

 for Director	 CAO
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<i>COUNCIL AGENDA</i>	
Date: <u>February 14, 2022</u>	Item: <u>11.3</u>



11.3

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

COUNCIL REPORT

Date:	January 21, 2022
From:	P. Cuk, Manager, Legislative Operations/Deputy Corporate Officer
Subject:	Proposed Amendments to the Terms of Reference for the Design Review Committee, the Gleneagles Community Centre Advisory Committee, and the Lower Caulfeild Advisory Committee
File:	0282-20-0033/0105/0107

RECOMMENDATION

THAT

1. “Design Review Committee Terms of Reference Policy 0105” as approved on January 25, 2021 be rescinded; and
2. proposed replacement “Design Review Committee Terms of Reference Policy 0105”, attached as Appendix B to the report dated January 21, 2022 from the Manager of Legislative Operations, be approved.

RECOMMENDATION

THAT

1. “Gleneagles Community Centre Advisory Committee Terms of Reference Policy 0033” as approved on January 27, 2020 be rescinded; and
2. proposed replacement “Gleneagles Community Centre Advisory Committee Terms of Reference Policy 0033”, attached as Appendix D to the report dated January 21, 2022 from the Manager of Legislative Operations, be approved.

RECOMMENDATION

THAT

1. “Lower Caulfeild Advisory Committee Terms of Reference Policy 0107” as approved on January 25, 2021 be rescinded; and
2. proposed replacement “Lower Caulfeild Advisory Committee Terms of Reference Policy 0107”, attached as Appendix F to the report dated January 21, 2022 from the Manager of Legislative Operations, be approved.

1.0 Purpose

The purpose of this report is to obtain approval to update the Terms of Reference (ToR) for the Design Review Committee (DRC), the Gleneagles Community Centre Advisory Committee (GCCAC), and the Lower Caulfeild Advisory Committee (LCAC). The proposed updates are

designed to ensure the ongoing operation of those committees in the case of the loss or lack of some of their listed members.

2.0 Legislation/Bylaw/Policy

Established pursuant to the *Community Charter*, Council committees are administered pursuant to Council Committee Procedure Bylaw No. 5020, 2019 (as amended), General Council Committees Policy 02-10-280, and their respective ToR documents.

Council committee ToR documents are Council Policies that require a resolution of Council to rescind and replace.

3.0 Council Strategic Objectives/Official Community Plan

Rescinding and replacing Council Policies is an administrative function which corresponds to - but does not directly impact - Council's strategic objectives and the District's Official Community Plan.

The appointment to and participation of residents on Council committees corresponds to Council's Strategic Objective 5.3: Continuing to pursue excellence in community engagement, consultation and communication; leveraging technology.

The appointment to and participation of residents on Council committees corresponds to Official Community Plan Bylaw No. 4985, 2018 (as amended) through its 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;

2.8.17: Engage the community in planning for services, programs, and facilities, and municipal decision-making.

2.8.18: Provide meaningful volunteer engagement opportunities to support civic programs and services.

4.0 Financial Implications

There are no funding implications associated with the administrative update of Council Policies.

5.0 Background

The DRC is an advisory committee of Council supported by staff in the Planning & Development Services Division. Its role is to:

Consider and review projects, proposals, development applications, and other items, including:

- a) development applications for mixed use, commercial, multiple unit residential, and public buildings, and for institutional buildings if such buildings are subject to municipal review;

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- b) major municipal infrastructure projects, including the design of bridges and new roads;
- c) proposed policies and regulations affecting the community's physical, built, and/or natural environments; and,
- d) any other matters referred to the Committee by Council or staff.

The GCCAC is an advisory committee of Council supported by staff in the Parks, Culture & Community Services Division. Its role is to:

- 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; and
- 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.

The LCAC is an advisory committee of Council supported by staff in the Planning & Development Services Division. Its role is to:

Consider and review projects, proposals, development applications, and other items, including:

- a) Heritage Alteration Permit applications for consistency with the Lower Caulfeild Heritage Conservation Area Guidelines; and
- b) Any matters which may be referred by Council or staff from time to time, including District projects.

Each year, Legislative Services leads two recruitments for board, committee, and working group members. The main recruitment takes place in the fall of each year, with a supplementary recruitment in the spring/summer of each year, depending on the needs of various boards, committees, and working groups. Newspaper and online advertising is purchased to inform the public of which boards, committees, and working groups are currently searching for new members, and to prompt residents to submit applications for consideration.

Although resident applications are accepted at any time of year, the two main recruitments described above produce the overwhelming share of received applications. It is from these applications that Council makes their selection for appointment of residents to boards, committees, and working groups.

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The recruitment conducted in the fall of 2021 yielded a comparatively low number of received applications. While the cause of this reduction has not been determined, the effect was that staff found it more difficult to fill committee membership vacancies.

5.1 Previous Decisions

Council, at its January 25, 2021 meeting, passed a resolution to rescind and replace several Council committee ToR documents. That resolution read, in part, as follows:

THAT

"Design Review Committee Policy 02-10-363" be rescinded and replaced by proposed "Design Review Committee Terms of Reference Policy 0105".

Council, at its January 27, 2020 meeting, passed the following resolution:

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.*

Council, at its January 25, 2021 meeting, passed a resolution to rescind and replace several Council committee ToR documents. That resolution read, in part, as follows:

THAT

"Lower Caulfeild Advisory Committee Policy 02-10-289" be rescinded and replaced by proposed "Lower Caulfeild Advisory Committee Terms of Reference Policy 0107".

6.0 Analysis

6.1 Discussion

A deficiency in the membership provisions of the ToR for several committees was identified in late 2021. The deficiency is that the ToR defines the committees as having a specific number of committee members. In those cases where a committee member suddenly resigns or where there are fewer members appointed to the committee than required by the ToR, the committee is no longer in compliance with the membership provisions of its ToR and can therefore not meet to fulfill its mandate.

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The purpose of the updates proposed by this report is to remedy that deficiency by allowing for a range in the number of committee members. By doing so, staff would have time to arrange for the appointment of replacement members without requiring a suspension of committee meetings in the interim. Similar revisions were successfully made to the ToR for the Community Grants Committee and the Public Art Advisory Committee on January 10, 2022.

Section 3.1 of the DRC's ToR (**Appendix A**) currently reads, in part:

The Committee consists of nine (9) voting members:

- (a) four (4) architects (AIBC members);
- (b) two (2) landscape architects (BCSLA members); and
- (c) three (3) individuals with expertise in one or several of:
 - a. urban design;
 - b. planning;
 - c. development;
 - d. engineering;
 - e. urban land economics;
 - f. public art;
 - g. environmental performance;
 - h. building and construction; or
 - i. project management.

Should any one member of the DRC resign, reducing the overall membership to eight members, the Committee would no longer be in compliance with its membership provisions and would therefore not be able to meet. The proposed replacement DRC ToR (**Appendix B**), designed to remedy this deficiency, reads as follows (underlined text shows the proposed changes, provided for ease of reference):

The Committee consists of seven (7) to nine (9) voting members:

- (a) up to four (4) architects (AIBC members);
- (b) up to two (2) landscape architects (BCSLA members); and
- (c) up to three (3) individuals with expertise in one or several of:
 - a. urban design;
 - b. planning;
 - c. development;
 - d. engineering;
 - e. urban land economics;
 - f. public art;
 - g. environmental performance;
 - h. building and construction; or
 - i. project management.

The proposed revisions would provide for the flexibility required to ensure the ongoing operation of the DRC while maintaining a reasonable minimum number of members should staff require time to 'top up' its membership.

Sections 3.1, 3.2, and 3.3 of the GCCAC's ToR (**Appendix C**) currently read, in part:

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.

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.

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.

While the GCCAC's current ToR already contains a range of members for its 'at-large' portion of members, it also requires one representative from each of a large number of organisations to participate as voting and as non-voting members. Achieving full membership has been a long-standing challenge for this Committee. The proposed replacement GCCAC ToR (**Appendix D**), designed to remedy this deficiency, reads as follows (underlined text shows the proposed changes in membership numbers, provided for ease of reference):

The Committee consists of the following voting members:

- a) a minimum of three and a maximum of six voting members at large appointed by Council; and
- b) up to one representative from each of the following organizations as approved by the Director of Parks, Culture & Community Services:

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Enhance West Van, Gleneagles Ch'axáy Elementary School,
Gleneagles Golf Club Society, Horseshoe Bay Business Association,
Rockridge Secondary School, and Western Residents' Association.

The Committee consists of the following non-voting members:

- a) up to 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;

The Committee consists of the following ex officio, non-voting members:

- a) up to one representative from each of the following organizations as approved by the Director of Parks, Culture & Community Services: Gleneagles Community Centre Café, Gleneagles Community Centre Physiotherapy Clinic, and Gleneagles Golf Course.

It is noted that other minor textual changes are shown above though not underlined, and that the lists of organisations have been alphabetized, all for ease of reference.

Section 3.1 of the LCAC's ToR (**Appendix E**) currently reads:

The Committee consists of six (6) voting members:

- (a) one (1) member of the Design Review Committee who has architectural experience;
- (b) one (1) member of the Design Review Committee who has landscape expertise;
- (c) one (1) member of the Heritage Advisory Committee;
- (d) one (1) member, preferably a West Vancouver resident, with expertise in heritage management issues; and
- (e) two (2) members, who shall be residents of West Vancouver, as members-at-large.

As with the previously-described committees, should any one member of the LCAC resign or, specific to the LCAC, should there for example not be any member of the Heritage Advisory Committee willing to participate on the LCAC, the Committee would have to suspend its meetings until a suitable member could be appointed.

The proposed replacement LCAC ToR (**Appendix F**), designed to remedy this deficiency, reads as follows (underlined text shows the proposed changes, provided for ease of reference):

The Committee consists of four (4) to six (6) voting members:

- (a) up to one (1) member of the Design Review Committee who has architectural experience;

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- (b) up to one (1) member of the Design Review Committee who has landscape expertise;
- (c) up to one (1) member of the Heritage Advisory Committee;
- (d) up to one (1) member, preferably a West Vancouver resident, with expertise in heritage management issues; and
- (e) up to two (2) members, who shall be residents of West Vancouver, as members-at-large.

6.2 Sustainability

The proposed ToR updates seek to establish a flexible and sustainable framework for committee membership, allowing committees to continue their work even in the case of the loss or lack of some of their listed members.

6.3 Other Communication, Consultation, and Research

Staff in Parks, Culture & Community Services and in Planning & Development Services were consulted regarding the proposed ToR changes.

If approved, the updated ToR will be distributed to staff and posted on the District's website.

7.0 Options

7.1 Recommended Option

THAT

1. "Design Review Committee Terms of Reference Policy 0105" as approved on January 25, 2021 be rescinded; and
2. proposed replacement "Design Review Committee Terms of Reference Policy 0105", attached as Appendix B to the report dated January 21, 2022 from the Manager of Legislative Operations, be approved.

THAT

1. "Gleneagles Community Centre Advisory Committee Terms of Reference Policy 0033" as approved on January 27, 2020 be rescinded; and
2. proposed replacement "Gleneagles Community Centre Advisory Committee Terms of Reference Policy 0033", attached as Appendix D to the report dated January 21, 2022 from the Manager of Legislative Operations, be approved.

THAT

1. "Lower Caulfeild Advisory Committee Terms of Reference Policy 0107" as approved on January 25, 2021 be rescinded; and

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2. proposed replacement “Lower Caulfeild Advisory Committee Terms of Reference Policy 0107”, attached as Appendix F to the report dated January 21, 2022 from the Manager of Legislative Operations, be approved.

7.2 Considered Options

Council could instead choose to provide specific feedback relative to the membership provisions in the ToR of the DRC, GCCAC, and LCAC, and direct staff to return to Council with altered ToR for consideration.

8.0 Conclusion

This report seeks to rescind and replace the ToR of the DRC, GCCAC, and LCAC in order to ensure their continued operation even in the case of the loss or lack of some of their listed members.



Author:

P. Cuk, Manager, Legislative Operations/Deputy Corporate Officer

Appendices

- Appendix A: Active “Design Review Committee Terms of Reference Policy 0105” as approved on January 25, 2021
- Appendix B: Proposed replacement “Design Review Committee Terms of Reference Policy 0105”
- Appendix C: Active “Gleneagles Community Centre Advisory Committee Terms of Reference Policy 0033”, as approved on January 27, 2020
- Appendix D: Proposed replacement “Gleneagles Community Centre Advisory Committee Terms of Reference Policy 0033”
- Appendix E: Active “Lower Caulfeild Advisory Committee Terms of Reference Policy 0107” as approved on January 25, 2021
- Appendix F: Proposed replacement “Lower Caulfeild Advisory Committee Terms of Reference Policy 0107”

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Title: Design Review Committee Terms of Reference
Division: Planning & Development Services
Policy Number: 0105
File Number: 0282-20-0105

1. Mandate

- 1.1. The purpose of the Design Review Committee (the Committee) is an advisory committee of Council that makes representations to staff and Council on matters of design, and physical and aesthetic impact, including the impartial and professional review of development applications, relevant policies and regulations, major infrastructure and capital projects, and other matters that may be referred to the Committee by Council or staff from time to time. The Committee does not approve or reject projects or make policy decisions.

2. Role

- 2.1. The Committee will:
- (a) Consider and review projects, proposals, development applications, and other items, including:
 - a. development applications for mixed use, commercial, multiple unit residential, and public buildings, and for institutional buildings if such buildings are subject to municipal review;
 - b. major municipal infrastructure projects, including the design of bridges and new roads;
 - c. proposed policies and regulations affecting the community's physical, built, and/or natural environments; and,
 - d. any other matters referred to the Committee by Council or staff.

3. Membership

- 3.1. The Committee consists of nine (9) voting members:
- (a) four (4) architects (AIBC members);
 - (b) two (2) landscape architects (BCSLA members); and
 - (c) three (3) individuals with expertise in one or several of:
 - a. urban design;
 - b. planning;
 - c. development;
 - d. engineering;
 - e. urban land economics;

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- f. public art;
 - g. environmental performance;
 - h. building and construction; or
 - i. project management.
- (d) The membership composition of the Committee may be modified temporarily by Council at the time of member appointments, without need of amending these Terms of Reference, if difficulty is encountered in achieving the standard Committee membership composition described in this section.
- 3.2.** Volunteer members must be appointed or re-appointed to the Committee for a term of two (2) years, except that no person shall serve more than six (6) consecutive years, or as otherwise determined by Council.
- 3.3.** Members may be appointed by any one resolution of Council for any period of up to two (2) years (e.g. six months, one year, or two years) for reasons of filling a vacancy, better aligning with AIBC or BCSLA member term limits, or for any other reason.
- 3.4.** Appointments terminate on December 31 of the following year in which the member's term is scheduled to expire, 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) One (1) member of Council, appointed annually to serve as the Council alternate 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 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

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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.
- 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:
 - (a) In the interest of regularity, meetings shall generally be held on Thursdays in the latter half of the month.
 - (b) Meetings may be cancelled by the Committee staff liaison if there are no items to be referred to the Committee.
- 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.
- 5.4. Notice of meetings shall be provided on the District of West Vancouver website.

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

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- 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.
- 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.

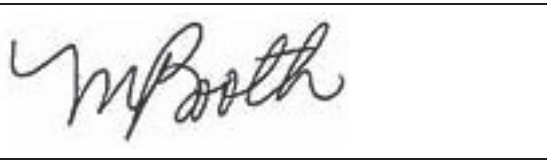
10. Staff Assistance

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

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Signature	
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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	

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Title: Design Review Committee Terms of Reference
Division: Planning & Development Services
Policy Number: 0105
File Number: 0282-20-0105

1. Mandate

- 1.1. The purpose of the Design Review Committee (the Committee) is an advisory committee of Council that makes representations to staff and Council on matters of design, and physical and aesthetic impact, including the impartial and professional review of development applications, relevant policies and regulations, major infrastructure and capital projects, and other matters that may be referred to the Committee by Council or staff from time to time. The Committee does not approve or reject projects or make policy decisions.

2. Role

- 2.1. The Committee will:
 - (a) Consider and review projects, proposals, development applications, and other items, including:
 - a. development applications for mixed use, commercial, multiple unit residential, and public buildings, and for institutional buildings if such buildings are subject to municipal review;
 - b. major municipal infrastructure projects, including the design of bridges and new roads;
 - c. proposed policies and regulations affecting the community's physical, built, and/or natural environments; and,
 - d. any other matters referred to the Committee by Council or staff.

3. Membership

- 3.1. The Committee consists of seven (7) to nine (9) voting members:
 - (a) up to four (4) architects (AIBC members);
 - (b) up to two (2) landscape architects (BCSLA members); and
 - (c) up to three (3) individuals with expertise in one or several of:
 - a. urban design;
 - b. planning;
 - c. development;
 - d. engineering;
 - e. urban land economics;

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- f. public art;
 - g. environmental performance;
 - h. building and construction; or
 - i. project management.
- (d) The membership composition of the Committee may be modified temporarily by Council at the time of member appointments, without need of amending these Terms of Reference, if difficulty is encountered in achieving the standard Committee membership composition described in this section.
- 3.2.** Volunteer members must be appointed or re-appointed to the Committee for a term of two (2) years, except that no person shall serve more than six (6) consecutive years, or as otherwise determined by Council.
- 3.3.** Members may be appointed by any one resolution of Council for any period of up to two (2) years (e.g. six months, one year, or two years) for reasons of filling a vacancy, better aligning with AIBC or BCSLA member term limits, or for any other reason.
- 3.4.** Appointments terminate on December 31 of the following year in which the member's term is scheduled to expire, 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) One (1) member of Council, appointed annually to serve as the Council alternate 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 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

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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.
- 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:
 - (a) In the interest of regularity, meetings shall generally be held on Thursdays in the latter half of the month.
 - (b) Meetings may be cancelled by the Committee staff liaison if there are no items to be referred to the Committee.
- 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.
- 5.4. Notice of meetings shall be provided on the District of West Vancouver website.

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

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- 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.
- 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 Planning and Development Services division.

11. Approval

Approved by	<input type="checkbox"/> CAO	<input 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		

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	

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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.

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

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	

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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 members:
 - a) a minimum of three and a maximum of six voting members at large appointed by Council; and
 - b) up to one representative from each of the following organizations as approved by the Director of Parks, Culture & Community Services: Enhance West Van, Gleneagles Ch'axáy Elementary School, Gleneagles Golf Club Society, Horseshoe Bay Business Association, Rockridge Secondary School, and Western Residents' Association.

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.

- 3.2. The Committee consists of the following non-voting members:

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- a) up to 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; and
- 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 consists of the following ex officio, non-voting members:

- a) up to one representative from each of the following organizations as approved by the Director of Parks, Culture & Community Services: Gleneagles Community Centre Café, Gleneagles Community Centre Physiotherapy Clinic, 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.

Qualifications for individuals seeking membership on the Committee will include:

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POLICY

- 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 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		

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	

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Title: Lower Caulfeild Advisory Committee Terms of Reference
Division: Planning & Development Services
Policy Number: 0107
File Number: 0282-20-0107

1. Mandate

- 1.1. The Lower Caulfeild Advisory Committee (the Committee) is an advisory committee of Council that makes representations to staff and Council in the application of objectives and guidelines for the Lower Caulfeild Heritage Conservation Area.

2. Role

- 2.1. The Committee will:
- (a) Consider and review projects, proposals, development applications, and other items, including:
 - a. Heritage Alteration Permit applications for consistency with the Lower Caulfeild Heritage Conservation Area Guidelines; and
 - b. Any matters which may be referred by Council or staff from time to time, including District projects.

3. Membership

- 3.1. The Committee consists of six (6) voting members:
- (a) one (1) member of the Design Review Committee who has architectural experience;
 - (b) one (1) member of the Design Review Committee who has landscape expertise;
 - (c) one (1) member of the Heritage Advisory Committee;
 - (d) one (1) member, preferably a West Vancouver resident, with expertise in heritage management issues; and
 - (e) two (2) members, who shall be residents of West Vancouver, as members-at-large.
- 3.2. Members are appointed for two year terms, to a maximum of six years.
- 3.3. Appointments terminate on December 31 of the following year in which the member's term is scheduled to expire, except as otherwise determined by Council.
- 3.4. 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.

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POLICY

- 3.5.** 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) One (1) member of Council, appointed annually to serve as the Council alternate 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 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.
- 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. Meetings are held as determined by the Committee, bylaw or policy.
- 5.2. Meetings may be cancelled by the Committee staff liaison if referral items are withdrawn.
- 5.3. All Committee and subcommittee meetings may be held in a District facility.
- 5.4. 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*.
- 6.2. Notwithstanding section 6.1, the Committee shall provide an opportunity for applicants and members of the Lower Caulfeild community to make written and verbal submissions at a meeting of the Committee regarding heritage alteration permits, and will consider these submissions in forming its recommendations.

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


District of West Vancouver
POLICY

- 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.
- 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 Planning and Development 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: Lower Caulfeild Advisory Committee Terms of Reference
Division: Planning & Development Services
Policy Number: 0107
File Number: 0282-20-0107

1. Mandate

- 1.1. The Lower Caulfeild Advisory Committee (the Committee) is an advisory committee of Council that makes representations to staff and Council in the application of objectives and guidelines for the Lower Caulfeild Heritage Conservation Area.

2. Role

- 2.1. The Committee will:
- (a) Consider and review projects, proposals, development applications, and other items, including:
 - a. Heritage Alteration Permit applications for consistency with the Lower Caulfeild Heritage Conservation Area Guidelines; and
 - b. Any matters which may be referred by Council or staff from time to time, including District projects.

3. Membership

- 3.1. The Committee consists of four (4) to six (6) voting members:
- (a) up to one (1) member of the Design Review Committee who has architectural experience;
 - (b) up to one (1) member of the Design Review Committee who has landscape expertise;
 - (c) up to one (1) member of the Heritage Advisory Committee;
 - (d) up to one (1) member, preferably a West Vancouver resident, with expertise in heritage management issues; and
 - (e) up to two (2) members, who shall be residents of West Vancouver, as members-at-large.
- 3.2. Members are appointed for two year terms, to a maximum of six years.
- 3.3. Appointments terminate on December 31 of the following year in which the member's term is scheduled to expire, except as otherwise determined by Council.
- 3.4. 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.

District of West Vancouver

POLICY

- 3.5.** 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) One (1) member of Council, appointed annually to serve as the Council alternate 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 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.
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- 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.
- 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. Meetings are held as determined by the Committee, bylaw or policy.
- 5.2. Meetings may be cancelled by the Committee staff liaison if referral items are withdrawn.
- 5.3. All Committee and subcommittee meetings may be held in a District facility.
- 5.4. 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*.
- 6.2. Notwithstanding section 6.1, the Committee shall provide an opportunity for applicants and members of the Lower Caulfeild community to make written and verbal submissions at a meeting of the Committee regarding heritage alteration permits, and will consider these submissions in forming its recommendations.

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.
- 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 Planning and Development Services division.

11. Approval

Approved by	<input type="checkbox"/> CAO	<input 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		

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	