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**TITLE:** Poverty Reduction Advisory Committee Terms of Reference  
**SECTION:** Executive Office  
**POLICY NO:** 10350-29

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**APPROVAL DATE:** December 18, 2023

**CAO Signature:** 

## **POLICY STATEMENT**

This policy will govern the terms of reference for the Poverty Reduction Advisory Committee for the Town of Amherst.

## **PURPOSE:**

The purpose of the Poverty Reduction Advisory Committee (PRAC) is to advise Amherst Town Council on matters regarding poverty reduction through the application of social equity lenses within our community. The primary goals of the PRAC are:

1. Assist with increasing awareness of wellness and quality of life for all constituents living in Amherst focusing on what is needed to prevent people from experiencing poverty.
2. To support those who are equity deserving by focusing on inclusion, empowerment, capacity building, and cross-sectoral collaboration

## **ROLE OF COMMITTEE:**

### Mandate:

The mandate of the Poverty Reduction Advisory Committee is to:

- Provide advice and recommendations to Municipal Council as determined by the goals of strategic plan, or as determined by ongoing collaboration with the community
- Work collaboratively with community organizations and neighboring municipalities to carry out priorities as identified in the strategic plan
- Create awareness and education around poverty and its impact on social wellness;
- Function as a hub of community-based poverty reduction assets;
- Consider and integrate the advice and activities of other council committees with mandates aligned with poverty reduction;
- Align with strategic priorities of councils that are matters related to the committee's purpose; and
- Review these Terms of Reference every three years.

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## **MEMBERSHIP:**

### Committee Composition and Term

The committee will endeavor to maintain a diverse and inclusive membership and represent all demographics and cultural groups within Amherst.

The Chair and Vice Chair will be elected by the committee at the first meeting of each calendar year.

The membership of the PRAC will be as follows:

- Two Councillors as voting members
- Up to six members of the public as voting members ideally with experience in a social equity field or lived experience. Membership will not be limited to Town of Amherst residents; however, preference will be given to residents of the Town of Amherst.
- Staff are not voting members.
- Applications for community representatives may be solicited using radio, newspaper, social media and municipal websites. Interested citizens will be invited to submit a letter of interest and experience. Staff will review the applications with the Councillor appointed to the Committee and make a recommendation to Amherst Town Council for approval of the citizen appointments.

## **MEETINGS:**

### Delegated Authority

The PRAC is established as an advisory committee to the Amherst Town Council and does not have any delegated authority. The Committee has no authority to direct staff but may request direction from the CAO as needed.

### Functioning of the Committee

The Clerks Office will manage the scheduling and facilitation of Committee meetings.

A quorum consists of a majority of the members of the Committee. The Committee will attempt to make decisions by consensus, in the absence of such a vote will be held.

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Budget and Resources Remuneration

PRAC Committee members serve as volunteers and shall serve without remuneration.

Frequency of Meetings

It is expected the PRAC will meet quarterly or as determined by the Committee.

Absenteeism

If a committee member misses three consecutive meetings without giving notice to the Committee, the position will be considered vacated and a new representative will be appointed.

Title/Role	Responsibilities
<b>Director Community Living</b>	Ensure the Committee meets quarterly, follows the terms of reference and brings forward recommendations from the committee to Council
<b>CAO</b>	Ensures recommendations are reviewed by Council at Committee of the Whole meetings and communication on meetings is forward to PRAC
<b>Council</b>	Reviews monthly reports on progress and considers any recommendations brought forward with due diligence

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
<b>Revise the Terms of Reference to be a Town of Amherst Committee</b>	Director of Community Living, Bristol	Council	December 18, 2023

