Working Group Name:	Summerfest Working Group
Meeting Date and Time:	Tuesdays (Monthly) 3:30 p.m. to 5:00 p.m. *Meetings will increase in frequency closer to the event
Meeting Location:	Pelham Town Hall – Community Room

Purpose

The purpose of the Pelham Summerfest Working Group (the "Working Group") is to support the financial sustainability, planning, promotion, and successful delivery of the annual Pelham Summerfest in partnership with Town staff, with a primary focus on sponsorship, fundraising, donations, and developing community and business partnerships.

The Working Group is an informal, collaborative group of community members and Town staff. Members work collectively to provide community input, ideas, and support and may discuss specific matters identified by Town staff and provide consensus-based input or recommendations, as appropriate.

Overall event management, municipal oversight, financial administration, and operational decision-making remain the responsibility of Town staff.

Mandate

The Working Group will support the Town in delivering the annual festival.

The Working Group's responsibilities are:

- identify and secure sponsorship opportunities from local businesses, organizations, service clubs, and community partners;
- support efforts to obtain grant funding and other external fun
- ding opportunities, where appropriate;
- promote Pelham Summerfest as a premier community festival;
- encourage participation from all sectors of the community, including businesses, service clubs, arts and cultural groups, sports organizations, community groups, and volunteers;
- support the recruitment and coordination of volunteers required for the festival;
- assist Town staff by providing community input, recommendations, and operational support during the planning and delivery of the event;
- promote local businesses by encouraging the participation of local vendors, food providers, beverage providers, artisans, and service organizations wherever feasible; and
- promote active lifestyles and community engagement through the creation of accessible, family-friendly public spaces and programming.

This Working Group operates in a collaborative capacity with Town staff. Working Group members provide advice, community connections, volunteer support, and fundraising assistance but do not direct Town staff or exercise decision-making authority over municipal operations, finances, procurement, risk management, or regulatory matters.

Town staff from the Community Services Department are responsible for the overall planning, coordination, administration, and delivery of Pelham Summerfest.

Town staff are responsible for, including but not limited to:

- overall event management;
- municipal approvals and regulatory compliance;
- procurement and contract administration;
- financial administration and reporting;
- risk management and insurance;
- coordination of municipal services and departmental resources; and
- providing administrative support to the Working Group.

Membership

Membership shall consist of the following:

- Up to six (6) members from the community at large (e.g., business owners, community stakeholders, residents, local Service Club members, etc.);
- Special Events and Festivals Programmer;
- Supervisor of Recreation Programs;
- Associate Director of Community Services – Strategic Initiatives, programming and Events (Optional); and
- Secretary (as an administrative resource).

Note: Preference may be given to Town of Pelham residents; however, business owners and other community stakeholders who reside outside the municipality may also be considered for appointment. Residency alone does not determine eligibility for this Working Group membership.

Membership is conditional upon availability during the planning process and the third weekend of July when Summerfest is held.

Appointments shall be made by the Associate Director of Community Services – Strategic Initiatives, Programming and Events, or designate.

To be eligible for appointment, applicants must sign the Town's Code of Conduct and may be required, at the discretion of the Clerk or Chief Administrative Officer, to provide a satisfactory Police Criminal Record Check and/or Vulnerable Sector Check.

Working Group meetings are open to the public and may be recorded and published on the Town's website. Members acknowledge that their names will form part of the public record. Personal information will be managed in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

Any member who misses three (3) consecutive meetings without reasonable cause may be deemed to have resigned, at the discretion of the Associate Director of Community Services – Strategic Initiatives, Programming and Events, or designate.

Meetings

The Working Group shall generally meet monthly, except during the final stages of festival planning, when meetings may occur more frequently as determined by Town staff.

Town staff will facilitate meetings and guide discussions based on current event priorities and requirements.

Members are expected to attend meetings regularly and participate in Working Group activities, particularly sponsorship, fundraising, and community outreach efforts.

Meetings will be held at Town Hall. While in-person attendance is encouraged, members may participate virtually when in-person attendance is not required or is not reasonably possible.

Term of Committee

Appointments shall be for a one (1) year term, with members eligible to reapply for additional terms.

Resources and Budget

The Community Services Department is the lead department responsible for supporting the Working Group.

The Town of Pelham provides an annual municipal contribution toward the delivery of Pelham Summerfest, subject to the Mayor through the annual budget process.

The Working Group is expected to supplement the Town's contribution by actively pursuing sponsorships, donations, grants, and community partnerships to enhance festival programming and offset operating costs.

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

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 06 day of November, 2026.