

The Corporation of the  
CITY OF WHITE ROCK



Governance and Legislation Committee  
AGENDA

Wednesday, April 7, 2021, 5:00 p.m.

City Hall Council Chambers

15322 Buena Vista Avenue, White Rock, BC, V4B 1Y6

**\*Live Streaming/Telecast:** Please note that all Committees, Task Forces, Council Meetings, and Public Hearings held in the Council Chamber are being recorded and broadcasted as well included on the City's website at: [www.whiterockcity.ca](http://www.whiterockcity.ca)

The City of White Rock is committed to the health and safety of our community. In keeping with Ministerial Order No. M192 from the Province of British Columbia, City Council meetings will take place without the public in attendance at this time until further notice.

T. Arthur, Director of Corporate Administration

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	Pages
1. <b>CALL TO ORDER</b> Councillor Trevelyan, Chairperson	
2. <b>ADOPTION OF AGENDA</b>  <b>RECOMMENDATION</b> THAT the Governance and Legislation Committee adopt the agenda for April 7, 2021 as circulated.	
3. <b>ADOPTION OF MINUTES</b>  <b>RECOMMENDATION</b> THAT the Governance and Legislation Committee adopt the meeting minutes for February 22, 2021 as circulated.	4
4. <b>CITY ADVISORY BODY / COMMITTEE TERMS OF REFERENCE AND WORK ITEM DISCUSSION</b>  In accordance with Council direction at the March 15, 2021 Special Council meeting the following Advisory Body/ Committee (AC) Terms of Reference have been brought forward with draft mandates for review and discussion.  1. <b>Discussion on each Terms of Reference with a focus on the new</b>	7

mandates for consideration by the Committee ; and

2. Discussion on possible work plan items for consideration by the Committee to forward to the AC's in order to help draft their work plan.

It was noted by the consultant that it would be beneficial for Council to assist the committees in the development of their work plan items (tying in with the mandate). The work plan should be limited to a few items given that the majority of the ACs meet monthly. Example: in most cases, approximately ten (10) times per year (there would be approximately 20 hours of time per year for them to advance their work plan).

- Arts and Culture Advisory Committee
- Economic Development Advisory Committee
- Environmental Advisory Committee
- History and Heritage Advisory Committee
- Housing Advisory Committee
- Public Art Advisory Committee

**Note:** The 2021/ 2022 Strategic Priorities have been included as reference material.

**Note:** The staff liaison will be available to offer suggestions as to their work plans have been based on the Strategic Priorities. It was further noted by the consultant that the ACs can also act as a "sounding board" for staff in relation to their work in developing and updating policy, plans and projects.

## 5. PETITIONS TO COUNCIL

116

Councillor Johanson requested this item be placed on the agenda for discussion.

The *Community Charter* in regard to petitions:

### ***Petitions to Council, Section 82***

*(1) A petition to a council is deemed to be presented to council when it is filed with the corporate officer.*

*(2) A petition to a council must include the full name and residential address of each a petitioner.*

Previously Council adopted the following in the City Council and Committee Procedure Bylaw in regard to petitions:

Section (8) Every petition presented to Council by a Delegation, or

otherwise, must include:

- (a) the date of the petition;
- (b) legible full names of each signatory petitioner with their address; and,
- (c) a statement at the top of the page clearly indicating why signatures have been collected.

Section (9) All petitions addressed to Council will be placed on the Council agenda for receipt. Petitions must be received by 8:30 a.m. on the Monday prior to the next regular scheduled meeting. Petitions received after this agenda deadline will be automatically placed on the next regular scheduled meeting agenda. *(Amended by Bylaw 2284)*

**Note:** The full Bylaw 2232 is attached for reference purposes.

**6. HIRING OF CONSULTANTS**

Councillor Trevelyan requested this item be placed on the agenda in order to review the City's current procedures and guidelines for hiring consultants.

**7. FUTURE GOVERNANCE AND LEGISLATION TOPICS**

Discussion on topics for future Governance and Legislation Committee meetings.

**8. CONCLUSION OF THE APRIL 7, 2021 GOVERNANCE AND LEGISLATION COMMITTEE MEETING**



## **Governance and Legislation Committee**

### **Minutes**

February 22, 2021, 5:00 p.m.

City Hall Council Chambers

15322 Buena Vista Avenue, White Rock, BC, V4B 1Y6

PRESENT: Mayor Walker  
Councillor Chesney  
Councillor Fathers  
Councillor Johanson  
Councillor Kristjanson  
Councillor Manning  
Councillor Trevelyan

STAFF: Guillermo Ferrero, Chief Administrative Officer  
Tracey Arthur, Director of Corporate Administration  
Carl Isaak, Director of Planning and Development Services  
Jim Gordon, Director of Engineering and Municipal Operations  
Colleen Ponzini, Director of Financial Services  
Greg Newman, Manager of Planning  
Debbie Johnstone, Deputy Corporate Officer

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#### **1. CALL TO ORDER**

Councillor Trevelyan, Chairperson

The meeting was called to order at 5:01 p.m.



2. **MOTION TO CONDUCT GOVERNANCE AND LEGISLATION COMMITTEE MEETING WITHOUT PUBLIC IN ATTENDANCE**

**Motion Number: 2021-G/L-008** It was MOVED and SECONDED

WHEREAS COVID-19 has been declared a global pandemic;

WHEREAS the City of White Rock has been able to continue to provide the public access to the meetings through live streaming;

WHEREAS holding public meetings in the City Hall Council Chambers, where all the audio/video equipment has been set up for the live streaming program, would not be possible without breaching physical distancing restrictions due to its size, and holding public meetings at the White Rock Community Centre would cause further financial impact to City Operations due to staffing resources and not enable live streaming;

WHEREAS Ministerial Orders require an adopted motion in order to hold public meetings electronically, without members of the public present in person at the meeting;

THEREFORE BE IT RESOLVED THAT the Governance and Legislation Committee (including all members of Council) authorizes the City of White Rock to hold the February 22, 2021 meeting to be video streamed and available on the City's website, and without the public present in the Council Chambers.

**Motion CARRIED**

3. **ADOPTION OF AGENDA**

**Motion Number: 2021-G/L-009** It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopt the agenda for February 22, 2021 as circulated.

**Motion CARRIED**

4. **ADOPTION OF MINUTES**

**Motion Number: 2021-G/L-010** It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopt the meeting minutes for February 1, 2021 as circulated.

**Motion CARRIED**

5. **REVIEW OF ADVISORY DESIGN PANEL TERMS OF REFERENCE AND SUBMISSIONS CHECKLIST**

Corporate report dated February 22, 2021 from the Director of Planning and Development Services titled "Review of Advisory Design Panel Terms of Reference and Submissions Checklist".

**Motion Number: 2021-G/L-011** It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council endorse the revised Advisory Design Panel Terms of Reference and Submissions Checklist as attached to this corporate report and direct staff to implement the changes.

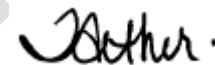
**Motion CARRIED**

6. **CONCLUSION OF THE FEBRUARY 22, 2021 GOVERNANCE AND LEGISLATION COMMITTEE MEETING**

The meeting was concluded at 5:08 p.m.

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Mayor Walker



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Tracey Arthur, Director of Corporate Administration

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE:** **TERMS OF REFERENCE:**  
**ARTS AND CULTURAL ADVISORY COMMITTEE**  
**POLICY NUMBER:** **COUNCIL POLICY 143**

<i>Date of Council Adoption: November 7, 2016</i>	<i>Date of Last Amendment: March 9, 2020</i>
<i>Council Resolution Number: 2015-043, 2015-214, 2016-483, 2018-150; 2019-044; 2019-371; 2020-155</i>	
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: March 9, 2020</i>

## **1. Mandate**

The Arts and Cultural Advisory Committee will make recommendations for updates to the City's Cultural Strategic Plan (CSP) to ensure the CSP reflects best practices and community values for deriving socio-economic benefits from an active arts and culture sector. The Cultural Development Workplan will be updated and monitored as well to ensure Cultural Development activities support achievement of the CSP's goals and objectives.

The Committee may consider, inquire into, report, and make recommendations to Council about matters referred to the Committee by Council, the Chief Administrative Officer, Staff Liaison, or items brought forward by Committee members that are aligned with the Committee's mandate/Terms of Reference (if there is time for the committee to discuss or add to their agenda working within their regular meeting schedule).

## **2. Annual Work Plan**

Council will participate in a workshop with staff prior to the Advisory Body/ Committee (AC) appointments being made where they will give input that would be developed to bring forward to the AC regarding elements of work that the AC would include in it as annual work plan to support Council's Strategic Priorities. This would not be intended to limit the AC from undertaking other initiatives that are in line with Council's Strategic Priorities but rather to assist the AC in more efficiently developing an effective work plan that would assist Council in accomplishing their Strategic Priorities in a timely manner.

The annual work plan will be prepared by the AC for their term and submitted to Council within two (2) months of its appointment by Council. It is recognized that other work items may arise during the course of the term and that additions to the work plan may be recommended by Council, staff or the AC itself. Additional items requested to be added to the work plan by the AC should not require additional meetings from their meeting schedule. The purpose of the AC

is to advise Council on items linked directly within their mandate, which correlate to Council's Strategic Priorities.

Any amendment to the AC's approved work plan must be approved by Council.

### **3. General Terms**

Appointments will be made by Council for a two (2) year term. The term appointments will not exceed the current Council term.

Subsequent appointments by Council to the AC's will be preferred to address the replacement of members who resign mid-term. The Chairperson and Vice-Chairperson will determine if it is necessary that further recruiting is required for anything other than mid-term appointments.

### **4. Membership**

The Arts and Cultural Advisory Committee will consist of up to seven (7) voting members; some of which will bring expertise / experience in the area of the mandate of the AC and some will be representatives of local arts, cultural agencies, businesses, or the arts community-at-large. These members would be in addition to the two (2) Councillors, who will be named as Chairperson and Vice-Chairperson (non-voting members).

The membership will include members from community-based organizations where the mandate of the organization aligns with the mandate of the AC (non-voting members).

The following considerations will be made by Council when appointing members to the AC's: diversity including age, gender, ethnicity, etc.

**Note:** Anyone that has been removed from an AC, due to a breach in the Code of Conduct will not be considered for future appointments to an AC, under the current Council term,

### **5. Chairperson/ Vice-Chairperson**

The two (2) members of Council on the Committee will serve as the Chairperson and Vice-Chairperson. The positions of Chairperson and Vice-Chairperson will alternate on an annual basis between the two (2). Councillors and will serve as non-voting members on the AC.

### **6. Meetings**

- a) The AC will meet on a monthly basis.
- b) Corporate Administration will distribute a meeting schedule at the first meeting to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.

- c) The agenda will be created and distributed by Corporate Administration, including a standing item with a review of the AC's progress toward completion of its current term work plan, as endorsed by Council.
- d) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the meeting will be cancelled. The Committee Clerk will inform the Chairperson, Vice-Chairperson, staff liaison(s) followed by committee members.
- e) Staff will inform the Chairperson and Vice-Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the AC. A meeting may be called, cancelled or rescheduled by the Chairperson. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- f) AC members must advise the Committee Clerk of their intent to attend or to be absent from a meeting. If the majority of members indicate that they will not be attending the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson, Vice-Chairperson and staff liaison(s), followed by informing all members.
- g) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following notification of the Chairperson and staff liaison, followed by all members.
- h) At the initial Arts and Cultural Advisory Committee meeting:

An orientation process for new members will be prepared for presentation at the first meeting after appointments are made by Council. Including but not limited to within the orientation:

- Summary of the mandate;
  - Overview of the current or previous work plan;
  - Recent successes;
  - How the AC fits within the broader organization of the City;
  - Overview of the correlating supplemental material (ex: Master or Strategic Plans);
  - Summary of Council's Priorities in relation to the mandate;
  - Process and procedures in meeting conduct; and
  - Overview of the City's Code of Conduct, Respectful Workplace Policy and Anti-Racial Discrimination and Anti-Racism Policy;
- i) Due to the COVID-19 pandemic, meetings will be held only through electronic means. Once the COVID-19 pandemic/ related Provincial Health Orders permit then all meetings will be open to the public and held in person, unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*, and held in person.
  - j) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
  - k) When deemed relevant to the discussion of a particular item of business under consideration, the AC will take into account the meeting business, the permitted time to conduct the

remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comment(s) within a limited time as determined by the Chairperson.

- l) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- m) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson where there have been three (3) consecutive absences without knowledge/ reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- n) Any person with particular expertise, including staff, may be invited by the Chairperson or staff liaison(s) to attend a meeting in order to provide information or advice.
- o) An AC must hear and consider representations by any individual, group or organization on matters referred to the AC by Council.
- p) An AC does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- q) An AC cannot direct staff to act without the endorsement of Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
  - i. Any such action must be referred to Council for consideration and adoption; and
  - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- r) On broader matters, such as organizing or setting up major/ unusual events or projects which do not have budget implications, the AC must receive prior approval from Council.
- s) Where a Member, their family, employer, or business associates have any interest in any matter being considered by the AC, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest. In this circumstance they are not to participate in any discussion nor the vote on the matter.
- t) Members are not permitted to speak directly with the media on behalf of the AC.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

## **7. Meeting Quorum**

- a) Quorum for meetings shall be a majority of all voting members. Quorum is the minimum number of voting members who must be present in order to conduct meeting business. Actions cannot be taken without quorum.

If during the meeting the Chairperson is aware that there is no longer a quorum present then they must announce the fact that quorum has been lost before taking a vote or presenting another motion and conclude the meeting.

- 7 members (majority) = four (4) voting members
  - 6 members (majority) = four (4) voting members
  - 5 members (majority) = three (3) voting members
  - 4 members (majority) = three (3) voting members
  - 3 members (majority) = two (2) voting members
- b) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
- i. Record the names of the members present, and those absent; and
  - ii. Conclude the meeting until the next scheduled meeting.

## **8. Meeting Minutes**

- a) The meeting minutes will be action based and will only include:
- i. Attendance
  - ii. Items discussed
  - iii. Resolutions that were adopted
  - iv. Action Items that were directed
  - v. Recommendations that were directed or adopted by the AC

## **9. Staff Support**

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
- i. Participate in the orientation of AC members at the beginning of each term, and to new members as they are appointed, in regard to the mandate, work plan suggestions of Council or adopted work plan, previous successes, how the AC fits within the organization and supplemental materials given for information purposes;
  - ii. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and to post on the Public Notice Posting Place;
  - iii. Prepare reports on behalf of the AC;

- iv. Review and return draft minutes to Corporate Administration prior to adoption;
  - v. Report back with status updates agenda items as required; and
  - vi. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the AC prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
- i. Provide members with orientation at the beginning of each term, and to new members as they are appointed, in regard to meeting process and procedures including review of the City's Code of Conduct, Respectful Workplace and Anti-Racial Discrimination and Anti-Racism Policies;
  - ii. Receive and prepare correspondence;
  - iii. Maintain a list of outstanding issues for action (Action Tracking);
  - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson and staff liaison
  - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
  - vi. Distribute agenda packages to members;
  - vii. Post all notices, agendas and minutes for the public record;
  - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
  - ix. Provide minutes, with recommendations, to Council;
  - x. Update the Terms of Reference policy; and
  - xi. Create, amend and post, as needed, the AC meeting calendar.

## **10. Procedures**

Unless otherwise provided for in these Terms of Reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

### **Sub-Committees and Working Groups (as noted in the City's Council and Committee Procedure Bylaw)**

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted as a AC meeting held by the City of White Rock.

**Note:** Dedication of resources may be difficult to provide in view of competing priorities by staff.

- b) Working Groups: A committee or sub-committee may form a working group (2 or 3 persons) as an alternate to sub-committees for the limited purpose of:



- i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
  - ii. Carrying out a specific prescribed activity (e.g. parade float production, taking available information and placing it into a specified format for the originating AC).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, an AC then may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (i.e. no agenda, meeting minutes, meeting notice is required).

## **11. Code of Conduct**

AC members will be required to sign a statement agreeing that they have read, understood, and will conform to the City's Code of Conduct as defined in the Council policy regarding Code of Conduct for Committee Members, the Respectful Workplace and Anti-Racial Discrimination and Anti-Racism policies. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

**Note:** Anyone that has been removed from an AC due to a breach in the Code of Conduct, under the current Council term, will not be considered for future appointments to an AC.

## **CITY OF WHITE ROCK COMMITTEE CODE OF CONDUCT STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_  
\_\_\_\_\_ (DATE), I have read the following policies adopted by City Council:

- Policy AC No and AC Name\_\_\_\_\_, Committee Terms of Reference;
- Policy 120, Code of Conduct for Committee Members;
- Policy 405 Respectful Workplace Policy; and
- Policy 406 Anti-Racial Discrimination and Anti-Racism.

I understood the policies and I will conform to the City's Code of Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE:** **TERMS OF REFERENCE:**  
**ARTS AND CULTURAL ADVISORY COMMITTEE**

**POLICY NUMBER:** **COUNCIL - 143**

<i>Date of Council Adoption: November 7, 2016</i>	<i>Date of Last Amendment: March 9, 2020</i>
<i>Council Resolution Number: 2015-043, 2015-214, 2016-483, 2018-150; 2019-044; 2019-371; 2020-155</i>	
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: March 9, 2020</i>

**Mandate**

The Arts and Cultural Advisory Committee will collaborate with stakeholders in the community to develop and implement a Cultural Strategic Plan which will make the arts a mainstay of the City's economic base and advance arts and culture in White Rock.

Committees may consider, inquire into, report and make recommendations to Council about matters referred to Committee by Council, the Chief Administrative Officer, Staff Liaison or items brought forward by Committee members that are aligned with the Committee's mandate/Terms of Reference.

**Definition:**

Advisory Body means any committee, sub-committee, task force, board or panel that has been established by Council.

Member means those appointed by Council to an Advisory Board.

**Annual Work Plan**

An annual work plan will be prepared by the Advisory Body and approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year and that additions to the work plan may be recommended by Council, or staff or the Advisory Body itself.

Council must adopt any amendments to the Advisory Body's approved work plan.

**General Terms**

**Term**

The committee appointments will be made by City Council for a two (2) year term, or until the activities are complete, whichever is sooner.

### **Membership**

- a) The Arts and Cultural Advisory Committee will consist of up to thirteen (13) voting members appointed by City Council from the community at large following a public recruitment process, two (2) non-voting members of Council (1 member, 1 alternate) and City staff as required.
- b) A majority of the voting members must be:
  - i. City of White Rock residents; or
  - ii. Representatives of local organizations.
- c) Voting representatives from the following groups, organizations or businesses will be invited to participate:
  - i. One (1) from Semiahmoo First Nations (SFN)
- d) Non-voting representatives from the following groups, organizations or businesses will be invited to participate:
  - i. One (1) from the White Rock Museum and Archives
  - ii. One (1) from the White Rock Library
- e) Non-voting staff liaisons are:
  - i. Director of Recreation and Culture
  - ii. Manager of Cultural Development
  - iii. Committee Clerk
- f) Members shall serve without remuneration or gifts.

### **Chairperson / Vice-Chairperson**

A Chairperson and Vice-Chairperson will be appointed from among its appointed voting members. The term of Chairperson and Vice-Chairperson will be for (1) one year and may be renewed to a maximum of (2) two years unless otherwise approved by Council.

### **Meetings**

- a) At the start of each calendar year, Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- c) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.
- d) Advisory Body members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. If a majority of members indicate that they will be absent from the

meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.

- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.
- f) Quorum for meetings shall be a majority of all voting members.
- g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
  - i. record the names of the members present, and those absent; and
  - ii. conclude the meeting until the next scheduled meeting.
- h) All meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.
- k) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- l) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson and Council representative where there have been three (3) consecutive absences without knowledge/reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.
- n) An Advisory Body must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- o) An Advisory Body does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- p) An Advisory Body cannot direct staff to take action without the endorsement of City Council. They cannot direct staff to take any action which is contrary to existing policies or

directives or establish policies for the City.

- i. Any such action must be referred to Council for consideration and adoption;
  - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.

**Note:** This clause only applies to event oriented Advisory Bodies to Council (ex: Sea Festival and Tour de White Rock).

- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- s) Where a Member, their family, employer or business associates have any interest in any matter being considered by the committee, that member will excuse themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- t) Members are not permitted to speak directly with the media on behalf of the committee.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

### **Sub Committees and Working Groups**

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.
- b) Working Groups: A committee or sub-committee may form a working group for the limited purpose of:
- i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
  - ii. Carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, or an Advisory Body of Council then it may be characterized as a sub-committee

and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

### **Staff Support**

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
  - i. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and on the Public Notice Posting Place;
  - ii. Prepare reports on behalf of the Committee;
  - iii. Review and return draft minutes to Corporate Administration prior to adoption;
  - iv. Report back with status updates on agenda items as required;
  - v. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the Advisory Body prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
  - i. Receive and prepare correspondence;
  - ii. Maintain a list of outstanding issues for action (Action Tracking);
  - iii. Provide members with orientation at the beginning of each term (and to new members as they are appointed);
  - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson, staff liaison and Council representative;
  - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
  - vi. Distribute agenda packages to members;
  - vii. Post all notices, agendas and minutes for the public record;
  - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
  - ix. Provide minutes, with recommendations, to Council;
  - x. Update the Terms of Reference policy.

### **Procedures**

Unless otherwise provided for in these terms of reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

### **Code of Conduct**

Appointees will be required to sign a statement agreeing that they have read, understood, and will conform to the City's code of conduct as defined in the Council Policy No. 120 - *Code of Conduct for Committee Members*. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

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**CITY OF WHITE ROCK  
COMMITTEE CODE OF CONDUCT  
STATEMENT / AGREEMENT**

This will confirm that as of (date) \_\_\_\_\_, I have read Council Policy 143 “Terms of Reference: Arts and Cultural Advisory Committee” and Council Policy 120 “Code of Conduct for Committee Members” and I understand and will conform to the City’s Code of Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE:** **TERMS OF REFERENCE:**  
**ECONOMIC DEVELOPMENT ADVISORY**  
**COMMITTEE**  
**POLICY NUMBER:** **COUNCIL POLICY 137**

<i>Date of Council Adoption: April 16, 2012</i>	<i>Date of Last Amendment: October 5, 2020</i>
<i>Council Resolution Number: 2012-107, 2013-082; 2015-129, 2015-307, 2016-483, 2019-091; 2020-155; 2020;</i>	
<i>Originating Department: Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: September 28, 2020</i>

## **1. Mandate**

The Economic Development Advisory Committee will provide input to Council on matters regarding economic investment in the City. The work of the Committee will include:

- Reviewing draft policies, reports, and other materials prepared by the Planning and Development Services Department related to economic development, as they are brought forward in alignment with Council's Strategic Priorities. This may include a review of updates to the Economic Development Strategic Plan, Business Licence Bylaw, Sidewalk Use Licence Bylaw, Sign Bylaw, and Council Policies related to economic issues;
- Assisting in implementing the Economic Development Strategic Plan, as applicable;
- Acting as economic ambassadors for the City of White Rock with a particular focus towards supporting outcomes that will improve economic conditions in the community. This may include members connecting with personal/business networks such as business operators, government and non-profit agencies, and potential partners, to provide and receive information on economic conditions and initiatives by the City.

The Committee may also be tasked with evaluating other economic-related matters referred to it by Council, the Chief Administrative Officer, or Staff Liaison(s).

## **2. Annual Work Plan**

Council will participate in a workshop with staff prior to the Advisory Body/ Committee (AC) appointments being made where they will give input that would be developed to bring forward to the AC regarding elements of work that the AC would include in it as annual work plan to support Council's Strategic Priorities. This would not be intended to limit the AC from undertaking other initiatives that are in line with Council's Strategic Priorities but rather to assist

the AC in more efficiently developing an effective work plan that would assist Council in accomplishing their Strategic Priorities in a timely manner.

The annual work plan will be prepared by the AC for their term and submitted to Council within two (2) months of its appointment by Council. It is recognized that other work items may arise during the course of the term and that additions to the work plan may be recommended by Council, staff or the AC itself. Additional items requested to be added to the work plan by the AC should not require additional meetings from their meeting schedule. The purpose of the AC is to advise Council on items linked directly within their mandate, which correlate to Council's Strategic Priorities.

Any amendment to the AC's approved work plan must be approved by Council.

### **3. General Terms**

Appointments will be made by Council for a two (2) year term. The term appointments will not exceed the current Council term.

Subsequent appointments by Council to the AC's will be preferred to address the replacement of members who resign mid-term. The Chairperson and Vice-Chairperson will determine if it is necessary that further recruiting is required for anything other than mid-term appointments.

### **4. Membership**

The Economic Development Advisory Committee will consist of up to seven (7) voting members; some of which will bring expertise /experience in the area of the mandate of the AC and some will be representatives of the community-at-large. These members would be in addition to the two (2) Councillors, who will be named as Chairperson and Vice-Chairperson (non-voting members).

The membership will include members from community-based organizations where the mandate of the organization aligns with the mandate of the AC (non-voting members).

The following considerations will be made by Council when appointing members to the AC's: diversity including age, gender, ethnicity, etc.

Members of the Committee with backgrounds in the following fields / sectors would be considered an asset:

- Current or former business operators in the City;
- Realtor or other professional engaged in the commercial site selection / brokerage / development sector;
- Financial sector with focus on business development/financing;
- Tourism / hospitality sector (e.g., visitor accommodation operator, food/beverage operator, events promoter, etc.); and
- Representative of large local employers in institutional sector (e.g., Peace Arch Hospital/Fraser Health Authority, post-secondary education, etc.)

**Note:** Anyone that has been removed from an AC, due to a breach in the Code of Conduct will not be considered for future appointments to an AC, under the current Council term.

## **5. Chairperson/ Vice-Chairperson**

The two (2) members of Council on the Committee will serve as the Chairperson and Vice-Chairperson. The positions of Chairperson and Vice-Chairperson will alternate on an annual basis between the two (2) Councillors and will serve as non-voting members on the AC.

## **6. Meetings**

- a) The AC will meet on a monthly basis.
- b) Corporate Administration will distribute a meeting schedule at the first meeting to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- c) The agenda will be created and distributed by Corporate Administration, including a standing item with a review of the AC's progress toward completion of its current term work plan, as endorsed by Council.
- d) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the meeting will be cancelled. The Committee Clerk will inform the Chairperson, Vice-Chairperson, staff liaison(s) followed by committee members.
- e) Staff will inform the Chairperson and Vice-Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the AC. A meeting may be called, cancelled or rescheduled by the Chairperson. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- f) AC members must advise the Committee Clerk of their intent to attend or to be absent from a meeting. If the majority of members indicate that they will not be attending the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson, Vice-Chairperson and staff liaison(s), followed by informing all members.
- g) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following notification of the Chairperson and staff liaison, followed by all members.
- h) At the initial Economic Development Advisory Committee meeting:

An orientation process for new members will be prepared for presentation at the first meeting after appointments are made by Council. Including but not limited to within the orientation:

- Summary of the mandate;
- Overview of the current or previous work plan;
- Recent successes;

- How the AC fits within the broader organization of the City;
  - Overview of the correlating supplemental material (ex: Master or Strategic Plans);
  - Summary of Council's Priorities in relation to the mandate;
  - Process and procedures in meeting conduct; and
  - Overview of the City's Code of Conduct, Respectful Workplace Policy and Anti-Racial Discrimination and Anti-Racism Policy;
- i) Due to the COVID-19 pandemic, meetings will be held only through electronic means. Once the COVID-19 pandemic/ related Provincial Health Orders permit then all meetings will be open to the public, and held in person unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*, and held in person.
- j) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- k) When deemed relevant to the discussion of a particular item of business under consideration, the AC will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comment(s) within a limited time as determined by the Chairperson.
- l) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- m) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson where there have been three (3) consecutive absences without knowledge/ reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- n) Any person with particular expertise, including staff, may be invited by the Chairperson or staff liaison(s) to attend a meeting in order to provide information or advice.
- o) An AC must hear and consider representations by any individual, group or organization on matters referred to the AC by Council.
- p) An AC does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- q) An AC cannot direct staff to act without the endorsement of Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
- i. Any such action must be referred to Council for consideration and adoption; and
  - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.

- r) On broader matters, such as organizing or setting up major/ unusual events or projects which do not have budget implications, the AC must receive prior approval from Council.
- s) Where a Member, their family, employer, or business associates have any interest in any matter being considered by the AC, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest. In this circumstance they are not to participate in any discussion nor the vote on the matter.
- t) Members are not permitted to speak directly with the media on behalf of the AC.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

## **7. Meeting Quorum**

- a) Quorum for meetings shall be a majority of all voting members. Quorum is the minimum number of voting members who must be present in order to conduct meeting business. Actions cannot be taken without quorum.

If during the meeting the Chairperson is aware that there is no longer a quorum present then they must announce the fact that quorum has been lost before taking a vote or presenting another motion and conclude the meeting.

- 7 members (majority) = four (4) voting members
  - 6 members (majority) = four (4) voting members
  - 5 members (majority) = three (3) voting members
  - 4 members (majority) = three (3) voting members
  - 3 members (majority) = two (2) voting members
- b) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
  - i. Record the names of the members present, and those absent; and
  - ii. Conclude the meeting until the next scheduled meeting.

## **8. Meeting Minutes**

- a) The meeting minutes will be action based and will only include:
  - i. Attendance
  - ii. Items discussed
  - iii. Resolutions that were adopted
  - iv. Action Items that were directed
  - v. Recommendations that were directed or adopted by the AC

## **9. Staff Support**

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
  - i. Participate in the orientation of AC members at the beginning of each term, and to new members as they are appointed, in regard to the mandate, work plan suggestions of Council, or adopted work plan, previous successes, how the AC fits within the organization and supplemental materials given for information purposes;
  - ii. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and to post on the Public Notice Posting Place;
  - iii. Prepare reports on behalf of the AC;
  - iv. Review and return draft minutes to Corporate Administration prior to adoption;
  - v. Report back with status updates agenda items as required; and
  - vi. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the AC prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
  - i. Provide members with orientation at the beginning of each term, and to new members as they are appointed, in regard to meeting process and procedures including review of the City's Code of Conduct, Respectful Workplace Policy and the Anti-Racial Discrimination and Anti-Racism Policy;
  - ii. Receive and prepare correspondence;
  - iii. Maintain a list of outstanding issues for action (Action Tracking);
  - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson and staff liaison
  - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
  - vi. Distribute agenda packages to members;
  - vii. Post all notices, agendas and minutes for the public record;
  - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
  - ix. Provide minutes, with recommendations, to Council;
  - x. Update the Terms of Reference policy; and
  - xi. Create, amend and post, as needed, the AC meeting calendar.

## **10. Procedures**

Unless otherwise provided for in these Terms of Reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

### **Sub-Committees and Working Groups (as noted in the City's Council and Committee Procedure Bylaw)**

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted as a AC meeting held by the City of White Rock.

**Note:** Dedication of resources may be difficult to provide in view of competing priorities by staff.

- b) Working Groups: A committee or sub-committee may form a working group (2 or 3 persons) as an alternate to sub-committees for the limited purpose of:
- i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
  - ii. Carrying out a specific prescribed activity (e.g. parade float production, taking available information and placing it into a specified format for the originating AC).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, an AC then may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (i.e. no agenda, meeting minutes, meeting notice is required).

## **11. Code of Conduct**

AC members will be required to sign a statement agreeing that they have read, understood, and will conform to the City's Code of Conduct as defined in the Council policy regarding Code of Conduct for Committee Members, the Respectful Workplace and Anti-Racial Discrimination and Anti-Racism policies. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

**Note:** Anyone that has been removed from an AC due to a breach in the Code of Conduct, under the current Council term, will not be considered for future appointments to an AC.



## **CITY OF WHITE ROCK COMMITTEE CODE OF CONDUCT STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_ (DATE), I have read the following policies adopted by City Council:

- Policy AC No and AC Name\_\_\_\_\_, Committee Terms of Reference;
- Policy 120, Code of Conduct for Committee Members;
- Policy 405 Respectful Workplace Policy; and
- Policy 406 Anti-Racial Discrimination and Anti-Racism.

I understood the policies and I will conform to the City's Code of Conduct as outlined in these policies.

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(PRINT NAME)

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(SIGNATURE)

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE:** **TERMS OF REFERENCE:**  
**ECONOMIC DEVELOPMENT ADVISORY**  
**COMMITTEE**

**POLICY NUMBER:** **COUNCIL - 137**

<i>Date of Council Adoption:</i> April 16, 2012	<i>Date of Last Amendment:</i> October 5, 2020
<i>Council Resolution Number:</i> 2012-107, 2013-082; 2015-129, 2015-307, 2016-483, 2019-091; 2020-155; 2020;	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> September 28, 2020

**Mandate**

The Economic Development Advisory Committee will advise City Council on matters regarding economic investment in the City.

Committees may consider, inquire into, report and make recommendations to Council about matters referred to Committee by Council, the Chief Administrative Officer, Staff Liaisons or items brought forward by Committee members that are aligned with the Committee's mandate/ Terms of Reference.

**Definition:**

Advisory Body means any committee, sub-committee, task force, board, panel etc. that has been established by Council.

Member means those appointed by Council to an Advisory Body.

**Annual Work Plan**

An annual work plan will be prepared by the Advisory Body and approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year and that additions to the work plan may be recommended by Council, or staff or the Advisory Body itself.

Council must adopt any amendments to the Advisory Body's approved work plan.

**General Terms**

**Term**

Appointments will be made by Council for a two (2) year term.

## **Membership**

- a) The Economic Development Advisory Committee will consist of up to thirteen (13) voting members appointed by Council following a public recruitment process, two (2) non-voting members of Council (1 member, 1 alternate) and City staff as required.
- b) A majority of voting members must be:
  - i. White Rock residents
  - ii. Representing a broad range of perspectives and expertise from the community's business, investment, marketing, development and planning sectors.
- c) Non-voting representatives from the following groups, organizations or businesses will be invited to participate:
  - i. The White Rock Business Improvement Association (BIA)
  - ii. Tourism White Rock
  - iii. The South Surrey & White Rock Chamber of Commerce
- d) Non-voting Staff liaisons are:
  - i. Economic Development Officer/ Chief Administrative Officer (alternate)
  - ii. Director of Planning and Development Services (or Designate)
  - iii. Committee Clerk
- e) Members shall serve in a voluntary capacity without remuneration or gifts.

## **Chairperson / Vice-Chairperson**

A Chairperson and Vice-Chairperson will be appointed from among its appointed voting members. The term of Chairperson and Vice-Chairperson will be for (1) one year and may be renewed to a maximum of (2) two years unless otherwise approved by Council.

## **Committee Work Plan**

Council will forward items that it wishes the Committee to address and develop with the Committee's Work Plan. The Committee will develop a Work Plan that will be brought back to Council for their approval. The Work Plan will identify strategies and actions the Committee will undertake to assist in:

- Supporting long term economic stability and growth in the community;
- Increasing economic diversity and local employment opportunities;
- Encouraging financial investment in the area including new businesses and re-development;
- Supporting existing businesses in retention and expansion
- Reviewing and advising in regard to small businesses; and,
- Reviewing the City's Economic Development Plan.

The Chairperson, as elected by the Committee, and the City staff liaison (s) to the Committee will meet with the City of Surrey in order to keep each apprised of their works and plans for the City of Surrey's Semiahmoo Town Centre and the City of White Rock's Town Centre plan.

The Committee may make representations to Council on economic development matters.

## Meetings

- a) At the start of each calendar year, Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- c) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.
- d) Advisory Body members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. If a majority of members indicate that they will be absent from the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.
- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.
- f) Quorum for meetings shall be a majority of all voting members.
- g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
  - i. record the names of the members present, and those absent; and
  - ii. conclude the meeting until the next scheduled meeting.
- h) All meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.

- k) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- l) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson and Council representative where there have been three (3) consecutive absences without knowledge/reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.
- n) An Advisory Body must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- o) An Advisory Body does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- p) An Advisory Body cannot direct staff to take action without the endorsement of City Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
  - i. Any such action must be referred to Council for consideration and adoption;
  - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.

**Note:** This clause only applies to event oriented Advisory Bodies to Council (ex: Sea Festival and Tour de White Rock).
- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- s) Where a Member, their family, employer or business associates have any interest in any matter being considered by the committee, that member will excuse themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- t) Members are not permitted to speak directly with the media on behalf of the committee.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

### **Sub Committees and Working Groups**

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.
- b) Working Groups: A committee or sub-committee may form a working group for the limited purpose of:
  - i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
  - ii. Carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, or an Advisory Body of Council then it may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

### **Staff Support**

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
  - i. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and on the Public Notice Posting Place;
  - ii. Prepare reports on behalf of the Committee;
  - iii. Review and return draft minutes to Corporate Administration prior to adoption;
  - iv. Report back with status updates on agenda items as required;
  - v. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the Advisory Body prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
  - i. Receive and prepare correspondence;
  - ii. Maintain a list of outstanding issues for action (Action Tracking);
  - iii. Provide members with orientation at the beginning of each term (and to new members as they are appointed);

- iv. Organize and prepare meeting agendas, in conjunction with the Chairperson, staff liaison and Council representative;
- v. Receive and organize all agenda-related presentation materials and/or hand-outs;
- vi. Distribute agenda packages to members;
- vii. Post all notices, agendas and minutes for the public record;
- viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
- ix. Provide minutes, with recommendations, to Council;
- x. Update the Terms of Reference policy.

### **Procedures**

Unless otherwise provided for in these terms of reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

### **Code of Conduct**

Appointees will be required to sign a statement agreeing that they have read, understood, and will conform to the City's code of conduct as defined in the Council policy regarding Code of Conduct for Committee Members. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

**CITY OF WHITE ROCK  
COMMITTEE CODE OF CONDUCT  
STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_, I have read  
Council Policy 120, “Code of Conduct for Committee Members” and Council Policy 137  
Terms of Reference for the Economic Development Advisory Committee and I  
understood and will conform to the City’s Code of Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)



THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE:** **TERMS OF REFERENCE:**  
**ENVIRONMENTAL ADVISORY COMMITTEE**  
**POLICY NUMBER:** **COUNCIL POLICY 138**

<i>Date of Council Adoption: April 16, 2012</i>	<i>Date of Last Amendment: March 9, 2020</i>
<i>Council Resolution Number: 2012-107, 2013-082, 2015-130, 2015-2014, 2016-483; 2019-045; 2019-158; 2019-363; 2020-155</i>	
<i>Originating Department: Corporate Administration</i>	<i>Date last reviewed by Governance and Legislation Committee: March 9, 2020</i>

## **1. Mandate**

The White Rock Environmental Advisory Committee will provide input to Council regarding local-level policies, programs, and incentives that may be used to help address environmental conditions in the City and at higher geographic scales. The work of the Committee will include:

- Collecting and evaluating information made available by federal, provincial, and regional agencies (e.g., Climate Action Revenue Incentive Program (CARIP), Metro Vancouver – Climate 2050, etc.) as they relate to environmental and water supply trends and opportunities that may be applicable to the City of White Rock.
- Identifying municipal approaches to supporting environmental and water supply initiatives through measures such as the introduction of: policy incentives (e.g., higher efficiency building standards, supply of electric vehicle charging stations, enhancements to tree canopy, advanced water metering systems, etc.); programs to raise awareness of activities and practices that can help provide environmental benefits; alternative regulatory controls (e.g., Energy Step Code); amendments to zoning standards (e.g., minimum landscaped open space standards, impervious surfaces, lot coverage, etc.); more impactful provisions within the City's Tree Management Bylaw as they relate to tree protection and replacement; and other measures.
- Preparing summary materials for discussion including options that identify the underlying issue, opportunities to address the issue, and potential constraints or resource needs.
- Reviewing draft policies, reports, and other materials prepared by the Planning and Development Services Department and the Engineering and Operations Department. This may include a review of updates to the Official Community Plan, Council Policies related to environmental matters alternative regulatory controls, and emerging strategies (actions) that may be used to address environmental and water supply issues of particular relevance to the City of White Rock and adjacent communities (e.g., impact of rising sea levels, water quality and fish habitat protection, etc.).
- Acting as an environmental ambassador for the City of White Rock with a particular focus towards supporting outcomes that will improve environmental conditions for all

current and future residents. This may include consulting with community stakeholders, government and non-profit agencies, potential partners and the public to develop strategic goals and actions to protect, maintain, and enhance the City's contributions to a cleaner and more sustainable environment.

The Committee may also be tasked with evaluating other matters referred to it by Council, the Chief Administrative Officer, or Staff Liaison.

## **2. Annual Work Plan**

Council will participate in a workshop with staff prior to the Advisory Body/ Committee (AC) appointments being made where they will give input that would be developed to bring forward to the AC regarding elements of work that the AC would include in it as annual work plan to support Council's Strategic Priorities. This would not be intended to limit the AC from undertaking other initiatives that are in line with Council's Strategic Priorities but rather to assist the AC in more efficiently developing an effective work plan that would assist Council in accomplishing their Strategic Priorities in a timely manner.

The annual work plan will be prepared by the AC for their term and submitted to Council within two (2) months of its appointment by Council. It is recognized that other work items may arise during the course of the term and that additions to the work plan may be recommended by Council, staff or the AC itself. Additional items requested to be added to the work plan by the AC should not require additional meetings from their meeting schedule. The purpose of the AC is to advise Council on items linked directly within their mandate, which correlate to Council's Strategic Priorities.

Any amendment to the AC's approved work plan must be approved by Council.

## **3. General Terms**

Appointments will be made by Council for a two (2) year term. The term appointments will not exceed the current Council term.

Subsequent appointments by Council to the AC's will be preferred to address the replacement of members who resign mid-term. The Chairperson and Vice-Chairperson will determine if it is necessary that further recruiting is required for anything other than mid-term appointments.

## **4. Membership**

The Environmental Advisory Committee will consist of up to seven (7) voting members; some of which will bring expertise /experience in areas applicable to the mandate of the AC and some will be representatives of the community-at-large. Members of the Committee with backgrounds in the following fields / sectors would be considered an asset:

- Wildlife and Conservation;
- Professionals engaged in the land sale / development sector; and/or
- Professionals experienced with water conservation, resource management, building and construction (energy) efficiencies, sustainable design, and related fields.

In addition, the City would welcome a representative of Semiahmoo First Nation to bring their voice to the Committee.

These members would be in addition to the two (2) Councillors, who will be named as Chairperson and Vice-Chairperson (non-voting members).

The membership will include members from community-based organizations where the mandate of the organization aligns with the mandate of the AC (non-voting members).

The following considerations will be made by Council when appointing members to the AC's: diversity including age, gender, ethnicity, etc.

**Note:** Anyone that has been removed from an AC, due to a breach in the Code of Conduct will not be considered for future appointments to an AC, under the current Council term.

## **5. Chairperson/ Vice-Chairperson**

The two (2) members of Council on the Committee will serve as the Chairperson and Vice-Chairperson. The positions of Chairperson and Vice-Chairperson will alternate on an annual basis between the two (2) Councillors and will serve as non-voting members on the AC.

## **6. Meetings**

- a) The AC will meet on a monthly basis.
- b) Corporate Administration will distribute a meeting schedule at the first meeting to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- c) The agenda will be created and distributed by Corporate Administration, including a standing item with a review of the AC's progress toward completion of its current term work plan, as endorsed by Council.
- d) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the meeting will be cancelled. The Committee Clerk will inform the Chairperson, Vice-Chairperson, staff liaison(s) followed by committee members.
- e) Staff will inform the Chairperson and Vice-Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the AC. A meeting may be called, cancelled or rescheduled by the Chairperson. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- f) AC members must advise the Committee Clerk of their intent to attend or to be absent from a meeting. If the majority of members indicate that they will not be attending the meeting, the

Committee Clerk will cancel the meeting by first attempting to notify the Chairperson, Vice-Chairperson and staff liaison(s), followed by informing all members.

- g) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following notification of the Chairperson and staff liaison, followed by all members.
- h) At the initial Environmental Advisory Committee meeting:

An orientation process for new members will be prepared for presentation at the first meeting after appointments are made by Council. Including but not limited to within the orientation:

- Summary of the mandate;
  - Overview of the current or previous work plan;
  - Recent successes;
  - How the AC fits within the broader organization of the City;
  - Overview of the correlating supplemental material (ex: Master or Strategic Plans);
  - Summary of Council's Priorities in relation to the mandate;
  - Process and procedures in meeting conduct; and
  - Overview of the City's Code of Conduct, Respectful Workplace Policy and Anti-Racial Discrimination and Anti-Racism Policy;
- i) Due to the COVID-19 pandemic, meetings will be held only through electronic means. Once the COVID-19 pandemic/ related Provincial Health Orders permit then all meetings will be open to the public, and held in person unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*, and held in person.
- j) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- k) When deemed relevant to the discussion of a particular item of business under consideration, the AC will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comment(s) within a limited time as determined by the Chairperson.
- l) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- m) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson where there have been three (3) consecutive absences without knowledge/ reason. Council may determine that prolonged unexcused absences may result in the removal of the member.

- n) Any person with particular expertise, including staff, may be invited by the Chairperson or staff liaison(s) to attend a meeting in order to provide information or advice.
- o) An AC must hear and consider representations by any individual, group or organization on matters referred to the AC by Council.
- p) An AC does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- q) An AC cannot direct staff to act without the endorsement of Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
  - i. Any such action must be referred to Council for consideration and adoption; and
  - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- r) On broader matters, such as organizing or setting up major/ unusual events or projects which do not have budget implications, the AC must receive prior approval from Council.
- s) Where a Member, their family, employer, or business associates have any interest in any matter being considered by the AC, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest. In this circumstance they are not to participate in any discussion nor the vote on the matter.
- t) Members are not permitted to speak directly with the media on behalf of the AC.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

## **7. Meeting Quorum**

- a) Quorum for meetings shall be a majority of all voting members. Quorum is the minimum number of voting members who must be present in order to conduct meeting business. Actions cannot be taken without quorum.

If during the meeting the Chairperson is aware that there is no longer a quorum present then they must announce the fact that quorum has been lost before taking a vote or presenting another motion and conclude the meeting.

- 7 members (majority) = four (4) voting members
- 6 members (majority) = four (4) voting members
- 5 members (majority) = three (3) voting members
- 4 members (majority) = three (3) voting members
- 3 members (majority) = two (2) voting members

- b) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
  - i. Record the names of the members present, and those absent; and
  - ii. Conclude the meeting until the next scheduled meeting.

## **8. Meeting Minutes**

- a) The meeting minutes will be action based and will only include:
  - i. Attendance
  - ii. Items discussed
  - iii. Resolutions that were adopted
  - iv. Action Items that were directed
  - v. Recommendations that were directed or adopted by the AC

## **9. Staff Support**

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
  - i. Participate in the orientation of AC members at the beginning of each term, and to new members as they are appointed, in regard to the mandate, work plan suggestions of Council, or adopted work plan, previous successes, how the AC fits within the organization and supplemental materials given for information purposes;
  - ii. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and to post on the Public Notice Posting Place;
  - iii. Prepare reports on behalf of the AC;
  - iv. Review and return draft minutes to Corporate Administration prior to adoption;
  - v. Report back with status updates agenda items as required; and
  - vi. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the AC prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
  - i. Provide members with orientation at the beginning of each term, and to new members as they are appointed, in regard to meeting process and procedures including review of the City's Code of Conduct, Respectful Workplace Policy and the Anti-Racial Discrimination and Anti-Racism Policy;
  - ii. Receive and prepare correspondence;
  - iii. Maintain a list of outstanding issues for action (Action Tracking);
  - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson and staff liaison
  - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
  - vi. Distribute agenda packages to members;

- vii. Post all notices, agendas and minutes for the public record;
- viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
- ix. Provide minutes, with recommendations, to Council;
- x. Update the Terms of Reference policy; and
- xi. Create, amend and post, as needed, the AC meeting calendar.

## **10. Procedures**

Unless otherwise provided for in these Terms of Reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

### **Sub-Committees and Working Groups (as noted in the City's Council and Committee Procedure Bylaw)**

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted as a AC meeting held by the City of White Rock.

**Note:** Dedication of resources may be difficult to provide in view of competing priorities by staff.

- b) Working Groups: A committee or sub-committee may form a working group (2 or 3 persons) as an alternate to sub-committees for the limited purpose of:
- i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
  - ii. Carrying out a specific prescribed activity (e.g. parade float production, taking available information and placing it into a specified format for the originating AC).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, an AC then may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (i.e. no agenda, meeting minutes, meeting notice is required).

## **11. Code of Conduct**

AC members will be required to sign a statement agreeing that they have read, understood, and will conform to the City's Code of Conduct as defined in the Council policy regarding Code of Conduct for Committee Members, the Respectful Workplace and Anti-Racial Discrimination and Anti-Racism policies. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

**Note:** Anyone that has been removed from an AC due to a breach in the Code of Conduct, under the current Council term, will not be considered for future appointments to an AC.



## **CITY OF WHITE ROCK COMMITTEE CODE OF CONDUCT STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_ (DATE), I have read the following policies adopted by City Council:

- Policy AC No and AC Name\_\_\_\_\_, Committee Terms of Reference;
- Policy 120, Code of Conduct for Committee Members;
- Policy 405 Respectful Workplace Policy; and
- Policy 406 Anti-Racial Discrimination and Anti-Racism.

I understood the policies and I will conform to the City's Code of Conduct as outlined in these policies.

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(PRINT NAME)

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(SIGNATURE)

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE:** **TERMS OF REFERENCE:**  
**ENVIRONMENTAL ADVISORY COMMITTEE**

**POLICY NUMBER:** **COUNCIL - 138**

<i>Date of Council Adoption:</i> April 16, 2012	<i>Date of Last Amendment:</i> March 9, 2020
<i>Council Resolution Number:</i> 2012-107, 2013-082, 2015-130, 2015-2014, 2016-483; 2019-045; 2019-158; 2019-363; 2020-155	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> March 9, 2020

**Mandate**

The Environmental Advisory Committee will advise City Council and staff on environmental issues in the City. The Environmental Advisory Committee will also review the City's Integrated Storm-Water Management Plan and the Environmental Strategic Plan. The Committee may make representations to Council on environmental matters.

Committees may consider, inquire into, report and make recommendations to Council about matters referred to Committee by Council, the Chief Administrative Officer, Staff Liaison or items brought forward by Committee members that are aligned with the Committee's mandate/Terms of Reference.

Definition:

Advisory Body means any committee, sub-committee, task force, board or panel that has been established by Council.

Member means those appointed by Council to an Advisory Board.

**Annual Work Plan**

An annual work plan will be prepared by the Advisory Body and approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year and that additions to the work plan may be recommended by Council, or staff or the Advisory Body itself.

Council must adopt any amendments to the Advisory Body's approved work plan.

**General Terms**

**Term**

Appointments will be made by Council for a two (2) year term.

In the circumstance of a Task Force or a task oriented Advisory Body to Council, the appointments will be made by Council for a two (2) year term or until duties are complete whichever were to occur first.

## **Membership**

- a) The Environmental Advisory Committee will consist of up to seven (7) voting members appointed by Council following a public recruitment process, two (2) non-voting members of Council (1 member, 1 alternate) and City staff as required.
- b) A majority of voting members must be:
  - i. White Rock residents
  - ii. Represent a broad range of perspectives and expertise from the community
- c) Non-voting staff liaisons are:
  - i. Director of Engineering and Municipal Operations (or Designate)
  - ii. Committee Clerk
- d) Members shall serve in a voluntary capacity without remuneration or gifts.

## **Chairperson / Vice-Chairperson**

A Chairperson and Vice-Chairperson will be appointed from among its appointed voting members. The term of Chairperson and Vice-Chairperson will be for (1) one year and may be renewed to a maximum of (2) two years unless otherwise approved by Council.

## **Meetings**

- a) At the start of each calendar year, Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- c) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.
- d) Advisory Body members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. If a majority of members indicate that they will be absent from the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.
- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.

- f) Quorum for meetings shall be a majority of all voting members.
- g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
  - i. record the names of the members present, and those absent; and
  - ii. conclude the meeting until the next scheduled meeting.
- h) All meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.
- k) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- l) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson and Council representative where there have been three (3) consecutive absences without knowledge/reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.
- n) An Advisory Body must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- o) An Advisory Body does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- p) An Advisory Body cannot direct staff to take action without the endorsement of City Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
  - i. Any such action must be referred to Council for consideration and adoption;
  - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.

- q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.

**Note:** This clause only applies to event oriented Advisory Bodies to Council (ex: Sea Festival and Tour de White Rock).

- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- s) Where a Member, their family, employer or business associates have any interest in any matter being considered by the committee, that member will excuse themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- t) Members are not permitted to speak directly with the media on behalf of the committee.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

### **Sub Committees and Working Groups**

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.
- b) Working Groups: A committee or sub-committee may form a working group for the limited purpose of:
  - i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
  - ii. Carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, or an Advisory Body of Council then it may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

### **Staff Support**

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
  - i. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and on the Public Notice Posting Place;
  - ii. Prepare reports on behalf of the Committee;
  - iii. Review and return draft minutes to Corporate Administration prior to adoption;
  - iv. Report back with status updates on agenda items as required;
  - v. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the Advisory Body prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
  - i. Receive and prepare correspondence;
  - ii. Maintain a list of outstanding issues for action (Action Tracking);
  - iii. Provide members with orientation at the beginning of each term (and to new members as they are appointed);
  - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson, staff liaison and Council representative;
  - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
  - vi. Distribute agenda packages to members;
  - vii. Post all notices, agendas and minutes for the public record;
  - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
  - ix. Provide minutes, with recommendations, to Council;
  - x. Update the Terms of Reference policy.

### **Procedures**

Unless otherwise provided for in these terms of reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

### **Code of Conduct**

Appointees will be required to sign a statement agreeing that they have read, understood, and will conform to the City's code of conduct as defined the Council policy regarding Code of Conduct for Committee Members. This will be required immediately upon appointment. The statement / agreement for signature is attached to and forming part of this policy.

**CITY OF WHITE ROCK  
COMMITTEE CODE OF CONDUCT  
STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_, I have read Council  
(DATE)  
Policy 120, “Code of Conduct for Committee Members” and Council Policy \_\_\_\_\_,  
Committee Terms of Reference and I understood and will conform to the City’s Code of  
Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE:** **TERMS OF REFERENCE:**  
**HISTORY AND HERITAGE ADVISORY**  
**COMMITTEE**  
**POLICY NUMBER:** **COUNCIL POLICY 159**

<i>Date of Council Adoption: February 25, 2019</i>	<i>Date of Last Amendment: March 9, 2020</i>
<i>Council Resolution Number: 2019-091, 2019-158; 2019-312; 2020-155</i>	
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: March 9, 2020</i>

## **1. Mandate**

The History and Heritage Advisory Committee shall act as an advisory body to Council on matters relating to White Rock's built, natural, and cultural heritage resources. The History and Heritage Advisory Committee may consider, inquire into, report and make recommendations to Council about matters referred to the Committee by Council, the Chief Administrative Officer, Staff Liaison or items brought forward by Committee members that are aligned with the Committee's mandate/Terms of Reference (if there is time for the committee to discuss or add to their agenda working within their regular meeting schedule).

The Committee may also:

- a) Advise Council on heritage conservation programs and projects, including:
  - i. identify sites of historical significance relating to White Rock's built, natural, and cultural heritage; and
  - ii. inspect and make maintenance recommendations of existing heritage markers such as heritage stones, storyboards, and memorial plaques.
- b) Recommend opportunities to support the preservation and sharing of the Semiahmoo First Nations language, culture, and history;
- c) Review and submits recommendations to Council on land use and planning matters which have heritage implications and may impact culturally sensitive and archaeological areas;
- d) Support activities and programs undertaken by the City or community organizations in the areas of built, environmental and cultural heritage that seek to benefit and advance awareness, preservation, and interpretation of heritage in the City;
- e) Support heritage education, tourism, and public awareness through programs such as Heritage Week displays, newsletters, etc.;
- f) Promote and enhances the City's owned heritage resources;
- g) Request expenditures for heritage purposes; and



- h) The Committee will endeavor to engage with the Semiahmoo First Nation and other indigenous groups in order to celebrate White Rock and the history of the Semiahmoo First Nation/ other indigenous groups.

## **2. Annual Work Plan**

Council will participate in a workshop with staff prior to the Advisory Body/ Committee (AC) appointments being made where they will give input that would be developed to bring forward to the AC regarding elements of work that the AC would include in it as annual work plan to support Council's Strategic Priorities. This would not be intended to limit the AC from undertaking other initiatives that are in line with Council's Strategic Priorities but rather to assist the AC in more efficiently developing an effective work plan that would assist Council in accomplishing their Strategic Priorities in a timely manner.

The annual work plan will be prepared by the AC for their term and submitted to Council within two (2) months of its appointment by Council. It is recognized that other work items may arise during the course of the term and that additions to the work plan may be recommended by Council, staff or the AC itself. Additional items requested to be added to the work plan by the AC should not require additional meetings from their meeting schedule. The purpose of the AC is to advise Council on items linked directly within their mandate, which correlate to Council's Strategic Priorities.

Any amendment to the AC's approved work plan must be approved by Council.

## **3. General Terms**

Appointments will be made by Council for a two (2) year term. The term appointments will not exceed the current Council term.

Subsequent appointments by Council to the AC's will be preferred to address the replacement of members who resign mid-term. The Chairperson and Vice-Chairperson will determine if it is necessary that further recruiting is required for anything other than mid-term appointments.

## **4. Membership**

The History and Heritage Advisory Committee will consist of up to seven (7) voting members; some of which will bring expertise /experience in the area of the mandate of the AC and some will be representatives of the community-at-large. These members would be in addition to the two (2) Councillors, who will be named as Chairperson and Vice-Chairperson (non-voting members).

The membership will include members from community-based history and heritage organizations (including White Rock Museum & Archives) where the mandate of the organization aligns with the mandate of the AC (non-voting members).

The following considerations will be made by Council when appointing members to the AC's: diversity including age, gender, ethnicity, etc.

**Note:** Anyone that has been removed from an AC, due to a breach in the Code of Conduct will not be considered for future appointments to an AC, under the current Council term.

## **5. Chairperson/ Vice-Chairperson**

The two (2) members of Council on the Committee will serve as the Chairperson and Vice-Chairperson. The positions of Chairperson and Vice-Chairperson will alternate on an annual basis between the two (2) Councillors and will serve as non-voting members on the AC.

## **6. Meetings**

- a) The AC will meet on a quarterly basis.
- b) Corporate Administration will distribute a meeting schedule at the first meeting to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- c) The agenda will be created and distributed by Corporate Administration, including a standing item with a review of the AC's progress toward completion of its current term work plan, as endorsed by Council.
- d) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the meeting will be cancelled. The Committee Clerk will inform the Chairperson, Vice-Chairperson, staff liaison(s) followed by committee members.
- e) Staff will inform the Chairperson and Vice-Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the AC. A meeting may be called, cancelled or rescheduled by the Chairperson. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- f) AC members must advise the Committee Clerk of their intent to attend or to be absent from a meeting. If the majority of members indicate that they will not be attending the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson, Vice-Chairperson and staff liaison(s), followed by informing all members.
- g) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following notification of the Chairperson and staff liaison, followed by all members.
- h) At the initial History and Heritage Advisory Committee meeting:

An orientation process for new members will be prepared for presentation at the first meeting after appointments are made by Council. Including but not limited to within the orientation:

- Summary of the mandate;

- Overview of the current or previous work plan;
  - Recent successes;
  - How the AC fits within the broader organization of the City;
  - Overview of the correlating supplemental material (ex: Master or Strategic Plans);
  - Summary of Council's Priorities in relation to the mandate;
  - Process and procedures in meeting conduct; and
  - Overview of the City's Code of Conduct, Respectful Workplace Policy and Anti-Racial Discrimination and Anti-Racism Policy;
- i) Due to the COVID-19 pandemic, meetings will be held only through electronic means. Once the COVID-19 pandemic/ related Provincial Health Orders permit then all meetings will be open to the public, and held in person unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*, and held in person.
- j) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- k) When deemed relevant to the discussion of a particular item of business under consideration, the AC will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comment(s) within a limited time as determined by the Chairperson.
- l) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- m) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson where there have been three (3) consecutive absences without knowledge/ reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- n) Any person with particular expertise, including staff, may be invited by the Chairperson or staff liaison(s) to attend a meeting in order to provide information or advice.
- o) An AC must hear and consider representations by any individual, group or organization on matters referred to the AC by Council.
- p) An AC does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- q) An AC cannot direct staff to act without the endorsement of Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
- i. Any such action must be referred to Council for consideration and adoption; and

- ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- r) On broader matters, such as organizing or setting up major/ unusual events or projects which do not have budget implications, the AC must receive prior approval from Council.
- s) Where a Member, their family, employer, or business associates have any interest in any matter being considered by the AC, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest. In this circumstance they are not to participate in any discussion nor the vote on the matter.
- t) Members are not permitted to speak directly with the media on behalf of the AC.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

## **7. Meeting Quorum**

- a) Quorum for meetings shall be a majority of all voting members. Quorum is the minimum number of voting members who must be present in order to conduct meeting business. Actions cannot be taken without quorum.

If during the meeting the Chairperson is aware that there is no longer a quorum present then they must announce the fact that quorum has been lost before taking a vote or presenting another motion and conclude the meeting.

- 7 members (majority) = four (4) voting members
  - 6 members (majority) = four (4) voting members
  - 5 members (majority) = three (3) voting members
  - 4 members (majority) = three (3) voting members
  - 3 members (majority) = two (2) voting members
- b) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
  - i. Record the names of the members present, and those absent; and
  - ii. Conclude the meeting until the next scheduled meeting.

## **8. Meeting Minutes**

- a) The meeting minutes will be action based and will only include:
  - i. Attendance
  - ii. Items discussed
  - iii. Resolutions that were adopted
  - iv. Action Items that were directed

- v. Recommendations that were directed or adopted by the AC

## **9. Staff Support**

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
  - i. Participate in the orientation of AC members at the beginning of each term, and to new members as they are appointed, in regard to the mandate, work plan suggestions of Council, or adopted work plan, previous successes, how the AC fits within the organization and supplemental materials given for information purposes;
  - ii. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and to post on the Public Notice Posting Place;
  - iii. Prepare reports on behalf of the AC;
  - iv. Review and return draft minutes to Corporate Administration prior to adoption;
  - v. Report back with status updates agenda items as required; and
  - vi. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the AC prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
  - i. Provide members with orientation at the beginning of each term, and to new members as they are appointed, in regard to meeting process and procedures including review of the City's Code of Conduct, Respectful Workplace Policy and the Anti-Racial Discrimination and Anti-Racism Policy;
  - ii. Receive and prepare correspondence;
  - iii. Maintain a list of outstanding issues for action (Action Tracking);
  - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson and staff liaison
  - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
  - vi. Distribute agenda packages to members;
  - vii. Post all notices, agendas and minutes for the public record;
  - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
  - ix. Provide minutes, with recommendations, to Council;
  - x. Update the Terms of Reference policy; and
  - xi. Create, amend and post, as needed, the AC meeting calendar.

## **10. Procedures**

Unless otherwise provided for in these Terms of Reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

### **Sub-Committees and Working Groups (as noted in the City's Council and Committee Procedure Bylaw)**

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted as a AC meeting held by the City of White Rock.

**Note:** Dedication of resources may be difficult to provide in view of competing priorities by staff.

- b) Working Groups: A committee or sub-committee may form a working group (2 or 3 persons) as an alternate to sub-committees for the limited purpose of:
- i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
  - ii. Carrying out a specific prescribed activity (e.g. parade float production, taking available information and placing it into a specified format for the originating AC).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, an AC then may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (i.e. no agenda, meeting minutes, meeting notice is required).

## **11. Code of Conduct**

AC members will be required to sign a statement agreeing that they have read, understood, and will conform to the City's Code of Conduct as defined in the Council policy regarding Code of Conduct for Committee Members, the Respectful Workplace and Anti-Racial Discrimination and Anti-Racism policies. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

**Note:** Anyone that has been removed from an AC due to a breach in the Code of Conduct, under the current Council term, will not be considered for future appointments to an AC.

## **CITY OF WHITE ROCK COMMITTEE CODE OF CONDUCT STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_ (DATE), I have read the following policies adopted by City Council:

- Policy AC No and AC Name\_\_\_\_\_, Committee Terms of Reference;
- Policy 120, Code of Conduct for Committee Members;
- Policy 405 Respectful Workplace Policy; and
- Policy 406 Anti-Racial Discrimination and Anti-Racism.

I understood the policies and I will conform to the City's Code of Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE:** **TERMS OF REFERENCE:**  
**HISTORY AND HERITAGE ADVISORY COMMITTEE**  
**POLICY NUMBER:** **COUNCIL-159**

<i>Date of Council Adoption: February 25, 2019</i>	<i>Date of Last Amendment: March 9, 2020</i>
<i>Council Resolution Number: 2019-091, 2019-158; 2019-312; 2020-155</i>	<i>Historical Changes (Amends, Repeals or Replaces):</i>
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: March 9, 2020</i>

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**Mandate**

The History and Heritage Advisory Committee shall act as an advisory body to Council on matters relating to White Rock's built, natural, and cultural heritage resources.

The History and Heritage Advisory Committee:

- a) advises Council on heritage conservation programs and policies, including:
  - i. identify sites of historical significance relating to White Rock's built, natural, and cultural heritage; and
  - ii. inspect and make maintenance recommendations of existing heritage markers such as heritage stones, storyboards, and memorial plaques.
- b) recommends opportunities to support the preservation and sharing of the Semiahmoo First Nations language, culture, and history;
- c) reviews and submits recommendations to Council on land use and planning matters which have heritage implications and may impact culturally sensitive and archaeological areas;
- d) supports activities and programs undertaken by the City or community organizations in the areas of built, environmental and cultural heritage that seek to benefit and advance awareness, preservation, and interpretation of heritage in the City;
- e) supports heritage education, tourism, and public awareness through programs such as Heritage Week displays, newsletters, etc.;
- f) promotes and enhances the City's owned heritage resources;
- g) requests expenditures for heritage purposes; and,
- h) The Committee will endeavor to engage with the Semiahmoo First Nation and other indigenous groups in order to celebrate White Rock and the history of the Semiahmoo First Nation/ other indigenous groups.

The Committee will endeavor to engage with the Semiahmoo First Nation and other indigenous groups on matters regarding the natural and cultural heritage of this region.

Committees may consider, inquire into, report and make recommendations to Council about matters referred to Committee by Council, the Chief Administrative Officer, Staff Liaison or



items brought forward by Committee members that are aligned with the Committee's mandate/Terms of Reference.

Definition:

Advisory Body means any committee, sub-committee, task force, board or panel that has been established by Council.

Member means those appointed by Council to an Advisory Board.

### **Annual Work Plan**

An annual work plan will be prepared by the Advisory Body and approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year and that additions to the work plan may be recommended by Council, or staff or the Advisory Body itself.

Council must adopt any amendments to the Advisory Body's approved work plan.

### **General Terms**

#### **Term**

Appointments will be made by Council for a two (2) year term.

In the circumstance of a Task Force or a task oriented Advisory Body to Council, the appointments will be made by Council for a two (2) year term or until duties are complete whichever were to occur first.

#### **Membership**

- a) The History and Heritage Advisory Committee will consist of up to five (5) voting members appointed by City Council from the community at large following a public recruitment process, two (2) non-voting members of Council (1 member, 1 alternate) and City staff as required.
- b) A majority of voting members must be:
  - i. White Rock residents
  - ii. Have an interest and knowledge in local heritage conservation and history, architecture, planning and design, and environmental and cultural preservation and interpretation
  - iii. Residents or representatives of local organizations
- c) Voting representative(s) from the following groups, organizations or businesses will be invited to participate:
  - i. One (1) from the White Rock Museum and Archives Board of Directors
- d) Non-voting representative(s) from the following groups, organization or businesses will be invited to participate:
  - i. One (1) representative from the Semiahmoo First Nations
  - ii. One (1) staff member from the White Rock Museum and Archives

- e) Non-voting staff liaisons are:
  - i. Director of Recreation and Culture
  - ii. Manager of Cultural Development
  - iii. Committee Clerk
- f) Committee members shall serve as volunteers without remuneration or gifts

### **Chairperson / Vice-Chairperson**

A Chairperson and Vice-Chairperson will be appointed from among its appointed voting members. The term of Chairperson and Vice-Chairperson will be for (1) one year and may be renewed to a maximum of (2) two years unless otherwise approved by Council.

### **Meetings**

- a) At the start of each calendar year, Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- c) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.
- d) Advisory Body members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. If a majority of members indicate that they will be absent from the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.
- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.
- f) Quorum for meetings shall be a majority of all voting members.
- g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
  - i. record the names of the members present, and those absent; and
  - ii. conclude the meeting until the next scheduled meeting.
- h) All meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.

- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.
- k) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- l) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson and Council representative where there have been three (3) consecutive absences without knowledge/reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.
- n) An Advisory Body must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- o) An Advisory Body does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- p) An Advisory Body cannot direct staff to take action without the endorsement of City Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
  - i. Any such action must be referred to Council for consideration and adoption;
  - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.

**Note:** This clause only applies to event oriented Advisory Bodies to Council (ex: Sea Festival and Tour de White Rock).

- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- s) Where a Member, their family, employer or business associates have any interest in any matter being considered by the committee, that member will excuse themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- t) Members are not permitted to speak directly with the media on behalf of the committee.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

### **Sub Committees and Working Groups**

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.
- b) Working Groups: A committee or sub-committee may form a working group for the limited purpose of:
  - i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
  - ii. Carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, or an Advisory Body of Council then it may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

### **Staff Support**

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
  - i. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and on the Public Notice Posting Place;
  - ii. Prepare reports on behalf of the Committee;

- iii. Review and return draft minutes to Corporate Administration prior to adoption;
  - iv. Report back with status updates on agenda items as required;
  - v. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the Advisory Body prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
- i. Receive and prepare correspondence;
  - ii. Maintain a list of outstanding issues for action (Action Tracking);
  - iii. Provide members with orientation at the beginning of each term (and to new members as they are appointed);
  - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson, staff liaison and Council representative;
  - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
  - vi. Distribute agenda packages to members;
  - vii. Post all notices, agendas and minutes for the public record;
  - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
  - ix. Provide minutes, with recommendations, to Council;
  - x. Update the Terms of Reference policy.

## **Procedures**

Unless otherwise provided for in these terms of reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

## **Code of Conduct**

Appointees will be required to sign a statement agreeing that they have read, understood, and will conform to the City's code of conduct as defined in the Council policy regarding Code of Conduct for Committee Members. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

**CITY OF WHITE ROCK  
COMMITTEE CODE OF CONDUCT  
STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_, I have read Council  
(DATE)  
Policy 120, “Code of Conduct for Committee Members” and Council Policy \_\_\_\_\_,  
Committee Terms of Reference, and I understood and will conform to the City’s Code of  
Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE:** **TERMS OF REFERENCE:**  
**HOUSING ADVISORY COMMITTEE**  
**POLICY NUMBER:** **COUNCIL POLICY 164**

<i>Date of Council Adoption: July 22, 2019</i>	<i>Date of Last Amendment: March 9, 2020</i>
<i>Council Resolution Number: 2019-316; 2020-155</i>	
<i>Originating Department: Planning and Development Services</i>	<i>Date last reviewed by the Governance and Legislation Committee: March 9, 2020</i>

## **1. Mandate**

The White Rock Housing Advisory Committee will provide input to Council regarding local-level policies, programs, and incentives that may be used to support a range of housing options and affordability levels in the City. The work of the Committee will include:

- Collecting and evaluating information made available by federal, provincial, and regional agencies (e.g., Statistics Canada, Canada Mortgage and Housing Corporation, Ministry of Municipal Affairs and Housing, BC Housing, Metro Vancouver, etc.) as they relate to housing and potential trends applicable to the City of White Rock.
- Identifying municipal approaches to supporting housing initiatives through measures such as policy incentives (e.g., density bonusing), alternative zoning standards (e.g., parking reductions), direct municipal contributions, and private-public partnerships.
- Preparing summary materials for discussion including options that identify the underlying issue, opportunities to address the issue, and potential constraints or resource needs.
- Reviewing draft policies, reports, and other materials prepared by the Planning and Development Services Department. This may include a review of updates to the Official Community Plan, Council Policies related to housing matters (e.g., Community Amenity Contribution, Secondary Suites, Tenant Relocation, Renovation and Relocation, etc.), alternative regulatory controls such as residential rental tenure zoning, and emerging strategies (actions) that may be used to address areas of local housing need as identified in the preparation of a White Rock Housing Needs Report.
- Acting as a housing ambassador for the City of White Rock with a particular focus towards supporting outcomes that will improve housing conditions for all current and future residents. This may include consulting with community stakeholders, government and non-profit agencies, potential partners and the public to develop strategic goals and actions to protect and maintain the City's rental housing stock while creating new opportunities along a housing continuum (e.g., homeless shelters, transitional housing, affordable (non-market) rental housing, market rental and ownership housing, etc.).

The Committee may also be tasked with evaluating other housing-related matters referred to it by Council, the Chief Administrative Officer, or Staff Liaison.

## **2. Annual Work Plan**

Council will participate in a workshop with staff prior to the Advisory Body / Committee (AC) appointments being made where they will give input that would be developed to bring forward to the AC regarding elements of work that the AC would include in it as annual work plan to support Council's Strategic Priorities. This would not be intended to limit the AC from undertaking other initiatives that are in line with Council's Strategic Priorities but rather to assist the AC in more efficiently developing an effective work plan that would assist Council in accomplishing their Strategic Priorities in a timely manner.

The annual work plan will be prepared by the AC for their term and submitted to Council within two (2) months of its appointment by Council. It is recognized that other work items may arise during the course of the term and that additions to the work plan may be recommended by Council, staff or the AC itself. Additional items requested to be added to the work plan by the AC should not require additional meetings from their meeting schedule. The purpose of the AC is to advise Council on items linked directly within their mandate, which correlate to Council's Strategic Priorities.

Any amendment to the AC's approved work plan must be approved by Council.

## **3. General Terms**

Appointments will be made by Council for a two (2) year term. The term appointments will not exceed the current Council term.

Subsequent appointments by Council to the AC's will be preferred to address the replacement of members who resign mid-term. The Chairperson and Vice-Chairperson will determine if it is necessary that further recruiting is required for anything other than mid-term appointments.

## **4. Membership**

The Housing Advisory Committee will consist of up to seven (7) voting members some of which will bring expertise / experience in areas applicable to the mandate of the AC and some will be representatives of the community-at-large. Members of the Committee with backgrounds in the following fields / sectors would be considered an asset:

- Non-market (not-for-profit) housing provider / developer;
- For-profit developer;
- Realtor or other professional engaged in the land sale / development sector;
- Supportive services sector (e.g., care to seniors, supports for those with developmental disabilities, etc.); and
- Institutional sector (e.g., employee of Peach Arch Hospital, medical services provider, etc.)

In addition, the City would welcome a representative of Semiahmoo First Nation to bring their voice to the Committee.



These members would be in addition to the two (2) Councillors, who will be named as Chairperson and Vice-Chairperson (non-voting members).

The membership will include members from community-based organizations where the mandate of the organization aligns with the mandate of the AC (non-voting members).

The following considerations will be made by Council when appointing members to the AC's: diversity including age, gender, ethnicity, etc.

**Note:** Anyone that has been removed from an AC, due to a breach in the Code of Conduct will not be considered for future appointments to an AC, under the current Council term.

## **5. Chairperson/ Vice-Chairperson**

The two (2) members of Council on the Committee will serve as the Chairperson and Vice-Chairperson. The positions of Chairperson and Vice-Chairperson will alternate on an annual basis between the two (2) Councillors and will serve as non-voting members on the AC.

## **6. Meetings**

- a) The AC will meet on a monthly basis.
- b) Corporate Administration will distribute a meeting schedule at the first meeting to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- c) The agenda will be created and distributed by Corporate Administration, including a standing item with a review of the AC's progress toward completion of its current term work plan, as endorsed by Council.
- d) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the meeting will be cancelled. The Committee Clerk will inform the Chairperson, Vice-Chairperson, staff liaison(s) followed by committee members.
- e) Staff will inform the Chairperson and Vice-Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the AC. A meeting may be called, cancelled or rescheduled by the Chairperson. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- f) AC members must advise the Committee Clerk of their intent to attend or to be absent from a meeting. If the majority of members indicate that they will not be attending the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson, Vice-Chairperson and staff liaison(s), followed by informing all members.

- g) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following notification of the Chairperson and staff liaison, followed by all members.

- h) At the initial Housing Advisory Committee meeting:

An orientation process for new members will be prepared for presentation at the first meeting after appointments are made by Council. Including but not limited to within the orientation:

- Summary of the mandate;
  - Overview of the current or previous work plan;
  - Recent successes;
  - How the AC fits within the broader organization of the City;
  - Overview of the correlating supplemental material (ex: Master or Strategic Plans);
  - Summary of Council's Priorities in relation to the mandate;
  - Process and procedures in meeting conduct; and
  - Overview of the City's Code of Conduct, Respectful Workplace Policy and Anti-Racial Discrimination and Anti-Racism Policy;
- i) Due to the COVID-19 pandemic, meetings will be held only through electronic means. Once the COVID-19 pandemic/ related Provincial Health Orders permit then all meetings will be open to the public, and held in person unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*, and held in person.
- j) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- k) When deemed relevant to the discussion of a particular item of business under consideration, the AC will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comment(s) within a limited time as determined by the Chairperson.
- l) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- m) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson where there have been three (3) consecutive absences without knowledge/ reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- n) Any person with particular expertise, including staff, may be invited by the Chairperson or staff liaison(s) to attend a meeting in order to provide information or advice.

- o) An AC must hear and consider representations by any individual, group or organization on matters referred to the AC by Council.
- p) An AC does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- q) An AC cannot direct staff to act without the endorsement of Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
  - i. Any such action must be referred to Council for consideration and adoption; and
  - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- r) On broader matters, such as organizing or setting up major/ unusual events or projects which do not have budget implications, the AC must receive prior approval from Council.
- s) Where a Member, their family, employer, or business associates have any interest in any matter being considered by the AC, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest. In this circumstance they are not to participate in any discussion nor the vote on the matter.
- t) Members are not permitted to speak directly with the media on behalf of the AC.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

## **7. Meeting Quorum**

- a) Quorum for meetings shall be a majority of all voting members. Quorum is the minimum number of voting members who must be present in order to conduct meeting business. Actions cannot be taken without quorum.

If during the meeting the Chairperson is aware that there is no longer a quorum present then they must announce the fact that quorum has been lost before taking a vote or presenting another motion and conclude the meeting.

- 7 members (majority) = four (4) voting members
  - 6 members (majority) = four (4) voting members
  - 5 members (majority) = three (3) voting members
  - 4 members (majority) = three (3) voting members
  - 3 members (majority) = two (2) voting members
- b) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
  - i. Record the names of the members present, and those absent; and

- ii. Conclude the meeting until the next scheduled meeting.

## **8. Meeting Minutes**

- a) The meeting minutes will be action based and will only include:
  - i. Attendance
  - ii. Items discussed
  - iii. Resolutions that were adopted
  - iv. Action Items that were directed
  - v. Recommendations that were directed or adopted by the AC

## **9. Staff Support**

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
  - i. Participate in the orientation of AC members at the beginning of each term, and to new members as they are appointed, in regard to the mandate, work plan suggestions of Council, or adopted work plan, previous successes, how the AC fits within the organization and supplemental materials given for information purposes;
  - ii. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and to post on the Public Notice Posting Place;
  - iii. Prepare reports on behalf of the AC;
  - iv. Review and return draft minutes to Corporate Administration prior to adoption;
  - v. Report back with status updates agenda items as required; and
  - vi. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the AC prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
  - i. Provide members with orientation at the beginning of each term, and to new members as they are appointed, in regard to meeting process and procedures including review of the City's Code of Conduct, Respectful Workplace Policy and the Anti-Racial Discrimination and Anti-Racism Policy;
  - ii. Receive and prepare correspondence;
  - iii. Maintain a list of outstanding issues for action (Action Tracking);
  - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson and staff liaison
  - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
  - vi. Distribute agenda packages to members;
  - vii. Post all notices, agendas and minutes for the public record;
  - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
  - ix. Provide minutes, with recommendations, to Council;

- x. Update the Terms of Reference policy; and
- xi. Create, amend and post, as needed, the AC meeting calendar.

## **10. Procedures**

Unless otherwise provided for in these Terms of Reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

### **Sub-Committees and Working Groups (as noted in the City's Council and Committee Procedure Bylaw)**

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted as a AC meeting held by the City of White Rock.

**Note:** Dedication of resources may be difficult to provide in view of competing priorities by staff.

- b) Working Groups: A committee or sub-committee may form a working group (2 or 3 persons) as an alternate to sub-committees for the limited purpose of:
  - i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
  - ii. Carrying out a specific prescribed activity (e.g. parade float production, taking available information and placing it into a specified format for the originating AC).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, an AC then may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (i.e. no agenda, meeting minutes, meeting notice is required).

## **11. Code of Conduct**

AC members will be required to sign a statement agreeing that they have read, understood, and will conform to the City's Code of Conduct as defined in the Council policy regarding Code of Conduct for Committee Members, the Respectful Workplace and Anti-Racial Discrimination and Anti-Racism policies. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

**Note:** Anyone that has been removed from an AC due to a breach in the Code of Conduct, under the current Council term, will not be considered for future appointments to an AC.

## **CITY OF WHITE ROCK COMMITTEE CODE OF CONDUCT STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_ (DATE), I have read the following policies adopted by City Council:

- Policy AC No and AC Name\_\_\_\_\_, Committee Terms of Reference;
- Policy 120, Code of Conduct for Committee Members;
- Policy 405 Respectful Workplace Policy; and
- Policy 406 Anti-Racial Discrimination and Anti-Racism.

I understood the policies and I will conform to the City's Code of Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE: TERMS OF REFERENCE: HOUSING ADVISORY COMMITTEE**

**POLICY NUMBER: COUNCIL – 164**

<i>Date of Council Adoption: July 22, 2019</i>	<i>Date of Last Amendment: March 9, 2020</i>
<i>Council Resolution Number: 2019-316; 2020-155</i>	
<i>Originating Department: Planning and Development Services</i>	<i>Date last reviewed by the Governance and Legislation Committee: March 9, 2020</i>

**Mandate**

The White Rock Housing Advisory Committee will provide advice to Council regarding potential housing and affordable housing policies, tools, incentives and partnerships that support a range of housing options and affordability levels in the City of White Rock. The Committee will also assist the Planning and Development Services Department in completing the Official Community Plan Review, Zoning Bylaw Update and preparing a Housing Needs Report. The work of the Committee will include these items:

- Reviewing background research on the City's housing needs, particularly the standardized data provided by Metro Vancouver Regional District regarding factors that impact housing affordability (current and projected population, household income, significant economic sectors and currently available and anticipated housing units);
- Conducting a SWOT analysis to determine the strengths, weaknesses, opportunities and threats that impact the affordability of housing in White Rock;
- Reviewing municipal policies, tools and incentives for creating a range of affordable and rental housing options, including density bonuses and transfers, and the use of City land and/or Community Amenity Contributions (CACs) as City contributions to partnership-based affordable housing projects;
- Providing input into the Official Community Plan affordable housing policy review;
- Reviewing existing rental housing policies related to tenant relocation and protections;
- Providing recommendations on using 'residential rental tenure zoning' in White Rock, permitting multiple secondary suites in a single building, and eliminating the minimum size of secondary suites as currently proposed under the BC Building Code; and
- Consulting with community stakeholders, government and non-profit agencies, potential partners and the public to develop strategic goals and actions to protect, maintain, improve existing rental housing and create new affordable housing (ownership/rental).



Committees may consider, inquire into, report and make recommendations to Council about matters referred to Committee by Council, the Chief Administrative Officer, Staff Liaison or items brought forward by Committee members that are aligned with the Committee's mandate/Terms of Reference.

Definition:

Advisory Body means any committee, sub-committee, task force, board or panel that has been established by Council.

Member means those appointed by Council to an Advisory Board.

### **Annual Work Plan**

An annual work plan will be prepared by the Advisory Body and approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year and that additions to the work plan may be recommended by Council, or staff or the Advisory Body itself.

Council must adopt any amendments to the Advisory Body's approved work plan.

### **General Terms**

#### **Term**

Appointments will be made by Council for a two (2) year term.

In the circumstance of a Task Force or a task oriented Advisory Body to Council, the appointments will be made by Council for a two (2) year term or until duties are complete whichever were to occur first.

#### **Membership**

- a) The Committee will consist of up to seven (7) voting members appointed by Council from the community at large following a public recruitment process, three (3) non-voting members of Council (1 member, 2 alternates) and City staff as required.
- b) A majority of voting members must be:
  - i. White Rock residents
- c) Non-voting representatives from the following groups, organizations or businesses will be invited to participate:
  - i. MP
  - ii. MLA
  - iii. Peninsula Homeless to Housing Task Force
  - iv. Semiahmoo Seniors' Planning Table
  - v. White Rock Economic Development Advisory Committee
  - vi. The Public
- d) Non-voting staff liaisons are:
  - i. Director of Planning and Development Services

- ii. Manager of Planning
  - iii. Planner (as required)
  - iv. Committee Clerk
- e) Members shall serve as volunteers without remuneration or gifts.

### **Chairperson / Vice-Chairperson**

A Chairperson and Vice-Chairperson will be appointed from among its appointed voting members. The term of Chairperson and Vice-Chairperson will be for (1) one year and may be renewed to a maximum of (2) two years unless otherwise approved by Council.

### **Meetings**

- a) At the start of each calendar year, Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- c) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.
- d) Advisory Body members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. If a majority of members indicate that they will be absent from the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.
- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.
- f) Quorum for meetings shall be a majority of all voting members.
- g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
  - i) record the names of the members present, and those absent; and
  - ii) conclude the meeting until the next scheduled meeting.
- h) All meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.

- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.
- k) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- l) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson and Council representative where there have been three (3) consecutive absences without knowledge/reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.
- n) An Advisory Body must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- o) An Advisory Body does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- p) An Advisory Body cannot direct staff to take action without the endorsement of City Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
  - i) Any such action must be referred to Council for consideration and adoption;
  - ii) Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.

**Note:** This clause only applies to event oriented Advisory Bodies to Council (ex: Sea Festival and Tour de White Rock).

- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.

- s) Where a Member, their family, employer or business associates have any interest in any matter being considered by the committee, that member will excuse themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- t) Members are not permitted to speak directly with the media on behalf of the committee.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

### **Sub Committees and Working Groups**

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.
- b) Working Groups: A committee or sub-committee may form a working group for the limited purpose of:
  - i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
  - ii. Carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, or an Advisory Body of Council then it may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

### **Staff Support**

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
  - i. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and on the Public Notice Posting Place;
  - ii. Prepare reports on behalf of the Committee;
  - iii. Review and return draft minutes to Corporate Administration prior to adoption;
  - iv. Report back with status updates on agenda items as required;

- v. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the Advisory Body prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
- i. Receive and prepare correspondence;
  - ii. Maintain a list of outstanding issues for action (Action Tracking);
  - iii. Provide members with orientation at the beginning of each term (and to new members as they are appointed);
  - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson, staff liaison and Council representative;
  - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
  - vi. Distribute agenda packages to members;
  - vii. Post all notices, agendas and minutes for the public record;
  - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
  - ix. Provide minutes, with recommendations, to Council;
  - x. Update the Terms of Reference policy.

### **Procedures**

Unless otherwise provided for in these terms of reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

### **Code of Conduct**

Appointees will be required to sign a statement agreeing that they have read, understood, and will conform to the City's code of conduct as defined in the Council policy regarding Code of Conduct for Committee Members. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

**CITY OF WHITE ROCK  
COMMITTEE CODE OF CONDUCT  
STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_, I have read Council  
(DATE)  
Policy 120, “Code of Conduct for Committee Members” and Council Policy \_\_\_\_\_,  
Committee Terms of Reference and I understood and will conform to the City’s Code of  
Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**

15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE:** **TERMS OF REFERENCE:**  
**PUBLIC ART ADVISORY COMMITTEE**  
**POLICY NUMBER:** **COUNCIL POLICY 147**

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment: March 9, 2020</i>
<i>Council Resolution Number: 2015-214, 2016-483, 2020-155</i>	
<i>Originating Department: Recreation and Culture / Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: March 9, 2020</i>

## **1. Mandate**

The Public Art Advisory Committee will make recommendations for updates to the City's Public Art Policy to ensure it reflects best practices and community values for the selection, placement, funding, and maintenance of the City's Public Art Program, and will update and monitor the Public Art workplan to ensure Public Art activities align with the Public Art Policy.

The Committee may consider, inquire into, report, and make recommendations to Council about matters referred to Committee by Council, the Chief Administrative Officer, Staff Liaison, or items brought forward by Committee members that are aligned with the Committee's mandate/Terms of Reference (if there is time for the committee to discuss or add to their agenda working within their regular meeting schedule).

## **2. Annual Work Plan**

Council will participate in a workshop with staff prior to the Advisory Body/ Committee (AC) appointments being made where they will give input that would be developed to bring forward to the AC regarding elements of work that the AC would include in it as annual work plan to support Council's Strategic Priorities. This would not be intended to limit the AC from undertaking other initiatives that are in line with Council's Strategic Priorities but rather to assist the AC in more efficiently developing an effective work plan that would assist Council in accomplishing their Strategic Priorities in a timely manner.

The annual work plan will be prepared by the AC for their term and submitted to Council within two (2) months of its appointment by Council. It is recognized that other work items may arise during the course of the term and that additions to the work plan may be recommended by Council, staff or the AC itself. Additional items requested to be added to the work plan by the AC should not require additional meetings from their meeting schedule. The purpose of the AC is to advise Council on items linked directly within their mandate, which correlate to Council's Strategic Priorities.

Any amendment to the AC's approved work plan must be approved by Council.

### **3. General Terms**

Appointments will be made by Council for a two (2) year term. The term appointments will not exceed the current Council term.

Subsequent appointments by Council to the AC's will be preferred to address the replacement of members who resign mid-term. The Chairperson and Vice-Chairperson will determine if it is necessary that further recruiting is required for anything other than mid-term appointments.

### **4. Membership**

The Public Art Advisory Committee will consist of up to seven (7) voting members; some of which will bring expertise /experience in the area of the mandate of the AC, and some will be representatives of the community-at-large. These members would be in addition to the two (2) Councillors, who will be named as Chairperson and Vice-Chairperson (non-voting members).

The membership will include members from community-based arts and culture organizations where the mandate of the organization aligns with the mandate of the AC (non-voting members).

A member of the Public Art Advisory Committee is to be appointed to the City's Advisory Design Panel (ADP) as a non-voting member who will be invited to ADP meetings when there is a public art component proposed or expected based on Council Policy 511 Density Bonus / Amenity Contribution.

The following considerations will be made by Council when appointing members to the AC's: diversity including age, gender, ethnicity, etc.

**Note:** Anyone that has been removed from an AC, due to a breach in the Code of Conduct will not be considered for future appointments to an AC, under the current Council term.

### **5. Chairperson/ Vice-Chairperson**

The two (2) members of Council on the Committee will serve as the Chairperson and Vice-Chairperson. The positions of Chairperson and Vice-Chairperson will alternate on an annual basis between the two (2) Councillors and will serve as non-voting members on the AC.

### **6. Meetings**

- a) The AC will meet on a monthly basis.
- b) Corporate Administration will distribute a meeting schedule at the first meeting to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.



- c) The agenda will be created and distributed by Corporate Administration, including a standing item with a review of the AC's progress toward completion of its current term work plan, as endorsed by Council.
- d) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the meeting will be cancelled. The Committee Clerk will inform the Chairperson, Vice-Chairperson, staff liaison(s) followed by committee members.
- e) Staff will inform the Chairperson and Vice-Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the AC. A meeting may be called, cancelled or rescheduled by the Chairperson. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- f) AC members must advise the Committee Clerk of their intent to attend or to be absent from a meeting. If the majority of members indicate that they will not be attending the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson, Vice-Chairperson and staff liaison(s), followed by informing all members.
- g) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following notification of the Chairperson and staff liaison, followed by all members.
- h) At the initial Public Art Advisory Committee meeting:

An orientation process for new members will be prepared for presentation at the first meeting after appointments are made by Council. Including but not limited to within the orientation:

- Summary of the mandate;
  - Overview of the current or previous work plan;
  - Recent successes;
  - How the AC fits within the broader organization of the City;
  - Overview of the correlating supplemental material (ex: Master or Strategic Plans);
  - Summary of Council's Priorities in relation to the mandate;
  - Process and procedures in meeting conduct; and
  - Overview of the City's Code of Conduct, Respectful Workplace Policy and Anti-Racial Discrimination and Anti-Racism Policy;
- i) Due to the COVID-19 pandemic, meetings will be held only through electronic means. Once the COVID-19 pandemic/ related Provincial Health Orders permit then all meetings will be open to the public, and held in person unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*, and held in person.
  - j) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.

- k) When deemed relevant to the discussion of a particular item of business under consideration, the AC will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comment(s) within a limited time as determined by the Chairperson.
- l) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- m) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson where there have been three (3) consecutive absences without knowledge/ reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- n) Any person with particular expertise, including staff, may be invited by the Chairperson or staff liaison(s) to attend a meeting in order to provide information or advice.
- o) An AC must hear and consider representations by any individual, group or organization on matters referred to the AC by Council.
- p) An AC does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- q) An AC cannot direct staff to act without the endorsement of Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
  - i. Any such action must be referred to Council for consideration and adoption; and
  - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- r) On broader matters, such as organizing or setting up major/ unusual events or projects which do not have budget implications, the AC must receive prior approval from Council.
- s) Where a Member, their family, employer, or business associates have any interest in any matter being considered by the AC, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest. In this circumstance they are not to participate in any discussion nor the vote on the matter.
- t) Members are not permitted to speak directly with the media on behalf of the AC.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

## **7. Meeting Quorum**

- a) Quorum for meetings shall be a majority of all voting members. Quorum is the minimum number of voting members who must be present in order to conduct meeting business. Actions cannot be taken without quorum.

If during the meeting the Chairperson is aware that there is no longer a quorum present then they must announce the fact that quorum has been lost before taking a vote or presenting another motion and conclude the meeting.

- 7 members (majority) = four (4) voting members
  - 6 members (majority) = four (4) voting members
  - 5 members (majority) = three (3) voting members
  - 4 members (majority) = three (3) voting members
  - 3 members (majority) = two (2) voting members
- b) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
- i. Record the names of the members present, and those absent; and
  - ii. Conclude the meeting until the next scheduled meeting.

## **8. Meeting Minutes**

- a) The meeting minutes will be action based and will only include:
- i. Attendance
  - ii. Items discussed
  - iii. Resolutions that were adopted
  - iv. Action Items that were directed
  - v. Recommendations that were directed or adopted by the AC

## **9. Staff Support**

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
- i. Participate in the orientation of AC members at the beginning of each term, and to new members as they are appointed, in regard to the mandate, work plan suggestions of Council, or adopted work plan, previous successes, how the AC fits within the organization and supplemental materials given for information purposes;
  - ii. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and to post on the Public Notice Posting Place;
  - iii. Prepare reports on behalf of the AC;

- iv. Review and return draft minutes to Corporate Administration prior to adoption;
  - v. Report back with status updates agenda items as required; and
  - vi. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the AC prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
- i. Provide members with orientation at the beginning of each term, and to new members as they are appointed, in regard to meeting process and procedures including review of the City's Code of Conduct, Respectful Workplace Policy and the Anti-Racial Discrimination and Anti-Racism Policy;
  - ii. Receive and prepare correspondence;
  - iii. Maintain a list of outstanding issues for action (Action Tracking);
  - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson and staff liaison
  - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
  - vi. Distribute agenda packages to members;
  - vii. Post all notices, agendas and minutes for the public record;
  - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
  - ix. Provide minutes, with recommendations, to Council;
  - x. Update the Terms of Reference policy; and
  - xi. Create, amend and post, as needed, the AC meeting calendar.

## **10. Procedures**

Unless otherwise provided for in these Terms of Reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

### **Sub-Committees and Working Groups (as noted in the City's Council and Committee Procedure Bylaw)**

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted as a AC meeting held by the City of White Rock.

**Note:** Dedication of resources may be difficult to provide in view of competing priorities by staff.

- b) Working Groups: A committee or sub-committee may form a working group (2 or 3 persons) as an alternate to sub-committees for the limited purpose of:

- i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
  - ii. Carrying out a specific prescribed activity (e.g. parade float production, taking available information and placing it into a specified format for the originating AC).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, an AC then may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (i.e. no agenda, meeting minutes, meeting notice is required).

## **11. Code of Conduct**

AC members will be required to sign a statement agreeing that they have read, understood, and will conform to the City's Code of Conduct as defined in the Council policy regarding Code of Conduct for Committee Members, the Respectful Workplace and Anti-Racial Discrimination and Anti-Racism policies. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

**Note:** Anyone that has been removed from an AC due to a breach in the Code of Conduct, under the current Council term, will not be considered for future appointments to an AC.

## **CITY OF WHITE ROCK COMMITTEE CODE OF CONDUCT STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_ (DATE), I have read the following policies adopted by City Council:

- Policy AC No and AC Name\_\_\_\_\_, Committee Terms of Reference;
- Policy 120, Code of Conduct for Committee Members;
- Policy 405 Respectful Workplace Policy; and
- Policy 406 Anti-Racial Discrimination and Anti-Racism.

I understood the policies and I will conform to the City's Code of Conduct as outlined in these policies.

---

(PRINT NAME)

---

(SIGNATURE)

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE:** **TERMS OF REFERENCE:  
PUBLIC ART ADVISORY COMMITTEE**

**POLICY NUMBER:** **COUNCIL - 147**

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment: March 9, 2020</i>
<i>Council Resolution Number: 2015-214, 2016-483, 2020-155</i>	
<i>Originating Department: Recreation and Culture / Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: March 9, 2020</i>

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**Mandate**

The Public Art Advisory Committee will advise Council on the implementation of public art policies and projects for the City of White Rock. To meet its mandate, the Public Art Advisory Committee will advise on:

- The development of an annual public art plan in conjunction with the budget review process to identify and prioritize appropriate projects and locations for public art in White Rock.
  - Developing and ensuring the application of established procedures and guidelines on a project-by-project basis, including selection process.  
When calling for artists, the selection committee must endeavor to select only local artists from White Rock, South Surrey, or Semiahmoo First Nation.
- Note:** For any procurement where the value is equal to or greater than \$75k the following trade agreements apply and must be adhered to:
- Northwest Partnership Trade Agreement
  - Canadian Free Trade Agreement
  - Project design, development, implementation and maintenance issues.
  - Issues, new trends and future needs related to the delivery of the Public Art Program in White Rock and recommend changes as required.

Committees may consider, inquire into, report and make recommendations to Council about matters referred to Committee by Council, the Chief Administrative Officer, Staff Liaison or items brought forward by Committee members that are aligned with the Committee's mandate/Terms of Reference.

Definition:

Advisory Body means any committee, sub-committee, task force, board or panel that has been established by Council.

Member means those appointed by Council to an Advisory Board.

### **Annual Work Plan**

An annual work plan will be prepared by the Advisory Body and approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year and that additions to the work plan may be recommended by Council, or staff or the Advisory Body itself.

Council must adopt any amendments to the Advisory Body's approved work plan.

### **General Terms**

#### **Term**

Appointments will be made by Council for a two (2) year term.

In the circumstance of a Task Force or a task oriented Advisory Body to Council, the appointments will be made by Council for a two (2) year term or until duties are complete whichever were to occur first.

#### **Membership**

- a) The Public Art Advisory Committee will consist of up to seven (7) voting members appointed by City Council from the community at large following a public recruitment process, two (2) non-voting member of Council (1 member, 1 alternate) and City staff as required.
- b) A majority of voting members must be:
  - i. City of White Rock residents
  - ii. Artists or representatives of local arts or cultural organizations.
- c) Non-voting staff liaisons are:
  - i. Director of Recreation and Culture
  - ii. Manager of Cultural Development
  - iii. Committee Clerk
- d) Members shall serve as volunteers without remuneration or gifts.

#### **Chairperson / Vice-Chairperson**

A Chairperson and Vice-Chairperson will be appointed from among its appointed voting members. The term of Chairperson and Vice-Chairperson will be for (1) one year and may be renewed to a maximum of (2) two years unless otherwise approved by Council.

#### **Meetings**

- a) At the start of each calendar year, Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with



the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.

- c) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.
- d) Advisory Body members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. If a majority of members indicate that they will be absent from the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.
- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.
- f) Quorum for meetings shall be a majority of all voting members.
- g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
  - i. record the names of the members present, and those absent; and
  - ii. conclude the meeting until the next scheduled meeting.
- h) All meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.
- k) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- l) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson and Council representative where there have been three (3) consecutive absences without knowledge/reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.

- n) An Advisory Body must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- o) An Advisory Body does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- p) An Advisory Body cannot direct staff to take action without the endorsement of City Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
  - i. Any such action must be referred to Council for consideration and adoption;
  - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.

**Note:** This clause only applies to event oriented Advisory Bodies to Council (ex: Sea Festival and Tour de White Rock).

- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- s) Where a Member, their family, employer or business associates have any interest in any matter being considered by the committee, that member will excuse themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- t) Members are not permitted to speak directly with the media on behalf of the committee.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

### **Sub Committees and Working Groups**

- a) **Sub-committees:** A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.
- b) **Working Groups:** A committee or sub-committee may form a working group for the limited purpose of:
  - i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or

- ii. Carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, or an Advisory Body of Council then it may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

### **Staff Support**

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
  - i. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and on the Public Notice Posting Place;
  - ii. Prepare reports on behalf of the Committee;
  - iii. Review and return draft minutes to Corporate Administration prior to adoption;
  - iv. Report back with status updates on agenda items as required;
  - v. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the Advisory Body prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
  - i. Receive and prepare correspondence;
  - ii. Maintain a list of outstanding issues for action (Action Tracking);
  - iii. Provide members with orientation at the beginning of each term (and to new members as they are appointed);
  - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson, staff liaison and Council representative;
  - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
  - vi. Distribute agenda packages to members;
  - vii. Post all notices, agendas and minutes for the public record;
  - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
  - ix. Provide minutes, with recommendations, to Council;
  - x. Update the Terms of Reference policy.

### **Procedures**

Unless otherwise provided for in these terms of reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

### **Code of Conduct**

Appointees will be required to sign a statement agreeing that they have read, understood, and will conform to the City's code of conduct as defined in the Council Policy No. 120 - *Code of Conduct for Committee Members*. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

### **Rationale:**

The purpose of the Public Art Advisory Committee is to provide advice and act as a resource to City Council and staff in regard to the City's Public Art Program.

Previous TOR

**CITY OF WHITE ROCK  
COMMITTEE CODE OF CONDUCT  
STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_, I have read Council  
(DATE)  
Policy 120, “Code of Conduct for Committee Members” and Council Policy \_\_\_\_\_,  
Committee Terms of Reference and I understood and will conform to the City’s Code of  
Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)





# 2021 - 2022 Council Strategic Priorities

## ALIGNING OUR PRIORITIES

UPDATED MARCH 2021

Page 98 of 156

**WHITE ROCK**  
*City by the Sea!*



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## MESSAGE FROM COUNCIL



### WHITE ROCK CITY COUNCIL | 2021 - 2022

TOP ROW, LEFT TO RIGHT: Councillor David Chesney, Councillor Erika Johanson, Councillor Helen Fathers and Councillor Christopher Trevelyan.

BOTTOM ROW, LEFT TO RIGHT: Councillor Anthony Manning, Mayor Darryl Walker, and Councillor Scott Kristjanson.

When City Council approved the Strategic Priorities for White Rock in early 2019, we heard from the community clear priorities that included reopening Canada's Longest Pier and the Waterfront Promenade, both severely damaged in December 2018 by a harsh and sudden winter storm.

Today we face a different storm. The declaration of a COVID-19 global pandemic in March 2020 has left our world profoundly changed. Responsively, the City moved to online services, advocated to aid residents and businesses in need, and provided alternatives to in-person Council meetings, public meetings, special events, recreation and public engagement.

Throughout this time, the City of White Rock continued to provide essential services, including fire and police, solid waste collection and recycling, clean drinking water, roads and parks maintenance, taxation and parking services. The City formed the COVID-19 Recovery Task Force in June 2020 to respond to the social and economic needs of White Rock during the pandemic.

Council's 2021-2022 Strategic Priorities maintain, where possible, the public input principles we heard in 2019 along with input from the community during the pandemic. We have refined our priorities and will focus on our Community, Environment, Waterfront, Infrastructure, Economy and response to COVID-19. Together, we will get through this storm, and build an even stronger future for our City by the Sea.



## INTRODUCTION

### **Council's Strategic Priorities: Impact of the COVID-19 Pandemic**

At the beginning of each four-year term of office, White Rock City Council sets the long-term vision and strategic plan for the City of White Rock. Council's Strategic Priorities provide the community with the goals the City will achieve and describes how the City will achieve them.

Council's Strategic Priorities are an important element within the work plan of City employees. Two years into Council's four-year term, the City has achieved 60 per cent of the priorities identified in Council's 2018-2022 Strategic Priorities. This was achieved despite the COVID-19 global pandemic.

Due to the unprecedented challenges presented by the pandemic, City resources have been strained, with unplanned priorities needing immediate attention. As a result, City Council has taken a fresh look at White Rock's Strategic Priorities for the next two years of the Council term.

Through Council's 2021-2022 Strategic Priorities, White Rock will continue to focus on the health and safety of the community, providing a high quality of life for residents, supporting the local economy and ensuring this seaside city is an attractive destination for visitors.



## VISION AND VALUES

### CORPORATE VISION

White Rock will provide for all its citizens a high quality of life where:

- Our environment is protected and nurtured
- The community feels safe, secure and friendly
- Opportunities exist for our businesses to prosper
- Arts and culture flourish and our heritage is celebrated
- Municipal boundaries are less important than a strong sense of pride in and connection to our community
- We all can live, work and play in an enjoyable atmosphere

### CORPORATE VALUES

- Excellence
- Respect
- Integrity
- Responsibility
- Accountability
- Value
- Community participation in government

### CORPORATE MISSION

Building community excellence through effective stewardship of all community resources

### COUNCIL STRATEGIC PRIORITIES 2021-2022

The following pages provide an update to Council's 2018-2022 Strategic Priorities.

The six priorities are Community, Environment, Waterfront, Infrastructure, Economy and COVID-19.

Each priority is supported by action items, including a full list of planned projects linked to Council's Strategic Priorities.

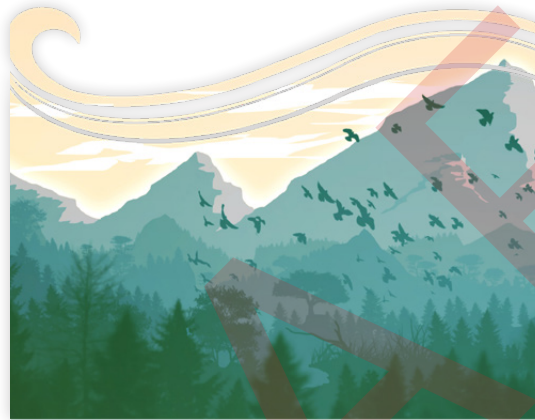


## COUNCIL'S STRATEGIC PRIORITIES



### COMMUNITY

We will make the best possible community decisions in collaboration with residents and stakeholders, providing an excellent quality of life.



### ENVIRONMENT

We will continue to improve our environmental stewardship to preserve and protect the natural environment for future generations.



### WATERFRONT

We will enhance, promote and share our regional, premier, seaside experience.



## INFRASTRUCTURE

We will build and maintain physical and organizational structures and facilities to enhance our community's quality of life.



## ECONOMY

We will support the prosperity and diversification of the City's economic base.



## COVID-19

We will provide the best possible community outcomes and resilience to maximize recovery from COVID-19.

# NARROWING THE FOCUS FOR 2021-2022



To help narrow the focus for Council's 2021-2022 Strategic Priorities, City Council on March 8, 2021, selected a list of top-five items to achieve leading up to 2022.

They are:

1. The Official Community Plan (OCP) Review
2. Solid Waste Pickup for Multi Family
3. Housing Needs / Affordable Housing
4. Community Amenity Contribution (CAC) 'shovel-in-the-ground' projects
5. The City's Relationship with the Semiahmoo First Nation

All priorities can be found in the Strategic Priorities documents that follow.



# COMMUNITY



## WE WILL...

*Make the best possible community decisions in collaboration with residents and stakeholders, providing an excellent quality of life.*

## OBJECTIVES

1. Guide land use decisions of Council to reflect the vision of the community.
2. Manage the delivery of City services efficiently and effectively.
3. Confirm the City is following best practices in governance.
4. Select and complete the CAC projects to maximize the benefit to the community.
5. Advocate on behalf of the community to senior levels of government and other stakeholder groups.
6. Continue to nurture a respectful, trusting partnership with the Semiahmoo First Nation for the benefit of both communities

## ACTIONS AND PRIORITY

OBJECTIVE	ACTION	PRIORITY
Guide land use decisions of Council to reflect the vision of the community.	Review the Official Community Plan (OCP)	Top Priority
	Town Centre Review (with DIALOG)	Top Priority
	Building Heights Outside the Town Centre	Top Priority
	Affordable Housing/Housing Needs Report	Top Priority
	Review of Waterfront Design Guidelines for East Beach and West Beach	High Priority
	Coach House/Secondary Suites in duplexes/triplexes	High Priority
	Single-family home zones	High Priority





# COMMUNITY



OBJECTIVE	ACTION	PRIORITY
Confirm the City is following best practices in governance.	Governance and Legislation Committee to continue to review all Council policies	Top Priority
	<ol style="list-style-type: none"> <li>1. Corporate Administration Policies</li> <li>2. Council Policies</li> <li>3. City Operations Policies</li> <li>4. Finance Policies</li> <li>5. Human Resources Policies</li> <li>6. Planning and Development Policies</li> </ol>	<ol style="list-style-type: none"> <li>1. High Priority</li> <li>2. High Priority</li> <li>3. High Priority</li> <li>4. High Priority</li> <li>5. High Priority</li> <li>6. High Priority</li> </ol>
	Reserve Fund	High Priority
Manage the delivery of City services efficiently and effectively.	Multi-Family and Commercial Waste Pickup	Top Priority
	Conduct multi-family and commercial waste pickup and analysis	Top Priority
	Conduct multi-family and commercial waste pickup and analysis	Top Priority
	Review emergency alert systems for mass notification	Top Priority
	Water Community Advisory Panel	High Priority
	Examine water quality results from Water Treatment Plant	High Priority
	Policing Service Review	High Priority



# COMMUNITY



OBJECTIVE	ACTION	PRIORITY
Select and complete the CAC projects to maximize the benefit to the community.	Community Amenity Contributions Review	Top Priority
	Review Options for Adding Pickleball Courts at East Beach and/or West Beach	High Priority
	Review Options for Adding Playground/Green Space in East Beach and/or West Beach	Top Priority
	Review Feasibility of Installing Year-Round Volleyball Nets on East Beach Foreshore	Top Priority
	Review Options for Using Portions of Hogg Park for Affordable Housing Project	Top Priority
	Bring forward Affordable Housing Reserve Fund Bylaw and consider allocating \$4 million to fund	Top Priority
	Update Council on Previous Centre Street Hillside Walkway Reports	Top Priority
	Review Options for Upgrading Multiple Hillside Walkways (Road Ends) to Waterfront	Top Priority
	Confirm Ability to Use Amenity Contributions for Improving Beach Access	Top Priority
	Review Options for Upgrading Maccaud Park with Greener Approach	Top Priority
	Confirm Locations for Current and Proposed Bus Shelters in Town Centre Area	Top Priority







# COMMUNITY



OBJECTIVE	ACTION	PRIORITY
Continue to nurture a respectful, trusting partnership with the Semiahmoo First Nation for the benefit of both communities.	Water Service Agreements	Top Priority
	Relationship Rebuilding/ Partnership	Top Priority
	Communication Protocol - Memorandum of Understanding	Top Priority
	Sanitary Sewer Service Agreement	High Priority
	Drainage Memorandum of Understanding	High Priority
	Totem Pole (House Post) Restoration at White Rock Elementary School Grounds	High Priority
	SFN Infrastructure Investigation & Assessment	High Priority



# ENVIRONMENT



## WE WILL...

*Continue to improve our environmental stewardship to preserve and protect the natural environment for future generations.*

## OBJECTIVES

1. Integrate storm damage environmental capital assets.
2. Reduce greenhouse gas emissions.
3. Protect and increase the tree canopy and enhance greenspace in the community.

## ACTIONS AND PRIORITY

ACTION	PRIORITY
Protection of Semiahmoo Bay	High Priority
Energy Step Code Implementation	High Priority
Environmental Advisory Committee suggesting improvements to bylaws and policies to protect the tree canopy.	High Priority
Tree Management Bylaw Review	High Priority
Policy 607 Heritage Trees	High Priority
Policy 611 Tree Management on City Lands	High Priority







# WATERFRONT



## WE WILL...

*Continue to improve our environmental stewardship to preserve and protect the natural environment for future generations.*

## OBJECTIVES

1. Attract visitors and residents to the Waterfront.
2. Support a vibrant, year-round environment where businesses can thrive.
3. Minimize the impact of railroad activity on the community.

## ACTIONS AND PRIORITY

ACTION	PRIORITY
Develop and recommended a Waterfront Enhancement Strategy	High Priority
Patio enclosures on Marine Drive	High Priority
Review of Waterfront Design Guidelines for East and West Beach	High Priority
Accessory Vacation Rentals regulation	High Priority
Joint Semiahmoo Days/SeaFest	High Priority
Waterfront Commercial Zones (CR3, CR4)	High Priority

# INFRASTRUCTURE



## WE WILL...

*Build and maintain physical and organizational structures and facilities to enhance our community's quality of life.*

## OBJECTIVES

1. Select and complete the CACs projects to maximize the benefit to the community.
2. Provide safe, reliable and sustainable infrastructure for the community while minimizing impacts on the environment.
3. Ensure infrastructure required by new growth is funded by development.
4. Provide a safe, accessible, centralized City facility and amenities.

## ACTIONS AND PRIORITY

ACTION	PRIORITY
Community Amenity Contributions Review	Top Priority
Review options for adding pickleball courts at East Beach and/or West Beach	Top Priority
City Hall and Civic Precinct	Top Priority
Review options for adding playground/greenspace in East Beach and/or West Beach	Top Priority
Review feasibility of installing year-round volleyball nets on East Beach foreshore	Top Priority
Review options for using portions of Hogg Park for Affordable Housing Project	Top Priority
Update Council on previous Centre Street Hillside Walkway reports	Top Priority
Review options for upgrading multiple hillside walkways (road ends) to Waterfront	Top Priority
Confirm ability to use Amenity Contributions for improving beach access	Top Priority
Review options for upgrading Maccaud Park with greener approach	Top Priority
Confirm locations for current and proposed bus shelters in Town Centre area	Top Priority







# ECONOMY



## WE WILL...

*Continue to improve our environmental stewardship to preserve and protect the natural environment for future generations.*

## OBJECTIVES

1. Fees and Charges Bylaw (increase for highway use violations)
2. Partner with the White Rock BIA, South Surrey & White Rock Chamber of Commerce, Tourism White Rock Association and the local business community to attract business to the community.
3. Improve provision of efficient and cost-effective services.
4. Manage parking resources to meet the needs of residents, visitors and businesses.

## ACTIONS AND PRIORITY

ACTION	PRIORITY
Complete LEAN Study to improve efficiencies and realize cost savings	Top Priority
Tempest Business Licenses eApply	Top Priority
Bylaw Adjudication	Top Priority
Implement current and subsequent revised Economic Strategy	High Priority
Fees and Charges Bylaw (increase for highway use violations)	High Priority



# COVID-19



## WE WILL...

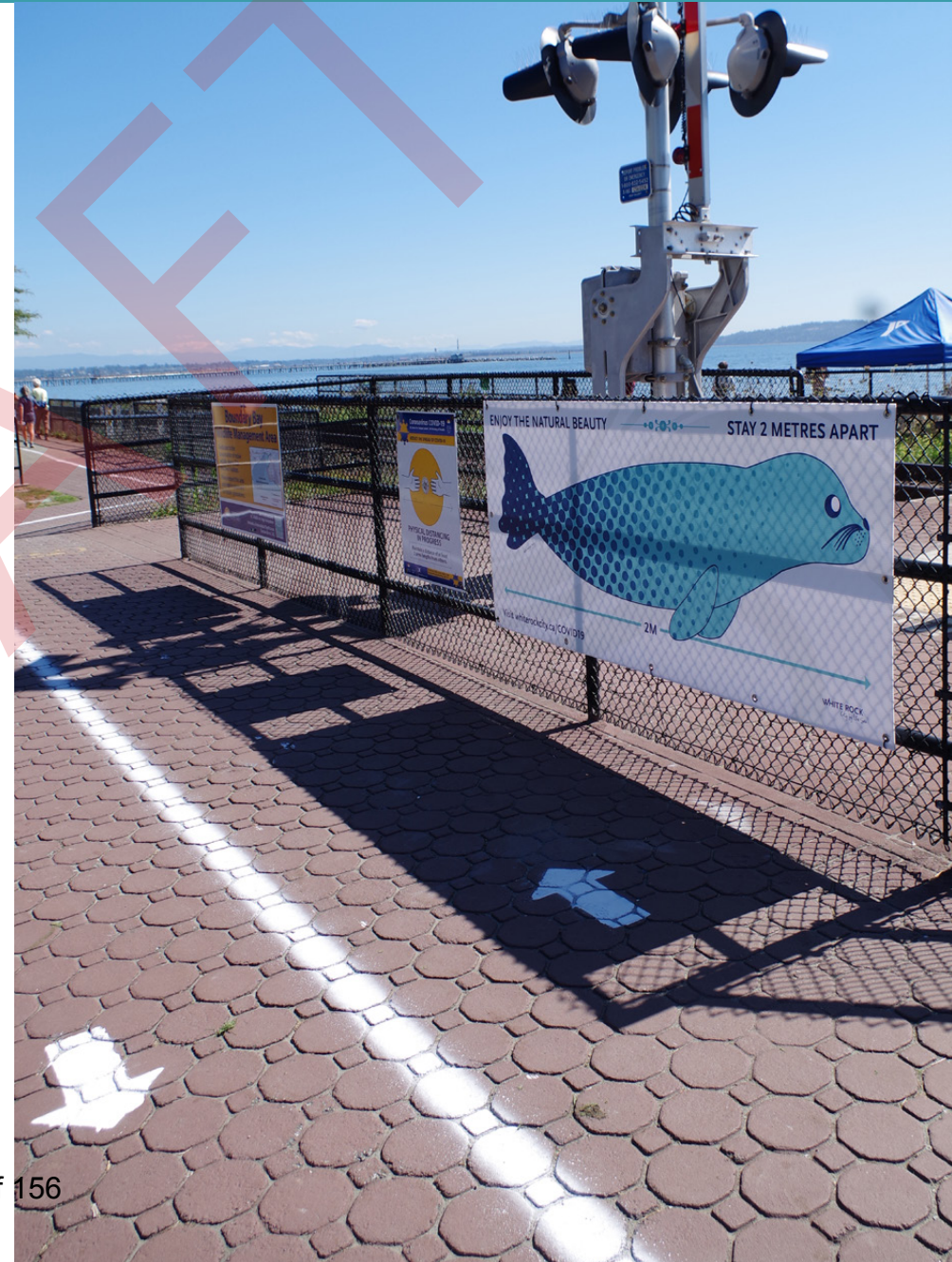
*Provide the best possible community outcomes and resilience to maximize recovery from COVID-19.*

## OBJECTIVES

1. Partner with service agencies and other community partners to provide social support for those most impacted by COVID-19
2. Advocate on behalf of small business and work with community groups to support the local business community during the pandemic.
3. Operate all facilities and provide services consistent with Provincial health orders.

## ACTIONS AND PRIORITY

ACTION	PRIORITY
Research Feasibility of Weather Coverings for Picnic Table Areas in Memorial Park	Top Priority
Research and Develop Gamification Program to Connect Residents Safely	High Priority
Research Feasibility of Outdoor "Comfort Stations"	High Priority







## 2021 - 2022 Council Strategic Priorities ALIGNING OUR PRIORITIES

UPDATED MARCH 2021

### CITY HALL

15322 Buena Vista Avenue  
White Rock, BC V4B 1Y6

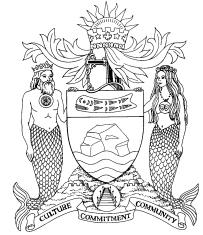
Tel: 604-541-2100  
[whiterockcity.ca](http://whiterockcity.ca)

[whiterockcouncil@whiterockcity.ca](mailto:whiterockcouncil@whiterockcity.ca)

**WHITE ROCK**  
*City by the Sea!*

**THE CORPORATION OF THE  
CITY OF WHITE ROCK  
BYLAW NO. 2232**

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A Bylaw to establish the rules of procedure for  
Council and Committee Meetings.

**DISCLAIMER: THIS BYLAW IS CONSOLIDATED FOR CONVENIENCE ONLY. THE CITY DOES NOT WARRANT THAT THE INFORMATION CONTAINED IN THIS CONSOLIDATION IS CURRENT. IT IS THE RESPONSIBILITY OF THE PERSON USING THIS CONSOLIDATION TO ENSURE THAT IT ACCURATELY REFLECTS CURRENT BYLAW PROVISIONS.**

Consolidated as of April 2020.

TABLE OF CONSOLIDATION			
BYLAW	DATE APPROVED	AMENDMENT NO.	SUBJECT MATTER
2277	January 14, 2019	1	Question & Answer Period
2284	January 28, 2019	2	Agenda Publication & Deadlines
2337	April 6, 2020	3	Electronic Participation
2338	April 20, 2020	4	Advisory Bodies and General Housekeeping



The Council of the City of White Rock, in an open meeting, enacts as follows:

## **PART 1 – INTRODUCTION**

### Title

1. This Bylaw may be cited as the “*Council and Committee Procedure Bylaw, 2018, No. 2232*”.

### Definitions

*New Definitions added by Bylaw 2338: a, f, l, q, r, u, w, x, y & z,*

2. In this bylaw:
  - (a) ‘Advisory Body’ means any committee, sub-committee, task force, board, panel etc. that has been established by Council.
  - (b) ‘City’ means the City of White Rock.
  - (c) ‘Chief Administrative Officer’ is the staff person whose responsibilities are outlined under Chief Administrative Officer in the *Community Charter*. and as set out in the City’s Officer and Indemnification Bylaw.
  - (d) ‘Chairperson’ means the presiding member of a meeting.
  - (e) ‘Closed Meeting’ means a meeting that the public are not permitted to attend in accordance with the *Community Charter*.
  - (f) ‘Committee’ means a standing, select, task force, panel or advisory committee, but does not include Committee of the Whole.
  - (g) ‘Committee Clerk’ is the person who is responsible for establishing an agenda, with other City staff and the Chairperson, and taking the minutes at a meeting of a Committee.
  - (h) ‘Committee Member’ is a person who is appointed by the Mayor or City Council to a standing, select, advisory, task force. panel or other Committee.
  - (i) ‘Committee of the Whole’ (COTW) refers collectively to those members of Council present when Council moves to sit as a Committee.
  - (j) ‘Council’ is the Mayor and Councillors duly elected in the City of White Rock and who continue to hold office.
  - (k) ‘Councillor’ is a Councillor duly elected in the City of White Rock and who continues to hold office.
  - (l) ‘Council Liaison’ is a Councillor appointed to represent the City/Council on any Advisory Body or external group or organization (eg: select committee, regional committee, etc.)
  - (m) ‘Delegation’ refers to an individual or group bringing information to Council on a topic specified on a “Request to Appear as a Delegation” form.

- (n) ‘Deputy Mayor’ is the Councillor who, in accordance with Part 3 of this Bylaw, is responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (o) ‘Director of Corporate Administration’ is the staff person with the responsibilities of the Corporate Officer as outlined in the *Community Charter* and as set out in the City’s Officer and Indemnification Bylaw.
- (p) ‘Mayor’ is the Mayor duly elected in the City of White Rock and who continues to hold office.
- (q) ‘Member’ is a Member of Council including the Mayor or a person appointed to a committee / Advisory Body, as defined in this bylaw, by Council and/or by the Mayor.
- (r) ‘Presentation’ refers to an individual or group that has been requested by Council or staff in order to inform or update Council on a subject relevant to City business, when possible the topic is already scheduled to be discussed on the agenda. The presenter’s name and, if applicable, title to the organization, and topic will be placed on the meeting agenda.
- (s) ‘Presiding Member’ is the person who is responsible for chairing the meeting.
- (t) ‘Public Hearing’ means a hearing that is required according to the *Local Government Act*, for the purposes of this bylaw where public hearing is noted will also include public meetings.
- (u) ‘Public Notice Posting Place’ is the notice board at City Hall. Under extenuating circumstances where City Hall is closed to the public (example: a pandemic) information will be placed on the front window at City Hall (Lobby area) and the City Website.
- (v) ‘Quorum’ means a majority of all of its Council or Committee voting members that must be present in order to conduct official business (any matters requiring a vote, including adoption of the agenda, minutes, etc.).
- (w) “Standing Committee” means they are established by the Mayor for matters the Mayor considers would be better dealt with by committee and the Mayor must appoint persons to those committees. At least half of their membership are members of Council.
- (x) “Select Committee” means they are established and appointed by Council to consider or inquire into any matter and to report its findings and/or opinions (recommendations) to the Council. At least one (1) member of a select committee must be a Member of Council.
- (y) “Task Force” means they are established and appointed by Council to consider or inquire into a specific subject matter or action and to report its findings and/or opinions to the Council. At least one (1) member of a Task Force must be a Member of Council.

- (z) ‘Working Group’ means a group formed by Advisory Body for the limited purpose of:
  - a) Gathering, summarizing, or preparing a presentation of information including research and analysis to deliver to the originating Advisory Body.
  - b) Carrying out a specific prescribed activity

#### Application of Rules of Procedure

- 3. (1) The provisions of this Bylaw apply to all meetings of Council, COTW and all Committees / Advisory Body.  
~~The provisions of this Bylaw apply to all meetings of Council, COTW and all Committees.~~ *Replaced by Bylaw 2338*
- (2) In cases not provided for under this Bylaw, the latest edition of Robert’s Rules of Order will apply to the proceedings of Council, COTW, and Committees to the extent that those rules are:
  - (a) applicable in the circumstances, and
  - (b) not inconsistent with the provision of this Bylaw the *Community Charter* or *Local Government Act*.

## PART 2 – COUNCIL MEETINGS

### Inaugural Meeting

4. (1) Following a general local government election, the inaugural meeting (the first meeting of the newly elected Council) must be held on the first Monday in November in the year of the election.  
~~Following a general local election, the inaugural meeting (the first meeting of the newly elected Council) must be held on the first Monday in November in the year of the election.~~ Replaced by Bylaw 2338
- (2) If a quorum of members elected at the general local election has not taken office by the date of the meeting referred in subsection (1), the first Council meeting will be called by the Director of Corporate Administration and held as soon as reasonably possible after a quorum of members has taken office.

### Time and Location of Meetings

5. (1) Council meetings will take place within City Hall, or at a city owned facility, unless another location is deemed necessary by Council or staff to hold its meetings elsewhere. The meeting location will be noted on the meeting notice when applicable, and/or the agenda for the meeting.
- (2) Regular Council meetings will:
  - (a) be held on Mondays, in accordance with the schedule adopted by resolution by Council on or before December 31 of the preceding year;
  - (b) commence in accordance with the approved regular Council meeting schedule posted at the Public Notice Posting Place; generally, but not exclusively, at 7:00 p.m.; if there is a public hearing/meeting scheduled, the regular meeting will begin at the scheduled start time and be reconvened immediately following conclusion or adjournment of the public hearing/meeting;  
  
 Earlier start times for regular meetings and public hearings / meetings will be applied when circumstances, determined by the Mayor and/or staff require them (including but not limited to: high volume of business, special presentation(s) or a large public hearing/meeting is anticipated).
  - (c) be concluded or adjourned at 9:30 p.m. unless Council resolves to proceed beyond that time in accordance with Section 34 of this bylaw.  
~~be concluded or adjourned at 10:30 p.m. unless Council resolves to proceed beyond that time in accordance with Section 32 of this bylaw.~~  
 Replaced by Bylaw 2338

- (3) Council Meetings may:
  - (a) be cancelled by resolution by Council, provided that two consecutive meetings are not cancelled.
- (4) Special Council meetings may be called:
  - (a) By the Mayor at their discretion; or
  - (b) By two (2) or more Council Members, in writing, may request the Mayor call a Special Council meeting;
  - (c) Two (2) or more Council Members may themselves call a Special Council meeting if:
    - Within 24 hours after receiving a request under subsection (b), and no arrangements are made under subsection (a) for a special Council meeting to be held within the next seven (7) days, or
    - both the Mayor and the Acting Mayor are absent or otherwise unable to act

Note: if the meeting is called under subsection (c) the Council Members calling the meeting or the Director of Corporate Administration must sign the meeting notice.

- (5) (1) Closed Meetings of Council will be called as the need arises.
- (2) Any items which, in the opinion of Council, do not comply with the Closed Meeting criteria specified in the *Community Charter* must be deleted from the agenda of the Closed Meeting and be referred to:
  - (a) a future Regular Council Meeting as an additional item; or
  - (b) a committee; or to
  - (c) staff.
- (3) Information considered in any part of a Closed Meeting of Council must be kept in confidence until Council releases the information to the public. The consequences of a Member breaching the duty of confidentiality may include, but are not limited to: motions by Council to censure the Member, removal of the Member from the Deputy Mayor rotation, removal of the Member from committees, court proceedings to recover damages from the Member, and court proceedings to obtain a statutory injunction (including contempt of court proceedings in the event of a continuing contravention).

~~Information considered in any part of a Closed Meeting of Council must be kept in confidence until Council discusses the information at a meeting that is open to the public or releases the information to the public. The consequences of a Member breaching the duty of confidentiality may include, but are not limited to: motions by Council to censure the Member, removal of the Member from the Deputy Mayor~~

~~rotation, removal of the Member from committees, court proceedings to recover damages from the Member, and court proceedings to obtain a statutory injunction (including contempt of court proceedings in the event of a continuing contravention). Replaced by Bylaw 2338~~

Notice of Council Meetings

6. (1) In accordance with the *Community Charter*, Council will annually:
- (a) adopt on or before December 31 a schedule of dates, times and places of Regular Council meetings for the following year and make the schedule available to the public by posting it at the Public Notice Posting Place ; and
  - (b) give notice when the schedule of Regular Council meetings will be available at least once a year in accordance with sections 94 and 127the *Community Charter*.

7. (1) Except where notice of a special meeting is waived by unanimous vote of all members, a notice of the date, time and place of a special Council meeting must be given at least 24 hours before the time of a meeting by:
  - (a) posting a copy of the notice on the Public Notice Posting Place;
  - (b) leaving a copy of the notice for each member in the member's mailbox at City Hall; and
  - (c) e-mailing Council.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Director of Corporate Administration.

### **PART 3 – DESIGNATION OF COUNCILLOR TO ACT IN PLACE OF THE MAYOR**

#### Deputy (Acting) Mayor

8. (1) Annually Council will designate the order in which each member will serve as Deputy Mayor on a rotating basis. During an election year this will be conducted at the inaugural Council meeting. Amendments to the schedule must be made by Council resolution.
- (2) If both the Mayor and the Councillor appointed under section (1) are absent from a Council meeting, the Councillor that appears next on the rotation that is present at the Council meeting will act as Deputy Mayor/Chairperson for that Council meeting.  
  
~~If both the Mayor and the Councillor appointed under section (1) are absent from a Council meeting, the Councillor that appears next on the rotation and is present at the Council meeting will act as Deputy Mayor/Chairperson for that Council meeting. Replaced by Bylaw 2338~~
- (3) When the Mayor is absent or otherwise unable to act, or when the office of the Mayor is vacant, the Deputy Mayor:
  - (a) has the same powers and duties as the Mayor in relation to the applicable matter;
  - (b) must fulfill the responsibilities of the Mayor at the Council Meeting; and
  - (c) may sit in the Mayor's chair for the duration of the Council meeting.

### **PART 4 – COUNCIL PROCEEDINGS**

Attendance of Public at Meetings

9. (1) Except where the provisions of the *Community Charter* apply, all Council meetings must be open to the public.
- ~~(2)~~ Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with the *Community Charter* that states:
- The fact that the meeting or part of the meeting is to be closed; and
  - The basis under the applicable subsection of section 90 of the *Community Charter* on which the meeting or part is to be closed
- ~~(3)~~ . This section applies to all meetings of the bodies referred to in the *Community Charter* including without limitation :
- (a) COTW
  - (b) Standing, Select, Sub Committees;
  - (c) Parcel Tax Review Panel;
  - (d) Boards;
  - (e) Advisory Committees; and
  - (f) Task Forces
- ~~(4)~~ Despite subsection (1), the Presiding Member may expel or exclude a person from a Council meeting in accordance with the *Community Charter*.

Minutes of the Meetings

10. (1) Minutes of the proceedings of Council must be legibly recorded and certified as correct by the Director of Corporate Administration or designate and signed by the Mayor or Chairperson at the meeting or at the next meeting at which the minutes are adopted responsible for taking the meeting minutes.
- ~~Minutes of the proceedings of Council must be legibly recorded and certified as correct by the Director of Corporate Administration and signed by the Mayor or Chairperson at the meeting or at the next meeting at which the minutes are adopted responsible for taking the meeting minutes. Replaced by Bylaw 2238~~
- (2) The Director of Corporate Administration is responsible for taking the meeting minutes and shall record that a Member has moved the motion and a Member has seconded the motion but need not record the names of the Members that move and second the motion.



- (3) Subject to subsection (4), minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours and as technology permits available on the City website.  
~~Subject to subsection (4), minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours and available on the City website. Replaced by Bylaw 2338~~
- (4) Subsection (3) does not apply to minutes of a Council meeting or that part of a Council meeting that is closed to the public
- (5) The Director of Corporate Administration or designate is responsible for taking the meeting minutes and may make minor amendments to approved minutes including but not limited to typographical errors, sequential number errors, grammatical errors or completing missing information.  
~~The Director of Corporate Administration is responsible for taking the meeting minutes and may make minor amendments to approved minutes including but not limited to typographical errors, sequential number errors, grammatical errors or completing missing information. Replaced by Bylaw 2338~~

#### Seating Arrangements

11. (1) The Mayor shall designate each Councillor to a seat at the Council table at the beginning of the term.
- (2) The only exception for this would be should the member of Council wish to sit in the Mayor's Chair, in the Mayor's absence, if they are the Presiding Member of the meeting.  
~~Except as provided in section 8(3), each Councillor shall remain in their designated seat at each Council meeting for the duration of the term. Replaced by Bylaw 2338.~~

#### Calling Meeting to Order

12. (1) As soon after the time specified for a Council meeting and if there is a quorum present, the Mayor must take the Chair as Chairperson and call the Council meeting to order.
- (2) If the Mayor is absent, then the Deputy Mayor must take the Chair as Chairperson and call the meeting to order.
- (3) If both the Mayor and Deputy Mayor are absent, the next on the rotation for Deputy Mayor that is in attendance must take the Chair as Chairperson and call the meeting to order.  
~~If a quorum of Council is present but the Mayor and the Deputy Mayor do not attend within 15 minutes of the scheduled time for a Council meeting:~~

- ~~(a) the Director of Corporate Administration must call to order the members present; and~~
- ~~(b) the next scheduled Deputy Mayor of the rotation would act as Chairperson for the meeting. Replaced by Bylaw 2338~~

#### Adjourning Meeting Where No Quorum

13. (1) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Director of Corporate Administration will:
- (a) record the names of the Members present, and those absent; and
  - (b) Adjourn the meeting until the next scheduled meeting stating date/time and location of the meeting.

#### Agenda

14. (1) Prior to each Council meeting:
- (a) the Director of Corporate Administration, in consultation with the Chief Administrative Officer and the Mayor, must have prepared an Agenda setting out all items for consideration at the meeting; and
  - (b) Will provide a copy of the agenda by end of the day on the Wednesday prior to the meeting to each member of Council through technological means and/or in their mailbox at City Hall, unless otherwise directed by the member of Council. *(amended by Bylaw 2284)*  
~~will provide a copy of the agenda by end of day on the Thursday prior to the meeting to each member of Council through technological means and/or in their mailbox at City Hall, unless otherwise directed by the member of Council.~~
- (2) The deadline for items or submission to the Corporate Administration Department for inclusion on the agenda for Council, staff and the public is 8:30 a.m. ~~4:30 p.m.~~ on the Monday prior to the Council meeting. If a time-sensitive matter arises, the Director of Corporate Administration and/or the Chief Administrative Officer may, at their discretion, add agenda items following this deadline. *Revised by Bylaw 2338.*
- (3) The Director of Corporate Administration will make the agenda available to the public after it has been sent to Council as follows:
- A reading / reference copy will be available in the Administration office;
  - Photocopies of the agenda will be available upon request in accordance with the City's Fees and Charges Bylaw; and
  - On the City website, the Thursday ~~Friday~~ prior to the Monday meeting (making allowance for technical error when the system is down and or documents have had issue being uploaded to the website). *(Revised by Bylaw 2338)*

Order of Proceedings and Business

15. (1) The agenda order of proceedings and business for all regular Council meetings will be set in accordance with a separate council policy.

Late Items (On Table or Supplemental Agenda)

16. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless Council resolves to introduce the late item to the agenda by vote of the majority of members present.
- (2) If the Council makes a resolution under subsection 15(1), information pertaining to the late item(s) must, when possible, be distributed to the Members by written copy or verbally.

If Council votes to permit the amendment to the agenda, the Chairperson or Director of Corporate Administration will advise if a) there is a written copy of the information to be supplied on table **or verbally**, or b) if the item will be introduced verbally. *Revised by Bylaw 2338.*

**NEW sections 17 and 18 added by Bylaw 2337 (and the rest renumbered accordingly)**  
Electronic Participation by Council Members

17. (1) A Council Member who is unable to attend a Regular, Special or Standing Committee meeting (Council Meeting) in person may, but are not required to, participate in the Council Meeting by electronic or other communication means if:
- the facilities enable the other Council Members to hear and be heard by the Council Member; and
  - except for any part of the Council Meeting that is closed to the public, the facilities enable the public to hear, or watch and hear, the Council Member.
17. (2) A Council Member is not obligated to participate in a Council meeting if they are ill, on vacation or away on other business. This provision is included to accommodate a circumstance where a Council meeting is to be held and the Council Member wishes to be afforded the opportunity to participate.
17. (3) A Council Member who intends to participate in a Council Meeting by electronic or other communication means shall give the Director of Corporate Administration notice of this intention at least 48 hours prior to the Council Meeting. The Director of Corporate Administration or designate shall, as soon as reasonably possible thereafter, provide the Council Member with instructions on how to connect to and participate in the Council Meeting by electronic or other communication means.

17. (4) A Council Member who intends to participate in a Council Meeting by electronic or other communication means shall be deemed to be present at the meeting and counted towards being in attendance.
17. (5) The Chairperson of the meeting must not participate by electronic means.
17. (6) A physical quorum must be present at any Council meeting where a member is attending electronically.
17. (7) A Council Member who intends to participate in a Council Meeting by electronic or other communication means may do so for a maximum of three (3) scheduled Council meeting days per calendar year, unless in the circumstance permission by majority vote of Council / Standing Committee members present permit relaxation of this item.
17. (8) The Council Member shall verbally advise Council when they join the Council meeting and when they leave the Council meeting.
17. (9) A Council Member who intends to participate in a Council Meeting by electronic or other communication means, shall vote audibly so that their vote can be recorded in the minutes..
17. (10) When a Council Member participates in a Council Meeting by electronic or other communication means the Chairperson shall ensure to repeat the results of each vote, including the names of Council Members voting in favour and opposition, immediately following each vote.

Electronic Participation by Council Members in extenuating circumstance(s)

18. (1) Under extenuating circumstances and with the express approval of the Mayor / and/or Deputy Mayor where City Hall has been closed to the public. A Council / Standing Committee meeting may be held with one (1) member of Council physically in attendance to assume the role as Chairperson. All other members of Council with the exception of the Chairperson may participate electronically in Council / Standing Committee meetings, in accordance with the *Community Charter*, provided staff are able to secure the electronic equipment to facilitate the meeting.

Examples of an extenuating circumstance include:

- a State of Emergency Declaration by the Federal Government and/or Province and/or the City;
- Provincial Health Emergency

18. (2) Quorum of Council (four (4) members of a full Council) is required for this meeting to be held. A Council Member is not obligated to participate in a

Council / Standing Committee meeting held under this section if they are ill, on vacation or away on other business.

18. (3) Processes in Section 17 apply to areas not addressed in this section with the exception of 17. (7) that limits the number of times a member of Council can participate through electronic means.

\*Formally #17, and renumbered by Bylaw 2337 with new sections 17 & 18 inserted.

#### Voting at Meetings

19. (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed, the Chairperson must put the matter to a vote of Members;
  - (b) after the Chairperson finally puts the question to a vote, a member must not speak to the question or make a motion concerning it;
  - (c) the Chairperson's decision about whether a question has been finally put is conclusive;
  - (d) whenever a vote of Council on a matter is taken, each member present will signify their vote by raising their hand; and
  - (e) the Chairperson must declare the result of the voting.
- (2) Every Council member present when a question is put will be expected to vote unless they make a declaration under the provisions of the *Community Charter*, regarding conflict of interest, in which case the provisions of that section apply and in such cases they will not participate in the discussion or vote but must leave the Chambers until the vote is taken at which time they may resume their seat.
- (3) Should any member in attendance refrain from voting when any question is put, for any reason other than situations pertaining to provisions of the *Community Charter*, regarding conflict of interest, the member will be regarded as having voted in the affirmative and the vote will be counted accordingly.
- (4) A speaker may not speak against the motion they have made, but may choose to vote against it.
- (5) All acts whatsoever authorized or required by the *Community Charter*, to be done by the Council, and all other questions, including questions of adjournment, that may come before the Council will, save where otherwise so expressed, be done and decided by the majority of the members of Council present at the meeting.
- (6) In all other cases where the votes of the members then present, including the vote of the Chairperson, are equal for and against a question, the question will be

defeated, and it will be the duty of the Chairperson to so declare.

- (7) The name of any member who voted in the negative on a question will be recorded in the minutes of such meeting.
- (8) When the question under consideration contains distinct propositions, upon request of any member, the vote upon each proposition will be taken separately.
- (9) When a regular meeting is to be adjourned to go into a Public Hearing or Public Meeting (Development Variance Permit) it will be noted in the agenda and noted verbally by the Chairperson as follows:

#### **MEETING POSTPONE (ADJOURNMENT)**

The Regular Council meeting will be called to order and following consideration of the agenda, minutes and any special presentations the meeting will be postponed (adjourned) at this point in the agenda of the Regular Council meeting in order to continue or begin the public hearing.

The regular meeting will be reconvened directly following the adjournment or conclusion of the noted Public Hearing/Meeting here at (location: City Hall Council Chambers) later this same evening.

~~In the circumstance the Public Hearing for Bylaws (No. xxxx) is not concluded by 7:00 p.m. the regular Council meeting will be called to order and at this point in the agenda the meeting will be postponed (adjourned) in order to continue the public hearing.~~

~~The regular meeting will be reconvene directly following the adjournment or conclusion of the noted Public Hearing here at (location: City Hall Council Chambers) later this same evening. Replaced by Bylaw 2338.~~

#### Presentations on a Regular Agenda

20. (1) A presentation by the Mayor or a Councillor at a Council meeting shall only pertain to:
  - (a) events attended as a representative of the City; or
  - (b) information on community events and activities.
- (2) Presentations by a Member to Council will be limited to a maximum of five (5) minutes.
- (3) Presentations by invited guests at a Council meeting will be limited to a maximum of ten (10) minutes.  
~~Presentations by an invited guests at a Council meeting will be limited to a maximum of ten (10) minutes.~~

~~Presentation time by an invited guest can only be extended by Council by unanimous vote of all present members of Council.~~  
Replaced by Bylaw 2338

21. Consent Agenda (amended by Bylaw 2338)

- (1) A Consent Agenda can be utilized to help streamline meetings with a large volume of items. Items listed under the Consent Agenda section are considered for approval in one (1) motion, unless a member wishes to debate an item and requests that it be excluded. If an item is excluded from the Consent Agenda, it will be considered as an agenda item. The rule of order establishing a Consent Agenda provides that Consent Agenda items may be considered in total without debate or amendment. Items will be listed in the Consent Agenda section and will include items received “for information” (no action), or in the opinion of the Mayor, Chief Administrative Officer and/or Director of Corporate Administration, require little or no discussion.
- (2) Items can be removed from the consent agenda at the request of a member of Council.

22. Question and Answer Period (added by Bylaw 2277 and renumbered accordingly)

- (1) Question and Answer Period will be included toward the start of the regular Council meeting (following Meeting Minutes approval or any special presentations to be made by Council). This will be an opportunity for the public to ask questions and make comments.

~~Question and Answer Period will be included toward the start of the regular Council meeting (following Meeting Minutes approval). This will be an opportunity for the public to ask questions and make comments. Replaced by Bylaw 2338.~~

- (2) Questions will be addressed to the Chairperson. If there are questions for an individual member of Council, they will be addressed through the Chairperson for direction.

- (3) Question and Answer Period will be timed, not to exceed 15 minutes unless Council wishes to extend Question and Answer Period just prior to the conclusion of the regular Council meeting. Extension for a further 15 minutes at that time may be permitted by majority vote of Council. No further extensions will be permitted for that evening for Question and Answer Period.

- (4) Each speaker will be given two (2) minutes, the speaker will be given one (1) opportunity to ask a question or make comment(s) during this time. In the circumstance there is still time from the original 15 minutes remaining and there are no further speakers a second opportunity may be provided.

- (5) The speaker will begin by stating their name and city of residence to be recorded in the minutes along with a summary of the question / comment(s). When the Chairperson does not have the information to provide for an immediate answer to the response it will be given in written format and placed on the city's website under this topic when the information is available.

~~The speaker will begin by stating their name and city of residence to be recorded in the minutes along with a summary of the question / comment(s). When the Chairperson does not have the information to provide for an immediate answer to the response it will be given in written format and included on the next agenda under this topic when the information is available. Replaced by Bylaw 2338~~

- (6) An area on the website will be designated for a summary list of all the questions, comment topics and answers provided during Question and Answer Period so this item can be easily searched by the public.

- (7) There is to be no questions or comments on a matter that will be the subject of a public hearing or public meeting (example: Development Variance Permit). Questions that may be subject to the Freedom of Information and Protection of Privacy Act will be forwarded for a direct response through the FOI process.

~~There is to be no questions or comments on a matter that will be the subject of a public hearing or public meeting (example: Development Variance Permit). Questions that may be subject to Freedom of Information and Protection of Privacy will be forwarded for a direct response through the FOI process. Replaced by Bylaw 2338~~

- (8) Question and Answer Period will not be conducted during the months of September and October of an election year.

#### Delegations / Petitions

23. (1) The Council may allow a Delegation to address the Council at a meeting on a topic provided a Delegation request form has been received by the Director of Corporate Administration by 8:30 a.m. on the Monday prior to the meeting. *(amended by Bylaw 2284)* If the Monday prior falls on a holiday, the form must be received by 8:30 a.m. the Tuesday prior. *(amended by Bylaw 2338)*

~~The Council may allow a Delegation to address the Council at a meeting on a topic provided a Delegation request form has been received by the Director of Corporate Administration by 4:30 p.m. on the Monday prior to the meeting.~~

- (2) A maximum of up to (4) four delegations will be permitted at any Council meeting. *(amended by Bylaw 2338)*

~~A maximum of five Delegations will be permitted at any Council meeting.~~

- (3) Each Delegation must be limited to a maximum of five (5) minutes; this time may only be extended by unanimous vote of all Members present.



- (4) The Mayor and Chief Administrative Officer or the Director of Corporate Administration must not permit a Delegation to address a meeting of the Council regarding:
- i. Any matter that will be the subject of a public hearing that is required under an enactment as a prerequisite to the adoption of a bylaw;
  - ii. Any matter that is undergoing a local area service process or counter petition process;
  - iii. Any matter which the City has commenced prosecution and on which judgment has not been rendered;
  - iv. The promotion of commercial products or services which have no connection to the business of the City;
  - v. Publicly tendered contracts or proposal calls for the provision of goods and services for the City, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded by Council or City staff; and further
  - vi. A subject is beyond the jurisdiction of Council.
- (5) A delegate may only appear once per year in relation to a specific topic, such appearance is to be measured from the time of the last appearance on the matter. This includes the topic, any process, resolution or concerns regarding the topic or any review or assessment of the topic.
- (6) The Director of Corporate Administration determines the delegations scheduled for each agenda, and may schedule Delegations to a later Council meeting than requested. The Director of Corporate Administration finalizes the scheduled delegations based on subject matter. Applications beyond the limit of up to four (4) will also be scheduled to an alternate date. *(amended by Bylaw 2338)*  
~~The Director of Corporate Administration may schedule Delegations to a later Council meeting than requested considering the subject matter or if there are already five (5) requests to appear as a Delegation at the same meeting.~~
- (7) A Delegation intending to give a Power Point presentation must supply the Director of Corporate Administration with a copy of the presentation by 8:30 a.m. on the Monday (or Tuesday if the Monday is a statutory holiday) prior to the meeting. The presentation will be reviewed by staff, to ensure that it is professional and relevant to the Council proceedings. If the Director of Corporate Administration is of the opinion that the Presentation is unprofessional or irrelevant the noted slides/pages will be removed or the entire presentation will be rejected. Staff will contact the delegation to inform if this is to occur.  
*(amended by Bylaw 2338)*  
~~A Delegation intending to give a Power Point presentation must supply the Director of Corporate Administration with a copy of the presentation by 8:30 a.m. on the Monday prior to the meeting. The presentation will be reviewed by staff, to ensure that it is professional and relevant to the Council proceedings. If the~~

~~Director of Corporate Administration is of the opinion that the Presentation is unprofessional or irrelevant the noted slides/pages will be removed or the entire presentation will be rejected. Staff will contact the delegation to inform if this is to occur. (amended by Bylaw 2284)~~

~~A Delegation intending to give a Power Point presentation must supply the Director of Corporate Administration with a copy of the presentation by 4:30 p.m. on the Monday prior to the meeting. The presentation will be reviewed by staff, to ensure that it is professional and relevant to the Council proceedings. If the Director of Corporate Administration is of the opinion that the Presentation is unprofessional or irrelevant the offending slides/pages will be removed or the entire presentation will be rejected. Staff will contact the delegation to inform if this is to occur.~~

(8) Every petition presented to Council by a Delegation, or otherwise, must include:

- (a) the date of the petition;
- (b) legible full names of each signatory petitioner with their address; and,
- (c) a statement at the top of the page clearly indicating why signatures have been collected.

(9) All petitions addressed to Council will be placed on the Council agenda for receipt. Petitions must be received by 8:30 a.m. on the Monday prior to the next regular scheduled meeting. Petitions received after this agenda deadline will be automatically placed on the next regular scheduled meeting agenda. (Amended by Bylaw 2284)

~~Petitions may also be submitted at a regular Council meeting during the Delegations and Petitions section of the agenda.~~

~~All petitions addressed to Council will be placed on the Council agenda for receipt. Petitions must be received by 4:30 p.m. on the Monday prior to the next regular scheduled meeting. Petitions received after this agenda deadline will be automatically placed on the next regular scheduled meeting agenda.~~

~~Petitions may also be submitted at a regular Council meeting during the Delegations and Petitions section of the agenda.~~

Point of Order (Question to the Chair: Are the rules of the meeting being followed?)

24. (1) The Chairperson will preserve order and decide all points of order which may arise, but subject to an appeal to the other members of the Council present.
- (2) Without limiting the Chairperson's duty under the *Community Charter*, the Presiding Member must apply the correct procedure to a motion:
- (a) if the motion is contrary to the rule of procedure in this Bylaw; and
  - (b) whether or not another Member has raised a point of order in connection with the motion.

- (3) When the Chairperson is required to decide a point of order:
  - i) first immediately suspend the debate;
  - ii) ask "What is your Point of Order?";
  - iii) rule as to whether or not the point of order is valid; citing the applicable rule or authority, if required by another Member;
  - iv) another Member must not question or comment on the rule or authority cited by the Chairperson under subsection (2)(a);
  - v) the Chairperson may reserve the decision until the next Council meeting; and
  - vi) the Chairperson may direct the members to stand at ease (brief pause where members remain in their places until the Chairperson calls the meeting to order) while considering their decision.
- (4) If an appeal (disagreement with the ruling by the Chairperson) be taken by a member of the Council from the decision of the Presiding Member, the question will be immediately put, and decided without debate. "Will the Chair be sustained?" and the Chairperson will be governed by the vote of the majority of the other members of the Council then present, and the names of the members of the Council voting against the question "Will the Chairperson be sustained?" will be recorded on the minutes, and in the event of the votes being equal, the question will pass in the affirmative. The Chairperson will not be permitted to vote on an appeal of their decision hereunder.
- (5) If the Chairperson refuses to call the question "Will the Chairperson be sustained?" the Council will immediately appoint one of its members to preside temporarily, and the Chairperson temporarily appointed will proceed in accordance with (4) and in the event of the votes being equal, the question will pass in the affirmative.

#### Conduct and Debate

25. (1) A member may speak to a question or motion at a Council meeting only if that member first addresses the Chairperson.
- (2) A member must address the Chairperson by that person's title followed by their surname: Mayor, Councillor, Deputy Mayor or Chairperson.
- (3) A member must address other non-Chairperson by the title of Councillor, Mayor or Committee Member followed by their surname.
- (4) No member may interrupt a member who is speaking except to raise a point of order.
- ~~(5)~~ If more than one member speaks, the Chairperson must call the member who, in the Chairperson's opinion, first spoke.
- ~~(6)~~ A member who is called to order by the Chairperson:

- (a) must immediately stop speaking;
- (b) may explain their position on the point of order; and
- (c) may appeal to Council for its decision on the point of order in accordance with the *Community Charter*.

~~(7)~~ Member at a Council Meeting:

- (a) must use respectful language and avoid comment aimed disparagingly or hostilely at another member (*amended by Bylaw 2338*);
- (b) must not use offensive gestures or signs;
- (c) must speak only in connection with the matter being debated;
- (d) may speak about a vote of Council only for the purpose of making a motion that the vote be reconsidered / rescinded; and (*amended by Bylaw 2338*)
- (e) must adhere to the rules of procedure established under this bylaw and to the decision of the Chairperson and Council in connection with the rules and points of order.

~~(8)~~ If a member does not adhere to subsection (7), they may order the member to leave the member's seat and:

- (a) if the member refuses to leave, the Chairperson may cause the member to be removed by a peace officer or by the R.C.M.P.; and
- (b) if the member apologizes to the Council, Council, may, by resolution, allow the member to retake the member's seat.

(9) A member may require the motion being debated at a Council meeting to be read at any time during the debate, if that does not interrupt another member who is speaking.

(10) The following rules apply to limit speech on matters being considered at the Council meeting:

- ~~(a) a member may speak no more than twice for a maximum of five (5) minutes per time in connection with the same question unless:~~
  - ~~i. with the permission of Council by majority vote, or~~
  - ~~ii. if the member is explaining a material part of a previous speech while introducing a new matter; (deleted by Bylaw 2338)~~
- (b) the mover of the motion, after obtaining the floor from the Chairperson, will have the first opportunity to speak to the motion; and be permitted the opportunity of summation before the question is called.

(11) The following rules apply to all persons attending a City meeting. This includes participants, staff, and Members of the public.

Members of the public may attend to observe open council meetings. A Member of the public at a meeting must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.

In accordance with Human Resources Policy No. 405 (Workplace Harassment), *“Every employee has the right to work in a respectful atmosphere that promotes equal opportunities and is free from harassment, bullying and discrimination.”*

City meetings are working meetings for Council and staff; as such, outbursts, shouting (questions or comments), clapping, and booing/heckling are not permitted. Members of the public must view the meeting from the designated gallery/seating area established for the public (area away from the Council / Committee Member table or staff table) in most circumstances there will be chairs provided in the designated area ~~set-up~~. *(deleted and amended by Bylaw 2338)*

Council meetings, unless Closed as per the provisions of the *Community Charter*, are open to all Members of the public. If the public have signs or placards, they must not contain profanity or disrespectful language. Those with signs and placards may display their signs from the back of the room in order to ensure the sightline of others observing the meeting are not blocked.

Members of the public who do not adhere to the meeting conduct, as outlined in this bylaw, will be given a compliance warning. If a Member of the public is unwilling to do so, as per the *Community Charter*, the City reserves the right to request or have a person removed from the meeting.

- (a) If, in the opinion of the Chairperson, a Member of the public has contravened section 11(a) the Chairperson may issue a warning to the offender. A warning will consist of the following: The Chairperson will advise the offending individual or group of individuals the behavior is not in accordance with this bylaw. The offending individual(s) will be requested to provide their name and it will be noted in the meeting minutes (if name is not provided a description will be noted).

If the behavior continues, the Chairperson may, in accordance with the *Community Charter*, order that the offending individual or group is expelled from the meeting (c) Should the Chairperson determine expulsion from the meeting is required they will state the following:

*“In accordance with the Community Charter Section 133, hereby order that (Persons Name or Description) be expelled from the meeting at this time due to the person acting improperly as follows: (state the offending behavior) thus interrupting the meeting proceedings.*

If you do not leave the meeting at this time, the RCMP will be contacted and you will be escorted from these Council Chambers / City Hall.”

Motions

26. (1) A motion will be phrased in a clear and concise manner so as to express an opinion or achieve a result. When a motion has been moved by a member and seconded by another member, it is then a motion on the floor, and is deemed to be in the possession of Council, and such motion:
- (a) must be recorded in the minutes;
  - (b) the mover of the motion, after obtaining the floor from the Chair, will have the first opportunity to speak to the motion;
  - (c) the mover of the main motion will be permitted the opportunity of summation before the question is called; and
  - (d) may only be withdrawn by the mover and seconder of the motion, with the consent of ~~all~~ the majority of the members of Council present (any Member not in agreement must make this known by raising their hand to notify the Chairperson). *(deleted and amended by Bylaw 2338)*
- (2) A Council member may make only the following motions, when the Council is debating a question. These motions are numbered; the higher number determines the type of motion that must be considered prior to the lower number motion. Each of the following motions are required to be seconded:

	<b>Motion/Purpose</b>	<b>Amendable</b>	<b>Debatable</b>	<b>Required Vote</b>
1	Postpone Indefinitely	Amendable	Yes	Majority
2	Amend	Amendable if primary	Yes	Majority
3	Refer (to someone or somewhere)	Amendable	Yes	Majority
4	Postpone Definitely/Defers (until a certain time)	Amendable	Yes	Majority
5	Limit or Extend Debate	Amendable	No	2/3
6	End Debate and Amendments		No	2/3
7	Table (temporarily suspend consideration of an issue to address another topic). The Presiding Member would ask "For what reason?" and rule on it.		No	Majority

*Voting Table for Reference Purposes:*

Number of Votes Cast	Majority Vote	Two-Thirds Vote
1	1	1
2	2	2
3	2	2
4	3	3
5	3	4
6	4	4

7	4	5
8	5	6

- (3) A member may request that a motion that is on the floor, be read for information, at any time during the debate.
- (4) Amendments will be put to the question in the reverse order to that in which they have been moved. An amendment will be only to the main motion and will be decided or withdrawn before the question is put to the vote on the main motion. Only one amendment will be considered by Council at a time. Council may amend an amendment by way of a sub-amending motion. No amendment will alter in a material way the principle embodied in the main motion but should merely vary its terms in one or more particulars.
- (5) A motion to refer the subject matter to a Committee, until it is decided, will preclude all amendment(s) of the main motion.
- (6) At any time after a question has been proposed, any member may "call for the question" and unless the Chairperson considers such request is an abuse of the Rules of Procedure or an infringement of the rights of minority the original question will immediately thereafter be put and decided without further debate.
- ~~(7) Prior to the Question being called a member may request a motion to be read by either the Chairperson or the Director of Corporate Administration.~~
- ~~(8)~~ (7) Motions that are not seconded will not be included in the meeting minutes.
- ~~(9)~~ (8) A motion to conclude a meeting is not necessary. Following the completion of all agenda items, the Presiding Member may state: "This meeting is now concluded."
- (9) Motions that are withdrawn will not be included in the meeting minutes. *(amended by Bylaw 2338)*

#### Amending Motions

27. (1) A member, other than the mover of a motion, may propose an amendment to a motion, and subject to the provisions regarding sub-amendments, that amendment must be disposed of before any subsequent amendments are proposed.
- (2) When an amendment to a motion has been moved and seconded, the Chairperson must, if requested by a member, state the original motion and the amendment, and must permit debate only on the amendment.
- (3) If the amendment is defeated, debate may continue on the original motion, and if no further amendments are proposed, the Chairperson must call the question

on the original motion.

- (4) If an amendment is adopted and no further amendments are proposed, the Chairperson must then call the question on the original motion, as amended.
- (5) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

#### Sub-Amendments of Motions

- 28. (1) A member may propose a sub-amendment to an amendment, and the provisions of Amending Motions apply, so far as applicable to sub-amendments.
- (2) A member may not propose a sub-amendment to a sub-amendment.
- (3) The Chairperson must call the question on a motion which has been amended, in the following order:
  - (a) a sub-amendment, if any;
  - (b) an amendment to the original motion; and
  - (c) the original motion.

#### Scope of Amendments and Sub-Amendments

- 29. The amendments may take the form of the deletion, addition, or substitution of words or figures, provided such deletions, additions, or substitution do not, in the opinion of the Chairperson, affect the original motion, the amendment, or the sub-amendment, whichever is applicable, to the extent that it is either:
  - (a) negated, or
  - (b) changed in such a way that either an alternative motion is proposed, or all reference to the original motion, the amendment, or the sub-amendment, whichever is applicable, is eliminated.

#### Bringing Back Adopted Motions

- 30. (1) A Member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (2) A resolution or bylaw which was adopted may be brought back before Council by a motion to reconsider, rescind or amend something previously adopted, provided:
  - (a) Council has given due consideration to any actions taken by an officer, employee, or agent of the City; and



- (b) the resolution or bylaw has not had the approval of the electors or the assent of the electors.
- (3) A motion to reconsider or rescind an adopted resolution or bylaw:
  - (a) may be made at the same meeting; and
  - (b) may only be made by a Member who voted in favour of it.
- (4) A motion to rescind or amend an adopted resolution or bylaw:
  - (a) may be made at a future meeting, by a Member giving notice under Notice of Motion at a regular Council meeting; and
  - (b) may be made by any Member, regardless of how they voted the first time.
- (5) A motion to reconsider:
  - (a) is debatable;
  - (b) if adopted, the resolution or bylaw shall be reopened for debate; and
  - (c) if reopened for debate, may be referred, amended, postponed, or voted on for a second time.
- (6) A motion to rescind:
  - (a) Is debateable; and
  - (b) If adopted, the motion is no longer applicable, and it would be in order to move a subsequent motion.
- (7) If a motion to reconsider or rescind something previously adopted is defeated twice within three (3) months, the same or substantially the same motion to rescind or amend may not be renewed for at least six (6) months, except if Council, by a two-thirds majority vote, permits such renewal.

#### Bringing Back Defeated Motions

31. (1) A motion to reconsider a defeated motion of City Council will only be applicable to the votes taken on main motions, resolutions or bylaws, and will not apply to votes on secondary motions, i.e. to postpone, to refer, to table and to amend.
- (2) A resolution or bylaw which was defeated may be brought back for consideration by a motion to reconsider or rescind something previously defeated, provided:
- (a) Council has given due consideration to any actions taken by an officer, employee, or agent of the City.
- (3) A motion to reconsider or rescind a defeated resolution or bylaw:
- (a) may be made at the same meeting during which the resolution or bylaw was defeated
  - (b) may be made at the next regular Council meeting; and
  - (c) may only be made by a Council Member who voted against the resolution or bylaw (voted in favour), or who was not in attendance during the vote.

- (4) A motion to rescind a defeated resolution or bylaw:
  - (a) may be made at a future meeting, by a Member giving notice under notice of motion at a regular Council meeting; and
  - (b) may be made by any Member, regardless of how they voted the first time.
- (5) A motion to reconsider:
  - (a) is debatable
  - (b) if adopted, the resolution or bylaw shall be re-opened for debate; and
  - (c) if re-opened for debate, may be referred, amended, postponed or voted on for a second time.
- (6) A motion to rescind:
  - (a) is debatable; and
  - (b) if adopted, the motion is no longer applicable, and it would be in order to move a subsequent motion.
- (7) If a motion to reconsider or rescind something previously defeated is defeated twice within three (3) months, the same or substantially the same motion to rescind or amend may not be renewed for at least six (6) month, except if Council by a two-thirds majority vote, permits such renewal.

#### Reconsideration Requested by the Mayor

- 32. (1) Without limiting the authority of council to reconsider a matter, the Mayor may require the council to reconsider and vote again on a matter that was the subject of the vote.
- (2) As restrictions on the authority under subsection (1):
  - (a) the Mayor may only initiate a reconsideration under this section:
    - i) at the same council meeting as the vote took place; or
    - ii) within the 30 days following that meeting, and
  - (b) a matter may not be reconsidered under this section if:
    - i) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the council, or
    - ii) there has already been a reconsideration under this section in relation to the matter.
- (3) On a reconsideration under this section, the council
  - (a) must deal with the matter as soon as convenient, and

- (b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.

#### Notice of Motion

33. (1) A Notice of Motion, if forwarded to the Director of Corporate Administration's office prior to the Council agenda deadline, will be placed on the upcoming regular meeting agenda under Motion and Notices of Motion with the requesting Member of Council's name so they may introduce the motion for consideration at that time or at a future meeting; or
- (2) During the Motion and Notices of Motion portion of a regular or special meeting of the Council, any Council Member may give a "Notice of Motion" respecting an item which they intend to present at a future meeting, upon the Member being acknowledged by the Chairperson and the Notice of Motion being read to the meeting.

The Member of Council ~~shall~~ may provide a written copy of the motion presented under this section the Director of Corporate Administration for inclusion in the Minutes of that meeting as a "Notice of Motion". The Director Corporation Administration shall place the motion on the Agenda of the next regular or special council meeting, or other future meeting designated by the Member of Council by bringing forward the Notice of Motion, for consideration. *(deleted and amended by Bylaw 2338)*

#### Reports from Committees

34. Council may take any of the following actions in connection with a recommendation(s) it receives from COTW or any of its Committees / Advisory Body:
- (a) agree or disagree with the recommendation(s);
  - (b) amend the recommendation(s);
  - (c) refer the recommendation(s) to staff;
  - (d) refer the recommendation(s) back to the originating committee or to another committee;
  - (e) postpone consideration of the recommendation(s); or
  - (f) receive for information. *(amended by Bylaw 2338)*

#### Communications to Council

35. (1) Communications intended to be presented to Council will:
- (a) be legibly written, typed or printed;

- (b) signed by a least one person; and
    - (c) include the name and ~~civic address~~ city of residence for each person who has signed the communication. *(deleted and amended by Bylaw 2338)*
  - (2) All communications which require a report may be referred by Council to any Committee, the CAO or to staff by formal resolution by Council for such referral.
36. (1) A Council may continue a Council meeting after ~~10:30 p.m.~~ 9:30 p.m. only by an affirmative majority vote of Members present. *(deleted by Bylaw 2338)*
- (2) At the close of a meeting of Council or Committee, the Chairperson will state “This meeting is now concluded” (motion to conclude is not necessary). *(amended by Bylaw 2338)*

## PART 5 – PUBLIC HEARINGS

### Rules of Public Hearing/Meetings

37. (1) Public Hearings must be held in accordance with the *Local Government Act*. A statement outlining the meeting conduct will be read at the start of the public hearing for the evening by either the Presiding Member or the Director of Corporate Administration. The statement must include the following points:
- (a) each person wishing to address Council will be given a maximum of five (5) minutes to speak;
  - (b) in order to speak, one must be acknowledged first by the Chairperson;
  - (c) once all in attendance have had the opportunity to speak, the Chairperson will ask again for anyone wishing to speak to come forward. Those speakers who have already addressed Council may speak again; however, speakers should refrain from repeating information that they have already presented to Council; and
  - (d) At the end of the public hearing the Chairperson will conclude the Public Hearing (motion to conclude is not necessary)

## PART 6 – BYLAWS

### Copies of Proposed Bylaws to Council

38. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each member with the agenda or where circumstances prevented a copy of the bylaw from being delivered to each Member with the agenda, with an affirmative majority vote of Members present.

Form of Bylaws

39. A bylaw introduced at a Council meeting must:
- (a) be available in hard copy for review by Council;
  - (b) have a distinguishing name;
  - (c) have a distinguishing number and
  - (d) be divided into sections.

Bylaws to be Considered Separately or Jointly

40. Council must consider a proposed bylaw at a Council meeting either:
- (a) separately when directed by the Chairperson or required by a member; or
  - (b) jointly with other proposed bylaws in the sequence determined by the Presiding Member.

Reading and Adopting Bylaws

41. (1) The reading of a proposed bylaw may be given by stating its short title or by reference to the bylaw number provided a copy of the proposed bylaw has been included in the agenda.
- (2) First, second and third reading of the Bylaw may consist of debate upon the general principles of the Bylaw.
- (3) The bylaw may be given first and second reading or first, second and third readings in one (1) motion at the same Council meeting provided a copy of the proposed bylaw has been included in the agenda or hard copy has been placed on table for consideration.
- (4) The only motion required for the final adoption of a bylaw after consideration shall be “That Council give “bylaw title or number” final reading”, may be noted in this short form if included in the agenda or a hard copy has been placed on table.
- (5) A proposed bylaw may be amended at any time during the first three (3) readings unless prohibited by the *Community Charter*.
- (6) Unless otherwise provided, each reading of a proposed bylaw must receive the affirmative vote of a majority of Members present.
- (7) Notwithstanding the *Community Charter* and in accordance with the *Local Government Act*, Council may adopt a proposed official community plan or

zoning bylaw at the same meeting at which the plan or bylaw was given third reading.

- (8) The Director of Corporate Administration may consolidate one or more of the City's bylaws for convenience purposes.

#### Bylaws Must be Signed

42. After a bylaw is adopted, and signed by the Director of Corporate Administration or designate and the Chairperson of Council at which it was adopted, the Director of Corporate Administration must have the bylaw placed in the City's records for safekeeping. (*amended by Bylaw 2338*)

## **PART 7 – COMMITTEE OF THE WHOLE (COTW)**

43. (1) A COTW meeting can be called:
- (a) at any time by the Mayor; and
  - (b) at any time during a council meeting, Council may, by resolution, go into COTW.

#### Notice of Committee of the Whole Meetings

44. (1) Subject to subsection (2), a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by;
- a) posting a copy of the notice at the Public Notice Posting Place; and
  - b) leaving a copy of the notice for each member in the member's mailbox at City Hall; and
  - c) e-mailing Council.
- (2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with section 40 during a Council meeting for which public notice has been given pursuant to this Bylaw.

During a Council meeting, Council may resolve to go into a COTW by a resolution "...that the Council do now resolve itself into a Committee of the Whole." The Chairperson of the Council Meeting will release the Chair. The Chairperson of the COTW (the Deputy Mayor) will then assume control of the COTW meeting. When all matters referred to a COTW have been considered, a question will be called on a motion to revert back to the regular meeting.

#### Chairperson at COTW Meetings

45. (1) The current Deputy Mayor will act as the Chairperson of COTW.  
 (2) In the current Deputy Mayor's absence the next scheduled Deputy Mayor in the rotation that is present will take the role as Chairperson of COTW. *(amended by Bylaw 2338)*

#### Conduct and Debate

46. The rules of the Council will be observed in Committee of the Whole, so far as may be applicable, except that the number of times that a Member may speak on any question will not be limited, and debate may occur prior to a motion being made.

## **PART 8 – COMMITTEES (INCLUDING COMMITTEE OF THE WHOLE WHERE NOT SPECIFICALLY ADDRESSED UNDER PART 7)**

#### Duties of Standing Committees

47. (1) Standing Committee members may consider, inquire into, report and make recommendations to Council on the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
  - (b) matters that are assigned by Council; and
  - (c) matters that are assigned by the Mayor.
- (2) Notwithstanding section 43 (1) Standing Committees consisting of all members of Council may deliberate on all matters in 43(1) but will forward only matters onto Council that pertain to Council policy, bylaws and legislated items for a decision of Council; all other matters will be handled at the Committee level.

#### Duties of Select Committees / Advisory Bodies *(amended by Bylaw 2338)*

48. (1) Select committees may consider, inquire into, report and make recommendations to Council about matters referred to committee by Council, the Chief Administrative Officer, Staff Liaison or items brought forward by Committee members that are described in the Committee's mandate / Terms of Reference.
- a) **Sub-committees:** A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of

the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*, must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.

- b) **Working Groups:** A committee, sub-committee, or task force may form a working group for the limited purpose of:
- (a) gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body, or
  - (b) carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body.

Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, a committee or a subcommittee, then it may be characterized as a sub-committee and not a mere working group - this type of work is to be done in the committee or subcommittee meeting format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required). *(amended by Bylaw 2338)*

- (2) ~~Select committees must report and make recommendations to Council when directed by Council resolution.~~ All advisory bodies must report and make recommendations to Council when directed by Council resolution. *(deleted by Bylaw 2338)*
- (3) Members of Council may be appointed to Advisory Bodies of Council to serve as a Council Liaison or the Council Liaison Alternate. Council Liaisons attend meetings, participate/contribute to discussions, and offer information from a City / Council perspective. A Council Liaison will provide context to matters referred to the Committee, and report updates and introduce recommendations at the Regular Council meetings when brought forward for consideration. A Council Liaison monitors discussions to ensure they coincide with Council's Corporate Priorities. *(amended by Bylaw 2338)*

#### Schedule of Committee Meetings

49. (1) At the first meeting after its establishment, a select committee / Advisory Body will review and adopt the established regular schedule of meetings distributed by the Corporate Administration Office. *(amended by Bylaw 2338)*



- (2) Standing Committees meet as the need arises; items are brought forward by staff in accordance with the Committee mandate and agendas will be provided at the same time and means as the regular Council meeting agendas or at a minimum 24 hours prior to the meeting date. *(amended by Bylaw 2338)*

**Note:** Standing Committees that consist of all Members of Council in most cases but not all will hold their meetings on the same days as regular Council meetings are scheduled (example: Land Use and Planning, Governance and Legislation, Finance and Audit Committee). *(amended by Bylaw 2338)*

#### Agendas for Committee Meetings

50. (1) The deadline for submissions by the staff and by the public to the Committee Clerk or the Director of Corporate Services of items for inclusion on the Agenda for the Committee meeting must be by ~~noon on the Wednesday prior to the Committee meeting~~ four (4) business days prior to the Committee meeting. *(deleted and amended by Bylaw 2338)*
- (2) If there are no agenda items for meeting received by noon on the day ~~that is one (1) week prior to the meeting the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the Committee meeting,~~ in accordance with 47.(1) the Committee Clerk will inform the Chairperson, Council and staff Liaisons and the meeting will be cancelled. *(deleted and amended by Bylaw 2338)*

#### Council Liaisons to City Committees / Advisory Bodies

51. The Councillor Liaison to the City committee are non-voting. The function for a Councillor Liaison for the City committees includes:
- Attending the Committee meetings, when unable to attend to contact the Alternate Councillor Liaison to arrange for their attendance (inform the Committee Clerk of the known to be absence)
  - As a representative of Council, participate and contribute in discussions and offer information from a Councillor's perspective
  - Introduce and provide background to topics referred to the Committee by Council in order to provide guidance with respect to what Council is seeking from the referral
  - Monitor topics and discussion that coincide with Council's Corporate Priorities
  - Be the spokesperson / answer questions on behalf of the Committee while at the Council table when recommendations come forward

The Councillor Liaison (Alternate) to a City Committee/ Advisory Body functions include:

- Attending the Committee meetings when the primary Councillor Liaison is unable to attend

- The Alternate may attend the Committee meetings at any time; however, when they are there and the primary Council Liaison is also there, the Alternate must let the primary Councillor Liaison fulfil the functions as noted in this section
- If both the Council Liaison and the Alternate are in attendance the Alternate may sit as an audience member or at the Committee table but in both circumstances the primary Council Liaison would be responsible to perform the functions of the role

The Council Liaisons to each committee work together as a team with a common goal, let the Committee do their work but ensure they are aware of Council works and their Corporate Priorities. *(added by Bylaw 2338)*

#### Notice of Committee Meetings

52. (1) Subject to subsection (2), after the Committee has reviewed the established regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Place; and
  - (b) providing a copy of the schedule to each Member of the Committee.
- (2) Where revisions are necessary to the annual schedule of Committee meetings, the Committee Clerk or the Director of Corporate Administration must post a ~~notice and a~~ revised schedule as soon as possible at the Public Notice Posting Place and a copy will be placed on the City Website. *(deleted and amended by Bylaw 2338)*
- (3) The Committee Clerk or the Director of Corporate Administration must ensure a notice of the day, time and place of a meeting called ~~under section 43 (2)~~ is given or sent to all Members of the Committee at least 24 hours before the time of the meeting. *(deleted by Bylaw 2338)*

#### Attendance at Committee Meetings

53. (1) Members of the public may attend committee meetings that are not closed in accordance with the *Community Charter*, to observe only.

#### Presentations at Committee Meetings

54. (1) When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to a member of the public in attendance to speak to the item in question.
- (2) At Standing Committees meetings, where the members are comprised of all of Council, a presentation will be permitted regarding an item on the agenda

where the presenter could outline the intent of an application or give professional insight to a subject matter. A presentation of this nature must not exceed 10 minutes unless agreed to by a majority of members present. ~~In this case a notation will be made on the agenda to indicate that there is a Presentation expected.~~ (deleted by Bylaw 2338)

#### Minutes of the Committee Meetings

55. Minutes of the proceedings of a Committee must be:
- (a) legibly recorded;
  - (b) certified by the Committee Clerk;
  - (c) open for public inspection in accordance with the *Community Charter*; and
  - (d) motions are to be recorded as recommendations that would be forwarded to Council for ratification, unless they are by a Standing Committee of Council that is comprised of all members of Council and the Terms of Reference states contrary, the Terms of Reference in this circumstance will be followed.

#### Conduct and Debate

56. (1) The rules of the Council procedure must be observed during Committee meetings, so far as is possible and unless as otherwise provided in this bylaw.
- (2) Persons attending a meeting of a Committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the Committee Members present.
- (3) The Committee Clerk is there to help ensure the City's process and legislation are known and adhered to. It is the City's expectation that when the Committee Clerk states an item of concern or when they give direction in regard to meeting process that it would be adhered to. (amended by Bylaw 2338)

#### Terms of Reference

57. Council must approve all of the City's Committee Terms of Reference.

## **PART 9 – GENERAL**

58. If any provision of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.
59. A motion to censure may be used to express Council's indignation with a Council member's conduct regarding Council business. A motion of this nature would be used

only in extra-ordinary circumstances, where the principles of the Respectful Workplace Policy has not been adhered to, and will be:

- (a) seconded;
- (b) debatable;
- (c) amendable;
- (d) requires a majority vote;
- (e) and will be recorded in the Council meeting minutes.

56. “*The White Rock Council Procedure Bylaw, 2015, No. 2105*” and all amendment are hereby repealed.

RECEIVED FIRST READING on the	29 <sup>th</sup>	day of	January, 2018
RECEIVED SECOND READING on the	29 <sup>th</sup>	day of	January, 2018
RECEIVED THIRD READING on the	29 <sup>th</sup>	day of	January, 2018
PUBLISHED in the Peace Arch News on the	9 <sup>th</sup> & 16 <sup>th</sup>	days of	February, 2018
ADOPTED on the	19 <sup>th</sup>	day of	February, 2018

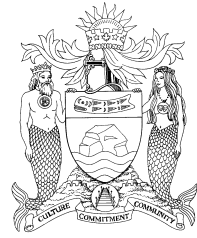
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MAYOR

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DIRECTOR OF CORPORATE ADMINISTRATION

**THE CORPORATION OF THE  
CITY OF WHITE ROCK  
BYLAW 2232  
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