

COMMUNITY GRANTS ADVISORY COMMITTEE

Terms of Reference

1. PURPOSE

- 1.1. The Community Grants Advisory Committee (CGAC) is an advisory committee to the Strathcona County Family and Community Services (FCS) department.
- 1.2. The purpose of the CGAC is to provide recommendations on Social Framework Community Grants funding allocations and provide insights and advice to inform the Community Grants program.

2. DUTIES

- 2.1. To achieve its purpose, the CGAC will:
 - i. Review Social Framework Community Grant applications in the core social funding and collaboration funding streams;
 - ii. Ensure adherence to relevant policy and grants guidelines and assessment criteria;
 - iii. Agree on recommendations to FCS of Community Grants funding allocations for presentation to Council for decision;
 - iv. Be a resource and provide advice to FCS on matters related to the Community Grants program;
 - v. Promote awareness and inform community of the Social Framework Community Grants
 - vi. When requested by FCS, provide feedback to FCS on:
 - a. Social Framework Community Grant guidelines, processes and procedures
 - b. Promotion of Community Grants
 - c. Impact and evaluation of Community Grants policy implementation
 - vii. Participate, as appropriate and desired, in pre- and post-granting activities (e.g. information sessions, evaluation sessions, review of reports, etc.)

2.2. The CGAC will make program-funding recommendations and monitor impacts for the Alberta Capital Region United Way investments in Strathcona County social programs.

3. MEMBERSHIP

3.1. The CGAC will be comprised of as few as seven (7) members and as many as nine (9) members.

3.2. A Selection Committee comprised of Strathcona County Administration and community members will appoint the members of the CGAC. In making appointments, the Selection Committee will endeavour to ensure terms of members overlap so that there is continuity of membership on the CGAC.

3.3. Members of the CGAC:

- i. must be residents of Strathcona County;
- ii. must not be employees of Strathcona County;
- iii. are selected based on competencies;
- iv. must prepare for and actively participate in meetings; and
- v. keep informed of developments, issues and concerns in the community.

3.4. FCS may terminate a member's appointment:

- i. If the member misses grant evaluation meetings without a valid reason;
- ii. If the member is in breach of section 5; or
- iii. for any reason FCS considers sufficient to warrant the termination of a member's appointment.

4. TERMS

4.1. Members will be appointed for terms of up to three (3) years.

4.2. Members may serve for more than one (1) term, but cannot serve for greater than six (6) consecutive years.

- 4.3. Notwithstanding section 4.2, a member may serve for up to eight (8) consecutive years if FCS determines that extraordinary conditions warrant such appointment.

5. CONDUCT

- 5.1. A member must promptly advise the Administrative Representative of any real or perceived direct or indirect benefit to the member (including to the member's employers, partners, associates or family) arising from the potential funding of a grant application, or any decision of the CGAC.
- 5.2. A member must not participate in any activity or decision of the CGAC if that member (including the member's employers, partners, associates or family) may have, or could be perceived as having, a direct or indirect benefit based on that activity or decision of the CGAC.
- 5.3. Members of the CGAC may promote and share information about the Social Framework Community Grants with the community at large or as otherwise authorized by FCS. Otherwise, members of the CGAC must not speak on behalf of the CGAC, FCS and Strathcona County.

6. CHAIR AND VICE-CHAIR

- 6.1. At its first meeting of the annual grants cycle the CGAC will elect a Chair and Vice-Chair from among its members.
- 6.2. The Chair will preside at all meetings. If the Chair is unable to perform the Chair's duties, the Vice-Chair will perform those duties.

7. MEETINGS

- 7.1. The CGAC will meet at least three (3) times a year, or at the call of the Chair.
- 7.2. At its first meeting of the annual grants cycle, the CGAC will determine its meeting schedule for that calendar year.
- 7.3. FCS will give at least 24 hours of notice to the members of a meeting called by the Chair and any changes to the meeting schedule determined in accordance with this section 7.
- 7.4. Notice of a meeting is properly given if posted on the Strathcona County website.

8. QUORUM AND VOTING

8.1. Quorum for CGAC meetings is met as follows:

- i. By the attendance of a majority of the members.
- ii. If there are an equal number of votes for and against a recommendation, the recommendation is defeated.

9. MEETING PROCEDURES

9.1. Except when it inconsistent with these Terms of Reference the CGAC will follow the meeting procedures set out in the Strathcona County Meeting Procedures Bylaw, or as otherwise directed by the Chair.

10. CGAC ADMINISTRATIVE REPRESENTATIVE

10.1. FCS will appoint a maximum of two Administrative Representatives for the CGAC.

10.2. The Administrative Representatives are not members of the CGAC and cannot vote on any matter before the CGAC.

10.3. The Administrative Representatives will perform the following duties and functions for the CGAC:

- i. Prepare and distribute meeting agendas and minutes to the members at least one (1) week prior to the next scheduled meeting;
- ii. Liaise between the CGAC and FCS;
- iii. Prepare reports to Council with CGAC recommendations for Social Framework Community Grants funding allocations
- iv. Provide context, advice, research, information and additional support as required by the CGAC to fulfill its obligations set out in these Terms of Reference.