

Volunteer Working Group:	Pelham Summerfest Working Group
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**Purpose**

The purpose of the Pelham Summerfest Working Group is to execute the Summerfest festival in the Town of Pelham.

**Mandate**

The mandate of the Pelham Summerfest Working Group is to build strong communities and cultural assets, with respect to the following areas:

- Encourage a strong economic and tourism base through the creation of a hometown festival that focuses on celebrating all that is Pelham;
- Promote active lifestyles by opening streets to pedestrian traffic and 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;
- Promote and support local businesses (vendors, food, beverages, alcohol, sponsorships, etc.); and
- Build volunteerism and community.

**Membership:**

Membership shall consist of the following:

- Up to six (6) members from the community at large (e.g., business owners, community stakeholders, residents, etc.);
- One (1) representative from the Pelham Active Transportation Committee;
- Two (2) representatives from local Service Clubs;
- Optional – No more than three (3) Town of Pelham Councillor (Ex-officio); and
- Director of Culture, Recreation and Wellness, or designate (as a resource).

Membership is conditional upon availability of the third weekend of July.

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

- Resident of the Town of Pelham or business owner within the Town of Pelham; and
- Must sign the Councillor Code of Conduct.

Applications will be considered, and membership approved, by the Director of Recreation, Culture and Wellness, or designate.

The meetings of the Pelham Summerfest Working Group 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**

Pelham Summerfest Working Group meetings will be held monthly, save and except the months of June and July, when meetings will be held weekly.

### **Term of Working Group**

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 Recreation, Culture and Wellness department is the designated lead department providing support for the Pelham Summerfest Working Group; however, the Pelham Summerfest Working Group also has access to the technical expertise of staff from other Town of Pelham departments as may be required.

The Pelham Summerfest Working Group is allotted an annual Budget, and is subject to annual Council approval.

**Meeting Protocols**

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

**Consent**

By applying to the Pelham Summerfest Working Group, 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 Recreation, Culture and Wellness, in consultation with the Chief Administrative Officer, may amend the Terms of Reference, from time to time.

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Director of Recreation, Culture  
and Wellness

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Chief Administrative Officer

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.