







# ADVISORY COMMITTEE TERMS OF REFERENCE

## 3. MEMBERSHIP AND COMPOSITION

### 3.1 Composition

The Committee shall be comprised of a maximum of nine (9) members from the stakeholder groups referenced in Section 3.1.1:

#### 3.1.1 Public Members

##### Organization Representation

The Committee will consist of up to nine (9) members appointed by Council of the following categories:

- One (1) architectural or design representative who shall be associated with building construction and site development in the City;
- One (1) representative to be a member of and appointed by the Northern Regional Construction Association;
- One (1) representative from the housing industry to be selected from active members of the Canadian Homebuilders Association of Northern BC or the BC Northern Real Estate Board;
- One (1) professional engineer who shall be associated with building construction and site development;
- One (1) landscape professional;
- One (1) representative to be a member of and appointed by the Prince George Council of Seniors;
- One (1) representative to be a member of and appointed by the Prince George Advisory Committee on Accessibility;
- One (1) registered professional planner;
- One (1) representative trained in Crime Prevention through Environmental Design (CPTED); and
- One (1) representative from the public at large.

If applications for membership are not received for one or more of the ten (10) representative categories listed in Section 3.1.1, while recognizing that a broad cross-representation of all categories is essential to the committee's ability to provide fulsome advice on matters referred to the committee, Council may fill a vacancy on the Committee by appointing additional applicant(s) from other representative categories.



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## **Alternates**

Committee members shall appoint one (1) alternate whom fulfills the representative category for which they were appointed. When considering who to designate as an alternate, wherever possible, the alternate should not be an employee of the same business as the committee member. It is the responsibility of each committee member to ensure that the alternate receives the agenda, and is present at each meeting in the member's absence.

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

#### **Staff Liaison**

A City staff member shall be appointed by the department head of Planning and Development to serve as Staff Liaison, who along with other city staff may attend meetings of the Committee in a resource capacity.

#### **Legislative Services**

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

#### **Council**

All 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.

### **3.1.3 Representation of Committees**

#### **Prince George Heritage Commission**

From time to time a member of the Prince George Heritage Commission may be requested by the chairperson of the Committee or the Staff Liaison to attend a Committee meeting to provide input on a particular development project which is in an area with heritage implications.

#### **Advisory Committee on Accessibility**

One (1) representative and one (1) alternate shall be appointed from the Advisory Committee on Accessibility, selected by the Advisory Committee on Accessibility at their inaugural meeting of each term.



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## 3.2 Length of Term

### Public Members

Council will consider applications and appoint up to a maximum of nine (9) public members annually. All annual appointments will be for a term of up to two (2) years.

### Additional Considerations:

- Midterm Appointments: Appointments to the Committee to fill interim vacancies shall be for the unexpired portion of the current term involved and shall count towards the maximum length of service or number of terms on the Committee for the appointee.
- A committee member may not serve longer than six (6) consecutive years.

## 4. OTHER GOVERNANCE

### 4.1 Review of Terms

Taking into account recommendations from the Committee, the Corporate Officer and Staff Liaison will review the Advisory Committee *Terms of Reference* documents annually. The purpose of this review will be to ensure that the operations and function of each committee are still aligned with its defined purpose

### 4.2 Eligibility and Selection

Eligibility and selection for membership on advisory committees will be accepted in accordance with the *City of Prince George Committees, Commissions and Boards Procedures Manual*.

### 4.3 Decisions of the Committee

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.



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## 4.4 Budget

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.

## 4.5 Governance

In all unprovided cases, meetings and operations of the Committee shall be governed by the provisions of the *City of Prince George Committees, Commissions and Boards Policies and Procedures Manual*. In case of conflict between the provisions of these Terms of Reference and the Procedures Manual, the provisions of the Procedures Manual shall prevail.