



COUNCIL AGENDA

Date: January 27, 2020 Item: 12.1



12.1

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

## COUNCIL REPORT

Date:	January 6, 2020
From:	Arleta Beckett, Community Services & Community Development Manager
Subject:	Proposed Replacement of Gleneagles Community Centre Advisory Committee Terms of Reference
File:	0116-20-GCCAC

### RECOMMENDATION

THAT

1. Gleneagles Community Centre Advisory Committee Terms of Reference 02-10-339, as approved December 11, 2017, be rescinded; and
2. proposed Gleneagles Community Centre Advisory Committee Terms of Reference Policy 0033 attached as Appendix B to the January 6, 2020 report titled "Proposed Replacement of Gleneagles Community Centre Advisory Committee Terms of Reference" be approved.

#### 1.0 Purpose

To obtain Council's approval on a revised Terms of Reference for the Gleneagles Community Centre Advisory Committee.

#### 2.0 Legislation/Bylaw/Policy

The current Gleneagles Community Centre Advisory Committee Terms of Reference 02-10-339 (December 2017) is attached as **Appendix A**.

The proposed Gleneagles Community Centre Advisory Committee Terms of Reference Policy 0033 (January 2020) is attached as **Appendix B**.

Community Engagement Policy 02-10-311 encourages active participation by residents in governance. Citizens can become directly involved through working groups, committees, boards and other civic engagement opportunities that arise from time to time.

#### 3.0 Official Community Plan

The District of West Vancouver's (District) Official Community Plan supports demographic and cultural diversity as well as enhancing public facilities and spaces through the following policies:

- 2.8.1 Anticipate and meet community needs as demographic changes occur, through short and long-term strategies for the delivery of services.

- 2.8.7 Support the delivery of programs, services, events and activities that celebrate the full spectrum of cultural and ethnic diversity of the District and promote intercultural and intergenerational connections.
- 2.8.15 Support an expanded variety of community activities ranging from community-wide events and smaller private events through policy, facilities and grants, as appropriate.

#### **4.0 Financial Implications**

Support for the GAC is provided by existing staff. There are no additional financial implications associated with this report.

#### **5.0 Background**

The Gleneagles Community Centre Advisory Committee (GAC), established in 2012, is an advisory committee to Council and to staff of the Parks, Culture & Community Services Division with duties to provide input, advocacy and advice on recreation programs and services related to the Gleneagles Community Centre (GECC), the Western Civic Site and satellite facilities; to assist staff with communication and community development to ensure that community recreation services are meeting the western community's needs; to assist in community fundraising initiatives; and to provide a community link to business associations, resident associations and school partnerships in an effort to ensure full involvement in the GECC.

At their November 14, 2019 meeting, the GAC supported recommended changes to the Terms of Reference to introduce a new member classification within the non-voting member category.

The proposed changes involve allowing three organization representatives approved by the Director of Parks, Culture & Community Services to sit on the GAC for longer than six years as non-voting members.

These three non-voting members approved by the Director of Parks, Culture & Community Services are either business owners or the only employee able to participate as a member of the GAC. Currently, once these three non-voting members reach a maximum of six years on the GAC, there is no one else within their organization who can replace them.

##### **5.1 Previous Decisions**

The GAC reports annually to Council on the upcoming year's work plan, the achievements of the current year and when necessary, recommends amendments to the Terms of Reference in order to respond to corresponding changes in the community.

##### **5.2 History**

Resident involvement in the GECC has been in place since the facility opened in 2003. Since that time, a group of residents from the community

has met regularly to provide input into programs and services. In 2007, the group of residents was informally referred to as the GAC. The GAC received formal recognition of its status as an advisory committee to Council on April 23, 2012.

The GAC is comprised of 11 to 12 voting members and nine non-voting members.

#### Voting Members

The Terms of Reference allows for voting members to be appointed by Council or by the Director of Parks, Culture & Community Services (Director). Council may appoint five or six members at large and the Director is able to appoint six voting members nominated from the following organizations: enhance WESTVAN (formerly West Vancouver Community Centres Society), Gleneagles Golf Club Society, Horseshoe Bay Business Association, Gleneagles Ch'axáy Elementary School, Rockridge Secondary School and the Western Residents' Association.

#### Non-Voting Members

The Terms of Reference allows for nine non-voting members to be appointed by the Director from the following organizations: Caulfeild Business Association, Caulfeild Cove, Caulfeild Elementary School, Eagle Harbour Montessori School, Gleneagles Community Centre Physiotherapy Clinic, Gleneagles Community Centre Café, Horseshoe Bay Residents' Association, Gleneagles Golf Course and St. Francis-in-the-Wood Church.

Currently, all voting and non-voting members may sit on the GAC for a maximum of six consecutive years.

The GAC's work plan changes from year to year depending on community priorities, and these priorities often define which community organizations have the ability and interest to participate as members of the GAC.

## **6.0 Analysis**

### **6.1 Discussion**

To ensure ongoing participation in the GAC by local businesses, it is recommended that the Terms of Reference be revised to add "ex officio" as a new non-voting classification and to allow the ex officio members the opportunity to remain on the GAC for longer than six years. The members in the ex officio category would only include the business owners or appointed representatives of the Gleneagles Community Centre Physiotherapy Clinic, the Gleneagles Golf Course (currently Monaghan Golf Group) and the Gleneagles Community Centre Café operator.

The ex officio members agree to serve in these non-voting positions and the GAC benefits from their expertise and participation. If an ex officio member leaves their organization, their membership on the GAC is terminated and their successor would become the new ex officio member on the GAC.

Appointments for the three ex officio positions will be confirmed by the Director of Parks, Culture & Community Services by letter every two years.

## 6.2 Sustainability

Ongoing support to the GAC is provided through the Community Services & Community Development Manager, the Recreation Supervisor of GECC and a representative from the Parks Department. Initiatives implemented within staff work plans and in the area of fiscal management ensure that Municipal resources are being monitored and used with care and purpose.

## 6.3 Public Engagement and Outreach

Staff consult with the members of the GAC at regularly scheduled monthly meetings to ensure consistency in following the duties relative to the GAC's Terms of Reference.

## 6.4 Other Communication, Consultation and Research

Upon Council's approval of the proposed amendments to the Terms of Reference, the updated Terms of Reference will be placed on the GAC webpage on the District's corporate website and notification of the approved amendments will be shared with the GAC at its next meeting.

## 7.0 Options

### 7.1 Recommended Option

THAT

1. Gleneagles Community Centre Advisory Committee Terms of Reference 02-10-339 approved December 11, 2017 be rescinded; and
2. Gleneagles Community Centre Advisory Committee Terms of Reference Policy 0033, as described in the report dated January 6, 2020, regarding proposed amendments to the Gleneagles Community Centre Advisory Committee Terms of Reference be approved.

### 7.2 Considered Options

A considered option is for the Gleneagles Community Centre Advisory Committee's Terms of Reference to remain unchanged.

The Gleneagles Community Centre Advisory Committee would still operate as a committee of Council but would be challenged to fully engage with key business partners due to appointment term limits.

## 8.0 Conclusion

This report is being provided to obtain Council's approval on a revised Terms of Reference for the Gleneagles Community Centre Advisory

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Subject: Proposed Replacement of Gleneagles Community Centre Advisory Committee  
Terms of Reference

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Committee. The proposed changes to the Terms of Reference will allow for continued broad community participation on the committee.

Author:   
Arleta Beckett  
Community Services & Community Development Manager

Concurrence:   
Sue Keller  
Senior Manager of Community Services

Appendices

Appendix A: Gleneagles Community Centre Advisory Committee Terms of Reference 02-10-339 (December 2017)

Appendix B: Proposed Gleneagles Community Centre Advisory Committee Terms of Reference Policy 0033 (January 2020)

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District of West Vancouver

## Terms of Reference – Gleneagles Community Centre Advisory Committee 02-10-339

Effective Date: April 23, 2012

### Consolidated for Convenience Only

This is a consolidation of the policies below. The amendment policies have been combined with the original policy for convenience only. This consolidation is not a legal document. Certified copies of the original policies should be consulted for all interpretations and applications of the policy on this subject.

Amendment Policy	Effective Date
02-10-339	December 3, 2012
02-10-339	December 16, 2013
02-10-339	December 15, 2014
02-10-339	December 16, 2015
02-10-339	December 11, 2017

Dates of amendments to the original policy are shown in the margin of this consolidation.

**CONSOLIDATED TERMS OF REFERENCE**

**District of West Vancouver  
CORPORATE POLICY**

Administrative Services Division	<b>Council Committee Terms of Reference</b>  <b>Gleneagles Community Centre Advisory Committee</b>
Policy #: 02-10-339	
File: 3040-01	

*West Vancouver will inspire excellence and lead by example. Collaborative government and a spirit of personal civic commitment will power the innovations that shape our shared future. The strength of this relationship will secure our treasured quality of life and will be the measure of our success as a community.*

**Purpose**

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

Amended  
December 3,  
2012

**Policy**

**2.0 Duties**

- 2.1 Provide input, advocacy, and advice on recreation programs and services related to Gleneagles Community Centre, Western Civic site and satellite facilities.
- 2.2 Assist staff with communication and community development to ensure that community recreation services are meeting the western community's needs.
- 2.3 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.

Amended  
December 3,  
2012

**3.0 Origin of Work**

In accordance with the direction of the District's Balanced Scorecard: Section 2.4.2: "Strengthen partnership and service agreements to empower community leadership and governance".



# District of West Vancouver CORPORATE POLICY

## 4.0 Membership

### 4.1 Voting Members:

Amended  
December 3,  
2012

- A minimum of five and maximum of six members at large appointed by Council;

Amended  
December 16,  
2013

- One representative(s) from each of the following organizations, as approved by the Director of Parks, Culture & Community Services: Western Residents Association, Gleneagles Golf Club Society, Horseshoe Bay Business Association, West Vancouver Community Centres Society, Gleneagles School and Rockridge School.

Amended  
December 15,  
2014

Amended  
December 16,  
2015

Prior to approval by the Director of Parks, Culture & Community Services, a letter must be submitted from their sponsoring organizations stating that the organization supports the representative to the GAC. However, if selected, the GAC member will not represent that organization/community but bring a perspective to the programs and services related to the Western Civic Site.

Amended  
December 11,  
2017

Qualifications for individuals seeking membership on the GAC will include:

- Demonstrated commitment to provide input, advocacy and advice on programs and services related to Western Civic Site.
- Ability to attend a minimum of five meetings per calendar year.
- Non partisanship.

### 4.2 Non-Voting Members:

Amended  
December 3,  
2012

- One representative(s) 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, Gleneagles Community Centre Physiotherapy Clinic Operator, Gleneagles Community Centre Café Operator, Gleneagles Golf Course Operator, Horseshoe Bay Residents Association and St. Francis-in-the-Wood Church.

Amended  
December 16,  
2015

- **Council Representative:** one Council member, as appointed by Council, as a non-voting member.

Amended  
December 11,  
2017

- **Staff Liaison(s):** Staff from the Community Services Department and from the Parks Department.

## 5.0 Term

Amended  
December 3,  
2012

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.

# District of West Vancouver

## CORPORATE POLICY

Annual terms conclude on December 31.

The GAC will be presided over by a Chair to be elected from among the members. The term of office of this Chair will be for one year, and may be renewed once to a maximum two years.

The Vice-Chair will be elected from among the members. The Vice-Chair will preside over meetings should the Chair be absent. The term of office will be one year, and may be renewed once to a maximum of two years.

### 6.0 Meeting Schedule

The GAC will meet a minimum of five times annually. A meeting schedule will be established at the beginning of each calendar year.

### 7.0 Rules of Procedure

Meetings shall be conducted in accordance with the General Council Committee Policy, the Council Procedure Bylaw, and the Community Charter.

### 8.0 Support Services

A designated staff person will provide clerical support services, including the preparation of agendas and posting of notices, and taking meeting minutes.

### 9.0 Policy Approvals, Reviews, Amendments

To be made by Council.

Amended  
December 3,  
2012

<b>Approval Date:</b> April 23, 2012 (see original policy as approved on April 23, 2012 in #541536)	<b>Approved by:</b> Council
<b>Amendment Date:</b> December 3, 2012 (amendments to "Purpose", "Policy", "Membership", "Term", and "Support Services" sections)	<b>Approved by:</b> Council
<b>Amendment Date:</b> December 16, 2013 (addition to "Membership" section 4.1)	<b>Approved by:</b> Council
<b>Amendment Date:</b> December 15, 2014 (addition to "Membership" section 4.1)	<b>Approved by:</b> Council
<b>Amendment Date:</b> December 16, 2015 (addition to "Membership" section 4.1; addition and amendments to "Membership" section 4.2)	<b>Approved by:</b> Council
<b>Amendment Date:</b> December 11, 2017 (amendments to "Membership" section 4.0)	<b>Approved by:</b> Council

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

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## 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.

## District of West Vancouver POLICY

- 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.

# District of West Vancouver POLICY

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

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

## 12. Additional Information

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

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