

# Community Hub/Recreation Fundraising Committee

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## Terms of Reference

<b>Name:</b>	<b>Community Hub/Recreation Project Fundraising Committee</b>
<b>Reports to:</b>	Council
<b>Support:</b>	Office of the CAO
<b>Type:</b>	Committee of Council
<b>Established:</b>	Approved:

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### Introduction:

A Community Hub/Recreation Centre Project Steering Committee (Steering Committee) has been established to advise Council, Administration and Consultant/Project Management Team on specific matters as they pertain to the preparation and delivery of the South Huron Community Hub/Recreation Centre Facility.

The Fundraising Committee has been created to assist the Project Steering Committee in securing community financial support and sponsorship for the development of a Community Hub/Recreation Centre.

### Purpose:

The purpose of the *Fundraising Committee* is to develop a fundraising and sponsorship strategy that aims to raise a minimum of \$5.0 million for the development of a Community Hub/Recreation Centre within the Municipality of South Huron over the next 3 years.

### Objectives:

The objectives of the Fundraising Committee shall include:

- Community Fundraising:
  - Review existing fundraising initiatives with the South Huron and County and carry out a fundraising capacity

assessment to confirm and/or establish realistic sponsorship and community fundraising targets;

- Develop a comprehensive fundraising strategy that identifies corporate and community fund raising targets and assess the cost/benefit of out sourcing fund raising programs to professional;
- Develop a donor recognition program that appropriately acknowledges differing levels of corporate and private contributions;
- Create a sponsorship program that could enable naming rights to specific components of the civic centre facility;
- Identify potential “value in kind” contributions for the project.
- Identify administrative requirements required to implement all fundraising and marketing / promotional plans and recruit and provide recommendations to the Project Steering Committee concerning the employment of such services.
- Develop a strategy and schedule towards the organization of special community events to raise awareness of project efforts and objectives.

### **Chairperson & Reporting Relationship:**

- The Municipality of South Huron shall appoint a chairperson to the Fundraising Committee through a recruitment process.
- The Chairperson shall hold a citizen’s position on the Project Steering Committee and will report decisions and recommendations on the Committee’s behalf to the Project Steering Committee.

### **Committee Membership, Compensation & Structure**

- Membership on the Fundraising Committee will preferably include business and community leaders, and individuals who have previously been involved in major capital fundraising initiatives and/or have a background in marketing and promotions.
- Recruitment of members will be conducted with the assistance of the Chairperson

- Remuneration for Members shall be for mileage (exclusive of Committee meeting attendance) and for reasonable expenses incurred in accordance with South Huron Corporate policies and authorized by the Chief Administrative Officer.
- Remuneration for Council members shall be in accordance with South Huron Council Remuneration Policies
- Decisions of the Fundraising Committee shall be reached by consensus

### **Committee Term:**

- It is anticipated that the Fundraising Committee for the Community Hub/Recreation Centre will span up to three (3) years.

### **Quorum**

The quorum will be made up of the members that are present.

### **Resources**

- The Municipality of South Huron will provide staff resources to the Steering Committee including coordinating and arranging meetings, agendas, note taking (summary and action items), distribution of materials, and other administrative functions in cooperation with the Consultant / Project Management Team.

### **Terms of Reference Amendments**

- The Steering Committee may from time to time make changes to the TOR based on the following conditions:
- Proposed changes were achieved by consensus of the Steering Committee members.
- Proposed changes shall be presented to Council for consideration.
- Changes required ratification by Council through resolution.

## **Conflict of Interest**

The *Municipal Act* shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirement under the *Act*, which pertain to the conduct of officials.

## **Indemnities to Committee Members and Others**

Committee members shall be covered by the municipality's general liability insurance policy as it relates to Committees of Council activities.

## **Review and Update of the Terms of Reference**

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- Proposed changes were achieved by consensus of the Steering Committee members.
- Proposed changes shall be presented to Council for consideration.
- Changes required ratification by Council through resolution.