

July 16, 2013

Municipality of Whitestone

Terms of Reference for Thrift Shop Committee

Purpose: The Thrift Shop Committee shall be responsible for the operation of the Thrift Shop at 1 Maple Island Road, Dunchurch, Ontario.

Mechanics of Operation:

Appointments:

- Members of the Committee will be appointed by Council for the Term of Council.
- 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 certificate of completion to the Municipal Office.
- 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.
- Voting rights - members whose main residence is within the Municipality of Whitestone or owner of property within the Municipality of Whitestone. (under the Elections Act).
- All appointments shall be done by ballots.

Elections:

- Beginning of new Term of Council, then yearly before opening of the Thrift Shop in April.
- A recorder can be delegated.
- If an executive member must resign a new election will be called for that position.
- Accounting books should be transferred to newly elected Secretary/Treasurer by Administration Office.

Meetings:

- The Committee shall hold regular meetings, a minimum of two (2) meetings per year.
- Council shall be notified of the schedule.
- Additional meetings may be called at the discretion of the Chair.
- All informal meetings where decisions are made need to be recorded.

Quorum:

- A quorum shall consist of 50% of voting members.

Minutes:

- The Secretary/Treasurer shall record the proceedings and decisions of each meeting.
- The minutes shall be provided to Mayor and Council.
- It shall be the duty of the Secretary/Treasurer to forward any recommendations from the Committee to the appropriate body for consideration and action.
- All informal meetings where decisions are made need to be recorded.

Chairperson:

- The Committee shall appoint a Chairperson on an annual basis at the first meeting in the year.
- The Chairperson shall plan the agenda, prepare and conduct meetings.

Secretary/Treasurer:

- The Committee shall appoint a Secretary/Treasurer on an annual basis at the first meeting in the year.
- Present a summary of correspondence. (The full correspondence being on hand for reference)
- The Secretary/ Treasurer shall act as Treasurer for the Committee.

- The Secretary/Treasurer will submit a detailed report to the municipal office monthly. (Revenues, members and student hours, items bought, etc.)
- The Secretary/Treasurer can delegate a recorder.
- The Secretary/Treasurer shall prepare a yearly financial report.

Budget:

- Shall be set for the year by January 31st and recommended to Council for consideration.
- Supporting reasons shall be provided for each item.

The Thrift Shop Committee:

- May set out a specific list of goals and objectives for Council's approval.
- Shall set the days and hours of operation for the Thrift Shop.
- Ensure that two Committee members are present at the Thrift Shop during open hours and while cleaning or organizing. (WSIB)
- 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.
- Need to work a minimum of thirty (30) hours per year to remain a Voting Member of the Committee - voting privileges (30 hours) will be made up of time worked in the Thrift Shop on advertised hours of opening (Friday, Saturday, Sunday). All hours (i.e. cleaning, organizing, pick-ups) will be recorded for the purpose of validating the need for the Thrift Shop.
- All volunteers, even students working on the forty (40) hours of volunteer work need to be registered at the municipality due to WSIB rules.
- Total daily income and persons worked to be recorded in the Secretary/Treasurer's accounting book at closing.
- If scheduled to work, it is that person's responsibility to find another person to work for them (or in illness, designate someone to find a replacement).
- Meeting times should vary to accommodate as many members as possible i.e. those who work.

- Anyone missing three (3) consecutive meetings without a valid reason i.e. leave of absence will cease to be a member at the discretion of the committee.

Furniture/Thrift Shop

- No furniture is allowed to be dragged into the Thrift Shop (WSIB).
- No furniture allowed except one (1) chair in corner for patron's use to be in the foyer (Fire Code).
- No mattresses of any size.
- No heavy appliances and furniture will be accepted.
- Only light items that can be handled and easily moved by two (2) committee members are acceptable.
- Please use common sense in accepting gently used electronics (i.e. TV, computers, etc.)
- Medicine Application Devices will not be accepted (i.e. respiratory devices, etc.)
- Sold items not taken home with customer on day of sale require appropriate Form filled out and placed on item with the following information: sold, date and time to be picked up by owner and paid or not paid, name and telephone number of client initialized by Committee member.
- anyone wishing to "recycle" large items is welcome to post their offer on bulletin board.
- No other activity can take place at the Thrift Shop.

Code of Conduct:

- Be respectful of decisions voted on as a majority.

Council:

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

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: _____