

District of West Vancouver
POLICY

Title: Community Engagement Committee Terms of Reference

Division: Community Relations & Communications

Policy Number: 0134

File Number: 0282-20-0134

1. Mandate

- 1.1. The Community Engagement Committee (the Committee) is a select committee of Council which oversees:
- the establishment, implementation, and operation of working groups, and
 - the optimal functioning of the District's community engagement activities, or as may be directed by Council.

2. Role

- 2.1. Arising from needs identified through Council's Strategic Plan or divisional work plans, the Committee will:
- (a) establish and implement working groups;
 - (b) work with staff liaisons to prepare terms of reference for working groups;
 - (c) solicit input from Council on terms of reference for working groups;
 - (d) select and appoint working group members with support from the staff liaison and input from Council;
 - (e) provide guidance to working groups' Council and staff representatives with respect to operating principles, process, and structural issues;
 - (f) evaluate and revise the Working Group Guidelines as necessary;
 - (g) review and provide advice on community engagement activities approved by Council, as well as on new approaches to engage and consult with the community;
 - (h) provide advice and recommendations to Council on any matters referred to the Committee by Council;
 - (i) formulate an Annual Work Plan premised on a baseline commitment to quarterly meetings;
 - (j) determine and consider the work addressed by subcommittees of the Committee; and
 - (k) move the administrative undertakings and resolutions of the Committee to Council as necessary.

3. Membership

- 3.1. The Committee consists of up to ten (10) voting members:
 - a) Up to seven (7) volunteer representatives; and
 - b) Three (3) Councillors.
- 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.
- 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. Volunteer members may serve for up to three (3) terms on the Committee, except as otherwise determined by Council.
- 3.5. The Chair must be a Councillor, and is appointed by Mayor and Council from amongst the Committee membership prior to the first meeting of each year.
- 3.6. The Vice-Chair must be a voting member 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 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,

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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.

- 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 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. 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 Community Relations & Communications 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		

Replacement date	2021/12/13
Council minutes eDocs # (Council Policies only)	4326875
Council report eDocs # (Council Policies only)	4318987
Replacement description	To increase the number of citizen members by one.

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	