



TERMS OF REFERENCE

Council Adoption: January 14, 2013
Amended by Council: March 9, 2015

Select Committee Name: **COMMUNITY GRANT REVIEW COMMITTEE**

Established: Council resolution November 26, 2007

Purpose of Committee:

The purpose of the District of Sooke **Community Grant Review Committee** ("Committee") is to assist Council to identify projects or special activities that serve the well-being of the community through efforts that build capacity in regard to volunteerism and enhance the well-being of the community through sports and recreation, arts and culture, heritage, public safety and community welfare, community beautification and environmental projects.

The Community Grant Review Committee is intended primarily to be an application review forum and will recommend to Council projects for consideration for the grant based on criteria set out in the *Community Grant Program Policy*.

Members: Two (2) voting public members being residents of or business owners within the District of Sooke.

Council Representatives: Two (2) Council members

Chairperson: To be appointed by the Mayor (in accordance with Policy No. 1.4)

Term: One year

Staff Support: Finance Department

Responsibilities of the Committee:

1. To operate in a manner that is consistent with the District of Sooke Policy No. 1.4, *Committee Structure and Form Policy*, meeting as required with administrative and/or research support provided by the Finance Department or the Corporate Services Department.

2. The responsibilities of the Community Grant Review Committee are to:

- a. attend Community Grant Review Committee meetings;
 - b. receive and review grant applications for projects that reflect and represent community interests;
 - c. receive presentations from grant applicants;
 - d. assess applications as to eligibility under the criteria set out in the *Community Grant Program Policy*.
3. The Community Grant Review Committee will not make decisions that have legal or financial implications for the District of Sooke.

Budget: None. All administrative support and research costs will be the responsibility of the Finance Department.