

Volunteer Working Group:	Canada Day Working Group
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Purpose

The purpose of the Canada Day Working Group is to execute Canada Day celebrations in the Town of Pelham, which normally consists of one (1) focal event on July 1, in combination with smaller complementary activities, such as contests or other events.

Mandate

The mandate of the Canada Day Working Group is to assist Town Staff in planning, organizing and running the annual Canada Day celebration in Pelham, with respect to the following areas:

- Encourage a strong economic and tourism base;
- Promote and support local businesses;
- 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 celebration; 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) Service Club representative; and
- Director of Recreation, Culture and Wellness, or designate (as a resource).

Members must meet the following criteria to be eligible for appointment:

- Member from the community at large (e.g., business owners, community stakeholders, residents, etc.); 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.

Membership is contingent upon availability of the Canada Day weekend.

The meetings of the Canada Day 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

Canada Day Working Group meetings will be held monthly during the months of March, April and May, and then weekly as of June.

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 Canada Day Working Group; however, the Canada Day Working Group also has access to the technical expertise of staff from other Town of Pelham departments as may be required.

This 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 Canada Day 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.

Director of Recreation, Culture
and Wellness

Chief Administrative Officer

Executed this _____ day of _____, 2022.