



Staff and Volunteer Appreciation Events Committee

TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Staff and Volunteer Appreciation Events Committee
2	PURPOSE	To act as facilitators for planning, organizing and implementation of staff appreciation year end function and Spring community volunteer and community leader appreciation events. Attendance at the staff appreciation event is limited to Council, all full-time staff, contract staff and all members of the fire department. An escort will be allowed with each invitation. Long Service and any other special staff awards will be given out during this event. Attendance at the Spring community volunteer and community leader appreciation event will include invitations to all appointed public members of town committees along with executive members of the Coalhurst Parks and Recreation Society, 55 Plus Club, Coalhurst Legion and invitations to special guests at Council's discretion. An escort will be allowed with each invitation. Volunteer and Special Awards will be given out during this event.
3	COMPOSITION	Two (2) Council members will be appointed as the Organizing Committee at the Town's annual Organizational Meeting and will be responsible for the events for the year after their appointment.
4	MEETING SCHEDULE	The Committee will meet as required to fulfill their mandate.
5	MEETING PROCEDURES	All meetings are open for the public to attend except when permitted by legislation to hold parts of the meeting in a closed session. The Committee will comply with the requirements of the MGA, Council Procedure Bylaw and Code of Conduct Bylaw. Meetings will be conducted based on Robert's Rules of Order.
6	LEADERSHIP AND GOVERNANCE	Quorum is both appointed members of Council. The committee shall select its own Chair and Vice-Chair at the first meeting following the annual Council Organizational meeting. In the absence of the Chair, the Vice-Chair will assume the Chair's meeting and committee duties. The Community Services Director will act as recording secretary to record minutes and produce agendas for each meeting.

		Any member must declare a conflict of interest on discussion items in which the member has a pecuniary interest as defined in the <i>Municipal Government Act</i> , sections 169 - 173. Members of the Committee may have access to information that is confidential. Members of the Committee are expected to hold all closed session items in confidence in accordance with the <i>Municipal Government Act</i> . If a member is absent from three (3) consecutive meetings without cause, then the Chair shall request the member's resignation or replacement if it is a group representative.
7	REPORTING	The Committee will make decisions based on motions approved by simple majority of members in attendance and shall be recorded in the minutes of the meeting. Draft meeting minutes will be distributed to Committee Members and Legislative Services Director after each meeting and brought to the next committee meeting for approval and included as correspondence on the next Council agenda. An agenda, along with draft minutes will be provided to the committee members at least four (4) days prior to the next meeting.
8	RESOURCES - FINANCIAL	Committee members shall receive remuneration based on existing policy for attendance. Budget requests will be provided to Council prior to November 1 each year for consideration in the following year's capital and operating budgets. For 2024 only these requests shall be submitted prior to February 28, 2024. Funding requests may be made outside of the budget process but are subject to Council approval and funding availability. The committee is encouraged to seek outside donations, grants and contributions to support their endeavors. Town funding shall be provided based on approved budget via reimbursement, funding provided to registered local organizations or through special arrangement with town administration.
9	RESOURCES - HUMAN/OTHER	The Committee will be supported by the Community Services Director who will oversee agenda and minute preparation. The Chief Administrative Officer may designate other staff member(s) to provide support to the Committee on an ad hoc or regular basis at his or her discretion. Support may include, but is not limited to, providing expertise and recommendations, and any other duties that are reasonably required by the Committee to carry out its duties.
10	COMMUNICATION	Meetings are open to the public, meeting dates and times, agendas and minutes will be posted on the Town website. The Chair of the committee shall provide Council with a report on each event which

		shall include revenues and expenses, along with estimated number of participants.
11	REVIEW AND EVALUATION	The Committee Terms of Reference shall be reviewed at the Organizational Meeting following a municipal election to ensure that they reflect the current mandate of the Committee.