



VILLE DE - TOWN OF

Gravelbourg

Terms of Reference – Participatory Budget Committee

Purpose

The Participatory Budget Committee will oversee the Participatory Budget project by establishing the guidelines, reviewing the project and make recommendations to Council as to which project received the most votes and respected every guideline.

Members/Composition

The Participatory Budget Committee shall be composed of:

One (1) representative of Council appointed by the Town of Gravelbourg;

Two (2) representatives of the Business Community;

Four (4) community members at large and

The Economic Development Officer will act as a liaison to the committee with no voting power.

The Committee will elect between its members a chairperson, a vice-chair and a secretary. The Chair's role is to officiate and conduct meetings. The Chairperson has the authority to call meetings and any person wishing to have a meeting may submit the request to the Chairperson. The Secretary has the responsibility to prepare the agenda and record minutes of every meeting.

Term of Membership

The Participatory Budget Committee members are appointed by Town Council for a one or two-year renewable term (Chairperson for a 2-year term, vice-chair for a one-year term, half of the other members one-year term, other half for 2-year term). Council reserves the right to terminate a member for inappropriate behavior. Anyone seeking a position on the board may submit such request to the Economic Development Office to be taken to Council for approval.

Responsibilities

The Participatory Budget will:

- o Set and review annually the guidelines for eligible projects of the Community Participatory Budget and the Business Participatory Budget.
- o Review submitted ideas to ensure they respect every guideline

- o Review the estimated cost for every eligible project to ensure the quotation considers all costs.
- o Ensure that every idea is treated fairly without personal bias.

Jurisdiction

The group has authority to:

- Determine the eligibility guidelines for the projects
- Reject a proposed project that does not meet the eligibility guidelines
- Adjust and review the guidelines on an annual basis

The group does not have the authority to approve expenses for proposed projects. The Town Council is responsible for approving the expenses of the allocated funds for the Participatory Budget.

Resources and budgets

The group does not manage the funds allocated to the Participatory Budget. The role of the Committee Members is to make a recommendation to Council as to which projects received the most votes. The allocation of funds will be approved by Council.

The members of the committee will not receive any compensation for their time.

Meetings

- a. The Participatory Budget Committee shall hold a minimum of three (3) regular meetings per year and it may hold special meetings at the call of the Chairperson or upon request from any four (4) members upon twenty-four (24) hours written notice.
- b. A meeting quorum will be four (4) members.
- c. All meetings will be chaired by the Chairperson. In the event of absence or inability of the Chairperson to chair the meeting, the committee shall elect a member to chair the meeting.
- d. All members shall be required to disclose any conflict of interest in the same manner as required of an elected official under the provision of the Municipal Act.
- e. The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Committee.
- f. The Chairperson shall vote on every question, and, in the event of a tie, the motion shall be lost.
- g. Meetings of the Committee shall be open to the public.