



Terrace Lodge Redevelopment Fundraising Committee Terms of Reference

Mandate/Objectives

- The Terrace Lodge Redevelopment Fundraising Committee will provide oversight and guiding principles to County staff as they undertake the process of purchasing value-added items using funds raised during the campaign.
- The Committee will review progress of purchased items and staff decisions through bi-annual reports.
- The Committee will meet, as required, to discuss and provide guidance related to changes in items, amounts, and/or recognition strategies for donations of \$5,000 and above.
- The Committee will engage in donor relations activities such as the distribution of newsletter updates to past donors, organizing photo opportunities for donor, and producing reports in 2026, and 2027 showcasing campaign items that have been purchased.
- The Committee will also liaise with major donors, as needed, in the event of significant changes in the intended use of their donation.

Committee Type

Sub-Committee of the Terrace Lodge Redevelopment Project Steering Committee.

Enabling Legislation

By-Law 25-06 (Procedural By-Law), By-Law 25-?? (Committee By-Law)

Membership/Composition

The Fundraising Committee membership includes Elgin County Councillors and local municipal representatives.

Local municipal representatives can either be elected officials from Local Municipal Councils, or Citizen Appointees (representatives from local service groups, local businesses, or community members):

- One (1) Member of Elgin County Council

- One (1) Member of Municipality of Central Elgin;
- One (1) Member of Municipality of Bayham;
- One (1) Member of Township of Malahide;
- One (1) Member of Town of Aylmer;
- One (1) Member of Municipality of Dutton Dunwich
- One (1) Member of Municipality of West Elgin; and,
- One (1) Member of Township of Southwold
- One (1) Member of the Terrace Lodge Auxiliary;
- A minimum of four (4) and a maximum of ten (10) members from local service groups, local businesses, and the community that represent the catchment area;
- Long-Term Care Staff including Director of Homes and Seniors Services, Terrace Lodge Administrator, and Manager of Program and Therapies.

Term of Appointment

Elgin County Council appointees – One-year term, eligible for reappointment.

Local Municipal Partner Council appointees – appointed for the term of Council, subject to appointment terms at Local Municipal Partner Councils.

Citizen appointees – are appointed for the term of Council.

Chair/Vice Chair

A Chair will be elected annually at the first meeting of the year.

Meeting Frequency

Approximately twice (2) annually, on an as needed basis.

Quorum

A majority of members appointed to the Committee will constitute a quorum.

Reporting Requirements

The Committee will report annually by the end of each calendar year; either directly or through the appropriate Standing Committee as per By-Law 25-?? (Committee By-Law).

The Committee will also consider and report on any and all matters referred to them by Council.

Subcommittees/Working Groups

N/A

Council Review

Annually.

Skills/Qualifications

N/A

Compensation

None.