



Pemberton Music Festival Community Fund Committee Terms of Reference

PURPOSE:

The purpose of the Pemberton Music Festival Community Fund (PMFCF) Committee is to select PMFCF grant recipients.

SCOPE OF ACTIVITIES:

1. Review granting priorities for the Community & Agriculture Fund and Legacy Fund.
2. Receive and review all applications for grants.
3. Select grant recipients for the two (2) program streams.
4. Receive and review final reports.
5. Review and update the PMFCF Granting Policy from time to time.

MEMBERSHIP:

The PMFCF Committee shall consist of eight (8) voting members nominated and representative of the following organizations:

1. Two (2) representatives from the Village of Pemberton
2. One (1) representative from Lil'wat Nation
3. One (1) representative from Squamish-Lillooet Regional District
4. Two (2) representatives from HUKA Entertainment
5. One (1) representative from the Pemberton Farmer's Institute
6. One (1) representative from Stewardship Pemberton Society

All members of the PMFCF shall serve without remuneration.

Each organization or government will be sent a letter annually in November requesting they appoint a representative and an alternate to the PMFCF Committee for the following year.

Governing Procedures

The PMFCF Committee is established as a working group to select PMFCF grant recipients.

Meetings

The PMFCF Committee will meet once a year to:

- review granting priorities for the upcoming year's Community & Agriculture Fund and Legacy Fund
- review final reports from the previous year
- review applications for the current year
- select funding recipients

The PMFCF Committee meeting will take place on a date and time established within the months of October and November.

The PMFCF Committee may establish other meetings throughout the year as and if required.

All meetings of the PMFCF Committee are closed to the public.

Chairperson

The Chairperson of the PMFCF Committee is to be appointed by the PMFCF Committee each calendar year.

The Chairperson shall preside at any meeting and generally shall fulfill all of the duties usually performed by the Chairperson; and shall have the same right of voting as the other members of the PMFCF Committee.

In the absence of the Chairperson an alternate shall act on his/her behalf.

Quorum

Five (5) voting members constitutes a quorum for the PMFCF Committee.

A quorum is required to undertake the review of granting priorities for both the Community & Agriculture Fund and the Legacy Fund.

All grant recipient selection requires a quorum, except if as a result of a member(s) declaring a conflict of interest (as noted below) less than five (5) voting members are left eligible to consider a grant request.

Conflict of Interest

Member(s) of the PMFCF Committee shall disclose any direct or indirect pecuniary or other interest in the matter which constitutes a conflict of interest (this includes membership and or involvement in applicant organization at the Executive level).

After making a declaration, member(s) must leave the meeting during the deliberation by the Committee on a grant request related to that organization and may only return after the vote on that application has been completed.

For certainty, members declaring a conflict of interest may not vote on that grant application.

If as a result of declaring a conflict of interest quorum is lost, those members remaining and not in conflict may vote on the matter.

Confidentiality

All discussions by the PMFCF Committee are to be kept confidential. This includes funding availability, the list of applicants, discussion or determination surrounding the selection process.

Funding Announcement

After all applicants have been notified as to the status of their grant request, the PMFCF through the Village of Pemberton will issue a press release announcing the list of successful grant recipients.

Staff Resources and Support

A Village of Pemberton staff member as designated by the Manager of Corporate & Legislative Services shall serve as a resource person which includes receipting applications, preparing the applicant review package, coordinating the annual PMFCF Committee meeting, preparing the meeting agenda and minute taking and facilitating post meeting correspondence to all applicants, preparing Grant Agreements, issuance of funds and follow up with the successful recipients respecting final reports. The Village of Pemberton Communications Coordinator will prepare the annual press release. The Department of Finance will be responsible for administering the funds received and any reserves created as result.