



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Sports Complex Fundraising Committee Agenda
November 8, 2018, 2:30 p.m.
Sanford Council Chambers**

1. Call to Order
2. Approval of Agenda, including additions or deletions
3. Election of Chair and Vice Chair
4. New Business
 - a. Sports Complex Fundraising Committee Terms of Reference
 - b. CRA Requirements
 - c. Authorized person(s) / Insurance
 - d. Fundraising Ideas
 - e. Tommy Gunn's - Chase the Ace
 - f. Community Involvement
5. Next Meeting Date
6. Adjournment



MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Sports Complex Fundraising Committee Terms of Reference

1. Official Name

The official name of this committee will be the Sports Complex Fundraising Committee.

2. Members/Composition

The members of the Sports Complex Fundraising Committee will consist of two (2) councillors, two (2) Citizens members and the Director of Finance.

Administrative support will be provided by the Municipality's Administration Department.

The Chief Administrative Officer sits as ex-officio, with all rights as established under the Municipal Government Act.

3. Goals

The goal of the Committee are:

1. Raise funds to support the construction and equipment needs of the new Sports Complex.

4. Deliverables

The Committee will:

1. Provide updates to Council on fundraising progress.
2. Provide transparent reporting of funds raised.
3. Adhere to all applicable Canada Revenue Agency rules.
4. Establish and deliver various fundraising level packages
5. Support donor relations and communication

5. Jurisdiction

The Sports Complex Fundraising Committee has been established under Section 24 of the Municipal Government Act by West Hants Municipal Council in the motion dated September 4, 2018.

6. Resources/Budget

Council and non-council members will be issued remuneration in accordance with the Council Remuneration Policy. Municipal staff will be granted time in lieu for meetings held outside normal business hours.



TERMS OF REFERENCE

ADGE-017.04

The Committee may require or request information from various sources including but not limited to Municipal staff, through the Chief Administrative Officer, the Provincial or Federal Government, consultants.

7. Governance

The Sports Complex Fundraising Committee will meet as required to accomplish the Committee’s goals. All conduct of meetings will be in accordance with Council Procedural Policy.

8. Communications

The Committee members will communicate in person during meetings or by email at other times. Email communications between members will be shared with all committee members for information. Notices, agendas and minutes will be posted to SharePoint and emailed to those members who do not have access to SharePoint.

9. Related Policies, Procedures and Legislation

- 1. Municipal Government Act
- 2. Council Remuneration Policy
- 3. Council Procedural Policy

Approved by: _____
Committee Chair

Adoption	
Notice to Council:	Not Applicable
Approval:	Date
Description: Initial approval of the Sports Complex Fundraising Committee Terms of Reference, ADGE-017.04.	