



TERMS OF REFERENCE SELECT COMMITTEE ON EDUCATION

1. GENERAL INFORMATION

Select Committee Name:	Select Committee on Education
Meeting Frequency:	Monthly
The Select Committee on Education 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 Select Committee on Education, hereafter referred to as the “Committee”, is to advise Mayor and Council of the City of Prince George, hereafter referred to as “Council”, and City Staff on matters regarding the priorities, policies and strategic direction for education in Prince George and northern British Columbia, in accordance with these Terms of Reference.

Specifically the committee will endeavor to strengthen communication and collaboration between the City of Prince George and its respective educational partners. This partnership will aim to build educational capacity within the region through sharing best practices and providing mutual support.

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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 ten (10) members including:

1. One (1) member of Council to serve for the duration of their current Council term;
2. Up to nine (9) members appointed to represent the following organizations as follows:
 - a. the President of the College of New Caledonia (CNC) shall appoint up to three (3) members of CNC Administration;
 - b. the Superintendent of School District 57 (SD57) shall appoint up to three (3) members of SD57 Administration; and
 - c. the President of the University of Northern British Columbia (UNBC) shall appoint up to three (3) members of UNBC Administration.

CNC, SD57 and UNBC shall each deliver annual notice of their appointed Committee members by way of a letter addressed to Mayor and Council, delivered by March 31st of each year.

Committee Chairperson

Select committees are chaired by the appointed Council member to preside over meetings and Committee business.

3.1.2 Staff and Council Members (Ex-Officio Members)

Staff Liaison

A city staff member shall be appointed by the City Manager to serve as Staff Liaison, who along with other city staff may attend meetings of the Committee in a resource capacity by providing information and professional advice.

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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3.2 Length of Term

Appointed Representatives

Appointments to the Committee by CNC, SD57 and UNBC shall be for a term of one (1) year.

Additional Considerations:

- Midterm Appointments: Appointments to the Committee to fill interim vacancies shall be for the unexpired portion of the current term involved.
- A committee member may not serve longer than six (6) consecutive years.

4. ROLES, RESPONSIBILITIES AND REPORTING

4.1 Roles and Responsibilities

As a municipal advisory body, Select Committee roles include:

- Advising and making recommendations to Council in a manner that will support City policy matters relevant to the Committee's defined Purpose and Mandate.
- Providing resident and 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*.

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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 all meetings; members are expected to review all distributed materials prior to meetings.

Agendas

- Agendas are to require focus with clear parameters for content and alignment with terms of reference/purpose.
- Agendas will be 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 potential agenda items and related material to the committee chair and staff liaison for consideration.

Attendance and Participation

Active participation in committee meetings is expected of all members.

- If a committee member is absent for three (3) consecutive meetings without justified absence or notice to the Legislative Assistant, Staff Liaison or Committee Chair he/she shall be deemed to have forfeited his/her membership and may be recommended to Council for removal from the Committee.
- If unable to attend a meeting of the Committee, the member must contact the City's Legislative Assistant, Staff Liaison or the Committee Chairperson no later than the day prior to the meeting.



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Quorum

Four (4) members of the committee will constitute a quorum provided that the Chairperson and one (1) representative from each of the three (3) education organizations are in attendance.

Voting

Council members (excluding the Committee Chairperson) and individuals from City Staff are ex-officio and therefore non-voting.

Meeting Schedule

The Committee shall meet monthly in accordance with its regular schedule of meetings to be established at its first meeting of the new term.

4.2 Reporting

In addition to the annual reporting requirement as established in the *City of Prince George Committees, Commissions and Boards Procedures Manual*, the Committee will report to Council in a timely manner on issues that have been referred to it by Council.

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5. OTHER GOVERNANCE
5.1 Review of Terms
Taking into account recommendations from the Committee, the Corporate Officer and Staff Liaison will review the Select 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.
5.2 Eligibility and Selection
Eligibility and selection for membership on select committees will be accepted in accordance with the <i>City of Prince George Committees, Commissions and Boards Procedures Manual</i> .
5.3 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.
5.4 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.
5.5 Governance
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.