

Attachment 3

Grant Committee Terms of Reference

Community Economic Activators Grant Advisory Committee

Terms of Reference

Committee Name	Community Economic Activators Grant Advisory Committee
Vision/Goal Statement	To promote community economic opportunities by financially supporting eligible groups that provide important community economic benefits.
Mandate	<p>This Committee's role is to provide community advice to the CAO on the granting of monies and City services to initiatives that play a significant role in enhancing tourism and the economic development of New Westminster.</p> <p>The Committee does this by ensuring:</p> <ul style="list-style-type: none"> • The projects meet the criteria as set out in the Community Grant Program Criteria document • By evaluating the merit of the grant application for completeness and benefit to the community • Projects further the City's Strategic Plan
Voting Members	<p>The Committee shall consist of 5 voting members as follows:</p> <ul style="list-style-type: none"> • Community Member (3) • Staff member appointed by Council (1) • Indigenous community representative*(1) <p><small>* Not required to be a resident of the City</small></p> <p>The Committee structure will strive to reflect a balance between neighbourhoods, abilities, ages, cultures, genders, incomes and housing tenures. Committee members should bring expertise in Economics.</p> <p>Members should not be affiliated with organizations seeking grants in this portfolio.</p>
Advisors	<p>The primary staff advisors to the Committee are:</p> <ul style="list-style-type: none"> • The Grant Team Leads • Grant staff liaisons

Term of Service	<p>Terms will run from October 1 to September 30</p> <p>In all odd numbered years thereafter, two members will be appointed for two year terms.</p> <p>In all even numbered years thereafter, three members will be appointed for two year terms.</p> <p>Council may cancel the Committee at any time.</p> <p>In the year of a civic election, the Committee Mandate will continue under the new Council unless the new Council decides not to continue the Committee.</p>
Chair	The Committee will elect its chair and deputy chair annually at its meeting in November.
Quorum	<p>A quorum shall consist of a majority of the Committee's appointed members.</p> <p>If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Committee Clerk shall record the names of the members present at the meeting, and the meeting shall stand adjourned.</p>
Attendance	<p>Members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting.</p> <p>Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution, cease to be a member of the Committee.</p> <p>Section 144 of the <i>Community Charter</i> gives Council the power to rescind an appointment at any time.</p>
Meeting Frequency	The Advisory Committee shall meet 6 times a year, to adjudicate the spring, summer and annual grant program.
Governance	<ul style="list-style-type: none"> City of New Westminster Advisory Committee Policy (adopted September 9, 2019 and attached here)
Rules of Procedure	<p>Committee procedures are governed by:</p> <ol style="list-style-type: none"> New Westminster Council Procedure By-law No. 6910, 2004.*

	<p>2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.*</p> <p>*Most recent versions</p>
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Corporation of the City of
NEW WESTMINSTER

**Community Livability and Social Equity
Grant Advisory Committee**

Terms of Reference

Committee Name	Community Livability and Social Equity Grant Advisory Committee
Vision/Goal Statement	Promote community livability by financially supporting eligible groups that provide important community benefits.
Mandate	<p>This Committee's role is to provide community advice to the CAO on the granting of monies and City services to organizations, projects and programs that increase safety and security, enhance personal independence and dignity, are environmentally sustainable; support the ability to live a meaningful life; foster engagement in civic, economic and social life for all residents at any stage of life and facilitate reconciliation with indigenous peoples.</p> <p>The Committee does this by ensuring:</p> <ul style="list-style-type: none">• The projects meet the criteria as set out in the Community Grant Program Criteria document• By evaluating the merit of the grant application for completeness and benefit to the community• Projects further the City's Strategic Plan
Voting Members	<p>The Committee shall consist of nine voting members as follows:</p> <ul style="list-style-type: none">• Community Members (5) appointed by Council• Member appointed by the Environment & Climate Advisory Committee (1)• Member appointed by the Early Childhood Development Committee (1)• Staff member appointed by Council (1)• Indigenous community representative*(1) <p><small>* Not required to be a resident of the City</small></p> <p>The Committee structure will strive to reflect a balance between neighbourhoods, abilities, ages, cultures, genders, incomes and housing tenures. Committee members should bring expertise in senior's services, social services, mental health, homelessness, housing and youth services.</p>

	Members should not be affiliated with organizations seeking grants in this portfolio.
Advisors	<p>The primary staff advisors to the Committee are:</p> <ul style="list-style-type: none"> • The Grant Team Leads • Grant staff liaisons
Term of Service	<p>Terms will run from October 1 to September 30.</p> <p>In 2021 and in all odd numbered years thereafter, four members will be appointed for two year terms, consisting of 3 Community Members, and the member appointed by the Early Childhood Development Community.</p> <p>In 2022 and in all even numbered years thereafter, three members will be appointed for two year terms, consisting of 2 Community Members, the member appointed by the Environmental and Climate Advisory Committee, the Indigenous community representative, and the staff member.</p> <p>Council may cancel the Advisory Committee at any time.</p> <p>In the year of a civic election, the Advisory Committee Mandate will continue under the new Council unless the new Council decides not to continue the Advisory Committee.</p>
Chair	The Committee will elect its chair and deputy chair annually at its meeting in November.
Quorum	<p>A quorum shall consist of a majority of the Committee's appointed members.</p> <p>If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Committee Clerk shall record the names of the members present at the meeting, and the meeting shall stand adjourned.</p>
Attendance	<p>Members shall advise the City Clerk of their intent to attend or to be absent from a meeting.</p> <p>Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution, cease to be a member of the Committee.</p>

	Section 144 of the <i>Community Charter</i> gives Council the power to rescind an appointment at any time.
Meeting Frequency	The Advisory Committee shall meet 6 times a year, to adjudicate the spring, summer and annual grant program.
Governance	<ul style="list-style-type: none"> • Community Charter Section 142 • City of New Westminster Advisory Committee Policy (adopted September 9, 2019 and attached here)
Rules of Procedure	<p>Committee procedures are governed by:</p> <ol style="list-style-type: none"> 1. New Westminster Council Procedure By-law No. 6910, 2004.* 2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.* <p>*Most recent versions</p>

Social and Cultural Vibrancy Grant Advisory Committee

Terms of Reference

Committee Name	Social and Cultural Vibrancy Grant Advisory Committee
Vision/Goal Statement	To promote community vibrancy by financially supporting eligible groups that provide important community benefits.
Mandate	<p>The Committee's role is to provide community advice to the CAO on the granting of monies and City services to organizations, projects and programs or opportunities in the arts, culture, heritage, sport and recreation that: enable participation and increase access; enrich the vibrancy, expression and creativity of our community; honour our unique heritage and create and recognize opportunities for achievement and innovation.</p> <p>The Committee does this by ensuring:</p> <ul style="list-style-type: none"> • The projects meet the criteria as set out in the Community Grant Program Criteria document • By evaluating the merit of the grant application for completeness and benefit to the community • Projects further the City's Strategic Plan
Voting Members	<p>The Committee shall consist of nine voting members as follows:</p> <ul style="list-style-type: none"> • Community Members (5) appointed by Council • Member appointed by the Community Heritage Commission (1) • Member appointed by the Arts Commission (1) • Staff member appointed by Council (1) • Indigenous community representative*(1) <p><small>* Not required to be a resident of the City</small></p> <p>The Committee structure will strive to reflect a balance between neighbourhoods, abilities, ages, cultures, genders, incomes and housing tenures. It will also seek individuals with experience in the subject areas covered by the grant.</p> <p>Members should not be affiliated with organizations seeking grants in this portfolio.</p>

Advisors	<p>The primary staff advisors to the Committee are:</p> <ul style="list-style-type: none"> • The Grant Team Leads • Grant staff liaisons
Term of Service	<p>Terms will run from October 1 to September 30.</p> <p>In all odd numbered years thereafter, four members will be appointed for two year terms, consisting of two Community Members and the members appointed by the Community Heritage and Arts Commissions.</p> <p>In all even numbered years thereafter, five members will be appointed for two year terms, consisting of the staff member, the Indigenous Community representative, and three Community Members</p> <p>Council may cancel the Committee at any time.</p> <p>In the year of a civic election, the Committee Mandate will continue under the new Council unless the new Council decides not to continue the Committee.</p>
Chair	<p>The Committee will elect its chair and deputy chair annually at its meeting in November.</p>
Quorum	<p>A quorum shall consist of a majority of the Committee's appointed members.</p> <p>If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Committee Clerk shall record the names of the members present at the meeting, and the meeting shall stand adjourned.</p>
Attendance	<p>Members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting.</p> <p>Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution, cease to be a member of the Committee.</p> <p>Section 144 of the <i>Community Charter</i> gives Council the power to rescind an appointment at any time.</p>

Meeting Frequency	The Advisory Committee shall meet 6 times a year, to adjudicate the spring, summer and annual grant program.
Governance	<ul style="list-style-type: none"> City of New Westminster Advisory Committee Policy (adopted September 9, 2019 and attached here)
Rules of Procedure	<p>Committee procedures are governed by:</p> <ol style="list-style-type: none"> 1. New Westminster Council Procedure By-law No. 6910, 2004.* 2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.* <p><small>*Most recent versions</small></p>