

Financial Assistance Program Committee

Terms of Reference

Name: Financial Assistance Program Committee (FAP)

Support: Economic and Community Development

Type: Committee of Council

TOR Approved by Council: 2024-12-04

Purpose:

The purpose of the FAP Committee is to assist and make recommendations to Council on matters relating to the Community Grant Program or any other similar programs or policies as may be implemented and directed by Council.

Mandate:

- To review all Community Grant Program applications utilizing the approved evaluation matrix, as amended from time to time, and make recommendations to Council on funding allocations.
- To review funding application requests and provide recommendations to Council on funding allocations.

Delegated Authority:

The FAP Committee reports to Council and has no delegated authority to act without Council direction unless otherwise provided for under the Delegation of Authority By-law in effect at the time or as provided in these Terms of Reference.

The FAP has no authority to direct staff. FAP is not responsible for undertaking or directing daily operations within the municipality, reviewing or researching staffing related matters, shall not act as a forum to debate decided matters of Council, nor to organize any advocacy for Council to reconsider decided matters.

Composition:

The FAP will consist of:

- 1 member of Council appointed as the Economic and Community Development Liaison
- 2 additional members of Council
- One citizen volunteer representative of the Grey Highlands Community Fund (if requested)

Members will be appointed by Council for the term of Council.

At the first meeting of each calendar year, FAP will elect a Chair and Vice-chair for the committee.

Only those members appointed by Council may vote on any matter.

All appointed members shall be required to sign off and adhere to any Code of Conduct in place during the appointment.

Vacancies Mid-Term:

Resignations from Council members received mid-term shall be received by Council and a new member appointed.

Resignation from the Grey Highlands Community Fund member received mid-term shall be received by Council and a request will be made to the Grey Highlands Community Fund to nominate a new representative to the Committee.

All appointments must be approved by Council.

Lead Department/Reporting Relationship:

The Lead Department supporting the Committee will be Economic and Community Development. The Economic Development Officer will provide guidance and information to the Committee.

Meeting minutes will be forwarded to Council upon Committee review for inclusion on the next available Consent agenda to be received for information. Recommendations from the Committee will be presented for Council to ratify in a single motion.

Administration:

Corporate Services will provide meeting management support. The Economic Development Officer will set the content of meeting agendas.

Save and except as set out in these Terms of Reference, the rules of procedure for Committees or as set out in the Procedural By-law shall apply in this FAP Committee. In the case of any conflict between the Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

Schedule/Location of Meetings:

FAP will meet as required following the Community Grant Program intake deadline of March 31st annually, or as otherwise required and called by the Chair in consultation with the Economic Development Officer.

Notice of FAP meetings will be posted on the Municipal websites at least 48 hours in advance of the meeting and all meetings are open to the public.

Meeting Attendance:

It shall be the duty of members to make every effort to attend all committee meetings.

Where a member is absent from three (3) consecutive meetings, their absence will prompt a review of their membership status by the Clerk or their designate.

Budget and Financial Report:

The Financial Assistance Program Committee shall make recommendations to Council for the allocation of the municipal funds budgeted for the Community Grant Program (or any other similar programs or policies as may be implemented and directed by Council) as approved by Council for the applicable fiscal year. It shall be the responsibility of the Committee to make recommendations within the budgeted amount.

All citizen volunteer members will serve without remuneration. Any out-of-pocket expenses incurred by a Committee member must be pre-approved for reimbursement by the Municipality.