

Terms of Reference

W.J. Henderson Recreation Centre Renewal Fundraising Advisory Committee

1. Background

- a. The following Terms of Reference were developed for the W.J. Henderson Recreation Centre Renewal Fundraising Advisory Committee (hereafter called the “Fundraising Committee”).
- b. The goal of the Fundraising Committee will be to facilitate the capital campaign to raise funds to support the capital costs identified in the staff report presented to Council on November 9, 2023.
- c. The Fundraising Committee is an advisory committee that reports directly to Council.

2. Mandate

- a. The mandate of the Fundraising Committee is to support Council through the identification and implementation of a comprehensive fundraising strategy that aims to meet the fundraising target to support the renewal of the W.J. Henderson Recreation Centre.
- b. The oversight Committee will:
 - Provide strategic direction for the campaign.
 - Approve overarching fundraising strategies and milestones.
 - Monitor the campaign’s progress and ensure alignment with project goals.
 - Address critical issues and facilitate key decisions to advance the campaign.
 - Maintain accountability and transparency to the Loyalist Township Council and stakeholders.

3. Purpose

- a. The Fundraising Committee is responsible for overseeing the overall governance, strategy, and execution of the W.J. Henderson Recreation Centre Renewal Capital Campaign. The committee ensures that the campaign operates efficiently, meets its objectives, and adheres to the highest ethical standards.

4. Roles and Responsibilities

- a. **Leadership:** Provide oversight to the Campaign Working Group to ensure effective implementation of strategies.
- b. **Fundraising Approval:** Review and approve major campaign strategies, budgets, and policies.
- c. **Problem Resolution:** Address challenges that arise during campaign implementation and develop actionable solutions.
- d. **Monitoring:** Evaluate campaign progress through regular updates and reports provided by the Working Group.
- e. **Accountability:** Maintain accurate records of meetings, actions, and outcomes.

5. Meetings

- a. The Fundraising Committee will hold scheduled meetings as frequently as needed at a date and time to be set by the Clerk. Special meetings may be called by the Chair, with a minimum of 48-hours' notice to address urgent matters.
- b. The meeting, agenda, and minutes will be available to the public on the municipal website. Closed session meetings may only be held in accordance with Section 239 of the Municipal Act.

6. Membership Eligibility and Terms of Membership

- a. Recruitment and appointments will be made in accordance with the Township's Committee Framework and Citizen Appointment Policy.
- b. Composed of up to 7 members, including:
 - o Two Council representatives.
 - o Up to five members with expertise in fundraising, governance, or project management.
 - The Capital Campaign Chair will be a member of the Fundraising Committee
- c. The Chair and Vice-Chair are elected at the first meeting annually.
- d. Members appointed to the Committee will be appointed for the term of the 2022-2026 Term of Council or until the project reaches substantial completion, whichever is sooner.

- e. Council shall dissolve the Fundraising Committee, by resolution, when the mandate has been met or at any other time that Council deems it appropriate.

7. Budget Considerations

- a. The Fundraising Committee is a volunteer membership and community members shall receive no remuneration.
- b. Any expenses requested to be reimbursed must be pre-approved by the CAO.

8. Support Staff

- a. The Chief Administrative Officer is responsible for directing staff to provide support, advice and expertise for the Fundraising Committee.
- b. The Director of Finance/Treasurer and the Communications Manager will support the finance and communications needs of the Fundraising Committee.
- c. The Engineering and Environment Manager will provide support through coordination with the Design and Construction team.
- d. The Recreation and Facilities Division will support the development of strategies related to operations.
- e. The Clerk or designate will provide administrative support to the Committee.

9. Procedure of Committee

- a. Meetings shall be conducted in accordance with the Municipal Act, the Municipal Code of Conduct, the Municipal Conflict of Interest Act, the Township's Procedural By-law and all other relevant by-laws and policies.
- b. All Committee minutes will form part of the next applicable Council agenda.

Terms Of Reference Review Date: