



District of Sechelt Community Investment Program Grant Review Committee

Terms of Reference

1. PURPOSE

The purpose of the Grant Review Committee (the “Committee”) is to make recommendations on the distribution of the Community Investment Program grants, in accordance with the Community Investment Program Policy.

2. COMMITTEE RESPONSIBILITIES

- Review applications submitted to the District of Sechelt’s Community Investment Program.
- Provide advice and make recommendations to Council regarding the awarding of grants, in accordance with the Community Investment Program Policy.
- Provide advice to Council on the Community Investment Program priorities.
- Provide advice to Council on the effectiveness and relevance of the Community Investment Program policy and procedures.
- Provide advice for the review and renewal of the District of Sechelt’s Community Investment Program Policy.
- Explore opportunities for funding and partnering to enhance the quality of life within the District of Sechelt.

3. MEMBERSHIP

The Committee shall consist of five (5) regular members as follows:

- One (1) member of Council who shall be appointed by Council as the Chairperson and be a voting member of the Committee; and
- Four (4) volunteer ‘members-at-large’ appointed by Council from the community.

Ex officio Members shall be:

- Mayor
 - Chief Administrative Officer (CAO)
 - Arts, Culture & Communications Coordinator
 - Director of Corporate & Financial Services
 - One (1) additional member of staff, at the discretion of the Chair
 - One (1) representative of the Sunshine Coast RCMP
-
- The term of office for members selected from the community will be two (2) years staggered. Under exceptional circumstances, the Committee Chair and staff may recommend an extension of up to one year for a community member’s term.



District of Sechelt Community Investment Program Grant Review Committee

Terms of Reference

- Staff members shall serve as technical representation and record meeting minutes and actions.
- Any member, who fails to attend a meeting either in person or by phone or other means without notifying the Chair, may be removed from the Committee at the discretion of the Chair. A successor may be appointed by resolution of Council and the successor shall hold office for the remainder of the term of the terminated member.

4. PROCEDURES

- The Committee shall review Community Investment Program Grant Applications and recommend disbursement of Grants to Council each year within the designated timeframe.
- The Committee shall review final reports as supplied by each grant recipient outlining their respective results.
- The Committee must comply with District of Sechelt Community Investment Program Policy 2.5.4, attached.
- A quorum shall consist of a majority of regular members.
- Minutes of all meetings of the Committee shall be forwarded to the Corporate Officer by the Committee Chair to be placed on a Council agenda to be received for information.
- The Committee is advisory and all recommendations will be forwarded to Council for consideration through meeting minutes, or within a separate written report to Council, from the Committee.
- The Committee will meet at the discretion of the Chair.
- Administrative and secretarial support for the Committee shall be provided by the District of Sechelt.

5. CONFLICT OF INTEREST

- Committee members must declare any conflicts of interest and absent themselves from any grant decisions in which they have a real or perceived conflict.

Approval Date: January 18, 2017

Resolution #: Res. No. 13-01/2017