

# **HRM Grants Committee**

## **Terms of Reference**

### **MANDATE**

The HRM Grants Committee shall review, evaluate and make recommendations to Regional Council regarding annual cash grants, rent subsidies, property tax exemptions, less than market value property sales and leases to registered non-profit organizations and charities managed by a duly appointed Grants Committee.

### **1. COMPOSITION OF COMMITTEE**

- 1.1 The HRM Grants Committee shall comprise a voting membership, of up to twelve (12) as follows:
  - 1.1.1 The Chair appointed from the membership of the Audit & Finance Standing Committee
  - 1.1.2 One (1) elected member of Regional Council from each Community Council
  - 1.1.3 Six (6) members-at-large from the community
- 1.2 The representatives of Regional Council shall be appointed by their respective Community Council and shall inform Regional Council of their selection.
- 1.3 The members-at-large shall be appointed by Regional Council.
- 1.4 The Chair shall be appointed annually by the Audit and Finance Standing Committee from the membership of the Audit and Finance Standing Committee.

### **2. TERM OF OFFICE**

- 2.1 Each elected representative shall be appointed for a term of one (1) year, renewable each year.
- 2.2 Three community representatives shall be appointed for a term of two (2) years and thereafter may be re-appointed for a term of one (1) year so as to ensure staggered terms. Three community representatives shall be appointed for a term of one (1) year and thereafter may be re-appointed for a term of one (1) year.
- 2.3 A call for citizen membership shall be conducted each fall through the Office of the Municipal Clerk.

### **3. VACANCIES**

- 3.1 The Chair shall inform Regional Council and/or Community Councils of any vacancies.

- 3.2 Should a vacancy occur during an elected member's term of office the appropriate Community Council shall appoint a new representative to complete the balance of the term.
- 3.3 Should a vacancy occur during a citizen's term of office Regional Council shall appoint a replacement to complete the balance of the term.
- 3.4 Effective as of the date of official notification of a vacancy for a citizen representative, Regional Council shall be notified by staff. Regional Council shall then appoint a new member within two (2) regularly scheduled meetings of Council. The replacement shall be selected from names submitted during the annual call for citizen representatives. In the event of the unavailability of an alternate from the list of names submitted for consideration through an annual call for committee members, Regional Council may appoint a citizen through an additional call for expressions of interest.

#### **4. DUTIES**

The duties of the HRM Grants Committee are to:

- 4.1 Advise Regional Council on all matters related to the allocation of grants, as defined by Regional Council;
- 4.2 Develop eligibility criteria, priorities, policy and procedures for assistance under the respective programs and services managed under the auspices of the HRM Grants Program portfolio;
- 4.3 Evaluate programs and services managed under the auspices of the HRM Grants Program portfolio in cooperation with HRM staff , stakeholders, and the general public with a view to making recommendations to Regional Council respecting scope of programming, service standards, and funding capacity.
- 4.4 The duties of the HRM Grants Committee shall be reviewed annually by staff and Committee members and may be amended by Regional Council on an on-going basis.

#### **5. QUORUM**

- 5.1 A quorum at a regular meeting of the HRM Grants Committee shall be a simple majority of members of which at least one (1) shall be an elected member of Regional Council.

#### **6. MEETINGS**

- 6.1 The committee shall meet as required to facilitate the timely review and recommendations on applications, legislation, policy and procedures, public consultation, program evaluation, contractual matters, or appeals.
- 6.2 The Chair shall be responsible for calling meetings of the HRM Grants Committee.
- 6.3 Notice of meetings and minutes shall be provided by the Office of the Municipal Clerk.

## **7. REMUNERATION**

Members shall not be remunerated for serving on the committee except where reimbursement is made in accordance with HRM policy for reasonable expenses incurred while in the service of the Committee.

## **8. DECLARATION OF CONFLICT OF INTEREST**

- 8.1 Where personal or professional involvement or association could result in an actual or perceived conflict of interest for a member of the Committee, the member shall declare the conflict and abstain from debate on the related topic, or where appropriate remove themselves from a meeting and shall not vote on any motion applying to the declared conflict.
- 8.2 Staff who serve in support of the HRM Grants Committee are expected to abide by HRM's ethical guidelines and to abstain from debate, an evaluation process, or decision-making process as applicable. In cases of a declared conflict of interest, an alternate staff member shall be appointed either (a) by the Grants Committee or (b) the Director of Financial Services to serve the Committee.

Approved: February 19, 2008

Amended: December 6, 2011 (Appointment of Chair)

Amended: October 30, 2012 (Composition – Quorum)