

## **TERMS OF REFERENCE**

### **Grant Review Committee**

Whereas, pursuant to Section 120 of Council Procedures By-law No. 4250, Council may establish a special committee to investigate and consider any matter;

Yellowknife City Council hereby establishes a Special Committee to be known as the “Grant Review Committee” with the following terms of reference:

### **BACKGROUND**

1. On June 28, 2004, Council passed a motion directing, in part, “that the City establish terms of reference for a Special Grant Review Committee that will review applications and make recommendations to Council regarding the annual distribution of Special Grant funding.” At the direction of Council, the Terms of Reference for the Special Grant Committee been revised to review and make funding recommendations for both the Special Grant and Core Funding Programs, and rename the Committee the Grant Review Committee.

### **PURPOSE**

2. The purpose of the Grant Review Committee is to assist the City of Yellowknife in an advisory capacity by considering and making recommendations to Council through the appropriate Standing Committee of Council on the annual distribution of Special Grant and Core Funding.

### **SCOPE**

3. In meeting its purpose, the Grant Review Committee shall review Special Grant and Core Funding applications, listen to oral presentations, and make recommendations to the appropriate Standing Committee of Council with respect to:
  - (a) Which applicants qualify for funding in accordance with criteria set out in the Funding Contributions to Community Organizations (for both Special Grant and Core Funding) policy;
  - (b) How much funding should be awarded to qualified applicants, taking into consideration the annual funding priorities established by Council; and
  - (c) Whether conditions should be placed on funds recommended for any applicant.

### **APPROACH**

4. The Grant Review Committee shall meet as required following:
  - (a) The January 10 Special Grant application deadline.

- (b) The Committee shall review each application and hold a special meeting to hear oral presentations from each group. The Committee shall evaluate each application and forward funding recommendations to the appropriate Standing Committee of Council.
- (c) The June 15 Core Funding application deadline.
- (d) The Committee shall review each application and hold a special meeting to hear oral presentations from each group. The Committee shall evaluate each application and forward funding recommendations to the appropriate Standing Committee of Council.

**COMPOSITION**

- 5. The Grant Review Committee shall consist of six (6) Members appointed by City Council and shall include the following:
  - (a) Two (2) representatives of City Council; and
  - (b) Three (3) representatives from the community at large.
- 6. The Mayor shall sit as an ex-officio voting member of the Committee.
- 7. No Member may appoint an alternate to represent that Member and act on their behalf in their absence.
- 8. In the event that a Member of the Committee is unable or unwilling to continue to serve on the Committee, for whatever reason, Council may by resolution, appoint a replacement.
- 9. Members for this committee shall be appointed for a two (2) year term. With two members at large appointed on even years, and one member at large appointed on odd years. In the first year, two members will be appointed to three years and one member will be appointed to two years.

**Sections 10 – 17 as established by Council Motion #0242-08 September 22, 2008**

- 10. The Grant Review Committee may, from time to time and by resolution, form a subcommittee and appoint members to investigate and report back on any item of business which is within the area of responsibility of the Grant Review Committee.
- 11. The appointment of any person to a subcommittee who is not a member of the Grant Review Committee must be approved by resolution of the Grant Review Committee.

12. Any person appointed to the subcommittee shall serve in a voluntary capacity only, with no remuneration.
13. The Chair of the subcommittee shall be a member of the Grant Review Committee.
14. Every subcommittee to which a matter has been referred shall report in writing to the Grant Review Committee.
15. Any report of a subcommittee shall be subject to review by the Grant Review Committee and shall be included in the Committee's report / minutes to Council.
16. A subcommittee shall be dissolved and its membership discharged on the consideration of its final report by the Committee.
17. A subcommittee may be dissolved by resolution of the Grant Review Committee at any time.

#### **MEETINGS**

18. The Grant Review Committee shall appoint a member of City Council to chair all meetings.
19. A quorum of Committee shall consist of a majority of its Members.
20. The Chairperson may cancel any scheduled meeting of the Committee if it is felt that a quorum will not be achieved or if there are no items for the agenda.
21. The rules of procedure for the Committee shall be governed by City of Yellowknife Council Procedures By-law No. 4250 insofar as it may be applicable.
22. All decisions of the Committee shall be in the form of resolutions duly passed by a majority of its Members present. The Committee shall strive to reach consensus on issues, and shall include minority recommendations within its communications to Council.

#### **REPORTING RELATIONSHIPS**

23. The following reporting relationships shall ensure effective communication and implementation of initiatives developed by the Grant Review Committee:

Grant Review Committee:

Through the Committee Chair, provide funding recommendations to the appropriate Standing Committee of Council.

Appropriate Standing Committee of Council:

Will review the funding recommendations of the Grant Review Committee and forward a recommendation to Council.

**DUTIES**

24. Committee shall give due consideration to all issues referred to it by City Council and submit its recommendations to the appropriate Standing Committee of Council.
25. Copies of Committee minutes shall be forwarded to Council through the appropriate Standing Committee of Council. All recommendations to Council shall be made through the appropriate Standing Committee of Council.

**FINANCE, ADMINISTRATION AND TECHNICAL SUPPORT**

26. The Program Manager or his designate shall act as recording Secretary to the Grant Review Committee.
27. The Secretary shall, in cooperation with the Chairperson, prepare all meeting agendas and distribute them to Committee Members at least seven (7) days in advance of the meeting or as soon thereafter, as is possible.
28. The Secretary shall prepare minutes of all meetings of the Grant Review Committee, including its recommendations to the appropriate Standing Committee of Council, and forward these to the City Clerk for inclusion on the appropriate Standing Committee of Council Agenda.
29. The Secretary shall forward all original signed minutes of the Grant Review Committee to the City Clerk for retention.
30. The Program Manager or his designate(s) shall provide administrative support and advice to the Committee.
31. Administrative support in addition to that already specified shall include the preparation and circulation of the Special Grant and Core Funding application and evaluation materials.
32. The City Administrator of the City of Yellowknife may appoint City personnel to provide technical assistance to the Committee.
33. The Grant Review Committee is advisory in nature and therefore shall have no authority to expend or commit financial resources of the City of Yellowknife.

**TERMINATION**

34. The Grant Review Committee shall be considered dissolved upon termination of the Special Grant and Core Funding programs.
35. Notwithstanding the above, Council may, by resolution, dissolve the Grant Review Committee at any time, or amend these Terms of Reference.

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