

## THE CORPORATION OF THE CITY OF NORTH VANCOUVER

### SOCIAL PLANNING ADVISORY COMMITTEE TERMS OF REFERENCE

A Committee, to be known as the **City of North Vancouver Social Planning Advisory Committee**, is hereby established by the Council for The Corporation of the City of North Vancouver.

#### Purpose

1. On Council's request, the Committee shall advise and advocate to Council on broad social, cultural and ethnic concerns that affect residents of the City of North Vancouver and shall make recommendations to Council on matters concerning the planning and development of Municipal strategies, such as the City's Social Plan, to meet community social needs. More specifically, the Committee shall:
  - (a) Advise and advocate to Council on community social needs (facilities and programs) and recommend appropriate responses.
  - (b) Comment on Municipal social planning goals, objectives, policies and priorities as set by Council including consideration of the Social Plan implications of major physical planning and development projects.
  - (c) Advise Council on the allocation of community grants (on Council's request).
  - (d) Serve as a resource to various Council committees and Municipal staff on matters with potential social implications so as to avoid duplication of effort and encourage effective responses to such issues.
  - (e) Liaise with public and private agencies, including senior government, to encourage coordination and cooperation in the planning, development and provision of community social services.
  - (f) Encourage input on relevant matters from individuals and groups serving the community.
  - (g) Encourage the continuation and extension of volunteer services in the municipality by involving the community in facilitating the work plan of the Committee.
  - (h) Annually file a work plan for approval by Council. Said plan shall:
    - detail issues and areas of concern which the Committee feels should be examined;

- indicate the method of soliciting “public input” for each (if applicable); and
- provide an estimate of the time required to complete each of the listed activities.

## **Composition**

1. The Committee, to be appointed by the Mayor and Council of the City of North Vancouver, shall consist of nine voting members, who represent the community at large. One of the members will possess an educational background and one will have a recreational background.
2. The Committee shall be balanced with consideration given to geography, areas of interest and expertise when appointing the nine members at large. Members at large shall be residents of the City of North Vancouver.
3. The member of Council who is appointed to the Committee in a liaison capacity shall not have a vote and shall act in a liaison role. They may assist in discussion but shall not try to influence the Committee. The Council Member shall not attend nor participate in discussions related to the awarding of grants.

## **Staff Resource**

1. A Committee Clerk/Secretary shall be provided to the Committee who shall be responsible for agenda preparation, minute taking and meeting preparations.
2. Municipal social planning staff shall provide professional advice and other staff assistance to the Committee at the discretion of the Director of Development Services. Staff persons will not be voting members of the Committee.

## **Procedure**

1. Initially, four of the members at large will be appointed by Council for two years and three members for one year, with the terms concluding on January 31. Thereafter, all members will be appointed for two-year terms. Members may serve for no more than three consecutive two-year terms. Members will not receive remuneration.
2. Any vacancy caused by the death, removal or resignation of a member shall be filled by Mayor and Council for the unexpired term of such member.
3. A Chair and Vice-chair shall be elected from the community members by the Committee annually each February. If both are absent from any meeting, an Acting Chair shall be chosen by those members present.

4. The Chair and Vice-chair shall vote on all questions submitted and, in the case of equal division, the question shall be disposed of in the negative.
5. A total of five members, including the Chair, Vice-chair or Acting Chair but excluding the Council member, who acts in a liaison capacity, shall constitute a quorum.
6. If any member misses three regularly called consecutive monthly meetings without giving a reasonable cause to the Chair or Committee Clerk in advance, he or she will be deemed to have resigned.
7. All decisions of the Committee shall be determined by a simple majority vote of the members present.
8. The duties of the Chair shall include the calling of, and presiding at, meetings of the Committee in accordance with the regulations of the Committee with respect thereto, and such other duties as the Committee may prescribe, but not less than one meeting shall be called in each three-month period.
9. Minutes shall be kept of the meetings, and shall be filed with the office of the City Clerk for submission to Council.
10. The regular monthly meetings of the Committee shall be open to the general public, with provision for in-camera sessions at the discretion of the Committee.
11. The Committee shall annually file a budget appropriation request with the City's Director of Finance to enable it to conduct its affairs. The Committee must operate within the approved budget appropriation, and any unexpended or uncommitted portions of the budget will revert to the City budget surplus.
12. All points of procedure not specifically provided for in these Terms of Reference shall be decided and determined in accordance with the City's Procedure Bylaw No. 5191 (1979) and Robert's Rules of Order.