

**DATE:** February 15, 2020

**TO:** MAYOR AND COUNCIL

**NAME AND TITLE:** WALTER BABICZ, GENERAL MANAGER OF ADMINISTRATIVE SERVICES

**SUBJECT:** Proposed Updates to the “Committees, Commissions and Boards Procedures Manual” and Advisory Committees’ Terms of Reference

**ATTACHMENTS:** Schedule “A” – Current: Committees, Commissions and Boards Procedures Manual  
Schedule “B” – Proposed: Committees, Commissions and Boards Procedures Manual  
Schedule “C” – Current: Advisory Committee on Accessibility Terms of Reference  
Schedule “D” – Proposed: Advisory Committee on Accessibility Terms of Reference  
Schedule “E” – Current: Advisory Committee on Development Design Terms of Reference  
Schedule “F” – Proposed: Advisory Committee on Development Design Terms of Reference

**RECOMMENDATION:**

That Council APPROVES the following documents attached as Schedules “B”, “D” and “F” to the report dated February 15, 2020, from the General Manager of Administrative Services, titled “Proposed Updates to the “Committees, Commissions, and Boards Procedures Manual” and Advisory Committees’ Terms of Reference”:

1. “Committees, Commissions and Boards Procedures Manual”;
2. Terms of Reference for the Advisory Committee on Accessibility; and
3. Terms of Reference for the Advisory Committee on Development Design.

**PURPOSE:**

For Council decision.

**BACKGROUND:**

The conduct and procedures of Council committees are governed by three Council approved documents:

1. City of Prince George Council Procedures Bylaw No. 8388, 2011;
2. Committee, Commissions and Boards Procedures Manuals; and
3. Terms of Reference, specific to each committee.

**Committees, Commissions, and Boards Procedures Manual**

In 2011, City Council approved the *Committees, Commissions, and Boards Procedures Manual* as a tool for providing guidance and instruction on the conduct and procedures of Council committees inclusive of select, advisory, statutory and standing committees. This manual is supplemental to requirements outlined in legislation and in the City of Prince George Council Procedures Bylaw.

To provide clarity on the conduct and procedures of all Council Committees, Commissions and Boards, attached to the report, as Schedule “B”, are proposed amendments to the manual with clarification and consideration given to the following:

- Committee roles;
- Corporate branding and use of logos;
- External communication and media relations;
- Preparation and distribution of meeting agendas;
- Budget expenditure recording and reporting;
- Council report process; and
- Administration of committee award programs and initiatives.

The proposed amendments to the manual are generally administrative in nature. They provide clarity and further detailed explanations on existing procedures and processes. Other new additions are proposed related to committee budgets, reporting procedures and award programs and initiatives. They include adjustments that are the result of questions from committee members and staff liaisons over the past several years as new committees were formed and the objectives/mandate of some existing committees were evaluated.

#### **Terms of Reference**

Last revised and approved by Council in 2012, the Terms of Reference for the Advisory Committee on Accessibility and the Advisory Committee on Development Design provide direction to their respective committees regarding their purpose, mandate, membership and term-length.

Attached to the report, as Schedule “D” and “F” respectively, are proposed revisions to the Terms of Reference for the Advisory Committee on Accessibility and Advisory Committee on Development Design, with clarification and consideration given to format and branding changes to align the look and layout of the document to the City’s brand standards.

The proposed amendments to the Terms of Reference are generally administrative in nature and are made to provide clarity and consistency on the conduct and procedures of the two Council Advisory Committees.

#### **SUMMARY AND CONCLUSION:**

Administration recommends that Council approves the proposed amendments to the *Committees, Commissions, and Procedures Manual*, and to the Terms of Reference for the Advisory Committee on Accessibility and Advisory Committee on Development Design.

#### **RESPECTFULLY SUBMITTED:**

Walter Babicz, General Manager of Administrative Services

**PREPARED BY:** Leslie Kellett, Legislative Coordinator

#### **APPROVED:**

Kathleen Soltis, City Manager

Meeting Date: 2020/03/09

## Report Approval Details

Document Title:	Updates to the Committees Procedures Manual and Advisory Committees' Terms of Reference.docx
Attachments:	<ul style="list-style-type: none"><li>- Schedule A_MANUAL_-_LS_-_Committees_Commissions_and_Boards_Procedure_Manual_2014-03-31.pdf</li><li>- _Schedule B_DRAFT_-_Committees_Commissions_and_Board_Procedure_Manual_2020-03-09.pdf</li><li>- Schedule C_TOR_Accessibility Committee.pdf</li><li>- Schedule D_DRAFT_-_TOR_-_Advisory_Committee_on_Accessibility_2020-03-09.pdf</li><li>- Schedule E_TOR_DDP.pdf</li><li>- Schedule F_DRAFT TOR_-_Advisory_Committee_on_Development_Design_2020-03-09.pdf</li></ul>
Final Approval Date:	Feb 29, 2020

This report and all of its attachments were approved and signed as outlined below:

**Maureen Connelly - Feb 28, 2020 - 4:13 PM**

**No Signature - Task assigned to Walter Babicz was completed by assistant Maureen Connelly**

**Walter Babicz - Feb 28, 2020 - 4:17 PM**



**Kathleen Soltis - Feb 29, 2020 - 9:27 PM**