



Grants Review Committee Terms of Reference

Number:	ToR-O-01
Reference:	Council Resolution #336-15, #128-17, #492-17 and #37-22
Date Approved:	October 30, 2017
Date Revised:	January 31, 2022
Approval:	Council
Point of Contact:	Director of Strategic Initiatives (Staff Liaison)

1.0 Enabling Legislation

The Council of The Corporation of the Town of Whitby established the Grants Review Committee to review applications and award grants based on the grant criteria in Policy F 070 and Procedure F 070-001, and available funds in the Mayor's Community Development Fund and Performing Arts Community Development Fund.

See also Staff Reports CS 63-15, CMS 21-16, and CMS 16-17.

2.0 Mandate and Responsibilities

- 2.1. The Grants Review Committee is an independent Committee of Council operating under delegated authority to review and award grants in accordance with applicable Council approved policies. The Committee is not subject to the Boards and Advisory Committees Policy G 030 or the Closed Meeting Policy G 040.

3.0 Membership and Composition

- 3.1. The Committee shall be comprised of five (5) members, which consist of four (4) citizen appointments appointed by Council and the Mayor as a Council representative. When the position of Mayor is vacant, the Deputy Mayor shall serve as the Council representative

#	Committee Members	Member Type
4	Citizen Appointments	Voting
1	Member of Council	Voting

4.0 Term

- 4.1. Committee members shall serve for the term of Council, or until successors are appointed.

5.0 Member Qualifications

- 5.1. The following qualifications should be considered for appointing members to the Grants Review Committee:
 - 5.1.1. Experience working on boards and committees.
 - 5.1.2. Broad knowledge of community organizations in the Town of Whitby.
 - 5.1.3. Grants experience (reviewing applications and allocating funds) is an asset.
 - 5.1.4. Strong decision making abilities.
 - 5.1.5. Strong level of professionalism and political acuity.
 - 5.1.6. Available to attend Committee meetings during the day and community events, as required.

6.0 Quorum

- 6.1. Quorum shall be a majority of the appointed Members, and a quorum shall be present or participating via available technology (see section 9.3) for every meeting and decision of the Committee.
- 6.2. At no time shall the Committee be comprised of 3 or fewer members, and in the event such an instance occurs, the Town Clerk shall notify Council and Council may direct the Town Clerk to advertise for applications or appoint a person to fill the vacancy.
- 6.3. If the Mayor is excused from discussions related to the Performing Arts Community Development Fund, in accordance with Policy F 070, the remaining number of members present or participating via available technology shall be deemed to constitute a quorum, provided such number is not less than two (2).

7.0 Staff Liaison

- 7.1. The CAO shall appoint a Staff member to act as Staff Liaison to the Grants Review Committee.
- 7.2. The Staff Liaison 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.

- 7.3. The Staff Liaison shall forward the agendas and minutes to the Town Clerk for record retention.

8.0 Committee Chair

- 8.1. The Staff Liaison shall preside as chair for all meetings of the Grants Review Committee, it being understood that the Staff Liaison does not have a vote.

9.0 Meetings

- 9.1. The Grants Review Committee shall meet as needed, but generally once a month if applications are received by the end of the previous month.
- 9.2. Meetings may be held in the Mayor's Office at the Town of Whitby Municipal Building, 575 Rossland Road East, Whitby, or an alternate suitable location identified by the Mayor and Staff Liaison.
- 9.3. Meetings can be in person or using available technology.

10.0 Blackout Period

- 10.1. The Grants Review Committee shall not meet and award grants during the period of time commencing on the first day prescribed for the filing of nominations in a regular election in accordance with the Municipal Elections Act and ending when the new Council is sworn in.
- 10.2. For the duration of a blackout period identified in Section 10.1, the Committee's Staff Liaison is delegated the authority to approve requests for silent auction items up to a maximum total value of \$5,000 from the Mayor's Community Development Fund.

This Terms of Reference is hereby approved by Council Resolution #492-17 on this 30th day of October, 2017 and Council Resolution #37-22 on this 31st day of January, 2022.