

District of West Vancouver  
**POLICY**

Title: Community Grants Committee Terms of Reference  
Division: Parks, Culture, and Community Services  
Policy Number: 0217  
File Number: 0282-20-0217

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## **1. Mandate**

- 1.1. The purpose of the Community Grants Committee (the Committee) is to review community grant applications and make disbursement recommendations to Council.

## **2. Role**

- 2.1. The Committee will make recommendations to Council on community grant programs including:
  - (a) Arts, Culture and Heritage;
  - (b) Community and Social Services;
  - (c) Permissive Tax Exemptions; and
  - (d) Other programs, as directed by Council.
- 2.2. The Committee will make recommendations to the Director, Parks, Culture and Community Services on Local to Global Youth Initiatives.

## **3. Membership**

- 3.1. The Committee consists of a minimum of seven (7) and a maximum of ten (10) voting members appointed by Council.
- 3.2. Qualifications for individuals seeking membership on the Committee include:
  - (a) skills and experience related to the social service sector or the arts, culture and heritage sector with a good knowledge and understanding of the local issues that are relevant to both sectors;
  - (b) an ability to look beyond personal interests for the benefit of the community and residents of West Vancouver; and
  - (c) strong communication skills and the ability to work collaboratively as part of a team.
- 3.3. The Committee membership includes the following non-voting members:
  - (a) up to one (1) representative from the Arts and Culture Advisory Committee as appointed by the Arts and Culture Advisory Committee; and
  - (b) One (1) member of Council, appointed annually to serve as the Council representative on the Committee.

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- 3.4. Appointments will be made by Council according to the General Council Committees Procedure.
- 3.5. The Chair and Acting Chair must be designated, by resolution, according to the Council Committee Procedure Bylaw.

### **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. An Annual Work Plan must be submitted to Council for approval and be consistent with the requirements outlined in the General Council Committees Procedure.

### **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 Parks, Culture, and Community Services division.

## 10. Approval

<b>Approved by</b>	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
<b>Approval date</b>	2025/09/15	
<b>Council minutes Document ID</b> (Council Policies only)	LGDM-711734498-24640	
<b>Council report Document ID</b> (Council Policies only)	LGDM-745393809-2868	
<b>Signature</b>	<u>[Original signed by Mayor]</u> MAYOR	

<b>Replaced by</b>	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
<b>Replacement date</b>	2025/12/15	
<b>Council minutes Document ID</b> (Council Policies only)	LGDM-711734498-24866	
<b>Council report Document ID</b> (Council Policies only)	LGDM-711734498-24880	
<b>Replacement description</b>	To include a provision for non-voting members from the Arts and Culture Advisory Committee to attend regular monthly Community Grants Committee meetings for continuity within the overall arts and culture umbrella.	
<b>Signature</b>	<u>[Original signed by Mayor]</u> MAYOR	

## 11. 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>	2025	