



Appendix B: C-CARE Program Committee Terms of Reference

Membership

Five members will be appointed by resolution by Council and will sit as members at the pleasure of Council. One Council member will also serve on the Committee.

Membership criteria:

Residing in Haines Junction, or surrounding region, for no less than two (2) years.

Conflict of interest and confidentiality

Program committee members must declare any conflicts of interest and sign an oath of confidentiality prior to participating in the proposal review.

Mandate:

1. Recommend projects for funding under the C-CARE program.
2. Adhere to guidelines provided in the program policy on how applications will be evaluated.
3. Make recommendations to council regarding any needed improvements to the program policy following the first year (two intakes) of the program's implementation.
4. Participate in a program evaluation that will be initiated in May 2028 and completed prior to the end of this Council's term.

Term:

Members will serve until May 1, 2029.

Time commitment:

The committee will review applications two times/year, following the May 15th and November 15th intake. Each review will require committee members to participate in a half-day meeting to review applications and make recommendations. Prior to the meeting, each member will be responsible for reviewing applications and completing the reviewer evaluation form. At the meeting, the committee will reach consensus on the rankings of each of the project proposals and reach consensus on a recommendation to Council on which projects should be funded.

Honoraria

Committee members will be provided with a \$200 honoraria to participate in the half-day evaluation meeting, and a \$200 honoraria to prepare for an evaluation meeting.

Staff secretariat:

Administrative support for the Committee will be provided by Village of Haines Junction staff. Staff will prepare meeting agenda packages, chair evaluation meetings, facilitate the Committee's work to reach consensus and summarize and present the Committee's recommendations to Council.