

**District of North Vancouver
Community Services Advisory Committee
Terms of Reference**

The Community Services Advisory Committee is an advisory committee of the District of North Vancouver Council to provide advice and community perspective on issues related to social and cultural concerns that affect the quality of life in the District.

Committee Responsibilities

Within the scope of Council priorities, the Community Services Advisory Committee advises council and staff on the specific responsibilities which include:

- Provide information to meet community needs and priorities regarding the availability of services to the residents of the District of North Vancouver;
- Make recommendations regarding the planning and development of social programs to meet community needs, prevent duplication and to encourage effectiveness and economy of program costs;
- Receive submissions on relevant matters from individuals and groups in or serving the community;
- Recommend the allocation of municipal grants and assistance to community groups and organizations within an approved budget; and
- Recommend the allocation of Permissive Tax Exemptions to non-profit organizations in accordance with Provincial Legislation and District Bylaws, Policies, and Guidelines.

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 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 be comprised of a maximum of thirteen members, seeking representation and qualification as follows:

- Committee members selected will represent the broad geographic and demographic characteristics of the municipality and will be residents of the District of North Vancouver.
- An exception to residency requirements may be made for individuals with unique qualifications and backgrounds.
- A Member Emeritus may be appointed for a one-year term as a non-voting advisor to the committee. There may only be one such member at any time and the one-year appointment is renewable for a total of six years.

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 at the call of the Chair. 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

An annual work plan related to the committee's responsibilities will be prepared jointly by the Committee and the Committee Staff Liaison, through the Manager, to provide direction for achieving the Committee's mandate.

Staff support will be provided by 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 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.