



TERMS OF REFERENCE

Committee

Official Name

Aquatic and Arenas Recreation Project Fundraising Committee

Purpose

To develop a comprehensive fundraising strategy that identifies corporate and community fundraising targets for the Aquatic and Arenas Recreation Project.

Members/Composition

Mayor and 1 member of Council, Co-Chairs
3+ Honourary Chairpersons

Honourary Chairpersons will be selected, with preference in the following areas:

- Business and/or Community Leadership
- Previous involvement with major Capital Fundraising Initiatives
- Professional relationship with the National Hockey League
- Marketing/Promotions
- Visionary

Membership:

3 year term

Quorum is a majority of the members appointed to the Committee. Majority is 50% plus 1.

The Co-Chairs will be members of Council recommended by the Mayor and approved by City Council.

The Honourary Chairpersons will be recommended by the Mayor and approved by City Council. Honourary Chairpersons are ex-officio voting members of this Committee and when in attendance, possess all of the rights, privileges, powers and duties of other members. However, their attendance shall not be included for the purpose of determining a Quorum.

The City Manager will be an Advisory Official.

The City Clerk's Office will serve as the Secretary to the Committee.

Mandate

With respect to all matters within the committee's policy areas, the mandate of the committee is:

- Establish realistic sponsorship and community fundraising targets;
- Develop a Donor Recognition Program that appropriately acknowledges differing levels of corporate and private contributions;
- In cooperation with the AARP Steering Committee, create a sponsorship program that could enable naming rights to specific components of the facility;
- Develop a funding contract between the donor and City in the event requests are received for multi-year contribution commitments. The contract will lay out rules and responsibilities of both parties;
- With assistance from the AARP Project Steering Committee, identify potential "value in kind" contributions for the Recreation Project;
- Outline an integrated advertising and communications strategy that aims to build awareness of fundraising efforts; and,
- Develop a strategy and schedule for special community events to raise awareness of project fundraising efforts and objectives.

Recognizing that some of the information shared in the course of the project may be sensitive, and when used outside of the project team may jeopardize the integrity of the project's results, the Committee will be subject to City of Prince Albert policies related to code of conduct, confidentiality and conflict of interest.

Policy Areas

The policy areas for this committee include the following:

- Economic and future development;
- Tourism;
- Communication and community engagement; and,
- Other Council directed initiatives.

Delegated Authority

The following powers and duties are delegated to this committee:

- Formulation and recommendation to City Council on matters related to fundraising of the Aquatic & Arenas Recreation Project; and,
- Consideration and recommendation on all fundraising matters referred to it by Council or the Mayor.

Meetings

The First Committee Meeting shall be called as soon after appointments to the Committee are approved by City Council and the regular schedule of meetings shall be considered at that meeting.

The Chair may dispense with, or alter the time of any regularly scheduled meeting.

The Committee Secretary shall call a special meeting, whenever requested to do so by the Chair or a majority of the members with at least 24 hours' notice to all Committee members and the public.

Resources/Budget

In order to meet the objectives of the Committee, budgetary allocations must be approved by City Council.

Communications

Committee members will be forwarded meeting requests for their reply regarding all meetings that are to take place.

All Public Agendas will be available for review at a minimum of 24 hours prior to the meeting. Members will advise the Secretary at the 1st meeting whether they will utilize their own electronic device to access the Agenda at each meeting or whether they want a printed copy available when they attend the meeting.

Decisions following consideration by City Council will be brought forward to the Advisory Committee for advisement.