

City of Lloydminster
Terms of Reference
Friends of Lloydminster Place

1. Purpose

- 1.1. The purpose of the Friends of Lloydminster Place is to plan and deliver sales and events that supports the construction and opening of the New Event Arena.

2. Definitions

Administration	An employee or contract employee of the City of Lloydminster.
Arena/Ball User Group(s)	Refers to groups that offer competitive or recreational arena/ball programs.
City	The corporation of the City of Lloydminster.
Committee	The Friends of Lloydminster Place.
Council	The Municipal Council of the City of Lloydminster.
Fundraising	The seeking of financial support for a charity, cause, or other enterprise.
Member	Friends of Lloydminster Place member.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
Public Representative	A member of the public representing the Friends of Lloydminster Place.
Sponsorship	An individual or organization that provides a cash/or gift in kind paid to the city in return for the commercial rights related to a City of Lloydminster owned asset or event.

3. Scope

- 3.1. This Terms of Reference applies to all members of the Friends of Lloydminster Place.

4. Administration Roles and Responsibilities

- 4.1. **One (1) Member of Council** shall be appointed annually through Council's Organizational Meeting. The Member of Council shall be a voting member on the Committee.
 - 4.1.1. The Member of Council appointed to the Committee acts as a conduit between Council and the Committee. This involves ensuring Council's adopted Strategic Plan, Bylaws, and Policies are considered in Committee discussions and recommendations, keeping Council informed of the Committee's activities, and advocating for and supporting Committee recommendations.
- 4.2. The Executive Manager of Community Development Services shall appoint two (2) City Administration representatives to the Committee. The two (2) City Administration representatives selected shall be non-voting members on the Committee.
- 4.3. Other City representatives may be present at meetings as required or requested by the Committee to provide input and expertise. These City representatives will be non-voting members.
- 4.4. The City shall provide minute and record keeping for the Committee through a non-voting member of Administration.

5. Public Representative Membership and Responsibilities

- 5.1. **Eight (8) Public Representatives** shall serve on the Committee. These Public Representatives shall be voting members on the Committee.
- 5.2. Public Representative Committee members shall be appointed by City Council and hold the seat for the entire project.
- 5.3. The eight (8) Public Representative seats shall be selected through an application process that will be reviewed by a committee of Council and Administration members. Recommendations will be brought forward to Council for appointment.
- 5.4. Public Representatives shall have experience in at least one of the following disciplines:
 - 5.4.1. member of a current Arena/Ball User Group within Lloydminster;
 - 5.4.2. actively participate in Arena/Ball sport as a referee, coach, volunteer, manager, or another relevant role;
 - 5.4.3. special event management role;
 - 5.4.4. fundraising and/or sponsorship management role;
 - 5.4.5. business development or management role.

- 5.5. Seats are not transferable until a term is completed unless the seat holder fails to uphold the obligations outlined in this Terms of Reference or resigns from the seat.
- 5.6. Appointed Committee members are expected to attend every meeting in person or virtually through agreed upon electronic methods.
- 5.7. Absence of three (3) consecutive meetings shall terminate a Member appointment on the Committee unless there is an agreement in place and a valid reason for the absence.

6. Remuneration

- 6.1. Committee Members shall not be remunerated for their participation on the Committee.

7. Officers

- 7.1. Committee Members shall elect a Chair and Vice-Chair.
- 7.2. Each Officer shall hold the seat on the Committee until the project is completed.
 - 7.2.1. Chair
 - the Chair shall preside over all meetings of the Committee, preserve order, and enforce the rules of procedure;
 - the Chair shall call a vote on all matters to determine resolutions.
 - 7.2.2. Vice-Chair
 - in absence of the Chair, the Vice-Chair shall have full authority of the Chair during their absence;
 - if the Chair and the Vice-Chair are both absent the Committee may, from its members appoint another person to act in place of the Chair and the Vice-Chair during their absence.

7.3. Committee Members shall elect the following Directors:

7.3.1. Corporate Sponsorship Director

- the Corporate Sponsorship Director shall lead sponsorship sales in consultation with the City Sponsorship Coordinator.

7.3.2. Individual Donors Director

- the Individual Donor Director shall lead initiatives and campaigns related to individual donations.

7.3.3. Corporate Donors Director

- the Corporate Donors Director shall lead initiatives and campaigns related to securing funds through corporate donors.

7.3.4. Recreation Events Director

- the Director of Recreation Events shall lead initiatives campaigns and events related to sport and leisure pursuits.

7.3.5. Entertainment Events Director

- the Director of Entertainment Events shall lead initiatives, campaigns, and events such as music concerts, Galas, and dinners.

8. Committee Roles and Responsibilities

8.1. Members of the Friends of Lloydminster Place shall:

- 8.1.1. Serve as advocates for the New Event Arena within the community.
- 8.1.2. Establish and coordinate a fundraising and sponsorship program approved by Administration.
- 8.1.3. Ensure all fundraising and sponsorship programs abide by provincial and federal legislation.
- 8.1.4. Ensure the City of Lloydminster Sponsorship and Advertising Policy No. 130-01 is followed.
- 8.1.5. Provide advice to Administration and Council on the execution of fundraising and sponsorship for the New Event Arena.
- 8.1.6. Identify and liaise with stakeholders and necessary partners in the implementation of fundraising and sponsorship initiatives.
- 8.1.7. Extend awareness and engagement through participation in communication opportunities.
- 8.1.8. Respond to requests for information, data and/or resources, as appropriate.
- 8.1.9. Establish Sub-Committees as required.
- 8.1.10. Respond to any questions or additional advice needed concerning fundraising and sponsorship requested by Administration or Council.

9. Sub-Committees

- 9.1. Sub-Committees may be formed for initiatives, at the full discretion of the City. These Sub-Committees may include individuals and representatives that do not formally sit on the Committee. They are intended for task-oriented projects.

10. Conduct and Ethics

- 10.1. Members are expected to provide impartial and objective advice for the greater good of the City of Lloydminster community.

- 10.2. Members shall recuse themselves from any conversations, initiatives, or other professional activities carried out by this Committee that a reasonable observer may deem the individual to hold an interest in or ability to influence.
- 10.3. Committee Members are obligated to conduct themselves with an elevated level of ethics, setting and raising the example of the standards of conduct in the City. This includes, but is not limited to treating other Committee Members and community members with respect and consideration, conducting themselves in a professional manner, keeping confidence matters that are not available to the public, etc.
- 10.4. No Member of the Committee shall act or speak on behalf of the City of Lloydminster or use the Committee for personal gain or advocate on a pre-determined agenda.
- 10.5. Members shall ensure all City bylaws and policies are followed.

11. Governance

- 11.1. Although there are no formal voting powers, all members are provided an opportunity to vote on a matter, including the Chair. In the event of a tie, the matter is defeated.
- 11.2. Quorum consists of fifty per cent (50%) of the membership plus the Member of Council. There must be majority agreement for a matter to be brought to Council through Administration. Should quorum not be met, the meeting will be rescheduled.
- 11.3. The Terms of Reference shall be reviewed annually by the Committee and all revisions shall be approved by resolution of Council.

12. Meetings

- 12.1. Virtual attendance for meetings is permitted unless the meeting requires in-person participation. Those participating virtually will not be considered part of quorum if their connection is lost and cannot be regained. Notice of two (2) business days must be provided to ensure virtual attendance capability is available.
- 12.2. All Committee members are expected to come to the meeting prepared and having reviewed all information provided in advance.
- 12.3. If a meeting is called outside of the regular meeting schedule, the meeting shall be called with majority of the Committee Members agreeing to the meeting, and the Member of Council and Administration representation shall be present. This must be done through the Chair, provided not less than two (2) working days notice is provided to each member.

- 12.4. In addition to meetings held with the Friends of Lloydminster Place, the Chair and Vice-Chair meet with the Project Manager regularly to ensure the Committees are in alignment with each other.
- 12.5. At any time, the Chair and Vice-Chair may determine additional meetings as required.

13. Financial

- 13.1. The Committee shall present the Executive Manager of Community Development Services with an operation plan of all fundraising and sponsorship programs as well as the budget for expected expenses and revenues. The timeline and recommendations shall align with the project budget schedule.
- 13.2. All financials shall be managed by the City.
- 13.3. The City shall provide free usage at City facilities and/or City owned equipment to the Friends of Lloydminster Place for fundraising programs or events.

14. Reporting

- 14.1. The Committee shall provide a quarterly report (or as requested by Council) of activities of the Committee; the Chair and/or Vice-Chair will work with Administration for creation and presentation of this report.
- 14.2. In addition to the quarterly report to Council, the Chair and Vice-Chair may determine additional reporting as required.

15. Conflict of Interest

- 15.1. The Friends of Lloydminster Place Members have an obligation to disclose any conflicts of interest relative to any matters under discussion.

16. Termination

- 16.1. Council may, at the request of the Committee, ask for the resignation of any member should they not uphold the duties of the Committee as outlined in the Terms of Reference, including regular attendance (no more than three (3) absences unless approval is voted on by the Committee).
- 16.2. Council may terminate the Committee by a resolution of Council after reviewing the effectiveness of the Committee.