



Grants and Donations Committee Terms of Reference

Definitions

For the purposes of these Terms of Reference, the following definitions shall apply:

- a) "Township" means the Municipal Corporation of the Township of Tay;
- b) "Committee" means the Grants and Donations Committee;
- c) "Council" means the governing body of the Township;
- d) "Councillor" means an elected official of the Township, including the Mayor;
- e) "Mayor" means the chief elected official of the Township;
- f) "Member" means an individual appointed to the Committee;

Purpose

As a Committee of Council, the Grants and Donations Committee shall be responsible for overseeing and awarding community grants and donations in accordance with the Township's Grant and Donations Policy.

Responsibilities

The Committee shall:

- a) Review and consider all grant and donation requests;
- b) Treat all organizations fairly and consistently so that organizations share available resources throughout the Township;
- c) Provide advice and recommendations regarding the Grants and Donations Policy, including eligibility criteria, intake, and review process;
- d) Recommend grants that meet the requirements set forth in the Grant and Donations Policy and based on the annual grant budget to Council for consideration;
- e) Provide input on matters referred to the Committee by Council that may impact the Grants and Donation Policy; and
- f) Prepare promotional materials to promote the Grants and Donations Program.



Composition

The Committee shall consist of a maximum of three (3) members of Council, with one non-voting staff representative. Member appointments shall be made by the Mayor at the beginning of each Council Term.

Staff representation shall consist of the Treasurer and/or their designate and other staff resources, as required. Staff shall be non-voting members and shall not be included in establishing a quorum.

Chair/Vice-Chair

At its first meeting of each term of office, the Committee shall elect a Chair and Vice-Chair from among its voting members. If the role of the Chair becomes vacant for any reason during a term of office, the Committee shall elect a new Chairperson from among its voting members.

The Vice-Chair shall assume the role of the Chair in their absence.

Quorum

A majority of voting members are required to be present to constitute a quorum.

Meetings

The Committee shall meet at the call of the Chair.

If a Member is absent from three (3) consecutive meetings and/or events without cause as established by the Committee, the Chair shall contact the Member in writing to confirm whether they wish to continue serving on the Committee and commit to the remainder of their term. Where a Member advises that they no longer wish to serve, or does not respond to the Chair's written request, the Chair may recommend to Council that the Member be released from their duties and replaced.

Meeting Agendas shall be prepared and distributed to all Committee Members prior to each regular meeting, and the business of the Committee shall be taken up in the order in which it appears on the Agenda.

Minutes of all Committee Meetings shall be prepared by the Committee's Staff Resource and submitted to Council as part of the next regular Council Agenda.



Resources

The Committee shall request members of management, as well as any other individual as is deemed appropriate, to participate in Committee Meetings as applicable, so the Committee may fulfill its responsibilities.

Reporting

As referenced under the "Meetings" section of this document, the Committee shall report directly to Council, through formal recommendations outlined in the minutes, to be considered at the following regular meeting of Council.

The Committee, through the Committee Chair, shall report to Council following the meeting as to how grant funds were awarded.

The Legislative Services Division, in consultation with the Staff Resource(s), shall review the Terms of Reference of the Committee prior to the end of the Council Term and make any recommendations for amendments prior to the appointment of the new Committee.

Terms of Reference Approved: AUGUST 26, 2026