

Advisory Committee Name:	<insert Volunteer Working Committee name>
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Purpose

The purpose of the <insert Volunteer Working Committee name> Committee <insert abbreviation if applicable> is to execute <program/ project/ event> in the Town of Pelham (the "Town").

Mandate

The mandate of the <insert Volunteer Working Committee name> is to <Coordinate/ assist/ guide/ etc.> Town Staff with respect to the following areas:

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Membership:

Membership shall consist of the following:

- Interested Pelham residents;
- Director of lead department, or designate (as a resource).

Pelham residents must meet the following criteria to be eligible for appointment:

- Satisfactory Police Criminal Record Check/ Vulnerable Sector Check, at the discretion of the Clerk and/or Chief Administrative Officer;
- Resident of the Town of Pelham;
- Must sign the Code of Conduct;

Applications will be considered, and membership approved by the Director of <insert lead department>.

The meetings of the <insert Volunteer Working Committee name> are public and may be recorded and posted to the Town's website. Members should be aware that their names will be in the public realm. Member information, other than their first and last name, will be kept confidential in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* "MFIPPA".

Schedule and Location of Meetings

To be determined by the Director of the Lead Department in consultation with the Volunteer Working Committee.

Term of Committee

The term of membership shall be a maximum of two (2) years. Members may have the option to re-apply for additional terms.

Resources and Budget

The <insert> department is the designated lead department providing support for the <insert Volunteer Working Committee name>; however, the <insert Volunteer Working Committee name> also has access to the technical expertise of staff from other Town of Pelham departments as may be required.

This Committee is allotted a Budget of \$00.00 and is subject to annual Council approval.

Meeting Protocols

Volunteer Working Committees are governed by the Town of Pelham's Procedural By-law, as amended. See relevant Section.

Consent

By applying to the Volunteer Working Committee, you have agreed, consented and understand all the provisions within these Terms of Reference.

Financial Reporting

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

Amendments to the Terms of Reference

The Director of the lead department, in consultation with the Chief Administrative Officer may amend the Terms of Reference, from time to time.

Director of <insert lead department>

Chief Administrative Officer

Executed this _____ day of _____, 2022.