

District of West Vancouver
POLICY

Title: General Council Committees
Division: Legislative Services
Policy Number: 0144
File Number: 0282-20-0144

1. Purpose

- 1.1. To establish best practices and processes for Standing Committees and Select Committees.

2. Scope

- 2.1. This policy applies to Standing Committees and Select Committees.

3. Definitions

- 3.1. “**Chair**” means the Member elected by the Committee to preside over meetings of the Committee.
- 3.2. “**Committee**” means a Select or Standing Committee.
- 3.3. “**Committee Clerk**” means the District employee designated as clerk to the Committee.
- 3.4. “**Council**” means the Council of The Corporation of the District of West Vancouver.
- 3.5. “**District**” means The Corporation of the District of West Vancouver.
- 3.6. “**District Staff**” means any staff person assigned to support a committee.
- 3.7. “**meeting**” means a meeting of a Committee.
- 3.8. “**Member**” means any individual appointed to a Committee.
- 3.9. “**Select Committee**” means a committee created by Council pursuant to section 142 of the *Community Charter*.
- 3.10. “**Standing Committee**” means a committee created by the Mayor pursuant to section 141 of the *Community Charter*.
- 3.11. “**Staff Representative**” means the District Staff designated to the Committee as a subject matter expert.
- 3.12. “**Terms of Reference**” means the policy that defines the mandate, role, membership, and functions of the Committee.

4. Policy Statement

- 4.1. The District will establish and maintain committees as determined by Council (Select Committees) and the Mayor (Standing Committees).
- 4.2. The District will conduct recruitment processes for Select Committees and Standing Committees in a manner and at a time determined by Legislative Services (or as otherwise directed by the Municipal Manager), with assistance from other divisions as required.
- 4.3. A Committee serves as an advisory body that provides expertise, community input, and recommendations to Council.
- 4.4. A Committee must operate in accordance with its Terms of Reference and adhere to municipal bylaws, policies, procedures, and applicable legislation.
- 4.5. A Committee's annual work plan must be provided to Council for approval.
- 4.6. The District will provide administrative and technical support for committees.

5. Authority

- 5.1. The *Community Charter* requires that Council, by bylaw, establish general procedures to be followed by Council committees in conducting their business.
- 5.2. Council Committee Procedure Bylaw No. 5020, 2019 (as amended) regulates Council committee meeting proceedings.
- 5.3. The General Council Committees Policy and Procedure regulate the roles and responsibilities of Council committee members, elected officials, and District Staff.

6. Related Documents

- 6.1. Council Committee Procedure Bylaw No. 5020, 2019 (as amended)
- 6.2. General Council Committees Procedure 0145

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7. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2022/09/26	
Council minutes eDocs # (Council Policies only)	5558246	
Council report eDocs # (Council Policies only)	5548904	
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	

8. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input checked="" type="checkbox"/> Yes (0282-20-0145)	<input type="checkbox"/> No
Date of last review	2025	