

Committee Terms of Reference

Name

Financial Assistance Advisory (FAAC)

Members

The Financial Assistance Advisory Committee shall be comprised of no more than six (6) members, which consist of up to five (5) Residents of the qathet Regional District and one (1) Regional District Director.

All voting members shall be residents of the qathet Regional District and have experience related to the Committee's mandate.

No.	Committee Member	Member Type
5	Resident Appointments	Voting
1	Regional District Director	Non-voting

Term of Membership

All regular appointments will be for terms of two (2) years. All initial members will be appointed for staggered terms in one (1) year increments.

All subsequent appointments will be made each December at the first regular meeting of the Regional Board. Members may be re-appointed at the option of the Regional Board.

A vacancy arising during the term of an appointment shall be filled for the remainder of the term as soon as a suitable replacement can be selected.

Formation Details

The qathet Regional District (Regional District) supports the enhancement of a positive quality of life for all of its residents and one means of helping to achieve this goal is through annual financial assistance programs. Building on the pillars of sustainability: economy, environment, culture and social; applications are considered for initiatives that offer programs and facilities that are utilized, frequented or patronized by residents of the qathet region inclusive of electoral areas A, B, C, D, E, City of Powell River and Tla'amin. Applications are also considered for programs or initiatives that promote or foster economic activity or provide for social well-being of the residents of the qathet region.

Purpose

The qathet Regional District established the Financial Assistance Advisory Committee to review applications for financial assistance and to recommend grant awards from specific funding streams.

Goals

The Committee will review grant applications and provide recommendations to the Regional Board in accordance with Financial Assistance Policy No. 3.11.

Deliverables

Semi annual report to the Board in the months of June and November on recommended grant awards from specific funding streams.

Authority

The Financial Assistance Advisory Committee is an advisory committee of the Regional Board and has the authority to provide advice and recommendations to the Regional District on grant awards in accordance with applicable Board policies.

Guidance from the Board / Lead Group

Initial direction and suggestions from the board and/or larger group.

Resources and Budget

Committee members will serve without remuneration.

Costs of copying and circulating materials for agendas and miscellaneous expenses will be financed through the General Administration budget of the Regional District.

Governance

The Committee will serve until otherwise directed by the Board.

The Regional District Director appointed to the Committee will chair the meeting.

The Manager of Financial Services shall appoint a Staff member to act as Staff Liaison to the Financial Assistance Advisory Committee.

Quorum shall be a majority of voting Members, and a quorum shall be present or participating via available technology for every meeting of the Committee.

Members are expected to regularly attend committee meetings. Absence from two consecutive meetings without notification to the Chair and without reasonable cause will be grounds for the Committee to recommend the Regional Board remove the member from the Committee.

Meetings can be in person or using available technology.

Meetings are conducted in accordance with the qathet Regional District Board Procedure Bylaw.

In any proceeding, members must declare any real or perceived conflict of interest. The member involved should excuse themselves from proceedings that relate to the conflict. Members of the public may observe meetings but will not have voting rights or speaking rights unless invited to speak by the Chair.

Frequency of Meetings

The Committee shall meet as needed, but generally each May and October if applications are received prior to the preceding grant application deadlines.

Additional meetings may be called by the Committee Chair, as required.

Record of Meetings

The Staff Liaison shall be responsible for creating and distributing the Committee's agendas and taking minutes of the meeting.

The Staff Liaison shall forward the agendas and minutes to the Manager of Administrative Services for record retention.

Reporting

The Committee shall report to the Regional Board through the Finance Committee which may refer the matter to other committees or agencies as deemed appropriate.