

Advisory Committee Name:	<Advisory/ Statutory Committee name>
Meeting Date and Time:	3 rd Thursday of the month, 5 p.m. to 6:30 p.m.
Meeting Location:	Meridian Community Centre, Kinsmen Room

Purpose

The purpose of the <Advisory/ Statutory Committee name> Committee <insert abbreviation if applicable> is to provide input and perspective on matters related to <insert> that impact the Town of Pelham (the "Town").

Mandate

The mandate of the <Advisory/ Statutory Committee name> is to provide feedback, advice and recommendations to Town Council with respect to the following areas:

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Membership:

The Committee shall be appointed by Town Council and comprised of the following:

- One (1) Member of Council (Ex-offio);
- <number> resident representatives;
- <number> community group volunteer(s);
- Director of lead department, or designate (as a resource);
- Secretary (as an administrative resources).

Pelham residents must meet the following criteria to be eligible for appointment:

- Satisfactory Police Criminal Record Check/ Vulnerable Sector Check, at the discretion of the Clerk and/or Chief Administrative Officer;
- Resident of the Town of Pelham;
- Must sign the Code of Conduct;
- <insert professional designation ex. CPA>
- Must sign Confidentiality Agreement;

The meetings of the <Advisory/ Statutory Committee name> 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

The <Advisory/ Statutory Committee name> shall meet <ex, Monthly on the 3rd Thursday at 5 p.m. to 6:30 p.m.> at the Meridian Community Centre, Kinsmen Room, however, additional meetings may be scheduled to deal with any urgent matters subject to the availability of Members and staff.

Committees are entitled to a summer/ vacation break.

Term of Committee

The term of membership shall be four (4) years, aligned with Town Council's elected term of office subject to the election period, and the memberships shall be approved by Council in accordance with membership requirements.

Please note, Committees do not meeting during the election period which commences on Nomination Day as determined by the *Municipal Elections Act, 1996*.

Resources and Budget

The <insert> department is the designated lead department providing support for the <Insert Advisory/Statutory Committee name>; however, the <Advisory/ Statutory Committee name> also has access to the technical expertise of staff from other Town of Pelham departments as may be required.

This Committee is allotted a Budget of \$00.00 and is subject to annual Council approval.

Meeting Protocols

Advisory and Statutory Committees are governed by the Town of Pelham's Procedural By-law, as amended. See relevant Section.

Consent

By applying to the <Advisory/ Statutory Committee name>, you have agreed, consented and understand all the provisions within these Terms of Reference.

Financial Reporting

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

Amendments to the Terms of Reference

The Terms of Reference shall be reviewed and refined every four years to ensure that they remain current and meaningful. This four year period shall run with the Term of Council.

Proposals to amend the Terms of Reference must be approved by the Committee and Council.

Council Approval Date: