

Social Planning Advisory Committee Terms of Reference

Committee Name	Social Planning Advisory Committee (SPAC)
Vision / Goal Statement	To provide community input on advancing the pathways of the Community Wellbeing Strategy, especially Pathway 6: Partnerships, Advocacy & Financial Supports with respect to the Committee's role in reviewing community grants, helping promote Council's strategic priorities for a Prosperous, Vibrant City for People.
Mandate	<p>The Committee will:</p> <ul style="list-style-type: none"> (a) Advise Council on community social needs (facilities, programs, etc.), appropriate responses, and the allocation of community grants. (b) Review, monitor and advise on the City's social and community planning goals, objectives, policies and priorities as guided by Council's Strategic Plan, including consideration of the Community Wellbeing Strategy and implications of major City-led planning and development projects.
Voting Members	<p>The Committee will be comprised of up to 9 voting members in accordance with the following provisions:</p> <ul style="list-style-type: none"> (a) Members of the Community at Large reflecting a diversity of experiences and perspectives and the demographic diversity of the City and (9 appointed by Council).
Non-Voting Members	<p>The Committee will include 1 seat for the following non-voting member:</p> <ul style="list-style-type: none"> (a) Council Liaison (1 appointed annually by Council – member to be excluded from consideration of grant applications)
Terms of Service	<p>The following terms are applicable to the Voting and Non-Voting Members of the Committee:</p> <ul style="list-style-type: none"> (a) Terms for Community Members are for 2 years to a maximum of 3 terms. Mid-term vacancies may be addressed immediately or at the end of a term at the option of the supporting staff Director(s). (b) All other terms for voting and non-voting members are continuous, subject only to: <ul style="list-style-type: none"> (i) the elected office or good standing of the member; and (ii) the designation of the member as the organization's representative for the year or portion thereof.

Committee Resources	<p>The Committee shall have the following resources:</p> <ul style="list-style-type: none"> (a) Internal: <ul style="list-style-type: none"> (i) Primary staff support and oversight will be the responsibility of the Director of Planning and Development through their designated professional staff for the provision of: <ul style="list-style-type: none"> A. annual work plans in alignment with the Committee's mandate, and B. agendas and meeting materials reflecting the annual work plans, in general support of the Committee; (ii) Secondary staff support may be provided by other departments; (iii) Clerical staff support will be provided by the Legislative Services Division of the DCAO's Office (b) External: As appropriate, representatives may be invited from external agencies and community serving organizations to provide specialized knowledge and perspectives to the Committee.
Chair	A Chair is to be chosen annually from amongst the voting members. In the event of the Chair's absence, the Committee will select from amongst its voting members an Acting Chair.
Quorum	A quorum shall consist of a majority of the Committee's voting members. If a quorum is not present within 15 minutes following the time at which the meeting was to commence, the Committee Clerk shall record the names of the members present at the meeting, and the meeting shall stand adjourned.
Attendance	<p>Members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. Any member who is absent from three consecutive meetings of the Committee without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution cease to be a member of the Committee.</p> <p>Section 144 of the <i>Community Charter</i> gives Council the power to rescind an appointment at any time.</p>
Meeting Frequency	The Committee shall meet monthly, subject to cancellation by the Committee Clerk due to impending lack of quorum or lack of matters for consideration by the Committee.

Reporting	Committee recommendations shall be communicated regularly through staff along with annual reporting on work plan accomplishments, expenses and alignment of Council priorities with planned work for the coming year per the City of North Vancouver Advisory Body Procedures Manual, as amended from time to time.
Governance	<i>Community Charter</i> , Section 142
Rules of Procedure and Conduct	City of North Vancouver Advisory Body Procedures Manual, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> (a) Advisory Body Appointee Agreement, to be signed at first meeting; (b) Respectful Communication Policy; (c) Respectful Workplace Policy No. 203; (d) Social Media Policy No. 212; (e) "Council Procedure Bylaw, 2015, No. 8500" (excerpts applicable to Advisory Bodies).

Adopted on January 27, 2025