



CITY OF
ST. CATHARINES

Corporate Report

Report from Economic Development and Customer Service, Economic Development and Tourism

Date of Report: December 17, 2012 **Date of Meeting:** January 7, 2012

Report Number: EDCS-006-2013 **File:** 68.46.19 and 68.45.109

Subject: Spectator Facility Fundraising Advisory Committee Revised Terms of Reference

Recommendation

That Council approve the revised Terms of Reference for the Spectator Facility Fundraising Advisory Committee; and

That Council appoint one Council representative to the Spectator Facility Advisory Committee. FORTHWITH

Summary

The following report provides an update to Council as it relates to the Spectator Facility Fundraising Committee (the Committee). Since its inception the Committee has met and discussed their role as the project moves forward. This report states the wishes of the Committee to change their Terms of Reference to better reflect their role.

Background

On February 27, 2012, Council approved the following motion made by Councillor Harris:

“That Staff prepare a report on the Fundraising Committee for the Spectator Facility, including the Terms of Reference, Committee composition, meeting schedule, financial targets and naming opportunities.”

On March 19, 2012, Council was asked to approve the “Draft” Terms of Reference for the Committee.

On May 28, 2012, Council appointed the citizen representatives to the Committee which has had two subsequent meetings. As a result the committee has reviewed the terms of reference and proposes several minor revisions to better reflect their role

Report

Since its establishment the committee has had two meetings to discuss their terms of reference. This has been done in consultation with city staff and the Superlative Group.

As a result of the discussions the committee is recommending a revised terms of reference to more accurately reflect the role of the fundraising advisory committee (see Appendix 1). While the committee will not be directly involved in the active solicitation of funds, they will act as a coordinating body to ensure sponsorship and naming rights sales and community fundraising is aligned in a way to maximize revenues for this important project.

The Committee shall operate in a leadership role and as such will oversee the fundraising aspects of the Spectator Facility. Its main purpose is to review and assist with prospecting in the corporate sector. As well, the Committee may advise, from time to time, with respect to issues that may need further consultative assistance. The Committee will work with city staff to ensure all the accounting processes, follow up correspondence and receipts are processed in a timely fashion.

Conclusion

In conclusion the revised terms of reference that staff is supporting is asking that a Council representative to be added to committee.

Financial Implications

N/A

Prepared and Submitted by:

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Approved by:

Dave Oakes

SPECTATOR FACILITY FUNDRAISING ADVISORY COMMITTEE TERMS OF REFERENCE PURPOSE:	The City of St. Catharines Spectator Facility Fundraising Advisory Committee (hereinafter "Committee") is a committee appointed by Council to assist the City with fundraising oversight for a new Spectator Facility.
MANDATE:	<p>The Committee will operate in a leadership role to oversee the fundraising aspects of the Spectator Facility. Its main purpose is to review and assist with prospecting in the Corporate sector. As well, the Committee may advise with respect to issues of further consultative assistance. The Committee will work with city staff to ensure all the accounting processes, follow up correspondence and receipts are processed in a timely fashion.</p> <p>All funds which are raised shall be held by the City of St. Catharines in reserve. The City shall be responsible for issuing follow-up correspondence and receipts to donors.</p>
COMPOSITION:	The Committee will consist of a minimum of five (5) representatives plus one (1) Councillor, Mayor and the community at large. Council will make the final selection of committee members. In the event of a resignation from the Committee, remaining members may make recommendations to Council regarding replacement members.
QUORUM:	50+1% of members of the Committee will constitute a quorum.
APPOINTMENT TERM:	Ongoing, until all phases of the project are complete. The committee will disband once their goal is met.
PROCEDURE:	The Committee shall meet as often as required and may use City facilities or equipment at any time during the appointment term. Meeting dates and schedule shall be determined by the Committee.
STAFF SUPPORT:	The City will provide staff support to the Committee as required.
REPORTING:	The Committee will report to Council on their plans and progress, through the Council representative, until the completion of their work. These reports and all supporting documents will become the property of the City of St. Catharines.
EXPENSES:	All Committee-related expenses shall be covered by the City of St. Catharines to be offset by the funds raised. Committee members shall be reimbursed for meals, accommodation and mileage at rates currently approved by Council.