



Terms of Reference

Scugog Community Grants Committee

Approved by Council Resolution CR-2023-128 on April 3, 2023.

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accessibility@scugog.ca or 905-985-7346 ext. 115

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Scugog Community Grants Committee
Terms of Reference

1. Purpose

The purpose of the Scugog Community Grants Committee is:

- To support the implementation of the Grants Fund, as established by the Community Grants Fund Policy;
- To review, evaluate and make recommendations to Council regarding annual cash grants.

2. Mandate

The mandate is to act as a deciding body on all applications for funding and is responsible for monitoring and administering the Grants Fund in accordance with the Delegation of Powers and Duties Policy.

The Grants Committee shall:

1. Make decisions based on a consensus model. If no consensus is reached, then a majority vote will be taken.
2. Review and decide upon all grant applications to the Grants Fund.

3. Committee Composition

The Committee shall be composed of seven (7) members, one (1) of which shall be a member of Council.

A Council member(s) shall be appointed to the committee to provide continuity between the committee and Council and shall be a voting member of the committee. The Mayor is a member ex-officio.

Youth members (ages 13 – 18) are encouraged and welcomed and would be appointed by Council as non-voting members.

4. Subcommittees

The Committee may form Subcommittees and working groups as may be necessary to address specific issues. The Committee shall establish a clearly defined, specific work plan for the subcommittee or working group, which shall not be the core function of the Committee. The work plan for the subcommittee or working group shall be provided to Council. These Subcommittees may draw upon a member of the Committee as well as outside resource members, as deemed necessary. The Chairperson of a Subcommittee and/or working group

shall be a voting member of the Committee. Staff support will not be provided to a Subcommittee or working group.

5. Staff Support

Staff has two principal functions in regard to Committees: committee coordinator role and Staff liaison role, providing technical support, policy advice and guidance, as needed.

The Committee will receive administrative support from the Corporate Services Department (Committee Coordinator). This will include the recording of minutes, the preparation of agendas, support necessary to convene a meeting and other support as may be required from time to time.

6. Frequency of Meetings

The Scugog Community Grants Committee will meet a minimum of four (4) meetings per year. All meetings of the Scugog Grants Advisory Committee shall be open to the public. The meeting schedule shall be established on an annual basis and at the first meeting of the calendar year. Additional meetings may be required based on the requirements to review applications and complete an annual work plan and report to Council in a timely manner.

The Chair or committee coordinator shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of 48 hours prior to the date of each meeting.

The Council representative or alternate shall be in attendance for each meeting to act as a liaison between Council and the Committee. If the Council representative is not in attendance the meeting may proceed at the discretion of the Committee.

In the event that there is no business for the committee to discuss, the Clerk and Director of Finance can be consulted and provide approval for cancellation of a meeting provided 48 hours notice is provided to the committee members.

7. Procedures and Rules

As a formal Committee of Council the Committee is subject to the Procedure By-Law which governs the procedures of Council and its Committees and Board, Rules of Procedure for Committees, Boards and Advisory Committees Code of Conduct, the Township's Harassment Policy and any other applicable policies

and/or procedures.

8. Conflict of Interest

A conflict of interest may arise for Committee members when their personal or business interests clash with the duties and decision of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 will apply to the Committee.

If a Committee member discloses a pecuniary interest, that member shall remove themselves from the meeting for the duration of the discussion and voting (if any) with respect to that matter.

9. Council Role

Council may, at its discretion, at least annually, review the composition of the Committee to ensure that it is representative of their mandate and is working effectively. Council can, with or without the advice of the Committee, make changes to the composition of the Committee to ensure Committee effectiveness.

10. Youth Members

Youth members shall serve a term of up to twelve (12) months, generally corresponding with the traditional school year and are not eligible to act as Chair or Vice Chair, and must meet the following requirements:

- Youth members shall reside in the Township of Scugog.
- Youth members must be secondary school students aged 13 to 18 and express an interest in the community.
- It is important that the youth member be able to attend as many Advisory Committee meetings as possible. The member should be able to be contacted or reached during the day should additional meetings be required.
- Applicants for youth membership must include a letter of reference from their school and a letter of parental/guardian support with their expression of interest.