



Minutes - *draft*

ADVISORY COMMITTEE ON VOLUNTEERS (ACV)

Date: Thursday, January 14, 2016

Location: PEO Offices, Room 1C

Time: 5:00pm – 8:00pm

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| Attendance: | <p>Chris Kan, P.Eng. – Chair Doug Hatfield, P.Eng. – Vice Chair Nick Colucci, P.Eng. – Council Liaison (teleconference) Christian Bellini, P.Eng. Denis Dixon, P.Eng. Márta Ecsedi, P.Eng. (teleconference) Sean McCann, P.Eng.</p> <p>Regrets: Michael Chan, P.Eng. Vic Pakalnis, P.Eng.</p> <p>Staff: Fern Gonçalves – Director, People Development (Committee Advisor) Viktoria Aleksandrova – Committee Coordinator (Staff Support)</p> |
| AGENDA ITEMS | ROUTINE BUSINESS |
| 1.1 Welcome and Introduction | The Chair welcomed everyone and called the meeting to order at 6:00pm. |
| 1.2 Approval of Agenda | <p>Moved by Nick Colucci, seconded by Sean McCann:</p> <p>That the Agenda be approved as presented. MOTION CARRIED.</p> |
| 1.3 Approval of Minutes (December 3, 2015) | <p>Moved by Doug Hatfield, seconded by Christian Bellini:</p> <p>That the Minutes of the ACV meeting held on December 3, 2015 be approved as presented. MOTION CARRIED.</p> |
| 2. COMMITTEE AND TASK FORCE CONSULTATIONS/REQUESTS | |
| 2.1 Complaints Committee (COC) Terms of Reference | Deferred to the next meeting at the request of Complaints Committee. |



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| 3. BUSINESS ARISING FROM PREVIOUS MINUTES AND ACTION ITEMS | |
| 3.1 Expanded Role of ACV - Update | Councillor Brown joined the meeting as a guest at 6:15pm. He referenced Section 3.6 of the <i>Committees and Task Forces Policy Reference Guide</i> and expressed HRC's expectations that the ACV undertake the task of reviewing committees' Terms of Reference and recommend term limits for committee Chairs, Vice Chairs and general members. |
| 3.2 2016 Committee Chairs Workshop – Subcommittee Update | A second draft of the Feedback Summary was distributed. Members were asked to review the document and provide their feedback by Monday, Jan 18 th . Action [1]: Staff to forward a Word document to the ACV members for feedback. |
| 4. OTHER BUSINESS | |
| 4.1 Election of Chair / Vice Chair | The Committee held an election for the position of Committee Chair and Vice Chair. Moved by Nick Colucci, seconded by Doug Hatfield: That Chris Kan, P.Eng. be elected as the ACV Chair for 2016. MOTION CARRIED. Moved by Denis Dixon, seconded by Doug Hatfield: That Christian Bellini, P.Eng. be elected as the ACV Vice Chair for 2016. MOTION CARRIED. Action [2]: Staff to submit this information to Council at their next meeting. |
| 4.2 ACV website - Update | Viktoria provided an update on the proposed changes to the ACV website. The committee agreed to proceed with the changes. Action [3]: Staff to update the ACV's webpage as discussed. |
| 4.3 Volunteer On-Boarding - Update | Fern provided an update on the recently launched <i>Volunteer Orientation web-module</i> . |
| 5. MEETING EVALUATION [by Nick Colucci] | |



6. SCHEDULE OF NEXT MEETINGS – AND – ADJOURNMENT

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| Future Meetings and Adjournment | <p>The next ACV meeting dates are:</p> <ul style="list-style-type: none"> • Thursday, March 3, 2016 • Thursday, May 26, 2016 • Thursday, August 11, 2016 • Thursday, September 15, 2016 • Friday, October 28, 2016 - Committee Chairs Workshop • Thursday, December 1, 2016 <p>The meeting was adjourned at 7:02pm.</p> |
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**LIST OF ACTION ITEMS
as of January 14, 2016**

| Responsible: | Action: | Status: |
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| 1. 2016 Committee Chairs Workshop – Subcommittee Update | | |
| Staff | To forward a Word document to the ACV members for feedback. | In progress |
| 2. Election of Chair / Vice Chair | | |
| Chair | To submit the information about the Chair and Vice Chair to Council at their next meeting. | In progress |
| 3. ACV website - Update | | |
| Staff | To update the ACV's webpage as discussed. | In progress |