

**MINUTES OF THE
MAYOR'S STANDING COMMITTEE ON FUNDRAISING FOR KINGS/RICHMOND
ROAD PROPERTY
COMMITTEE ROOM 2, SAANICH MUNICIPAL HALL, 770 VERNON AVENUE
MONDAY, AUGUST 19, 2019 at 2:00 pm**

Present:

Members: Mayor Haynes (Chair) (2:05pm), Councillor Plant (Acting Chair), Julian Lum, Paul McKivett, Rebecca Sterritt
Staff Members: Paul Thorkelsson, Chief Administrative Officer; Paul Arslan (for Valla Tinney, Director of Finance); Brent Reems, Director of Building, Bylaw, Licensing and Legal Services, Rachel Mattiuz, Administrative Assistant
Regrets: Councillor Chambers, Valla Tinney, Director of Finance

CALL TO ORDER

Mayor Haynes called the meeting to order at 1:58 PM.

INTRODUCTORY REMARKS

Committee members provided a brief summary introduction of their experience and committee role:
Julian Lum – community member – BC Cancer Foundation
Paul McKivett – community member – Chair of Saanich Legacy Foundation
Rebecca Sterritt – community lead, acting liaison between the community group and the committee
Nathalie Chambers – Saanich Councillor
Fred Haynes – Saanich Mayor, Committee Chair
Colin Plant – Saanich Councillor, CRD Board Chair
Paul Arslan (in lieu of Valla Tinney, Director of Finance): staff – Senior Manager of Finance
Rachel Mattiuz – staff – Committee Secretary
Brent Reems – staff – Director of Building, Bylaw, Licensing and Legal Services
Paul Thorkelsson – staff – Chief Administrative Officer

DRAFT TERMS OF REFERENCE

Moved by COUNCILLOR PLANT and seconded by PAUL McKIVETT that the draft Mayor's Standing Committee on Fundraising for Kings/Richmond Road Property Terms of Reference be approved as amended.

CARRIED

Members of the Committee discussed the following:

- Development of a communications strategy, using caution when drawing upon staff resources (without obtaining Council approval beforehand), and grant applications;
- Council's approval of Committee work being undertaken by staff; and
- professional support inclusion in preliminary grant offerings.

SEPTEMBER 14 KICKOFF EVENT

Moved by COUNCILLOR PLANT and seconded by JULIAN LUM that the Committee recommends to Council that Council supports the launch of the fundraising program via the Fall Party on September 14th, 2019.

CARRIED

Committee members provided an overview of the fundraising event and discussion ensued on the following:

- Purpose and initial launch of fundraising efforts;
- staff will bring back to the following Committee meeting information on whether the District of Saanich is the lead host of the event or if it is being held by Saanich Legacy Foundation in conjunction with the District of Saanich in reference to the District of Saanich's logo policy and insurance responsibilities (ACTION); and
- Committee members will create a bullet list of all items that are going to be managed by: the Committee; Saanich Legacy Foundation; and/or any other parties (ACTION).

NAME OF WORKING GROUP

Moved by COUNCILLOR PLANT and seconded by REBECCA STERRITT that the name of the Committee "Mayor's Standing Committee on Fundraising for Kings/Richmond Road Property" be amended to "Mayor's Standing Committee on Fundraising for King's Community Green Space."

CARRIED

OTHER BUSINESS

J. Lum presented a master grant list and grant application examples.

Discussion ensued on the following:

- While some grants may be applied for by community groups, others must be applied for by a municipality but any grant application involving Saanich land may require final signoff by District of Saanich (Director of Finance);
- P. McKivett to distribute grant application template to committee members for information (ACTION);
- R. Sterritt to provide list of grants to Committee members for decision on which of those are top priority to complete from now until December (ACTION); and
- P. McKivett to provide executive summary laying out key items (ACTION).

Moved by COUNCILLOR PLANT and seconded by PAUL MCKIVETT that the Committee recommend to Council that the Saanich Legacy Foundation be acknowledged as a recipient of proceeds when the funds are not directly payable to the Corporation of the District of Saanich.

CARRIED

Moved by COUNCILLOR PLANT and seconded by REBECCA STERRITT that the Committee recommend to Council that the Fundraising Plan shall include but not be limited to: spontaneous individual donations; donations from service clubs; faith-based organizations, NGO's; non-profits; and other levels of government.

CARRIED

Moved by COUNCILLOR PLANT and seconded by PAUL MCKIVETT that the Committee recommend to Council that Council permit the use of the Corporation of the District of Saanich Logo for fundraising purposes.

CARRIED

Moved by COUNCILLOR PLANT and seconded by JULIAN LUM that the Committee recommend to Council that Council endorse both the Saanich Legacy Foundation and the Corporation of the District of Saanich in applying for grants.

CARRIED

Moved by COUNCILLOR PLANT and seconded by PAUL McKIVETT that the Committee recommend to Council that in circumstances where only the Municipality can apply for the grant, that staff be directed to work with the Committee to complete the application.

CARRIED

Moved by COUNCILLOR PLANT and seconded by PAUL McKIVETT that the Committee recommends to Council that Council write to the CRD requesting support in the acquisition of this green space.

CARRIED

NEXT MEETING

Monday, August 26 - 2:30 pm – 4:00 pm

ADJOURNMENT

On the motion from Chair Haynes the meeting adjourned at 3:05 pm.

Chair

I hereby certify these Minutes are accurate.

Committee Secretary