

Volunteer Working Group:

Communities in Bloom**Purpose**

The purpose of the Communities in Bloom Working Group is to inspire the community to enhance the visual appeal of their neighbourhoods and public spaces through the creative use of plants and landscaping with an overall respect to environmental stewardship and preservation of heritage assets in the Town of Pelham (the “Town”).

Mandate

The Communities in Bloom Working Group will focus on the areas of:

- Community Appearance;
- Environmental Action;
- Heritage Conservation;
- Tree Management;
- Landscaping; and
- Plant and Floral Displays.

Membership:

Membership shall consist of the following:

- Up to five (5) interested Pelham residents;
- Up to two (2) representatives from local service clubs;
- Up to two (2) representatives from local businesses;
- Director of lead department, or designate (as a resource).

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

- Must sign the Code of Conduct for Elected and Appointed Officials.

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

The meetings of the Communities in Bloom 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

To be determined by the Director of Recreation, Culture and Wellness in consultation with the Communities in Bloom Working Group.

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

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

Director of Recreation, Culture &
Wellness

Chief Administrative Officer

Executed this _____ day of _____, 2023.