



# STANDING COMMITTEE TERMS OF REFERENCE

## 1. GENERAL INFORMATION

Advisory Committee Name:	Standing Committee on Public Safety
Meeting Frequency:	Meeting Frequency and Schedule to be Determined

The Standing Committee on Public Safety is a Standing committee of Council established in accordance with the *Community Charter and "City of Prince George Council Procedures Bylaw No. 8388, 2011."*

## 2. PURPOSE AND MANDATE

The Standing Committee on Public Safety is hereafter referred to as the "Committee" and the Mayor and Council of the City of Prince George is hereafter referred to as "Council".

The purpose of the Committee is to undertake observation and collection on crime statistics and to explore solutions through tested best practices learned from local and other jurisdictions in order to address public safety issues facing downtown Prince George including the area east of Queensway.



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## 3. MEMBERSHIP AND COMPOSITION

### 3.1 Composition

#### 3.1.1 Voting Members

The Committee shall be comprised of a maximum of seven (7) members, including:

1. Mayor (Chair)
2. Three Members of Council to be selected by the Mayor
3. Up to three (3) members appointed by the Mayor including, representation from:
  - Community (Three Members)

#### 3.1.2 Staff and Council Members (Ex-Officio Members)

##### **Staff Liaison**

A city staff member shall be appointed by the City Manager to serve as Staff Liaison, who along with other city staff may attend meetings of the Committee in a resource capacity.

##### **Legislative Services**

The Corporate Officer will appoint a legislative support person to the Committee who will serve in an administrative support role.

##### **Council**

All members of Council are ex-officio members of the Committee and may attend meetings and participate in debate, but may not make motions and do not have voting rights.

##### **Downtown Prince George**

A member of Downtown Prince George will attend the meetings and act in a resource capacity.

##### **RCMP**

A member of the RCMP will attend the meetings and act in a resource capacity.



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## 3.2 Length of Term

The Standing Committee on Public Safety will convene its first meeting in May 2024. The Committee will continue until disbanded by the Mayor.

## 4. OTHER GOVERNANCE

### 4.1 Review of Terms

Taking into account recommendations from the Committee, the Corporate Officer and Staff Liaison will review the Standing Committee *Terms of Reference* documents as required. The purpose of this review will be to ensure that the operations and function of the committee are aligned with its defined purpose.

### 4.2 Eligibility and Selection

Eligibility and selection for membership on Standing committees will be accepted in accordance with the *City of Prince George Committees, Commissions and Boards Procedures Manual*.

### 4.3 Decisions of the Committee

All acts and matters that come before the Committee must be done and decided by a majority of the members present at a duly constituted meeting with quorum present.

### 4.4 Budget

The Committee shall be responsible for the distribution or allocation of funding that may be available to the Committee and ensure that such allocation directly relates to the mandate of the Committee.



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## 4.5 Governance

In all unprovided cases, meetings and operations of the Committee shall be governed by the provisions of the *City of Prince George Committees, Commissions and Boards Policies and Procedures Manual*. In case of conflict between the provisions of these *Terms of Reference* and the *Procedures Manual*, the provisions of the *Procedures Manual* shall prevail.