

Appendix B – Community Pandemic Recovery Fund Framework Evaluation  
Committee Terms of Reference

## **Terms of Reference**

**Name:**

Community Pandemic Recovery Fund (CPRF) Evaluation Committee

**Mission:**

To evaluate applications for CPRF grants and make grant allocation decisions.

**Objectives:**

To evaluate applications for CPRF grants and make grant allocation decisions.

The Committee will abide by any terms and conditions which may be set out by the City's Council, CAO, Clerk, Solicitor, Auditor and/or Insurer for any activities relating to Committee business.

**Roles and Responsibilities:**

The following are the roles and responsibilities of the Committee:

- Support the City in the CPRF application process;
- Review and assess grant applications;
- Made decisions regarding grant allocations consistent with the Council's CPRF Framework.

**Activities:**

The following are the activities and responsibilities of the Committee:

- a) To meet as required to review and evaluate applications for the CPRF.
- b) To make funding decisions based on the approved CPRF Framework and within the Council approved budget.
- c) To make recommendations to City Council on various issues which may arise concerning the CPRF.
- d) To review projects funded with the CPRF, where a request for change has been made by the applicant.
- e) To review and make recommendations to Council concerning changes to the CPRF Framework.

**Composition:**

The Committee shall be comprised of a maximum of five (5) members consisting of one (1) Council representative, one (1) representative from the Lindsay CHEST Fund Committee, and three (3) members of the Community Pandemic Recovery Task Force.

Committee members will be appointed by Council in accordance with established policy. The Committee shall appoint such executive positions as it deems necessary to ensure its operations but shall include at a minimum a Chair and Vice-Chair.

It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services.

### **Term of Appointment:**

Unless exempted by legislation, members shall hold office for a term concurrent with the term of Council and shall continue to hold office until their successors are appointed. Members/Successors are eligible for re-appointment/ appointment to the Committee to a maximum of two (2) consecutive four (4) year terms. Council members shall sit for the term of office.

### **Resources:**

The City Council, CAO, Clerk, and staff of the Human Services and Finance Departments will be available to assist the Committee and attend meetings of the Committee upon request. Other Departments or other resources (i.e. auditors, Community Services) may be requested to review particular projects. Notwithstanding the general involvement of City resources as needed, it is understood that arrangements may be made by the Committee with any City Department for ongoing project administration and co-ordination.

### **Staff Assigned:**

Staff from the Human Services Department will be available to assist the Committee, to attend meetings, prepare agenda's, minutes, reports and correspondence. Staff will also be responsible for the project administration and co-ordination.

### **Timing of Meetings:**

It is anticipated the Committee will meet as required to address matters concerning the CPRF Fund. Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair.

### **Administration:**

Council may change the Terms of Reference for this Committee at any time. Any changes to these Terms of Reference recommended to Council by the Committee shall be via staff of the Human Services Department through a report to Council.

### **Appointment of Officers:**

The CPRF Evaluation Committee shall, at its first meeting every second year, elect from its membership a Chairperson and a Vice-Chairperson. In the event

that there is a staff liaison appointed pursuant to Staff Appointment, that person shall serve as the Secretary.

### **Meetings:**

The Committee shall determine the number and frequency of meetings required to fulfill its objective. Staff from the Human Services Department shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. A copy of the Agenda shall be provided to the Clerk's office. Agenda and Minutes of these meetings will also be circulated to Council for information/communication purposes.

### **Procedures:**

Procedures for the meetings of the Committee shall be governed by Procedural By-law and Legislation or, where both of these are silent, by Robert's Rules of Order.

### **Closed Meetings:**

The Committee may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss sensitive personal issues or legal matters. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of the staff liaison and visiting members of Council, if any, and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meetings can only be held in accordance with Section 239 of the Municipal Act. Prior to the commencement of closed session, a resolution shall be passed stating the general nature of the matter to be discussed and what section of the Municipal Act applies.

### **Agendas And Minutes:**

A copy of the Agenda shall be provided to the Clerk's office at the same time it is provided to Committee Members.

Minutes of all meetings of the Committee shall be forwarded to the Clerk's Office not later than two weeks after the meeting.

Action items requested of staff and/or Council will be brought to the attention of the Human Services Department at that time. The Clerk's Office will electronically circulate the minutes to all members of Council for their information. The Clerk's Office will maintain a set of printed minutes on file for public review.

### **Reports:**

All recommendations of the CPRF Evaluation Committee outside their delegated authority are to be forwarded to Council in a formal written report on the City report template. It will be the responsibility of the Committee to identify those recommendations to the Human Services Department for final preparation of the report.

### **Conflicts Of Interest:**

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter. CPRF Evaluation Committee members, or an organization by which they are employed or represent, are not eligible to apply for the CPRF.

### **Errors/Omissions:**

The accidental omission to give notice of any meeting of the Committee to its members, or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Committee may at any time waive notice of any meeting.

### **Meeting Attendance:**

Any member of the Committee who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to Council for the removal of any member in accordance with adopted policy.

### **Location Of Meetings:**

The location of the meetings will be set by the Committee.

### **Purchasing Policy:**

This Committee has no purchasing or procurement responsibilities.

### **Budget:**

Committees will not be responsible for a budget unless Council approves their budget and delegation of responsibility to the Committee through the Committee's Terms of Reference.

### **Volunteer Positions:**

Unless approved by Council, as part of the Terms of Reference or establishing by-law, all Committee members are considered volunteer positions. Mileage costs and other minor expenses related to committee activities may be eligible for reimbursement subject to budget approvals by Council.

**Insurance:**

This Committee does not require insurance.

**Dissolution:**

At the discretion of Council, or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

**Expulsion of Member:**

The Committee may recommend to Council the expulsion of a member or Council may remove a member for reasons as listed, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; disrupting the work of the Committee or other legal issues. The process for expulsion of a member is outlined with Policy Number 028 CAO 002.