

MULTI-USE RECREATION CENTRE
FUNDRAISING COMMITTEE
TERMS OF REFERENCE



White City

Establishment

- 1 Pursuant to section 81 of *The Municipalities Act*, the Recreation Advisory Committee is established by the Council of the Town of White City.

Mandate

- 2 The Multi-Use Recreation Centre Fundraising Committee is a joint council- and community-based committee of the Town of White City that acts to advise Council and to implement Council-approved fundraising activities.
- 3 The purpose of the committee is to advise Council on potential fundraising initiatives for the Multi-Use Recreation Centre and to plan, coordinate, implement and execute fundraising activities approved by Council.
- 4 This committee is not intended to act as an advisory committee for the planning of the Multi-Use Recreation Centre or any of the corresponding recreational amenities.

Interpretation

- 5 In these terms of reference,
 - (1) **Administration** means employees working for the Town of White City;
 - (2) **Council** means the White City Town Council;
 - (3) **Fundraising Committee** means the Multi-Use Recreation Centre Fundraising Committee; and
 - (4) **Town** means the Town of White City.

Scope

- 6 The Fundraising Committee is established to:
 - (1) design, recommend, evaluate and update short- and long-term fundraising strategies for the Multi-Use Recreation Centre project;
 - (2) prepare and recommend for Council approval annual fundraising plans for the Multi-Use Recreation Centre project by September of each year to inform the Annual Budget;
 - (3) plan, coordinate, implement and execute fundraising initiatives for the Multi-Use Recreation Centre project;
 - (4) promote and/or assist in the administration and implementation of local group-level fundraising projects;
 - (5) obtain volunteers for fundraising initiatives and encourage volunteerism throughout the community;
 - (6) identify, research and co-author grants that may provide funding for the Multi-Use Recreation Centre;
 - (7) report to Council and Administration on the outcome of all fundraising initiatives; and
 - (8) the Fundraising Committee shall not concern itself with administrative or operational issues, except as presented in the context of Multi-Use Recreation Centre fundraising activities.
- 7 Council may refer any matter to the committee related to fundraising for the Multi-Use Recreation Centre Project.

Authority

- 8 The Fundraising Committee is considered a non-standing committee of Council that has been developed to recommend fundraising initiatives for Council approval and to plan, coordinate, implement and execute those approved initiatives.
- 9 The Fundraising Committee shall have no delegated powers of Council.
- 10 The Fundraising Committee shall have the authority to manage and use funds as allocated for Multi-Use Recreation Centre fundraising as approved in the Annual Budget.
- 11 The Fundraising Committee shall have the authority to resolve matters which are administrative and non-substantive in nature such as:
 - (1) approving meeting agendas and changes to the agenda;
 - (2) appointing a committee chair and vice-chair;
 - (3) appointing an acting chair in the absence of the chair;
 - (4) setting, or changing, the date, time and place of a meeting; and
 - (5) seeking information from or through Administration, obtaining expert advice, or referring matters to another committee for further consideration, pursuant to subsection 126(3) of *The Municipalities Act*.

Membership

- 12 Membership to the committee shall be comprised of:
 - (1) two (2) members of Council;
 - (2) one (1) member representing Communiskate; and
 - (3) up to eight (8) community members.
- 13 The Manager of Parks, Recreation and Culture shall attend all committee meetings on an ex-officio basis. Other members of administration or members of the public may be invited to attend to advise and provide information where required.
- 14 Conduct of the members of the Fundraising Committee shall adhere to Town of White City Bylaw No. 614-17, *The Council Code of Ethics Bylaw*.
- 15 The Fundraising Committee shall appoint a chair and vice-chair annually.
 - (1) The chair and vice-chair shall not be a member of Council.
- 16 The Fundraising Committee shall appoint a treasurer annually.
 - (1) The treasurer, with support from the Town's Financial Department, shall be responsible for managing the funds allocated to the Fundraising Committee and shall provide a report of financial activities to the Fundraising Committee at each meeting.
 - (2) The treasurer shall not be a member of Council.
- 17 The Fundraising Committee shall appoint a recording secretary annually.
 - (1) The recording secretary, with support from the Town Clerk or their designate, shall act as administrative coordinator and recording secretary for the committee and shall prepare minutes to be shared with Council following each Fundraising Committee meeting.
 - (2) The recording secretary shall not be a member of Council.

Appointment and Duration

- 18 The procedure for appointments to the Committee shall be:
- (1) members of Council shall be appointed by resolution of Council;
 - (2) members of the public shall be appointed by:
 - (a) advertisement, invite submissions from the public for appointments to which Council is entitled to make appointments to in the ensuing term; and
 - (b) compilation of all applications received and recommendations provided for appointments to the Fundraising Committee by Council.
- 19 Appointment terms shall be for no more than three (3) years.
- 20 Appointees may be reappointed from term-to-term for a maximum of three (3) consecutive terms.
- 21 A member of the Fundraising Committee who is absent from three (3) or more consecutive meetings may have their membership revoked by a majority vote of the Fundraising Committee or at Council's discretion unless the absence is approved by the Committee.
- 22 Council may, at its discretion, revoke the membership of any individual who has been appointed to the Fundraising Committee.
- (1) The Fundraising Committee may, by a majority vote, recommend the revoking of the membership of any individual who has been appointed to the committee.

Remuneration

- 23 The Fundraising Committee is a volunteer membership and community members shall receive no remuneration.
- 24 Members of Council shall receive remuneration as per *The Council Remuneration Policy*.

Meetings

- 25 The Committee shall meet quarterly.
- (1) The Fundraising Committee may convene additional meetings at their discretion.
 - (2) Each calendar year, the Fundraising Committee shall set a schedule of regular meetings.
- 26 An agenda shall be prepared and distributed prior to each meeting.
- 27 Formal meeting procedures, such as Robert's Rules of Order, shall not be required.
- (1) Voting shall only be required in the event member consensus is not able to be reached on a decision.
 - (2) In the event voting is required, each member shall have one (1) vote and in the event of a tie the vote shall not pass.
- 28 The agenda for each meeting shall include the following, where applicable:
- (1) Call to Order
 - (2) Old Business
 - (3) New Business
 - (4) Treasurer's Report
 - (5) Roundtable

Reporting and Communication

29 The recording secretary shall prepare minutes of all meetings of the Fundraising Committee, including any recommendations of the Committee.

(1) The minutes shall be circulated to Fundraising Committee members and made available to Council and the Public through Committee of the Whole meeting agenda packages.

30 The Fundraising Committee shall prepare and provide an annual report to Council.

31 One of the Council members of the Fundraising Committee shall be appointed to provide regular updates throughout the year following each meeting of the Fundraising Committee.

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