

Volunteer Working Group:	Utility Sustainability Working Group
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Purpose

The purpose of the Utility Sustainability Working Group is to provide guidance and input to Town Staff with the goal of reducing utility costs and operating clean, efficient, and low-cost buildings and facilities Town of Pelham (the “Town”).

Mandate

The mandate of the Utility Sustainability Working Group is:

- Review utility rates from various utility providers including but not limited to Enbridge Gas, Hydro One, Niagara Peninsula Energy, Pelham Water, and Wastewater Services, Telecommunication services, etc.;
- Review design and engineered systems for Town-owned buildings and facilities;
- Review policies and procedures related to the operation of Town-owned buildings and facilities to improve sustainability;
- Review policies and procedures and provide input to Town staff regarding green energy initiatives with respect to Town facilities and fleet management; and
- Provide guidance and input to Town Staff regarding the efficient operation of Town-owned buildings and facilities based on the information reviewed.

Membership

Membership shall consist of the following:

- No less than three (3), and up to five (5) interested Pelham residents;
- Optional – No more than three (3) Town of Pelham Councillors (Ex-officio); and
- Director of Public Works, or designate (as a resource).

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

- Resident of the Town of Pelham; and
- Must sign the Councillor Code of Conduct.

Applications will be considered, and membership approved by the Director of Public Works.

The meetings of the Utility Sustainability 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 Public Works in consultation with the Volunteer 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

The Public Works Department is the designated lead department providing support to the Utility Sustainability Working Group; however, the Utility Sustainability 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

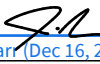
By applying to the Utility Sustainability Working Group, you have agreed, consented and understand all the provisions within these Terms of Reference.

Financial Reporting

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

Amendments to the Terms of Reference

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


Jason Marr (Dec 16, 2022 14:26 EST)

Director of Public Works



Chief Administrative Officer

Executed this 16 day of Dec, 2022.









Utility Sustainability Working Group TofR

Final Audit Report

2022-12-20

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