



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:** Fostering social, civic and environmental collaboration through partnerships, enhanced connectivity, and sustainable practices.
- **Diversity, Equity and Inclusion:** Creating an accessible community where people feel welcome, and they belong; celebrating diversity
- **Community Safety and Wellbeing:** Enhancing community safety and wellbeing through projects that promote a healthy, livable community.
- **Arts, Culture and Recreation:** Support and showcase innovative, inclusive, and environmentally sustainable arts, culture, and recreational initiatives.

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 staff and council.

MANDATE

The Clarington Community Funding Program Review Committee shall meet as required to review the Community Funding Program applications, score based on the Clarington Community Funding Program Scoring Rubric and provide funding recommendations to the CAO for approval. A Council Briefing Note 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.

Staff will train members on 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 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
- Deputy CAO, Finance and Technology/Treasurer, or designate
- Inclusion, Diversity, Equity and Accessibility (IDEA) Officer
- Community Services Staff (1 Community Development staff, 1 Community Services staff)
- Community Representative(s) to a maximum of 3

CHAIRPERSON

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

STAFF SUPPORT

The Committee shall receive administrative support through the Community Services Division. This support will include the preparation of agendas, the recording of minutes, the preparation of application background information and any necessary reports.

The Director, Community Service and Deputy CAO, Finance and Technology will submit a recommendation memo, prepared by the Supervisor, Community Development and Events, to the Chief Administrative Officer with final funding recommendations by the Committee. Once approved, the Supervisor, Community Development and Events will prepare a Council Briefing Note highlighting final funding recommendations, to be shared by the Deputy CAO, Public Services.

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.

Clarington

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

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 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. Committee members should identify to staff liaisons any accommodations required to increase involvement and participation with this Committee.

Community members (up to a maximum of 3) 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 Community Services staff and recommended to the Deputy CAO, Public Services for approval.

LENGTH OF TERM

The length of term for Community Representative Committee members shall be two years. Participation will be reviewed bi-annually.

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 to review applications and award funding within budget. Meeting dates will be established by the Chair (staff liaison) of the committee. A minimum of one week will be provided for notice to all committee members.

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 Deputy CAO, Finance and Technology or designate.

Meetings can be held without a quorum present. Quorum is required for all final award 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.