

# TERMS OF REFERENCE 2022 BC SUMMER GAMES NOMINATION SELECT COMMITTEE

## 1. GENERAL INFORMATION

Select Committee Name:	2022 BC Summer Games Nomination Select Committee
Meeting Frequency:	Meeting Frequency and Schedule to be Determined
The 2022 BC Summer Games Nomination Select Committee is a select committee of Council established in accordance with the <i>Community Charter</i> and “ <i>City of Prince George Council Procedures Bylaw No. 8388, 2011</i> ”.	

## 2. PURPOSE AND MANDATE

The 2022 BC Summer Games Nomination Select Committee hereafter referred to as the “Committee”, is established for the purpose of nominating members of the public who will serve as the Board of Directors to lead the organization and facilitation of the Games. The Committee will participate in recruitment meetings to select 16 volunteer Directors including a President and Vice President. Once a proposed membership list has been determined, it will be presented to City Council.

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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 eight (8) members including:

1. One (1) member of Council, Mayor Lyn Hall;
2. Three (3) members of City of Prince George Administration:
  - Walter Babicz, Acting City Manager;
  - Adam Davey, Director of Community Services and Public Safety; and
  - Brad Beckett, Senior Manager of Prince George Events Group
3. Up to four (4) members including, as possible, representation from:
  - Lheidli T'enneh First Nation;
  - Engage Sport North;
  - School District No. 57; and
  - Tourism Prince George.

Should any of the representative organizations/agencies be unable to participate on the Committee, other groups will be considered at the discretion of the Mayor, Acting City Manager and Director of Community Services and Public Safety.

#### **Committee Chairperson**

The Committee will be chaired by Mayor Hall to preside over meetings and Committee business.

#### 3.1.2 Staff and Council Members (Ex-Officio Members)

##### **Legislative Services**

The Corporate Officer will appoint a Legislative Assistant to the Committee who will serve in an administrative support role.

##### **Council**

All remaining 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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### SELECT COMMITTEE

#### 3.1.3 Length of Term

The 2022 BC Summer Games Nomination Select Committee will convene its first meeting in January of 2021 and will report to Council to deliver its Board Member selections by May 31, 2021. Therefore, appointed members will serve a term ending May 31, 2021.

## 4. ROLES, RESPONSIBILITIES AND REPORTING

### 4.1 Roles and Responsibilities

**As a municipal advisory body, Select Committee roles include:**

- Advising Council in a manner that will support City policy matters relevant to the Committee's defined Purpose and Mandate.
- Providing organizational based expertise.
- Working within given resources.

Roles and responsibilities specific to the chairperson, staff liaison and Legislative Assistant are set out in the *City of Prince George Committees, Commissions and Boards Procedures Manual*.

#### Shared Member Responsibilities

##### **Conduct**

- The Committee shall conduct its proceedings in accordance with procedures established in the *City of Prince George Committees, Commissions and Boards Procedures Manual*.
- In providing its advice the Committee shall have due regard for the *Local Government Act*, the *Community Charter*, the bylaws and policies of the City and these Terms of Reference.
- Select committee members are to be transparent in their duties to promote public confidence.
- Members are to respect the rights and opinions of other committee members.

##### **Preparation**

Meeting agenda and accompanying materials will be circulated electronically one week prior to scheduled meeting dates.

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5. OTHER GOVERNANCE	
5.1	<b>Decisions of the Committee</b>
	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.
5.2	<b>Budget</b>
	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.
5.3	<b>Governance</b>
	Meetings and operations of the Committee shall be governed by the provisions of the <i>City of Prince George Committees, Commissions and Boards Procedures Manual</i> . In case of conflict between the provisions of these Terms of Reference and the Procedures Manual, the provisions of the Procedures Manual shall prevail.