

## **Neighbourhood Matching Fund Advisory Committee - Terms of Reference**

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### **1) Purpose of Neighbourhood Matching Fund**

The Neighbourhood Matching Fund supports projects which actively involve people in building neighbourhood connections and local community identity while improving parks or other public spaces. The Vancouver Park Board matches contributions made by the community through other funds raised, supplies donated or volunteer labour.

### **2) The Advisory Committee**

- a) The Advisory Committee shall be composed of eight (8) community representatives. Park Board will appoint a liaison commissioner as a non-voting member of the committee.
- b) Nominations are sought from community agencies, community associations and other neighbourhood based organizations.
- c) The criteria for selection to be considered are that members:
  - Together, represent a wide variety of Vancouver's diverse communities and different neighbourhoods
  - understand and have experience with community organizations
  - have a connection with a community organization
  - be residents of Vancouver
- d) The Park Board shall approve appointments to the committee for four year terms. These terms may be extended at the request of the Board.
- e) The chair of the committee shall be selected on an annual basis by consensus or by majority vote. Responsibilities of the chair are to speak for the committee and to sign correspondence on behalf of the committee.
- f) A quorum shall consist of four (4) members. When deemed necessary remaining committee members may be polled for their vote following the meeting.
- g) The committee will determine its own administrative procedures within the framework of the NMF policy.

### **3) Role of the Advisory Committee**

- a) Assist with the widest possible dissemination of information about the NMF
- b) Adjudicate on applications and approve funding
- c) Ensure a technical review has been done by appropriate public sector staff and that appropriate public sector conceptual approval is in place before funding decisions are confirmed
- d) Review completed projects on an annual basis
- e) Recommend to the Board from time to time, changes to the program, to eligibility criteria and application processes.



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### **4) Role of Park Board Staff**

- a) Staff shall provide administrative and other support to the NMF Advisory Committee where appropriate and required including developing meeting agendas.
- b) Staff will assist with the widest possible dissemination of information about the program, including translation where appropriate.
- c) Staff will review applications for eligibility and for technical concerns prior to submitting them to the committee for adjudication.
- d) Staff shall not have a vote on the committee.
- e) Staff will prepare Board reports on committee funding decisions and other Advisory Committee recommendations.
- f) Staff will ensure that an ongoing archive of projects is maintained.

*Approved March 6, 1995  
Last revised September 15, 2015*