



Arts and Culture Grants Review Committee Terms of Reference

1.0 Mandate

The Grants Review Committee shall review, evaluate and make recommendations to the North Vancouver Recreation & Culture Commission (NVRC) regarding Arts and Culture Grants in accordance with the City and District's Arts and Culture Grants Policies.

2.0 Composition of Committee

The Grants Review Committee shall consist of five qualified members appointed by the NVRC, plus one non-voting representative from the Commission.

Every effort will be made to ensure that the Committee has broad expertise in the visual and performing arts, community arts and festival and event management.

Members of the Grants Review Committee must be residents of North Vancouver.

Members of the Grants Review Committee cannot be either current or recent staff members of an organization applying for a grant. Board members, society members or volunteers of grants applicants must declare a conflict of interest (see 9.0 Conflict of Interest).

3.0 Term of Office

Members shall be appointed for a maximum of two, two-year terms.

With the approval of the Commission, members' renewal dates may be adjusted or appointments extended to ensure that no more than two positions require replacement at any given time.

A Committee member who fails to attend three consecutive meetings is deemed to have resigned, effective at the end of the third meeting, unless the Chair accepts such failure to attend as having reasonable cause or being otherwise unavoidable.

4.0 Committee Responsibilities

- To review grant applications relative to the criteria established in the City and District's Arts and Culture Grants Policy.
- To make recommendations to the NVRC on the allocation of grant funding.
- To participate in appeal processes, if required.
- To provide input on various aspects of the grant program as requested.

5.0 Appeals Process

If an applicant appeals the recommendation of the Grants Review Committee, an Appeals Committee will be struck, consisting of: the Committee Chair, the Commission representative and one (1) other member of the Grants Review Committee.

The Appeals Committee will present its conclusions to the Commission. The Commission has the authority to decide on appeals.

6.0 Quorum

Three of five voting members present at a regular meeting shall constitute quorum for the purpose of reviewing Arts and Culture Grants.

7.0 Meetings

At the first meeting of the grant year, the Committee shall elect a Chair and Vice-Chair.

The Chair will preside over all meetings, or in his/her absence this responsibility will fall to the Vice-Chair.

The Committee shall meet as required to facilitate the timely provision of recommendations to the Commission.

Notice of meetings shall be provided by NVRC staff.

8.0 Remuneration

Members shall not be remunerated for serving on the Committee.

9.0 Conflict of Interest

The conflict of interest rules in NVRC Policy 111 apply to all members of the Committee (see Appendix 1).

10.0 Confidentiality

Members of the Committee are required to refrain from discussing any aspect of grant applications with anyone outside the grant assessment process, or from repeating the individual comments or opinions of other Committee members.