MINUTES
Township Hall, Park & Recreation Terms of Reference Review Committee 2017
June 13, 2017
Township Office Council Chambers (312915 Dereham Line)

ATTENDANCE:
Committee Members Present:
Council Members: Valerie Durston, Anne Vanhoucke, Jim Pickard
Committee Members: Debbie Kasman, Keith Kindree, Dick Van Foort, Milt Chesterman (7:07pm), Kathy Deweerd (7:10pm), Dan Pirrie (7:26pm)
Township Staff: Mary Ellen Greb, CAO
Diane Larder, Treasurer (staff alternate)

Committee Members Absent: Tracy Harrison

Recording Secretary: Stacy Weicker, Township Revenue Officer

MEETING CALLED TO ORDER WITH QUORUM PRESENT
Chairperson Debbie Kasman called the meeting of the committee to order at 7:01pm with a quorum present.

MOTION TO ACCEPT AGENDA
Resolution No. 1 Moved by Keith Kindree
Seconded by Anne Vanhoucke
RESOLVED that the agenda for the June 13, 2017 meeting of the Township Hall, Park & Recreation Terms of Reference Review Committee be approved.

DISPOSITION: Motion Carried

MOTION TO APPROVE MINUTES
Keith Kindree noted on page 5 of the minutes of May 9th, 2017 that the second point under 'Financial Commitment of the Township' was worded incorrectly. After discussion an amendment to the minutes was made as follows: ‘Education and Assistance from the Township to the local committees; not just financially but in terms of leadership in how money is spent is a key component as well’… be amended to read ‘Education and Assistance from the Township to the local committees; in terms of financial record keeping.’
Resolution No. 2: Moved by Anne Vanhoucke
Seconded by Valerie Durston

RESOLVED that the amended minutes of the May 9, 2017 meeting of the Township Hall, Park & Recreation Terms of Reference Review Committee be approved.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST
No declarations of pecuniary interest.

BUSINESS ARISING FROM THE MINUTES
CAO, Mary Ellen Greb began with a summary of the purpose of the Review Committee before discussing Report No. 4-2017 – Business Arising/Action Items from the Committee Minutes of May 9, 2017. She noted that an amended copy of the report was distributed at the beginning of the meeting and reviewed the portions of the Report that had been amended:

Standardized Blank Receipts
The setup of a blank receipt with the Township’s HST number has been called ‘form development’; with each committee to provide what information they would like to have on the receipt.

Grants Night – Timing and Payment of Grants
Grants Night could be held at the council meetings in August and September providing a minimum of three opportunities for committees to meet with council to discuss operations and capital projects. This would be in keeping with the earlier timing of the budget process for Council as well as the relaxing of the time frame for the annual general meeting (AGM) in the Terms of Reference. Due to both operation and capital projects being discussed longer appointment times with Council would be implemented. This would help Council have a better understanding of the 5 year capital plans.

There was some concern by the group regarding the August date being unrealistic due to summer holidays etc. Township Treasurer Diane Larder commented that the grants night meeting cannot be later in the year due to the draft budget going to Council at the second meeting of October. It was noted that there is a minimum of three (3) meeting dates to be set to allow for some flexibility in the date chosen by the committees to present to Council. The Terms of Reference Committee agreed that this would be beneficial as it would allow the Township Treasurer to move the budget forward while providing the committees with more one on one time with
Council to discuss operations and capital projects.

CAO Greb noted that the Township Chief Building Official (CBO) conducts inspections of municipal buildings to determine when assets may need to be upgraded/replaced (i.e. heating/cooling, roofs, etc.). This information will be passed onto local committees so that they know the time frames as part of the capital budget process. The CBO and other township staff can assist with estimates for budget purposes. The inspection results will be reflected in the capital plan for each committee.

The timing of Township grant payouts were discussed as the Township needs to ensure committee financial records are received for audit purposes and that annual AGM’s are held each year. There was some discussions regarding the option paying of 50% when the financials where handed into the Township Treasurer, Diane Larder and followed by the payment of the remaining 50% when AGM meeting has occurred.

Milt Chesterman commented that 100% of the grant money should be paid out after the financial records are received and the AGM occurs. This would simplify things. While there may be circumstances that special consideration is needed for the release of Township grant funding the committee members present agreed that 100% of the funding should be paid only after the financial records are received and the AGM occurs.

Debbie Kasman noted that the grant payment system should be re-examined to streamline the billings for things such as grass cutting and snow removal. The Township currently sends the grant to the committee and then bills out expenses which are then paid by the committee to the Township. Is there a way to improve this by the Township holding back some of the grant money to be used for regular expenses? The committee agreed with this suggestion and staff will examine this as an option.

Calendar Creation Highlighting Important Dates/Times of the Year
There was discussion regarding the creation of a calendar highlighting important dates/times of the year that pertain to budgeting, grant night information, etc for the council committees. Diane Larder noted that letters go out twice a year to the committee treasurers; one with the grant cheques and one near the end of the year outlining dates and deadlines. Traditionally three (3) months is provided to supply the information requested by the Township. Committees can request additional time if needed.

Mary Ellen sought clarification from the committee on this item to see if additional
information was required and whether the creation of a calendar would improve this.

A recommendation was made to circulate the letters being sent to the treasurer and copied to the president of each committee so that appropriate follow-up takes place within the prescribed time frames should the Treasurer be unavailable.

Financial Reporting & Financial Signing Officers
Mary Ellen confirmed that the Township requires two (2) authorized signatures from each committee as a financial control measure for expenditures. All committees should be bringing accounts payables reports to be approved at their meetings; whether it’s detailed or a summary stating the total for that month.

A discussion followed on the standardized financial reporting document developed by the Township to assist the committees in tracking expenses and revenue. The layout is also used by the Township when preparing the year end committee financial statements for the auditor. Keith Kindree noted that the Mount Elgin Hall Committee has been using the document and likes it. Dan Pirrie stated that the Foldens Committee is ready and eager to use it. Diane Larder noted that training will be provided to each of the committees on the reporting document. A day and evening training option will be provided to ensure that it is convenient for the volunteers to attend. Committees are encouraged to send two people to the training so that there is a backup/alternate.

DISCUSSION ITEMS
Community Involvement
Volunteer Appreciation Events
Each year the Township hosts an event for Council Committee Volunteers. The events alternate with ‘Breakfast with the Boards’ held one year and a Volunteer Appreciation Dinner event the following year. The Terms of Reference Committee provided the following comments on the events:

- The breakfast event held in April was great but it should have been a full day as there was a lot of information presented in a short period of time. The social media information was too detailed for the group demographic. The invitation should provide more details so that people know what to expect.
- The volunteer appreciation dinner held in 2016 was wonderful. The time frame was great and you could see the time and effort Township Staff put in to personalizing it. This was very much appreciated.

Techniques to Attract Volunteers
Section 3 of Report 3-2017 (May 9, 2017 committee meeting) was reviewed and committee members requested to provide input. The Committee agreed that
techniques to attract volunteers should be included in the revised terms of reference. While the Township will assist where possible it is the experiences of the local committees that are the most beneficial.

- Milt Chesterman said he put out a help wanted sign and two people responded.
- Valerie suggested hosting something to bring people in and then make sure you follow up with them.
- Dan stated the more events you have the more the community sees what you’re doing…provides an opportunity to be a committee spokesperson.
- Valerie suggested assigning a member of the committee to be in charge of memberships.
- Dan also commented that not everyone has to be a member that they can come out and volunteer, helping out without the commitment of being on the committee.
- Kathy cautioned that as you increase committee members to remember you need quorum at your meetings.

Sustainability of Volunteers

A discussion was held regarding maintaining and developing volunteers.

- Milt Chesterman said that giving them a task so they don’t get bored will help to guide them and keep them involved.
- Volunteers want to feel valued and know that their work has purpose was expressed by Dan Pirrie.
- Debbie Kasman suggested showing a new member how to do their task, through training etc.
- Committees must be open to change and encourage members to make the work their own. Some may have a more efficient way of doing things that hasn’t been tried before. Volunteers need to know they haven’t wasted their time by being asked to redo things because it was not done the traditional way. We need to find a balance.
- Keith stated that you need to communicate with a new volunteer and value their input. Kathy added ‘communicate and never assume the person knows’.
- Valerie said to make sure you welcome the new people and have meetings open to all people.
- Keith also pointed out that having well-structured and well run meetings makes good use of member time. Mary Ellen commented that if social time at a meeting is important to the committee schedule it at the end of the meeting so those who need to can leave.
- Try to make events and projects fun…don’t overwhelm the volunteers.
- Volunteers need to take good care of each other so they don’t burn out. This
may include giving volunteers holidays…rejuvenated people are the most productive.

**NEW BUSINESS**

Mary Ellen brought forward for discussion possible additions to the review of project stages critical path. The committee reviewed the project stages critical path – possible additions:

- **Garbage & Recycling** - each committee handles garbage & recycling differently. The County of Oxford’s commitment to zero waste is the driving force behind why we should be looking at how garbage and recycling is handled.

- **Standardized lease agreements** - each Committee has been asked to send a copy of their rental agreements. Most have been submitted with staff to work on a draft standardized agreement to bring before the Terms of Reference Committee.

- **Fencing policy** is being drafted by the Township as the costs relating to fencing of Township owned facilities could have a significant financial impact on Committees. The draft document will be brought back to the Terms of Reference Committee for comments.

- **Insurance** - costs relating to each individual facility will be brought back to the Terms of Reference Committee as well as further discussion on facility renters carrying private insurance in addition to the Township coverage.

- **Capital funding loans** – 75/25 rule in regards to current loan programs; how/if it is sustainable.

- **In-Kind-Donations** – review of how these are dealt with.

- **Project cost sharing**

- **Township Strategic Priorities** – Council endorsed five (5) strategic priorities:
  1. Promote and maintain economic development and diversity.
  2. Promote energy stewardship and work to enhance our natural environment.
  3. Ensure our residents are actively engaged, well informed, safe and protected.
  4. Create well planned communities and support strong infrastructure.
  5. Exercise good financial stewardship and strive for sustainable, effective & efficient services.

The Terms of Reference Committee will examine how these priorities may affect Council Committees.
ACTION ITEMS

Meeting Dates
The Committee discussed setting meeting dates for the next three months. The dates were set as follows:

- a) Wednesday July 19, 2017
- b) Thursday August 17, 2017
- c) Wednesday September 20, 2017

Meeting commence at 7:00 p.m. at the Township office.

Subcommittee to Review Draft Term of Reference
CAO Greb requested a sub-committee be formed consisting of three (3) members from the Township Hall, Park & Recreation Terms of Reference Review Committee to help draft and review the new terms of reference. The committee members serving on the sub-committee are:

- Councilor, Anne Vanhoucke
- Councilor, Jim Pickard
- Committee Chairperson, Debbie Kasman

NEXT MEETING DATE, TIME AND LOCATION
The next meeting of the committee will be held on Wednesday, July 19, 2017 at 7:00 p.m. at the Township Office.

ADJOURNMENT
Chairperson Debbie Kasman declared the meeting adjourned at 8:21 pm.

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| Chairperson | Recording Secretary |

The Minutes of the June 13th, 2017 meeting were approved by the Township Hall, Park and Recreation Terms of Reference Review Committee on the 19th day of July, 2017.