



VERNONVILLE COMMUNITY CENTRE COMMITTEE

PURPOSE, RESPONSIBILITIES AND CODE OF CONDUCT
January 2019

COMMITTEE OF COUNCIL TERMS OF REFERENCE AND PROCEDURAL RULES

Procedural Rules for the Conduct of Meetings of the Vernonville Community Centre Committee

1. Committee Members

- (1) The Vernonville Community Centre Committee, (the "Committee") shall be governed by 7-10 community members with voting rights and one member of Council of the Township of Alnwick/Haldimand.
- (2) An inaugural meeting shall be held following municipal elections or upon the establishment of the Committee, or at such time may be required to re-establish the committee structure in order to function.
- (3) There shall be a chair elected annually by the members, who shall preside at the meetings of the Committee.
- (4) There shall be a secretary to the Committee who shall attend at all meetings of the Committee and who shall have responsibility for the matters set out in these rules and for all matters as directed by the Committee.
- (5) There shall be a treasurer for the purposes of controlling petty cash during events and reconciling with Municipal Treasurer and oversee budgetary allocations
- (6) The members, other than those notes above, shall hold office until the expiration of the term of the council that appointed them and until their successors are appointed to office; OR for a term that has been set by the Council that appointed them.

2. Meetings

The inaugural meeting shall be conducted in order to complete the nominations and appointments of the Chair, Secretary and Treasurer.

- (1) The time of the first regular meeting of the Committee following the inaugural meeting may be set by the Members of the Committee at the inaugural meeting.
- (2) Meetings will be held a minimum of four (4) times a year or at the call of the chair
- (3) The majority of members shall constitute a quorum (50% + 1)
- (4) All meetings shall follow the Township Procedure By-Law.
- (5) All members shall adhere to the Code of Conduct for Local Boards and Committees.
- (6) Any regular meeting of the Vernonville Community Centre Committee may be postponed to a day and time named in a notice by the Chair given to each Member and at least two full business days in advance of the regular meeting.
- (7) There shall be a Chair of the Committee, who is elected annually by the Members, and who shall preside at the meetings of the Committee. In the absence of the chair, and as illustrated above the Chair positions shall be held for no more than two consecutive years by anyone person.
- (5) There shall be a Secretary and Treasurer to the Committee who shall attend at all meetings of the Committee and who shall have responsibility for the matters set out in these rules and for all matters as directed by the Committee.
- (6) The members shall hold office until the expiration of the term of the Council that appointed them and until their successors are appointed to office; or for a term as established by the Council that appointed them.



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(7) Any notice of meeting required to be given shall be deemed to have been given on the day that the notice is delivered to the address for delivery of the Member of the Committee.

3. Agenda

(1) The Chair and Secretary of the Committee shall prepare a list of the items in the order of the topics set out as the routine of business for the use of each Member at a regular Committee meeting.

(2) The Secretary shall record the minutes of each meeting and shall be emailed to the Programmer/Volunteer Coordinator and/or Clerk and circulated to all Committee members.

(3) The minutes shall record:

- a) The place, date and time of the meeting;
- b) The names of the presiding officer or officers, and of the members present;
- c) The correction and adoption of the minutes of prior meetings, and
- d) All resolutions, decisions and other proceedings of the Committee
- e) Provide copy of Draft and/or Approved minutes to Municipal Clerk for circulation to Council on a Regular Council Meeting Agenda.

(4) The Township of Alnwick/Haldimand will provide administrative support – **Subject to receipt of Funding for this position**

(5) All fundraising/expense accounts will be held by the Township of Alnwick/Haldimand. An open call for Expressions of Interest will occur. Individuals interested in serving on the Committee must submit the posted Volunteer Declaration, Application Form and provide an up-to-date Vulnerable Sector Police Check as required in Volunteer Policy. Appointments will be conducted by Council at the start of each term prior to Volunteer Week following the election year.

4. Responsibilities of the Chair:

It shall be the duty of the Chair to:

- Prepare meeting agenda (Possibly in consultation with Programmer/Volunteer Coordinator subject to funding received by Township)
- Chair meetings
- Facilitate discussions among committee members
- Involve all Committee members in decision making.
- Delegate responsibilities to Committee members.
- Review minutes before distribution to Committee members.

5. Responsibilities of the Secretary:

- Send out meeting agenda, along with previous minutes, one (1) week in advance of meeting.
- Record meeting minutes
- Send minutes to the Programmer/Volunteer Coordination (if applicable) and/or the Clerk and Committee members within one (1) week of meeting.

6. Responsibilities of the Treasurer:

- Keep record of all accounts, balances, expenditures and revenues in conjunction with the Municipal Treasurer and/or Programmer/Volunteer Coordinator
- Submit all receipts and invoices to the Program/Volunteer Coordinator and/or Municipal Treasurer for payment.
- Provide a budget report to the Committee at each of their meetings (or as determined by the Committee)
- All fundraising revenue shall be submitted to the Programmer/Volunteer Coordinator or the municipal Treasurer
- Ensure year-end Financial Reports are completed and distributed – outlining opening balance in conjunction with Programmer/Volunteer Coordinator and/or Municipal Treasurer
- Account for and report cash float, when applicable



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7. Responsibility of Committee Members:

- Bring perspectives of the community to the discussion.
- Consider what would benefit the community as a whole and have the greatest impact on the community.
- Be open to new ideas and bring innovation to the discussion.
- If a Committee member is no longer able to be part of the Committee, they will notify the Programmer/Volunteer Coordinator, who will then advise through a report to Council and a new member will be appointed.
- Undertake projects as approved by the Committee.
- Sit on any sub-committees.

8. Quorum

- (1) As soon after the hour fixed for the meeting as there shall be a quorum present, the meeting shall be called to order and the Chair shall preside. A majority (2/3) of the Members of the Committee shall constitute a quorum.
- (2) Where a quorum is not present within thirty minutes after the hour fixed for a meeting, and the chair has not given notice or otherwise, the meeting shall be considered cancelled and the Secretary shall record the names of the members present and the matters listed on the agenda shall be listed on the agenda of the next regular meeting of the Committee.

9. Conduct of Proceedings

- 1) Members will share responsibility for decision-making. Decisions will be made by consensus. Each member of the committee has equal representation. If consensus cannot be reached, the matter must be put to a vote. The matter will carry with a simple majority of votes cast by the Committee members in attendance. A quorum consists of at least 50% + 1 Committee members. All decisions/consequences of recommendations shall be incorporated in the Minutes of the meeting and not approved, unless within Budget allocations, until such time as Council has approved the Committee meeting Minutes.
- 2) All meetings of the Committee shall be open to the public, except that a meeting or part of a meeting may be closed, if the subject-matter being considered is:
 - a) Security of the property of the Township of Alnwick/Haldimand;
 - b) Personal matters about an identifiable individual;
 - c) Proposed or pending acquisition of land for the Township of Alnwick/Haldimand for Committee purposes;
 - d) Litigation or potential litigation, including matters before administrative tribunals, affecting the "Township of Alnwick/Haldimand" or the Committee;
 - e) The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose, and
 - f) Consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*.

10. Responsibility of Township of Alnwick/Haldimand:

Programmer/Volunteer Coordinator **subject to funding being received for this position:**

- Assist Committee members with:
 - Providing administrative assistance.
 - Providing meeting facilities when required.
 - Presenting minutes to Council.
 - Formatting and storing agendas and minutes.
 - Seeking out and applying for grants and funding opportunities.
 - Printing and photocopying services.



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- Access to and posting on the Township of Alnwick/Haldimand website and social media accounts.
- Providing financial statement of the CEC account at each meeting of the Committee.
- Ensuring adequate insurance coverage.

11. Authority

1. Hold and co-ordinate events and programs within the community.
 - a. CEC's are free to hold/conduct events and can retain the related revenue in their fundraising account for their own use, in a manner consistent with their mandate
2. Establish an annual work plan and budget in accordance with the annual approved amount as provided by Council and any supplemental funds from the fundraising account as per the Committees discretion
3. Submit all financial receipts and invoices to the Programmer/Volunteer Coordinator and/or Municipal Treasurer for payment and/or reimbursement from the Committees account.
 - a. All invoicing and expenses will be paid by the Township of Alnwick/Haldimand in accordance with the CEC's annual budget.
4. The CEC can establish sub-committees, to address one-time events or niche services, that shall have the following structure:
 - a. One member from the CEC must sit on the sub-committee and provide a verbal report to the CEC at the next scheduled meeting.
 - b. No minutes will be required from any sub-committee.
 - c. Sub-committees will have no direct financial or operational authority. They are intended to be advisory to the CEC or established for working or planning purposes. The sub-committee must make a recommendation to the CEC via the CEC member for onward ratification, approval or action.
5. The CEC's have the ability to undergo the following mandate:
 - a. Community Halls
 - i. Host and support events within the hall.
 - ii. Make recommendations to the Township for improvement/upgrades to the hall.
 - b. Recreation
 - i. Host and support recreation events within the community.
 - ii. Make recommendations to the Township for improvement/upgrades of recreation facilities and equipment.
 - c. Beautification
 - i. Purchase plant material and seasonal outdoor decorations to be used for the purposes of beautifying the hamlets
 - ii. Plant and maintain other public garden beds.
 - iii. Hire horticulturalist to assist with planting and maintenance, if required, providing funds allocated in budget.
 - d. Culture/Heritage
 - i. Host and support cultural and heritage events within the community
 - ii. Make recommendations to the Township for improvements /upgrades to heritage cemetery sites, significant heritage/cultural items.
6. The Community Enhancement Committees are empowered to act to give effect to their purpose as stated in this policy in accordance with the principles of good governance, accountability and transparency in any by-laws or policies of the Township.
7. Notwithstanding the above, the Community Enhancement Committees shall not undertake the following without the express consent of Council:
 - a. Incurring liabilities including credit or loans;
 - b. Make representations on behalf of the municipality in the media or with other levels of government;
 - c. Develop new municipal services or provide services outside the jurisdiction of municipal governments;
 - d. Make any alterations to municipal property or facilities; and
 - e. Purchase tangible capital assets valued over \$2,500.



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12. Deputation

No deputation, other than persons entitled by statute to be heard or persons invited by notice, authorized by the Committee, shall be allowed to address the meeting unless a motion to hear such deputation is passed by the affirmative vote of a majority of the Members of the Committee present.

Terms of Reference will be reviewed at the beginning of each new Council term. Any requested changes must be submitted to the Programmer/Volunteer Coordinator and/or Delegate by December 31 of an Election Year. The changes will then be adopted by a majority vote of a new Council (on or before Volunteer Week in April the year following the Election year.)