



CITY OF
PRINCE GEORGE

Inaugural Committee Meeting Committee Orientation

What this session covers

- mandate and roles
- meeting basics and decisions
- conduct, privacy, and next steps

What are Council Committees?

- Council committees advise Council and staff on matters within its mandate.
- The mandate comes from the committee's bylaw, statute, or terms of reference.
- If an issue is outside the mandate, the committee should not work on it.
- Good committee work leads to focused recommendations that Council can act on.

Remember

If it is not in the mandate, the committee should not spend time on it.

Who Does What?

Three roles keep the committee moving.

Committee Members

1. Prepare for meetings
2. Discuss and vote
3. Do assigned follow-up work
4. Stay constructive and on topic

Chair/Vice-Chair

1. Guide the agenda
2. Recognize speakers
3. Make sure motions and votes are clear
4. Work with staff on reports to Council

Staff Support

1. **Legislative support:** agendas, logistics, minutes
2. **Staff liaison:** advice, process guidance, mandate support
3. Staff do not vote

Before Each Meeting

A few habits make meetings smoother and protect quorum.

1. Agendas are circulated by email 5 calendar days before the meeting.
2. Members should reply to confirm whether they will attend in person or electronically.
3. Agenda items go to the staff liaison by noon, 8 days before the meeting; the liaison submits to Legislative Services by noon, 6 days before.
4. Review agenda materials in advance so discussion can stay focused.
5. Quorum is 50% plus 1 of appointed voting members.

Practical Tip

Reply to the attendance email promptly. If quorum cannot be confirmed by the deadline in the email, the meeting may be cancelled.

During the Meeting

Keep the meeting efficient, respectful, and easy to follow.

Meeting Flow

1. Start and end on time; meetings should be no longer than 1.5 hours.
2. Follow the agenda order and keep discussion on the business at hand.
3. Members should speak respectfully and avoid interruptions or personal comments.

Making Decisions

- Any members may move, second, debate, and vote on a motion.
- Try for a consensus, but decisions are made by majority vote.
- If votes are tied, the motion is defeated.
- If a member has a conflict, they must leave for that item and vote.

Conduct, Records & Privacy

Committee work should be respectful, public-facing, and careful with personal information

1. Be fair, open, and honest. No abusive conduct, personal attacks, or irrelevant side comments.
2. Committee business should be discussed in meetings, not by email, text, or telephone.
3. Committee emails and documents related to committee business may be City records and subject to freedom of information requests.
4. Protect personal information you receive through committee work.

Easy Rule

- Use email for logistics.
- Use meetings for committee business.

Conflicts & Annual Reporting

Two formal duties members should expect.

Conflicts of Interest

1. Declare a conflict before the item is discussed.
2. Leave the room for the discussion and vote.
3. A conflict usually involves a direct or indirect pecuniary interest or an organizational interest tied to the recommendation.

Annual Report

- Submitted to Council at the first Council meeting in March.
- Includes last year's achievements, mandate review, next year's work plan, and financial or policy implications.
- Typically prepared and delivered by the Chair with support from staff and approved by the committee.

Where to Get Help

When in doubt, start with the governing documents and staff support.

Key References

1. Committees, Commissions, and Boards Procedures Manual
2. Committee Terms of Reference or governing bylaw
3. City of Prince George Council Procedures Bylaw No. 8388, 2011
4. City website:
princegeorge.ca/committees

Contacts

- Staff Liaison
- Legislative Support Person
- City Clerk

If you are unsure about process or mandate, ask before the meeting.

Questions?