

## TERMS OF REFERENCE

### CLARINGTON COMMUNITY FUNDING PROGRAM REVIEW COMMITTEE

#### PREAMBLE

The Clarington Community Funding Program provides financial support to eligible organizations who contribute towards one or more of the following community priorities:

- **Connected:** Building strong social connections, an active community encouraging social and civic engagement
- **Environment:** Making contributions to an environmentally sustainable community
- **Inclusive:** Creating an accessible community where people feel welcome and they belong; celebrating diversity
- **Innovation:** Support and showcase unique project ideas; previously untested or pilot projects; research a new concept

The annual review of eligible funding applications shall be the responsibility of the Clarington Community Funding Program Review Committee, to provide recommendations on funding to the Chief Administrative Officer (CAO) and report decisions annually to Council.

#### MANDATE

The Clarington Community Funding Program Review Committee shall meet as required to: review the Community Funding Program applications, score applications based on the Clarington Community Funding Program Scoring Rubric and provide funding recommendations to the CAO for approval. An information report will be delivered to Council annually.

The Committee is not subject to Clarington's Council-Appointed Advisory Committees Protocol.

#### SCOPE OF ACTIVITIES

The Committee shall review, score, and provide recommendations for the selection of successful Community Funding Program applications.

Members of the Committee shall attend meetings as required.

Members shall become familiar (and be trained) with the funding program criteria and scoring rubric prior to reviewing the funding applications. The Committee shall review funding applications and provide recommendations for scoring and assessment using established criteria to maintain transparency and fairness in the funding program.

## **COMMITTEE COMPOSITION**

The Committee shall be comprised of up to eight (8) members, of which a maximum of three (3) shall be community representatives who have an appreciation of the local community funding program priorities and five (5) staff representatives.

The Clarington Community Funding Program Review Committee is comprised of:

- Director of Community Services, or designate
- Director of Financial Services, or designate
- Director of Public Works, or their designate
- Community Development Staff (2)
- Community Representative(s) to a maximum of 3

## **CHAIRPERSON**

The Community Development staff shall chair all meetings of the Clarington Community Funding Program Review Committee.

## **STAFF SUPPORT**

The Committee shall receive administrative support through the Community Development staff liaison(s). This support will include the preparation of agendas, the recording of minutes, the preparation of application background information and any necessary reports.

The Directors of Community Services and Financial Services will submit a recommendation memo, prepared by the Manager of Client Services, to the Chief Administrative Officer with final funding recommendations by the Committee. Once approved, the Community Services Department will submit an Information Report to Council highlighting final funding recommendations.

The staff liaison(s) (Community Development Staff) will provide training and all resources required to score eligible applications and make effective recommendations.

## **COMMUNITY REPRESENTATIVES**

Community Representatives will inform the decision-making process by providing a community perspective and sharing pertinent information with respect to the priorities of the community, the priorities of the funding program, and sharing of knowledge of existing programs in the community and possible gaps.

Community Representatives must be residents of the Municipality of Clarington and must be 18 years of age or older.

They must have access to a computer and reliable internet connection to review grant applications and attend online or in person committee meetings as required.

One or more of the following qualifications would be considered an asset to community members of the Community Funding Program Review Committee:

- Experience working on boards and committees. Ability to collaborate effectively on a committee, aiming to reach consensus on funding allocations.
- Broad knowledge of community organizations and the services they provide in the Municipality of Clarington
- Strong analytical and decision-making skills; demonstrates professionalism.
- Open to diverse perspectives and ideas.

The Municipality of Clarington is committed to diversity and inclusion. We are committed to providing opportunity for all members of the community and will do our best to remove barriers to participation. Please let us know of any accommodations needed to assist in your involvement and participation to volunteer with this Committee.

Community Committee members will be recruited through a fair and transparent process. The opportunity will be promoted through the Municipal Website and Clarington Volunteers. Applications will be reviewed by the Community Development staff and applicants (up to a maximum of 3) will be chosen.

## **LENGTH OF TERM**

The length of term for Community Representative Committee members shall be two years. Community Representative Committee members could be appointed to serve a maximum of two consecutive terms.

Staff representatives are expected to participate in an ongoing basis, if they hold one of the positions.

## **FREQUENCY OF MEETINGS**

The Committee shall meet as required between January and February. Meeting dates will be established by the Community Development Staff on an annual basis and will be called as needed.

Important: Up to 25 hours of independent work is required in advance of meetings to review funding applications, make comments and assessments for each application using an online decision-making platform.

## **QUORUM**

A quorum shall consist of five (5) members, one of which must be a Community Representative, Director of Community Services or designate and Director of Financial Services or designate.

Meetings can be held without a quorum present; however, a quorum will be required for all final recommendation purposes.

## CONFIDENTIALITY AND CONFLICT OF INTEREST

The Committee members shall serve without remuneration and shall not receive directly or indirectly any profits or benefits from their position as members of the Clarington Community Funding Program Committee.

Members of the Committee are not eligible for receiving funds from the Community Funding Program during the term of their appointment to the Committee.

Committee Members may not apply for funding from the Community Funding Program, nor be associated in any substantial way (staff, board member, volunteer, member) with any group or organization applying for funding. Committee members will be asked to declare any conflicts of interest as they review the applications.

Committee members are expected to perform their task with a high sense of personal and professional integrity. Accordingly, it is incumbent upon them to reveal any potential or perceived conflict of interest in their consideration of any aspect of the selection process, and to excuse themselves or abstain from participation if necessary.

Committee members will also ensure that all confidential information will be used in the manner for which it was intended. Members will not discuss or disclose the funding recommendations made by the Committee or the information contained in the funding applications outside of this process.

Only authorized staff may speak on behalf of the committee. All feedback and information presented through the Community Funding Program Review process shall remain confidential.

Approved by:

X 

---

Andrew Allison  
Chief Administrative Officer (CAO)