

THE CORPORATION of the UNITED TOWNSHIPS of HEAD, CLARA & MARIA  
**Minutes – Social Programming Committee**

Tuesday, June 3, 2014 – 19:00 h. (7:00 p.m.)

Call to Order

- Betty Condie, Marlene Gibson, David Balla-Boudreau, Debbi Grills, Marion Chaput, Linda Chartrand
- Staff – Melinda Reith
- Regrets: Jim and Gayle Watters, Paul Sarrazin, Merredith Line.
- Not sure that Carl Lentz received notice.

The Clerk led the group through a review of the Terms of Reference. Some points of interest:

1. Mandate – to provide direction to those interested in using the hall; to facilitate programming and use so that all decisions do not fall on Council and/or staff.
2. Annual Report and Work Plan – do need some type of brief report to Council outlining what the committee wants to achieve for the year (even for 2014). As Council has not specified a budget for the committee, commitments of funding at this point still need to come to Council through a report and recommendation.
3. Some items staff can assist with and go ahead and purchase based on the current budget; others will need Council prior approval.
4. Reporting – to Council through staff. Again, some things staff have the delegated authority to proceed with, others will require Council approval.
5. Committee Composition – committee has been appointed by Council; Council representation has been authorized.
6. Staffing - Clerk to assist however; that may flow through to Gayle in her new role. To be determined upon her return. A summer student is to be hired to assist in getting the social programming committee off the ground. If anything specific can be done by this person (phone survey etc.) please proceed asap.
7. We reviewed electronic notification of meetings. Decided that pdf copies of all meeting docs were adequate, paper would be provided for the meeting. Councillor Grills has agreed to advise Carl Lentz of notices. Marion Chaput and Carl Lentz to receive mailed copies of agenda's and reports due to electronic capabilities.
8. Chairperson- brief description of what a chair and co-chair will do. Need a quorum to select. No quorum at this meeting. Will attempt to hold another meeting as soon as possible to complete this task and have subsequent agendas initiated by committee and not Clerk. Council members are not to be chairperson, nor are staff. Goal of Council and staff is to facilitate, assist and provide a liaison not to run the committee.
9. Hope to set a meeting schedule well in advance so that as many people as possible can attend.

10. Agenda and meeting flow – Committee is an advisory committee of Council and will follow council's procedures and protocols. The group can decide unanimously to hear someone who has not specifically requested a deputation in the same manner as Council.
11. The committee "acts at Council's pleasure" means that it is a creature of Council. Council created it, Council can by by-law disband it. It is not likely that this event should happen without some significant trigger and notice. It is similar to the fact that municipalities exist "at the pleasure" of the province. They are the authorizing party, the legal entity which created the committee.
12. There is an opportunity for sub-committees for special interest areas – e.g. trail development. Sub-committees would report to the SPC who will report to Council. Each is bound by Council's policies and procedures.
  - a. Marion suggested speaking with Mayor Jim Gibson from Swisha as they have developed some extensive multi use trails.
13. David asked about Canada Day and the need to form a sub-committee. The response was that for 2014, the Canada Day Committee is a separate entity which has already received Council authorization. 2014 event budget and grant reporting will be completed as in the past however; for 2015, it will be a sub-committee of the SPC.
14. Terms of Reference – have been accepted by Council. It is up to the committee to recommend changes which don't seem to work. Council is to review annually.
15. Expenses and Reimbursement – we spoke of the new event budget tool which was created for use by all groups submitting finances for events to Noella. There is quite specific information required for audit purposes. Similarly there is quite specific information for grant applications and reporting. The tool is a work in progress and hopefully will be perfected by year end; once used for each type of event we normally hold.
16. Marlene spoke of the importance of keeping some type of a log to record time spent on volunteer hours. There are a number of reasons for this: keeping track of how much time a task will take if you ever wish to turn it over to someone else; if we have to hire someone else to do it (mileage); if we had to pay to purchase a product (food dish); when completing funding applications. Funders like to see that you have tried to utilize all sources of revenue including volunteer time, in-kind donations and fundraising efforts. Please attempt to keep track of the time you spend, especially on fundraisers or events which include grant proceeds.
17. Record keeping is important. Noella needs receipts. The more specific the better. If you do not have a receipt you will not be compensated. Purchases should be pre-approved by Noella, Gayle or Melinda to ensure we are following Council's procurement by-law (should normally be routine but we have rules to follow.)
18. Appointment of Chair and Co-chair to be deferred to next meeting;

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19. Spoke about the need for another meeting sooner rather than later so that summer events might be planned while we have an increased population to assist in revenue generation.
20. Pancake Breakfasts – Summer fundraising; Speak with Councillor Gibson about breakfast for Canada Day. Review results after the fact to consider additional dates.

**Action:** Clerk to send calendar out Wednesday to determine next date. So long as there is confirmation of at least 9 people we need to proceed.

21. Grant application – Seniors Community Grant Program – email to committee members for their review – last date of application is June 30, 2014.
22. Request for a copy of the Deputation request Form to be sent. Further, requests for events etc. can be put on the agenda through the Chair or the staff member responsible for the agenda. A simply request in writing or email would work.

**Action:** Clerk to email copy or link to committee members.

23. David asked about the status of the permanent Liquor License. It is at somewhat of a standstill. Need some assistance as red tape has staff bogged down. We will be hiring a summer student who hopefully can assist with completing the application and subsequent surveying etc.
24. The group quickly reviewed the minutes from the Youth meeting held in April. Information for future consideration.
25. The group was provided with a summary of the feedback forms to use for future programming decisions. Suggested that a more detailed survey occur perhaps using the summer student and phoning residents.
26. Adjournment 8:30. No recommendations to Council at this point.

Note\* Alternate formats and communication supports are available on request.

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HCM Mission: **At your service; working effectively to bring together people, partnerships and potential for a strong, connected community.**

HCM Vision: **Providing a healthy, connected, and sustainable community teeming with possibilities for our citizens now and into the future.**

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