

TERMS OF REFERENCE

Volunteer Appreciation Committee (VAC)

Background:

In 2001, the Township of South Stormont created the annual Fran Laflamme Volunteer of the Year Award to recognize exceptional individual volunteerism that supports the efforts of Council and also leaves a lasting impact on the lives of other Township residents. The award recipient will forever be known as the "Volunteer of the Year" and at that time would be presented with the award at a regular meeting of Council.

At the direction of Council, the Volunteer Appreciation Committee (VAC), officially formed in 2004, was tasked with the development of an appreciation gala event. The purpose was to offer a heightened platform in which to present the Fran Laflamme Volunteer of the Year Award to an individual(s), in addition to offering a venue through an "official" recognition to other organizations that serve the needs in the capacity as volunteers, within the Township of South Stormont.

Mandate:

VAC members will be assigned with the following mandated items:

Recommendation for the Fran Laflamme Volunteer of the Year Award

Members will be asked to review all nominations received prior to the deadline of February 1 of every year. Nominations received and reviewed, within a five (5) year window and not selected for the award, will also be considered as part of the annual selection process. Following the recommendation of the committee, a staff report, approved by the CAO, shall be presented to Council which will provide the selected recipient of the award.

Volunteer criteria for the purpose of the Volunteer of the Year award shall include:

- a. Amount of service hours and level of impact provided;
- b. Services providing a positive impact on the Township and community;
- c. Services that were provided on a not-for-profit basis;
- d. Services performed without the goal of personal gain; and
- e. Level of volunteerism that is not normally provided, and is viewed as going "above the call of duty".

Development of the South Stormont Volunteer Appreciation Gala

The VAC will also develop, plan, and execute the annual delivery of a Volunteer Appreciation Gala. Members will develop a unique event theme, work within a Council approved budget and will execute event planning items such as decorating, invitations, door prizes, awards, selection of catering services, and the event agenda. The event will be held at the South Stormont Community Hall on a Friday night in April of each year, with the probability of coinciding within National Volunteer Week.

Membership:

The membership shall include:

- ✓ 5 members of the public
- ✓ 1 municipal staff member
- ✓ 1 appointed council member

A chair will be selected from the membership.

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Meeting Procedures:

The Committee will be governed by the Township of South Stormont's Council Procedural By-law No. 2015-052.

Agendas and Reporting:

The Director of Parks and Recreation will ensure that consistent administrative resources are available for the agenda, including the distribution and proceedings of the Committee. In addition, the Director of Parks and Recreation shall prepare a report for Council consideration, when recommendations are required for Council approval.

Meetings:

Committee meetings, in accordance with the *Municipal Act, 2001*, are open to the public.

Notice of Meetings:

The date and time of Committee meetings will be determined by consensus of the Committee members. Meeting dates and time will be posted on the Township's website.

Quorum:

Including the Chair, the majority of members constitute a quorum.

Remuneration:

All members are volunteers.

Sunset Clause:

VAC membership will be for a period of four (4) years and shall coincide with the current term of Council.

Amendments to the Terms of Reference:

Recommendations for amendments to the terms of reference shall only be made to Council through a staff report from the CAO and may include but not limited to the Committee mandate, budget, and membership.

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2017-024

BEING a by-law to appoint South Stormont Volunteer Appreciation Committee Members and to Adopt Terms of Reference.

WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS By-law No. 2015-052, being a by-law to govern the proceedings of Council, provides that Council may appoint Ad Hoc Committee Members from time to time for consideration of special matters and further, to adopt required terms of reference;

AND WHEREAS Council deems it necessary and desirable to enact a by-law to appoint members to the South Stormont Volunteer Appreciation Committee.

NOW THEREFORE Council of the Corporation of the Township of South Stormont enacts as follows:

1. That the South Stormont Volunteer Appreciation Committee Terms of Reference, attached hereto as Schedule "A" and forming part of this by-law, is hereby adopted.
2. The following members shall be appointed to serve on the South Stormont Volunteer Appreciation Committee:
 - Raymond Beauregard
 - Tammie Grant
 - Sheila Merpaw
 - Sharon Potvin
 - Lise Steinburg
3. That any by-law inconsistent with this by-law is hereby repealed.

READ and passed in open Council, signed and sealed this 22nd day of March, 2017.

Mayor

Clerk