



RM of Meadow Lake #588
Recreation Board - 03
Terms of Reference

Recreation Board (Community Grants Program) – Terms of Reference

Dated – February 10, 2020

1. Purpose
 - a. This Committee has been established for the purpose of evaluating and awarding of the Community Grant through the Sask. Lotteries Program. (former TIP program)
2. Key Duties and Responsibilities
 - a. Review all applications for the grant
 - b. Understand the criteria of the Community Grant and what is eligible under the Sask. Lotteries program
3. Level of Authority
 - a. Committee has the mandate to award the monies received by the RM of Meadow Lake from Sask. Lotteries as follows:
 - i. Award only what is eligible under the Community Grant
 - ii. Award only to the amount that is allotted to the RM of Meadow Lake on a yearly basis
 - b. Only allow for payout upon approval from the Sask. Lotteries program for the approved grant requests to the recipients.
4. Reporting
 - a. The Minutes of the meetings held shall be brought to the Council for information.
5. Composition and Appointments
 - a. Secretary as appointed by the CAO
 - b. 3 members of the Council
 - i. One member of Council shall be appointed as the Chairperson by the Committee on a yearly basis.
 - ii. Only members of Council shall have voting rights
6. Meetings
 - a. Committee shall hold 3 meetings per year.
 - i. First meeting shall be held in April to authorize payments for the previous years applications
 - ii. Second meeting will be held in June to receive the first intake of all Community Grant Applications for the new year
 - iii. Third meeting shall be held in October to receive the second intake of all Community Grant Applications, if needed
 - b. All meetings shall follow the Council Procedures Bylaw