



Grants and Donations Advisory Committee

TERMS OF REFERENCE

1. PURPOSE

The Grants and Donations Advisory Committee is an Advisory Committee of Council established to review submissions made to the Town through the Annual Grants and Donations Application process and shall make recommendations to Council on how to distribute funds that have been applied for based on the Program evaluation criteria.

2. MANDATE

The Mandate of the Town's Grants and Donation Advisory Committee is to:

- a) Be engaged, consulted, and comment as one common voice, and provide recommendations on how best to distribute available funding that has been applied for through the Town's Grant and Donation Program.
- b) Be the lead, or partner with a community partner(s), to host or be a partner in fundraising events, fundraising programs, and or fundraising activities with the endorsement and approval of Council for the specific event, program, and activity by way of a formal resolution of Council.

3. ACCOUNTABILITY

Where appropriate, the Advisory Committee will provide Council with recommendations on an as needed basis through reports to the Committee of the Whole. Council may request update reports at any time on specific projects or initiatives.

4. MEMBERSHIP/VOTING

The Grants and Donations Advisory Committee may be comprised of up to three (3) voluntary members, appointed by Council, as noted in the composition below:

Voting Members:

- a) Two (2) Members of Council (1 member being the Chair)
- b) Three (3) Members of the public at large

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- c) Mayor as ex-officio (not counted towards Committee membership)

An Alternate member of Council, including the Mayor, may be requested to attend to ensure quorum is achieved if the appointed Council Representative not being available. Notice of the Alternate's attendance and notification of the Alternate member assuming the Chair shall be made to the Grants and Donation Advisory Committee members as early as possible in advance of the meeting.

Openings for the membership shall be publicly advertised as appointment opportunities arise.

Voting members shall be eligible voters in the Town of The Blue Mountains (who meet elector qualifications outlined in the Municipal Elections Act).

Non-Voting Members:

- a) Director of Finance and IT Services
- b) Department Directors and/or Managers, as requested by the Chair and Director of Finance and IT Services in consultation with the Town's Chief Administrative Officer
- c) Executive Assistant to Committees of Council

Members Shall:

- a) At all times of their membership on the Grants and Donations Advisory Committee, the member shall be an eligible voter with the Town of The Blue Mountains for the purposes of their inclusion on the Town of The Blue Mountains' Voters list;
- b) Possess an interest, experience and general understanding of the community;
- c) Commit to active and respectful participation in regularly scheduled meetings that may include evening-time meetings;
- d) Commit to significant preparation for meetings via agenda review including previous minutes and all documentation;
- e) Be prepared to meet with Council, and/or attend Council and Committee of the Whole meetings upon Council's request.

All Grants and Donation Advisory Committee members are expected to know and abide by relevant conduct policies of the Town. In addition, the following guidelines should be understood by Grants and Donations Advisory Committee members:

- a) Only the Committee Chair can speak on behalf of the Advisory Committee;
- b) Grants and Donation Advisory Committee members shall not direct any messaging without the approval of the Chair;
- c) Committee Chair plays an important role in ensuring that a functional relationship with high integrity exists within the Advisory Committee, with Council, with the public, and with staff;
- d) Constructive and informative debate and opinion sharing can be a constructive part of

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the group decision-making process. However, when the debate becomes ongoing, inappropriate, unconstructive, or offensive, and before becoming a conflict, the Chair may need to intervene with an appropriate dispute resolution mechanism.

Members of the Grants and Donation Advisory Committee shall not be registered or have been previously registered on the Town's Lobbyist Registry, or be an active member of a special interest group, association, not-for-profit organization, or local service club that exists within the Town of The Blue Mountains that has an active application or made application to the Grants and Donation Program within the previous four (4) years.

It is the responsibility of the member to declare any affiliations and/or inclusion on the Town's Lobbyist Registry to the Town Clerk as soon as possible in writing.

It is the responsibility of the member to declare any affiliations and/or memberships to the Town Clerk in writing as soon as possible.

5. QUORUM

Quorum for the Grants and Donations Advisory Committee, per the standards of the *Municipal Act, 2001*, is three (3) voting members, which must include at least one (1) Council representative in the capacity of Chair, regardless of the total number of members in attendance.

The Council representatives appointed to the Grants and Donations Advisory Committee counts towards a quorum. The Mayor is an ex-officio member of the committee and does not count towards quorum and does not have the right to vote and make motions.

6. CLOSED SESSION

A Closed Session shall not be considered an option available to the Grants and Donations Advisory Committee.

7. SUB-COMMITTEES

The establishment of Sub-Committees shall not be considered an option available to the Grants and Donations Advisory Committee.

8. REMUNERATION

No compensation shall be provided to members of the Grants and Donations Advisory Committee for their participation.

9. MEETING DETAILS, AGENDA, MINUTES, AND PROCEDURE

Meeting Frequency and Scheduling:

The Grants and Donations Advisory Committee will meet three (3) times per calendar year at a time that is to be determined and scheduled at the Committee's first official meeting and will be for the duration of the Term of Council and approved by the Committee.

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Additional or Special meetings of the Grants and Donations Advisory Committee may be called by the Chair, with a minimum of five (5) business days' notice, if the Chair deems a matter to be time sensitive and is relating directly to the Grants and Donations Program and the potential provision of funds that impact the Grants and Donations Program.

The Executive Assistant to the Committees of Council shall send out meeting invites to all members and post notice of the meeting to the Town's website.

Meeting Agendas and Quorum Deadlines:

The Call for Agenda Items will be circulated with the meeting invitation along with a deadline for a quorum to be obtained.

Agenda items shall be set by the Committee Chair, in consultation with the Director of Finance and IT Services. Members who wish to include an item on the Agenda shall contact the Chair for consideration.

If a quorum is not obtained by the deadline indicated, the meeting shall be canceled. If a quorum is obtained by the deadline but the Grants and Donations Advisory Committee does not have a quorum the day of the meeting within fifteen (15) minutes after the hour appointed the meeting shall be canceled.

Meeting Location:

Meetings will be held virtually, are recorded and archived, and available on the Town's Website. All meetings are open to the public to view virtually.

Procedure:

All meetings shall be conducted in accordance with the Town's Procedural By-law.

Meeting Minutes:

Minutes shall be approved by the Advisory Committee within ten (10) business days by email, or by motion at the subsequent Advisory Committee meeting.

Minutes will be kept by the Executive Assistant to the Committees of Council who will distribute the minutes to all of Council per Town practice.

Terms of Reference:

The Terms of Reference is a living document and will be reviewed by the Advisory Committee once per term of Council in the second year of the Term of Council and may be revised as required and approved by Council.

10. TERM OF THE GRANTS AND DONATIONS ADVISORY COMMITTEE

The Grants and Donations Advisory Committee will be in effect until March 31, 2026, or otherwise determined by Council.

11. RELATED POLICIES AND TRAINING REQUIREMENTS

POL.COR.07.01 Accountability and Transparency of Town Actions to the Public

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 and Harassment Policy

POL.COR.18.10 Social Media Policy

POL.COR.19.02 Council Staff Relationship Protocol

POL.COR.21.06 Code of Conduct for Members of Council, Local Boards and Advisory Committees

POL.COR.22.07 Respectful Public Interactions Policy

POL.COR.22.08 Frivolous, Vexatious or Unreasonable Complaints Policy

Town Procedural By-law

[Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11](#)

[Municipal Conflict of Interest Act, R.S.O. 1990](#)

[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990](#)