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## **Recreation Section Review Committee**

### **Terms of Reference**

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**Policy type:** Governance Process  
**Number:** GP-7.4  
**Policy name:** Recreation Section Review Committee  
**Date approved:** June 22, 2001  
**Amended:** December 6, 2017

#### **1. Product**

The Recreation Section Review Committee provides an adjudication function in the review of the applications for funding from the Recreation Section of the Saskatchewan Lotteries Trust Fund. This Committee will provide recommendations concerning the Annual Grant review process and other Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation program issues to the SPRA Board of Directors.

The Committee shall:

- a) Receive, review and recommend the course of action on all grant applications and follow-ups submitted to the recreation section
- b) Ensure that the applicants meet the criteria established by the Trust
- c) Ensure the adjudication of grant funds is carried out in a fair and unbiased manner
- d) Ensure attendance at Trust Committee meetings by the designated committee member and additional ex-officio advisors as deemed necessary
- e) Recommend adoption of policies relevant to the recreation section to the SPRA Board of Directors
- f) Abide by the appropriate policies and regulations approved by the Sask Sport Inc., and all policies of the SPRA Board of Directors
- g) Review, annually, the Recreation Section Grant Guidelines and make recommendations to the SPRA, as deemed appropriate on the needs of the eligible recreation associations
- h) Refer observations regarding organization's eligibility status and concerns to the SPRA Board
- i) Recommend to the SPRA Board of Directors, names of Recreation Section Committee members to sit on the Saskatchewan Lotteries Trust Committees

In support of the Committee, Administration shall:

- a) Prepare letters to respective eligible groups confirming the grant and follow-up review results
- b) Inform respective eligible groups of approved Trust policies and procedures and ensure adherence
- c) Contact respective eligible groups for additional information required/requested for inclusion with grant applications and follow-up reports
- d) Record accurate minutes of all Recreation Section Review Committee meetings and forward a copy to the Trust office

## Recreation Section Review Committee

### Terms of Reference

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**Policy type:** Governance Process  
**Number:** GP-7.4 (continued)  
**Policy name:** Recreation Section Review Committee continued  
**Date approved:** June 22, 2001  
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- e) Prepare payment requests for release of approved grant funds
- f) Advise the Trust Committee of approved grant fund amounts
- g) Forward a copy of all grant applications, follow-up reports and relevant correspondence to the Trust office in a timely manner
- h) Cooperate with the other Global organizations for the purpose of developing efficiencies

#### 2. Authority

- a) The Committee does not have authority to spend or commit association funds other than travel and meeting expenses as allocated

#### 3. Composition

- a) The Recreation Section Review Committee shall be comprised of six (6) members as follows:
  - Two members elected from the Provincial Recreation Associations
  - One member elected by the Districts for Sport, Culture and Recreation
  - Three Directors from the SPRA Board of Directors, one of whom will act as chairperson

If the Committee is unable to meet the required representation from the Provincial Recreation Associations or the Districts for Sport, Culture and Recreation, an alternative will be having a Director at Large. Priority for the Director at Large position would be having representation from the funded organizations. If the position remains vacant, then the position can be filled from the SPRA membership.

- a) The Chief Executive Officer, or designate, shall be ex-officio to the Committee
- b) Committee members cannot be employees of any Provincial Recreation Association or a Sport, Culture and Recreation District

#### 4. Term of Office

- a) Two years
- b) The terms of office shall be staggered so that two SPRA Board positions and one Provincial Recreation Association position are filled one year, and one SPRA Board position, one Sport, Culture and Recreation District position and one Provincial Recreation Association position are filled the next year.