

District of West Vancouver
PROCEDURE

Title: General Council Committees
Division: Legislative Services
Procedure Number: 0145
File Number: 0282-20-0145

1. Governing Policy

- 1.1. This procedure is associated with General Council Committees Policy 0144.

2. Scope/Application

- 2.1. This procedure applies to all Select and Standing Committees. Working groups are governed by the Working Group Guidelines approved by the Community Engagement Committee.

3. Definitions

- 3.1. "Committee" means a Select or Standing Committee.
- 3.2. "Select Committee" means a Committee created by Council pursuant to section 142 of the *Community Charter*.
- 3.3. "Standing Committee" means a Committee created by the Mayor pursuant to section 141 of the *Community Charter*.
- 3.4. "Terms of Reference" means the policy that defines the mandate, role, membership, and functions of the Committee.

4. Procedure

4.1. Creation

- 4.1.1. A Select Committee is created when Council approves, by resolution, the Committee's Terms of Reference.
- 4.1.2. A Standing Committee is created when the Mayor approves the Committee's Terms of Reference.

4.2. Recruitment

- 4.2.1. Twice per year, Legislative Services, with assistance from other divisions as required, will conduct an annual recruitment process to fill vacancies on Select and Standing Committees.
- 4.2.2. Legislative Services, with assistance from other divisions as required, will, from time to time, conduct additional recruitment processes:

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- a) in order to fill unexpected Committee vacancies where those vacancies inhibit the ability of the Committee to fulfill its mandate; and/or
 - b) in response to the establishment of a new Committee for which vacancies must be filled in advance of the scheduled annual recruitment process.
- 4.2.3. An applicant is required to submit a District application form for appointment or re-appointment prior to the application deadline in order to be considered.
- 4.2.4. All applications for membership on Committees must be kept in confidence.

4.3. Appointments to Select Committees

- 4.3.1. Once the recruitment process outlined in section 4.2 is complete, Council will review the Committee applications and make appointments based on the merits of the applications relative to the Committee's Terms of Reference.
- 4.3.2. Selection of membership will strive to reflect the diversity of the community, with experience, knowledge and expertise in the sphere of interest of the Committee being the primary consideration.
- 4.3.3. All applicants must either reside, own property, 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.

- 4.3.4. For each Committee for which appointments are required, staff will prepare a report to Council containing appointment recommendations, each application form (and resume if submitted), and a matrix that highlights the strengths of each applicant.
- 4.3.5. Appointments will be made in accordance with applicable enactments.
- 4.3.6. Once Council has appointed one or more applicants to a Committee, Legislative Services staff will send:
- a) a letter to the successful applicants informing of their appointment; and
 - b) a letter to the unsuccessful applicants informing that they were not appointed.
- 4.3.7. Volunteer members must be appointed or re-appointed to a Committee for a term of up to 2 years, except that no person shall serve more than six (6) consecutive years, or as otherwise determined by Council.
- 4.3.8. Volunteer members must not be appointed such that they serve on more than two Committees concurrently, except as otherwise determined by Council.
- 4.3.9. Appointments terminate on December 31 of the year in which the member's term is scheduled to expire, except as otherwise determined by Council.

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4.3.10. Council may, by resolution, rescind an appointment to a Select Committee.

4.4. Appointments to Standing Committees

4.4.1. Appointments to Standing Committees are made by the Mayor.

4.4.2. The Mayor may rescind an appointment to a Standing Committee.

4.5. Remuneration

4.5.1. Committee members serve without remuneration.

4.6. Code of Conduct

4.6.1. 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.

4.6.2. Authority and Reporting: The Committee and its members will not represent themselves as having any authority beyond that delegated to the Committee by Council, as per this procedure.

4.6.3. 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.

4.6.4. 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.

4.6.5. 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 re-appointed committee members who have previously signed a copy of the Agreement are expected to honour and uphold the provisions as outlined within the Agreement.

4.6.6. Conflict of Interest: The conflict of interest provisions contained in this procedure apply to all committee members.

4.7. Resignation of Member

4.7.1. A member of a Committee may resign from the Committee in writing to the Committee Chair and staff representative.

4.8. Role of Council on Select Committees

4.8.1. The Mayor is an *ex-officio*, non-voting member of every Select Committee and as such has the same rights as other committee members, except to the extent they are a member of the Committee but are not obligated to attend meetings and are not counted in determining if a quorum is present.

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- 4.8.2. Council will appoint one (or more) members of Council to serve as Council representatives on each Select Committee.
- 4.8.3. The term of a Council representative to a Committee is one year except in the year of a general local election, in which case the term expires on the date of the inaugural meeting of Council.
- 4.8.4. A Council representative will serve as a communication liaison between Council and the Select Committee.
- 4.8.5. Council representatives are non-voting members of the Select Committee(s) to which they are appointed, and are not counted in determining if a quorum is present.
- 4.8.6. Any member of Council not appointed to a Select Committee may attend an open committee meeting as a member of the public.
- 4.8.7. Notwithstanding sections 4.8.1-4.8.5, Council members may be appointed to a Select Committee as voting members if permitted by that Select Committee's Terms of Reference.

4.9. Role of Council on Standing Committees

- 4.9.1. Appointments to Standing Committees are made by the Mayor for a one year term, unless otherwise determined by the Terms of Reference.
- 4.9.2. The Mayor is an ex-officio, non-voting member of any Standing Committee to which they are not appointed, and as such has the same rights as other committee members, except to the extent they are a member of the Committee but are not obligated to attend meetings and are not counted in determining if a quorum is present.
- 4.9.3. Council members appointed to a Standing Committee are voting members and are counted in determining if quorum is present.

4.10. Meetings, Attendance, and Materials

- 4.10.1. A Committee must consist of at least the minimum number of members stipulated in its Terms of Reference in order to hold a meeting.
- 4.10.2. A Select Committee meeting cannot occur unless 50% plus one of the Committee's voting members are in attendance.
- 4.10.3. A Standing Committee meeting cannot occur unless both:
 - a) 50% plus one of the Committee's voting members are in attendance; and
 - b) 50% of those committee members in attendance are members of Council.
- 4.10.4. Meetings may be cancelled by the staff representative if there are:
 - a) no items referred to the Committee by Council; and
 - b) no items scheduled for consideration by the Committee.

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- 4.10.5. A meeting will be cancelled by the staff representative if:
- a) it has been determined, in advance, that quorum for the scheduled meeting will not be met; or
 - b) the committee membership drops below the minimum number of members stipulated in its Terms of Reference.
- 4.10.6. 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.
- 4.10.7. Any member of the public who wishes to view any material on a Committee agenda may request a copy of that material from the staff representative for the Committee.
- 4.10.8. Notwithstanding section 4.10.7, agenda material that pertains to, or is protected by, closed meeting confidences and/or the *Freedom of Information and Protection of Privacy Act* will not be provided.

4.11. Election

- 4.11.1. Committee Member Running for Office
- a) Committee members are permitted to run for elected office while serving on a Committee.
 - b) Committee members must not campaign for elected office during committee meetings or allow their campaign activities to unduly interfere with their role as a committee member.
 - c) If a committee member who runs for elected office campaigns during committee meetings or allows their campaign activities to unduly interfere with their role as a committee member, Council will consider whether to rescind the appointment of that committee member to the Committee.
 - d) If a committee member who runs for elected office is elected to the position of Mayor or Councillor for the District of West Vancouver, that committee member must resign from the Committee, with their resignation to be effective on the date which they take office.

4.12. Staff Support

- 4.12.1. The Chief Administrative Officer (or designate) will appoint a Staff Representative to the Committee. The Staff Representative is not a member of the Committee and is not entitled to vote. The role of the Staff Representative includes:
- a) providing information and professional advice as requested by the Committee;
 - b) support the Chair in developing agendas, arranging meetings and promoting effective Committee work;
 - c) preparation and submission of reports of the Committee to Council for signature by the Chair;

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- d) arranging for an annual orientation meeting of the work of the Committee, the structure of the District, and Council; and
 - e) annual goal setting and budgeting processes.
- 4.12.2. The Chief Administrative Officer (or designate) will appoint a Committee Clerk to the Committee. The Committee Clerk is not a member of the Committee and is not entitled to vote. The role of the Committee Clerk includes:
- a) receiving and transmitting materials referred to the Committee;
 - b) arranging all agendas and public notices;
 - c) providing for public access to all open committee meeting materials;
 - d) scheduling the meetings and activities of the Committee;
 - e) ensuring quorum in advance of scheduled meetings; and
 - f) taking minutes of committee meetings.

4.13. Rules of Procedure

- 4.13.1. Committee meetings must be conducted in accordance with applicable enactments. The Committee may rely for reference upon the advice of the Committee Clerk, Staff Representative, or the Corporate Officer (or designate).
- 4.13.2. Questions of procedure that cannot be resolved by the Chair and Committee shall be referred to the Corporate Officer (or designate).

4.14. Conflict of Interest

- 4.14.1. Committee members must take reasonable steps to ensure that they are not in a conflict of interest on a matter under consideration by the Committee.
- 4.14.2. A conflict of interest exists when:
 - a) a committee member is a director, member or employee of an organization seeking a benefit from the District upon which the Committee will make a recommendation;
 - b) the committee member has a direct or indirect personal pecuniary interest in the matter which is the subject of the Committee's deliberations.
- 4.14.3. When a conflict of interest exists, the committee member:
 - a) is prohibited from participating in any discussion of the matter or voting on a question in respect of the matter or making any representation on the matter to any other committee member or attempting to influence a vote;
 - b) must declare to the Committee that a conflict exists and the nature of the conflict;
 - c) must exit the meeting prior to consideration of the matter to which the conflict relates; and
 - d) must not return to the meeting until consideration of the matter is complete.

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- 4.14.4. The Committee Clerk must record the committee member's declaration of a conflict, as well as the time that they exit from and return to the committee meeting.

4.15. Sub-Committees

- 4.15.1. Sub-committees may be established by the Committee from among their members only for specific tasks or projects identified in annual work plans as approved by Council, or for a special project approved by Council.
- 4.15.2. Tasks or projects that require the allocation of additional resources must be clearly identified in the annual work plan.
- 4.15.3. Sub-committees will only be established when additional resources can be allocated to support the proposed sub-committee.

4.16. Delegation of Authority & Reporting

4.16.1. Delegation of Authority

- a) Select and Standing Committees must submit a request to Council for the authority to act on a matter, unless Council has delegated Council powers, duties or functions to the Committee.
- b) Committees must not act outside of the scope outlined in their Terms of Reference.
- c) Select and Standing Committees must conduct their business in accordance with their Terms of Reference and applicable enactments.

4.16.2. Reporting

- a) Where applicable, Select Committees must complete their task within the time prescribed by Council, including any extensions of time that may be granted, and report their findings and make recommendations to Council.
- b) Annual reports will be provided to Council, except as otherwise stated in a Committee's Terms of Reference. The annual report must:
 - summarize the Committee's activities over the past year; and
 - outline the Committee's annual work plan for the current year.

4.17. Expenditures & Inter-Governmental Communication

Except as may be provided in an enabling statute, bylaw or resolution, committees do not have the authority to communicate with other levels of government, to pledge the credit of the District of West Vancouver, or to authorize any expenditure to be charged against the Municipality.

4.18. Budget

The Committee shall have reasonable use of miscellaneous services such as photocopying, paper supplies, meeting areas, appropriate refreshments, and other requirements which are primarily provided through the Committee Clerk and the applicable District Division.

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4.19. Personal Liability

No member of a Committee shall be liable in his or her personal capacity for any debt or liability of the District, except as provided for in an applicable enactment. It is the responsibility of District to insure and indemnify the members of committees against all liabilities relating to fulfilling their responsibilities as members of the committee.

4.20. Orientation

- 4.20.1. Staff will provide an orientation package for newly appointed members.
- 4.20.2. Staff will conduct an orientation session for each Committee Chair and committee members after annual Committee appointments have been made.

5. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2022/09/26	
Council minutes eDocs # (Council Procedures only)	5558246	
Council report eDocs # (Council Procedures only)	5548904	
Signature	<div style="text-align: center;">  X _____ </div>	

6. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Date of last review	Click here to enter a date.	