

Terms of Reference for the Whitestone Seniors' Christmas Social Committee

Purpose:

The Committee shall organize the Whitestone Seniors' Christmas Social.

Mechanics of Operation

Appointments:

- The members of the Committee will be appointed by Council for the Term of Council.
- The Committee members shall consist of up to two (2) Members of Council as non-voting members and all Members at Large to be voting members.
- All members of the Committee will sign a Confidential Information Agreement and provide said document to the Municipal Office.
- All members of the Committee will complete Customer Service Accessibility Training and provide a Certificate of Completion to the Municipal Office.
- All volunteers, even students working on their forty (40) hours of volunteer work, need to register at the Municipal Office in order to have Liability Insurance coverage (WSIB).

Meetings:

The Committee shall hold a minimum of two (2) meetings per year.

Minutes:

- The Secretary shall record the proceedings and decisions of each meeting.
- The minutes shall be provided to the Mayor and Council.

Quorum:

Quorum shall consist of 50% of the Voting members.

Chairperson:

The Committee shall appoint a Chairperson on an annual basis at the first meeting of the year.

Secretary:

The Committee shall appoint a Secretary on an annual basis at the first meeting of the year.

Treasurer:

The Municipal Treasurer shall act as Treasurer for the Committee.

The Committee:

- Shall provide Council with an annual report.
- Recognize that Council will only act on recommendations in the form of resolutions made by the Committee.
- Recognize that Council ultimately has the discretion of approving, amending or defeating a recommendation.

Council:

Undertakes to refer related matters to the Committee for comment unless there is a valid reason not to do so.

Whitestone Seniors' Christmas Social Committee

Members:

**Jane Bottrell
Fay Clelland
Jenny DeGrow
Elizabeth Hamilton
Margareta Linko
Peggi Woehl**

All members have completed Customer Service Accessibility Training and signed the Confidential Information Agreement; Jenny DeGrow and Elizabeth Hamilton have completed the Food Handler Certification Program.

CONFIDENTIAL INFORMATION AGREEMENT

The Appointed Volunteer acknowledges that certain materials and information made available to Appointed Volunteers by the Municipality in the performance of his or her duties (the "Confidential Information") will be of a confidential nature. The Appointed Volunteer recognizes that the Confidential Information is the sole and exclusive property of the Municipality and the Appointed Volunteer shall use his or her best efforts and exercise utmost diligence to protect and maintain the confidentiality of the Confidential Information. The Appointed Volunteer shall not, directly or indirectly, use for himself or another any Confidential Information, whether or not acquired, learned, obtained or developed by the Appointed Volunteer alone or in conjunction with his or her position or as may be consented to in writing by the Municipality.

The Confidential Information is and shall remain the sole and exclusive property of the Municipality regardless of whether such information was generated by the Appointed Volunteer or by others, and the Appointed Volunteer agrees that upon termination of this Agreement he or she shall deliver promptly to the Municipality all such tangible parts of the Confidential Information marketing or sales information, computer programs, equipment or other documents or property which are in the possession or under the control of the Appointed Volunteer without retaining copies thereof.

Each of the foregoing obligations of the Appointed Volunteer by Council in this clause shall also apply to any confidential information of customers, joint venture parties, contractors and other entities, of any nature whatsoever, with whom the Municipality or any associate or affiliate of the Municipality has business relations.

Notwithstanding the foregoing provision of this clause, the Appointed Volunteer shall not be liable for the disclosure or use of any of the Confidential Information to the extent that:

- 1) The Confidential Information is or becomes available to the public from a source other than the Appointed Volunteer and through no fault of the Appointed Volunteer, or
- 2) The Confidential Information is lawfully obtained by the Appointed Volunteer from a third party or source outside of this Agreement.

The covenants and agreements contained in this clause shall survive the termination of this Agreement and the appointed position relationship with the Appointed Volunteer.

The terms of the above Agreement for appointed volunteers are agreed to and accepted by

_____ on the _____ day of _____, 20_____

MUNICIPALITY OF WHITESTONE

PER: _____
Tammy Wylie, CAO-Clerk-Treasurer

PER: _____
Chris Armstrong, Mayor

APPOINTED VOLUNTEER (Signature)

Print Name of Appointed Volunteer

PRINT NAME OF COMMITTEE: _____