

# Municipal Grants Review Committee

## Terms of Reference

### Mandate and Responsibilities

The Council of the Corporation of the City of Cornwall established the Grants Review Committee as an independent Committee of Council operating under delegated authority to review and approve the allocation of municipal grants.

The Grants Review Committee will review applications and award grants based on the grant criteria as outlined in the Municipal Grants Program Policy and in the Municipal Grants Program Guidelines.

### Membership and Composition

The term of office of the Committee is the same as the term of office of Council.

Currently that is a four (4) year term.

The Committee shall be comprised of five (5) voting members, which consist of three (3) Council representatives appointed by the Mayor and two (2) Staff Liaisons appointed by the CAO. There shall also be one (1) non-voting staff member as Recording Secretary.

<u>Number</u>	<u>Committee Member</u>	<u>Member Type</u>
3	Council Representatives	Voting
2	Staff Liaison	Voting
1	Recording Secretary	Non-Voting

Managers from City Departments may be requested by the Committee at any time to attend meetings or undertake investigations with regard to matters identified by the Committee.

### Staff Liaisons / Recording Secretary

The CAO shall appoint two (2) Staff members to act as the Staff Liaisons to the Committee and will appoint an additional staff member to act as Recording Secretary.

The Recording Secretary shall be responsible for creating and distributing the Committee's agendas and taking minutes of the meeting. Minutes shall be taken without note or comment and will at a minimum indicate the date and time of the meeting, those in attendance, and decisions of the Committee.

The Recording Secretary shall forward the agendas and minutes to the City Clerk for record retention.

### **Committee Chair**

At the first meeting of the term of the newly appointed Committee, the following must occur:

- Elect a Committee Chair

The Chair of the Committee must be a Council Representative. The Recording Secretary will call for nominations of the Chair. A member of the Committee can make a nomination which must be seconded by another member of the Committee. When all nominations have been received the Recording Secretary closes nominations. Votes are then cast. If there is a tie vote, ballots will be cast for the tied nominees until such time as a nominee receives the majority of the votes.

The Chair shall ensure that Committee meetings are carried out in a fair and equitable manner.

### **Meetings**

The Committee shall meet as required to facilitate the timely review of grant applications and shall formally meet at the call of the Chair.

The Committee may, in its sole discretion, schedule a meeting with an organization to discuss matters related to the submitted application.

Meetings may be held in the Committee Room at City Hall, 360 Pitt St. Cornwall, or an alternate suitable location identified by the Chair of the Committee and Staff Liaisons.

### **Attendance by Committee Members**

The obligation for all Committee members is to attend all scheduled meetings for the Committee.

If a member is unable to attend a meeting, he/she should inform the Chair and Recording Secretary.

If the Chair is absent, the Committee may appoint an Acting Chair for that meeting, as deemed appropriate. While presiding, the Acting Chair shall have all the powers of the Chair.

### **Quorum**

Quorum shall be a majority of the appointed voting Members, which includes two (2) Council Representatives. A quorum shall be present for every meeting and decision of the Committee.

### **Conflict of Interest**

The Committee members must declare any conflicts of interest prior to the grants review assessment meeting.