Volunteer Working Group:	Canada Day Working Group
Meeting Date and Time:	Monthly during February, March, April, May Weekly in June
Meeting Location:	Meridian Community Centre

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, as available;
- Associate Director of Community Services – Strategic Initiatives, programming and Events (Optional); and
- Culture and Community Enhancement Programmer.

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 Associate Director of Community Services – Strategic Initiatives, Programming and Events, 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 February, March, April and May, and then weekly as of June.

Term of Working Group
The term of membership shall be for a one (1) year period. Members may have the option to re-apply for additional terms.

Resources and Budget
The Community Services Department is the lead department responsible for supporting the Working Group. The Canada Day Working Group also has access to the technical expertise of staff from other Town of Pelham departments as may be required.
The Town of Pelham provides an annual municipal contribution toward the delivery of Canada Day events, subject to the Mayor through the annual budget process.
All municipal funds shall be administered by the Town of Pelham in accordance with applicable municipal policies, financial controls, and procurement requirements.

Meeting Procedures
The Working Group shall operate in accordance with the Town of Pelham's Procedural By-law, as amended, and any applicable policies governing volunteer working groups.

Consent
By accepting an appointment to the Working Group, members acknowledge that they have read, understood, and agree to comply with these Terms of Reference and all applicable Town policies.

Amendments to the Terms of Reference
The Associate Director of Community Services – Strategic Initiatives, Programming and Events, in consultation with the Chief Administrative Officer, may amend these Terms of Reference from time to time to reflect operational requirements, legislative changes, or Council direction.

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

Sleach
Associate Director of Community Services – Strategic Initiatives, Programming and Events

D. Cribbs – Signed Virtually
Chief Administrative Officer

Executed this 24th day of November, 2026.