COMMITTEES, COMMISSIONS AND BOARDS PROCEDURES MANUAL

CITY OF
PRINCE GEORGE

Word Document No. 729959
PDF Document No. 742962

Approved by Council: 2024-11-18

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Note: If you have any questions regarding the information contained in this manual please contact the Legislative Services Division at 250-561-7600 or legislativeservices@princegeorge.ca.

1. INTRODUCTION

The Mayor and/or the Council of the City of Prince George establish committees, commissions and boards, and appoint members of Council and/or citizens to be members of those bodies.

In addition to the aims and purposes established by statutes and bylaws, these bodies:

- provide information and well considered advice to Council and staff on issues of concern to the public and the City;
- educate and raise the awareness of Council and staff; and
- provide concrete recommendations for consideration by Council and staff.

These committees, commissions and boards provide opportunities for broad community participation in the development of municipal infrastructure, the delivery of municipal services, and providing input on important civic issues.

This Procedures Manual is designed to provide information to committee members, committee legislative support staff and staff liaisons about their respective roles and responsibilities.

This Manual also describes committee appointment and meeting procedures, quorum requirements, election of a chairperson, conflict of interest, reporting, and orientation of new members.

CITY OF
PRINCE GEORGE

2. DEFINITIONS

Advisory Committee: a committee that is established by Council to provide advice and recommendations on matters that align with the mandate and objectives in the committee's terms of reference, and that is comprised of members of the public appointed by Council.

Legislative Support: the non-voting staff member assigned to a committee to assist with day-to-day administrative-related activities such as agenda distribution and minutes preparation.

Community Charter: the *Community Charter* [SBC 2003], Chapter 26.

Pro tem: for the time being.

Quorum: the number of committee members entitled to vote who must be present in order for the committee's business to be validly transacted.

Select Committee: a committee established by Council pursuant to section 142 of the *Community Charter* which states:

> "***Select committees of council***
> *142 (1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.*
>
> *(2) At least one member of a select committee must be a council member."*

Select committees exist only as long as there is work remaining relative to the matters for which it was formed. Once a select committee's work is completed it is disbanded by a resolution of Council.

Staff Liaison: the non-voting staff member assigned by the City Manager to assist the committee in an advisory and resource capacity.

Standing Committee: a committee established by the Mayor pursuant to section 141 of the *Community Charter* which states:

> "***Standing committees of council***
> *141 (1) The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.*
>
> *(2) At least half the members of a standing committee must be council members."*

Statutory Committee: committees and boards established and regulated through federal and/or provincial legislation which allows the committee or board to operate at 'arms-length' on behalf of, or in cooperation with, the City. Examples of *statutory committees* include the Library Board (established pursuant to the *Library Act)* and the Board of Variance (established pursuant to the *Local Government Act)*.

3. MEMBERSHIP

3.1 Diversity

The membership of committees will be diverse, broadly representative of the community, and reflect desired experience, knowledge and expertise.

3.2 Eligibility to Apply

To qualify for appointment to a Council committee, applicants must be eligible electors of the City of Prince George, as defined by Part 3 of the *Local Government Act.*

3.3 Appointments

3.3.1 Annually, opportunity for appointment of members of the community to committees will be advertised so that any interested citizen may apply.

3.3.2 Appointments to the Prince George Heritage Commission will be made by Council prior to March of each year.

3.3.3 Appointments to advisory committees will be made by Council prior to April of each year.

3.3.4 Appointments to statutory committee will be made as required by statute.

3.3.5 The number of members for appointment to an individual committee shall be specified within that committee's terms of reference.

3.3.6 Committee members serve without remuneration or gifts in kind unless otherwise provided for in the Committee's enabling statute or establishment bylaw.

3.4 Applications for Membership

Applications for membership on a Council committee shall be submitted on an *Application for Committee, Commission or Board Membership* form available on the City of Prince George website or from the corporate officer.

Applicants may attach additional materials (e.g. curriculum vitae, resumes, etc.) to the application form.

Applications for membership on City committees, and all supporting documentation will be provided to Council for their consideration at a Closed Council Meeting. The City of Prince George will use the personal information collected for the purposes of committee appointments and committee membership contact lists.

3.5 Terms of Appointment for Committees

3.5.1 The Terms of Reference for advisory committees provide for two (2) year terms commencing on April 1st and ending on March 31st.

3.5.2 The length of terms for statutory committees is established by Council, subject to the enabling statute of the committee. [1]

3.5.3 The length of terms for standing committee appointments are established by the Mayor, pursuant to section 141 of the *Community Charter*.

3.5.4 A member of public may be appointed to a committee if they have not served more than six (6) consecutive years on that committee at the time of re-appointment. This provision does not apply to a member of Council.

3.5.5 When considering re-appointments for consecutive terms, committee stability and membership continuity will be considered.

3.5.6 Committee members remain members until new members are appointed.

3.6 Terms of Appointment for Select Committees

Select committee members are appointed by Council ordinarily for the duration of the select committee's work, pursuant to section 142 of the *Community Charter.*

Once a select committee has completed its work, as related to its mandate, and reported to Council, it is disbanded by a resolution of Council.

3.7 Interim Committee Vacancy Replacement Terms

In the event of a vacancy occurring part way through a term, interim appointments to a committee made by Council will be for the unexpired portion of the current term involved and will count towards the maximum length of service or number of terms on the committee for the appointee.

3.8 Removal of Committee Member

Council may remove any committee member on its own initiative or at the request of the committee for any good and sufficient cause, including, without limitation, if the member is absent from three (3) committee meetings in a calendar year, unless the absences are because of illness or injury or other leave acknowledged by the committee.

3.9 Resignation of Member

Any member of a committee wishing to resign from the committee is requested to provide written notice of the resignation to the committee chair, with a copy provided to Legislative Services Division staff and/or the corporate officer.

4. COUNCIL MEMBERSHIP

4.1 All members of Council are ex-officio members of all committees of Council.

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[1] The enabling statute of certain statutory committees specifies the timing and term of appointments, and cannot be amended by Council. Where this is the case (e.g. Library Board), the enabling statute provisions prevail.

4.2 Members of Council attending committee meetings as ex-officio members may not make motions and do not have voting rights, but may participate in debates of the committees.

5. LEGISLATIVE SUPPORT

5.1 The corporate officer will appoint legislative support staff to advisory, select, and standing committees.

The legislative support person is not a member of the committee, is not entitled to vote, and is not counted in determining quorum.

The role of the legislative support person includes:

5.1.1 assisting the committee with logistical support such as arranging meeting space;

5.1.2 supporting the chairperson by promoting effective committee functioning;

5.1.3 preparing, circulating, and retaining the committee's agenda materials, as provided by the chairperson and staff liaison;

5.1.3 recording, preparing, and retaining minutes of the committee meetings;

5.1.4 assisting the chairperson and the staff liaison to write reports and recommendations to Council as requested by the Committee;

5.1.5 assisting the chairperson and staff liaison to prepare correspondence approved by the committee;

5.1.6 ensuring that the committee membership list is current, and updated regularly, by communicating changes thereto, such as mailing addresses and telephone numbers of the members and member resignations; and

5.1.7 in the absence of the staff liaison and at the discretion of the legislative support person, providing information and advice.

6. STAFF LIAISON

6.1 The city manager will appoint a staff liaison to advisory and standing committees on an as needed basis. The city manager will appoint a staff liaison to a select committee upon the request of Council.

The staff liaison is not a member of the committee, is not entitled to vote and is not counted in determining quorum.

The role of the staff liaison includes:

6.1.1 providing information and professional advice, including without limitation, advising the committee when a matter proposed to be considered falls outside the scope of the committee's mandate as set out in its terms of reference;

6.1.2 assisting the chairperson in writing reports and recommendations to Council as requested by the committee;

6.1.3 assisting committee members with the arrangement of travel plans associated with their attendance at a committee and Council approved event;

6.1.4 monitoring and reporting to the committee on the committee budget, if applicable;

6.1.5 assisting the chairperson in determining the meeting agenda and gathering supporting documents;

6.1.6 assisting the legislative support person in preparing agendas, minutes and correspondence approved by the committee

6.1.7 in the absence of the legislative support person, recording and preparing minutes for adoption.

6.2 The staff liaison will advise the city manager if a committee proceeds to consider a matter that falls outside the scope of the committee's mandate, as set out in its terms of reference.

7. CHAIRPERSON

7.1 Each advisory committee and statutory committee shall, at its annual inaugural meeting, or as soon thereafter as possible, or as provided in its enabling statute or establishment bylaw, elect a chairperson and vice-chairperson from among its members.

7.2 Unless otherwise appointed by Council, each standing committee and select committee shall, at its inaugural meeting, or as soon thereafter as possible, or as provided in its enabling statute or establishment bylaw, elect a chairperson from among its members.

7.3 Until a chairperson is elected from among committee members in accordance with section 7.1 or 7.2, the staff liaison or the legislative support person will act as chairperson.

7.4 The chairperson of an advisory committee or statutory committee shall hold his/her position until the next annual inaugural meeting of the committee.

7.5 The chairperson of a select committee or standing committee shall hold his/her position until the chairperson resigns from his /her position or the committee passes a resolution to elect a new chairperson from among its members.

7.6 If the chairperson is unable to fulfill his/her duties for the balance of the term of his/her position, the committee will elect a new chairperson from among its members.

7.7 The chairperson is responsible for carrying out the duties of that position with regard to the conduct of committee business.

7.8 If the chairperson and vice-chairperson are not present at a duly convened committee meeting, or must leave during the meeting, the legislative support person or the staff

liaison should call the meeting to order and the members present should immediately elect a chairperson pro tem to preside during that meeting, or until the chairperson returns. Such position is terminated by the entrance of the chairperson, the end of the meeting, or the election of another chairperson pro tem.

Committee members should endeavor to elect a chairperson pro tem who is familiar with the duties and responsibilities of that role.

8. MEETING SCHEDULE

8.1 The staff liaison will schedule the annual inaugural meeting of the committee.

8.2 At the inaugural meeting of each committee, the committee will establish their meeting schedule in accordance with their terms of reference, establishment bylaw or enabling statute. Committees shall strive to schedule meetings during the regular business hours of City Hall.

9. QUORUM

Unless otherwise provided in a committee's terms of reference, enabling statute or establishment bylaw, a majority of all the current members of a committee constitute a quorum (e.g. if a committee currently has nine members, five members constitute a quorum). The staff liaison of the committee will advise the City Manager if there is no quorum of a committee present for two (2) consecutive committee meetings.

10. AGENDAS

10.1 Meeting agendas are set by the committee chairperson in consultation with the staff liaison.

10.2 Background documents related to meeting agendas will be provided to the legislative support person by the responsible committee member and/or the staff liaison nine (9) calendar days in advance of the scheduled meeting.

10.3 The legislative support person is responsible for the preparation of committee agendas, which are to be prepared and distributed to the committee members in advance of each meeting.

10.4 Agenda packages shall be prepared and circulated to the committee members and posted to the City of Prince George website seven (7) calendar days in advance of the meeting and shall include all background materials relevant to the items noted for discussion on the agenda.

10.5 Agendas may be amended at the time of the committee meeting only for extraordinary reasons such as an urgency of time. All other matters shall be held for the next regularly scheduled committee meeting.

11. MINUTES

11.1 Committee meeting minutes setting out the decisions made and the key discussion points of the proceedings of all committee meetings shall be legibly recorded by the legislative support person.

11.2 The committee meeting minutes shall be placed on the next regular agenda of the committee for adoption by the committee.

11.3 Upon adoption by the committee, committee meeting minutes will be signed by the chairperson and the legislative support person and certified by the Corporate Officer.

11.4 Signed and certified minutes shall be retained by the Legislative Services Division in City Hall.

12. ELECTRONIC PARTICIPATION

12.1 Pursuant to section 128 of the *Community Charter* and in conjunction with *Council Procedures Bylaw No. 8388, 2011,* for the purposes of this section, electronic participation in a meeting means participation by use of telephone or video communications that enable the meetings' participants to hear and/or watch and hear each other.

12.2 Electronic means will be provided in a meeting room at City Hall.

12.3 All participants in a committee meeting including members of Council, appointed members of the committee, alternates of appointed committee members, appointed staff support, and authorized presenters or guest speakers are encouraged to be physically present in the meeting room when possible.

12.4 A member of the committee may participate electronically in a committee meeting if at least 4 hours before the meeting, the member notifies the legislative support person and staff liaison of the member's intended absence.

12.5 As committee meetings are not live-streamed, members of the public are invited to observe the meeting in person.

12.6 If any member of the committee is participating electronically, items involving handout materials will not be permitted during that meeting and will be held to a subsequent meeting.

12.7 A member who is participating electronically in the voting on a matter must vote by audibly stating their name and indicating whether they are in favour or opposed to the question. The committee chair will ensure that all members have an opportunity to speak to a motion before a vote is taken.

12.8 If a committee member must depart the meeting, they should audibly declare their departure so that such departure is recorded in the minutes as part of the meeting's official record.

12.9 If there is an interruption in the communication link to a member who is participating electronically, the other committee members may continue the meeting and treat the interruption in the same manner as if a member who is physically present leaves the meeting room.

13. RULES OF PROCEDURE

13.1 Each committee shall prescribe its own rules, using the guidelines attached as Appendix "A", providing they are not inconsistent with its terms of reference, enabling statute, establishment bylaw, the *Community Charter*, *Local Government Act*, or Council policy, and may rely for reference upon the council procedures bylaw, the advice of the legislative support person, the staff liaison or the corporate officer.

13.2 Questions of procedure which cannot be resolved by the committee upon the advice of the legislative support person or the staff liaison shall be referred to the corporate officer, whose decision on the issue shall be final and binding upon the committee.

14. ESTABLISHMENT OF SUB-COMMITTEES

Committees may establish sub-committees and shall advise Council of their establishment and purpose by way of a Report to Council. All sub-committees must comply with this Procedures Manual.

A sub-committee must report its activities to the committee on a monthly basis.

15. CONDUCT OF MEMBERS

The conduct of members in the performance of their duties and responsibilities with the committee must be fair, open and honest. Members shall 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.

16. CONDUCT OF MEETINGS

Members shall prepare for meetings in advance of the meeting, listen courteously and attentively to all discussions, and focus on the business at hand. Members shall not interrupt other speakers, make personal comments irrelevant to the business of the committee, or otherwise interfere with the orderly conduct of a meeting.

17. VOTING

17.1 All members of a committee, including the chairperson, shall have a vote on any question before them.

17.2 All acts and matters that come before a committee must be done and decided by a majority of the members present at a duly constituted meeting where quorum has been met.

17.3 If the votes of the committee members present at a meeting are equal for and against a question, the question is defeated and the chairperson shall announce the result.

17.4 A committee member present at a meeting at the time of the vote who abstains from voting is deemed to have voted in the affirmative.

18. CONFLICT OF INTEREST

Committee members shall familiarize themselves and act in accordance with the provisions set out in the Disclosure of Conflict section within the *Community Charter.*

Committee members who have a direct or indirect financial interest in a matter of another interest that constitutes a conflict of interest are not entitled to participate in the discussion of a matter or to vote on a matter.

Members are required to state, in general terms, the reason why the member considered there to be a conflict of interest.

19. GIFTS

A committee member must not, directly or indirectly, accept a fee, gift, or personal benefit that is connected with the member's performance of the duties of the committee.

20. ADVOCACY

Members shall represent the mission and goals set out in the terms of reference of the committee to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent the committee or the City nor shall they allow the inference that they do.

20.1 Members of a committee shall refrain from speaking on behalf of the committee at non-committee events unless authorized to do so by the committee during a committee meeting.

21. AWARDS, PROGRAMS AND INITIATIVES ADMINISTERED BY COMMITTEES

21.1 Awards, programs and initiatives shall be established and/or administered by the committee in accordance with the committee's terms of reference, enabling statute or establishment bylaw and/or with the approval of Council.

21.2 In accordance with the established criteria for the committee award, the committee considers applicants and with a majority vote chooses the recipient(s) for the award.

21.3 At the Mayor's discretion, presentation of a committee award shall be presented by Mayor, Council, and the committee chairperson before a regular meeting of Council and/or other event.

22. REPORTING

22.1 Establishment and Authority

22.1.1 Select committees must conduct their business in accordance with their terms of reference and within the time allotted by Council, following which they report their findings and opinions to Council for consideration.

22.1.2 Advisory committees and standing committees must conduct their business in accordance with their terms of reference.

22.1.3 Statutory committees must conduct their business in accordance with the terms of their enabling statute, establishment bylaw, terms of reference and/or the policies of the authority which established the committee.

22.1.4 Except as may be provided in their enabling statute or establishment bylaw, committees do not have the authority to authorize any expenditures to be charged against the City.

22.2 Reporting on Issues

When responding to issues referred by Council, committees will submit reports to Council, with the assistance of the legislative support person and the Staff Liaison, in the form prescribed in Appendix "B" attached hereto, and in accordance with the *City of Prince George Council Procedure Bylaw No. 8388, 2011*.

If deemed appropriate by the city manager, committee reports may be accompanied by a staff report.

22.3 Annual Reports

Annually, each committee, excluding standing committees, shall submit to Council a report in the form prescribed in Appendix "B" attached hereto, that includes:

a) a review of achievements from the previous year;

b) a review of its terms of reference, mandate, or establishment bylaw, including an assessment of the need for the committee to continue its work;

c) its goals and work plan for the coming year;

d) financial and policy implications of the committee's work plan; and

e) in the case of select committees, comments on the status of work on its assigned task and an estimated completion date.

Annual reports from all committees must be presented prior to April of each year at a Committee of the Whole or Council meeting designated for that purpose.

22.4 Work Plans

All advisory committees must prepare and present for Council's approval, annual work plans for the coming year in the form prescribed in Appendix "C" attached hereto.

23. BUDGET

23.1 Unless otherwise provided in their enabling statute or establishment bylaw, committees may request budget funds from Council.

23.2 Administration oversees a centralized budget for committee expenses. This budget provides for certain routine committee expenditures without need for prior authorization from Council.

23.3 The staff liaison for those committees with an established budget from Council must keep an itemized budget which is submitted on a monthly basis for review by the committee in the prescribed report format attached hereto as Appendix "D".

23.4 For those committees with an established budget from Council, proposed budget expenditures shall be presented on the annual work plan for Council's review and approval as part of the committee's Annual Report to Council before April of each year.

23.5 For those committees with an established budget from Council, all expenditures from this budget must be made by resolution of the committee at a duly constituted committee meeting. All resolutions shall be made in advance of the date of expenditure and include the allocation amount and the reason for the expenditure. Resolutions to allocate funds for projects already in progress shall not be permitted.

23.6 Committee requests for non-routine expenses must be made to Council in the prescribed report format attached as Appendix "B". The city manager will advise Council at the meeting where the request is being considered if the expenditure could be made from the committee budget or other source of funds within the City's budget.

23.7 Committees are entitled to reasonable use of City services and facilities, such as meeting rooms, photocopying and stationery, which are to be arranged through the legislative support person.

23.8 The purchase and presentation of gifts or other celebratory occasions for existing or outgoing committee members, with committee funds, is not permitted, nor shall it be presented as part of a public committee meeting. This includes, but is not limited to, holiday celebrations and gifts of appreciation.

24. EXTERNAL RELATIONS

24.1 Committees are authorized to communicate with external organizations and agencies to collect information and make inquiries. Where a committee wishes to express opinions or make recommendations to external organizations and agencies, it must first obtain authorization from Council in that regard.

24.2 Committees are not permitted to develop or use any logos or branding (i.e.: colours, graphics, fonts, etc.) other than the Council approved City of Prince George brand standards and logo as outlined in the Brand Standards Summary.

24.3 All City-initiated media relations activities are led by the Communications Division. Committees wishing to initiate media relations in promotion of an event or initiative should contact the Communications Division by way of the staff liaison.

24.4 All media inquiries should be directed to the Communications Division. The Communications Division will work with the committee chairperson and/or staff liaison to help prepare the necessary information and a suitable date and time for the interview.

24.4.1 In the interest of openness and timely communication, the committee Chair may agree to media requests for interviews during and immediately following reports to Council and other public gatherings relating to committee business.

25. PERSONAL LIABILITY

No member of a committee shall be liable in his or her personal capacity for any debt or liability of the committee, or for anything arising from any acts of the committee, provided that the member acted in good faith and is not guilty of gross negligence.

It is the responsibility of the City to insure the members of committees against all liabilities related to the proper exercise of committee duties and responsibilities.

26. ORIENTATION

An orientation package will be provided to all newly appointed committee members. Annually, after new appointments to committees have been made, upon the written request of a committee, the corporate offices or staff designate will host an orientation session which will be open to both newly appointed and existing members of all committees.

27. NEW COMMITTEES

In considering the formation of a new committee, Council will request that Administration prepare terms of reference for its consideration prior to establishing the committee.

28. TERMS OF REFERENCE AND MEMBERSHIP

Information regarding the terms of reference and membership of the City's committees, commissions and boards is available on the City's website at https://www.princegeorge.ca/.

COMMITTEE MEETING GUIDELINES

The Agenda

- Agendas require focus with clear parameters for content and alignment with terms of reference/purpose.
- Agendas are finalized one week before committee meetings.
- Items and accompanying material that are received after the agenda has been prepared and distributed (but prior to the meeting) will be moved to the following meeting's agenda.
- All public members are to submit proposed agenda items and related material to the committee chair and staff liaison for consideration.
- Have an agenda and stick to it.
- The agenda should be viewed as a contract between the committee chairperson and the members: "In return for your preparation, time, and participation, we will deal with these issues."
- The agenda package should include supporting material which all members should receive and read in advance of the meeting.

Rule of the Clock

- Start the meeting on time and end it on time. Do not reward latecomers.
- Keep the meeting length between 1 to 2 hours. Any more than that, people become restless and disinterested. Any less than that, there is not enough time to complete activities and achieve goals, something that needs to be done at every meeting.

Handling the Business of the Meeting

- Most meetings have too many issues on the agenda. Focus on those that are for discussion or decision, are important and urgent, and where the background work has been done.
- Keep the time spent informing people to a minimum.
- Most groups do their most effective work at about 2/3 of the way through the meeting. You should plan the most difficult decisions and discussions at that point.
- During the meeting you should allow time to warm the group up to effective team decision-making, and then let emotions and conflicts cool before people leave.
- Remember, good decision-making requires:
  - background information;
  - options and recommendations;
  - the right people;
  - preparation; and
  - participation.

Role of the Chairperson

- The chairperson plays an essential role in ensuring effective meetings.

- The chairperson should be a:
  - leader - willing to give up personal interests, and work with the whole group; and
  - facilitator – able to encourage people to participate, help people to listen to each other, and to reflect back the common threads of the discussion.

- The chairperson's duties include:
  - checking to see if a quorum is present and starting the meeting on time;
  - announcing the business items in the proper order (as they appear on the agenda);
  - recognizing members entitled to speak, in the order in which they request to speak;
  - ensuring resolutions have been duly moved and seconded and voted on;
  - enforcing the rules of procedure and decorum;
  - expediting committee business;
  - deciding questions of order and responding to procedural inquiries (with the assistance of the legislative support person or staff liaison); and
  - declaring the meeting adjourned.

Decision-making

- Committees should strive for consensus in their decision-making. However, final decisions are made by resolutions adopted by a majority vote of the members present and eligible to vote.

Voting and Debating Rights

- Each member of a committee, including the chairperson, may make or second motions, may debate motions, and may vote.

Rules of Decorum and Debate

- Committee meetings tend to be less formal than regular Council meetings. The chairperson of a committee has the authority and duty to determine the level of informality of a meeting, to facilitate an effective meeting.

General Meeting Rules

Following are some general meeting rules, which may be helpful in making committee meetings more efficient and effective:

- the maker of a motion has a right to speak first to the motion once it has been seconded;
- to speak to a motion a second time, a member should wait until all those who wish to speak to the motion for a first time have done so;
- members must remain courteous and objective, and avoid personal comments;
- remarks must be relevant to the matter being considered;
- remarks are to be directed through the chairperson, who determines who has the right to speak and in what order;
- members should not interrupt another speaker;
- there are no limitations on the number of times a member may speak on a motion, or the length of time spent speaking to a motion;
- motions should be clear and unambiguous;
- a decision to close debate can be made by unanimous consent, committee resolution, or the chairperson.

Unprovided Cases

- In all unprovided cases, the proceedings of committees shall be governed in accordance with the council procedures bylaw.

Where Can I Get More Information?

- Further information regarding meeting rules and procedures may be obtained by contacting the Legislative Services Division at 250-561-7600 or legislativeservices@princegeorge.ca.

CITY OF
PRINCE GEORGE

Committee Report to Council

1100 Patricia Blvd. | Prince George, BC, Canada, V2L 3V9 | **PrinceGeorge.ca**

Date:	Click here to enter a date.
To:	**Mayor and Council.**
Name and title:	Click here to enter text.
Subject:	Click here to enter text
Attachment(s):	Click here to enter text. Use 'shift' + 'enter' to create new line for each attachment listed. Enter "None" if no attachments included.

Recommendation(s):
Provide suggested wording for any resolutions that may be relevant to the matter being presented.

Purpose:

Brief explanation on why the report is being presented? Examples:
For Council information. (where no decision is required)
For Council direction/consideration. (where a future decision of Council will be required)
For Council decision.

Strategic Priorities:

How does the matter relate to Council's strategic plan (focus areas and priority projects)?

Summary and conclusion:

Click or tap here to enter text.

Respectfully submitted:

Name, job title, and division.

Prepared by [Your name and job title]

Approved:

Meeting date: [Enter YYYY/MM/DD]

Appendix "C"

CITY OF
PRINCE GEORGE

<<COMMITTEE NAME>>
<<YEAR>> WORK PLAN

Action Items	Member Responsibilities	Completion Date	Status	Additional Follow Up/Date
1.				
1.A.				
2.				
3.				
4.				

CITY OF
PRINCE GEORGE

COMMITTEE BUDGET

BUDGET YEAR: Click here to enter text.

COMMITTEE NAME: Click here to enter text.

STAFF LIAISON NAME: Click here to enter text.

COMMITTEE CHAIR NAME: Click here to enter text.

ITEM #	ITEM DESCRIPTION (APPROVED EXPENDITURE $)	DATE COMMITTEE APPROVED EXPENSE (YYYY/MM/DD)	ACTUAL EXPENSE DATE (DATE ON RECEIPT) (YYYY/MM/DD)	ACTUAL EXPENSE PAID (AMOUNT ON RECEIPT)	BUDGET REMAINING
				TOTAL BUDGET ALLOCATED TO COMMITTEE	$4000.00
EX:	TABLE DISPLAY ($200)	2017/11/01	2017/11/15	$186.17	$3813.83
1					
2					
3					
4					
5					
6					
7					
8					
9					

"

CITY OF
PRINCE GEORGE