

AGENDA

MAYOR'S STANDING COMMITTEE ON Fundraising for Kings/Richmond Road Property

Monday, August 19, 2019 at 2:00 p.m.
Saanich Municipal Hall, Committee Room No. 2

1. **Introductory Remarks**
2. **New Business**
 1. Draft Terms of Reference
 2. September 14 kickoff event
 3. Name of Working Group
3. **Other Business**
4. **Next Meeting**
5. **Adjournment**

Mayor's Standing Committee on Fundraising for Kings/Richmond Road Property Terms of Reference

The Mayor's Standing Committee on Fundraising for the Kings/Richmond Road Property is established in accordance with Section 141 of the *Community Charter*. The standing committee will oversee and administer the fundraising strategy and activities for the purchase of 2661 Richmond Road and 1843/1845 Kings Road on behalf of the District of Saanich.

Mandate

The Committee will:

- Develop a fundraising action plan that identifies sources of funds and opportunities, establishes a timeline and clarifies stakeholder involvement.
- Oversee the implementation of the fundraising action plan.
- Develop a communications strategy to promote fundraising activities.
- Oversee the coordination and alignment of the District's fundraising efforts with external stakeholders and fundraising groups.
- Periodically report to Saanich Council on fundraising progress.
- Make recommendations to Saanich Council as necessary regarding contribution requests of institutional partners or other levels of government.

The Committee's fundraising action plan and communications strategy should not require Council approval because the above activities are administrative in nature and do not involve the exercise of Council's powers, duties and functions in a manner that would require a delegation bylaw.

Meetings

The Committee will meet as required to conduct business in accordance with its mandate. Special meetings may be held at the call of the Chair. The procedure of the meetings will be held in accordance with Saanich's Council Procedure Bylaw.

Membership

The Mayor will appoint two elected members of Council and three members of the community who are not members of Council in accordance with Section 141 of the *Community Charter*.

The Mayor will sit on the committee self-appointed as Chair.

Staff Support

The Building, Bylaw, Licensing & Legal Services, Finance and Administration departments will provide the required professional support.

The Administration department will provide secretarial and administrative support.

Timeline

The term of the standing committee will expire once the fundraising deadline is complete as resolved by Saanich Council.