1. Call to Order

2. Call of Roll

3. Announcements

4. Approval of Agenda, including additions or deletions

5. Report(s) of Committee(s) and Officer(s)
   a. Committee of the Whole
      i. August 28, 2018 Excerpts
   b. Report of the Chief Administrative Officer
      i. Sports Complex Design Committee Terms of Reference (Information)
      ii. Sports Complex Fundraising Committee Terms of Reference (Information)

6. Adjournment
Committee of the Whole Excerpts
August 28, 2018

....that Council authorize up to an additional $800,000 to go towards the construction of an indoor multi use sports field contingent on matching funds being made available at the Provincial and Federal level.

....that Council establish a sports complex design committee.

....that Council establish a sports complex fundraising committee.
1. **Official Name**  
The official name of this committee will be the Sports Complex Design Committee.

2. **Members/Composition**  
The members of the Sports Complex Design Committee will consist of two (2) councillors, two (2) Citizens members and the Chief Administrative Officer (CAO).  

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

The Director of Public Works and the Municipal Engineer sits as ex-officio, with all rights as established under the Municipal Government Act.

3. **Goals**  
The goals of the Committee are:  
   1. Determine the best design of the sports complex  
   2. Select contractor(s) for the construction of the sports complex.

4. **Deliverables**  
The Committee will:  
   1. Provide a recommendation to Council for the best design of the sports complex.  
   2. Create a Request for Proposal for the construction of a sports complex.  
   3. Provide a recommendation to Council for the award of the Request for Proposal.

5. **Jurisdiction**  
The Sports Complex Design Committee has been established under Section 24 of the Municipal Government Act by West Hants Municipal Council in the motion dated MM/DD/YYYY. This Committee is an advisory committee of Council and may only make recommendations for approval by Council, as they relate to the goals of the Committee.

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

7. **Governance**
   The Sports Complex Design 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

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<td>Notice to Council:</td>
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<td>Description: Initial approval of the Sports Complex Design Committee Terms of Reference, ADGE-016.04.</td>
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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 MM/DD/YYYY.

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.
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**
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Committee Chair

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