

THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER

ADVISORY OVERSIGHT COMMITTEE (AOC) Standing Committee of Council

TERMS OF REFERENCE

1. A Standing Committee of Council, to be known as the District of North Vancouver Advisory Oversight Committee, is hereby established.
2. The mandate of the Committee shall be:
 - (a) To review the Terms of Reference for Community Committees of Council as needed and be authorized to amend such as the AOC determines;
 - (b) Create a standardized Terms of Reference for new advisory committees, taskforces, working groups or other such bodies;
 - (c) Initiate a committee policy to include forum/working groups and oversee the implement of the transition process;
 - (d) Be authorized to make recommendations for appointments to community advisory groups, task forces, working groups, or other such bodies as needed and required by the applicable Terms of Reference; and, to seek the recommendations of the appropriate staff when/where necessary. Note, Council resolution is required for any recommendations or appointments for the following committees:
 - i) Standing Advisory/Statutory Committees
 - ii) Regional Committees
3. The Committee shall encourage closer liaison with other granting bodies, including other municipalities, the Provincial and Federal Governments and private agencies.
4. The Committee shall encourage the continuation and extension of volunteer services in the District of North Vancouver.
5. The Committee shall consist of three members of Council
6. Each member will be appointed for a one-year term or until a replacement is duly appointed.
7. The Chair and Vice-Chair shall be elected by the Committee at its first meeting in January every year.

8. A simple majority of the existing sitting members shall constitute a quorum.
9. All decisions of the Committee shall be determined by a simple majority vote of the members present.
10. The meeting schedule will be determined by the Committee on an as needed basis.
11. District staff shall provide professional advice and other staff assistance to the Committee at the discretion of the Chief Administrative Officer. No staff person shall be a voting member of the Committee.
12. As a Standing Committee, the AOC is required to adhere to all applicable requirements of the *Community Charter*.
13. All points of procedure not specifically provided for in these Terms of Reference shall be decided and determined in accordance with Robert's Rules of Order.
14. There shall be no budget assigned for this committee.

Approved by Council on December 14, 2009.