

# SELECT COMMITTEE TERMS OF REFERENCE

## 1. GENERAL INFORMATION

Advisory Committee Name:	Select Committee on A Safe, Clean, and Inclusive Downtown
Meeting Frequency:	Meeting Frequency and Schedule to be Determined

The Select Committee on A Safe, Clean, and Inclusive Downtown is a select 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 Select Committee on A Clean, Safe, and Inclusive Downtown 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 advise Council and City Staff on priorities and strategies related to key issues and work required to be done to address social issues throughout Prince George with a focus on the downtown core, in accordance with these Terms of Reference. In providing its advice, the Committee will endeavour to strengthen communication and collaboration between the City of Prince George and its business, government, and non-profit partners while informing the development of A Safe, Clean, and Inclusive Downtown Strategy for the City of Prince George.

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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 ~~14~~ fifteen (15) members, including:

1. Mayor (Chair)
2. Up to ~~eight~~ nine (9) members including, as possible, representation from:
  - Prince George Business Owners Advocacy Group, Prince George Chamber of Commerce, Downtown Prince George, Gateway Business Improvement Association, Prince George R.C.M.P., Northern Health Authority, B.C. Housing, Association Advocating for Women and Community (AWAC), and Prince George Native Friendship Centre.
3. Up to five (5) community members appointed by Council. Community members are expected to have knowledge and experience related to Prince George social issues, with emphasis on the downtown area, and be familiar with the impacts on, and responsibilities of, various levels of government, non-profit organizations, and businesses for alleviating those issues.

#### 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.

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## 3.2 Length of Term

The Select Committee on A Safe, Clean, and Inclusive Downtown will convene its first meeting in January 2020, and will deliver its recommendations to Council by June 30, 2020. Therefore, appointed members will serve a term of six months.

## 4. OTHER GOVERNANCE

### 4.1 Review of Terms

Taking into account recommendations from the Committee, the Corporate Officer and Staff Liaison will review the Advisory 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 select 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.