



Committees, Commissions and Boards

A Session for Committees

Purpose of Council Committees

- Council Committees are established to provide advice and information to Council and staff related to its purpose and mandate.
- The purpose of each Council Committee is identified in its establishing statute or bylaw or its terms of reference; committees may only consider topics that fall within its purpose and mandate.

Staff Roles

- **Legislative Support Person:** Non-voting staff member assigned to provide administrative support in the preparation and circulation of agendas and the recording and retention of meeting minutes.
- **Staff Liaison:** Non-voting staff member assigned to assist the committee in an advisory and resource capacity, assists with report writing, and ensures the committee works within its mandate.

Committee Roles

- **All Committee Members:**

- Voting members of the committee who participate in meetings, respond to City staff requests/emails, and engage in constructive dialogue.
- Review all agenda materials in advance of the meeting.
- Respectfully engage with committee members, staff, Council and members of the public

- **Committee Chair/Vice-Chair:**

- Ensures the meeting agenda is followed in order.
- Recognizes members who wish to speak and calls on them in turn
- Ensures resolutions have been made (moved and seconded) and voted on
- Enforces rules of procedure and decorum
- Sets their personal interests aside in the interest of working with the whole group
- Carries out specific business of the committee, only if authorized to do so by resolution
- Prepares reports from the Commission to Council

Working Groups

- Heritage Register
 - Reviews potential nominations to the Register
 - Assesses historical, architectural, cultural, and community value
 - Ensures evaluation criteria are applied consistently
 - Recommends additions or updates to the Commission
 - Identifies gaps in representation
 - Reviews the Heritage Strategic Plan
- Heritage Interpretive Signs
 - Identifies sites appropriate for interpretive signage
 - Develops themes and storytelling approaches
 - Reviews historical research and draft content
 - Ensures accuracy, inclusivity, and cultural sensitivity
 - Coordinates with City staff on design, placement, and implementation considerations

Working Groups

- Community Outreach and Education
 - Develops initiatives that promote heritage awareness
 - Supports events such as heritage walks, recognition programs, or public lectures
 - Identifies opportunities to increase public participation in heritage conservation
 - Encourages broader understanding of why heritage matters

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Conduct of Committee Members

- Committee members must:
 - be **Fair, Open, and Honest.**
 - refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of Other members of the committee, Members of Council, City staff, or the Public.
 - listen courteously and attentively to discussions.
 - focus on the business at hand.
 - not interrupt other speakers, make personal comments irrelevant to the business of the committee, or interfere with the orderly conduct of a meeting.

Annual Reports

At the first Council meeting in March, Advisory and Select committees submit annual reports to Council that includes:

- Review of achievements from the previous year
- Review of its terms of reference, mandate, or establishing bylaw, including an assessment of the need for the committee to continue its work
- Goals and work plan for the coming year
- Financial and policy implications of the Committee's work

Meeting Attendance

Agendas are circulated by email one (1) week in advance of the meeting. At that time, members are asked to confirm via email if they will be attending in-person or electronically.

If attending electronically, members are required to advise the Legislative Support Person at least 4 hours in advance of the meeting.

Quorum: The number of voting committee members required to be present for the committee's business to be validly conducted is 50% + 1 of appointed committee members (i.e.: of a committee of nine, five members constitute a quorum).

Meeting Guidelines

- **Agendas**

- Committee members, including the chair, must submit all agenda items including supporting documents to the staff liaison by 12:00 p.m., 10 days before the committee meeting.
- The staff liaison must submit all agenda items including their supporting documents to the legislative support person by 12:00 p.m., 9 days before the committee meeting.
- Late items will be held to the next meeting.

- **Meeting Times**

- The meeting should start and end on time and will be no longer than 1.5 hours.

Committee Decisions

- All members may make or second motions, debate motions, and vote
- Strive for consensus, however, final decisions are made by a majority vote of members present and eligible to vote
- Motions with votes that are equal for and against a motion, are defeated
- A committee member who abstains (doesn't raise their hand) from a vote is counted in favour of the vote
- If a conflict of interest is declared, the member must leave the room during the discussion and vote
- Voting by a show of hands (in person) and the stating of names (electronic).

Freedom of Information and Protection of Privacy Act

1. Volunteers of City Committees are subject to FIPPA.
2. All emails or documents generated related to committee business is a City record and could be requested for disclosure in the case of a Freedom of Information request.
3. Committee emails between members or with staff should be limited to logistical information. Committee business should only be discussed during a meeting of the committee.
4. Committee members have a responsibility to protect any personal information they may obtain through their work on the committee (i.e.: through public application for awards opportunities or programs administered by the committee). This includes any information about an identifiable individual such as their name, address, email address, phone number, etc.

Conflicts of Interest

- Committee members must declare a conflict of interest if they:
 - are a director, member or employee of an organization seeking a benefit from the City upon which the committee will make a recommendation;
 - have a direct or indirect pecuniary (business) interest in the outcome of committee deliberation.
- A conflict of interest does not exist if the
 - The pecuniary (business) interest of the committee member is a financial interest in common with members of the municipality generally; or
 - The pecuniary (business) interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

Where to Get More Information

1. Committees, Commissions, and Boards Procedures Manual
2. City of Prince George Heritage Commission Bylaw No. 8133, 2008
3. City of Prince George Council Procedures Bylaw No. 8388, 2011
4. City Website (<https://princegeorge.ca/committees>)
5. Legislative Support Person and Staff Liaison
6. Corporate Officer

Questions?