

Volunteer Working Group:	MCC Licensed User Working Group
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Purpose

The purpose of the MCC Licensed User Working Group is to aid in coordinating and scheduling User Groups that have license agreements to operate in the Meridian Community Centre ("MCC").

Mandate

The mandate of the MCC Licensed User Working Group is to manage the activities of those User Groups with license agreements to operate in the MCC with Town Staff operating the MCC with respect to the following areas:

- Facilitate effective communication between licensed MCC User Groups and the Town;
- Facilitate and jointly develop an annual ice users' schedule dependent on the needs of the various licensed users and the Town;
- Facilitate and jointly develop an annual gym users' schedule dependent on the needs of the various licensed users and the Town;
- Facilitate and jointly develop an annual non-ice users' schedule for use of areas outside of the gymnasium and arenas dependent on the needs of licensed users and the Town;
- Facilitate and jointly develop an annual non-ice users' schedule for use of arenas dependent on the needs of the licensed users and the Town;
- Support each licensed MCC User Group with their special events or activities;
- Facilitate cooperation and flexibility between licensed users for the greater benefit of the community;
- Constructively find solutions to conflicts between licensed MCC User Groups when they arise;
- Work effectively as a team of Licensed Users to maximize services offered to the public and to support the activities of each other; and
- Explore and recommend policies to Council that strengthen the effectiveness of Licensed User Groups in their delivery of service to the public.

Membership:

Membership shall consist of the following:

- One (1) representative from each of the Licensed User Groups in the MCC, referred to the Town by the organization ;
- One (1) member representing community Service Clubs, referred to the Town by the organization;
- One (1) Town of Pelham Facilities department Staff;
- Optional – No more than three (3) Town of Pelham Councillor (Ex-officio);
- One (1) Town of Pelham Recreation, Culture and Wellness department staff; and
- Director of Recreation, Culture and Wellness, or designate (as a resource).

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

- Resident of the Town of Pelham or a member of a Licensed User Group in the MCC; and
- Must sign the Councillor Code of Conduct.

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

The meetings of the MCC Licensed User 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 MCC User 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 Recreation, Culture and Wellness department is the designated lead department providing support for the MCC Licensed User Working Group; however, the MCC User 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 MCC Licensed User Working Group, you have agreed, consented and understand all the provisions within these Terms of Reference.

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.

Vickie Vanravenswaay

Director of Recreation, Culture
and Wellness

[Signature]

Chief Administrative Officer

Executed this 15 day of December, 2022.









MCC Licensed User Group Committee ToR

Final Audit Report

2022-12-15

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