



TERMS OF REFERENCE METTAWAS WATERFRONT PARK FUNDRAISING COMMITTEE

Authorizing or Mandating Legislation: None

Procedural By-law: By-law 55-2016, as amended from time to time

Approved: March 9, 2015

Date of Formation: January 2016

Evaluation Date: January 2021

1.0 PURPOSE

To raise funds for the development of the Mettawas Waterfront Park and Trail Project.

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To maintain and improve the health, safety and well being of our residents.

2.0 COMMITTEE PARTICULARS

2.1 Type: Fundraising

2.2 Resources:

2.2.1 Staff Support: Support by Administration as required

2.2.2 Number of Council Members: Maximum of two

2.2.3 Number of Community Members: Minimum of five

2.3 Term: January, 2019 to November 14, 2022

2.4 Meeting Frequency: Monthly, more frequently if required

2.5 Remuneration: None

3.0 SCOPE OF WORK

The Committee shall:

3.1 Determine fundraising initiatives, community special events and fundraising sponsorship plans as recommendation to the Parks, Recreation and Arts/Culture Committee ("PRACC")

3.2 Organize and operate Council directed initiatives, events and plans

3.3 Recruit additional volunteers, as may required, to operate initiatives, events and plans

3.4 Prepare and submit to the PRAC quarterly reports, with budget estimates and recommendations of community fundraising initiatives, for final recommendation to Council.

4.0 REQUIRED SKILLS

Strategy	Project Management	Communications
Critical Thinking/Analysis	Business Management	Organization