



## VANCOUVER PARK BOARD POLICIES AND PROCEDURES

<b>TITLE:</b>	<b>Neighbourhood Matching Fund - Advisory Committee Terms of Reference</b>
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CATEGORY: Park Board	POLICY NUMBER:
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### OVERVIEW

The Neighbourhood Matching Fund (NMF) program supports community initiated projects that enhance parks and other public land and facilities, and reflect the unique character of the community. The objective of the NMF is to facilitate community cultural development in neighbourhoods and foster community stewardship of park land and other public spaces.

The NMF is not a grant program. Applicants must demonstrate support for the project through a match of volunteer labour, in-kind donations and/or other cash support, and include a maintenance plan and operating budget.

### AUTHORITY

The Neighbourhood Matching Fund Advisory Committee is established by resolution of the Vancouver Board of Parks and Recreation.

### MANDATE

As per the criteria, conditions and processes outlined in the related policies and procedures, the Neighbourhood Matching Fund Advisory Committee:

- participates in the semi-annual adjudication of NMF applications;
- approves projects to be awarded financial support;
- ensures technical reviews have been completed by appropriate staff;
- ensures conceptual approval from appropriate staff is in place before funding decisions are confirmed;
- reviews completed projects on an annual basis;
- recommends changes as needed to approved NMF policies; and
- engages with the community to share information about the NMF program.

### MEMBERSHIP COMPOSITION & TERMS

#### Member Criteria

Nominations for NMF Advisory Committee members are sought from community agencies, community associations and other neighbourhood-based organizations. To be appointed to the Advisory Committee, members must meet the following essential criteria:

- be residents of Vancouver;
- have experience with community-engaged project work (in arts, culture, local food or environmental stewardship);
- have experience working with community organizations;

- are passionate about and demonstrate commitment to community-driven projects; and
- as a group, represent:
  - the many different neighbourhoods/areas of Vancouver; and
  - the diverse communities and age groups within Vancouver.

**Composition**

- 8 community representatives;
- 1 non-voting Park Board Commissioner liaison; and
- non-voting staff liaisons (as needed).

**Term Length**

- community representatives are appointed by the Park Board for terms not to exceed the term of the committee (aligned with term of elected Board);
- member terms will align with the bi-annual project intake periods (spring & fall);
- community representatives may serve no more than two consecutive terms.

In the event that a member leaves the committee prior to completion of their appointed term, staff may select a suitable candidate to fill the vacancy on an interim basis to ensure the project intake and adjudication process is not unduly delayed, until a new member can be appointed by the Board.

**REMUNERATION**

NMF Advisory Committee Members shall serve without remuneration.

**MEETING & ADMINISTRATIVE PROCEDURES**

- The Committee meets twice annually, aligned with the spring and fall project intake periods;
- A Committee Chair is selected on an annual basis by consensus or by majority vote; the Chair speaks for the Committee and signs correspondence on behalf of the Committee;
- A quorum shall consist of four (4) members present; when deemed necessary, absent committee members may be polled for their vote following the meeting; and
- The Committee will determine its own administrative procedures within the framework of the NMF policy.

Park Board staff will:

- bring recommendations to the Park Board regarding member appointments and provide program updates;
- review applications for eligibility and for technical concerns prior to submitting them to the Committee for adjudication;
- provide information to the Committee as needed;

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- where appropriate and required, provide administrative and other support to the Committee including, but not limited to, developing meeting agendas and facilitating meetings;
  - assist with the widest possible dissemination of information about the program, providing translation where appropriate;
  - process payment of invoices for approved projects; and
  - maintain an ongoing archive of Committee decisions and projects.

## REPORTING & ACCOUNTABILITY

The Advisory Committee will review completed projects on an annual basis. On behalf of the Committee, Park Board staff will provide an annual update to the Board outlining the projects supported by the NMF in the most recently completed fiscal year.

## RELATED POLICIES

[Park Board Arts Policy](#)  
[Code of Conduct Policy](#)  
[Local Food Action Plan](#)  
[Rewilding Vancouver](#)  
[Biodiversity Strategy](#)  
[VanPlay - Parks & Recreation Services Master Plan](#)  
[Neighborhood Matching Fund - Policy](#)  
[Neighborhood Matching Fund - Procedures](#)

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## APPROVAL HISTORY

<b>Version 1</b>	<b>APPROVED BY:</b> Vancouver Park Board	<b>DATE:</b> Mar 1995
<b>Version 2</b>	<b>APPROVED BY:</b> Vancouver Park Board	<b>DATE:</b> Feb 24, 2020

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