

## **APPENDIX A**

### **Strategic Plan Grant Review Committee Terms of Reference**

#### **Guiding Principles:**

This Committee will assist Council in its annual deliberations on Strategic Plan Grants. These grants provide important funding for a range of community based activities and services.

An evaluation matrix will be developed, linked directly to the Strategic Plan that will serve as the basis on which recommendations from the Committee will be made to Council.

This Committee and the process for review shall be for a one-year pilot project subject to evaluation by Council after the 2017 Strategic Plan Grants have been awarded.

#### **Mandate:**

The function of the Committee is to review all applications received by the City under the Strategic Plan Grants program and to make recommendations to City Council on the annual Strategic Plan Grants to be funded by the City.

The Committee's recommendations will be guided by the City's Strategic Plan and in particular the evaluation matrix specifically established for Strategic Plan Grants.

#### **Membership:**

##### **1. Public Members**

The Committee will be comprised of five members of the public appointed by Council with specific expertise and interest in the key strategic plan areas of:

- Social Inclusion and Community Wellness
- Economic Development
- Arts and Culture
- Public Spaces, Green Spaces and Food Systems
- Community Empowerment

Public members on the Committee must not be affiliated with any of the organizations applying for Strategic Grants Funding.

One of the members shall be appointed as Chair of the Committee and another as Vice - Chair to act in the absence of the Chair.

The role of Chair shall be limited to directing the conduct of the meeting or meetings during which the Committee discusses and formulates its recommendations to Council.

##### **2. City Council**

- Two Staff Liaisons (Non-Voting) shall be appointed by Council resolution. The role of the Liaisons is to assist with meeting facilitation, and represent the recommendations of the

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Committee to Council when those recommendations are considered by Council. The Staff Liaisons should not participate in the debate or discussion of the matters being considered by the Committee.

### **Timeline and Meetings:**

- The Committee will determine meeting time and schedule required to formulate recommendations for Council's consideration. The meeting schedule requires unanimous approval of all five members.
- Committee meetings shall be held at City Hall.
- The Committee shall provide their recommendations to Council by January 31.

### **Agenda Preparation and Distribution:**

It is expected that agenda distribution will be paperless and all Committee members will have a personal electronic device to get this information (if necessary, Committee members may pick up a paper copy at City Hall).

The agenda shall be prepared and distributed by City Staff at least one week prior to the scheduled first meeting.

### **Reporting Protocol:**

The Committee's final recommendations shall be forwarded to Council through Committee of the Whole by way of the City Clerk's office.