CITY OF PRINCE GEORGE

TERMS OF REFERENCE
SELECT COMMITTEE ON STUDENT NEEDS

1. GENERAL INFORMATION	
Select Committee Name:	Select Committee on Student Needs
Meeting Frequency:	Monthly
The Select Committee on Student Needs is a select committee of Council established in accordance with the *Community Charter* and "*City of Prince George Council Procedures Bylaw No. 8388, 2011*".	

2. PURPOSE AND MANDATE

The Select Committee on Student Needs, 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 strategies affecting students in Prince George, in accordance with these Terms of Reference. Specifically the committee will:

- Solicit feedback from the community on student issues, and bring to Council matters identified by the Committee as requiring action by the Municipality.
- Advise City staff, relevant Committees and Council on matters pertaining to local student issues and engage with the local student population.
- Play a role in the development and implementation of events and activities for students in conjunction with relevant City departments and Council Committees.
- Advise local government on policies and budget items where they may impact students.
- Work in support of related municipal objectives and strategic priorities.
- Increase representation of students with local government policy, programs, and services,

3. MEMBERSHIP AND COMPOSITION

3.1 Composition

3.1.1 Voting Members

The Committee shall be comprised of a maximum of nine (9) members including:

1. One (1) member of Council for the duration of the Council Term
2. Up to four (4) members appointed as representative by the following organizations:
   a. Northern Undergraduate Student Society (NUGSS)
   b. District Student Advisory Council (DSAC)
   c. College of New Caledonia's Students' Union (CNCSU)
   d. Northern British Columbia Graduate Students' Society (NBCGSS)

   NUGSS, DSAC, CNCSU and NBCGSS shall each deliver annual notice of their appointed Committee members by way of a letter addressed to Mayor and Council, delivered by November 30th of each year.
3. Up to four (4) members, who are residents of Prince George, appointed by Council from the general public. It is suggested that there be a cross-representation of members who have experience with diverse modes and styles of education.

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.

3.2 Length of Term

Appointed Representatives
Members appointed as representatives of their respective group will be appointed on an annual basis coinciding with their organizational elections.

Public Members
Council will consider applications and appoint four (4) members in 2016 for a term of one (1) year ending December 31, 2017. All subsequent term appointments will be for a term of two (2) years beginning January 1st and ending December 31st.

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. 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*.

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.

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.

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 *City of Prince George Committees, Commissions and Boards Procedures Manual*.

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 *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.