



## CITY OF YELLOWKNIFE

### **TERMS OF REFERENCE** **Grant Review Committee**

Whereas, pursuant to Council Procedures By-law 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:

#### **INTRODUCTION**

1. The City of Yellowknife has identified that there is a need to establish a Committee that will review applications and make recommendations to Council regarding the annual distribution of grant funding.

#### **BACKGROUND**

2. On June 28, 2004 Council passed a motion directing, in part, “that the City establish terms of reference for a Grant Review Committee that will review applications and make recommendations to Council regarding the annual distribution of Grant Funding”. In 2015 Council adopted (Motion 0329-15) a new Grant Funding program. The Terms of Reference have been revised to include the review and funding recommendations for the Grant Funding programs.

#### **SCOPE**

3. The purpose of the Grant Review Committee is to assist the City in an advisory capacity by considering and making recommendations to Council through the appropriate Standing Committee of Council on the annual distribution of the Grant Funding.
4. The role of the Grant Review Committee is to review grant applications, listen to oral presentations from applicants and make recommendations to the appropriate Standing Committee of Council with respect to the qualifications of applicants, the amount of funding to be awarded and whether to impose conditions on the recommended funding.

## **MEMBERSHIP**

### **Composition:**

5. The Grant Review Committee shall consist of six (6) members appointed by Council and shall include the following:
  - a. The **Mayor** of the City of Yellowknife - ex-officio, voting member;
  - b. Two (2) Members of **City Council**;
  - c. Three (3) representatives from the Public at Large.
6. A member of City Administration shall provide administrative support to the Grant Review Committee, including preparation and circulation of the grant applications and evaluation materials.
7. The Member of City Council shall be the Chair of the Grant Review Committee.
8. No Member may appoint an alternate to represent that Member and act on their behalf during absences.
9. In the event that a Member is unable or unwilling to continue to serve on the Committee, for whatever reason, the Committee will inform City Administration of the vacancy so that it can commence the process to have a new member appointed by City Council.
10. If any Member misses two (2) consecutive meetings without approval of the Committee, the Member shall be struck from Committee membership and replaced by Council.
11. Council may remove any member of the Committee for any good and sufficient cause.
12. Members shall be appointed for a two (2) year term.

## **MEETINGS**

13. The Grant Review Committee shall meet as required to perform the duties of the Committee and as follows:
  - a. Subsequent to the Grant Funding application deadline the Committee may meet for the purposes of reviewing applications;
  - b. Following review of the Grant Funding applications, the Committee may hold a special meeting to hear oral presentations from each applicant as deemed necessary.
14. Special meetings of the Committee may be called at the request of the Chair.
15. A quorum of the Committee shall consist of a majority of the Members. Vacant positions do not count towards quorum.

16. The Committee may, in accordance with the City of Yellowknife Council Procedures By-law, conduct all or a portion of any meeting during an in camera session to discuss issues that fall within the permitted categories as set out in Council Procedures By-law No 4250, if it is determined, by resolution, to be in the public interest to do so.
17. The motion to move to an in camera session must identify the general nature of the topics to be discussed during the in camera session.
18. The Chair 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.
19. All decisions of the Committee shall be in the form of resolutions duly passed by a majority of its Members present.
20. If, within 10 (ten) minutes from the time appointed for a meeting, a quorum is not present, the meeting will be terminated and re-scheduled for another date and time that falls within four weeks of the terminated meeting.
21. The rules of procedure for the Committee shall be governed by the City of Yellowknife Council Procedures By-law No. 4250 insofar as it may be applicable.

#### **REMUNERATION**

22. The Members of the Committee, including the Chair, shall serve in a volunteer capacity only, with no remuneration.

#### **FINANCE, ADMINISTRATION AND TECHNICAL SUPPORT**

23. The Committee shall have no authority to expend or commit financial resources of the City of Yellowknife.
24. Administration shall, in cooperation with the Chair, prepare all meeting agendas and distribute them to Committee Members at least five (5) days in advance of the meeting or as soon thereafter as is possible.
25. Administration shall prepare minutes of all meetings of the Committee and distribute them within one week to the Committee members.
26. Administration shall forward all original approved minutes and recommendations of the Committee to the City Clerk for retention and forwarding to the appropriate Standing Committee of Council.

#### **COMMUNICATIONS**

27. City Committees are Committees appointed by the City of Yellowknife (through Council motion) and represent the City of Yellowknife.

28. Committee chairs are the spokespeople for City committees. If Administration is contacted in addition to committee chairs then the media response may be coordinated through City Administration.
29. All committee activities shall adhere to the City of Yellowknife Social Media Policy and Communications Policy (available through the Chair). These policies do not apply to elected official, but apply to all other members appointed by the City of Yellowknife.
30. Use of the City's website, social media sites, electronic boards, Capital Update and other communication tools are available.
31. Communications Plans are prepared in partnership with the Department of Communications and Economic Development.
32. Any advertising must adhere to the City's branding guidelines and be approved by the Department of Communications and Economic Development.
33. Financial resources for the implementation of a communications plan shall form part of the communications plans.

#### **REPORTING RELATIONSHIPS**

34. The Committee shall make recommendations to the appropriate Standing Committee of Council.
35. All communications from the Committee in relation to educational materials or media releases shall be reviewed by the Chair and forwarded to City Administration for review and approval prior to being published or released.

#### **DUTIES**

36. The Chair's responsibilities will be as follows:
  - a. Chair meetings;
  - b. Assist with agenda/meeting preparation in conjunction with the Administrative Support person;
  - c. Monitor attendance; contact members as necessary re: absences;
  - d. Vote in the case of a tie;
  - e. Represent the Grant Review Committee when presenting recommendations to City Council for approval; and
  - f. Present a written and verbal annual report to the appropriate Standing Committee of Council within the second quarter.
37. The Committee Members' responsibilities will be as follows:
  - a. To attend all regular meetings of the Committee;
  - b. To discuss issues pertaining to the Committee without breach of confidentiality; and
  - c. Where it deems advisable, to make recommendations, reached by the majority of its membership, to City Council.

## **CONFIDENTIALITY**

38. Committee members are responsible for maintaining the confidentiality of all proprietary or privileged information that they are privy to while serving as a Committee member.

## **TIMELINE**

39. This is an ongoing Committee with no identified timeline for completion at this time.

## **TERMINATION**

40. The Committee shall be considered dissolved upon completion of their task, upon the termination or expiry of the Grant Review Committee, or being otherwise dissolved by resolution of Council.
41. Notwithstanding the above, Council may, by resolution, dissolve the Committee at any time, or amend these Terms of Reference.