

THE CORPORATION OF THE CITY OF PORT COLBORNE

BY-LAW NO. 6317/143/15

**BEING A BY-LAW TO ESTABLISH A GRANT
POLICY COMMITTEE**

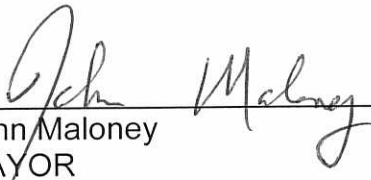
WHEREAS at its meeting of November 23, 2015, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendation of Community and Corporate Services Report No. 2015-212, Subject: Disposition of Niagara Regional Broadband Network Shares and Winding Up of Companies, and resolved to establish a committee to oversee the distribution of grants to non-profit organizations;

AND WHEREAS at its meeting of December 14, 2015 Council approved the recommendation of Community and Corporate Services Report No. 2015-228, Subject: Grant Policy Committee.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF
PORT COLBORNE ENACTS AS FOLLOWS:**

1. That there is hereby established a committee to be known as the "Grant Policy Committee".
2. That the Terms of Reference for the Grant Policy Committee, attached hereto as Schedule "A", are hereby adopted.
3. That this by-law shall come into force and take effect on the day of final passing.

ENACTED AND PASSED THIS 14TH DAY OF DECEMBER, 2015.



John Maloney
MAYOR



Ashley Grigg
CITY CLERK

**City of Port Colborne
Grant Policy Committee
Terms of Reference**

Name

The committee shall be known as the Grant Policy Committee (the Committee).

Purpose

The Committee shall oversee the distribution of grants to non-profit organizations requesting grant funds from the City.

Mandate

The Committee shall be responsible for the review and distribution of grants to non-profit organizations, in accordance with the City's Grant Policy (the Policy), adopted on November 23, 2015, as may be amended from time-to-time.

The Committee's mandate shall include, but not be limited to, the following:

- Assess that applications generally meet the intent of the Policy, which outlines the following community building philosophies:
 - (a) Provide relief of poverty;
 - (b) Promote health and well-being;
 - (c) Build a strong and diverse community;
 - (d) Foster community pride and sense of belonging;
 - (e) Prevent community problems;
 - (f) Preserve the unique characteristics of the community;
 - (g) Embrace and protect the natural environment;
 - (h) Support community and personal safety;
 - (i) Strengthen families and children;
 - (j) Make better use of existing community resources or facilities; and
 - (k) Promote self-sufficiency and develop strong leaders.
- Assess that applications meet the eligibility requirements;
- Evaluate applications based on the allocation criteria;
- Decide on the distribution of grants.

In addition to the Grant Policy, the Committee shall operate in accordance with, and observe, the policies of The Corporation of the City of Port Colborne, including the City's Appointments to Boards and Committees Policy, and the Procedural By-law.

Composition

The Committee will be comprised of the following voting members:

1. The Mayor;
2. Two members of Council; and
3. Two members of the public.

The Committee shall elect a Chair.

Term of Office

In accordance with the City's Appointments to Boards and Committees Policy, citizen members will be appointed for staggered terms of four years in length.

Quorum

A quorum of the Committee shall consist of a majority its members; vacant seats shall count as seats for the purpose of calculating a quorum.

Meetings

The Committee shall schedule meetings to review applications for approval, renewal or amendment, on an as-needed basis. Meetings will be called by the Chair. The Chair may cancel any meeting. Meetings shall not conflict with meetings of Committee of the Whole/Council.

All meetings of the Committee shall be open and no person shall be excluded therefrom except for improper conduct or except for matters that may be considered in closed session, in accordance with Subsection 239(2) of the *Municipal Act, 2001*.

Minutes of the meetings shall be recorded and sent to the City Clerk for inclusion on the next regular Council Agenda. The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*.