

District of West Vancouver
POLICY

Title: Gleneagles Community Centre Advisory Committee Terms of Reference

Division: Parks, Culture & Community Services

Policy Number: 0033

File Number: 0282-20-0033

1. Mandate

- 1.1. The purpose of the Gleneagles Community Centre Advisory Committee (the Committee) is to establish an advisory committee to Council and to staff of the Parks, Culture & Community Services Division to further the aims of the division in sustaining and enhancing local community recreational development and to build community pride through involvement in community services.

2. Role

- 2.1. The Committee will:
- a) provide input, advocacy and advice on recreation programs and services related to Gleneagles Community Centre, the Western Civic Site and satellite facilities
 - b) assist staff with communication and community development to ensure that community recreation services are meeting the western community's needs
 - c) assist in community fundraising initiatives if they arise as well as provide a community link to business associations, resident associations and school partnerships in an effort to ensure full involvement in the community centre

3. Membership

- 3.1. The Committee consists of the following voting community representatives:
- a) a minimum of five and maximum of six voting members at large appointed by Council; and
 - b) one representative from each of the following organizations as approved by the Director of Parks, Culture & Community Services:
Gleneagles Ch'axáy Elementary School, Gleneagles Golf Club Society, Horseshoe Bay Business Association, Western Residents' Association, Enhance West Van (formerly West Vancouver Community Centres Society) and Rockridge Secondary School.

Term

Voting members are appointed by Council or approved by the Director of Parks, Culture & Community Services for one, two and three-year terms to enable overlap and continuity from year to year to a maximum of six years.

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- 3.2.** The Committee membership includes the following non-voting members:
- a) one representative from each of the following organizations as approved by the Director of Parks, Culture & Community Services: Caulfeild Business Association, Caulfeild Cove, Caulfeild Elementary School, Eagle Harbour Montessori School, Horseshoe Bay Residents' Association and St. Francis-in-the-Wood Church
 - b) Council representative: one Council member as appointed by Council as a non-voting member
 - c) staff liaison(s): staff from the Community Services Department and from the Parks Department as non-voting members

Term

Non-voting members appointed by the Director of Parks, Culture & Community Services are eligible for one, two and three-year terms to enable overlap and continuity from year to year to a maximum of six years.

The non-voting Council representative is appointed annually.

- 3.3.** The Committee membership includes the following ex officio, non-voting members:
- a) one representative from each of the following organizations as approved by the Director of Parks, Culture & Community Services: Gleneagles Community Centre Physiotherapy Clinic, Gleneagles Community Centre Café and Gleneagles Golf Course

Term

The ex officio non-voting members of the Committee stay on until they leave their position with the organization they represent. Their membership will be confirmed annually by the Director of Parks, Culture & Community Services.

Ex officio members agree to serve in these positions because the Committee needs their expertise. If an ex officio member leaves their organization, they do not stay on the Committee. His/her successor would become the new ex officio member of the Committee.

- 3.4.** Appointments terminate on December 31 of the year in which the member's term is scheduled to expire, except as otherwise determined by Council.
- 3.5.** Volunteer members may serve for up to six years on the Committee, except as otherwise determined by Council.
- 3.6.** 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 each calendar year.

Prior to approval by the Director of Parks, Culture & Community Services, proposed non-voting members who are representatives of community organizations (section 3.2.a) must submit a letter from the proposed member's sponsoring organization stating that the organization supports the representative to the Committee. However, if selected, the Committee member will not represent that organization but will bring a perspective to the programs and services related to Gleneagles Community Centre, the Western Civic Site and satellite facilities.

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Qualifications for individuals seeking membership on the Committee will include:

- a) a demonstrated commitment to provide input, advocacy and advice on programs and services related to Gleneagles Community Centre, the Western Civic Site and satellite facilities
- b) an ability to attend a minimum of five meetings per calendar year
- c) non-partisanship

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 and 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 of 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 liaison 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 District's 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 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 Committee's 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 Council.
- 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:

- a) 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	2020/01/27	
Council minutes eDocs # (Council Policies only)	3988939	
Council report eDocs # (Council Policies only)	3942625	
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	