



The Corporation of the District of North Vancouver

**CORPORATE POLICY MANUAL**

|              |   |      |
|--------------|---|------|
| Section:     | Administration                                | 1    |
| Sub-Section: | Committees and Commissions/Meetings - General | 0360 |
| Title:       | MUNICIPAL ADVISORY COMMITTEES                 | 3    |

**POLICY**

**From time to time as deemed necessary, the District of North Vancouver may have Municipal Advisory Committees which fall into the following categories:**

- **Standing Advisory Committees;**
- **Statutory Committees;**
- **Joint External Advisory Committees;**
- **Working Groups;**
- **Community Advisory Committees; and,**
- **External Advisory Groups.**

**REASON FOR POLICY**

Municipal Advisory Committees provide expert and/or community advice to Council, senior management, and/or staff on a variety of topics, issues, projects and initiatives. The changes represented in this policy provide for greater clarity, flexibility, and responsiveness with respect to the use of advisory committees. The changes will also ensure that valuable community and staff resources are utilized in the most effective and efficient manner possible by focusing on meaningful and well defined goals and tasks to better meet District needs.

**PROCEDURE**

1. Definitions

**Standing Advisory Committees**

These are committees established by the Mayor for matters the Mayor considers would be better dealt with by committee. This category may also include certain other bodies generally considered to serve an ongoing, permanent function. The Mayor makes the appointments to standing advisory committees. At least half of the members of a standing committee must be Council Members. Appointments may be specified in legislation, bylaw, or terms of reference.

**Statutory Committees**

These are committees required by, or prescribed by, legislation. The bodies in this category either conduct independent statutory duties, advise Council, or manage major District assets. Members of Council may or may not be required, or permitted, on these committees. Appointments to these Committees are made by Council.

**Joint External Advisory Committees**

These are committees or commissions that are either bi- or tri-municipal in nature and either jointly manage cross-community assets and services or monitor issues of significant community interest on an ongoing basis. The composition of, appointment to, and operation of these bodies is prescribed in legislation, bylaws, or agreements.

## **Working Groups**

These are formed when Council or staff identify a specific issue or initiative and seek input from a cross-section of residents. Working Groups exist for a limited duration sufficient to complete the assigned task and work directly with staff who in turn report on the issue to Council. Generally, Councillors are not appointed to any working group except where a liaison role is deemed appropriate and appointments are made by the Advisory Oversight Committee.

## **Community Advisory Committees**

These are formed when staff identify issues that require ongoing or periodic community input or involve a particular user group whose input, guidance, or feedback is deemed necessary or desirable for the better delivery of a DNV service. Groups work with staff who in turn use the information as input for staff reports to Council. There is generally no formal Council involvement with the groups and appointments are made by staff but ratified by the Advisory Oversight Committee.

## **External Advisory Groups**

These are committees, working groups, advisory bodies, etc. created by organizations or agencies other than the DNV where the DNV has no control over the terms of reference of the body. DNV staff are involved as invited participants subject to the relevance of the body and our resources to sustain such participation.

### 2. Standardized Terms of Reference

The standardized Terms of Reference in Schedule A is intended to bring consistency to the creation of, appointment to, and functioning of various categories of advisory committees employed from time to time by the District of North Vancouver. Some customization is allowed in order to reflect the uniqueness of each advisory group. Terms of Reference are subject to the approval of the Advisory Oversight Committee.

### 3. Advisory Oversight Committee

The Advisory Oversight Committee is a Standing Committee of Council that has been delegated the authority to appoint, or confirm staff recommendations to appoint, appropriately qualified citizens and professionals to all Working Groups and Community Advisory Committees and to certain Joint External Advisory Committees and External Advisory Groups. The Mayor retains the statutory obligation to appoint Standing Committees members. Council appoints to certain Statutory Committees and Joint External Advisory Committees upon recommendation of suitable appointees by the Advisory Oversight Committee (see Schedule B).

### 4. Creation of New Advisory Committees

New advisory committees will be created, as needed, within the definitions set out in section 1. The nature of the task to be performed, the authority for undertaking it, the time estimated to complete the task, and nature of the expertise/opinion needed will be considered in determining which the five types of committee the new one will be. Terms of Reference for the new committee will be largely based on the standard in Schedule A.

### 5. Appointment Procedure

Appointments to any advisory committee will be made in accordance with Schedule B.

|                 |                   |              |                     |
|-----------------|-------------------|--------------|---------------------|
| Approval Date:  | November 20, 1995 | Approved by: | Executive Committee |
| Amendment Date: | December 11, 1995 | Approved by: | Regular Council     |
| Amendment Date: | April 22, 1996    | Approved by: | Regular Council     |
| Amendment Date: | April 14, 1997    | Approved by: | Regular Council     |
| Amendment Date: | April 27, 1998    | Approved by: | Regular Council     |
| Amendment Date: | October 05, 1998  | Approved by: | Regular Council     |
| Amendment Date: | November 28, 2000 | Approved by: | Regular Council     |
| Amendment Date: | May 28, 2007      | Approved by: | Regular Council     |
| Amendment Date: | August 29, 2011   | Approved by: | Regular Council     |
| Amendment Date: | July 10, 2017     | Approved by: | Regular Council     |

## Schedule A

### Standardized Terms of Reference

|                                  |  |
|----------------------------------|--|
| <b>Name</b>                      | What will the body be called?  |
| <b>Purpose</b>                   | What is the body's specific purpose?   |
| <b>Delegated Authority</b>       | Precisely describe the scope of any delegated authority.   |
| <b>Origin of Work</b>            | Who may assign the primary task, subsequent tasks, or modify assigned tasks?   |
| <b>Membership</b>                | How many members will there be? Will they represent interest groups or specific segments/areas of the community? Will there be one or more Councillors included as members?  |
| <b>Member Emeritus</b>           | Is there a certain individual that staff or Council would like to honour? This individual has provided significant value to the committee and their historical perspective and insight can continue to inform the committee. The member emeritus would be non-voting, and would be an advisor to the committee. Committees are not required to have a member emeritus. The member emeritus is for a one year term; and is renewable. Only one member emeritus per committee. There are no minimum attendance requirements for this position. |
| <b>Appointment</b>               |  |
| <b>Qualification</b>             | What are the prerequisites that qualify a person to be a member?   |
| <b>Recruitment and Selection</b> | How will potential members be recruited and what will be the selection process?  |
| <b>Appointment</b>               | Who or what body will make the appointment of members?   |
| <b>Term</b>                      | What is the term of appointment? Ensure that no more than half of the body turns over each year.   |
| <b>Revocation of Appointment</b> | Ensure that it is clear that the person or body making the appointment also has the power to revoke the appointment.   |
| <b>Vacancy</b>                   | Specify that any vacancy created is filled by a new appointee for the remainder of the term of the person being replaced.  |
| <b>Chair</b>                     | Will the Chair be selected by the body from amongst its members or will it be appointed by person or body appointing members?  |
| <b>Duties</b>                    | What kind of work will be assigned?  |
| <b>Work Plan</b>                 | Will a work plan be required? Where required, it must cover the term over which the assigned duties will take place and address what will be accomplished, within what time frame, and requiring what resources. If the body is a standing one, an annual work plan should be required.  |

|                             |  |
|-----------------------------|--|
| <b>Budget</b>               | What is the assigned budget, if any, for the period or duties? If a budget and work plan are required, they should be interrelated. The budget should reflect the true and complete cost of the body's duties including staff time dedicated to supporting the body.   |
| <b>Meeting Schedule</b>     | How frequently will the body meet? It may be a prescribed minimum or left to the call of the Chair.  |
| <b>Procedures</b>           | What procedures will the body adhere to? Statutory bodies may have prescribed rules, others may be required to conform to the Council Procedure Bylaw, while others may use Robert's Rules of Order. A set of procedures should be specified in order to bring certainty to the conduct of proceedings, such as defining quorum. |
| <b>Reporting</b>            | To whom and at what intervals will the body report? How will the body be dissolved upon its final report?  |
| <b>Staff Support</b>        | Will there be staff resources designated to support the activities of the body? If so, specify the scope of this support and identify minimum and maximum levels. Ensure this is addressed in the budget of the body.  |
| <b>Remuneration</b>         | Appointees will receive no remuneration for their service on such bodies. It is reasonable that expenses incurred in the conduct of business be reimbursed.  |
| <b>Conflict of Interest</b> | Appointees are required to be vigilant for issues of real or perceived conflict of interest and take appropriate action. District staff (Clerk, Directors, CAO) are available to discuss issues of conflict of interest with a potentially affected appointee.   |
| <b>Code of Ethics</b>       | Appointees will be required to sign a statement saying that they have read, understood, and will conform to the District's Code of Ethics. This will be required immediately upon appointment.   |
| <b>Dissolution</b>          | How and when will the body be dissolved?   |

## Schedule B

### Appointing Body

| Committee  | Category | Recommended by       | Confirmed by     |
|--|----------|----------------------|------------------|
| Advisory Design Panel                            |          | Staff <sup>2</sup>   | Council          |
| Advisory Oversight Committee                     |          | Mayor                | Mayor            |
| Board of Variance                                |          | Staff <sup>2</sup>   | Council          |
| Child Care Grants Committee                      |          | Staff <sup>1</sup>   | AOC <sup>3</sup> |
| Community Advisory Panel (chemical companies)    |          | Staff                | Staff            |
| Community Heritage Advisory Committee            |          | Staff <sup>1</sup>   | AOC <sup>3</sup> |
| Community Monitoring Advisory Committee          |          | Staff <sup>1</sup>   | AOC <sup>3</sup> |
| Community Services Advisory Committee            |          | Staff <sup>1</sup>   | AOC <sup>3</sup> |
| Finance & Audit Committee                        |          | Mayor                | Mayor            |
| Golf Facilities Strategic Working Group          |          | Staff <sup>1</sup>   | AOC <sup>3</sup> |
| Highway 1 Interchange Design Working Group[      |          | Staff <sup>1</sup>   | AOC <sup>3</sup> |
| Joint Police Committee                           |          | Mayor                | Mayor            |
| Joint Use of Public Facilities Planning Group    |          | Staff                | Staff            |
| Lynn Valley Village Working Group                |          | Staff <sup>1</sup>   | AOC <sup>3</sup> |
| Major Infrastructure Projects Advisory Committee |          | AOC <sup>2</sup>     | Council          |
| Municipal Library Board                          |          | Staff <sup>2</sup>   | Council          |
| Museum & Archives Commission                     |          | Staff <sup>1</sup>   | AOC <sup>3</sup> |
| North Vancouver Recreation Commission            |          | AOC                  | Council          |
| NS Advisory Committee on Disability Issues       |          | Staff <sup>1</sup>   | AOC <sup>3</sup> |
| NS Emergency Management Office                   |          | Bylaw                | Bylaw            |
| NS Substance Abuse Working Group                 |          | Staff <sup>1</sup>   | AOC <sup>3</sup> |
| NS Waterfront Liaison Committee                  |          | Staff                | Staff            |
| OCP Implementation Monitoring Committee          |          | Staff <sup>1</sup>   | AOC <sup>3</sup> |
| Parcel Tax Roll Review Panel                     |          | Council <sup>2</sup> | Council          |
| Parks and Natural Environment Committee          |          | Staff <sup>1</sup>   | AOC <sup>3</sup> |
| Public Art Committee                             |          | Staff <sup>1</sup>   | AOC <sup>3</sup> |
| Transportation Consultation Committee            |          | Staff <sup>1</sup>   | AOC <sup>3</sup> |

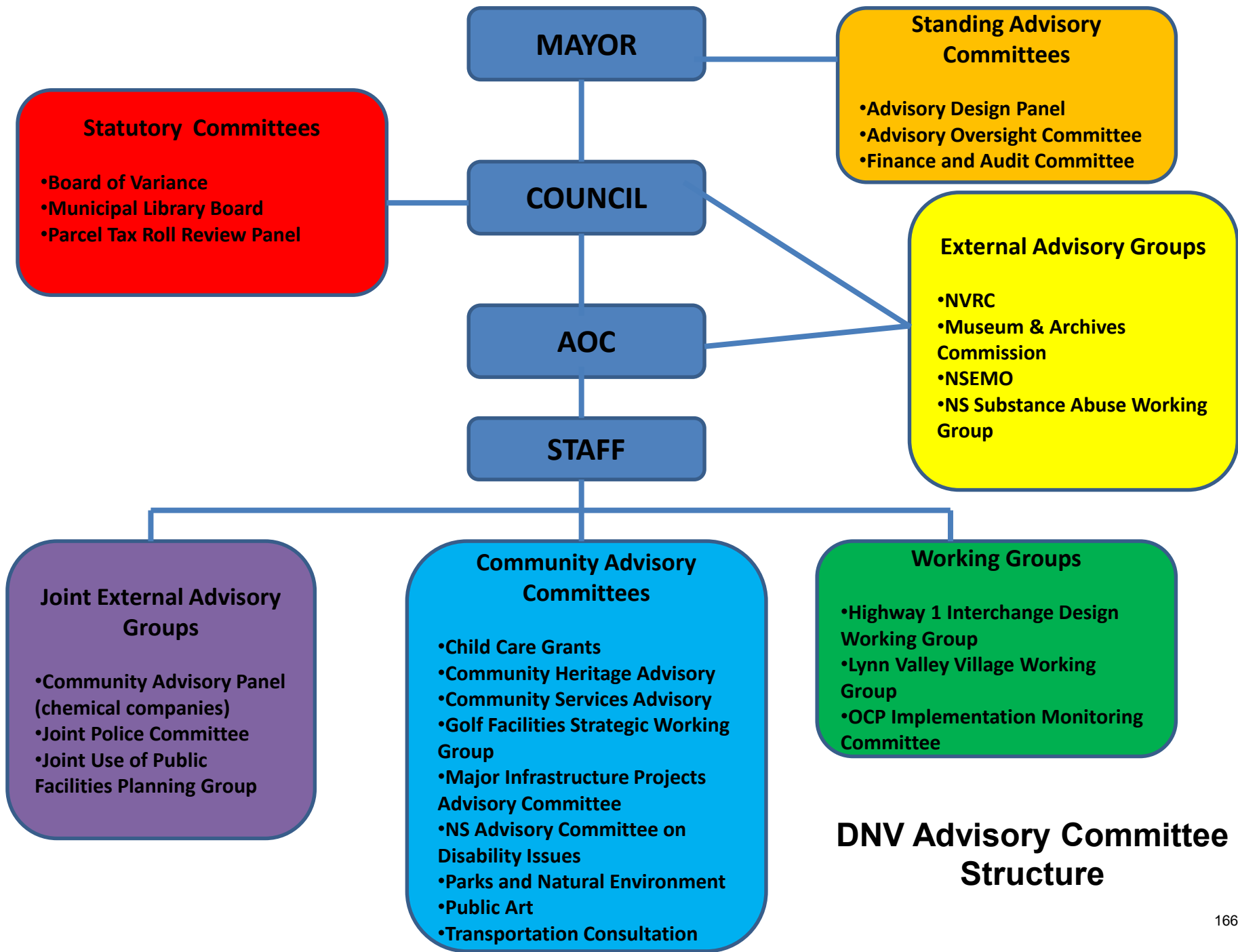
|  |                                    |
|--|------------------------------------|
|  | Standing Advisory Committees       |
|  | Statutory Committees               |
|  | Joint External Advisory Committees |
|  | Working Groups                     |
|  | Community Advisory Committees      |
|  | External Advisory Groups           |

**Notes:**

<sup>1</sup>staff appointments ratified by Advisory Oversight Committee

<sup>2</sup>staff will prepare background information for Council or AOC

<sup>3</sup>Advisory Oversight Committee acting on behalf of Council (appointment(s) to be circulated to Council for information/comment prior to being confirmed)



## DNV Advisory Committee Structure