

District of West Vancouver  
**POLICY**

Title: Planning Committee Terms of Reference  
Division: Planning & Development Services  
Policy Number: 0104  
File Number: 0282-20-0104

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## 1. Mandate

- 1.1. The purpose of the Planning Committee (the Committee) is to provide impartial and professional recommendations to staff and Council regarding major planning policies and the physical and aesthetic design of development. The Committee is advisory in nature and does not make policy decisions or approve or reject projects.

## 2. Role

- 2.1. The Committee will:
- (a) Consider major community planning policy initiatives regarding land use, housing, and economic development, including District-wide, local area, and neighbourhood plans.
  - (b) Review commercial, mixed-use, and multifamily development applications regarding architecture, site planning, public realm, urban design, and contextual conditions.
  - (c) Respond to any other related planning matters referred to the Committee by staff or Council.

## 3. Membership

- 3.1. The Committee consists of seven (7) to nine (9) voting volunteer members whose combined expertise or specific knowledge provides representation of the following areas:
- (a) up to three (3) members with a background in community planning (e.g. land use, housing, sustainability, heritage);
  - (b) up to four (4) members with a background in urban design and implementation (e.g. architecture, landscape architecture, public realm, engineering);
  - (c) up to one (1) member with a background in the development industry (e.g. land economics, construction); and
  - (d) up to one (1) member with a background in civic experience (e.g. societies, committees, working groups, boards).
- 3.2. Volunteer members must be appointed or re-appointed to the Committee for a term of two (2) years, except as otherwise determined by Council.

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- 3.3. Appointments terminate on December 31 of the year in which the member's term is scheduled to expire, except as otherwise determined by Council.
- 3.4. The duration of individual member's terms (through re-appointments and new appointments) will be managed to provide a degree of overall Committee continuity.
- 3.5. Volunteer members may serve for up to three (3) terms on the Committee, except as otherwise determined by Council.
- 3.6. The Chair and Acting 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.
- 3.7. 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.

## 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 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.

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Depending on the length of appointment term remaining, the Committee member may be asked to step down, thus creating a vacancy.

- 4.7. Conflict of Interest: The conflict of interest provisions contained in the General Council Committees Policy applies to all Committee members.

## 5. Meetings

- 5.1. The Committee must, by resolution, establish an annual meeting schedule, and must hold additional meetings as required to respond in a timely manner to requests from Council.
- 5.2. All Committee and subcommittee meetings must be held in a District facility.
- 5.3. A majority of the voting members is required to constitute a quorum. Any member who is absent from three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee by Council.

## 6. Rules of Procedure

- 6.1. Meetings must be conducted in accordance with the General Council Committees Policy, the Council Committee Procedure Bylaw, and the *Community Charter*.

## 7. Subcommittees

- 7.1. Subcommittees may be proposed by the Committee from among its members for specific tasks or projects identified in the Annual Work Plan.
- 7.2. Subcommittees will only be established when additional resources can be allocated to support the proposed subcommittee.
- 7.3. Subcommittee meetings are subject to the same requirements and rules of procedure as Committee meetings.

## 8. Annual Work Plan

- 8.1. The Committee will be provided an anticipated Annual Work Plan for the upcoming year. The Annual Work Plan must be congruent with this Terms of Reference and must outline specific objectives as to what the Committee plans to achieve while supporting the work, priorities, and underlying principles of the District of West Vancouver.
- 8.2. The approved Annual Work Plan will be executed by the Committee, with the reasonable assistance of support staff.

## 9. Altering Terms of Reference

- 9.1. The Committee can request, by resolution, that Council consider changes to these Terms of Reference. Staff can also bring forward alterations to these Terms of Reference at their discretion for Council’s consideration.
- 9.2. Council must consider any alterations to these Terms of Reference at an open Council meeting. Council can only alter these Terms of Reference via resolution.

## 10. Staff Assistance

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

## 11. Approval

<b>Approved by</b>	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
<b>Approval date</b>	2024/04/22	
<b>Council minutes eDocs # (Council Policies only)</b>	5722052	
<b>Council report eDocs # (Council Policies only)</b>	5711205	
<b>Signature</b>	<i>[Original signed by Mayor]</i> _____ MAYOR	

## 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>	2024	