



TERMS OF REFERENCE STANDING COMMITTEE ON INTERGOVERNMENTAL AFFAIRS

1. GENERAL INFORMATION	
Committee Name:	Standing Committee on Intergovernmental Affairs
Meeting Frequency:	As scheduled
<p>The Intergovernmental Affairs Committee (the “Committee”) is a standing committee of Council, established in accordance with Section 141 of the <i>Community Charter</i>.</p>	
2. PURPOSE AND MANDATE	
<p>At the request of Council, members of the Committee, or Administration, the Committee:</p> <ol style="list-style-type: none"> a. Reviews proposed or enacted provincial and federal legislation and related provincial and federal policies or programs that are relevant to local government and initiatives of the North Central Local Government Association (NCLGA), Union of British Columbia Municipalities (UBCM), and the Federation of Canadian Municipalities (FCM) in areas not covered by other Standing or Select Committees of City Council; b. develops resolutions on key issues that may be advanced by Council for consideration at the North Central Local Government Association, Union of BC Municipalities, and Federation of Canadian Municipalities conventions, or at other appropriate venues; c. monitors the status and manages communication regarding resolutions that are advanced through the North Central Local Government Association, Union of BC Municipalities, and Federation of Canadian Municipalities; d. makes recommendations for Council’s consideration; e. liaises with government officials at all levels of governments and government agencies on matters related to the work of the Committee, in consultation with the Mayor; and f. advocates to all levels of government on matters of interest to Council. 	



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3. MEMBERSHIP AND COMPOSITION

3.1 Composition

The Committee shall be comprised of four (4) members of Council, appointed by the Mayor, for a four-year term.

The members shall elect one of their number as Committee Chair at the inaugural meeting of the Committee each term.

3.1.1 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.

Legislative Services

The Corporate Officer will appoint a Legislative Services 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.

4. OTHER GOVERNANCE

4.1 Review of Terms

Taking into account recommendations from the Committee, the Corporate Officer and Staff Liaison will review the Committee's *Terms of Reference* annually with the purpose of ensuring that the operations and function of the committee is aligned with its defined purpose and mandate.



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4.2 Reporting

The Committee will report to Council in a timely manner on issues that have been referred to it by Council and may otherwise report to Council on the Committee's activity, progress, or other matters deemed appropriate by the Committee.

4.3 Procedures

The Committee will conduct its proceedings in accordance with procedures established in the City of Prince George *Committees, Commissions and Boards Policies and Procedures Manual*.

4.4 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. Decisions will be made by consensus. Where consensus cannot be reached, decisions will be made by majority vote.

4.5 Meeting Schedule

The Committee will meet in accordance with its annual Work Plan established at the first meeting of the year and reviewed at each meeting and on an as needed basis at the request of Council, members of the Committee, or Administration.

4.6 Budget

The Committee shall be responsible for the distribution or allocation of funding that may be available to the Committee and to ensure that such allocation directly relates to the mandate of the Committee.