

Director	 Municipal Manager/Deputy Municipal Manager
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<u>COUNCIL AGENDA</u>	
Date: <u>September 15, 2025</u>	Item: <u>10.2.</u>



DISTRICT OF WEST VANCOUVER
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

10.2.

COUNCIL REPORT

Date:	August 2, 2025
From:	P. Cuk, Manager, Legislative Operations/Deputy Corporate Officer
Subject:	Proposed Amendments to Committee Policies to Align with the Council Committee Procedure Bylaw
File:	0282-20-0064/0087/0104/0141/0144/0145/0155/0183

RECOMMENDATION

THAT

1. “General Council Committees Policy 0144” as approved on September 26, 2022 be rescinded;
2. proposed replacement “General Council Committees Policy 0144”, attached as Appendix B to the August 2, 2025 report from the Manager of Legislative Operations/Deputy Corporate Officer, be approved;
3. “General Council Committees Procedure 0145” as approved on September 26, 2022 be rescinded;
4. proposed replacement “General Council Committees Procedure 0145”, attached as Appendix D to the August 2, 2025 report from the Manager of Legislative Operations/Deputy Corporate Officer, be approved;
5. “Arts & Culture Advisory Committee Terms of Reference Policy 0064” as approved on September 25, 2023 be rescinded;
6. proposed replacement “Arts and Culture Advisory Committee Terms of Reference Policy 0064”, attached as Appendix F to the August 2, 2025 report from the Manager of Legislative Operations/Deputy Corporate Officer, be approved;
7. “Awards Committee Terms of Reference Policy 0087” as approved on January 25, 2021 be rescinded;
8. proposed replacement “Awards Committee Terms of Reference Policy 0087”, attached as Appendix H to the August 2, 2025 report from the Manager of Legislative Operations/Deputy Corporate Officer, be approved;
9. “Environment Committee Terms of Reference Policy 0155” as approved on May 8, 2023 be rescinded;
10. proposed replacement “Environment Committee Terms of Reference Policy 0155”, attached as Appendix J to the August 2, 2025 report from the Manager of Legislative Operations/Deputy Corporate Officer, be approved;

11. “Finance and Revenue Advisory Committee Terms of Reference Policy 0183” as approved on November 18, 2024 be rescinded;
12. proposed replacement “Finance and Revenue Advisory Committee Terms of Reference Policy 0183”, attached as Appendix L to the August 2, 2025 report from the Manager of Legislative Operations/Deputy Corporate Officer, be approved;
13. “Planning Committee Terms of Reference Policy 0104” as approved on April 22, 2024 be rescinded; and
14. proposed replacement “Planning Committee Terms of Reference Policy 0104”, attached as Appendix N to the August 2, 2025 report from the Manager of Legislative Operations/Deputy Corporate Officer, be approved.

1.0 Purpose

If approved, the proposed replacement policies and procedure would align with proposed amendments to the Council Committee Procedure bylaw. The proposed changes to the policies and procedure are designed to harmonize a series of District documents by ensuring their provisions are consistent with one another and by removing redundant or outdated information.

2.0 Legislation/Bylaw/Policy

Community Charter s.124 requires that Council, by bylaw, establish general procedures to be followed by Council committees.

Council Committee Procedure Bylaw No. 5020, 2019 governs committee meetings in the District of West Vancouver.

3.0 Council Strategic Objective(s)/Official Community Plan

Updating the District’s policies and procedure to align with the Council Committee Procedure bylaw is an administrative function; the Official Community Plan does not apply.

Council’s Strategic Goal to “deliver municipal services efficiently” applies. Strategic Objective 5.3 directs staff to “engage the community in decision-making through participation on Council committees and groups aligned with key Council responsibilities”. The proposed policy and procedure updates are designed to facilitate public engagement in the District’s decision-making by aligning with the governing Council Committee Procedure bylaw.

4.0 Financial Implications

No financial implications are anticipated to arise from the approval of proposed changes to the policies and procedure. In fact, should the proposed changes not be approved, it is anticipated that costs would be

incurred due to incongruencies between the various governing documents, necessitating extra staff time and resources be spent to resolve those differences.

5.0 Background

5.1 Previous Decisions

Council, at its January 25, 2021 regular meeting, passed the following resolution:

THAT

1. *"Audit Committee Policy 02-30-331" be rescinded and replaced by proposed "Audit Committee Terms of Reference Policy 0132";*
2. *"Awards Committee Policy 02-10-324" be rescinded and replaced by proposed "Awards Committee Terms of Reference Policy 0087";*
3. *"Community Engagement Committee Policy 02-10-365" be rescinded and replaced by proposed "Community Engagement Committee Terms of Reference Policy 0134";*
4. *"Community Grants Committee Policy 02-10-328" be rescinded and replaced by proposed "Community Grants Committee Terms of Reference Policy 0084";*
5. *"Design Review Committee Policy 02-10-363" be rescinded and replaced by proposed "Design Review Committee Terms of Reference Policy 0105";*
6. *"Heritage Advisory Committee Policy 02-08-383" be rescinded and replaced by proposed "Heritage Advisory Committee Terms of Reference Policy 0106";*
7. *"Lower Caulfeild Advisory Committee Policy 02-10-289" be rescinded and replaced by proposed "Lower Caulfeild Advisory Committee Terms of Reference Policy 0107"; and*
8. *"Public Art Advisory Committee Policy 02-70-368" be rescinded and replaced by proposed "Public Art Advisory Committee Terms of Reference Policy 0085".*

Council, at its September 26, 2022 regular meeting, passed the following resolution:

THAT

1. *"General Council Committees Policy 02-10-280" be rescinded;*
2. *proposed "General Council Committees Policy 0144" be approved; and*

3. *proposed “General Council Committees Procedure 0145” be approved.*

Council, at its May 8, 2023 regular meeting, passed the following resolution:

THAT proposed “Environment Committee Terms of Reference Policy 0155”, attached as Appendix A to the May 1, 2023 report titled Proposed Terms of Reference for new Environment Committee, be approved.

Council, at its September 25, 2023 regular meeting, passed the following resolution:

THAT

1. *“Arts & Culture Advisory Committee Terms of Reference Policy 0064”, as approved on July 23, 2018, be rescinded;*
2. *proposed “Arts & Culture Advisory Committee Terms of Reference Policy 0064”, attached as Appendix B to the September 11, 2023 report titled Proposed Arts & Culture Advisory Committee Revised Terms of Reference, be approved;*
3. *“Art Museum Advisory Committee Terms of Reference Policy 0065”, “Community Grants Committee Terms of Reference Policy 0084”, and “Public Art Advisory Committee Terms of Reference Policy 0085” be rescinded as of December 31, 2023;*
4. *the Art Museum Advisory Committee, Community Grants Committee, and Public Art Advisory Committee be disbanded as of December 31, 2023; and*
5. *staff be directed to establish an Art Museum Advisory Panel, Community Grants Advisory Panel, Ferry Building Gallery Advisory Panel, and Public Art Advisory Panel comprised of community volunteers.*

Council, at its April 22, 2024 regular meeting, passed the following resolution:

THAT proposed “Planning Committee Terms of Reference Policy 0104”, attached as Appendix A to the April 8, 2024 report titled Establishing a Planning Committee: Proposed Terms of Reference, be approved.

Council, at its November 18, 2024 regular meeting, passed the following resolution:

THAT proposed “Finance and Revenue Advisory Committee Terms of Reference Policy 0183” be approved.

6.0 Analysis

6.1 Discussion

A series of amendments to Council Committee Procedure Bylaw No. 5020, 2019 are proposed for Council's consideration in the second half of 2025. Should those proposed bylaw amendments be adopted, the Terms of Reference Policies for five Select Committees and for one Standing Committee will require changes in order to remain congruent with the governing bylaw. Changes to the Terms of Reference Policies for Select Committees can only be implemented via Council resolution, which is the subject of this report. Similar changes to the Terms of Reference Policy for the one Standing Committee (the Finance and Audit Committee) impacted by the proposed amendments to the Council Committee Procedure bylaw can only be implemented by the mayor and will be pursued independently of this report.

General Council Committees Policy 0144 and General Council Committees Procedure 0145 contain a series of provisions that apply to all Council committees. Those provisions include, but are not limited to, a committee's: creation; membership recruitment and appointments; code of conduct; roles and duties of members and supporting staff; meeting procedures; authority and reporting requirements; budget; and liabilities. Many of the provisions provided by the General Council Committees Procedure were duplicated in the Terms of Reference Policies for individual committees.

Changes proposed by this report aim to:

- streamline each committee's Terms of Reference Policy by removing duplicated or outdated information;
- enhance the clarity of each committee's Terms of Reference Policy by referring to governing documents for applicable provisions;
- allow each committee's Terms of Reference Policy to vary from the governing documents where appropriate;
- modernize language and terms of address;
- define terms used in the various policies and the one procedure;
- provide rules of procedure for Working Groups; and
- otherwise ensure that the subject policies and procedure are in alignment with the Council Committee Procedure bylaw (as amended).

6.2 Climate Change and Sustainability

The proposed administrative updates to the District's policies and procedures should support fiscal sustainability by reducing the amount of staff time required to interpret, understand, and communicate the many provisions that surround the operation of committees. Removing unclear language and redundant information may also encourage residents to

engage with committees by making their rules less intimidating or difficult to understand.

7.0 Options

7.1 Recommended Option

It is recommended that Council approve the replacement policies and procedure presented by this report.

7.2 Considered Options

THAT staff provide a supplementary report regarding *[topic]* for consideration at an upcoming regular Council meeting.

OR

THAT proposed *[name of policies and/or procedure]* be modified by:

- *[description of requested modifications];*

for consideration at an upcoming regular Council meeting.

OR

THAT... *[direction as determined by Council]*.

8.0 Conclusion

Should Council adopt proposed amendments to the Council Committee Procedure bylaw, a number of administrative changes to related policy documents will be required to ensure the continued smooth operation of Standing Committees and Select Committees.

Author:



Appendices: (List and label)

- Appendix A: General Council Committees Policy 0144 as approved on September 26, 2022
Appendix B: General Council Committees Policy 0144 with proposed amendments
Appendix C: General Council Committees Procedure 0145 as approved on September 26, 2022
Appendix D: General Council Committees Procedure 0145 with proposed amendments
Appendix E: Arts & Culture Advisory Committee Terms of Reference Policy 0064 as approved on September 25, 2023
Appendix F: Arts and Culture Advisory Committee Terms of Reference Policy 0064 with proposed amendments
Appendix G: Awards Committee Terms of Reference Policy 0087 as approved on January 25, 2021
Appendix H: Awards Committee Terms of Reference Policy 0087 with proposed amendments
Appendix I: Environment Committee Terms of Reference Policy 0155 as approved on May 8, 2023
Appendix J: Environment Committee Terms of Reference Policy 0155 with proposed amendments

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- Appendix K: Finance and Revenue Advisory Committee Terms of Reference Policy 0183 as approved on November 18, 2024
- Appendix L: Finance and Revenue Advisory Committee Terms of Reference Policy 0183 with proposed amendments
- Appendix M: Planning Committee Terms of Reference Policy 0104 as approved on April 22, 2024
- Appendix N: Planning Committee Terms of Reference Policy 0104 with proposed amendments

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Title: General Council Committees
Division: Legislative Services
Policy Number: 0144
File Number: 0282-20-0144

1. Purpose

- 1.1. To establish best practices and processes for Standing and Select Committees.

2. Scope

- 2.1. This policy applies to Standing and Select Committees. Working groups are governed by the Working Group Guidelines approved by the Community Engagement Committee.

3. Definitions

- 3.1. "Select Committee" means a committee created by Council pursuant to section 142 of the *Community Charter*.
- 3.2. "Standing Committee" means a committee created by the Mayor pursuant to section 141 of the *Community Charter*.

4. Policy Statement

- 4.1. The District will establish and maintain committees as determined by Council (Select Committees) and the Mayor (Standing Committees).
- 4.2. The District will conduct recruitment processes for Select and Standing Committees in a manner and at a time determined by Legislative Services, with assistance from other divisions as required.
- 4.3. The District will provide administrative and technical support for committees.
- 4.4. Select and Standing Committees will operate in accordance with General Council Committee Procedure 0145.

5. Authority


- 5.1. The *Community Charter* requires that Council, by bylaw, establish general procedures to be followed by Council committees in conducting their business.
- 5.2. Council Committee Procedure Bylaw No. 5020, 2019 (as amended) regulates Council committee meeting proceedings.

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6. Related Procedure

6.1. General Council Committees Procedure 0145.

7. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2022/09/26	
Council minutes eDocs # (Council Policies only)	5558246	
Council report eDocs # (Council Policies only)	5548904	
Signature	X  _____	

8. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input checked="" type="checkbox"/> Yes (0282-20-0145)	<input type="checkbox"/> No
Date of last review	Click here to enter a date.	

Title: General Council Committees
Division: Legislative Services
Policy Number: 0144
File Number: 0282-20-0144

1. Purpose

- 1.1. To establish best practices and processes for Standing Committees and Select Committees.

2. Scope

- 2.1. This policy applies to Standing Committees and Select Committees.

3. Definitions

- 3.1. “**Chair**” means the Member elected by the Committee to preside over meetings of the Committee.
- 3.2. “**Committee**” means a Select or Standing Committee.
- 3.3. “**Committee Clerk**” means the District employee designated as clerk to the Committee.
- 3.4. “**Council**” means the Council of The Corporation of the District of West Vancouver.
- 3.5. “**District**” means The Corporation of the District of West Vancouver.
- 3.6. “**District Staff**” means any staff person assigned to support a committee.
- 3.7. “**meeting**” means a meeting of a Committee.
- 3.8. “**Member**” means any individual appointed to a Committee.
- 3.9. “**Select Committee**” means a committee created by Council pursuant to section 142 of the *Community Charter*.
- 3.10. “**Standing Committee**” means a committee created by the Mayor pursuant to section 141 of the *Community Charter*.
- 3.11. “**Staff Representative**” means the District Staff designated to the Committee as a subject matter expert.
- 3.12. “**Terms of Reference**” means the policy that defines the mandate, role, membership, and functions of the Committee.

4. Policy Statement

- 4.1. The District will establish and maintain committees as determined by Council (Select Committees) and the Mayor (Standing Committees).
- 4.2. The District will conduct recruitment processes for Select Committees and Standing Committees in a manner and at a time determined by Legislative Services (or as otherwise directed by the Municipal Manager), with assistance from other divisions as required.
- 4.3. A Committee serves as an advisory body that provides expertise, community input, and recommendations to Council.
- 4.4. A Committee must operate in accordance with its Terms of Reference and adhere to municipal bylaws, policies, procedures, and applicable legislation.
- 4.5. A Committee's annual work plan must be provided to Council for approval.
- 4.6. The District will provide administrative and technical support for committees.

5. Authority

- 5.1. The *Community Charter* requires that Council, by bylaw, establish general procedures to be followed by Council committees in conducting their business.
- 5.2. Council Committee Procedure Bylaw No. 5020, 2019 (as amended) regulates Council committee meeting proceedings.
- 5.3. The General Council Committees Policy and Procedure regulate the roles and responsibilities of Council committee members, elected officials, and District Staff.

6. Related Documents

- 6.1. Council Committee Procedure Bylaw No. 5020, 2019 (as amended)
- 6.2. General Council Committees Procedure 0145

7. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2022/09/26	
Council minutes eDocs # (Council Policies only)	5558246	
Council report eDocs # (Council Policies only)	5548904	
Signature	<i>[Original signed by Mayor]</i> MAYOR	

8. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input checked="" type="checkbox"/> Yes (0282-20-0145)	<input type="checkbox"/> No
Date of last review	2025	

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Title: General Council Committees
Division: Legislative Services
Procedure Number: 0145
File Number: 0282-20-0145

1. Governing Policy

- 1.1. This procedure is associated with General Council Committees Policy 0144.

2. Scope/Application

- 2.1. This procedure applies to all Select and Standing Committees. Working groups are governed by the Working Group Guidelines approved by the Community Engagement Committee.

3. Definitions

- 3.1. "Committee" means a Select or Standing Committee.
- 3.2. "Select Committee" means a Committee created by Council pursuant to section 142 of the *Community Charter*.
- 3.3. "Standing Committee" means a Committee created by the Mayor pursuant to section 141 of the *Community Charter*.
- 3.4. "Terms of Reference" means the policy that defines the mandate, role, membership, and functions of the Committee.

4. Procedure

4.1. Creation

- 4.1.1. A Select Committee is created when Council approves, by resolution, the Committee's Terms of Reference.
- 4.1.2. A Standing Committee is created when the Mayor approves the Committee's Terms of Reference.

4.2. Recruitment

- 4.2.1. Twice per year, Legislative Services, with assistance from other divisions as required, will conduct an annual recruitment process to fill vacancies on Select and Standing Committees.
- 4.2.2. Legislative Services, with assistance from other divisions as required, will, from time to time, conduct additional recruitment processes:

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- a) in order to fill unexpected Committee vacancies where those vacancies inhibit the ability of the Committee to fulfill its mandate; and/or
 - b) in response to the establishment of a new Committee for which vacancies must be filled in advance of the scheduled annual recruitment process.
- 4.2.3. An applicant is required to submit a District application form for appointment or re-appointment prior to the application deadline in order to be considered.
- 4.2.4. All applications for membership on Committees must be kept in confidence.

4.3. Appointments to Select Committees

- 4.3.1. Once the recruitment process outlined in section 4.2 is complete, Council will review the Committee applications and make appointments based on the merits of the applications relative to the Committee's Terms of Reference.
- 4.3.2. Selection of membership will strive to reflect the diversity of the community, with experience, knowledge and expertise in the sphere of interest of the Committee being the primary consideration.
- 4.3.3. All applicants must either reside, own property, or represent a business that is located in the District of West Vancouver, except as otherwise determined by Council.
- With respect to this requirement, if a committee member's primary place of residence or the location of their business changes to another municipality during the term of an appointment, the member must notify the Chair and staff representative regarding the change of address. Depending on the length of appointment term remaining, the committee member may be asked to step down, thus creating a vacancy.
- 4.3.4. For each Committee for which appointments are required, staff will prepare a report to Council containing appointment recommendations, each application form (and resume if submitted), and a matrix that highlights the strengths of each applicant.
- 4.3.5. Appointments will be made in accordance with applicable enactments.
- 4.3.6. Once Council has appointed one or more applicants to a Committee, Legislative Services staff will send:
- a) a letter to the successful applicants informing of their appointment; and
 - b) a letter to the unsuccessful applicants informing that they were not appointed.
- 4.3.7. Volunteer members must be appointed or re-appointed to a Committee for a term of up to 2 years, except that no person shall serve more than six (6) consecutive years, or as otherwise determined by Council.
- 4.3.8. Volunteer members must not be appointed such that they serve on more than two Committees concurrently, except as otherwise determined by Council.
- 4.3.9. Appointments terminate on December 31 of the year in which the member's term is scheduled to expire, except as otherwise determined by Council.

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4.3.10. Council may, by resolution, rescind an appointment to a Select Committee.

4.4. Appointments to Standing Committees

4.4.1. Appointments to Standing Committees are made by the Mayor.

4.4.2. The Mayor may rescind an appointment to a Standing Committee.

4.5. Remuneration

4.5.1. Committee members serve without remuneration.

4.6. Code of Conduct

4.6.1. Decorum and Debate: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee's mandate, and be respectful of others' thoughts and opinions.

4.6.2. Authority and Reporting: The Committee and its members will not represent themselves as having any authority beyond that delegated to the Committee by Council, as per this procedure.

4.6.3. Media/Social Media: Members of the Committee are not permitted to speak to the media as representatives of the Committee unless authorized to do so by the Director of Community Relations & Communications. Committee members must strive to convey the public interest and remember that they represent the District of West Vancouver; this means that they must be consistent with the District's position on specific issues.

4.6.4. Professionalism: Committee members who engage in activities regarding the District of West Vancouver or Committee initiatives/projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of West Vancouver.

4.6.5. Confidentiality: All new committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" (the Agreement) as part as their general orientation. All re-appointed committee members who have previously signed a copy of the Agreement are expected to honour and uphold the provisions as outlined within the Agreement.

4.6.6. Conflict of Interest: The conflict of interest provisions contained in this procedure apply to all committee members.

4.7. Resignation of Member

4.7.1. A member of a Committee may resign from the Committee in writing to the Committee Chair and staff representative.

4.8. Role of Council on Select Committees

4.8.1. The Mayor is an *ex-officio*, non-voting member of every Select Committee and as such has the same rights as other committee members, except to the extent they are a member of the Committee but are not obligated to attend meetings and are not counted in determining if a quorum is present.

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- 4.8.2. Council will appoint one (or more) members of Council to serve as Council representatives on each Select Committee.
- 4.8.3. The term of a Council representative to a Committee is one year except in the year of a general local election, in which case the term expires on the date of the inaugural meeting of Council.
- 4.8.4. A Council representative will serve as a communication liaison between Council and the Select Committee.
- 4.8.5. Council representatives are non-voting members of the Select Committee(s) to which they are appointed, and are not counted in determining if a quorum is present.
- 4.8.6. Any member of Council not appointed to a Select Committee may attend an open committee meeting as a member of the public.
- 4.8.7. Notwithstanding sections 4.8.1-4.8.5, Council members may be appointed to a Select Committee as voting members if permitted by that Select Committee's Terms of Reference.

4.9. Role of Council on Standing Committees

- 4.9.1. Appointments to Standing Committees are made by the Mayor for a one year term, unless otherwise determined by the Terms of Reference.
- 4.9.2. The Mayor is an ex-officio, non-voting member of any Standing Committee to which they are not appointed, and as such has the same rights as other committee members, except to the extent they are a member of the Committee but are not obligated to attend meetings and are not counted in determining if a quorum is present.
- 4.9.3. Council members appointed to a Standing Committee are voting members and are counted in determining if quorum is present.

4.10. Meetings, Attendance, and Materials

- 4.10.1. A Committee must consist of at least the minimum number of members stipulated in its Terms of Reference in order to hold a meeting.
- 4.10.2. A Select Committee meeting cannot occur unless 50% plus one of the Committee's voting members are in attendance.
- 4.10.3. A Standing Committee meeting cannot occur unless both:
 - a) 50% plus one of the Committee's voting members are in attendance; and
 - b) 50% of those committee members in attendance are members of Council.
- 4.10.4. Meetings may be cancelled by the staff representative if there are:
 - a) no items referred to the Committee by Council; and
 - b) no items scheduled for consideration by the Committee.

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- 4.10.5. A meeting will be cancelled by the staff representative if:
- a) it has been determined, in advance, that quorum for the scheduled meeting will not be met; or
 - b) the committee membership drops below the minimum number of members stipulated in its Terms of Reference.
- 4.10.6. Any member who is absent from three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee by Council.
- 4.10.7. Any member of the public who wishes to view any material on a Committee agenda may request a copy of that material from the staff representative for the Committee.
- 4.10.8. Notwithstanding section 4.10.7, agenda material that pertains to, or is protected by, closed meeting confidences and/or the *Freedom of Information and Protection of Privacy Act* will not be provided.

4.11. Election

- 4.11.1. Committee Member Running for Office
- a) Committee members are permitted to run for elected office while serving on a Committee.
 - b) Committee members must not campaign for elected office during committee meetings or allow their campaign activities to unduly interfere with their role as a committee member.
 - c) If a committee member who runs for elected office campaigns during committee meetings or allows their campaign activities to unduly interfere with their role as a committee member, Council will consider whether to rescind the appointment of that committee member to the Committee.
 - d) If a committee member who runs for elected office is elected to the position of Mayor or Councillor for the District of West Vancouver, that committee member must resign from the Committee, with their resignation to be effective on the date which they take office.

4.12. Staff Support

- 4.12.1. The Chief Administrative Officer (or designate) will appoint a Staff Representative to the Committee. The Staff Representative is not a member of the Committee and is not entitled to vote. The role of the Staff Representative includes:
- a) providing information and professional advice as requested by the Committee;
 - b) support the Chair in developing agendas, arranging meetings and promoting effective Committee work;
 - c) preparation and submission of reports of the Committee to Council for signature by the Chair;

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- d) arranging for an annual orientation meeting of the work of the Committee, the structure of the District, and Council; and
 - e) annual goal setting and budgeting processes.
- 4.12.2. The Chief Administrative Officer (or designate) will appoint a Committee Clerk to the Committee. The Committee Clerk is not a member of the Committee and is not entitled to vote. The role of the Committee Clerk includes:
- a) receiving and transmitting materials referred to the Committee;
 - b) arranging all agendas and public notices;
 - c) providing for public access to all open committee meeting materials;
 - d) scheduling the meetings and activities of the Committee;
 - e) ensuring quorum in advance of scheduled meetings; and
 - f) taking minutes of committee meetings.

4.13. Rules of Procedure

- 4.13.1. Committee meetings must be conducted in accordance with applicable enactments. The Committee may rely for reference upon the advice of the Committee Clerk, Staff Representative, or the Corporate Officer (or designate).
- 4.13.2. Questions of procedure that cannot be resolved by the Chair and Committee shall be referred to the Corporate Officer (or designate).

4.14. Conflict of Interest

- 4.14.1. Committee members must take reasonable steps to ensure that they are not in a conflict of interest on a matter under consideration by the Committee.
- 4.14.2. A conflict of interest exists when:
- a) a committee member is a director, member or employee of an organization seeking a benefit from the District upon which the Committee will make a recommendation;
 - b) the committee member has a direct or indirect personal pecuniary interest in the matter which is the subject of the Committee's deliberations.
- 4.14.3. When a conflict of interest exists, the committee member:
- a) is prohibited from participating in any discussion of the matter or voting on a question in respect of the matter or making any representation on the matter to any other committee member or attempting to influence a vote;
 - b) must declare to the Committee that a conflict exists and the nature of the conflict;
 - c) must exit the meeting prior to consideration of the matter to which the conflict relates; and
 - d) must not return to the meeting until consideration of the matter is complete.

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- 4.14.4. The Committee Clerk must record the committee member's declaration of a conflict, as well as the time that they exit from and return to the committee meeting.

4.15. Sub-Committees

- 4.15.1. Sub-committees may be established by the Committee from among their members only for specific tasks or projects identified in annual work plans as approved by Council, or for a special project approved by Council.
- 4.15.2. Tasks or projects that require the allocation of additional resources must be clearly identified in the annual work plan.
- 4.15.3. Sub-committees will only be established when additional resources can be allocated to support the proposed sub-committee.

4.16. Delegation of Authority & Reporting

4.16.1. Delegation of Authority

- a) Select and Standing Committees must submit a request to Council for the authority to act on a matter, unless Council has delegated Council powers, duties or functions to the Committee.
- b) Committees must not act outside of the scope outlined in their Terms of Reference.
- c) Select and Standing Committees must conduct their business in accordance with their Terms of Reference and applicable enactments.

4.16.2. Reporting

- a) Where applicable, Select Committees must complete their task within the time prescribed by Council, including any extensions of time that may be granted, and report their findings and make recommendations to Council.
- b) Annual reports will be provided to Council, except as otherwise stated in a Committee's Terms of Reference. The annual report must:
 - summarize the Committee's activities over the past year; and
 - outline the Committee's annual work plan for the current year.

4.17. Expenditures & Inter-Governmental Communication

Except as may be provided in an enabling statute, bylaw or resolution, committees do not have the authority to communicate with other levels of government, to pledge the credit of the District of West Vancouver, or to authorize any expenditure to be charged against the Municipality.

4.18. Budget

The Committee shall have reasonable use of miscellaneous services such as photocopying, paper supplies, meeting areas, appropriate refreshments, and other requirements which are primarily provided through the Committee Clerk and the applicable District Division.

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4.19. Personal Liability

No member of a Committee shall be liable in his or her personal capacity for any debt or liability of the District, except as provided for in an applicable enactment. It is the responsibility of District to insure and indemnify the members of committees against all liabilities relating to fulfilling their responsibilities as members of the committee.

4.20. Orientation

- 4.20.1. Staff will provide an orientation package for newly appointed members.
- 4.20.2. Staff will conduct an orientation session for each Committee Chair and committee members after annual Committee appointments have been made.

5. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2022/09/26	
Council minutes eDocs # (Council Procedures only)	5558246	
Council report eDocs # (Council Procedures only)	5548904	
Signature	<div style="text-align: center;">  <input checked="" type="checkbox"/> _____ </div>	

6. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Date of last review	Click here to enter a date.	

Title: General Council Committees
Division: Legislative Services
Procedure Number: 0145
File Number: 0282-20-0145

1. Governing Policy

- 1.1. This procedure is associated with General Council Committees Policy 0144.

2. Scope/Application

- 2.1. This procedure applies to Select Committees and Standing Committees.

3. Procedure

3.1. Creation

- 3.1.1. A Select Committee is created when Council approves, by resolution, the Committee's Terms of Reference.
- 3.1.2. A Standing Committee is created when the Mayor approves the Committee's Terms of Reference.
- 3.1.3. A Select Committee can request, by resolution, that Council consider changes to their Terms of Reference. Staff can also bring forward alterations to the Terms of Reference at their discretion for Council's consideration. Council must consider any alterations to the Terms of Reference at an open Council meeting and can only alter the Terms of Reference via resolution.
- 3.1.4. A Standing Committee can request, by resolution, that the Mayor consider changes to their Terms of Reference. Staff can also bring forward alterations to the Terms of Reference at their discretion for the Mayor's consideration.

3.2. Recruitment

- 3.2.1. Twice per year, or as otherwise directed by the Municipal Manager and with assistance from other divisions as required, Legislative Services will conduct recruitment processes.
- 3.2.2. An applicant is required to submit a District application form for appointment or re-appointment in order to be considered.
- 3.2.3. All applications for membership on Committees must be kept in confidence.

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3.3. Appointments to Select Committees

- 3.3.1. Once the recruitment process is complete, Council will review the Committee applications and make appointments based on the merits of the applications relative to the Committee's Terms of Reference.
- 3.3.2. Selection of membership will strive to reflect the diversity of the community, with experience, knowledge and expertise in the sphere of interest of the Committee being the primary consideration.
- 3.3.3. All applicants must either reside, own property, or represent a business that is located in the District of West Vancouver, except as otherwise determined by Council.

With respect to this requirement, if a committee member's primary place of residence or the location of their business changes to another municipality during the term of an appointment, the member must notify the Chair and Staff Representative regarding the change of address. Depending on the length of appointment term remaining, the committee member may be asked to step down, thus creating a vacancy.

- 3.3.4. For each Committee for which appointments are required, staff will prepare a report to Council containing appointment recommendations, each application form (and resume if submitted), and a matrix that highlights the strengths of each applicant.
- 3.3.5. Appointments will be made in accordance with applicable enactments.
- 3.3.6. Once Council has appointed one or more applicants to a Committee, District Staff will send:
 - a) a letter to the successful applicants informing of their appointment; and
 - b) a letter to the unsuccessful applicants informing that they were not appointed.
- 3.3.7. Volunteer members must be appointed or re-appointed to a Committee for a term of up to 2 years, except that no person shall serve more than six (6) consecutive years, or as otherwise determined by Council.
- 3.3.8. Volunteer members must not be appointed such that they serve on more than two Committees concurrently, except as otherwise determined by Council.
- 3.3.9. Appointments terminate on December 31 of the year in which the member's term is scheduled to expire, except as otherwise determined by Council.
- 3.3.10. Council may, by resolution, rescind an appointment to a Select Committee.

3.4. Appointments to Standing Committees

- 3.4.1. Appointments to Standing Committees are made by the Mayor.
- 3.4.2. The Mayor may rescind an appointment to a Standing Committee.

District of West Vancouver

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3.5. Remuneration

- 3.5.1. Committee members serve without remuneration.

3.6. Code of Conduct

- 3.6.1. Decorum and Debate: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee's mandate, and be respectful of others' thoughts and opinions.
- 3.6.2. Authority and Reporting: The Committee and its members will not represent themselves as having any authority beyond that delegated to the Committee by Council, as per this procedure.
- 3.6.3. Media/Social Media: Members of the Committee are not permitted to speak to the media as representatives of the Committee unless authorized to do so by the Director of Communications, Indigenous & Community Relationships. Committee members must strive to convey the public interest and remember that they represent the District of West Vancouver; this means that they must be consistent with the District's position on specific issues.
- 3.6.4. Professionalism: Committee members who engage in activities regarding the District of West Vancouver or Committee initiatives/projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of West Vancouver.
- 3.6.5. Confidentiality: All new committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" (the Agreement) as part as their general orientation. All appointed committee members who have previously signed a copy of the Agreement are expected to honour and uphold the provisions as outlined within the Agreement.
- 3.6.6. Conflict of Interest: The conflict of interest provisions contained in this procedure apply to all committee members.

3.7. Resignation of Member

- 3.7.1. A member of a Committee may resign from the Committee in writing to the Committee Chair and/or Staff Representative.

3.8. Role of Council on Select Committees

- 3.8.1. The Mayor is an *ex-officio*, non-voting member of every Select Committee and as such has the same rights as other committee members, except to the extent they are a member of the Committee but are not obligated to attend meetings and are not counted in determining if a quorum is present.
- 3.8.2. Council will appoint one (or more) members of Council to serve as Council representatives on each Select Committee.
- 3.8.3. The term of a Council representative to a Committee is one year except in the year of a general local election, in which case the term expires on the date of the inaugural meeting of Council.

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- 3.8.4. A Council representative will serve as a communication liaison between Council and the Select Committee.
- 3.8.5. Unless otherwise determined by the Terms of Reference, Council representatives are non-voting members of the Select Committee(s), to which they are appointed and are not counted in determining if a quorum is present.
- 3.8.6. Any member of Council not appointed to a Select Committee may attend an open committee meeting as a member of the public provided that a quorum of Council is not present.
- 3.8.7. Notwithstanding sections 3.8.1-3.8.5, Council members may be appointed to a Select Committee as voting members if permitted by that Select Committee's Terms of Reference.

3.9. Role of Council on Standing Committees

- 3.9.1. Appointments to Standing Committees are made by the Mayor for a one year term, unless otherwise determined by the Terms of Reference.
- 3.9.2. The Mayor is an ex-officio, non-voting member of any Standing Committee to which they are not appointed, and as such has the same rights as other committee members, except to the extent they are a member of the Committee but are not obligated to attend meetings and are not counted in determining if a quorum is present.
- 3.9.3. Council members appointed to a Standing Committee are voting members and are counted in determining if quorum is present.

3.10. Meetings, Attendance, and Materials

- 3.10.1. A Committee must consist of at least the minimum number of members stipulated in its Terms of Reference in order to hold a meeting.
- 3.10.2. A Select Committee meeting cannot occur unless 50% plus one of the Committee's voting members are in attendance.
- 3.10.3. A Standing Committee meeting cannot occur unless both:
 - a) 50% plus one of the Committee's voting members are in attendance; and
 - b) 50% of those committee members in attendance are members of Council.
- 3.10.4. Meetings may be cancelled by District Staff if there are:
 - a) no items referred to the Committee by Council; and
 - b) no items scheduled for consideration by the Committee.
- 3.10.5. A meeting will be cancelled by District Staff if:
 - a) it has been determined, in advance, that quorum for the scheduled meeting will not be met; or
 - b) the committee membership drops below the minimum number of members stipulated in its Terms of Reference.

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- 3.10.6. Any member who is absent from three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee by Council.
- 3.10.7. Any member of the public who wishes to view any material on a Committee agenda may request a copy of that material from the Staff Representative for the Committee.
- 3.10.8. Notwithstanding section 4.10.7, agenda material that pertains to, or is protected by, closed meeting confidences and/or the *Freedom of Information and Protection of Privacy Act* will not be provided.

3.11. Election

- 3.11.1. Committee Member Running for Office
 - a) Committee members are permitted to run for elected office while serving on a Committee.
 - b) Committee members must not campaign for elected office during committee meetings or allow their campaign activities to unduly interfere with their role as a committee member.
 - c) If a committee member who runs for elected office campaigns during committee meetings or allows their campaign activities to unduly interfere with their role as a committee member, Council will consider whether to rescind the appointment of that committee member to the Committee.
 - d) If a committee member who runs for elected office is elected to the position of Mayor or Councillor for the District of West Vancouver, that committee member must resign from the Committee, with their resignation to be effective on the date which they take office.

3.12. Staff Support

- 3.12.1. The Municipal Manager (or designate) will appoint a Staff Representative to the Committee. The Staff Representative is not a member of the Committee and is not entitled to vote. The role of the Staff Representative includes:
 - a) providing information and professional advice as requested by the Committee;
 - b) support the Chair in developing agendas, arranging meetings and promoting effective Committee work;
 - c) preparation and submission of reports of the Committee to Council for signature by the Chair; and
 - d) annual goal setting.
- 3.12.2. The Municipal Manager (or designate) will appoint a Committee Clerk to the Committee. The Committee Clerk is not a member of the Committee and is not entitled to vote. The role of the Committee Clerk includes:
 - a) receiving and transmitting materials referred to the Committee;
 - b) arranging all agendas and public notices;

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- c) providing for public access to all open committee meeting materials;
- d) scheduling the meetings and activities of the Committee;
- e) ensuring quorum in advance of scheduled meetings; and
- f) taking minutes of committee meetings.

3.13. Rules of Procedure

- 3.13.1. Committee meetings must be conducted in accordance with applicable enactments. The Committee may rely for reference upon the advice of the Committee Clerk, Staff Representative, or the Corporate Officer (or designate).
- 3.13.2. Questions of procedure that cannot be resolved by the Chair and Committee shall be referred to the Corporate Officer (or designate).

3.14. Conflict of Interest

- 3.14.1. Committee members must take reasonable steps to ensure that they are not in a conflict of interest on a matter under consideration by the Committee.
- 3.14.2. A conflict of interest exists when:
 - a) a committee member is a director, member or employee of an organization seeking a benefit from the District upon which the Committee will make a recommendation;
 - b) the committee member has a direct or indirect personal pecuniary interest in the matter which is the subject of the Committee's deliberations.
- 3.14.3. When a conflict of interest exists, the committee member:
 - a) is prohibited from participating in any discussion of the matter or voting on a question in respect of the matter or making any representation on the matter to any other committee member or attempting to influence a vote;
 - b) must declare to the Committee that a conflict exists and the nature of the conflict;
 - c) must exit the meeting prior to consideration of the matter to which the conflict relates; and
 - d) must not return to the meeting until consideration of the matter is complete.
- 3.14.4. The Committee Clerk must record the committee member's declaration of a conflict, as well as the time that they exit from and return to the committee meeting.

3.15. Working Groups

- 3.15.1. Working Groups may be established by a Committee's resolution as outlined in the Council Committee Procedure Bylaw for specific tasks or projects identified in annual work plans as approved by Council, or for a special project approved by Council.

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- 3.15.2. A Committee's resolution to form a Working Group must include a stated purpose that falls within the Committee's Terms of Reference and must include the names of all Working Group members.
- 3.15.3. A Working Group's membership must be comprised of:
- a) at least one member of the Committee;
 - b) fewer members of the Committee than would constitute quorum for that Committee;
 - c) no member of Council or of District staff;
 - d) any other individuals as determined by the Committee according to sections 3.15.1 and 3.15.2 of this Procedure; and
 - e) no more than 9 individuals.
- 3.15.4. Working Groups will report their findings to the Committee for consideration and will not otherwise report their findings to any other group.

3.16. Delegation of Authority & Reporting

3.16.1. Delegation of Authority

- a) Select and Standing Committees must submit a request to Council for the authority to act on a matter, unless Council has delegated Council powers, duties or functions to the Committee.
- b) Committees must not act outside of the scope outlined in their Terms of Reference.
- c) Select and Standing Committees must conduct their business in accordance with their Terms of Reference and applicable enactments.

3.16.2. Reporting

- a) An Annual Work Plan must be submitted to Council annually, except as otherwise stated in the Committee's Terms of Reference. The Annual Work Plan should identify a concise set of annual targets and objectives for the upcoming calendar year.
- b) The Annual Work Plan must be congruent with the Committee's Terms of Reference and must outline specific targets as to what the Committee plans to achieve to advance Council's Strategic Plan.
- c) The Annual Work Plan must:
 - summarize the Committee's activities over the past year; and
 - outline the Committee's annual work plan for the current year.
- d) The approved Annual Work Plan will be executed by the Committee, with reasonable assistance from District Staff.

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3.17. Expenditures & Inter-Governmental Communication

Except as may be provided in an enabling statute, bylaw or resolution, committees do not have the authority to communicate with other levels of government, to pledge the credit of the District of West Vancouver, or to authorize any expenditure to be charged against the Municipality.

3.18. Budget

The Committee shall have reasonable use of miscellaneous services such as photocopying, paper supplies, meeting areas, appropriate refreshments, and other requirements which are primarily provided through the Committee Clerk and the applicable District Division.

3.19. Personal Liability

No member of a Committee shall be liable in his or her personal capacity for any debt or liability of the District, except as provided for in an applicable enactment. It is the responsibility of District to insure and indemnify the members of committees against all liabilities relating to fulfilling their responsibilities as members of the committee.

3.20. Orientation

- 3.20.1. District Staff will provide an orientation package for newly appointed members.
- 3.20.2. District Staff will conduct an orientation session for committee members after Committee appointments have been made.

4. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2022/09/26	
Council minutes eDocs # (Council Procedures only)	5558246	
Council report eDocs # (Council Procedures only)	5548904	
Signature	<i>[Original signed by Mayor]</i> MAYOR	

5. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Date of last review	2025	

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Title: Arts & Culture Advisory Committee Terms of Reference
Division: Parks, Culture & Community Services
Policy Number: 0064
File Number: 0282-20-0064

1. Mandate

- 1.1. The purpose of the Arts & Culture Advisory Committee (ACAC) is to provide Council with advice and recommendations on policy issues and the District of West Vancouver's (District) strategic plan for arts and culture and to communicate to Council the arts and culture sector's needs related to present and future governance, capital and operating funding.

2. Role

- 2.1. The Committee will:
- provide guidance to Council and staff on District policy areas and the District's strategic plan for arts and culture;
 - advise and assist staff with updating the District's strategic plan for arts and culture;
 - regularly receive updates from the representatives from the ACAC on the District Advisory Panels and advance recommendations that arise from the Advisory Panels that require Council approval;
 - provide advice and recommendations to Council on any matters referred to the Committee by Council; and
 - through the diverse membership of the Committee, encourage and facilitate cohesion of the West Vancouver arts and culture sector.

3. Membership

- 3.1 The Committee consists of a minimum of six (6) and maximum of eight (8) voting members.
- 3.2 The Committee consists of the following voting members:
- (a) up to eight (8) voting members appointed by Council with expertise in either community arts development, visual, museum, performing, media, or literary arts, events, festivals, public art, strategic planning, community services, grants programs, fundraising or a background and interest in arts and culture. Up to eight (8) Committee members will participate on one of the Advisory Panels.

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Term

Voting members must be appointed or re-appointed to the Committee for a term of two (2) years, except as otherwise determined by Council. Appointments terminate on December 31 of the year in which the member's term is scheduled to expire, except as otherwise determined by Council. Voting members may serve for up to three (3) terms on the Committee, except as otherwise determined by Council.

Advisory Panels

Up to eight (8) voting members of the Committee appointed by Council will join an Advisory Panel to provide connection and communication between Advisory Panels and the Committee. The Advisory Panels work with staff to assist with operational tasks related to the Panels' scope of work. Recommendations from the Advisory Panels requiring Council consideration will be reviewed by the Committee prior to Council review.

3.3 The Committee consists of the following non-voting members:

- (a) up to one (1) member from the Kay Meek Arts Centre Board of Directors as approved by the Director of Parks, Culture & Community Services;
- (b) up to one (1) member from the West Vancouver Community Arts Council Board of Directors as approved by the Director of Parks, Culture & Community Services;
- (c) up to one (1) member from the West Vancouver Memorial Library Board of Directors as approved by the Director of Parks, Culture & Community Services;
- (d) up to one (1) member from West Vancouver Schools (SD45) Board of Education as approved by the Director of Parks, Culture & Community Services.
- (e) one to two (1-2) Council members, appointed annually to serve as the Council representative(s) on the Committee; and
- (f) one staff representative as determined by the Director of Parks, Culture & Community Services.

Term

Non-voting members of the Committee stay on until they leave their position with the organization they represent to a maximum of six (6) years and are confirmed annually by the Director of Parks, Culture & Community Services. Prior to approval by the Director of Parks, Culture & Community Services, proposed non-voting members who are representatives of community organizations must submit a letter from the proposed member's sponsoring organization stating that the organization supports the individual to the Committee. However, if selected, the Committee member will not represent that organization but will bring a perspective to the Committee related to the broader arts and culture sector of West Vancouver.

3.4 Qualifications for individuals seeking membership on the Committee will include:

- (a) skills and experience related to roles and responsibilities in arts, culture and heritage including program delivery, community arts development, visual, performing, media, or literary arts, events, festivals, public art, museum

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management, strategic planning, community services, grants programs, fundraising or with a background and interest in arts and culture;

(b) an ability to attend a minimum of five meetings per calendar year;

(c) individuals with:

- strong community networks and linkages;
- an ability to represent a broad range of views that reflect the diversity of the community including: arts and culture sector; community and business interests; educational institutions; and Indigenous and cultural communities;
- good knowledge and understanding of the local issues that are relevant to arts and culture;
- an ability to look beyond personal interests for the benefit of the community of West Vancouver;
- strong communication skills and the ability to work collaboratively as part of a team; and
- leadership skills and ability to act as an ambassador to Council and the community.

3.5 The Chair and Acting Chair (or co-Chairs, as the case may be) must be voting members of the Committee, and must be selected from amongst the Committee membership at the first meeting of each year.

4 General Terms and Code of Conduct

- 4.1.** Decorum and Debate: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee's mandate, and be respectful of others' thoughts and opinions.
- 4.2.** Authority and Reporting: The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference (ToR) approved by Council.
- 4.3.** Media/Social Media: Members of the Committee are not permitted to speak to the media as representatives of the Committee unless authorized to do so by the Director of Community Relations & Communications. Committee members must strive to convey the public interest and remember that they represent the District of West Vancouver; this means that they must be consistent with the District's position on specific issues.
- 4.4.** Professionalism: Committee members who engage in activities regarding the District of West Vancouver or Committee initiatives/projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of West Vancouver.
- 4.5.** Confidentiality: All new Committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" (the Agreement) as part as their general orientation. All returning Committee members who have previously signed a

District of West Vancouver

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copy of the Agreement are expected to honour and uphold the provisions as outlined within the Agreement.

- 4.6.** West Vancouver Residency Requirement: all Committee volunteers must either reside in, or represent a business that is located in, the District of West Vancouver, except as otherwise determined by Council. With respect to this requirement, if a Committee member's primary place of residence or the location of their business changes to another municipality during the term of an appointment, the member must notify the Chair and staff representative regarding the change of address.

Depending on the length of appointment term remaining, the Committee member may be asked to step down, thus creating a vacancy.

- 4.7.** Conflict of Interest: The conflict of interest provisions contained in the General Council Committees Policy applies to all Committee members.

5. Meetings

- 5.1.** The Committee must, by resolution, establish an annual meeting schedule, and must hold additional meetings as required to respond in a timely manner to requests from Council.
- 5.2.** All Committee and Subcommittee meetings must be held in a District facility.
- 5.3.** A majority of the voting members is required to constitute a quorum. Any member who is absent from three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee by Council.

6. Rules of Procedure

- 6.1.** Meetings must be conducted in accordance with the General Council Committees Policy, the Council Committee Procedure Bylaw, and the *Community Charter*.

7. Subcommittees

- 7.1.** Subcommittees may be proposed by the Committee from among its members for specific tasks or projects identified in the Annual Work Plan.
- 7.2.** Subcommittee meetings are subject to the same requirements and rules of procedure as Committee meetings.

8. Annual Work Plan

- 8.1.** The Committee is expected to identify a concise set of annual targets and objectives for the upcoming calendar year. The Annual Work Plan must be submitted to Council for approval annually. The Annual Work Plan must be congruent with the ToR and must outline specific targets as to what the Committee plans to achieve while supporting the work, priorities, and underlying principles of the District of West Vancouver.

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- 8.2. The approved Annual Work Plan will be executed by the Committee, with the reasonable assistance of support staff.


9. Altering Terms of Reference

- 9.1. The Committee can request, by resolution, that Council consider changes to these Terms of Reference. Staff can also bring forward alterations to these Terms of Reference at their discretion for Council’s consideration.
- 9.2. Council must consider any alterations to these Terms of Reference at an open Council meeting. Council can only alter these Terms of Reference via resolution.

10. Staff Assistance

- 10.1. Staff assistance will be provided to the Committee, as necessary and within reason, by staff of the Parks, Culture & Community Services division.

11. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2018/07/23	
Council minutes eDocs # (Council Policies only)	3786808	
Council report eDocs # (Council Policies only)	3780871	
Signature		

Replacement date	2023/09/25
Council minutes eDocs # (Council Policies only)	5666546
Council report eDocs # (Council Policies only)	5653249
Replacement description	The revised policy aims to restructure the Committee to expand its role to

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	incorporate the policy level recommendations referred to Council for approval from the Art Museum, Community Grants Program, Ferry Building Gallery, and Public Art Program to provide more effective advice to Council on the governance, capital and operating needs of the arts and culture sector.
Signature	<i>[Original signed by Mayor]</i> <hr/> MAYOR

12. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	n/a	

Title: Arts and Culture Advisory Committee Terms of Reference
Division: Parks, Culture & Community Services
Policy Number: 0064
File Number: 0282-20-0064

1. Mandate

- 1.1. The purpose of the Arts and Culture Advisory Committee (ACAC) is to provide Council with advice and recommendations on policy issues and the District of West Vancouver's (District) strategic plan for arts and culture and to communicate to Council the arts and culture sector's needs related to present and future governance, capital and operating funding.

2. Role

- 2.1. The Committee will:
 - provide guidance to Council and staff on District policy areas and the District's strategic plan for arts and culture;
 - advise and assist staff with updating the District's strategic plan for arts and culture;
 - provide advice and recommendations to Council on any matters referred to the Committee by Council; and
 - through the diverse membership of the Committee, encourage and facilitate cohesion of the West Vancouver arts and culture sector.

3. Membership

- 3.1 The Committee consists of a minimum of six (6) and maximum of eight (8) voting members.
- 3.2 The Committee consists of up to eight (8) voting members appointed by Council with expertise in either community arts development, visual, museum, performing, media, or literary arts, events, festivals, public art, strategic planning, community services, grants programs, fundraising or a background and interest in arts and culture.
- 3.3 Appointments of voting members will be made by Council according to the General Council Committees Procedure.
- 3.4 The Chair and Acting Chair must be designated, by resolution, according to the Council Committee Procedure Bylaw.

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- 3.5** The Committee consists of the following non-voting members:
- (a) up to one (1) member from the Kay Meek Arts Centre Board of Directors as approved by the Director of Parks, Culture & Community Services;
 - (b) up to one (1) member from the West Vancouver Community Arts Council Board of Directors as approved by the Director of Parks, Culture & Community Services;
 - (c) up to one (1) member from the West Vancouver Memorial Library Board of Directors as approved by the Director of Parks, Culture & Community Services;
 - (d) up to one (1) member from West Vancouver Schools (SD45) Board of Education as approved by the Director of Parks, Culture & Community Services; and
 - (e) one to two (1-2) Council members, appointed annually to serve as the Council representative(s) on the Committee.
- 3.6** Non-voting members of the Committee stay on until they leave their position with the organization they represent to a maximum of six (6) years and are confirmed annually by the Director of Parks, Culture & Community Services. Prior to approval by the Director of Parks, Culture & Community Services, proposed non-voting members who are representatives of community organizations must submit a letter from the proposed member's sponsoring organization stating that the organization supports the individual to the Committee. However, if selected, the Committee member will not represent that organization but will bring a perspective to the Committee related to the broader arts and culture sector of West Vancouver.
- 3.7** Qualifications for individuals seeking membership on the Committee will include:
- (a) skills and experience related to roles and responsibilities in arts, culture and heritage including program delivery, community arts development, visual, performing, media, or literary arts, events, festivals, public art, museum management, strategic planning, community services, grants programs, fundraising or with a background and interest in arts and culture;
 - (b) an ability to attend a minimum of five meetings per calendar year;
 - (c) individuals with:
 - strong community networks and linkages;
 - an ability to represent a broad range of views that reflect the diversity of the community including: arts and culture sector; community and business interests; educational institutions; and Indigenous and cultural communities;
 - good knowledge and understanding of the local issues that are relevant to arts and culture;
 - an ability to look beyond personal interests for the benefit of the community of West Vancouver;
 - strong communication skills and the ability to work collaboratively as part of a team; and
 - leadership skills and ability to act as an ambassador to Council and the community.

4. General Terms and Code of Conduct

- 4.1 Volunteer members are expected to uphold the standards outlined in the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

5. Rules of Procedure

- 5.1. Meetings must be conducted in accordance with the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

6. Working Groups

- 6.1. Working Groups may be established by the Committee in alignment with the Council Committee Procedure Bylaw and the General Council Committees Procedure for specific tasks or projects identified in the Annual Work Plan.

7. Annual Work Plan

- 7.1. An Annual Work Plan must be submitted to Council for approval and be consistent with the requirements outlined in the General Council Committees Procedure.


8. Altering Terms of Reference

- 8.1. Any alterations to the Terms of Reference must be in accordance with the General Council Committees Procedure.

9. Staff Assistance

- 9.1. Staff assistance will be provided to the Committee, as necessary and within reason, by staff of the Parks, Culture & Community Services division.

10. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	Click here to enter a date.	
Council minutes eDocs # (Council Policies only)		
Council report eDocs # (Council Policies only)		
Signature		

11. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2025	

Title: Awards Committee Terms of Reference
Division: Parks, Culture & Community Services
Policy Number: 0087
File Number: 0282-20-0087

1. Mandate

- 1.1. The purpose of the Awards Committee (the Committee) is to oversee an annual, ongoing Civic Awards and Recognition program. Consistent with our Vision, the District will recognize and celebrate leadership, personal civic commitment and engagement in several aspects of community life. An effective recognition process will strengthen the relationship that will help “secure our treasured quality of life and will be the measure of our success as a community”. To this end, a formal yearly Awards and Recognition program is to be developed that delivers on the criteria set out in the “Role” below.

2. Role

- 2.1. The Committee will:
 - (a) Develop the principles, purpose and scope for an overarching Civic awards and recognition program.
 - (b) Create an overarching framework for the award programs.
 - (c) Consider any additional awards categories that should be added to this program.
 - (d) Clarify and develop program category objectives and selection processes.
 - (e) Clarify and develop criteria for the awards selection process and work with staff on calls for nominations.
 - (f) Assist staff in planning an awards and recognition calendar of events and implementation of awards ceremony(ies) and related publicity.
 - (g) Identify staff and financial resource requirements year-over-year to maintain a model community awards and recognition program.

3. Membership

- 3.1. The Committee consists of a minimum of seven and a maximum of nine voting members.
- 3.2. Volunteer members must be appointed or re-appointed to the Committee for a term of one (1) or two (2) years to enable overlap and continuity from year to year, except as otherwise determined by Council.
- 3.3. Appointments terminate on December 31 of the year in which the member’s term is scheduled to expire, except as otherwise determined by Council.

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- 3.4. Volunteer members may serve for up to six years on the Committee, except as otherwise determined by Council.
- 3.5. The Chair and Vice-Chair (or co-Chairs, as the case may be) must be voting members of the Committee, and must be selected from amongst the Committee membership at the first meeting of each year.
- 3.6. The Committee membership includes the following non-voting members:
 - (a) One (1) member of Council, appointed annually to serve as the Council representative on the Committee; and
 - (b) Staff Liaison(s): Staff from Cultural Services.

4. General Terms and Code of Conduct

- 4.1. Decorum and Debate: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee's mandate, and be respectful of others' thoughts and opinions.
- 4.2. Authority and Reporting: The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference (ToR) approved by Mayor and Council.
- 4.3. Media/Social Media: Members of the Committee are not permitted to speak to the media as representatives of the Committee unless authorized to do so by the Director of Community Relations & Communications. Committee members must strive to convey the public interest and remember that they represent the District of West Vancouver; this means that they must be consistent with the District's position on specific issues.
- 4.4. Professionalism: Committee members who engage in activities regarding the District of West Vancouver or Committee initiatives/projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of West Vancouver.
- 4.5. Confidentiality: All new Committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" (the Agreement) as part as their general orientation. All returning Committee members who have previously signed a copy of the Agreement are expected to honour and uphold the provisions as outlined within the Agreement.
- 4.6. West Vancouver Residency Requirement: all Committee volunteers must either reside in, or represent a business that is located in, the District of West Vancouver, except as otherwise determined by Council. With respect to this requirement, if a Committee member's primary place of residence or the location of their business changes to another municipality during the term of an appointment, the member must notify the Chair and staff representative regarding the change of address.

Depending on the length of appointment term remaining, the Committee member may be asked to step down, thus creating a vacancy. Vacancies will be filled through advertisement placed in local newspapers, social media and on the website; applications received will be reviewed by Council.

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- 4.7. Conflict of Interest: The conflict of interest provisions contained in the General Council Committees Policy applies to all Committee members.

5. Meetings

- 5.1. The Committee must, by resolution, establish an annual meeting schedule, and must hold additional meetings as required to respond in a timely manner to requests from Council.
- 5.2. All Committee and subcommittee meetings must be held in a District facility.
- 5.3. A majority of the voting members is required to constitute a quorum. Any member who is absent from three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee by Council.

6. Rules of Procedure

- 6.1. Meetings must be conducted in accordance with the General Council Committees Policy, the Committee Procedure Bylaw and the *Community Charter*.

7. Subcommittees

- 7.1. Subcommittees may be established by the Committee from among its members for specific tasks or projects identified in the Annual Work Plan.
- 7.2. Subcommittee meetings are subject to the same requirements and rules of procedure as Committee meetings.

8. Annual Work Plan

- 8.1. The Committee is expected to identify a concise set of annual targets and objectives for the upcoming calendar year. The Annual Work Plan must be submitted to Council for approval prior to the end of the current year. The Annual Work Plan must be congruent with the ToR and must outline specific targets as to what the Committee plans to achieve while supporting the work, priorities and underlying principles of the District of West Vancouver.
- 8.2. The approved Annual Work Plan will be executed by the Committee, with the reasonable assistance of support staff.

9. Amending, Modifying, or Varying Terms of Reference

- 9.1. Any request for amendment, modification or variation to these ToR can be enacted either by way of a Committee recommendation to Council or through specific direction of Mayor and Council.


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- 9.2. In the event that Council endorses the requested change, the relevant resolution number and date of amendment will be recorded on the master ToR document.

10. Staff Assistance

- 10.1. Staff assistance will be provided to the Committee, as necessary and within reason, by Staff of the Cultural Services division.

11. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2021/01/25	
Council minutes eDocs # (Council Policies only)	4196414	
Council report eDocs # (Council Policies only)	4139278	
Signature		

12. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	n/a	

Title: Awards Committee Terms of Reference
Division: Parks, Culture & Community Services
Policy Number: 0087
File Number: 0282-20-0087

1. Mandate

- 1.1. The purpose of the Awards Committee (the Committee) is to oversee an annual, ongoing Civic Awards and Recognition program. Consistent with our Vision, the District will recognize and celebrate leadership, personal civic commitment and engagement in several aspects of community life. An effective recognition process will strengthen the relationship that will help “secure our treasured quality of life and will be the measure of our success as a community”. To this end, a formal yearly Awards and Recognition program is to be developed that delivers on the criteria set out in the “Role” below.

2. Role

- 2.1. The Committee will:
 - (a) develop the principles, purpose and scope for an overarching Civic awards and recognition program;
 - (b) create an overarching framework for the award programs;
 - (c) consider any additional awards categories that should be added to this program;
 - (d) clarify and develop program category objectives and selection processes;
 - (e) clarify and develop criteria for the awards selection process and work with staff on calls for nominations;
 - (f) assist staff in planning an awards and recognition calendar of events and implementation of awards ceremony(ies) and related publicity; and
 - (g) identify staff and financial resource requirements year-over-year to maintain a model community awards and recognition program.

3. Membership

- 3.1. The Committee consists of a minimum of seven (7) and a maximum of nine (9) voting members.
- 3.2. Appointments will be made by Council according to the General Council Committees Procedure.
- 3.3. The Chair and Acting Chair must be designated, by resolution, according to the Council Committee Procedure Bylaw.

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- 3.4. The Committee membership includes the following non-voting members:
- (a) One (1) member of Council, appointed annually to serve as the Council representative on the Committee.

4. General Terms and Code of Conduct

- 4.1. Volunteer members are expected to uphold the standards outlined in the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

5. Rules of Procedure

- 5.1. Meetings must be conducted in accordance with the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

6. Working Groups

- 6.1. Working Groups may be established by the Committee in alignment with the Council Committee Procedure Bylaw and the General Council Committees Procedure for specific tasks or projects identified in the Annual Work Plan.

7. Annual Work Plan

- 7.1. An Annual Work Plan must be submitted to Council for approval and be consistent with the requirements outlined in the General Council Committees Procedure.


8. Altering Terms of Reference

- 8.1. Any alterations to the Terms of Reference must be in accordance with the General Council Committees Procedure.

9. Staff Assistance

- 9.1. Staff assistance will be provided to the Committee, as necessary and within reason, by staff of the Parks, Culture & Community Services division.

10. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	Click here to enter a date.	
Council minutes eDocs # (Council Policies only)		
Council report eDocs # (Council Policies only)		
Signature		

11. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2025	

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Title: Environment Committee Terms of Reference
Division: Administrative Services
Policy Number: 0155
File Number: 0282-20-0155

1. Mandate

- 1.1. The purpose of the Environment Committee (the Committee) is to:
 - (a) Enable input, advice, and peer review from the District's diverse community to inform the design and implementation of the District's Climate Action Strategy.
 - (b) Provide advice on the appropriate tools for two-way information sharing and collaboration between District staff and external stakeholders.
 - (c) Provide recommendations on a climate lens decision-making procedure within the District to incorporate climate risk resiliency across District initiatives.
 - (d) Mobilize all sectors and communities to move toward the District's climate action goals of being a carbon neutral and climate resilient municipality.
 - (e) Develop and recommend climate action and environment policies and programs, monitor and evaluate their effectiveness, and advise on environmental issues and potential regulations.
 - (f) Support Council on climate actions in the community by providing advice, and proposing positive environmental actions, bylaws, events, education, and projects in the community.
- 1.2. The scope of work for the Committee includes:
 - (a) Developing and providing recommendations to Council on environmental policies and programs.
 - (b) Conducting research and analysis of environmental issues and trends.
 - (c) Identifying environmental risks and information needs to find solutions.
 - (d) Supporting outreach and education activities to raise awareness of environmental issues.
 - (e) Collaborating with other stakeholders, such as businesses, community groups, and government agencies, adjacent municipalities, and Indigenous communities to promote environmental sustainability.
- 1.3. The Committee will assist in integrating a climate and environment lens into all aspects of municipal operations and decision-making. By promoting sustainable practices and behaviours within the community, the Committee will aim to reduce the environmental impact of the municipality and enhance the overall quality of life for its residents.

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- 1.4. The scope of the Committee's work is broad and includes initiatives under transportation, waste management, energy, conservation, biodiversity, and climate change mitigation and adaptation.

2. Role

- 2.1. The Committee volunteer members will:
 - (a) Act as advisors to the District on the effective design and implementation of a Climate Action Strategy.
 - (b) Identify emerging issues, topics for discussion, and ideas for consideration of District Council.
 - (c) Review proposed implementation policies and programs presented by District staff.
 - (d) Bring diverse perspectives to define the climate action goals and potential solutions to achieve those goals.
 - (e) Advise on the most appropriate mechanisms to engage with the public to gain support for the implementation of the Climate Action Strategy.
 - (f) Promote initiatives and programs, approved by Council, within the community and sectors to move towards the District's climate action goals.
 - (g) Analyze project success and metrics and report out on climate action progress.
 - (h) Advise on proposed policies and make recommendations through meeting minutes and reports.
 - (i) Assist staff on project development and implementation as required.
 - (j) Assist with accessing external funding to support the implementation of climate action projects.
 - (k) Demonstrate positive-minded, result-driven, and community-caring values in their work.

3. Membership

- 3.1. The Committee consists of a minimum of six (6) and a maximum of nine (9) voting members:
 - (a) Up to six volunteer members;
 - (b) Up to three members representing representing the First Nations with traditional, ancestral, and unceded territories on which the District of West Vancouver is located (Squamish, Tsleil-Waututh, and Musqueam); and
 - (c) Up to two youth members.
- 3.2. Volunteer members should collectively bring the following skills and experience to the Committee:
 - (a) Understanding, skills, expert knowledge and/or experience with a sector that emits Greenhouse Gases (GHG) in the District.

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- (b) Knowledge in one or more areas of GHG emission reduction, climate policy development, natural asset protection, environmental conservation, climate resilience, adaptation and/or climate planning, and indigenous reconciliation and engagement.
 - (c) A climate champion mindset and a desire to inform and mobilize sectors and communities to collectively achieve the District's climate action goals.
- 3.3. First Nations members will provide Indigenous climate leadership and ensure Indigenous knowledge, expertise, and values are incorporated into all aspects of the District's Climate Action Strategy and initiatives.
 - 3.4. Volunteer members must be appointed or re-appointed to the Committee for a term of two (2) years, except as otherwise determined by Council.
 - 3.5. Appointments terminate on December 31 of the year in which the member's term is scheduled to expire, except as otherwise determined by Council.
 - 3.6. Volunteer members may serve for up to three (3) terms on the Committee, except as otherwise determined by Council.
 - 3.7. The Chair and Vice-Chair must be voting members of the Committee and must be selected from amongst the Committee membership at the first meeting of each year.
 - 3.8. The Committee membership includes the following non-voting members:
 - (a) one (1) member of Council, appointed annually to serve as the Council representative on the Committee.

4. General Terms and Code of Conduct

- 4.1. The General Council Committees Policy and Procedure, the Council Committee Procedure Bylaw, and the *Community Charter* apply.

5. Meetings

- 5.1. The Committee must, by resolution, establish an annual meeting schedule, and must hold additional meetings as required to respond in a timely manner to requests from Council.
- 5.2. All Committee and subcommittee meetings must be held in a District facility.
- 5.3. A majority of the voting members is required to constitute a quorum. Any member who is absent from three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee by Council.

6. Rules of Procedure

- 6.1. Meetings must be conducted in accordance with the General Council Committees Policy and Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

7. Subcommittees

- 7.1. Subcommittees may be requested by the Committee from among its members for specific tasks or projects identified in the Climate Action Strategy.
- 7.2. Subcommittee meetings are subject to the same requirements and rules of procedure as Committee meetings.

8. Annual Work Plan

- 8.1. The Committee will identify a concise set of annual priorities and targets for the upcoming calendar year. The Annual Work Plan must be submitted to Council for approval prior to the end of the current year. The Annual Work Plan must be congruent with the Terms of Reference and must outline specific targets as to what the Committee plans to achieve while supporting the work, priorities, and underlying principles of the District of West Vancouver.
- 8.2. The approved Annual Work Plan will be executed by the Committee, with the reasonable assistance of support staff.

9. Altering Terms of Reference

- 9.1. The Committee can request, by resolution, that Council consider changes to these Terms of Reference. Staff can also bring forward alterations to these Terms of Reference at their discretion for Council's consideration.
- 9.2. Council must consider any alterations to these Terms of Reference at an open Council meeting. Council can only alter these Terms of Reference via resolution.

10. Budget

- 10.1. The scope of the Committee is advising on environmental policies and initiatives including projects related to waste reduction, energy efficiency, renewable energy, green spaces, natural asset management, etc. For the implementation of these initiatives, funding will be required.
- 10.2. Budget process: The Committee can provide input, advice, and recommendations on the budget development related to climate action environmental initiatives.
- 10.3. Funding sources: The funding for projects recommended by the Committee may come from a variety of sources, including grants, donations, and the District's Environmental Reserve Fund, with Council approval.

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- 10.4. Fundraising: The Committee may generate funding through partnerships with local businesses or external stakeholders or donations.
- 10.5. Partnerships: The Committee may work or collaborate with other organizations or stakeholders to leverage resources and share costs (e.g., local businesses, non-profit organizations, adjacent municipalities, Indigenous communities, or other municipal committees to implement joint initiatives).
- 10.6. Monitoring and evaluation: The Committee should regularly monitor and evaluate the effectiveness of initiatives including an assessment of the financial impacts and the effective use of the budget to achieve the anticipated outcomes.
- 10.7. Reporting: The Committee may be required to provide regular progress reports to Council outlining how funds were used and the outcomes achieved.

11. Staff Assistance

- 11.1. Staff assistance will be provided to the Committee, as necessary and within reason, by:
 - (a) Staff of the Administrative Services division; and
 - (b) Staff from other divisions depending on the project.

12. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2023/05/08	
Council minutes eDocs # (Council Policies only)	5624461	
Council report eDocs # (Council Policies only)	5621692	
Signature	<i>[Original signed by Mayor]</i> <hr/> MAYOR	

13. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	n/a	

Title: Environment Committee Terms of Reference
Division: Planning, Development & Environment Services
Policy Number: 0155
File Number: 0282-20-0155

1. Mandate

- 1.1. The purpose of the Environment Committee (the Committee) is to:
- (a) enable input, advice, and peer review from the District's diverse community to inform the design and implementation of the District's Climate Action Strategy;
 - (b) provide advice on the appropriate tools for two-way information sharing and collaboration between District staff and external stakeholders;
 - (c) provide recommendations on a climate lens decision-making procedure within the District to incorporate climate risk resiliency across District initiatives;
 - (d) mobilize all sectors and communities to move toward the District's climate action goals of being a carbon neutral and climate resilient municipality;
 - (e) develop and recommend climate action and environment policies and programs, monitor and evaluate their effectiveness, and advise on environmental issues and potential regulations; and
 - (f) support Council on climate actions in the community by providing advice, and proposing positive environmental actions, bylaws, events, education, and projects in the community.
- 1.2. The scope of work for the Committee includes:
- (a) developing and providing recommendations to Council on environmental policies and programs;
 - (b) conducting research and analysis of environmental issues and trends;
 - (c) identifying environmental risks and information needs to find solutions;
 - (d) supporting outreach and education activities to raise awareness of environmental issues; and
 - (e) collaborating with other stakeholders, such as businesses, community groups, and government agencies, adjacent municipalities, and Indigenous communities to promote environmental sustainability.
- 1.3. The Committee will assist in integrating a climate and environment lens into all aspects of municipal operations and decision-making. By promoting sustainable practices and behaviours within the community, the Committee will aim to reduce the environmental impact of the municipality and enhance the overall quality of life for its residents.

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- 1.4. The scope of the Committee's work is broad and includes initiatives under transportation, waste management, energy, conservation, biodiversity, and climate change mitigation and adaptation.

2. Role

- 2.1. The Committee will:

- (a) act as advisor to the District on the effective design and implementation of a Climate Action Strategy;
- (b) identify emerging issues, topics for discussion, and ideas for consideration of District Council;
- (c) review proposed implementation policies and programs presented by District staff;
- (d) bring diverse perspectives to define the climate action goals and potential solutions to achieve those goals;
- (e) advise on the most appropriate mechanisms to engage with the public to gain support for the implementation of the Climate Action Strategy;
- (f) promote initiatives and programs, approved by Council, within the community and sectors to move towards the District's climate action goals;
- (g) analyze project success and metrics and report out on climate action progress;
- (h) advise on proposed policies and make recommendations through meeting minutes and reports;
- (i) assist staff on project development and implementation as required;
- (j) assist with accessing external funding to support the implementation of climate action projects; and
- (k) demonstrate positive-minded, result-driven, and community-caring values in their work.

3. Membership

- 3.1. The Committee consists of a minimum of six (6) and a maximum of nine (9) voting members:
 - (a) up to six volunteer members;
 - (b) up to three members representing the First Nations with traditional, ancestral, and unceded territories on which the District of West Vancouver is located (Squamish, Tsleil-Waututh, and Musqueam); and
 - (c) up to two youth members.
- 3.2. Volunteer members should collectively bring the following skills and experience to the Committee:
 - (a) understanding, skills, expert knowledge and/or experience with a sector that emits Greenhouse Gases (GHG) in the District;

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- (b) knowledge in one or more areas of GHG emission reduction, climate policy development, natural asset protection, environmental conservation, climate resilience, adaptation and/or climate planning, and indigenous reconciliation and engagement; and
 - (c) a climate champion mindset and a desire to inform and mobilize sectors and communities to collectively achieve the District's climate action goals.
- 3.3.** First Nations members will provide Indigenous climate leadership and ensure Indigenous knowledge, expertise, and values are incorporated into all aspects of the District's Climate Action Strategy and initiatives.
- 3.4.** Appointments will be made by Council according to the General Council Committees Procedure.
- 3.5.** The Chair and Acting Chair must be designated, by resolution, according to the Council Committee Procedure Bylaw.
- 3.6.** The Committee membership includes the following non-voting members:
- (a) one (1) member of Council, appointed annually to serve as the Council representative on the Committee.

4. General Terms and Code of Conduct

- 4.1.** Volunteer members are expected to uphold the standards outlined in the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

5. Rules of Procedure

- 5.1.** Meetings must be conducted in accordance with the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

6. Working Groups

- 6.1.** Working Groups may be established by the Committee in alignment with the Council Committee Procedure Bylaw and the General Council Committees Procedure for specific tasks or projects identified in the Annual Work Plan.

7. Annual Work Plan

- 7.1.** An Annual Work Plan must be submitted to Council for approval and be consistent with the requirements outlined in the General Council Committees Procedure.

8. Altering Terms of Reference

- 8.1. Any alterations to the Terms of Reference must be in accordance with the General Council Committees Procedure.

9. Staff Assistance

- 9.1. Staff assistance will be provided to the Committee, as necessary and within reason, by staff of the Planning, Development & Environment Services division.

10. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	Click here to enter a date.	
Council minutes eDocs # (Council Policies only)		
Council report eDocs # (Council Policies only)		
Signature	X _____	

11. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2025	

Title: Finance and Revenue Advisory Committee Terms of Reference

Division: Finance & Corporate Services

Policy Number: 0183

File Number: 0282-20-0183

1. Mandate

- 1.1. The purpose of the Finance and Revenue Advisory Committee (the Committee) is to provide advice and recommendations to Council on:
 - a) measures which may enhance the revenue opportunities of the District; and
 - b) the District's finances, including future budgets and financial plans, consistent with prudent fiscal management.
- 1.2. The Committee will support advancing Council's Strategic Plan and its objectives.

2. Role

- 2.1. With respect to revenue opportunities, the Committee will:
 - (a) Identify, advise, and make recommendations on new revenue generating streams that will facilitate in easing the tax burden on residents and businesses in the District of West Vancouver;
 - (b) Review the District's land inventory and identify opportunities for the utilization/disposition/acquisition of lands for their marketability, potential revenue generation and community benefit, and make recommendations for revenue enhancement through additional appropriate uses of District land;
 - (c) Review the use of District assets by private interests to ensure that appropriate compensation is being received for such use, and make recommendations for change in this area if needed and possible;
 - (d) Provide comment on business practices that might be appropriately adapted to the public sector to enhance revenues, and make recommendations to Council on their adoption; and
 - (e) Consider any other matters referred by Council.
- 2.2. In carrying out its duties with respect to revenue opportunities, the Committee shall focus on financially significant assets/projects/initiatives, generally with potential enhanced revenue value of at least \$500,000 or greater.
- 2.3. With respect to the District's finances, the Committee will:
 - (a) Provide advice and make recommendations concerning the District's annual operating and capital budgets and property tax changes;
 - (b) Review the financial implications of major District projects and initiatives, and provide advice accordingly;

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- (c) Review and provide advice with respect to the District's financial reserves and policies governing these reserves;
 - (d) Review the District's longer term financial plans and projections and provide advice accordingly; and
 - (e) Consider any other matters referred by Council.
- 2.4. In carrying out its duties with respect to the District's finances, the Committee shall provide its advice and recommendations to Council or the Finance & Audit Committee, as appropriate.

3. Membership

- 3.1. Volunteer members shall be appointed or re-appointed to the Committee for a term of two (2) years, except as otherwise determined by Council.
- 3.2. The Committee shall consist of the following voting members:
- a) The Mayor and one Council member; and
 - b) Up to 9 volunteer representatives with significant financial and business experience.
- 3.3. Pursuant to the *Community Charter*, member appointments may be rescinded or re-appointed at any time at the discretion of the Council.
- 3.4. The Chair and Acting-Chair (or co-Chairs, as the case may be) must be voting members of the Committee, and must be selected from amongst the Committee membership.
- 3.5. Any member who is absent from three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee by Council.

4. General Terms and Code of Conduct

- 4.1. **Decorum and Debate:** Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee's mandate, and be respectful of others' thoughts and opinions.
- 4.2. **Authority and Reporting:** The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference (ToR) approved by Council.
- 4.3. **Media/Social Media:** Members of the Committee are not permitted to speak to the media as representatives of the Committee unless authorized to do so by the Mayor or the Director of Communications, Indigenous & Community Relationships. Committee members must strive to convey the public interest and remember that they represent the District of West Vancouver; this means that they must be consistent with the District's position on specific issues.

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- 4.4. Professionalism: Committee members who engage in activities regarding the District of West Vancouver or Committee initiatives/projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of West Vancouver.
- 4.5. Confidentiality: All new Committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" (the Agreement) as part as their general orientation. All returning Committee members who have previously signed a copy of the Agreement are expected to honour and uphold the provisions as outlined within the Agreement.
- 4.6. West Vancouver Residency Requirement: All Committee volunteers must either reside in, or represent a business that is located in, the District of West Vancouver, except as otherwise determined by Council. With respect to this requirement, if a Committee member's primary place of residence or the location of their business changes to another municipality during the term of an appointment, the member must notify the Chair and staff representative regarding the change of address.

Depending on the length of appointment term remaining, the Committee member may be asked to step down, thus creating a vacancy.
- 4.7. Conflict of Interest: The conflict of interest provisions contained in the General Council Committees Policy applies to all Committee members.

5. Meetings

- 5.1. The Committee must, by resolution, establish an annual meeting schedule, and must hold additional meetings as required to respond in a timely manner to requests from Council.
- 5.2. All Committee and subcommittee meetings must be held in a District facility.
- 5.3. A majority of the voting members is required to constitute a quorum.

6. Rules of Procedure

- 6.1. Meetings must be conducted in accordance with the General Council Committees Policy, the Council Committee Procedure Bylaw, and the *Community Charter*.

7. Subcommittees

- 7.1. Subcommittees may be proposed by the Committee from among its members for specific tasks or projects.
- 7.2. Subcommittee meetings are subject to the same requirements and rules of procedure as Committee meetings.

8. Annual Work Plan

8.1. The Committee shall not provide Annual Reports unless requested by Council.

9. Altering Terms of Reference

9.1. The Committee can request, by resolution, that Council consider changes to these Terms of Reference. Staff can also bring forward alterations to these Terms of Reference at their discretion for Council’s consideration.

9.2. Council must consider any alterations to these Terms of Reference at an open Council meeting. Council can only alter these Terms of Reference via resolution.

10. Staff Assistance

10.1. Staff assistance will be provided to the Committee, as necessary and within reason, by:

- (a) The Municipal Manager;
- (b) Staff of the Finance & Corporate Services division; and
- (c) Staff of the Mayor’s Office.

11. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2024/11/18	
Council minutes eDocs # (Council Policies only)	5780058	
Council report eDocs # (Council Policies only)	n/a	
Signature	<p><i>[Original signed by Mayor]</i></p> <p>_____</p> <p>MAYOR</p>	

12. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2024	

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Title: Finance and Revenue Advisory Committee Terms of Reference
Division: Finance & Corporate Services
Policy Number: 0183
File Number: 0282-20-0183

1. Mandate

- 1.1. The purpose of the Finance and Revenue Advisory Committee (the Committee) is to provide advice and recommendations to Council on:
 - a) measures which may enhance the revenue opportunities of the District; and
 - b) the District's finances, including future budgets and financial plans, consistent with prudent fiscal management.
- 1.2. The Committee will support advancing Council's Strategic Plan and its objectives.

2. Role

- 2.1. With respect to revenue opportunities, the Committee will:
 - (a) identify, advise, and make recommendations on new revenue generating streams that will facilitate in easing the tax burden on residents and businesses in the District of West Vancouver;
 - (b) review the District's land inventory and identify opportunities for the utilization/disposition/acquisition of lands for their marketability, potential revenue generation and community benefit, and make recommendations for revenue enhancement through additional appropriate uses of District land;
 - (c) review the use of District assets by private interests to ensure that appropriate compensation is being received for such use, and make recommendations for change in this area if needed and possible;
 - (d) provide comment on business practices that might be appropriately adapted to the public sector to enhance revenues, and make recommendations to Council on their adoption; and
 - (e) consider any other matters referred by Council.
- 2.2. In carrying out its duties with respect to revenue opportunities, the Committee shall focus on financially significant assets/projects/initiatives, generally with potential enhanced revenue value of at least \$500,000 or greater.
- 2.3. With respect to the District's finances, the Committee will:
 - (a) provide advice and make recommendations concerning the District's annual operating and capital budgets and property tax changes;
 - (b) review the financial implications of major District projects and initiatives, and provide advice accordingly;

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- (c) review and provide advice with respect to the District's financial reserves and policies governing these reserves;
 - (d) review the District's longer term financial plans and projections and provide advice accordingly; and
 - (e) consider any other matters referred by Council.
- 2.4. In carrying out its duties with respect to the District's finances, the Committee shall provide its advice and recommendations to Council or the Finance & Audit Committee, as appropriate.

3. Membership

- 3.1. The Committee shall consist of the following voting members:
- a) the Mayor and one Council member; and
 - b) up to nine (9) volunteer representatives with significant financial and business experience.
- 3.2. Appointments will be made by Council according to the General Council Committees Procedure.
- 3.3. The Chair and Acting Chair must be designated, by resolution, according to the Council Committee Procedure Bylaw.

4. General Terms and Code of Conduct

- 4.1. Volunteer members are expected to uphold the standards outlined in the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

5. Rules of Procedure

- 5.1. Meetings must be conducted in accordance with the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

6. Working Groups

- 6.1. Working Groups may be established by the Committee in alignment with the Council Committee Procedure Bylaw and the General Council Committees Procedure for specific tasks or projects.

7. Annual Work Plan

7.1. The Committee shall not provide Annual Work Plans unless requested by Council.


8. Altering Terms of Reference

8.1. Any alterations to the Terms of Reference must be in accordance with the General Council Committees Procedure.

9. Staff Assistance

- 9.1. Staff assistance will be provided to the Committee, as necessary and within reason, by:
- (a) The Municipal Manager;
 - (b) Staff of the Finance & Corporate Services division; and
 - (c) Staff of the Mayor's Office.

10. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	Click here to enter a date.	
Council minutes eDocs # (Council Policies only)		
Council report eDocs # (Council Policies only)		
Signature		

11. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

District of West Vancouver
POLICY

Date of last review	2025
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DRAFT

Title: Planning Committee Terms of Reference
Division: Planning & Development Services
Policy Number: 0104
File Number: 0282-20-0104

1. Mandate

- 1.1. The purpose of the Planning Committee (the Committee) is to provide impartial and professional recommendations to staff and Council regarding major planning policies and the physical and aesthetic design of development. The Committee is advisory in nature and does not make policy decisions or approve or reject projects.

2. Role

- 2.1. The Committee will:
- (a) Consider major community planning policy initiatives regarding land use, housing, and economic development, including District-wide, local area, and neighbourhood plans.
 - (b) Review commercial, mixed-use, and multifamily development applications regarding architecture, site planning, public realm, urban design, and contextual conditions.
 - (c) Respond to any other related planning matters referred to the Committee by staff or Council.

3. Membership

- 3.1. The Committee consists of seven (7) to nine (9) voting volunteer members whose combined expertise or specific knowledge provides representation of the following areas:
- (a) up to three (3) members with a background in community planning (e.g. land use, housing, sustainability, heritage);
 - (b) up to four (4) members with a background in urban design and implementation (e.g. architecture, landscape architecture, public realm, engineering);
 - (c) up to one (1) member with a background in the development industry (e.g. land economics, construction); and
 - (d) up to one (1) member with a background in civic experience (e.g. societies, committees, working groups, boards).
- 3.2. Volunteer members must be appointed or re-appointed to the Committee for a term of two (2) years, except as otherwise determined by Council.

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- 3.3. Appointments terminate on December 31 of the year in which the member's term is scheduled to expire, except as otherwise determined by Council.
- 3.4. The duration of individual member's terms (through re-appointments and new appointments) will be managed to provide a degree of overall Committee continuity.
- 3.5. Volunteer members may serve for up to three (3) terms on the Committee, except as otherwise determined by Council.
- 3.6. The Chair and Acting Chair (or co-Chairs, as the case may be) must be voting members of the Committee, and must be selected from amongst the Committee membership at the first meeting of each year.
- 3.7. The Committee membership includes the following non-voting members:
 - (a) One (1) member of Council, appointed annually to serve as the Council representative on the Committee.

4. General Terms and Code of Conduct

- 4.1. Decorum and Debate: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee's mandate, and be respectful of others' thoughts and opinions.
- 4.2. Authority and Reporting: The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference (ToR) approved by Council.
- 4.3. Media/Social Media: Members of the Committee are not permitted to speak to the media as representatives of the Committee unless authorized to do so by the Director of Community Relations & Communications. Committee members must strive to convey the public interest and remember that they represent the District of West Vancouver; this means that they must be consistent with the District's position on specific issues.
- 4.4. Professionalism: Committee members who engage in activities regarding the District of West Vancouver or Committee initiatives/projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of West Vancouver.
- 4.5. Confidentiality: All new Committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" (the Agreement) as part as their general orientation. All returning Committee members who have previously signed a copy of the Agreement are expected to honour and uphold the provisions as outlined within the Agreement.
- 4.6. West Vancouver Residency Requirement: all Committee volunteers must either reside in, or represent a business that is located in, the District of West Vancouver, except as otherwise determined by Council. With respect to this requirement, if a Committee member's primary place of residence or the location of their business changes to another municipality during the term of an appointment, the member must notify the Chair and staff representative regarding the change of address.

District of West Vancouver

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Depending on the length of appointment term remaining, the Committee member may be asked to step down, thus creating a vacancy.

- 4.7. Conflict of Interest: The conflict of interest provisions contained in the General Council Committees Policy applies to all Committee members.

5. Meetings

- 5.1. The Committee must, by resolution, establish an annual meeting schedule, and must hold additional meetings as required to respond in a timely manner to requests from Council.
- 5.2. All Committee and subcommittee meetings must be held in a District facility.
- 5.3. A majority of the voting members is required to constitute a quorum. Any member who is absent from three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee by Council.

6. Rules of Procedure

- 6.1. Meetings must be conducted in accordance with the General Council Committees Policy, the Council Committee Procedure Bylaw, and the *Community Charter*.

7. Subcommittees

- 7.1. Subcommittees may be proposed by the Committee from among its members for specific tasks or projects identified in the Annual Work Plan.
- 7.2. Subcommittees will only be established when additional resources can be allocated to support the proposed subcommittee.
- 7.3. Subcommittee meetings are subject to the same requirements and rules of procedure as Committee meetings.

8. Annual Work Plan

- 8.1. The Committee will be provided an anticipated Annual Work Plan for the upcoming year. The Annual Work Plan must be congruent with this Terms of Reference and must outline specific objectives as to what the Committee plans to achieve while supporting the work, priorities, and underlying principles of the District of West Vancouver.
- 8.2. The approved Annual Work Plan will be executed by the Committee, with the reasonable assistance of support staff.

9. Altering Terms of Reference

- 9.1. The Committee can request, by resolution, that Council consider changes to these Terms of Reference. Staff can also bring forward alterations to these Terms of Reference at their discretion for Council’s consideration.
- 9.2. Council must consider any alterations to these Terms of Reference at an open Council meeting. Council can only alter these Terms of Reference via resolution.

10. Staff Assistance

- 10.1. Staff assistance will be provided to the Committee, as necessary and within reason, by:
 - (a) Staff of the Planning & Development Services division.

11. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2024/04/22	
Council minutes eDocs # (Council Policies only)	5722052	
Council report eDocs # (Council Policies only)	5711205	
Signature	<i>[Original signed by Mayor]</i> _____ MAYOR	

12. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2024	

Title: Planning Committee Terms of Reference
Division: Planning, Development & Environment Services
Policy Number: 0104
File Number: 0282-20-0104

1. Mandate

- 1.1. The purpose of the Planning Committee (the Committee) is to provide impartial and professional recommendations to staff and Council regarding major planning policies and the physical and aesthetic design of development. The Committee is advisory in nature and does not make policy decisions or approve or reject projects.

2. Role

- 2.1. The Committee will:
 - (a) consider major community planning policy initiatives regarding land use, housing, and economic development, including District-wide, local area, and neighbourhood plans;
 - (b) review commercial, mixed-use, and multifamily development applications regarding architecture, site planning, public realm, urban design, and contextual conditions; and
 - (c) respond to any other related planning matters referred to the Committee by staff or Council.

3. Membership

- 3.1. The Committee consists of seven (7) to nine (9) voting volunteer members whose combined expertise or specific knowledge provides representation of the following areas:
 - (a) up to three (3) members with a background in community planning (e.g. land use, housing, sustainability, heritage);
 - (b) up to four (4) members with a background in urban design and implementation (e.g. architecture, landscape architecture, public realm, engineering);
 - (c) up to one (1) member with a background in the development industry (e.g. land economics, construction); and
 - (d) up to one (1) member with a background in civic experience (e.g. societies, committees, working groups, boards).
- 3.2. Appointments will be made by Council according to the General Council Committees Procedure.

District of West Vancouver

POLICY

- 3.3. The Chair and Acting Chair must be designated, by resolution, according to the Council Committee Procedure Bylaw.
- 3.4. The Committee membership includes the following non-voting members:
 - (a) One (1) member of Council, appointed annually to serve as the Council representative on the Committee.

4. General Terms and Code of Conduct

- 4.1. Volunteer members are expected to uphold the standards outlined in the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

5. Rules of Procedure

- 5.1. Meetings must be conducted in accordance with the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

6. Working Groups

- 6.1. Working Groups may be established by the Committee in alignment with the Council Committee Procedure Bylaw and the General Council Committees Procedure for specific tasks or projects identified in the Annual Work Plan.

7. Annual Work Plan

- 7.1. The Committee will be provided an anticipated Annual Work Plan for the upcoming year. The Annual Work Plan must be congruent with this Terms of Reference and must outline specific objectives as to what the Committee plans to achieve while supporting the work, priorities, and underlying principles of the District of West Vancouver.
- 7.2. The approved Annual Work Plan will be executed by the Committee, with the reasonable assistance of support staff.


8. Altering Terms of Reference

- 8.1. Any alterations to the Terms of Reference must be in accordance with the General Council Committees Procedure.

9. Staff Assistance

- 9.1. Staff assistance will be provided to the Committee, as necessary and within reason, by staff of the Planning, Development & Environment Services division.

10. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	Click here to enter a date.	
Council minutes eDocs # (Council Policies only)		
Council report eDocs # (Council Policies only)		
Signature		

11. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2025	

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