

DEPARTMENT: Council and Corporate Services**TITLE: Advisory Committee to Reduce Poverty Issues**Minutes reference date: December 16, 2019

Purpose

1. The Advisory Committee to Reduce Poverty Issues (the “Committee”) assists Town Council (“Council”) in fulfilling its responsibilities relating to creating a well community and reducing poverty in The Town.
2. In particular, the Committee assists Council by:
 - a. Recommending initiatives related to poverty reduction;
 - b. Providing recommendations on ways to educate the community and engage stakeholders;
 - c. Reviewing studies, plans and proposals related to this area and providing comments to staff and recommendations to Council in accordance with this information;
 - d. Proposing changes to policy to encourage or enable Council’s goals in the poverty reduction area;
 - e. Provide staff with information beneficial to the strategic direction of Council as it relates to poverty reduction.

Composition, Operations and Accountability

3. The Committee shall have voting membership that includes:
 - a) A Town of Amherst Council member
 - b) A representative from the Business Community
 - c) Someone with current Lived Experience
 - d) Someone who is either a newcomer or works with newcomers
 - e) One member from the NSHA
 - f) Service provider to persons experience low income / social isolation
 - g) Someone related to the academic or education aspects of poverty
 - h) Two other members working or volunteering in areas related to poverty

Non-voting members shall include:

 - i) A Town of Amherst staff member
 - j) Topic specialists
 - k) Those invited to meetings on an as needed basis
4. The initial appointments (effective January 29, 2019) will be for one-year terms, as a transitional measure, and subsequent appointments will have four members for a one-year term and four members for a two-year term to ensure knowledge is retained on the Committee. Appointees shall possess knowledge and understanding of poverty related issues and services currently being provided by the community. Appointments shall be approved by Council annually at their October meeting.
5. The Town of Amherst Council member shall be elected annually by Council.
6. The Town of Amherst staff member and the secretary of the Committee shall be appointed by the Chief Administrative Officer.

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7. The Chair shall be the Town of Amherst Council member.
8. The Committee shall normally meet monthly (monthly except July and August). Additional meetings may be called based on requirements. The Committee Chair will make periodic reports to Council on matters relating to the Committee's duties and responsibilities.
9. All meetings shall be public meetings and closed meetings will follow the guidelines of the Municipal Government Act.
10. The Committee provides open avenues of communication to stakeholders and Council.

Goals

11. The Committee has the following goals:
 - a. Provide a summary of existing services aimed at community well-being and poverty reduction;
 - b. Identify gaps in service provisions and knowledge of poverty and community well-being;
 - c. Engagement of stakeholders including all levels of government, Town residents and businesses in poverty reduction;
 - d. Developing the framework for a strategic plan around poverty reduction;
 - i. Work collaboratively with those experiencing poverty, existing services providers in the not for profit, non-governmental and service organizations, concerned citizens, government, businesses and other stakeholders;
 - ii. Identify short- and long-term options for impacting the poverty reduction component of community well being;
 - iii. Identify areas for education and fact gathering.
 - e. Monitor ongoing efforts on implementation of the strategic plan once developed;
 - f. Provide insight to Town staff and Council on evolving issues once the plan is developed.

Terms of Reference for the Committee

12. The Committee will review its terms of reference annually.