

**TITLE:** SOCCER / TRACK AND FIELD COMPLEX FUNDRAISING COMMITTEE TERMS OF REFERENCE  
**SECTION:** EXECUTIVE OFFICE  
**POLICY NO:** 10350-09

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**APPROVAL DATE:** April 27, 2026

**CAO Signature:** \_\_\_\_\_



### **1.0 Background**

The Town of Amherst is undertaking the development of a Soccer / Track and Field Complex and recognizes the need for a dedicated committee to support fundraising efforts from private sector sources. Establishing a Soccer / Track and Field Complex Fundraising Committee provides a structured mechanism to guide, support, and advance fundraising initiatives in alignment with municipal priorities and policies.

### **2.0 Project Goal**

Construction and operation of a financially feasible modern multi-purpose Soccer / Track and Field Complex that includes an environmentally friendly, safe, and inclusive facility that meets the needs of our citizens and partners by promoting community pride, healthy active lifestyles, and vibrancy that reflects community values and heritage.

### **3.0 Purpose**

The purpose of the Soccer / Track and Field Complex Fundraising Committee is to raise a minimum of \$1,000,000 from private sector sources in support of the Soccer / Track and Field Complex project. This includes securing commitments of various amounts, sponsorships, and potentially naming rights for the overall facility and internal components.

### **4.0 Membership**

The Committee shall initially consist of up to seven members appointed by Amherst Town Council, including at least one Town Councillor. The Committee may recommend additional members should it feel it is beneficial to do so. The Committee shall elect a Chair and Vice Chair from among its members.

### **5.0 Terms of Appointment**

Members shall be appointed for terms of two (2) years with an additional term at the option of Council.

### **6.0 Financial Matters**

All fundraising activities shall comply with Town of Amherst policies and procedures relating to financial matters. All funds raised will be held in a reserve account by the Town of Amherst for the purpose of building the Soccer / Track and Field Complex. The Committee shall not independently receive, hold, or disburse funds.

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### 7.0 Meetings

The Committee shall meet at least four times per year or more frequently as required.

Subject to Section 24 (4) of the Municipal Government Act, as a special committee of Council, there will not be an option for virtual attendance and recording and live streaming will not take place.

### 8.0 Staff Support

The Chief Administrative Officer (CAO) shall appoint staff to support the Committee as needed.

### 9.0 Review

The Committee may periodically review its Terms of Reference and recommend amendments to Council as appropriate.

### 10. Major Donations

The Town of Amherst will coordinate all grant applications to senior levels of government as well as applications for significant support from local and regional Foundations.

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
<b>Council</b>	Appoint members to the Committee
<b>CAO</b>	Appoint staff to the Committee, ensure the Terms of Reference are adhered to
<b>Committee Members</b>	Work collaboratively to raise funds for a new Soccer / Track and Field Complex while complying with Town of Amherst policies relating to financial matters.

For Administrative Use Only:

### VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<b>New Policy</b>	CAO	Council	April 27, 2026

Minutes reference date: April 27, 2026