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Item #	1
Report No.	46
Council - November 2012	

November 16, 2012

**TO:** Mayor Bevilacqua and Members of Council

**FROM:** Marlon Kallideen, Commissioner of Community Services

**RE:** **COMMUNICATION – ITEM**  
**THE PIERRE BERTON ARTIFACT AND MEMORABILIA TASK FORCE –**  
**Committee of the Whole (Working Session) November 13, 2012**

Background

At the Committee of the Whole Working Session of November 13, 2012, the Committee requested that the Terms of Reference for the proposed Fundraising Task Force as presented in C2 Communication from the Chair of the Pierre Berton Artifact and Memorabilia Task Force (dated November 13, 2012), be revised to include members from outside the Vaughan community.

The Terms of Reference for the Pierre Berton Discovery Centre Fundraising Task Force has been revised to include the following under the section entitled "Membership":

"Furthermore, applications will be solicited through the City Clerk's Office to members of the community and those interested from outside the Vaughan community in sitting on the Pierre Berton Fundraising Task Force. An additional 10 members will be appointed that meet the general criteria of demonstrating some experience in fundraising and having an interest in the proposed Discovery Centre."

Recommendation

**That the attached revised Terms of Reference for the Pierre Berton Discovery Centre Fundraising Task Force, be approved.**

Respectfully submitted

Marlon Kallideen  
Commissioner of Community Services

Copy: Clayton Harris, City Manager  
Jeffrey Abrams, City Clerk  
Mary Reali, Director of Recreation and Culture

Attachment: Terms of Reference for the Pierre Berton Discovery Centre Fundraising Task Force.

*Revised November 16, 2012*

## **TERMS OF REFERENCE**

### **PIERRE BERTON DISCOVERY CENTRE FUNDRAISING TASK FORCE**

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#### **Mandate / Objectives**

The mandate/ objectives of the Pierre Berton Discovery Centre Fundraising Task Force are as follows:

1. To determine the fundraising potential for the proposed Pierre Berton Discovery Centre within not only the Vaughan community, but also extending across Canada.
2. To collect pledges (pledges only -no cash) for a 12 month period towards a future capital and operating fundraising campaign for the centre and report back to Council on the overall potential contribution.
3. To develop a fundraising strategy for the centre that looks at not only a proposed capital campaign, but also yearly fundraising initiatives to help sustain the centre.
4. To assess and benchmark other cultural centres in their fundraising efforts to determine not only best practice models, but also funding sources and initiatives that may be available to help fund a capital or yearly operating fundraising initiatives.
5. To report back to Council within a 12 month period with a Findings Report on the above.

#### **Term**

The Pierre Berton Discovery Centre Fundraising Task Force shall submit a report of its findings and recommendations within 12 months of its appointment.

#### **Membership**

The membership shall be composed of former members of the Pierre Berton Artifact and Memorabilia Task Force as follows:

Regional Councillor Michael Di Biase, Task Force Chair  
Regional Councillor Gino Rosati  
Councillor Marilyn Iafrate, Ward 1  
Patsy Berton  
Perri Berton  
David Rutherford  
Scott Sommerville  
Bob Klein  
Berton Woodward

Furthermore, applications will be solicited through the City Clerk's Office to members of the community and those interested from outside the Vaughan community in sitting on the Pierre Berton Fundraising Task Force. An additional 10 members will be appointed that meet the general criteria of demonstrating some experience in fundraising and having an interest in the proposed Discovery Centre.

Members are to be appointed by Council. Any changes to the membership will require Council approval.

## **Meeting Procedures**

The proceedings of the Pierre Berton Discovery Centre Fundraising Task Force are to be governed by the City's Procedural By-law.

## **Agendas and Reporting**

Agendas shall be prepared by the City Clerk's Office in consultation with the Committee Chair. Agendas shall be posted on the City's web site one week prior to the scheduled date of meeting, or as soon as practicable

After each meeting of the Committee, the City Clerk shall submit a report in the City's committee report format to the Committee of the Whole.

## **Meetings**

Meeting dates will be determined at the first meeting of the committee. The committee may meet on the schedule determined, or at the call of the Chair.

Meetings are to be open to the public in accordance with the Municipal Act, 2001.

## **Notice of Meetings**

Meetings will be noted on the Schedule of Meetings calendar posted on the City's website.

## **Quorum**

The majority of members, including the Chair, shall constitute quorum.

## **Staff Resources**

The role of Staff is to act as a resource to the Pierre Berton Discovery Centre Fundraising Task Force, but not to be members of the Pierre Berton Discovery Centre Fundraising Task Force, or to deliberate or draft the findings of the Pierre Berton Discovery Centre Fundraising Task Force. The following Staff will provide advisory and technical support specific to the mandate and objectives of the Pierre Berton Discovery Centre Fundraising Task Force :

- Director of Recreation and Culture
- Manager of Cultural Services, Recreation and Culture

The City Clerk's Office will be responsible for agenda production and distribution, the giving of procedural advice, the recording of the proceedings of the Pierre Berton Discovery Centre Fundraising Task Force.

## **Authority**

The Pierre Berton Discovery Centre Fundraising Task Force may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The Pierre Berton Discovery Centre Fundraising Task may not direct staff to undertake activities without authority from Council.

## **Amendment / Expansion of Terms of Reference**

Only Council can initiate any amendment and/or expansion of the Terms of Reference.