



Milk River Swimming Pool Fundraising Committee Ad Hoc Committee Terms of Reference

1. The committee shall consist of a maximum five (5) members, including one (1) member of the Town of Milk River Council, who shall be appointed by resolution of Council. Council may change the appointment of a member at anytime via resolution of Council.
2. The committee shall determine the numbers of volunteers for the various fundraising activities at their discretion.
3. The primary objectives of the Milk River Swimming Pool Fundraising Committee are:
 - a. To provide community input and insight for the options available to renovate or replace the swimming pool, in accordance with provincial laws, statutes or legislation.
 - b. To investigate additional funding sources to assist with funding the project.
 - c. To fundraise, through various methods, to fund the project. It is anticipated we will require over \$1,500,000 to complete the project. Council's goal is to have a new facility operational in 2021.
4. At this time, no formal budget has been allocated by Council for this project. Funding requests are to be made to Council, through the Chief Administrative Officer or the Council representative.
5. All expenditures must be approved by the Chief Administrative Officer, prior to authorizing any expenditures, work or contracts associated with the project, which will be done in accordance with the Procurement Policy of the Town of Milk River and the Province of Alberta. The committee cannot act on behalf of the Town of Milk River, without prior authorization.
6. The Committee shall meet monthly, or as required, on the dates and times as determined by the Committee, until the completion of all tasks associated with the project.
7. The Committee's primary staff contact will be the Chief Administrative Officer.
8. The Committee shall appoint a Chair by resolution of the Committee.
 - a. The Chair shall preside over the meetings of the Committee
 - b. The Chair shall vote on all matters before the Committee
9. A committee member may participate in a committee meeting by means of telephone or other electronic communication mediums that permit the member to hear each of the other members and to be heard by the other members.
10. Any matter relating to the swimming pool replacement project properly placed before the committee shall be decided by a majority vote.
11. A quorum of the committee shall be a majority of the members.