

Community Partnership Fund Citizen Review Committee – Administrative Committee

Terms of Reference

Statement of Recognition:

Administration serves as stewards of municipal funds. The conservation and allocation of these resources to community projects and events is fundamental to creating community pride and identity, and attracting new residents and tourism, all of which have important economic impacts on our community. As well, the benefits from these grants can have a direct impact on CK Plan 2035 goals, such as cultural and natural landscapes, that can positively affect not only the current generation but also generations to come.

The Community Partnership Fund Citizen Review Committee (CPFCRC), is an administrative committee that is representative of the community and, as such, is recognized as the legitimate means for reviewing grant applications and making sound recommendations to Council, and therefore an important role by enabling the community to participate more directly in the decision-making process.

In general, the role of a CPFCRC is:

- Review applications for Community Partnership Fund grant program
- Evaluate applications based on the grant program evaluation criteria
- Consult with municipal departments on those applications that may have a direct or indirect impact on municipal services and/or budgets
- Make recommendations in the form of a report to Council on how grant funds are to be allocated

1.0) Organization of the Administrative Committee:

The Review Committee should be composed of people who represent the Municipality of Chatham-Kent and who demonstrate a strong commitment to the terms of reference. A cross section of people should attempt to be chosen in order to bring to the Committees relevant technical and professional expertise, as well as strong advocacy, communication and organizational skills.

The committee should be composed of thirteen members, consisting of eight members of the general public who are knowledgeable about the non-profit sector and who have contributed a minimum of ten years of active volunteer services, together with five members of Chatham-Kent municipal staff.

- 1.1 Committee members will be selected by administration using evaluation criteria.
- 1.2 The term of a Committee member is four years coinciding with the term of the Council that has made the appointment.
- 1.3 Additional members may be selected throughout the term.
- 1.4 The Committee will be composed of up to eight persons representing each electoral ward of Chatham-Kent. In the event of certain wards not having representation, additional appointments may be made from other wards with total representation not to exceed eight volunteers.

- 1.5 A Committee member may apply for reselection to the Committee for up to two terms. After serving his/her maximum term, a committee member must take a leave from the Committee prior to re-applying. Council may, at its discretion, waive this requirement if an insufficient number of citizens apply to the Committee.
- 1.6 One member will be chosen by vote of the Committee at the first meeting of each year to chair the meetings for that year. The Committee will also at this time select a vice-chair for the same duration.
- 1.7 A municipal staff person will hold the position of recording secretary to the Committee.
- 1.8 Committee members will act in the capacity of volunteers to the Municipality.

2.0) Meetings:

- 2.1 The Committee will meet a minimum of three times per year. Additional meetings may be held as required at the call of the Chair.
- 2.2 The date and time of the regular meetings will be established for the following 12 months at the first meeting of the year. For ease of planning, every attempt will be made to hold meetings on a consistent day and location throughout the year (i.e. third Wednesday of each month at the Civic Centre in Chatham).
- 2.3 Meetings will have a formal agenda.
- 2.4 Agendas and information packages will be sent to Committee members two weeks prior to the next meeting.
- 2.5 A majority of committee members will constitute quorum for the transaction of business.
- 2.6 Procedural matters for the Committee shall be governed by the rules governing the procedures of Council, namely the Council Procedural By-law.

3.0) Role of the Chair:

The Chair is responsible for ensuring the smooth and effective operation of the Committee and its roles. This will include responsibility for:

- 3.1 Calling the meetings
- 3.2 Creating an agenda in consultation with the municipal staff designates
- 3.3 Chairing the meetings
- 3.4 Reviewing reports from other Committee members in consultation with the municipal staff designate(s) for inclusion on the agenda
- 3.5 Acting as official Committee spokesperson and/or media contact or appointing a designate for this purpose
- 3.6 Representing the Review Committee on other Committees when necessary
- 3.7 The Chair does vote
- 3.8 In the absence of the Chair, these responsibilities will be undertaken by a Committee member designated as vice-chair

4.0) Role of Members:

Membership on the Review Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Review Committee members are required to:

- 4.1 Attend all scheduled meetings. Members who miss three meetings in a year without cause will be removed from the Committee. Members are required to notify the Chair or the designated municipal staff liaison if they are unable to attend a meeting.
- 4.2 Read and understand all information supplied to them.
- 4.3 Contribute input into Committee reports to Council.
- 4.4 Undertake training as required to effectively perform their role as a Committee member

- 4.5 Publicly support the recommendations of the Review Committee.
- 4.6 Committee members will adhere to the Municipal Code of Conduct and Conflict of Interest policies. Members will disclose any conflicts of interest at the beginning of meetings.
- 4.7 All members have one vote
- 4.8 As nominees, individuals do not have any authorities or responsibilities, and the exercise of power is only through the Review Committee.

5.0) Role of Municipal Staff:

Review Committee, by its nature and purpose, affects and is affected by many different municipal departments (i.e. Community Development, Corporate Services, Infrastructure and Engineering Services, Legislative Services, etc.). Municipal staff support of the Review Committee is the responsibility of the Corporate Initiatives Division. Municipal staff will be responsible for carrying out the following functions with respect to the Committee:

- 5.1 Assisting the Chair in the creation of an agenda.
- 5.2 Taking minutes at Review Committee meetings.
- 5.3 Maintaining an up-to-date record of previous Review Committee meetings, attachments and reports.
- 5.4 Distributing minutes of previous meetings and the agenda for the upcoming meeting at least two weeks prior to the next scheduled meeting.
- 5.5 Acting as a resource for the Committee during meetings that may include presenting background reports, distribution of government information pertaining to the mandate of the Review Committee, etc.
- 5.6 Undertaking an orientation with Review Committee members at the first meeting after Council's selection of the Committee.
- 5.7 Facilitating the recommendations of the Review Committee to Council through the creation of reports.
- 5.8 Ensure that other divisions of the municipality, whose responsibilities and actions may be impacted by recommendations of the Review Committee, are aware of recommendations.
- 5.9 Submit an annual budget proposal on behalf of the Review Committee. Ultimate budget approval will rest with Chatham-Kent Council.
- 5.10 Administer the Together CK Grant Program budget.
- 5.11 Members of municipal staff support do not have a vote on the Committee.
- 5.12 Ensure that all members of the Review Committee have entered into a Confidentiality Agreement with the Municipality at the start of their term.

6.0) Reports to Council:

As an Administrative Committee, the Review Committee is responsible for making recommendations to Council based on its mandate.

- 6.1 The Chair can represent the Review Committee's issues and recommendations to Council be incorporated into the body of the report or noted in the 'Consultation' section
- 6.2 Reports from the Review Committee to Council will be prepared and submitted with Committee input, through the Corporate Initiatives Division. Administrative input on Review Committee recommendations will be sought from all relevant divisions and their input will either be incorporated in the recommendations or noted in the 'Consultation' section of the Report.