

**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 31<sup>st</sup> 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.