

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

10.

COUNCIL REPORT

Date:	February 22, 2018
From:	Chris Bishop, Manager of Neighbourhood and Development Policy
Subject:	Neighbourhood Character Working Group for Single Family Dwelling Zones
File:	2515-08

RECOMMENDATION

THAT the report "Neighbourhood Character Working Group for Single Family Dwelling Zones" be received for information.

1.0 Purpose

The purpose of this report is to advise Council that, subject to the review and approval of the Community Engagement Committee, a Working Group will be created to advise Council on matters related to development in the District's Single Family Dwelling Zones.

2.0 Legislation/Bylaws/Policy

West Vancouver regulates the use, size and siting of dwellings in Single Family Dwelling Zones through bylaws such as the *Zoning Bylaw*, the *Building Bylaw*, the *Subdivision Control Bylaw* and the *Soil Removal and Deposit Regulation Bylaw*.

Part 14 of the *Local Government Act* enables local governments to enact planning and land use bylaws, which help them to plan and shape their communities.

West Vancouver's *Official Community Plan Bylaw No. 4360, 2004* contains a number of objectives and policies related to neighbourhood character.

Objectives within the Official Community Plan tailored specifically to address issues of neighbourhood character include goals to:

- Preserve and enhance the character of individual neighbourhoods and streetscapes;
- Encourage the preservation of heritage listed buildings, structures and landscapes;
- Encourage construction and landscaping designs that promote safety, security and accessibility;
- Provide opportunities for social interaction within neighbourhoods; and,

- Encourage neighbourhood involvement in the identification of key physical characteristics of existing neighbourhoods and in the review of new development.

Those policies most directly related to neighbourhood character include:

- *Policy BF-B 1: Preserve and enhance neighbourhood character and the character of supporting streetscapes; and,*
- *Policy BF-B 2: Preserve and enhance the valued qualities of existing neighbourhoods.*

The Official Community Plan also includes several policies and guidelines that regulate development in more intensive residential areas, including mixed use and commercial zones. These areas are not the focus of the proposed Working Group.

Working Groups

A basic principle of West Vancouver's governance system is the active involvement of citizens in civic decision making processes. Working Groups are an integral part of that process and help to tap into the expertise and local knowledge of residents and community stakeholders wishing to work on community initiatives and Council projects. Each Working Group has a specific topic or issue and is chaired by citizens who work to ensure any priorities identified by Council receive focused attention. Council representatives and staff help by supporting the efforts of the Working Group with context, feedback, resources and administrative support.

Since the 2007 establishment of the West Vancouver Community Engagement Committee (CEC), it has provided oversight and advice to ensure the effectiveness of the Working Group process.

3.0 Background

3.1 Previous Decisions

On December 7, 2015, Council passed the following motion:

“THAT

- 1) Council direct staff to prepare bylaws for consideration regarding:
 - a. fencing; and
 - b. lot consolidation controls;
- 2) Council direct staff to prepare polices and bylaws for consideration regarding:
 - a. requirements for landscaping; and
 - b. the treatment of boulevards, public roads and lanes;

all for Council consideration at a targeted spring 2016 Council meeting, including proposed recommendations on next steps.

3) Council direct staff to further consult with the public on potential regulations for:

- a) items related to site alteration including retaining walls, lot grading, and site clearing;
- b) retention of on-site trees and vegetation;
- c) basement exemptions;
- d) highest building face envelope; and
- e) amendments to the Soil Removal and Deposit Regulation Bylaw No. 3786, 1992.

all for Council consideration at a targeted fall 2016 Council meeting, including proposed recommendations on next steps.”

On June 6, 2016, Council approved the following motion:

THAT proposed “Zoning Bylaw No. 4662, 2010, Amendment Bylaw No. 4895, 2016” be adopted.

3.2 History

2013

In early 2013, Council endorsed ‘housing and neighbourhood character’ and, specifically, ‘housing bulk’ as a priority work items during 2013-2014.

In mid-2013, a consultant was retained to prepare a discussion paper that addressed the concept of housing ‘bulk’. The consultant reviewed how ‘bulk’ is regulated in West Vancouver and other municipalities, and presented possible approaches to address the issue in West Vancouver.

2014

Community engagement on ‘housing bulk’ was then undertaken through early 2014, and input from that process informed a consultant’s report and the development of draft regulatory changes, which were presented to Council on July 7, 2014. The report presented the results of community engagement on the siting, form and character of new houses in established neighbourhoods and recommended Zoning Bylaw amendments and further work on possible regulatory changes to address building bulk issues.

On October 20, 2014 a staff report and draft Zoning Bylaw amendment regarding single family housing siting, form, and character floor area exemptions was presented to Council. The report introduced a draft zoning bylaw amendment for public review and comment to help address identified issues of building bulk and neighbourhood character, specifically focusing on issues related to floor area exemptions for accessory buildings and garages. After discussion by Council and the public, Council directed staff to consult further with all interested parties on a the full range of regulatory options for addressing single family home siting, form and character contained in the June 2014 report titled “Single Family Housing – Siting, Form, and Character” and report back to Council with draft bylaw amendments to address those issues.

2015

On February 23, 2015, a Special Council Meeting was held to consider a proposed process to engage the community regarding possible bylaw amendments for the control and mitigation of siting, form and character for single family dwellings. The meeting was an opportunity for residents, industry professionals, and other interested stakeholders to hear a presentation and provide their perspective to Council. Council received the report for information, and resolved that there are well documented and recognized issues related to the compatibility of new and renovated single unit residential dwellings within the District with respect to size, siting, massing, grading and landscaping. Council further directed staff to engage the community and commence the preparation of bylaw amendments to address the issue.

On December 7, 2015, a staff report and presentation to Council provided a summary of the public engagement undertaken in 2015 and recommended proposed options and responses to the issues raised through the public engagement effort. The report further recommended that Council direct the preparation of amendments to the Zoning Bylaw and other regulatory documents as required.

2016

On June 6, 2016 zoning bylaw amendments related to lot consolidation, fencing, site landscaping requirements and the amendments boulevard regulations were adopted. Collectively, these items were referred to as "Phase 1" actions. Once these "Phase 1" actions were implemented, the strategy and direction was to report back to Council on "Next Steps" for "Phase 2" measures for single family neighbourhood character. However, at that point, Council redirected resources towards the issue of tree protection and management.

Staff has been working with the Interim Tree Bylaw Working Group (ITBWG) and the community to better understand the issue and to provide strategies and recommendations for Council's consideration relative to private tree management. As the work of the ITBWG draws to a conclusion, staff is now able to provide resources to focus on the next phase of work related to neighbourhood character.

4.0 Analysis

4.1 Discussion

Based on community input, Council has acknowledged and resolved that there are well documented and recognized issues related to the compatibility of new and renovated single unit residential dwellings with respect to size, siting, massing, grading and landscaping. These issues are often bundled together and referred to as "neighbourhood character."

Council's June 6, 2016 actions with regards to neighbourhood character were a positive first step. However, at the time, it was acknowledged that more work would follow.

In order to assist Council and staff in moving this issue towards a resolution, staff recommend that a Working Group be established. A Working Group, with diversity of membership, is recommended to provide a representative, balanced perspective to this complex, and often times divisive issue. A draft Terms of Reference for the Working Group is attached as Appendix A to this report and includes the details surrounding the Working Group purpose, duties, term and composition.

A summary of their proposed work is to:

- identify and then engage the wider community and stakeholders on a broad range of potential options for the preservation of neighbourhood character, including consideration of building massing and mitigation of the impacts of development in current single family neighbourhoods;
- propose any required amendment of relevant District policies, bylaws and practices;
- provide clear communication, broader public awareness and education on the issue; and
- identify any other matters that the Working Group determines are of significance related to neighbourhood character.

The Working Group would focus on these issues as they relate to the District's Single Family Dwelling Zones only. For other more intensive dwelling areas, staff would rely on future planning processes (e.g. Local Area Plans) and associated Zoning and Development Permit guidelines to address issues related to character.

Next Steps - Process

As articulated in the District's Working Group Guidelines (Appendix B), staff will forward the draft Terms of Reference to the Community Engagement Committee. The Committee will review and potentially edit the draft.

The Community Engagement Committee will also be responsible for recommending specific members of the Working Group. Once selected, the list of members will be forwarded to the Mayor for approval. As per the guidelines, the Mayor must also appoint a Council liaison to the Working Group. The Community Engagement Committee will continue to provide ongoing oversight for the Working Group.

It is expected that the proposed Working Group will be reviewed by the Community Engagement Committee this March.

4.2 Sustainability

The resolution of this issue relates to sustainability by improving neighbourhood liveability, supporting community development and place making, and the fostering of an open and inclusive community.

4.3 Public Engagement and Outreach

As directed by Council on previous occasions, community consultation was undertaken on the topic of single family siting, form and character. Council desired to see a broad outreach to the citizens, building community, stakeholders and decision makers.

5.0 Options

5.1 Recommended Option

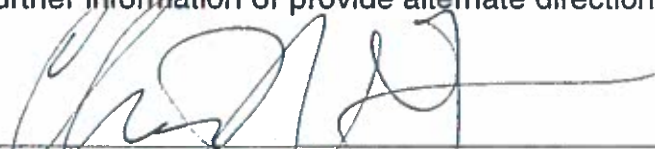
At the time of consideration of this report, Council may:

- a) Direct staff to proceed with the recommendations of this report; or

5.2 Considered Options

- b) Request further information or provide alternate direction.

Author:



Chris Bishop, Manager of Neighbourhood Character and Development Policy

Concurrence



Donna Powers, Acting Director, Community Relations & Communications

Appendix A: Single Family Neighbourhood Character Working Group Terms of Reference

Appendix B: Working Group Guidelines

Neighbourhood Character Working Group

Draft Terms of Reference

PURPOSE OF WORKING GROUP

The purpose of the Neighbourhood Character Working Group is to propose, consider and review regulations and policies to enhance neighbourhood character and reduce the impacts of development in the District's Single Family Dwelling Zones. The working group will engage the community and make recommendations to Council regarding the creation of new bylaws and policies and / or the amendment of existing bylaws and policies.

2.0 BACKGROUND

On February 23, 2015, Council voted unanimously to formally recognize new development and redevelopment impacts on neighbourhood character as an issue in the District of West Vancouver.

In Single Family Dwelling Zones, issues associated with neighbourhood character relate to the compatibility of new and renovated single unit residential dwellings with the historic housing stock. New home size, siting, design, massing, grading and landscaping are raised as issues in this regard.

3.0 DUTIES

3.1 Work Plan

After an orientation session, the working group will review these terms of reference and prepare an initial work plan consistent with the duties described below.

3.2 Review

The working group will review existing information regarding neighbourhood character in West Vancouver and options for education, awareness, policy and regulation targeted at mitigating the impacts of development on existing neighbourhoods. Information sources include:

- the District of West Vancouver's Official Community Plan as amended;
- the District of West Vancouver's Zoning Bylaw, as amended;
- the District of West Vancouver's Interim Tree Bylaw, as amended;

- recent and relevant community demographic trends, housing and real estate trends, development industry practices and design standards;
- best practices for developers (as related to site preparation, site development and property maintenance) from other jurisdictions and relevant organizations;
- other relevant documents as appropriate.

3.3 Engage

The working group will identify and then engage the wider community and stakeholders on potential options for the preservation of neighbourhood character, including exploring issues related to massing and house size. Possible option identification and engagement should enable the working group to consider the best approach to neighbourhood character preservation, including building bulk mitigation measures.

3.4 Recommend

On the basis of its review of relevant information and the findings of its engagement program, the working group will make recommendations to Council regarding:

- the amendment of relevant District policies, bylaws and practices;
- communication, public awareness and education;
- any other matters (as necessary or appropriate) that the working group determines are of significance related to neighbourhood character and building bulk in West Vancouver.

3.5 Progress Report

At relevant and timely intervals during its term, the working group will prepare a progress report (an interim report) to Council and review its terms of reference with the Community Engagement Committee to identify any modifications in tasks and completion dates that may be indicated.

3.6 Final Report

Upon completion of its assignment, the working group will submit a report of its findings and recommendations to Council. The working group will be responsible for the preparation of a report detailing any steps recommended to address the issue. Following review by the working group, the report will be submitted to Council.

The working group's function is advisory to Council, and the working group's role ends upon submission of its final report to Council. The working group has no continuing advocacy role concerning their findings and recommendations.

4.0 COMPOSITION

The working group will consist of 12 individuals:

- the Chief Administrative Officer, as an ex-officio member;
- one member of Council as Council liaison;
- one member of staff as Staff Liaison; and,
- ten citizen members reflecting a diversity of backgrounds. Members will be appointed on the basis of their ability to listen with an open mind, to think critically, to build consensus and to work towards realistic solutions to the challenges of the issue. Members will be able to advance the work of the working group in an unbiased way and represent the interests and desires of the community. Members will include a balance of community members and housing industry professionals.

The working group shall select a Chair and a Vice Chair from among its citizen members.

The role of the Council member is to:

- act as a liaison between Council and the working group;
- provide status reports to Council and solicit, where appropriate, Council's views on the issues and items being discussed and considered by the group.

The role of the citizen members is to:

- represent the broad views and interests of West Vancouver citizens;
- contribute their expertise and experience to the working group process;
- attend and participate in working group meetings and any other consultation events as determined and scheduled by the working group.

The role of the staff liaison is to assist the working group with facilitation and project management including:

- obtaining information, facilitating contact with District departments, and arranging for professional advice as required;
- supporting the Chair and working group members in promoting effective group functioning;
- directing the support function for the working group regarding scheduling working group meetings; preparing agendas; taking notes at meetings; maintaining working group records; posting agendas, notes, reference material, progress reports on the District's website as well as any other material the working group wishes to be made public.

6.0 TERM

The term of the working group is twelve (12) months or until the working group completes its work, whichever is earlier.

7.0 MEETING SCHEDULE AND PROCEDURE

7.1 Meeting Schedule

The working group shall create a schedule of meetings that will be posted publicly.

7.2 General Procedure

- Working group meetings are open and constructive and are conducted in a spirit of good faith.
- The working group will rely upon the Community Engagement Committee (CEC) for support or advice on procedure and community engagement. Working groups will not hold any closed sessions.
- Working group meetings are conducted in a spirit of good faith and respect, so as to foster a free flow of ideas and encourage the unconstrained development of options;
- The public and press shall similarly exercise good faith and respect, mindful that the proceedings are a "work in progress," and not a forum for lobbying or decisions;
- Public and/or press may attend working group meetings as observers;
- Working groups may receive delegations and presentations, and may call for public input from time to time;
- The Chair will provide opportunity for members of the public to ask questions and offer points of information, generally at the end of meetings; there will be no lobbying or speeches;
- Electronic recording of a working group's discussions, decisions or activities may occur with the working group's permission;
- Should anyone disrupt or impede a working group meeting, the Chair may expel that person from the meeting.

8.0 COMMUNICATION/CONSULTATION STRATEGY

The working group shall consult with stakeholders and the community as generally described in Section 3.3 above. The District will assist in the preparation of a supporting communications plan.

9.0 SUB-GROUPS

A basic principle guiding the operation of working groups is flexibility (meetings, discussions, and compiling/evaluating information) and the freedom to establish sub-

groups for specific tasks within the working group's mandate. The working group may establish sub-groups as required to review or address specific tasks or issues as they arise.

10.0 DECISION MAKING APPROACH/FORMULATING RECOMMENDATIONS

The working group will build toward consensus in formulating and evaluating alternatives, and in making recommendations. Unanimity is not required, nor is voting. In conducting their work, the working group shall maintain:

- a clear view of their purpose and Terms of Reference;
- a focused, task-oriented, and time-sensitive approach;
- accountability by each member for the effectiveness of the group as a whole;
- a flexible process inclusive of all interests in the community.

11.0 CONFLICT OF INTEREST

Working group members shall advise of personal conflicts of interest – for example, situations where a member:

- has a direct or indirect interest in the deliberations, pecuniary or otherwise;
- is involved in a matter contravening Council's Conflict of Interest guidelines

Where an actual or potential conflict of interest exists, the working group member shall explain its nature to the group and the Chair shall submit the matter to the CEC for consideration.

12.0 SUPPORT/PROFESSIONAL SERVICES UTILIZED

The Staff Liaison will arrange for professional and consulting advice as necessary subject to budgetary constraints.

13.0 BUDGET

The working group shall have a reasonable use of miscellaneous services such as clerical services, photocopying, paper supplies, meeting areas, appropriate refreshments, and other requirements such as the advertising of engagement events. These are provided primarily through the Staff Liaison and the applicable District Division. A budget of \$40,000 has been requested to support this working group.

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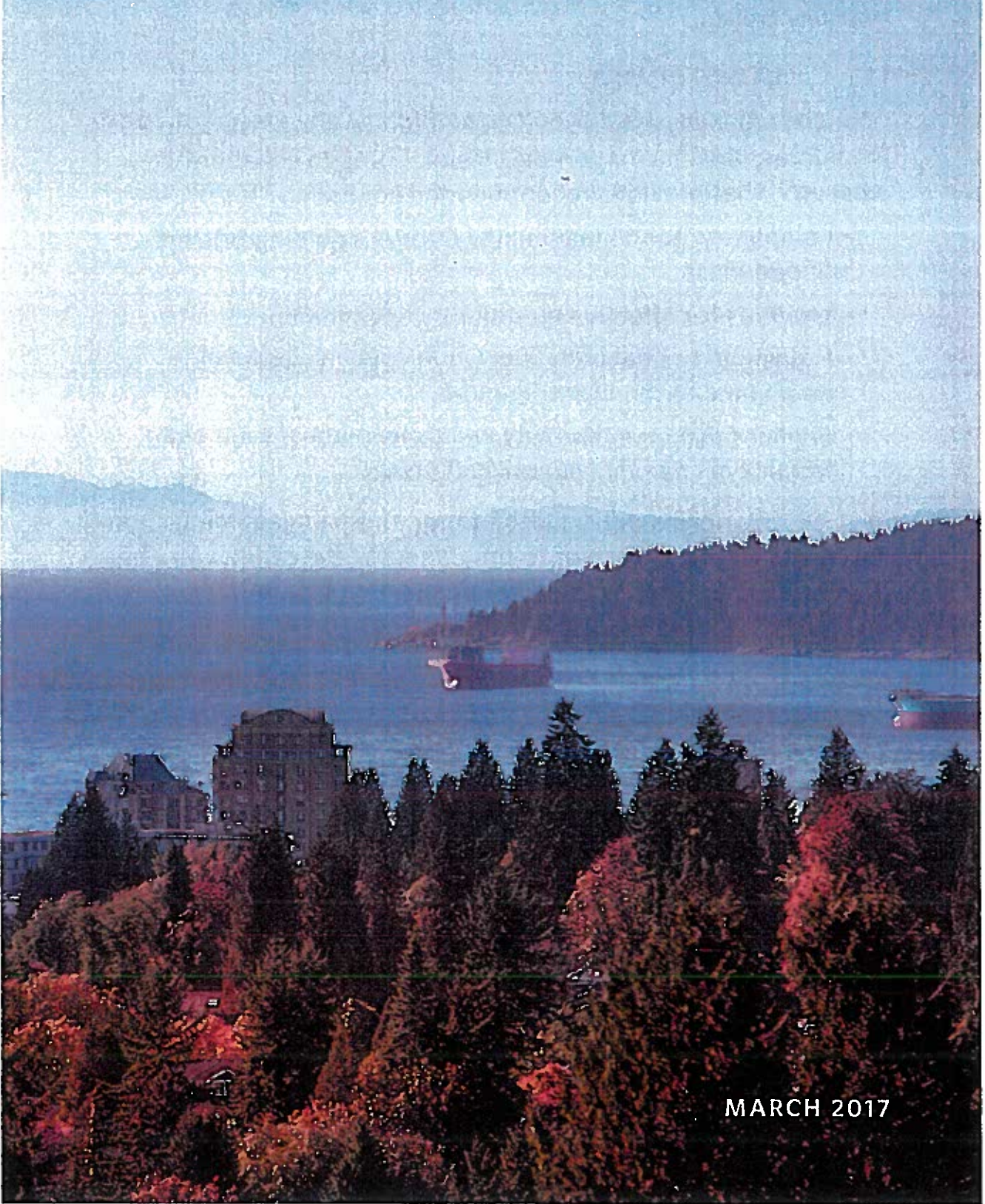


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Working Group GUIDELINES

PREPARED BY: COMMUNITY ENGAGEMENT COMMITTEE



MARCH 2017

1.0 INTRODUCTION

A basic principle of West Vancouver's municipal governance system is the active involvement of citizens in the civic decision making process. Working groups are an integral part of that process. This document focuses on achieving public involvement in the District's governance through the Community Engagement Committee and working groups.

1.1 BACKGROUND

Council originally established citizen-led working groups in 2006 to address specific or complex issues through collaborative research that provides recommended solutions. This process:

- complies with the *Community Charter's* guiding principle of openness;
- provides for effective community engagement;
- is designed to deal effectively with specific issues of importance to the District; and
- provides maximum flexibility and a minimum of rules and formality in carrying out assigned tasks.

In 2007, Council established the Community Engagement Committee to provide oversight to the effectiveness of the working group process. The Community Engagement Committee:

- works with Councillors and staff to prepare comprehensive terms of reference;
- specifies the desired skills and experience of working group citizen members, and appoints those selected;
- carries out periodic evaluations of the working group process based on feedback from Councillors, staff and working group citizen members;
- ensures that working groups receive the support and resources required to do their work;
- is available to working groups to provide clarification, issue resolution or terms of reference review as necessary.

2.0 WORKING GROUP PRACTICES

2.1 MANDATE

Working groups are expected to build toward consensus in formulating and evaluating alternatives, and in making recommendations. Unanimity is not required, nor is voting.

In conducting their work, working groups:

- carry out the tasks required by their terms of reference within the time frames agreed. Evaluate the scope of work and assess feasibility on an ongoing basis. Both may be amended in light of findings as work proceeds;
- devise solutions and evaluate alternatives for the issues under consideration;
- outline options and make recommendations for Council consideration;
- function at arm's length from Council, working with great independence under the auspices of, and facilitated by, the Community Engagement Committee;
- have the accountability of each member for the effectiveness of the group as a whole; and
- maintain a positive atmosphere of good faith, integrity, and mutual respect to provide for a free flow of ideas and constructive discussion.

Council's intent is that working groups should have the freedom and flexibility to carry out their work. Working group activities could include compiling information, evaluating alternatives, holding public meetings, conducting discussions and seeking expert advice. The latter may require an approved budget (Sec. 5.4).

2.2 APPOINTMENT

While ultimately appointed by the Mayor, candidates for working groups are reviewed and recommended by the voting members of the Community Engagement Committee, with support from the staff liaison. Appointments reflect the diversity and experience of candidates and must be reflective of the broad spectrum of the community.

Appointment to a working group is on average one year, or until the group completes its work. An individual may serve for two consecutive years on any one working group, but not on more than two working groups simultaneously.

2.3 STRUCTURE

Working groups are:

- initiated at any time during the year, generally with a view to completing their tasks within a one-year period;
- advisory, with broad representation from the community;
- voluntary, serving without remuneration; and
- disbanded upon completing their tasks.

Every working group will, in general, include:

- six to ten citizen volunteers representing a range of interests, with a chair chosen from among them by the working group members;
- one Council liaison and a staff liaison;
- the chief administrative officer as an ex-officio member; and
- support of staff resources and of consultants, as may be required.

2.4 PROCESS

The working group process involves the following steps:

- early in the term, the working group and staff will prepare a communications framework;
- the working group will begin with at least one introduction and orientation workshop, led by the staff and Council liaisons and one or two members of the Community Engagement Committee. During orientation, members will:
 - get acquainted and discuss the subsequent selection process of a chair from among citizen members and the expected function of this role and its citizen members;
 - review the working group guidelines and the working group's terms of reference;
 - prepare an initial work plan and schedule of meetings;

- do an initial evaluation of the scope of work; and
- determine the need for internal and external resources and expertise requirements after the first three meetings.
- at the mid-point of its mandate, the working group will prepare a progress report to the Community Engagement Committee and review its terms of reference to identify necessary amendments in its tasks and suggested completion date;
- prior to completing the assignment, the working group and Council may participate in an open, public workshop in order for Council and the community to gain a more complete understanding of the topic and proposed recommendations of the working group;
- upon completion of its assignment, the working group will submit a report of its findings and recommendations to Council; and
- having finished its work, working group members will be asked to complete a short feedback questionnaire regarding its process and will have the opportunity to participate in a follow up discussion with the Community Engagement Committee.

3.0 OPERATING GUIDELINES

3.1 SCHEDULED WORKING GROUP MEETINGS

Working group meetings are normally held monthly and are open to all. Meetings are scheduled as necessary with reasonable consideration of volunteer and staff availability.

3.2 INFORMAL GATHERINGS OR WORKSHOPS

Working group members are encouraged to develop ideas and information informally outside of formal working group meetings. The outcomes of all such deliberations are to be reported at subsequent working group meetings.

3.3 RECORDS

Good communication is essential for motivating and facilitating community participation. Accordingly, working groups will

maintain informative postings on the District's website, whereby citizens can rapidly review proceedings. The postings will include:

- the date, time, place and agenda of full working group meetings, with dates also posted on the District's Community Calendar;
- concise notes summarizing the key points and results of working group meetings;
- progress reports, background papers and other relevant material; and
- as appropriate, use of the District's online engagement website, or other social media, to formally elicit input from the community, as guided by the working group itself.

Working groups will operate in an accountable business-like manner, with the chair and staff liaison collaborating to maintain concise records of activities, including:

- a work plan outlining the tasks to be done, together with timelines;
- a schedule of meetings and agendas prepared in advance of meetings; and
- progress reports and relevant working papers.

These records will be posted on the District's website in a timely manner, with due attention to confidentiality.

Email communications among members involving working group matters should be copied to the chair and conclusions reported in subsequent meetings.

3.4 FINAL REPORT

Upon completion of the working group's assignment, the staff liaison and chair will collaborate to prepare a report. Following review by the working group, the report will be submitted to Council and the Community Engagement Committee. The working group's report will be detailed and specific related to implementation tasks and will include:

- an understanding and analysis of the issue under consideration;
- an overview of the work done and the process involved;
- the alternatives considered, including minority views;
- recommendations and options for action by Council; and
- where the recommendations and options have financial implications, these should be identified, with order-of-magnitude estimates.

Working groups are advisory to Council, and any actions resulting from their findings and recommendations are at the discretion of Council. However, follow-up meetings will be held with working groups, approximately six months following submission of their final report to Council to review the status of the implementation of their recommendations.

3.5 FEEDBACK, EVALUATION & DEVELOPMENT

It is anticipated that these guidelines for working groups will evolve over time, in light of experience and changing circumstances. The Community Engagement Committee will collaborate with working groups to:

- obtain feedback regularly, as work progresses;
- evaluate results and the working group process upon completion of the assignment; and
- make suggestions for improvement.

A working group will make a presentation to Council, usually at a Council meeting, at the mid-point and upon completion of its work, or as Council may require.

4.0 ROLE OF WORKING GROUP PARTICIPANTS

4.1 CITIZEN MEMBERS

- represent the diverse views and interests of West Vancouver citizens, in contributing their expertise, experience and effort to their working group;
- are expected to be committed to the working group process and to be prepared to dedicate substantial time and effort to the success of their working group; and
- understand that attendance is important to progress and that missing three or more consecutive meetings may give cause for a citizen member to be asked to resign from the working group.

4.2 CHAIR

- can be held by an individual citizen member or shared between two citizen members as Co-chairs of the working group;
- is elected by the citizen members in the first several meetings of the working group as discussed by the Community Engagement Committee during the working group's orientation;
- is responsible for the orderly conduct of working group meetings and for any orderly, relevant input from observers at the end of meetings; and
- may expel any individual who disrupts or impedes a working group meeting from the meeting.

4.3 COUNCIL LIAISON

- is appointed by the Mayor, who at his or her discretion may appoint an additional Councillor to act as liaisons to the working group;
- acts as liaison between Council, the Community Engagement Committee and the working group;
- facilitates periodic status reports of working group progress or concerns to the Community Engagement Committee; and
- conveys the framework of general community concerns and is an active participant in the working group process,

exercising professional judgment without exercising undue influence upon the process.

4.4. STAFF

While some staff leadership and administrative support changes may not be avoidable, it is our expectation to ensure consistency in staff support and function throughout the working group term.

- Staff liaison
 - is appointed by the chief administrative officer;
 - brings subject matter expertise to the working group;
 - supports the chair and working group members in fostering and facilitating effective group functioning;
 - obtains information, facilitating contact with District departments and arranges for professional advice as required;
 - schedules working group meetings, assists in preparing agendas; and
 - collaborates with the chair in preparing reports to Council.
- Administrative support
 - is appointed by the chief administrative officer or divisional director;
 - takes and transcribes meeting notes and maintains the files and logs of working group activity in accordance with the District's corporate standards;
 - arranges working group meetings and communicates with working group members; and
 - posts meeting agendas, meeting notes, reference material, progress reports and any other material the working group wishes to be publicly available on the District's website.
- Hired consultant
 - is appointed on approval from the working group members;
 - provide clarity on expectations and reporting structure; and
 - expected timelines and method of communication are to be determined at the start.

4.5 PUBLIC PARTICIPATION

The chair will explain to observers that:

- the role of working groups is to develop and evaluate options on specific issues, and make recommendations for consideration and decision by Council;
- working group meetings are conducted in a spirit of good faith and respect in order to foster a free flow of ideas among members and unconstrained development of options;
- the public and press are welcome as observers, sitting at the periphery of the working group;
- working groups may receive delegations and presentations, subject to prior arrangement with the chair; and
- the chair will provide opportunity for members of the public to ask questions and offer points of information at the end of working group meetings.

Observers will similarly exercise good faith and respect, mindful that they are in a working environment, where ideas and findings are in development and are works in progress. No working group meeting is a forum for lobbying, speeches or demonstrations.

5.0 OTHER BUSINESS

5.1 CONFLICT OF INTEREST

Working group members will advise of personal conflicts of interest—for example, situations where a member:

- has a direct or indirect interest in the deliberations or final report, pecuniary or otherwise; and
- is involved in a matter contravening Council's conflict of interest guidelines.

Where an actual or potential conflict of interest exists, the working group member will declare it and explain its nature to the working group. The chair will submit the matter to the Community Engagement Committee for consideration.

5.2 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The District of West Vancouver (the District) is subject to the *Freedom of Information and Protection of Privacy Act* (the Act), as are all local governments, and most provincial public bodies. The Act ensures that public bodies are more accountable and open to the public. This is accomplished through a balance of the public's right to Freedom of Information and Protection of Privacy.

Electronic recording of working group's discussions, decisions or activities is expressly prohibited except by the working group's administrative support.

5.3 AUTHORITY

Working groups do not have the authority to communicate with other levels of government, pledge the credit of the District of West Vancouver or authorize any expenditure to be charged against the Municipality. Members will not misrepresent themselves as having any authority beyond that delegated by Council.

Working groups will conduct their business in accordance with their terms of reference, and as directed by Council. They will complete their tasks within the time prescribed, or by any extension that may be provided and report their findings and recommendations to Council.

5.4 BUDGET

Each working group will have reasonable use of miscellaneous services, such as photocopying, paper supplies, meeting areas, appropriate refreshments, and other sundry requirements. These are provided primarily through the staff liaison and the applicable District division.

Funding requests for studies or public engagement processes must be reviewed by the Community Engagement Committee and referred to Council for approval.

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