



## **Memorandum of agreement between the Town of Riverview and the steering committee of the Community Wellness Centre for the creation of a Multi-Use Wellness Centre.**

### **Context:**

The Town of Riverview Steering Committee is a community group of volunteers composed of community and business leaders from the municipality of Riverview. The group provides governance, in partnership with the Town of Riverview, for the development of a new infrastructure project that will be used as a Multi-Use Wellness Centre. The Steering Committee will ensure the proper development of the project from the beginning of its conception until its official opening.

### **Structure and members:**

The initial Community Wellness Center Steering committee of the Town of Riverview is composed of the following individuals:

#### ***Community representatives:***

Lawrence Forbes, **Chair**

Shawn Dempsey, **Member**

Owen MacNeil, **Member**

Dennis Ronan, **Member**

David Holt, **Advisor/Member**

*The Committee will continue to add new members as this initiative continues to progress.*

#### ***Town Support representatives***

Colin Smith, **Member**

Gerry Cole, **Member**

David Shea, **Member**

Tammy Rampersaud, **Member**

***Bertin Haché and Corinne Cadou*** from BNP Atlantic Philanthropic Performance act as ex-officios Consultants throughout the project.

### **Modus Operandi**

Responding to the sports and recreational needs of the community, as well as the economic vitality of the Town of Riverview is at the center of the Steering Committee's mission. This guiding principle will lead the group's actions throughout the process, to ensure that the project adequately meets the needs of the users while making efficient use of resources.

### **Accountability:**

The steering committee has an advisory role. It will work in collaboration with Town Council and have all its decisions regarding the concept of the project, the finances with legal or tax implications validated. The meetings will take place as required and in camera.

### **Scope of the mandate:**

**Phase 1- Definition of the project, capital campaign and government funding (January 2019-June 2020)**

#### **1.1 Committee responsibilities**

1. Prepare a business plan based on the functional and technical program and incorporate the results of the economic impact study;
2. Carry out the preparation phase of a capital campaign and recruit leaders of a high-level campaign cabinet that will execute the campaign;
3. Work closely with the campaign cabinet to support them in fundraising from private source;
4. Build relationships with elected members and senior management staff in federal and provincial government departments and agencies that will process funding requests for the project;
5. Present the business plan and carry out the necessary follow-ups to obtain funding from these two levels of government;
6. Act as an official spokesperson for the project throughout the development process to inform the population;
7. Carry out media relations once the project is made public;
8. Cultivate a link with Town of Riverview's Town Council to ensure that all key stakeholders remain supportive of the project's development until its completion.

## **1.2 Duration of the mandate/frequency of meetings**

The first phase of the Steering Committee's mandate will last approximately 18 months with meetings on average every two weeks.

## **1.3 Outcome/ target output**

The ultimate goal of the Steering Committee's role during Phase 1 is to ensure that the private and public funding required to carry out the project is in place.

## **1.4 Support and expertise required to serve the Steering Committee**

1. Bertin Haché is an ex officio member of the Steering Committee. He will act as a coach, strategist, and trainer throughout the process. Corinne Cadou will be responsible for preparing funding applications for agencies and departments of the federal and provincial governments.
2. The following branches or departments of the Town of Riverview will be called upon to provide advisory services to the Steering Committee throughout the process: Culture, Recreation and Community Life, Planning and Development, Communications, Engineering, and Finance.
3. Bertin Haché and the BNP Atlantic team will be responsible for implementing the major fundraising campaign as agreed in the contract with the Town of Riverview.
4. The Steering Committee may call upon external expertise as required. It is agreed that the fees of external experts must be requested from the authorities of the Town of Riverview.

## **1.5 Implementation schedule**

- STEERING COMMITTEE MEMBERS RECRUITMENT
  - November 2018 until January 2019
- PREPARATION AND RECRUITMENT OF THE CAMPAIGN CABINET
  - January 2019 until June 2019
- PREPARATION AND ADOPTION OF THE PROJECT'S PRELIMINARY DESIGN
  - January 2019 until June 2019
- PREPARATION AND DEPOSIT OF THE BUSINESS PLAN TO THE FEDERAL AND PROVINCIAL GOVERNMENTS
  - June 2019 until August 2019

- REPRESENTATION AND GOVERNMENT RELATIONS
  - January 2019 until October 2019
- OFFICIAL CAMPAIGN LAUNCH
  - December 2019
- PUBLIC RELATIONS AND MEDIA RELATIONS
  - December 2019 until June 2020
- CAMPAIGN CLOSING
  - June 2020

The above timeline is a projection based on an estimate. These dates may change depending on the circumstances under which the project will evolve.

## **Phase 2 - Preparation of tenders, evaluation of proposals and supervision of the construction project**

### **2.1 Duration of the mandate/frequency of meetings**

Phase 2 of the Steering Committee's mandate will last approximately 24 months with meetings on average every month.

### **2.2 Outcome/ target output**

The ultimate goal of the Steering Committee's role in Phase 2 is to play an advisory role to ensure that the construction project proceeds according to schedule and within the established budget.

### **2.3 Necessary expertise and support to the Steering Committee**

1. Employees from the various branches of the Town of Riverview will provide the necessary technical support to the Steering Committee during the construction phase.
2. The Steering Committee may also call upon external expertise as required. It is agreed that the fees of the external experts must be requested from the authorities of the Town of Riverview.

### **2.4 Implementation schedule**

- TENDER
  - August 2021
- PRELIMINARY MEETINGS WITH POTENTIAL SUPPLIERS

- September 2021
- PROPOSAL EVALUATION AND SELECTION
  - November 2021
- BEGINNING OF CONSTRUCTION
  - February 2022
- DONOR RECONGITION
  - June 2020 - January 2021
- END OF CONSTRCUTION
  - September 2023
- OFFICIAL OPPENING
  - October 2023

The above timeline is a projection based on an estimate. These dates may change with the circumstances under which the project will evolve.

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Lawrence Forbes  
Chair, Wellness Center Steering Committee

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Ann Seamans  
Mayor, Town of Riverview