

Strategic Goal: Build strong communities and cultural assets

Departmental Reporting: Recreation, Culture and Wellness

Goals

- Encourage strong economic and tourism, through the creation of a home-town festival that focusses on celebrating all that is Pelham
- Promote active lifestyles by opening streets to pedestrian traffic creating a public gathering place
- Engage all sectors of the community, such as service clubs, businesses, agriculture, sports organizations, arts, cultural, etc. in developing and promoting the festival
- Assist in the preparation of an annual budget for approval by Town Council and to canvas for donations, sponsorships and upper tier financial support to underwrite the festival

Membership

Membership shall consist of the following:

- ~~Four~~ **Six** members from the community at large;
- One representative from the Pelham Active Transportation Committee;
- ~~Up to two representatives from the Pelham Business Association;~~
- Up to two representatives from the Welland/Pelham Chamber of Commerce;
- **Up to two representatives from local Service Clubs;**
- One representative from the Mayor's Youth Advisory Council (ex officio);
- One Town of Pelham Councillor (ex officio);
- Director of Culture, Recreation & Wellness, or designate (as resource to Committee);

All members are considered voting members with the exception of ex-officio members.

Members shall be appointed by by-law and the term of office shall be consistent with the Term of Council. Applications will be reviewed by Council in accordance with the Public Appointment Policy.

Vacancies shall be replaced by Council appointment.

Any committee member missing three (3) consecutive meetings without reasonable cause or explanation will be deemed to have resigned.

Meeting Protocols

The following meeting protocols shall apply:

- Quorum for meetings of the committee shall be determined according to the Town's Procedural By-law, and declared by the chair. Approval of any motion shall require 50% plus one of the voting members in attendance at the meeting.
- If quorum is not attained within 15 minutes of the scheduled start time of the meeting, no actions or recommendations emanating from a meeting have any force or effect.
- Minutes shall be recorded and retained by the staff designate, and copies shall be forwarded to Town Council for information after committee approval.
- The Committee reports directly to the Town Council via minutes of its meetings, presentations as requested and/or as deemed necessary, and through the provision of a quarterly report to Town Council.
- The committee will appoint a chair who will serve throughout the appointment term.
- Recommendations for Council shall be forwarded in resolution form, under the signature of the Chair.
- Meeting protocols shall be conducted in accordance with the Municipal Act.
- All meetings shall be open to the public and closed session meetings shall only be permitted under the provisions of the Municipal Act, and if so convened shall not be held in the absence of the staff appointee. Meeting dates shall be posted on the Town's website.
- Sub-Committees may be formed as necessary and will determine their own meeting times and dates.
- Members missing three consecutive meetings without reasonable cause or explanation will be deemed to have resigned and the staff liaison shall inform the Town Clerk to request applications be sought to fill such vacancy.

Financial Reporting

Financial reporting will be administered by the Town of Pelham Corporate Services Department.

Amended/ Approval: **February 18, 2020**