

Columbia Basin Trust Resident Directed Grants (ReDi Grants)

Adjudication Committee

Terms of Reference 2023

1. Purpose

This Select Committee is formed to assist the Village of Valemount in the selection and prioritization of proposed community projects to receive annual funding from the Columbia Basin Trust ReDi Grants Program.

Guiding Principles

The guiding principles the committee will use to accomplish its objectives will be to:

- 1) Fairly consider all applications and use an objective, structured approach in the selection of projects to receive funding;
- 2) Honour the intentions of the funding programs to provide broad community support to the citizens of Valemount; and
- 3) Demonstrate good management of the funds received.

2. Composition

The committee be comprised of up to six (6) members of the public who are residents of the Village of Valemount or of the Regional District of Fraser-Fort George (Area “H”), one (1) member of the Village of Valemount Council, and one (1) non-voting staff member.”

The committee will alert Council to any vacancies due to resignation or completion of term so that the Village can advertise for new members. Village Staff will review the committee membership applications and make recommendations to Council regarding candidates. Council’s decision respecting appointments will be final.

The position of Committee Chair will be determined at the first committee meeting of a new calendar year. Selection of the Chair will be determined through a process of voting among all voting members of the committee. The Chair will hold the position for a period of one (1) year, until the inaugural committee meeting of the following year.

3. Duties

Committee members are responsible for:

- 1) reviewing and assessing funding applications and completing project evaluations;
- 2) attending all scheduled committee meetings, participating in discussions, and collaborating with other committee members in preparing recommendations to Council.
- 3) maintaining confidentiality over materials or information provided to the committee to inform the selection process; and
- 4) abstaining from deliberation and voting on projects where a personal conflict of interest is present or perceived.

4. Other Procedures

- 1) Committee meetings will be posted in January of each year, seven (7) days prior to the first annual meeting. Meetings will be held at the Village of Valemount office, unless otherwise noted.
- 2) Where further clarification is required, the committee will adhere to:
 - a) Village of Valemount Council Procedures Bylaw
 - b) Community Charter (B.C.);
 - c) Local Government Act; and
 - d) Robert's Rules of Order, Latest Edition.
- 3) The Committee agenda will be set out as follows:
 - A) Call to Order
 - B) Adoption of Agenda
 - C) Adoption of Minutes
 - D) Correspondence
 - E) Unfinished Business
 - F) New Business
 - G) Next Meeting
 - H) Council Recommendations
 - I) In-Camera (if required)
 - J) Adjournment
- 4) A quorum for meetings of the committee shall be the majority of the voting committee members.
- 5) All committee meetings are open to the public, as per the Community Charter (B.C.), with the exception of those meetings which must be held in-camera.
- 6) The non- voting staff member present at the meetings is responsible for keeping minutes. If this staff member is not in attendance, the members present shall appoint a substitute minute taker.
- 7) When the committee wishes to recommend to Council a specific action, the recommendation must be brought forward at the committee meeting in the form of a motion cast as a recommendation to Council. The final decision on the recommendation will be made by Council, and recorded in the Village Council minutes before the action can be implemented.

- 8) In order to settle any dispute in the language within these Terms of Reference, the committee shall use the Community Charter (B.C.), Council Procedures Bylaw of the Village of Valemount, and Robert's Rules of Order. If there is still uncertainty, the dispute will be forwarded to Council for decision and Council's decision will be final.
- 9) Recommendations on complex issues may require a presentation by a committee delegation to Council. The date and time for such a presentation must be pre-arranged with Village Staff.