

COMMITTEES, COMMISSIONS AND BOARDS



**CITY OF
PRINCE GEORGE**

Procedures Manual

Approved by Council on the 31st day of March, 2014

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Note: The information provided in this publication is current at the time of printing.

If you have any questions, or suggestions, about the information contained in this manual please contact the Corporate Officer at 250-561-7602.

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 and the delivery of municipal services.

This Procedures Manual is designed to provide information to committee members, committee secretaries 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.



2. DEFINITIONS

Advisory Committee: a committee created by resolution of Council and formed of members of the public to provide advice to Council on a specified subject.

Legislative Support Clerk: the non-voting staff member assigned to a committee to assist the committee in a clerical, records-keeping, manner.

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 task force established by resolution of Council pursuant to section 142 of the *Community Charter*. Section 142 of the *Community Charter* 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 to be done relative to the matters for which it was formed. Once a select committee's work is done it is disbanded, by a resolution of Council.

Staff Liaison: is 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*. Section 141 of the *Community Charter* 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 (pursuant to the *Local Government Act*).

3. MEMBERSHIP

3.1 Diversity

The membership of committees will be diverse, and broadly reflective of the community.

Membership will reflect desired experience, knowledge, and expertise.

3.2 Appointments

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

3.2.2 Recommendations for committee members will be sought from those bodies and Council members.

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

3.2.4 Appointments to advisory committees and statutory committees will be made by Council prior to April of each year, except where otherwise required by statute.

3.2.5 The Terms of Reference of individual committees shall specify the number of members to be appointed to it.

3.2.6 Committee members serve without pay at the pleasure of Council, unless otherwise provided for in the Committee's enabling statute or establishment bylaw.

3.3 Applications for Membership

Applications for membership on a City committee shall be submitted on an *Application for Appointment to a City Committee* form as shown on Appendix "G" to this manual. Forms are available through 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.

Please note that applications for membership on City committees, and all supporting documentation, will be included in a Regular Council Meeting Agenda and forwarded to Council for consideration. Those Agendas may become public and the City of Prince George will use the personal information collected for the purposes of committee appointments and committee member listings.

3.4 Terms of Appointment for Committees

3.4.1 The Terms of Reference for Advisory Committees must provide for staggered membership terms, such that approximately one half of the members of an Advisory Committee will be appointed each year for a 2 year term, commencing on April 1st and ending on March 31st two years later.

3.4.2 The length of terms for Statutory Committees is established by Council, subject to the enabling statute of the statutory committee. ¹

3.4.3 The length of terms for Standing Committee appointments are established by the Mayor, pursuant to section 141 of the *Community Charter*.

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

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

3.4.6 Committee members remain members until their respective successors are appointed.

3.5 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 assignments and reported to Council it is disbanded by a resolution of council.

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

3.6 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.

3.7 Removal of Member of Committee

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 3 consecutive committee meetings, unless the absences are because of illness or injury or are with the leave of the committee.

3.8 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 the Corporate Officer.

4. COUNCIL MEMBERSHIP

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

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 CLERK

5.1 The Corporate Officer will appoint a Legislative Support Clerk to each Advisory Committee, Standing Committee and Statutory Committee.

The Legislative Support Clerk is not a member of the committee, and is therefore not entitled to vote and is not counted in determining if a quorum is present.

The role of the Legislative Support Clerk includes:

5.1.1 supporting the chairperson in developing agendas, arranging meetings, and promoting effective committee functioning;

5.1.2 preparing and arranging circulation of the committee's agenda;

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

- 5.1.4 working with the chairperson and the Staff Liaison to write reports and recommendations to Council as requested by the Committee;
- 5.1.5 preparing correspondence approved by the Committee;
- 5.1.6 assisting the chairperson by providing logistical support, such as arranging meeting rooms, lunches, etc.;
- 5.1.7 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
- 5.1.8 in the absence of the Staff Liaison and at the discretion of the Legislative Support Clerk, providing information and advice.

6. STAFF LIAISON

- 6.1 The City Manager will appoint a Staff Liaison to Standing Committees and Advisory 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, and is therefore not entitled to vote and not counted in determining if a quorum is present, unless otherwise mandated by Terms of Reference or other statutes.

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 and Legislative Support Clerk in writing reports and recommendations to Council as requested by the committee;
- 6.1.3 assisting the Legislative Support Clerk in preparing agendas, minutes and correspondence approved by the committee; and
- 6.1.4 in the absence of the Legislative Support Clerk, recording and preparing minutes for adoption.

- 6.2 The Staff Liaison will advise the City Manager if a committee proceeds to consider an item that falls outside the scope of the committee's mandate, as set out in its terms of reference.

7. MEETING SCHEDULE

- 7.1 The Staff Liaison will schedule the annual inaugural meeting of the committee.
- 7.2 A Select Committee will endeavour to establish a regular meeting schedule, and will meet as required to complete their mandate. All other committees will establish their own meeting schedules, usually meeting once a month, or will meet as provided in their enabling statute or establishment bylaw.

8. 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 eight 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 consecutive committee meetings.

9. CHAIRPERSON

- 9.1 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 from among its members.
- 9.2 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.
- 9.3 Until a chairperson is elected from among committee members in accordance with section 9.1 or 9.2, the Legislative Support Clerk or the Staff Liaison will act as chairperson.
- 9.4 The chairperson of an Advisory Committee or Statutory Committee shall hold his/her position until the next annual inaugural meeting of the committee.
- 9.5 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.

- 9.6** 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.
- 9.7** The chairperson is responsible for carrying out the duties of that position with regard to the conduct of committee business.
- 9.8** If the chairperson is not present at a duly convened committee meeting, or must leave during the meeting, the Legislative Support Clerk 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.
- 9.9** Committee members should endeavor to elect a chairperson pro tem who is familiar with the duties and responsibilities of the chairperson.

10. AGENDAS

The Legislative Support Clerk is responsible, in consultation with the committee chairperson, for the preparation of committee agendas, which are to be prepared and distributed to the committee members in advance of each meeting. The agendas are prepared in the form prescribed in Appendix “B”. The committee’s terms of reference will be included in every agenda for convenient reference.

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 in a minute book by the Legislative Support Clerk in the form prescribed in Appendix “C”.
- 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 Clerk.
- 11.4** After adoption by the committee, the originally signed minutes shall be forwarded to the Corporate Officer.

12. RULES OF PROCEDURE

- 12.1** Each committee shall prescribe its own rules, using the guideline 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 Clerk, the Staff Liaison or the Corporate Officer.
- 12.2** Questions of procedure which cannot be resolved by the committee upon the advice of the Legislative Support Clerk or the Staff Liaison shall be referred to the Corporate Officer, whose decision on the issue shall be final and binding upon the committee.

13. SUB-COMMITTEES

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

14. 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, the City staff or the public.

15. CONDUCT OF MEETINGS

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

16. VOTING

- 16.1** All members of a committee, including the chairperson, shall have a vote on any question before them.
- 16.2** 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, with quorum present.

16.3 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.

16.4 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.

17. CONFLICT OF INTEREST

Committee members shall familiarize themselves and act in accordance with the provisions set out in the conflict of interest sections of the *Community Charter*.

18. GIFTS

18.1 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.

19. 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. REPORTING

20.1 Establishment and Authority

20.1.1 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.

20.1.2 Advisory Committees and Standing Committees must conduct their business in accordance with their terms of reference.

20.1.3 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.

20.1.4 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.

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 City Council in that regard.

20.2 Reporting on Issues

When responding to issues referred by Council, *committees* will submit reports to Council, with the assistance of the Legislative Support Clerk and the Staff Liaison, in the form prescribed in Appendix "D" attached hereto, and in accordance with the Council Procedure Bylaw.

If deemed appropriate by the City Manager, committee reports may be accompanied by a staff report.

20.3 Annual Reports

Annually, each Committee will submit to Council an annual report in the form prescribed in Appendix "E" 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.

20.4 Work Plans

All Committees must prepare annual work plans in the form prescribed in Appendix "F" attached hereto.

21. BUDGET

- 21.1** Unless otherwise provided in their enabling statute or establishment bylaw, committees may request budget funds from Council.
- 21.2** Administration oversees a centralized budget for committee expenses. This budget provides for certain routine committee expenditures without need for prior authorization from Council (e.g. committee breakfasts or lunches, photocopying, miscellaneous supplies).
- 21.3** Subject to budget allowances, committee breakfasts or lunches may accommodate committee meetings that are scheduled to begin no later than 1:00 p.m. Other than in exceptional circumstances, no committee dinners shall be paid for using the centralized committee budget.
- 21.4** Committee requests for non-routine expenses must be made to Council in the prescribed report format shown in Appendix "D". 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 if funds would have to come from another budget category.
- 21.5** Committees are entitled to reasonable use of City services and facilities, such as meeting rooms, photocopying, paper supplies, etc., which are to be arranged through the Legislative Support Clerk.

22. 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.

23. 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 Officer will host an orientation session which will be open to both newly appointed and existing members of all committees.

24. 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.

25. 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 internet at www.princegeorge.ca, or in the publication "Committees, Commission and Boards - Terms of Reference and Membership".

Copies of this publication are available from the Corporate Officer, 5th Floor, City Hall.

Appendix "A"

COMMITTEE MEETING GUIDELINES

The Agenda

- 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 develop the team, 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 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 Clerk* 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 by reference to the Council Procedures Bylaw.

Where Can I Get More Information?

Further information regarding meeting rules and procedures may be obtained by contacting the Corporate Officer at 250.561.7602.

Appendix "B"



AGENDA

<Name of Committee, Commission, or Board>

<date>

<time>

<location>

Item

A. COMMENCEMENT

B. ADOPTION OF AGENDA

C. ADOPTION OF MEETING MINUTES

C.1. Meeting Minutes from <date>

D. OLD BUSINESS

D.1.

E. NEW BUSINESS

E.1.

F. INFORMATIONAL ITEMS

F.1.

G. ADJOURNMENT

Please confirm your attendance by contacting <staff name>, Legislative Support Clerk at <phone number> or <email address> Thank you.

Appendix "C"

<NAME OF COMMITTEE, COMMISSION, OR BOARD> MEETING

Minutes of the City of Prince George <committee, commission, or board name> meeting, held in <location> of City Hall, 1100 Patricia Boulevard, Prince George, BC, on <month> <day>, <year> at <time>.

PRESENT:

<names of committee, commission, or board members present at the meeting>

IN ATTENDANCE:

<names of non-members of committee, commission, or board present at the meeting>

A. **Commencement**

B. **Adoption of Agenda**

C. **Adoption of Minutes**

C.1.

D. **Old Business**

D.1.

E. **New Business**

E.1.

F. **Informational Items**

F.1.

G. **Adjournment**

THE <NAME OF COMMITTEE, COMMISSION, OR BOARD> MEETING ADJOURNED AT <time>

CHAIRPERSON

CERTIFIED CORRECT



Appendix "D"

COMMITTEE REPORT TO COUNCIL

DATE: [Click here to enter a date.](#)

TO: MAYOR AND COUNCIL

FROM: [Click here to enter text.](#)

SUBJECT: [Click here to enter text.](#)

ATTACHMENT(S): [Click here to enter text. Use 'shift' + 'enter' key to create new line for each attachment listed. Enter "None" if no attachments included.](#)

RECOMMENDATION(S):

BACKGROUND:

BUDGETARY IMPACT:

POLICY IMPLICATIONS:

ALTERNATIVES:

SUMMARY AND CONCLUSION:

Respectfully submitted,



Appendix "E"

COMMITTEE ANNUAL REPORT TO COUNCIL

DATE: [Click here to enter a date.](#)

TO: **MAYOR AND COUNCIL**

FROM: [Click here to enter text.](#)

SUBJECT: [Click here to enter text.](#)

ATTACHMENT(S): [Click here to enter text. Use 'shift' + 'enter' key to create new line for each attachment listed. Enter "None" if no attachments included.](#)

RECOMMENDATION(S):

ACHIEVEMENTS OVER THE PAST YEAR:

TERMS OF REFERENCE:

GOALS AND WORK PLAN FOR THE COMING YEAR:

BUDGETARY IMPACT:

POLICY IMPLICATIONS:

CONCLUSION:

Respectfully submitted,



Appendix "F"

COMMITTEE WORK PLAN

Action Items	Members Responsible	Completion Date	Status	Additional Follow Up/Date
1.				
1.A.				
2.				
3.				
4.				

Appendix "G"



CITY OF PRINCE GEORGE

"BC's NORTHERN CAPITAL"

City Manager's Office

1100 Patricia Boulevard, Prince George, B.C. V2L 3V9

Telephone: (250) 561-7602 Fax: (250) 561-0183

e-mail: cityclerk@city.pg.bc.ca web: www.princegeorge.ca

APPLICATION FOR APPOINTMENT TO A CITY COMMITTEE

(please type or print clearly)

Name:	
Full mailing address including postal code:	
Phone: (business)	(home)
Fax:	Email:
Name of the Committee which you are seeking appointment/reappointment to:	
How many consecutive years have you served on this committee? _____ years	
Are you the designated representative of an agency or organization? Yes _____ No _____	
If yes, what is the name of the agency or organization?	
Current affiliations (organizations you belong to):	

Briefly state your reasons and interest in being appointed/reappointed to the Committee:

What, if any, is your background/experience/expertise relevant to this application?

What do you hope to contribute by your continued participation on the Committee?

Applications in their entirety, will be included in a Regular Council Meeting Agenda, and forwarded to Council for consideration. Those Agendas may become public and City of Prince George will use personal information collected for the purposes of committee appointments and committee member listings. The undersigned consents to his/her application being processed in this manner.

Date

Signature

Committees depend upon the input and participation of their members. Applicants for Council Committees should note that regular attendance at Committee meetings, usually once a month, is expected of the members.

It is the responsibility of committee members filling agency or organisational positions on Council Committees to ensure that they are the duly authorized representative of that agency or organisation.

An individual may serve a maximum of six consecutive one-year terms on a Committee.

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

Completed applications should be returned by the advertised deadline to:

**City Manager's Office
5th Floor, City Hall, 1100 Patricia Boulevard,
Prince George, BC V2L 3V9**

(Updated: March 2014)

Appendix "H"



CITY OF PRINCE GEORGE
"BC's NORTHERN CAPITAL"

City Manager's Office
1100 Patricia Boulevard, Prince George, B.C. V2L 3V9
Telephone: (250)561-7602 Fax: (250) 561-0183
e-mail: cityclerk@city.pg.bc.ca web: www.princegeorge.ca

**APPLICATION FOR APPOINTMENT TO THE PRINCE GEORGE PUBLIC
LIBRARY BOARD**

All Public Library Board appointments are subject to an RCMP Criminal Records Check. Please see the information provided at the end of the application form.

Name:	
Mailing address including postal code:	
Phone: (business)	(home)
Fax:	Email:
1. Are you seeking (Please check one)	
<input type="checkbox"/> Reappointment (please proceed to Question 2)	
<input type="checkbox"/> New Appointment (please proceed to Question 3)	
2. For Reappointments:	
What role do you currently play on the Prince George Public Library Board?	
On what Board Committees do you currently serve?	
How many consecutive years have you served on this committee?	

3. For new appointments:

Please state your reasons for and interest in being appointed to the Prince George Public Library Board.

4. What background, skills and experience will you bring to the Prince George Public Library Board?

5. What other organizations do you belong to?

Applications will not be forwarded to City Council for consideration until all documents have been received and approved. Once the applicant has been approved the applications in their entirety will be forwarded to Council for consideration. The City of Prince George will use personal information collected for the purposes of committee appointments and committee member listings. The undersigned consents to his/her application being processed in this manner and confirms that the Consent for Disclosure of Criminal Record Information form has been completed and submitted to the RCMP.

Date

Signature

Library Board members are appointees of City Council and operate under provincial legislation as detailed on the Public Library Services website at http://www.mcaws.gov.bc.ca/lgd/public_libraries/legislation.html#policy

The Library Act states that appointments are to be made at the first Council meeting in December or as soon thereafter as convenient. The Act also states that all appointments are for terms of two years, and that no member may serve on the Library Board for more than 8 consecutive years.

All applicants are required to undergo an RCMP Criminal Records Check as part of the appointment process. Consent for Disclosure of Criminal Record Information forms are available at the Brunswick Street RCMP Detachment, the City website: www.princegeorge.ca or from the City Manager's Office. Applicants should attach additional relevant materials (resume, curriculum vitae, and supporting material) to the application form, and a covering letter outlining your reasons for applying and potential contributions to the Prince George Public Library Board of Trustees.

The Library Board depends upon active participation of its members. Applicants for the Library Board should note that regular attendance at monthly Board meetings is expected of trustees, and required under the legislation.

Completed applications should be returned by the advertised deadline to:
City Manager's Office
5th Floor, City Hall, 1100 Patricia Boulevard,
Prince George, BC V2L 3V9

(Updated: March 2014)



**CITY OF
PRINCE GEORGE**