

District of West Vancouver
POLICY

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

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; and
 - (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. Appointments will be made by Council according to the General Council Committees Procedure.

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- 3.3. The Chair and Acting Chair must be designated, by resolution, according to the Council Committee Procedure Bylaw.
- 3.4. 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. Volunteer members are expected to uphold the standards outlined in the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

5. Rules of Procedure

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

6. Working Groups

- 6.1. Working Groups may be established by the Committee in alignment with the Council Committee Procedure Bylaw and the General Council Committees Procedure for specific tasks or projects identified in the Annual Work Plan.

7. Annual Work Plan

- 7.1. 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.
- 7.2. The approved Annual Work Plan will be executed by the Committee, with the reasonable assistance of support staff.

8. Altering Terms of Reference

- 8.1. Any alterations to the Terms of Reference must be in accordance with the General Council Committees Procedure.

9. Staff Assistance

- 9.1. Staff assistance will be provided to the Committee, as necessary and within reason, by staff of the Planning, Development & Environment Services division.

10. Approval

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

Replaced by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Replacement date	2025/09/15	
Council minutes Document ID (Council Policies only)	LGDM-711734498-24640	
Council report Document ID (Council Policies only)	LGDM-711734498-24649	
Replacement description	Updated to align with amendments to the Council Committee Procedure bylaw.	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

11. 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	2025	