

District of West Vancouver  
**POLICY**

Title: [Name] Committee Terms of Reference

Division: [Insert division name here]

Policy Number: [#####]

File Number: 0282-20-[#####]

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***\*Delete the following text boxes containing blue text once Terms of Reference are complete. Do not enter text in the text boxes.\****

## 1. Mandate

- 1.1. The purpose of the [Name] Committee (the Committee) is to [insert purpose here].

## 2. Role

- 2.1. The Committee will:

Note: Council committees are advisory committees, meaning that they make recommendations to Council with regards to District policy, the disbursement of District funds, and other similar activities. The duties and responsibilities identified in this section must therefore fit within the role of an advisory body. Sample language has been provided below - determine which are appropriate.

- (a) Consider...
- (b) Determine...
- (c) Identify...
- (d) Review...
- (e) Support...
- (f) Promote...
- (g) Analyze...
- (h) Advise...
- (i) Assist...
- (j) Make recommendations...

## 3. Membership

- 3.1. The Committee consists of [x] voting members:
- a) [x] volunteer representatives; and
  - b) [x] [insert description of other voting member types here, or delete if not required].

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- 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.
- 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. Volunteer members may serve for up to three (3) terms on the Committee, except as otherwise determined by Council.
- 3.5. The Chair and Vice-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.
- 3.6. 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; and
  - (b) [x] [insert description of other non-voting member types here, or delete if not required].

## 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 Mayor and 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

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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. Vacancies will be filled through advertisement placed in local newspapers, social media and on the website; applications received will be reviewed by Council.

- 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 established by the Committee from among its members for specific tasks or projects identified in the Annual Work Plan.
- 7.2. Subcommittee meetings are subject to the same requirements and rules of procedure as Committee meetings.

## 8. Annual Work Plan

- 8.1. The Committee is expected to identify a concise set of annual targets and objectives for the upcoming calendar year. The Annual Work Plan must be submitted to Council for approval prior to the end of the current year. The Annual Work Plan must be congruent with the ToR and must outline specific targets 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 [\[insert division name\]](#) division; and
  - (b) Staff of the [\[insert division name\]](#) division.

## 11. Approval

<b>Approved by</b>	<input type="checkbox"/> CAO	<input type="checkbox"/> Mayor and Council
<b>Approval date</b>	Click here to enter a date.	
<b>Council minutes eDocs # (Council Policies only)</b>		
<b>Council report eDocs # (Council Policies only)</b>		
<b>Signature</b>		

## 12. Additional Information

<b>Category</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
<b>Related procedure</b>	<input type="checkbox"/> Yes (0282-20-XXXX)	<input type="checkbox"/> No
<b>Date of last review</b>	Click here to enter a date.	