



# TERMS OF REFERENCE SELECT COMMITTEE ON POVERTY REDUCTION

## 1. GENERAL INFORMATION

Select Committee Name:	Select Committee on Poverty Reduction
Meeting Frequency:	Meeting Frequency and Schedule to be Determined
<p>The Select Committee on Poverty Reduction 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>”.</p>	

## 2. PURPOSE AND MANDATE

The Select Committee on Poverty Reduction 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 poverty reduction in Prince George, in accordance with these Terms of Reference. Specifically, the committee will:

- Review relevant documentation (including the Province’s *TogetherBC* strategy as it relates to potential local government action, recommendations made by the Select Committee on a Healthy City Framework related to poverty reduction, key strategies identified by the community during a 2015 process funded and facilitated by the Ministry of Children and Family Development, current City initiatives that contribute to poverty reduction, and the 2019 Prince George Poverty Profile);
- Consider and integrate the advice and activities of other Council Committees with mandates aligned with poverty reduction;
- Prepare recommendations regarding strategies that the City of Prince George could implement to advance Council’s strategic priority related to poverty reduction and;
- Endeavour to strengthen communication and collaboration between the City of Prince George and community partners working to advance poverty reduction strategies.

## 3. MEMBERSHIP AND COMPOSITION

### 3.1 Composition

#### 3.1.1 Voting Members

The Committee shall be comprised of a maximum of thirteen (13) members including:

1. Two (2) members of Council
2. Up to seven (7) members including, as possible, representation from:
  - School District 57
  - Northern Health
  - Community Partners Addressing Homelessness (CPAH)
  - Student Society (NUGSS **and/or** CNC Student Union)
  - Local Food Bank (Salvation Army)
  - Prince George Native Friendship Centre
  - Local Food Prince George
3. In addition, up to four (4) members will contribute to the advancement of shared vision for poverty reduction through their affiliation with:
  - The Ministry of Social Development and Poverty Reduction Strategy Advisory Committee (1 member)
  - BC Office of the Seniors Advocate Advisory Committee or the Prince George Council of Seniors (1 member)
  - City of Prince George Advisory Committee on Accessibility (1 member)
  - Ministry of Social Development & Poverty Reduction – Prince George (1 member)

#### **Committee Chairperson**

Select committees are chaired by an 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.



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## **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**

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The Select Committee on Poverty Reduction will convene its first meeting in October of 2019 and will deliver its recommendations to Council by June 30, 2021. Therefore, appointed members will serve a term ending June 30, 2021.

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## 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.
- Representatives will serve as conduits to other affiliated/aligned organizations, networks, and City committees (including staff liaisons) by providing regular updates, seeking feedback as appropriate, and identifying opportunities for integration of activities.

##### **Preparation**

Meeting agenda and accompanying materials will be circulated electronically one week prior to scheduled meeting dates.

### 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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<b>5. OTHER GOVERNANCE</b>
<b>5.1 Review of Terms</b>
Taking into account recommendations from the Committee, the Corporate Officer and Staff Liaison, the Select Committee Terms of Reference documents may be reviewed as required. The purpose of a review will be to ensure that the Committee is operating in alignment with its defined purpose and mandate.
<b>5.2 Eligibility and Selection</b>
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> .
<b>5.3 Decisions of the Committee</b>
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.
<b>5.4 Budget</b>
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.
<b>5.5 Governance</b>
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.