



The Corporation of the District of North Vancouver

CORPORATE POLICY

Title	Municipal Advisory Committees
Section	Corporate Administration

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 Committees (appointed by Mayor);
- Statutory Boards (appointed by Council);
- Statutory Commissions (appointed by Council);
- Community Advisory Committees (appointed by Council);
- Community Advisory Committees (appointed by AOC); and,
- Temporary Working Groups (appointed by AOC).

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. This policy provides for greater clarity, flexibility and responsiveness with respect to the use of advisory committees. It will also ensure that valuable community and staff resources are utilized in the most effective and efficient manner possible by focussing on meaningful and well-defined goals and tasks to better meet District needs.

PROCEDURE

1. Definitions

Standing Committees

These are committees established by the Mayor pursuant to section 141 of the *Community Charter* for matters the Mayor considers would be better dealt with by committee. The Mayor makes appointments to standing committees of council and has sole discretion.

Statutory Boards

These are boards required by, or if discretionary, governed by, provincial statute and conduct independent statutory duties. As such, appointments are to be made

by council taking into consideration recommendations from the Advisory Oversight Committee.

Statutory Commissions

These are discretionary bodies created by council to manage major District assets. Appointments are made by council taking into consideration recommendations from the Advisory Oversight Committee.

Community Advisory Committees (Council)

These are created when council identifies issues that require ongoing community input or involve a particular user group whose input, guidance or feedback is deemed necessary or desirable for the better delivery of a District service. In approving the terms of reference of certain community advisory committees, council has indicated it wishes to be the body making appointments. Appointments are made by council taking into consideration recommendations from the Advisory Oversight Committee.

Community Advisory Committees (AOC)

As above, these are created when council identifies issues that require ongoing community input or involve a particular user group whose input, guidance or feedback is deemed necessary or desirable for the better delivery of a District service. Certain community advisory committees are not required to be appointed by council and are made by the Advisory Oversight Committee taking into consideration recommendations from staff.

Temporary Working Groups

These are created when council identifies a specific issue or initiative and seeks input from a group of experts or a cross-section of residents. Temporary working groups exist for a limited duration sufficient to complete the assigned task. They may report directly to council or indirectly through staff. Appointments are made by the Advisory Oversight Committee by reviewing submitted applications directly or taking into consideration recommendations from staff if staff have been directed to review applications.

Other municipal advisory committees not requiring council or AOC appointments

There are several municipal advisory committees that do not require appointments by either council or the Advisory Oversight Committee. These fall into two categories and are listed in Schedule B:

A. External Committees

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

B. Fixed or Council Liaison Appointments

These are a variety of committees whose membership is fixed by bylaw or where the appointment is made at the discretion of the Mayor as part of the council liaison assignments.

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 to ratify staff recommendations to appoint, appropriately qualified citizens and professionals to certain community advisory committees and temporary working groups. The Mayor retains authority to appoint members of standing committees of council while council retains authority to appoint to statutory boards, municipal commissions and certain community advisory committees and may do so taking into consideration recommendations from the Advisory Oversight Committee.

4. Creation of New Committees

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

5. Committee Member Remuneration

Committee appointees will serve without remuneration.

6. Appointment Procedure

Appointments to municipal advisory committees will be made in accordance with Schedule B.

Policy approved on: November 20, 1995

Policy amended on: December 11, 1995

Policy amended on: April 22, 1996
Policy amended on: April 14, 1997
Policy amended on: April 27, 1998
Policy amended on: October 5, 1998
Policy amended on: November 28, 2000
Policy amended on: May 28, 2007
Policy amended on: August 19, 2011
Policy amended on: July 10, 2017
Policy amended on: December 4, 2023

Schedule A

Standardized Terms of Reference

District of North Vancouver
<<INSERT COMMITTEE NAME>> Committee
Terms of Reference

The <<COMMITTEE NAME>> Committee is a standing/select/advisory committee of the District of North Vancouver Council to provide advice and community perspective on issues related to...<<insert purpose statement>>.

Committee Responsibilities

Within the scope of Council priorities, the <<COMMITTEE NAME>> Committee specific responsibilities include:

- <<INSERT HIGH-LEVEL MANDATE AND DUTIES>>.
-

The Committee will provide an annual report to Council as outlined in the District's Council Procedure Bylaw.

Committee Membership and Meetings

Committee members are appointed annually by Mayor/Council/Advisory Oversight Committee following recommendation by the Advisory Oversight Committee. Committee members are appointed for two-year terms, with an option to renew for an additional two- year term. Members may then reapply for two, one-year subsequent terms thereafter for a total of six-years.

Membership will comprise of a maximum of X members, seeking representation and qualification as follows:

- <<INSERT HIGH-LEVEL PREREQUISITES OR DESIRED MEMBERS>>

The Advisory Oversight Committee may appoint any other person not outlined above based on the consideration of a combination of skills and experience, or at the recommendation of the Committee Staff Liaison.

The Committee meets quarterly <<or monthly>>. Additional meetings may be called throughout the year at the call of the Chair upon recommendation of the Committee Staff Liaison. A quorum of 50% plus one of the Committee membership is required to conduct Committee business. The Committee will conduct meetings in accordance with the District's Council Procedure Bylaw.

The Chair and Vice Chair will be elected by the Committee at its first meeting each year. If both are absent from a meeting, an Acting Chair will be chosen by the members present to preside over the meeting.

Committee Management

A work plan to cover the one-year term will be prepared jointly by the Committee and the Committee Staff Liaison to provide direction for achieving the Committee's mandate.

Staff support will be provided by Committee Staff Liaison or designate. Professional advice will be provided by staff, consultants or guest speakers retained by the District. There is no delegated authority to the Committee. The Committee Staff Liaison is responsible for coordinating agendas and serves as the principal point of contact for committee members.

Dissolution of the committee is at the direction of Council at the recommendation of the Advisory Oversight Committee.

Committee members are volunteers and will serve without remuneration.

Committee members are required to conduct themselves in accordance with the District's Code of Ethics and all associated Council and corporate policies, which includes any real or perceived conflict of interest issues. The Committee Orientation Manual provides an overview of committee involvement and expectations and is provided to all committee members.

Schedule B

Appointing Body

Standing Committees of Council (Mayor)

Advisory Oversight Committee
Finance and Audit Committee
Parcel Tax Roll Review Panel

Statutory Boards (council)

Board of Variance
Municipal Library Board

Municipal Commissions (council)

Museum & Archives Commission
North Vancouver Recreation and Culture Commission

Community Advisory Committees (council)

Advisory Design Panel
District of North Vancouver Climate Action Advisory Committee
Major Infrastructure Projects Advisory Committee

Community Advisory Committees (Advisory Oversight Committee)

Child Care Grants Committee
Community Heritage Advisory Committee
Community Services Advisory Committee
North Shore Advisory Committee on Disability Issues
North Vancouver Public Art Advisory Committee
Parks and Natural Environment Committee

Temporary Working Groups (Advisory Oversight Committee)

None at the moment

Other municipal advisory committees not requiring council or AOC appointments

A. External Committees (staff)

Community Advisory Panel (chemical companies)
North Shore Waterfront Liaison Committee (Port of Vancouver)

B. Fixed or Council Liaison Appointments (bylaw or Mayor)

North Shore Chamber of Commerce
North Shore Emergency Management Office
North Shore Standing Committee on Substance Abuse
North Vancouver Policing Committee
Vancouver Coastal Health Authority – North Shore Congress Planning
Committee
Vancouver Coastal Health Authority – North Shore Liaison Group
North Shore Table Matters Network