & LOCATION, AGENDA PACKAGE & MEETING CANCELLATION PROCEDURES**

The Grants and Donations Committee will meet monthly at a date and time to be set by the Committee once the public members have been appointed. Additional meetings of the Committee may be called by the Chair, with a minimum of 72 hours' notice, to address urgent matters.

The Administrative Assistant shall send out meeting invites to all Committee members and post notice of the meeting to the Town's website. The Call for Agenda Items will be sent out with the meeting invite along with a deadline for quorum to be obtained. If quorum is not obtained by the deadline indicated, the meeting shall be cancelled. In the event quorum is obtained by the deadline but the Committee does not have quorum the day of the meeting within fifteen (15) minutes after the hour appointed, the meeting shall be cancelled.

Meetings will be held in the Council Chambers at the Town Hall, 32 Mill Street, Thornbury. If the Council Chambers are not available, an appropriate alternative location will be selected.

All meetings are open to the public, unless closed sessions are required in accordance with the Town's procedural bylaws. Meetings are not broadcasted.

## **8. AGENDA, MINUTES & PROCEDURE**

Agenda items will be set by the Committee Chair.

Minutes will be kept by the Administrative Assistant who will distribute the minutes to all of Council in accordance with Town practice. All meetings shall be conducted in accordance with the Town's Procedural By-law 2018-20.

The Terms of Reference is a living document and will be reviewed annually at a minimum, or as required.

## **9. RELATED POLICIES & TRAINING REQUIREMENTS**

POL.COR.07.07 Code of Conduct for Members of Council

POL.COR.17.04 Accessibility Standards for Customer Service

POL.COR.18.04 Protocol Policy for Complaints Related to Council Members and Local Boards

POL.COR.18.08 Workplace Violence & Harassment Policy

POL.COR.18.10 Social Media Policy

POL.COR.19.02 Council Staff Relationship Protocol

[Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11](#)

[Municipal Conflict of Interest Act, R.S.O. 1990](#)

[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990](#)