

DENMAN ISLAND RECREATION GRANTS COMMITTEE

Terms of Reference

AUTHORITY:

The Denman Island Recreation Grants Committee operates under the authority of the residents of Denman Island through a motion passed at a public meeting on May 14, 2012, and within these terms of reference, which form part of that motion. The work of this Committee is ongoing. This Committee is a working committee and activities require planning and commitments beyond attendance at meetings. The Recreation Grant Application Form is appended and is part of these Terms of Reference.

PURPOSE:

The purposes of the Denman Island Recreation Grants Committee are:

- To advertise and distribute application forms on Denman Island for the recreation services grants provided by the Comox Valley Regional District (CVRD) in accordance with Regional District Bylaw No. 2624, 2004 the "*Denman Island Recreation Service Establishment Bylaw*",
- To review all recreation grant applications received, and
- To recommend at a public meeting of the residents of Denman Island called for this purpose, which applicants should receive grants and for what portions, in dollars, of the total amount available in the current year.

PROCEDURE:

The Denman Island Recreation Grants Committee shall:

- On behalf of, and at the expense of, the Comox Valley Regional District, advertise in Denman Island publications and on the DIRA website the availability of application packages for the CVRD Denman Island Recreation Grants,
- Provide an application package to anyone who requests it. The package must include information regarding eligibility and deadline for submission, and other relevant information. Applications are to be submitted to the Denman Island Recreation Grants Committee, c/o the Denman Island Residents Association.
- After the application deadline, ensure that all applications received are sufficiently complete and are from non-profit organizations; then select for further consideration from among the applications, those that qualify for grants based on the definition of 'recreation programming on Denman Island' found in the Regional District Bylaw No. 2624, 2004:
"the provision of year-round, on-island athletic, fitness and sports opportunities and programs for the benefit of Island residents of all ages, as well as the contribution toward the cost of operation and maintenance of community-use facilities and structures to provide for such recreation opportunities and programs."
- Decide which eligible applicants to recommend to receive grants and how much each should receive. These decisions should be based on the Committee's carefully considered judgment as to which applicants offer the most benefit to the residents of Denman Island per tax dollar, in the form of recreational opportunities and programs or contributions towards operating costs or maintenance of community-use facilities or structures for recreation opportunities and programs. Every effort should be made to ensure that the recommendations are fair and impartial. Committee members must avoid any situations that could be considered a real or perceived conflict of interest.
- Forward recommendations in a timely fashion to the DIRA Board of Directors. The board will review the recommendations for clarity and factual correctness but will not change the substance of the recommendations or reject them.

MEMBERSHIP and ROLE OF THE CHAIR:

The Denman Island Recreation Grants Committee will consist of no fewer than three and up to nine members who represent the community at large. At a public meeting of Denman Island residents called by DIRA, the DIRA Board of Directors will nominate at least three members for the Committee and nominations will also be accepted from the floor. If any nominee would be placed in a position of conflict of interest, if elected to the committee, that nomination must be withdrawn. Once committee members have been elected by the public meeting, they will select their Chair by majority vote. Two thirds of the number of persons elected to the Denman Island Recreation Grants Committee constitutes a quorum.

The Chair of the Denman Island Recreation Grants Committee shall:

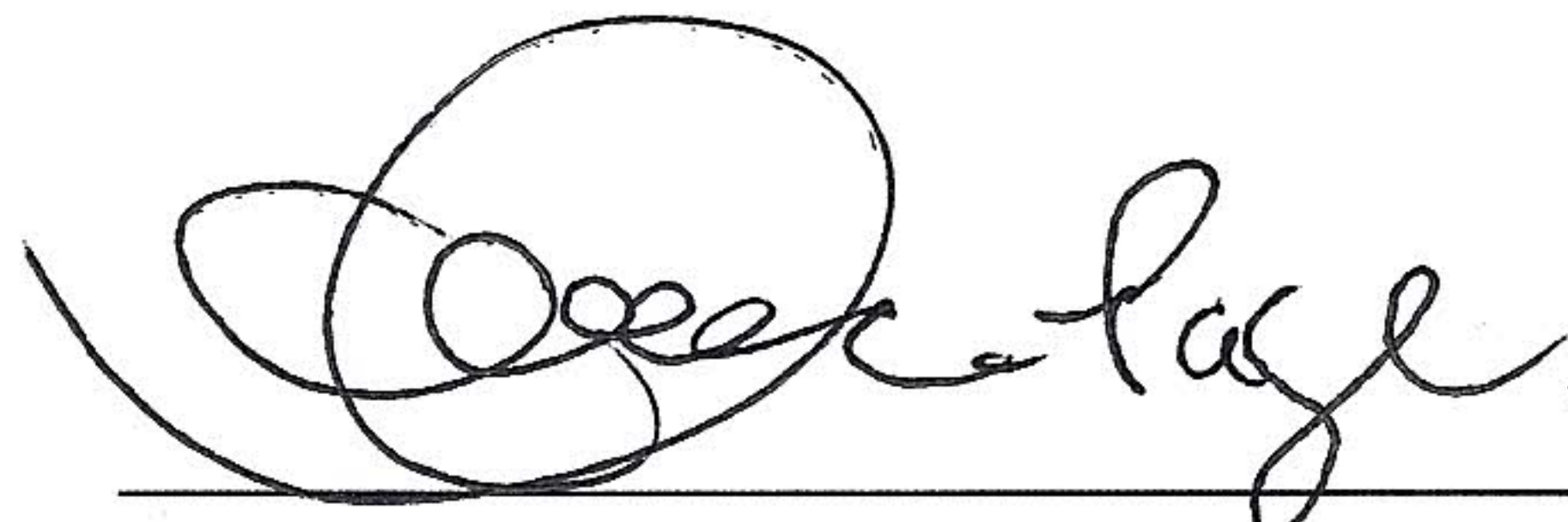
- Chair all regular and special meetings of the Committee.
- Prepare all agendas and meeting minutes of the Committee.
- Maintain a cohesive Committee through communication and coordination.
- Safeguard the Recreation Grant applications received and ensure that deliberations regarding the grant applications are not shared outside of the Committee membership,
- After providing the Committee's recommendations to the Board of Directors of DIRA for review, present them to the public meeting called for that purpose by the DIRA Board.
- Ensure that all information and records required, as outlined in the Recreation Grant application, are provided to the DIRA Board of Directors in a timely and organized manner for submission to the CVRD, including but not limited to, financial records of the successful applicants.
- Ensure that the Recreation Grants Committee meets the deadlines set by the CVRD and DIRA.

Term:

- Denman Island Recreation Grants Committee members shall be elected for a one-year term but may be re-elected for succeeding years and will have access to previous years' grant applications for reference upon request.

Approved:

MAY 14, 2012
Date



Signature of Chair of Public Meeting

ANNE PAGE