



Staff Report

Finance and IT Services

Report To: Committee of the Whole
Meeting Date: November 18, 2019
Report Number: FAF.19.239
Subject: Grants and Donations Committee Revised Terms of Reference
Prepared by: Ruth Prince, Director of Finance and IT Services

A. Recommendations

THAT Council receive Staff Report FAF.19.239, entitled "Grants and Donations Committee Revised Terms of Reference";

AND THAT Council approve the revised Grants and Donations Committee Terms of Reference as presented in Attachment 1, of Staff Report FAF.19.239.

B. Overview

This staff report provides Council with a revised Terms of Reference for the Grants and Donations Committee following the first Grants and Donations Committee meeting, which was held on October 11, 2019.

C. Background

During the first meeting on October 11, 2019, the Grants and Donations Committee reviewed and recommended changes to its Terms of Reference. From this direction, staff have made the requested changes for consideration.

D. Analysis

The Grants and Donations Committee is responsible for raising funds to support the Grants and Donations program. After the first meeting, it was apparent in order for the Committee to meet its mandate, Section 5. Sub-Committees needed to be revised. In order for the sub-committee to plan, organize and execute fund raising activities, a quorum of the Grants and Donations Committee would have to be permitted.

Staff is recommending that Section 5. Sub-Committees be revised as follows:

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.

The existing Terms of Reference for the Grants and Donations Committee is included as Attachment 2 for ease of reference.

E. The Blue Mountains Strategic Plan

Goal #4: Promote a Culture of Organizational and Operational Excellence
Objective #4: To Be a Financially Responsible Organization

F. Environmental Impacts

N/A

G. Financial Impact

N/A

H. In consultation with

Corrina Giles, Clerk
Shawn Everitt, CAO

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Ruth Prince at directorfit@thebluemountains.ca.

J. Attached

1. Revised Grants and Donations Committee Terms of Reference
2. Existing Grants and Donations Committee Terms of Reference

Respectfully Submitted,

Ruth Prince
Director of Finance and IT Services

For more information, please contact:

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directorfit@thebluemountains.ca

519-599-3131 extension 228



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](#)

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