

Board - Committee

Chapter 0043 Community Grants Advisory Committee

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Article 1 Established

43.1.1 Committee - purpose

A special body to be known as the "Woodstock Community Grants Advisory Committee" herein after called the "Committee" is hereby established in order that Woodstock City Council may receive direct citizen input in the review of grant applications in accordance with the provisions of City of Woodstock Policy T-010, and to make recommendations to Council. By-law 7989-04, April 1, 2004.

43.1.2 Committee - composition - members - qualifications

The Committee shall be composed of:

- a. one voting member of Woodstock City Council for the current term.
- b. up to four voting members of the public who are a resident, an owner of property or an employee within the City of Woodstock; and
- c. up to four non-voting student members who are students attending any high school or college located in the City.

43.1.3 Appointments - effective - upon resolution - expiry

All appointments to the Committee shall be for a four year period and become effective upon the passing of a resolution of Council which provides for such appointments, and shall expire upon the completion of the term appointed by Council or when a successor has been appointed. All appointments are at the discretion of Council. By-law 8253-06, September 21, 2006; By-law 8322-07, February 1, 2007.

43.1.3.1 Repealed: By-law 8322-07, 1 February, 2007

43.1.3.2 Vacancy - term

Persons appointed to fill vacancies where a committee member has resigned or is removed, shall have the same term as the committee member who has resigned or is removed. By-law 8253-06, September 21, 2006; By-law 8322-07, February 1, 2007.

43.1.4 Chair - chosen - first meeting

A Chair shall be chosen from among the members at the first meeting of the Committee, following Council's appointment at which at least a majority of members are present after November 30.

43.1.5 Chair - term - expiry

An appointment as Chair shall continue until November 30 in the following year, unless revoked by the Committee in the interim.

43.1.6 Chair - not Council member

The Chair shall not be a member of Council. By-law 7989-04, April 1, 2004.

43.1.7 Quorum - minimum

A quorum shall consist of a majority of the currently appointed voting members of the Committee either in person or, in special circumstances, by means via teleconference if deemed appropriate by the staff representative and the chair. Committee members attending meetings via teleconference shall constitute as being part of quorum. By-law 8322-07, February 1, 2007, By-law 9006-15, October 1, 2015.

43.1.8 Members – With disability

The City will reimburse Committee members the equivalent of a local round trip taxi fare for all lay members who are unable, due to their disability, to utilize a personal automobile to attend scheduled meetings within the City.

Article 2 - Responsibility

43.2.1 Presentation - to Council

The Committee shall be responsible for presenting to Council its recommendations relating to the matters set out in this Article in the form of a written report which may be accompanied by a presentation to Council.

43.2.2 Objectives - policy - development

The Committee shall make recommendations relating to the City's Community Grant Policy T-010.

43.2.3 Objectives - activities - consideration - as required

The Committee shall make recommendations relating to those matters pertaining to the general objectives and policies as may from time to time be referred to it for consideration by Council.

43.2.4 Policy matters - as required

The Committee shall make recommendations relating to other related policy matters that may come to the attention of the Committee.

43.2.5 Fundraising venture - as required

The Committee shall obtain the authorization of Council prior to proceeding with fundraising ventures.

43.2.6 Members - to speak as Committee - directly to Council

The role of the Committee is to provide advice to Council on matters identified herein and matters referred to it from time to time by Council. Individual members shall contribute to the recommendations of the Committee and are expected to respect any recommendations forwarded to Council by the Committee.

43.2.7 Committee recommendations - to Council

Committee recommendations are to be directed to Council and not to external agencies, boards, individuals, or other authorities unless authorized in writing by Council.

43.2.8 Committee members - to respect decisions

Individual members of the Committee have a responsibility to speak through the Committee and to respect the decisions of the Committee and Council. They shall not criticize the deliberations and decisions of the Committee or Council to any outside body or person.

Article 3 - Staff - Responsibility

43.3.1 Clerk - attendance - advisory capacity only

The Clerk or designate shall attend all meetings in an advisory capacity only.

43.3.2 Secretary

The Clerk or designate shall serve as the secretary at Committee meetings to be responsible for the recording of the minutes of the Committee and preparing the reports as required to communicate the recommendations of the Committee to Council.

Article 4 - General Provisions

43.4.1 Meeting - determined by Clerk - minimum - annually

The Committee shall meet at the time or times to be determined in advance by the Clerk provided that at least one meeting shall be held each year.

43.4.2 Meeting - notice in advance - all members - Clerk

The Clerk or designate shall give notice of any such meeting to all members of the Committee and the Clerk at least twenty-four hours in advance. The notice of the meeting shall include an agenda detailing the matters to be dealt with.

43.4.3 Meeting - interested group - organization

The Committee shall meet from time to time, with groups, organizations and individuals interested or involved in the community grant process, to determine their particular concerns in regards to the process or the policy.

43.4.4 Meeting – open - confidential matters

All meetings of the Committee shall be public except when the provisions of subsection 239 (2) of the *Municipal Act, 2001* apply to the matter or matters being discussed.

43.4.5 Annual report

The Committee shall have an opportunity to provide an annual report on the activities of the Committee for the previous year.

43.4.6 Public awareness - understanding

The Committee may make recommendations to increase the public awareness and understanding of the community grant process, purpose and role.

43.4.7 Policy - procedure - established by Council - execution

Upon establishment by Council of any change in policy as set out in this Chapter or any other Chapter or by-law, the Chief Administrative Officer, through the Clerk and such other members of the City administrative staff as may be prescribed or may be necessary, the Committee shall be responsible for the proper execution of those policies and procedures.

Article 5 - Enactment

43.5.1 Effective date

This Chapter becomes effective as of third and final passing of the enabling by-law. By-law 7989-04, April 1, 2004.