



Corporation of the Municipality of South Huron

Community and Volunteer Appreciation Committee

Monday, May 6, 2024, 4:00 p.m.
Olde Town Hall - Verity Room

Accessibility of Documents:

Documents are available in alternate formats upon request. If you require an accessible format or communication support, please contact the Clerk's Department at 519-235 -0310 or by email at clerk@southhuron.ca to discuss how best we can meet your needs.

Pages

1. Call to Order

2. Agenda

Recommendation:

That Community and Volunteer Appreciation Committee approves the Agenda as presented.

3. Disclosure of Pecuniary Interests and the General Nature thereof

4. Appointment of Chair

Recommendation:

That the Community and Volunteer Appreciation Committee appoint _____ as Chair of the committee.

5. Review of Draft Committee Terms of Reference

1

Recommendation:

That the Community and Volunteer Appreciation Committee recommend to South Huron Council that the Terms of Reference be approved.

6. Business to be Discussed

6.1 Community and Volunteer Identification Process

6.2 Social Appreciation Events or Avenues

7. Correspondence

8. Other Business

9. Adjournment

Recommendation:

That Community and Volunteer Appreciation Committee hereby adjourns at _____, to meet again on _____ at _____ or at the Call of the Chair.



South Huron
Community and Volunteer Appreciation Committee
Established by Resolution #067-2015
Terms of Reference

Purpose of the Committee

The purpose of South Huron Community and Volunteer Appreciation Committee is to plan various social events, as directed by Council, and the Volunteer Appreciation Event for volunteers working directly with the Municipality of South Huron.

The Committee will actively assist Council by:

- Foster support and appreciation of the many volunteers serving the Municipality of South Huron;
- Planning various social events throughout the year on behalf of Council;
- Provide recommendations to Council regarding the Volunteer Appreciation Event and various social functions that may be hosted by Council.

Committee Objectives or General Activities:

The primary objectives of the committee are to:

- Plan and carry out all tasks associated with the Volunteer Appreciation Event, to be held in 2024 and every second year thereafter.
- Promote South Huron Volunteerism and foster the appreciation of South Huron volunteers.
- Provide advice and recommendations to Council regarding Volunteer Appreciation and social events hosted by Council;
- Provide comment and opinion when called upon by the Council regarding any matters referred to the Committee.

Membership Composition

The Social and Volunteer Appreciation Committee will be composed of two (2) voting members.

The Council shall appoint all Committee members by By-law and the term of appointment shall be concurrent with the four-year term of Council.

One member will be appointed by vote of the Committee at the first meeting of each term to Chair the meetings for that term.

Quorum and Voting

Two Committee Members will constitute quorum for the transaction of business, a tie vote means the motion is defeated. The Chair is responsible for ensuring the smooth and effective operation of the Committee and its roles. The Chair shall conduct meetings in accordance with the Municipality's Procedural By-Law.

Staff Support

The Committee will work closely with staff as needed at the discretion of the CAO. Staff will provide technical and secretarial support, policy advice and guidance, as needed.

The Committee is accountable to Council.

Meeting Roles and Requirements

The Committee shall meet on an as-needed basis to achieve the goals and objectives outlined in the Terms of Reference.

The expenditure of any municipal funds is to be approved by Council in accordance with the Municipality's procurement policy and current budget.

Minutes and Agenda

The minutes of each meeting will be amended when necessary and adopted at the following meeting. Draft minutes will be provided to the Clerk to be circulated to Council.

Meetings will have a formal agenda, while agendas and information packages (including previous meeting minutes) will be sent electronically to Committee Members prior to each meeting and posted on the municipal website in accordance with the Municipality's Procedural By-Law.

Amendments to the Terms of Reference

Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

The Clerk or designate is delegated the authority to make administrative changes to this Terms of Reference that may be required from time to time due to legislative changes or if, in the opinion of the Clerk, the amendments do not change the intent of the Terms of Reference.

General Conduct

The meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order.

In general meetings shall be open to the public. Meetings will be declared In Camera by a majority vote of those present and should be so declared to discuss matters in accordance with Section 239 of the Municipal Act.

CONFLICT OF INTEREST

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.