

## **Strategic Plan Grant Review Committee Terms of Reference**

### **Guiding Principles:**

This Committee will assist Council in its annual deliberations on Strategic Plan Grants. These grants provide important funding for a range of community based activities and services.

An evaluation matrix will be developed, linked directly to the Strategic Plan that will serve as the basis on which recommendations from the Committee will be made to Council.

This Committee and the process was reviewed by Council at its meeting of October 26, 2017 where the following policy were approved:

1. Deem capital requests ineligible
2. Limit applications to initiatives that are based in the City of Victoria, or the portion of the activity that takes place in the City of Victoria
3. Add the following assessment criteria:
  - a. Capacity of an organization to deliver the project
  - b. Evidence of need
  - c. Community impact
  - d. Feasibility

### **Mandate:**

The function of the Committee is to review all applications received by the City under the Strategic Plan Grants program and to make recommendations to City Council on the annual Strategic Plan Grants to be funded by the City.

The Committee's recommendations will be guided by the City's Strategic Plan and in particular the evaluation matrix specifically established for Strategic Plan Grants.

### **Membership:**

#### **1. Public Members**

The Committee will be comprised of five members of the public appointed by Council with specific expertise and interest in the key strategic plan areas of:

- Social Inclusion and Community Wellness
- Economic Development
- Arts and Culture
- Public Spaces, Green Spaces and Food Systems
- Community Empowerment

Public members on the Committee must not be affiliated with any of the organizations applying for Strategic Grants Funding.

The membership will rotate to provide overlapping terms as follows:

- Three members for two cycle terms

- Two members for a one cycle term, with annual recruitment to replace these two members
- The two outgoing members to be responsible for evaluating reports from current year grant recipients.

One of the members shall be appointed as Chair of the Committee and another as Vice - Chair to act in the absence of the Chair.

The role of Chair shall be limited to directing the conduct of the meeting or meetings during which the Committee discusses and formulates its recommendations to Council.

## **2. City Council**

Two Staff Liaisons (Non-Voting) shall be appointed by Council resolution. The role of the Liaisons is to assist with meeting facilitation, and represent the recommendations of the Committee to Council when those recommendations are considered by Council. The Staff Liaisons should not participate in the debate or discussion of the matters being considered by the Committee.

### **Timeline and Meetings:**

- The Committee will determine meeting time and schedule required to formulate recommendations for Council's consideration. The meeting schedule requires unanimous approval of all five members.
- Committee meetings shall be held at City Hall.
- The Committee shall provide their recommendations to Council by January 31.

### **Agenda Preparation and Distribution:**

It is expected that agenda distribution will be paperless and all Committee members will have a personal electronic device to get this information (if necessary, Committee members may pick up a paper copy at City Hall).

The agenda shall be prepared and distributed by City Staff at least one week prior to the scheduled first meeting.

### **Reporting Protocol:**

The Committee's final recommendations shall be forwarded to Council through Committee of the Whole by way of the City Clerk's office