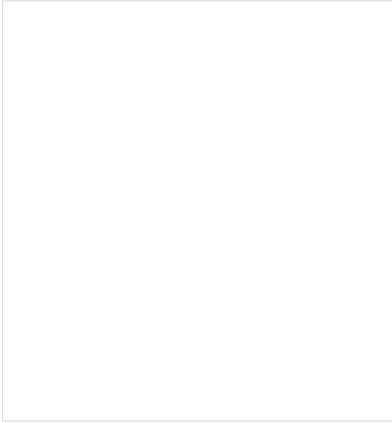
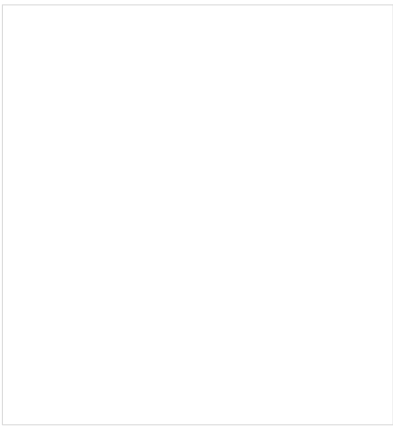


**The Corporation of the Township of Central Frontenac
Volunteer Appreciation Committee**

July 7, 2025 at 1:00 p.m.

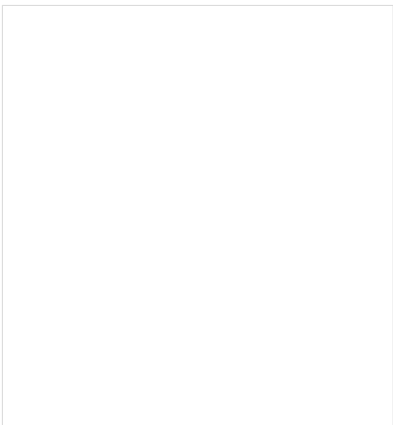
Public Works Boardroom





Members: Councillor Duncan McGregor, Councillor

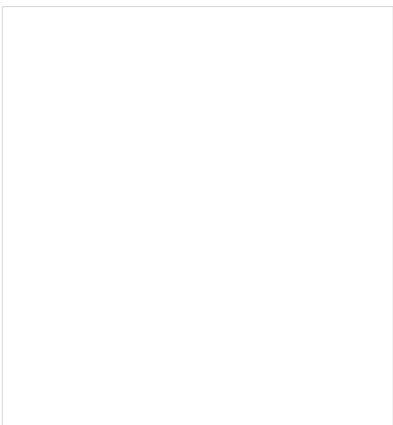
Lynn Klages



Staff in Attendance: Jody Legue – Deputy Clerk & EA

to the CAO, Abigail McKinnon – Planning Assistant, Sarah Watkins –

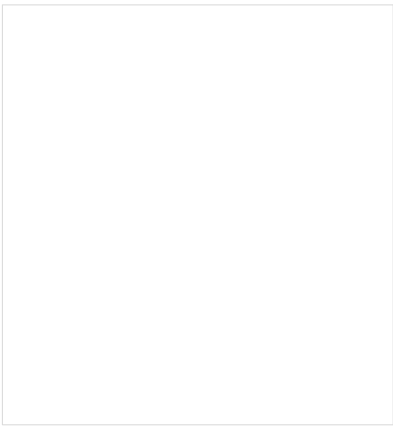
Clerical Assistant



1.Call to Order

Meeting called to order at 1:09 p.m.

a. **Appointment of Chair**



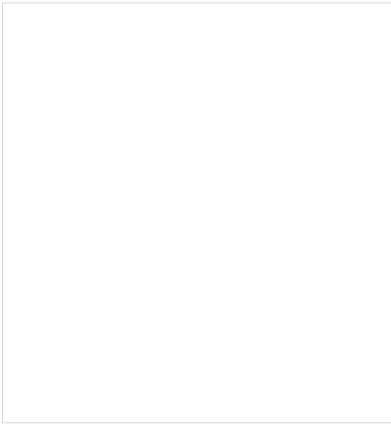
MOVED BY: Lynn Klages

THAT Duncan McGregor be appointed as

Chair of the 2025 Volunteer Appreciation Committee.

Carried

b. **Appointment of Secretary**



MOVED BY: Duncan McGregor

THAT Sarah Watkins be appointed as

Secretary of the 2025 Volunteer Appreciation

Committee.

Carried

2.Approval of Agenda

MOVED BY: Duncan McGregor

THAT the agenda of the July 7, 2025, meeting be approved

as presented.

Carried

3. Disclosure of Pecuniary Interest

None

4.Approval of Minutes

None

5. Business

a. **Terms of reference**

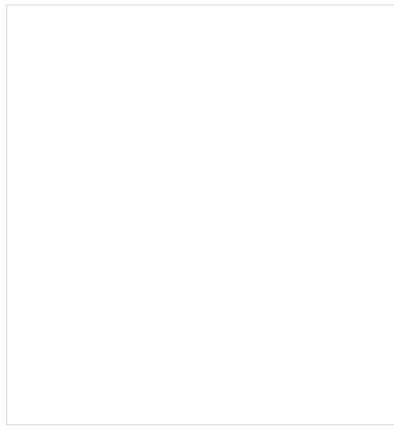
review/creation

Jody presented a draft of the terms of reference.

Sarah will format the draft into the proper

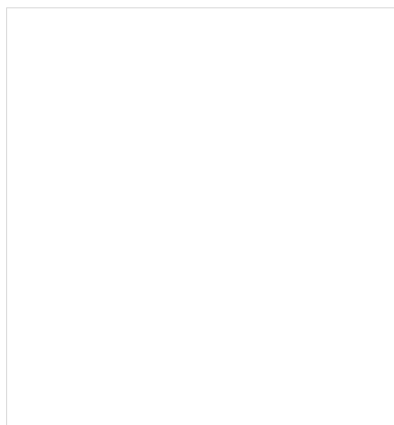
template.

MOVED BY: Lynn Klages



THAT the committee approve the

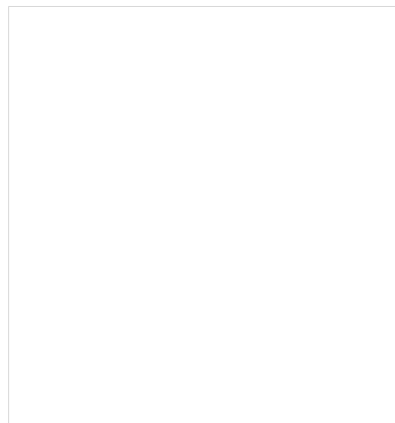
draft Terms of Reference;



AND THAT the draft Terms of

Reference be revised into the proper format and

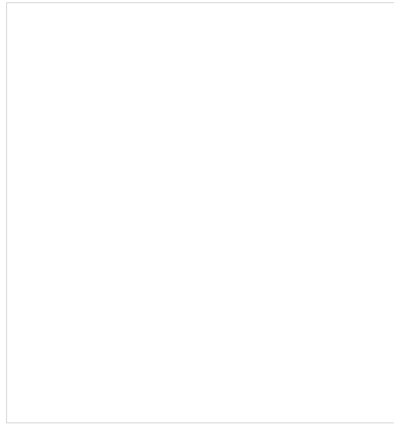
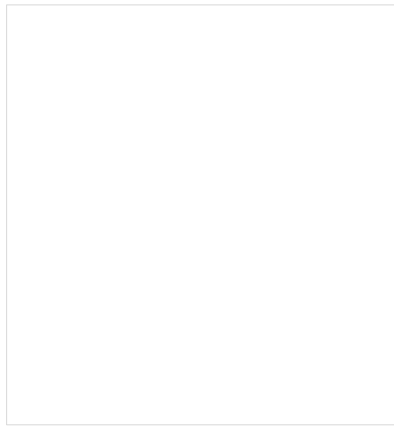
brought back to the committee for final approval.



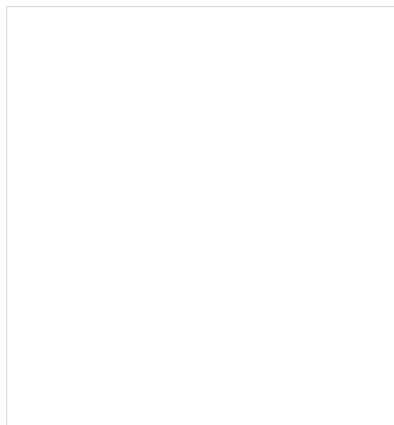
b. **Budget**

The budget for the Volunteer Appreciation event

is approximately \$7,000 to \$8,000.



c. Volunteer member report

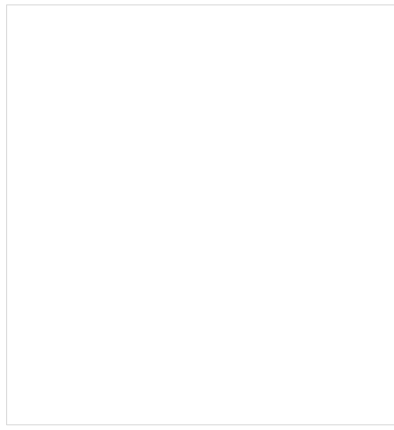


Sarah mentioned that there are approximately

120 volunteers based on last year's numbers,

but the exact count will be confirmed after

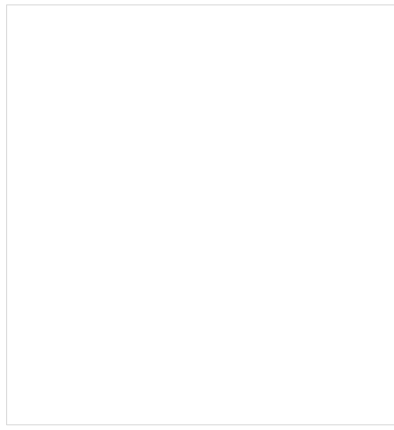
reaching out to each committee.



Duncan noted that with a 75% attendance rate,

we can expect around 80 attendees, with plus-

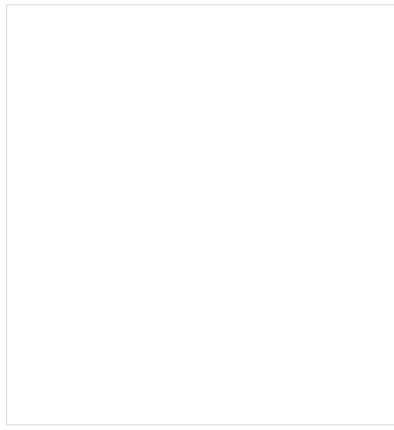
ones bringing the total to approximately 160.



Jody emphasized the need to establish criteria

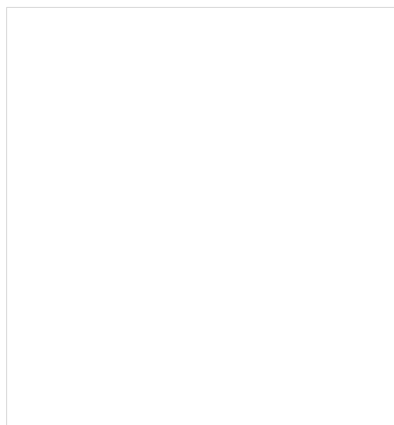
for which volunteers will be included in the

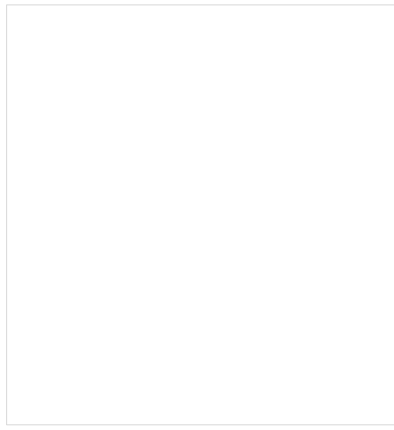
event.



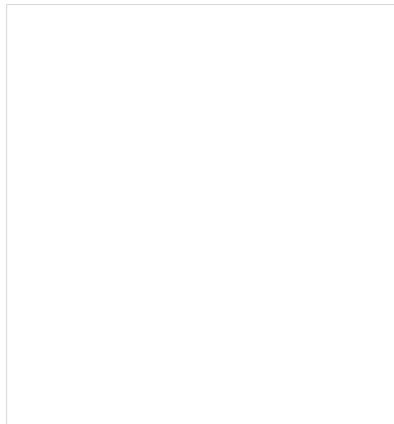
Duncan suggested putting a pin in the

discussion until the event type is determined.

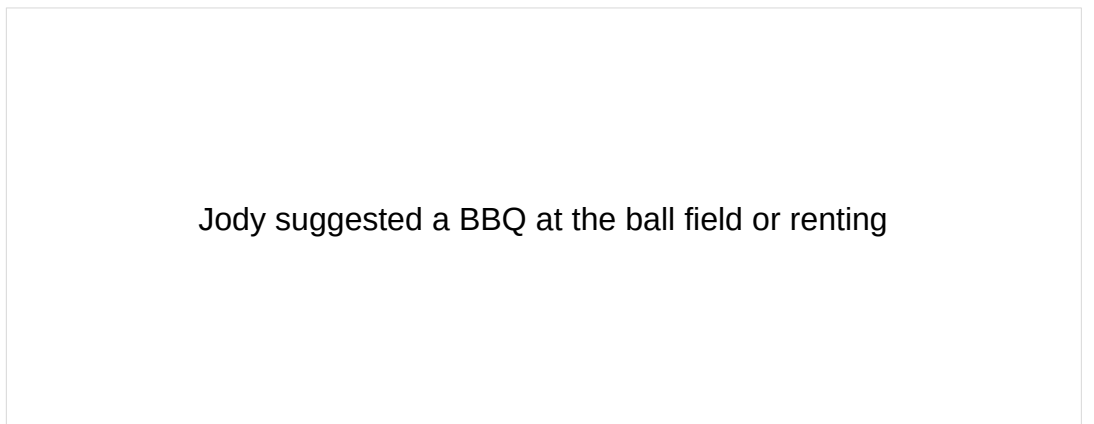




d. **Event type**



Jody suggested a BBQ at the ball field or renting



a venue, such as RKY, for a meal and awards

ceremony, depending on the event's formality.

Duncan proposed serving hotdogs and

hamburgers.

Lynn expressed interest in showcasing

Kennebec Park next year after a mural project

with volunteers from the high school and

suggested holding the BBQ there.

Duncan suggested focusing on celebrating

volunteer projects rather than individual

volunteers.

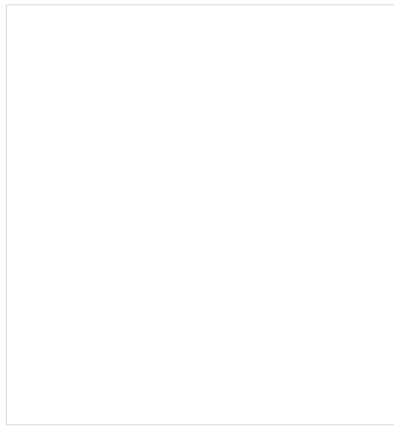
Duncan proposed a "wedding-style" event, with

a reception followed by a sit-down dinner. Each

committee would have a 5-minute speech during

dinner to discuss their projects over the past

year.



Jody suggested rotating districts each year,

while Lynn recommended planning ahead and

informing volunteers in advance about the next

year's location.

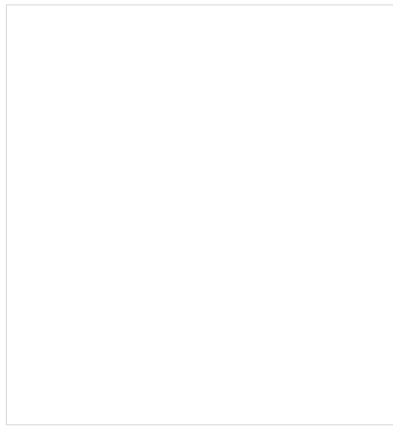
Duncan recommended the Sharbot Lake rink as

a venue, noting it can accommodate up to 160

people without concern for weather.

Duncan asked what the costs would be. Jody

mentioned costs for decorations and food.



Jody also suggested looking at local caterers

within the township. With hotdogs and

hamburgers, Council could interact with

volunteers by serving the food.

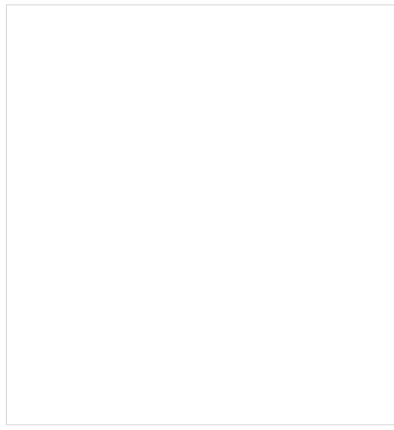
Abby suggested holding the event between early

to mid-September, with Jody proposing

September 20th as the date.

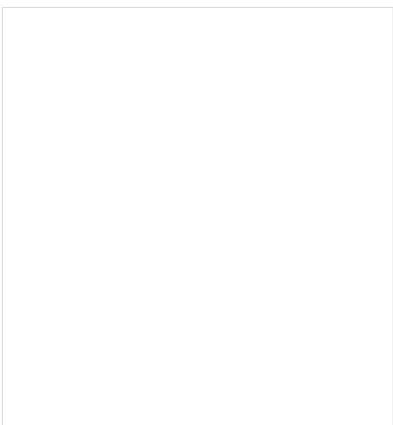
Duncan recommended doing a supper event

rather than lunch.



Abby noted that if the event is catered, Council

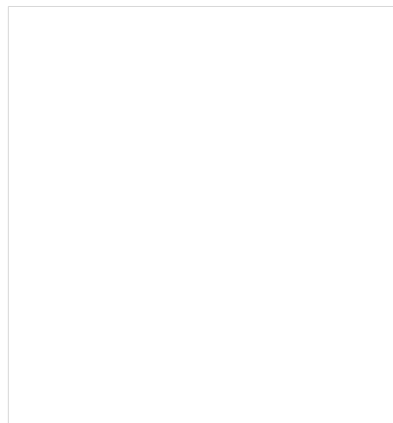
can still serve the volunteers.



Jody expressed support for the idea of Council

serving food while also having a caterer,

allowing more interaction with volunteers.



Duncan emphasized trying to stay under \$30 per

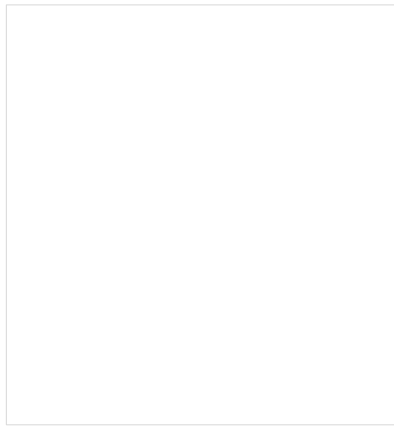
plate, which would amount to about \$4,800 total.

Jody asked how many quotes should be

obtained.

Lynn suggested getting multiple quotes to

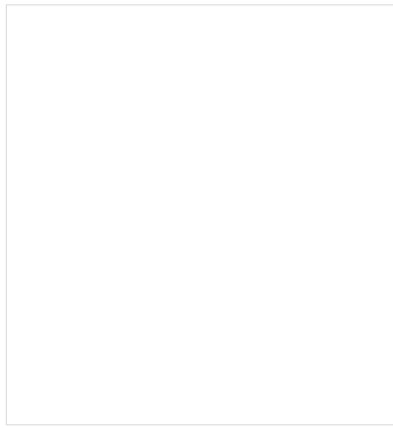
ensure everyone is involved in the process.



Jody agreed to compile a list of all restaurants

and caterers in Central Frontenac to request

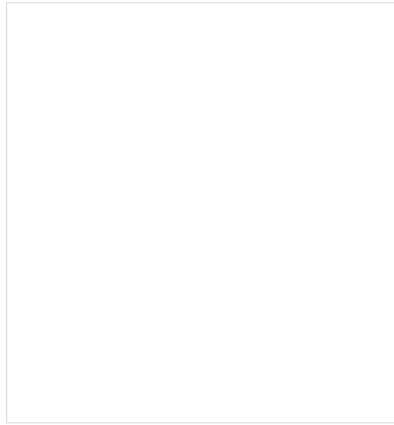
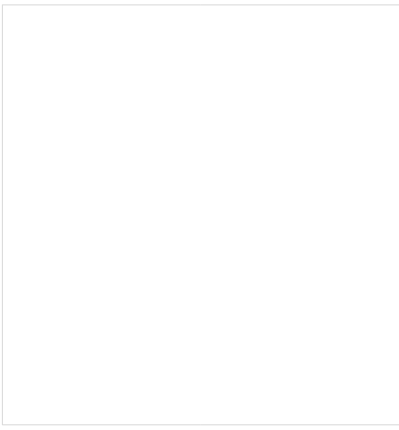
quotes from.



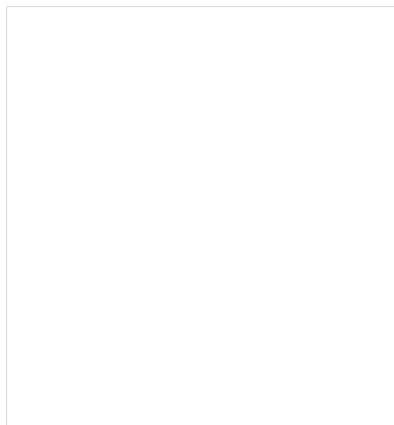
Duncan clarified that the focus should not solely

be on the lowest price but on finding the best

representation of what the event needs.



e. **Event Location**

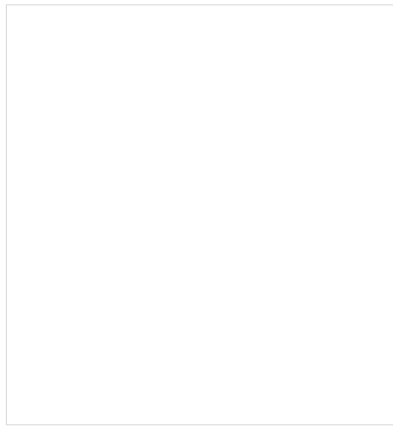


The event would feature a sit-down meal at the

Sharbot Lake rink, with council serving buffet-

style so everyone can interact with the

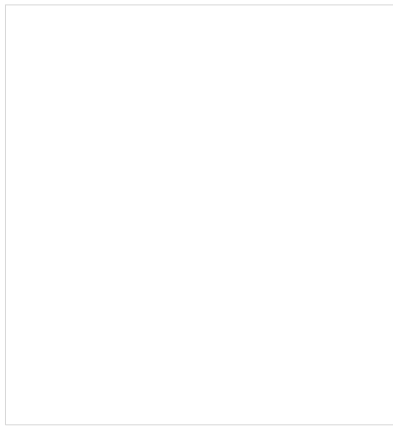
councilors.



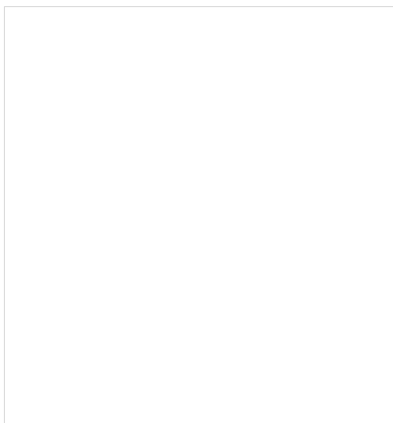
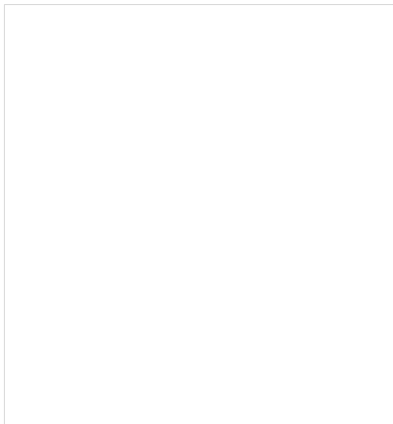
Jody suggested a harvest-style decoration

theme, fitting for the time of

year.



f. Volunteer gift ideas



Quotes were received from two different

companies and reviewed by the committee.

Abby proposed adding the year to the volunteer

service pins.

Jody mentioned that it might be challenging to

add the year on the pins due to minimum order

requirements.

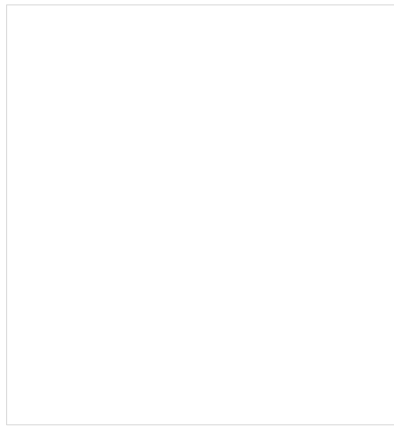
Duncan suggested creating years of service pins

for future milestones (e.g., 5 years, 10 years,

etc.).

Jody estimated the cost for gifts to be

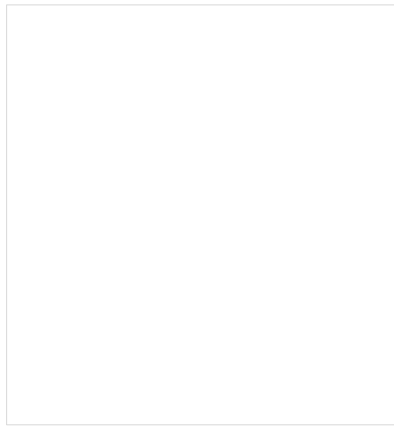
approximately \$800.



Abby suggested that since the date can't be

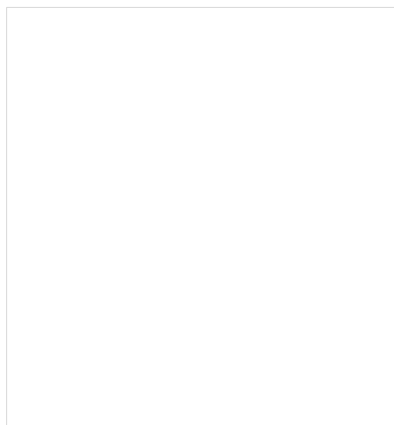
included on the pins, a cardstock with the dates

could be used to attach the pin.



The pins will feature the text "Central Frontenac

Volunteer" and the Logo.



6.New/Other Business

None

7. Next Meeting

The next meeting will be held on Wednesday, July

16th, 2025, at 9:00 a.m. in the Council Chambers.



8. Adjournment



MOVED BY: Lynn Klages



THAT this meeting be adjourned at 1:47

p.m.

Carried