

Beaverlodge Family & Community Support Services

ADVISORY COMMITTEE TERMS OF REFERENCE

1. **Committee Name – Beaverlodge FCSS Advisory Committee**
2. **Committee Type**
 - ☐ Is a standing committee serving the Town of Beaverlodge.
3. **General Purpose**
 - ☐ The general purpose of this committee is to seek feedback from committee members on community issues, upcoming projects and other topics related to preventative social programming. It is also an opportunity for the FCSS Manager to provide updates on programs and projects.
4. **Key Duties and Responsibilities**
 - ☐ The committee will bring forward suggestions and feedback to the FCSS Manager from community observations and needs.
 - ☐ Assist during FCSS events and activities as needed.
 - ☐ Liaison back to respective Municipal Councils on issues, activities, and areas of need.
 - ☐ The FCSS Manager will perform the role of the committee chair or as designated by the committee.
5. **Appointment and Committee Composition**
 - ☐ The Committee should consist of one council member of the Town of Beaverlodge, **one council member of the County of Grande Prairie**, and a minimum of two community members at large with a maximum of five community members.
 - ☐ The Beaverlodge FCSS Manager will be the appointed staff persons to this committee.
 - ☐ Committee members should have a strong interest in FCSS and specifically the social environment of the community.
 - ☐ Committee members will serve a **4-year term that will coincide with the Municipal Election with potential to change at the annual organizational meeting in October.**
 - ☐ All positions available for members at large will be advertised for application.
 - ☐ Municipal Council representatives will be appointed at the municipal organizational meeting.
 - ☐ Approval of members at large will be reviewed and determined by Municipal Representatives from The Town of Beaverlodge, County of Grande Prairie and The Beaverlodge FCSS Manager.
 - ☐ Failure to attend three (3) consecutive regular meetings without prior notice or acceptable reason may result in removal from the Advisory Committee.
6. **Decision Making**
 - ☐ This committee acts in a consultative capacity.
 - ☐ No financial or structural decisions will be made at this level.
 - ☐ This committee works on a consensus model.
 - ☐ The committee may make motions of recommendation to be forwarded to the Beaverlodge CAO or Council for decision.
7. **Meetings**
 - ☐ Meetings will take place a minimum of three times per year.
 - ☐ Meetings will be scheduled for the coming year at the January committee meeting.
8. **Resources**
 - ☐ No financial resources will be allocated directly to this committee.
 - ☐ The Beaverlodge FCSS Manager and Administration staff time will be allotted to the committee.
9. **Reports**
 - ☐ Committee minutes will be recorded and available to committee members and administration.
 - ☐ Committee minutes will be shared (by Administrative staff) with both Beaverlodge Council and County Council.