

Municipal Grants Committee Terms of Reference
September 24th, 2019

1) MANDATE

The Township of Lanark Highlands Municipal Grants Committee exists to enhance the efforts of non-profit community organizations and registered charities to enhance the life experience of citizens, complementing and often supplementing programs beyond the Municipality's capability.

Grants may be provided to eligible applicants, as defined below, for:

- 1.1 General operating and capital expenses including administrative costs and program-related expenses;
- 1.2 Activities/functions generally occurring within the Municipal boundaries; and
- 1.3 Programs/activities/functions addressing a community need, responding to an under-served demand, or contributing to the positive image of the Municipality.

2) PURPOSE

The Lanark Highlands Municipal Grants Committee shall be responsible to the Committee of the Whole for;

- 2.1 Initiate or deliver programs and services to the citizens of Lanark Highlands;
- 2.2 Provide events of a municipal, provincial or national significance, which could be expected to bring economic, and/or public relations benefit to the municipality;
- 2.3 Provide programs and services to address any urgent and pressing events and natural disasters (i.e.: fire, flood, earthquake); and;
- 2.4 Initiate programs or services for individuals, groups or teams who require assistance to participate in recognized regional, provincial, national or international championships.

3) RESTRICTIONS

Restrictions on Grant Funding:

- 3.1 Organizations must request for a grant amount of \$500 or more. Organizations who

- are requesting for funds less than \$500 will not be accepted as a Community Grant request and are encouraged to complete a Donation Request form;
- 3.2 Organizations can only submit one community grant application per calendar year;
 - 3.3 If the programs or services proposed in the organization’s application are not commenced or not completed and there remain Municipality’s funds on hand, or are completed without requiring the full use of the Municipality funds, such Municipality funds will be returned to the Municipality;
 - 3.4 The granting of assistance in any year is not to be considered a commitment to providing grant funding assistance in future years; and
 - 3.5 Funding is provided only for the sole purpose for which it was awarded within the current fiscal year.

The Grant Program is NOT intended to provide funding:

- 3.6 On a retroactive basis for events that have already occurred. These requests shall be directed to through the budget as a line item in the appropriate circumstance.
- 3.7 To coalitions such as ratepayer or tenant/landlord associations, or to support programs or services geared specifically to these organizations;
- 3.8 To organizations aligned with any political party, or to support programs or services which are political in nature;
- 3.9 To support programs or services which are operated under the authority of another level of government, such as social services;
- 3.10 As donations to charitable causes;
- 3.11 As a replacement for other funding sources;
- 3.12 For debt retirement; or
- 3.13 To an applicant that has an overdue amount owing to the Municipality.
- 3.14 To endowment funds for sectarian, religious, or political purposes.
- 3.15 To individuals to provide money for fundraising activities.

4) COMMITTEE STRUCTURE

Composition

The Municipal Grants Committee shall be comprised of;

- 4.1 One member of council.
- 4.2 Four members of the public to be appointed by Council.
- 4.3 The committee shall strive to have a diverse geographic representation from across the Township.
- 4.4 One member shall be elected by the committee as Chair.
- 4.5 One member shall be elected by the committee as Vice-Chair.
- 4.6 The Manager of Facilities/Community Affairs shall be recognized as the staff representation on the committee.
 - Shall not have a vote.
 - Shall be designated as the Clerk of the committee for the purposes of complying with the procedural by-law.
 - Shall be responsible for preparing agendas, minutes, reports,

recommendations and the overall administration of the committee.

Quorum

- 4.7 Quorum shall be a simple majority of the total number of Committee members (i.e., 50% plus one). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not to be fully ratified until supported by the majority of members.
- 4.8 The committee shall follow the Procedural by-law for procedures upon which quorum is affected under various circumstances.

- 4.9 Committee selection criteria is included as Appendix “A”.
- 4.10 Committee Application forms are included as Appendix “B”.

5) MEETINGS

- 5.1 The Municipal Grants Committee shall meet on an annual basis as required. The committee shall be responsible for setting the meeting schedule as per the Township’s Procedural By-law for providing notice.
- 5.2 Meetings may also be convened at the Call of the Chair subject to the Township’s procedural by-law and public notice requirements.
- 5.3 The Chair is responsible for ensuring the effective operation of the Committee and its roles in accordance with the municipality’s meeting procedures. Specifically, the Chair shall be responsible for:
- Calling meetings to order;
 - Conducting meetings in accordance with the municipality’s Procedure By-law;
 - Encouraging an informal atmosphere to encourage the exchange of ideas;
 - Acting as spokesperson; and,
 - Representing the Lanark Highlands Municipal Grants Committee when necessary.

6) REPORTING PROCESS

- 6.1 Review Process Staff will use the application requirements as conditions when screening each application to distinguish whether the application is completed in full.
- 6.2 Those applications that comply with all of the requirements stated in the policy will be brought forward to the Municipal Grants Committee for consideration during the establishment of the annual budget.
- 6.3 Those applications that do not comply with all of the requirements stated in the policy will not be brought forward to the Municipal Grants Committee for consideration, and will not be considered for funding.

- 6.4 A report summarizing the compliant submissions will be submitted by staff to the Municipal Grants Committee for consideration. The Municipal Grants Committee, through staff, will forward their recommendations to Committee of the Whole and ultimately to Council for a decision.
- 6.5 Applicants will be advised of the scheduled meeting date at which their application will be considered by Council. Applicants may be requested by Committee of the Whole or Council to appear as a delegation to speak on behalf of their Organization's application (maximum of 10 minutes per organization).
- 6.6 Applicants will be notified of any allocation awarded following final Council approval of the annual budget.
- 6.7 A payment for the amount awarded will be forwarded approximately one month following final approval with larger grants receiving quarterly payments as determined by the Treasurer, unless other specific conditions are recommended and approved by Council.
- 6.8 Grant recipients will be required to acknowledge the support of the Township of Lanark Highlands in all advertising, publicity, programs, and signage for which funds are granted.
- 6.9 The recipient may not represent the Municipality as a partner or hold the Municipality responsible for any obligations relating to the grant initiative.

7) STAFF AND SUPPORT SERVICES

- 7.1 Staff and support services shall be limited to the resources provided by the Manager of Facilities/Community Affairs.

8) BUDGET

- 8.1 The budget for the committee shall be limited to items approved in the annual budget by Council.

Incidentals, community meetings, food and beverage (where appropriate) shall come from the appropriate departmental budget.

9) COMPLETION DATE

- 9.1 As per the Township's procedural by-law, this committee is considered a Standing Committee and therefore is required in perpetuity.

- 9.2 The committee shall annually appoint a Chair and Council shall annually appoint members to the committee by resolution.

APPENDIX “A”

MUNICIPAL GRANTS COMMITTEE SELECTION CRITERIA

1. The Council of the Township of Lanark Highlands shall use the following criteria in selecting members to serve on the Municipal Grants Committee:
 - The Committee shall be comprised of individuals who have a wide range of skills and wish to serve their community by volunteering time for the betterment of recreation in the Township of Lanark Highlands.
 - In selecting Committee members, Council shall strive to achieve gender equality, geographic diversity and representation from various cultural and recreational groups.
 - Demonstrated commitment and connections within their own community/ networks.
 - Business or governance experience on other boards, committees or community groups.

2. Prospective members must be able to:
 - Work in a co-operative manner with other Committee members,
 - Consult with community members on recreation related issues,
 - Commit to a four (4) year term,
 - Attend regularly-scheduled Committee meetings one (1) evening of each month as required, and;
 - Attend special meetings, or meetings of Council, as may be required.

APPENDIX “B”
COMMITTEE APPLICATION FORM

Name:

Address:

Phone:

Email:

Employer’s Name and Address:

Are you available to meet during the day?:

Are you available to meet during the night?:

Please summarize your experience with and/or interest in Community Affairs in Lanark
Highlands;

Why are you interested in joining the Lanark Highlands Municipal Grants Committee?

Please briefly explain your past experience as a volunteer board or committee member. Also list any other experience that would be an asset.

What skills and knowledge would you bring to our committee? Please indicate your experience in the following areas – very experienced, some experience or no experience.

1. Community programming and services:

Very Experienced	Some Experience	No Experience
------------------	-----------------	---------------

2. Program planning and evaluation:

Very Experienced	Some Experience	No Experience
------------------	-----------------	---------------

3. Financial management and control (budgets/accounting):

Very Experienced	Some Experience	No Experience
------------------	-----------------	---------------

4. Strategic planning:

Very Experienced	Some Experience	No Experience
------------------	-----------------	---------------

5. Communication, public and media relations:

Very Experienced	Some Experience	No Experience
------------------	-----------------	---------------

6. Special events (planning and implementing):

Very Experienced	Some Experience	No Experience
------------------	-----------------	---------------

7. Other relevant skills and knowledge:

Very Experienced

Some Experience

No Experience