



# ADVISORY COMMITTEE TERMS OF REFERENCE

1. GENERAL INFORMATION	
Advisory Committee Name:	<b>Advisory Committee on Bear Awareness</b>
Duration:	Up to Four Months after the Inaugural Meeting Date
Meeting Frequency:	To Be Determined
<p>The Advisory Committee on Bear Awareness is an advisory committee of Council established in accordance with the <i>Community Charter, Accessible British Columbia Act</i>, and “<i>City of Prince George Council Procedures Bylaw No. 8388, 2011.</i>”</p>	

2. PURPOSE AND MANDATE
<p>The Advisory Committee on Bear Awareness (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 opportunities to increase bear-proofing and reduce bear attractants throughout Prince George to minimize human-bear conflicts in the community and promote public safety and bear safety.</p> <p>The Committee will engage in research and provide a report to Council at the conclusion of their term with their recommendations including, but not limited to, consideration of:</p> <ul style="list-style-type: none"> <li>• education opportunities to residents regarding bear proofing their properties;</li> <li>• residential bear proof/resistant garbage cans and options regarding its roll-out (i.e.: city-wide, opt-in); and</li> <li>• residential fruit tree management/mitigation/removal incentive program.</li> </ul>

### 3. MEMBERSHIP AND COMPOSITION

#### 3.1 Composition

The Committee will be composed of a maximum of seven (7) members of the public appointed by Council.

##### 3.1.1 Public Members (Voting Members)

The Committee will consist of up to seven (7) members appointed by Council, whose experience and qualifications align with the purpose and mandate of the Committee and includes the following representation, where possible:

- One (1) member appointed from British Columbia Conservation;
- One (1) member appointed from the Northern Bear Awareness Society;
- One (1) member appointed from University of Northern British Columbia; and
- Four (4) members appointed from the public at large with preference given to applicants with wildlife management experience and/or other related experience to bear awareness.

##### 3.1.2 Staff and Council Members (Non-Voting Members)

###### Staff Liaison

City staff member(s) shall be appointed by the City Manager to serve as Staff Liaison(s), 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.

###### Bylaw Services

The City Manager shall appoint one member of the City of Prince George Bylaw Services to act in a resource capacity.

###### Solid Waste

The City Manager shall appoint one member of the City of Prince George Solid Waste Division to act in a resource capacity.

The Regional District of Fraser-Fort George shall be invited to appoint one member from their Solid Waste Division to act in a resource capacity.

###### Council

All members of Council are ex-officio members of the Committee and may attend meetings and participate in debate.

### 3.2 Length of Term

#### Public Members

Appointed members will serve a term of up to four months from their appointment date to the time at which the committee presents its recommendations in a report to Council.

## 4. OTHER GOVERNANCE

### 4.1 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*.

### 4.2 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.

### 4.3 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.

### 4.4 Governance

In all unprovided cases, meetings and operations of the Committee shall be governed by the provisions of the *City of Prince George Council Procedures Bylaw No. 8388, 2011* and the *City of Prince George Committees, Commissions and Boards 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.