

The Corporation of the
CITY OF WHITE ROCK



Governance and Legislation Committee
AGENDA

Monday, May 31, 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

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

Pages

1. CALL TO ORDER

Councillor Trevelyan, Chairperson

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

RECOMMENDATION

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 May 31, 2021 meeting to be video streamed and available on the City's website, and without the public present in the Council Chambers.

3. ADOPTION OF AGENDA

RECOMMENDATION

THAT the Governance and Legislation Committee adopt the agenda for May 31, 2021 as circulated.

4. ADOPTION OF MINUTES

5

RECOMMENDATION

THAT the Governance and Legislation Committee adopt the April 26, 2021 meeting minutes as circulated.

5. STATUS UPDATE OF COUNCIL'S TOP FIVE (5) PRIORITIES

18

Councillor Trevelyan requested this item be included on the agenda for discussion purposes: The following be added to the Regular Agenda as a permanent item: Status Update of Council's Top Five (5) Priorities.

Note: In order to accommodate this request the Order of Proceedings and Business for Council Agendas Council Policy 111 would need to be amended.

6. TERMS OF REFERENCE - FINANCIAL PLANNING POLICIES TASK FORCE

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At the April 26, 2021 Regular Council meeting Council endorsed a recommendation for staff to bring forward a Terms of Reference for a Financial Planning Policies Task Force.

RECOMMENDATION

THAT the Governance and Legislation Committee endorse Council Policy 171: Financial Planning Policies Task Force.

7. TERMS OF REFERENCE - AT RISK AND VULNERABLE POPULATION TASK FORCE

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Corporate report dated May 31, 2021 from the Director of Recreation and Culture titled "Term of Reference - At Risk and Vulnerable Population Task Force".

RECOMMENDATION

THAT the Governance and Legislation Committee endorse the draft Terms of Reference for the At Risk and Vulnerable Population Task Force to be forwarded to Council for their approval or amendment.

8. COMMITTEE WORKPLAN TEMPLATE

36

At the April 7, 2021 Governance and Legislation Committee meeting it was noted that a template for the Advisory Body / Committee work plan would be beneficial.

Committee work plan template, two (2) options provided for consideration.

Once the work plan template is endorsed each Committee Chairperson and Vice Chairperson will bring forward items for Council consideration prior to going to the Advisory Body / Committee for their review. This will ensure that Council's needs for the Advisory Body / Committee will be known to those appointed as soon as possible.

9. TERMS OF REFERENCE - SELECT COMMITTEES (COMMUNITY BASED ORGANIZATIONS TO BE INCLUDED)

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Councillor Johanson requested this item be placed on the agenda for consideration and discussion. Each Terms of Reference in accordance with Council direction have up to seven (7) appointed voting members. At this time each Committee membership may be considered to include representation from community based organizations who are would attend as non-voting participants.

- **Arts and Cultural Advisory Committee**
(Chairperson Councillor Kristjanson - Vice Chairperson Councillor Manning)
- **Economic Development Advisory Committee**
(Chairperson Councillor Fathers - Vice Chairperson Councillor Manning)
- **Environmental Advisory Committee**
(Chairperson Councillor Johanson - Vice Chairperson Councillor Kristjanson)
- **History and Heritage Advisory Committee**
(Chairperson Councillor Chesney - Vice Chairperson Councillor Trevelyan)
- **Housing Advisory Committee**
(Chairperson Councillor Manning - Vice Chairperson Councillor Fathers)
- **Public Art Advisory Committee**
(Chairperson Councillor Trevelyan - Vice Chairperson Councillor Chesney)

10. POLICY REVIEW

- 10.1. **Media Policy** 87
- Councillor Johanson requested Council Policy 134 be included on the agenda for discussion purposes.
- 10.2. **Communication Between Mayor and Council and Staff** 89
- Councillor Johanson requested Council Policy 119 be included on the agenda for discussion purposes.
- 10.3. **Lighting of the White Rock Pier and Memorial Park Architectural Features** 90
- Council Policy 168
- Note:** Introduction of a new policy and process in regard to lighting of the pier.
- * Referred from April 26 Governance and Legislation Committee to be brought back with a Corporate report with further information
- RECOMMENDATION**
THAT the Governance and Legislative Committee recommend:
1. **Endorsement of Council Policy 168—Lighting of the White Rock Pier and Memorial Park Architectural Features, as circulated; and**
 2. **Approve funding of \$6,000, plus applicable taxes, from the City's contingency account to purchase technology to enable City staff to program the White Rock Pier and other Memorial Park lighting features from a central point.**
11. **FUNDING FOR AFFORDABLE HOUSING**
- Councillor Manning requested this item be included on the agenda for discussion purposes: Funding the Affordable Housing Fund with Community Amenity Contributions.
12. **ENCROACHMENTS**
- Councillor Manning requested this item be brought to the Committee for discussion.
- The Director of Engineering and Municipal Operations: staff continue to administer the Street and Traffic Bylaw provisions as per Council direction in November 2019. Specifically, we "administer the Street and Traffic Bylaw with respect to new encroachments as well as at the time of property redevelopment."
13. **CONCLUSION OF THE MAY 31, 2021 GOVERNANCE AND LEGISLATION COMMITTEE MEETING**



Governance and Legislation Committee

Minutes

April 26, 2021, 5:00 p.m.

City Hall Council Chambers

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

PRESENT: Mayor Walker
Councillor Chesney
Councillor Johanson
Councillor Kristjanson (arrived at 5:03 p.m.)
Councillor Manning
Councillor Trevelyan

ABSENT: Councillor Fathers

STAFF: Guillermo Ferrero, Chief Administrative Officer
Tracey Arthur, Director of Corporate Administration
Jim Gordon, Director of Engineering and Municipal Operations
Carl Isaak, Director of Planning and Development Services
Eric Stepura, Director of Recreation and Culture
Chris Zota, Manager of Information Technology
Greg Newman, Manager of Planning
Donna Kell, Manager of Communications and Government Relations
Debbie Johnstone, Deputy Corporate Officer

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-028 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 April 26, 2021 meeting to be video streamed and available on the City's website, and without the public present in the Council Chambers.

Motion CARRIED (5 to 0)

3. **ADOPTION OF AGENDA**

Motion Number: 2021-G/L-029 It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopt the agenda for April 26, 2021 as amended to vary the agenda so Item 6. will be discussed directly following Item 4. Adoption of the Minutes.

Note: Item 6. Environmental Advisory Committee will now be noted as Item 5. and the Policy Review will now be noted as Item 6.

Motion CARRIED (5 to 0)

4. **ADOPTION OF MINUTES**

Councillor Kristjanson arrived at the meeting at 5:03 p.m.

Motion Number: 2021-G/L-030 It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopt the April 7, 2021 meeting minutes as circulated.

Motion CARRIED (6 to 0)

5. **Environmental Advisory Committee (Council Representative - Councillor Johanson)**

The following item was referred to the Committee from Council at their February 22, 2021 Regular Council meeting:

Recommendation #1 - Draft Resolution for Council's Consideration: White Rock Tree Protection Bylaw 1831 and Tree Management on City Lands Policy

THAT Council refer the following recommendations to the Governance and Legislation Committee:

Recognizing the critical role played by trees on both private and public lands in maintaining the health of ecosystems and the quality of human habitats in urban settings,

Concerned by the loss of trees and decline of tree canopy that have occurred over the past decades in White Rock, particularly on private lands,

Determined to strengthen the City's efforts to protect its trees and preserve and enhance its tree canopy, and

Having considered the Report of the Environmental Advisory Committee titled "Updating and Strengthening White Rock's Protection and Management of Trees",

Directs staff to prepare for Council's consideration a proposed revision of Tree Management Bylaw 1831, based on the EAC's recommendations, to:

- a. Change the title of the Bylaw to "White Rock Tree Protection Bylaw". [R3]*
- b. Reduce the minimum size for the definition of "protected tree" to a trunk DBH of 20 cm or less. [R5]*
- c. Provide that "significant trees" on private or City lands, to be defined pursuant to a "Significant Tree Policy" to be developed and presented to Council by Staff, will not be*

removed for other than safety reasons or as approved by Council. [R6]

- d. Remove fruit trees, alders and cottonwoods from the definition of "lower value trees". [R7]*
- e. Authorize the utilization of tree replacement security and deposit revenues for a broadened range of activities to enhance and protect the City's tree canopy. [R12]*
- f. Incorporate Policy 510's provisions regarding notice to adjacent property owners and applicant appeals for Type 2 permit applications and extend these provisions to Type 3 applications, as well as incorporate Planning Procedures Bylaw 2234's appeal provisions. [R14(a), R18(a)].*
- g. Require that notice of, and opportunity to comment on, any application or proposal to remove a "City tree" be provided to property owners within 100 metres of the affected tree at least 14 days in advance of a decision. [R15]*
- h. Establish International Society of Arboriculture (ISA) certification as the sole and exclusive credential in the definition of "arborist". [R16(a)]*
- i. Require that City Arborists visit and inspect all sites under consideration for a tree permit. [R16(b)]*
- j. Provide that only City Staff or agents are allowed to remove or plant trees on City lands. [R16(c)]*
- k. Establish explicit criteria for approval of Type 2 and Type 3 permits and to govern decisions by officials regarding the management of trees on City land, taking into account the provisions of Policy 510 and best practices in other jurisdictions. [R17(a)]*
- l. Incorporate any amendments, consistent with the EAC's recommendations, that may be needed to ensure currency and clarity and consistency with other bylaws and policies. [R19]*

Directs staff to prepare for Council's consideration a proposed revision of Tree Management on City Lands Policy 611, based on the EAC's recommendations, to:

- a. Change the title of the Policy to "Tree Protection, Canopy Enhancement and Management on City Lands". [R4(a)]*
- b. Revise the Section 1 Policy Statement to read as follows:
"Policy: In managing trees on City land, it is the priority of the City of White Rock to protect existing trees and increase the number of healthy trees and amount of tree canopy and thus enhance and ensure the sustainability of the City's urban forest and realization of the environmental and esthetic benefits it provides. In this context, the interest of property owners in preserving or restoring private views obstructed by City trees will be addressed through a procedure described in Annex I to this Policy." [R4(b)]*
- c. Insert in Section 3 "Management of City Trees", a new clause 3(a)1 specifying an additional statement of purpose to read as follows: "For the overriding purposes of protecting existing trees and increasing the number of healthy trees and amount of tree canopy". [R4(c)]*
- d. Transfer the provisions of Sections 5, 6, 7 and 8 to an Annex to the Policy. [R4(d)]*
- e. Limit the criteria under which applications for pruning, crown thinning, or width reductions are approved to those where the property owner has clearly demonstrated that the tree has increased in size to completely obscure a previously existing view from the applicant's property. [R4(e)]*
- f. Prohibit the topping or removal of city trees for the re-establishment of views. [R4(f)]*
- g. Remove references to "narrow corridor" and "single object" views in the definition of "view/view corridor". [R4(g)]*
- h. Allow for the siting, species selection, and planting of new or replacement trees on City lands in all locations*

where future growth is not expected to completely obscure established views. [R4(h)]

- i. Provide that “significant trees” on City lands, to be defined pursuant to a “Significant Tree Policy” to be developed and presented to Council by Staff, will not be removed for other than safety reasons or as approved by Council. [R6]*
- j. Require that, when the City is evaluating initiatives that might result in tree removal on City lands, all possible ways to protect the trees should be considered, and specify ambitious replacement requirements for trees that must be removed. [R8]*
- k. Require that notice of, and opportunity to comment on, any application or proposal to remove a “City tree” be provided to property owners within 100 metres of the affected tree at least 14 days in advance of a decision. [R15]*
- l. Require that City Arborists visit and inspect all sites under consideration for a tree permit. [R16(b)]*
- m. Incorporate criteria established in the revised Bylaw 1831 to govern decisions taken by officials regarding the management of trees on City lands. [R17(b)]*
- n. Incorporate any amendments, consistent with the EAC’s recommendations, that may be needed to ensure currency and clarity and consistency with other policies and bylaws. [R19]*

Motion CARRIED

THAT Council refers the following recommendations to staff:

Further directs staff to:

- a. Develop proposals to give tree preservation and canopy enhancement greater and more explicit priority in zoning and planning regulations and procedures throughout the City. [R1]*

- b. Develop proposals for the adoption of an explicit canopy recovery target (eg, 27% canopy coverage by 2045), for increasing the currently projected maximum number of trees (2500) that can be planted on City land, and for increasing lands on which the City can plant additional trees to help meet the target. [R2(a)]*
- c. Investigate and report to Council on means to prevent the removal of or interference with trees, and to facility the planting of trees, by the City and BNSF on BNSF lands. [R2(c)]*
- d. Review regulations and policies concerning “significant trees” and “heritage trees” and establish a consolidated definition of “significant tree”, a “Significant Tree Policy” and a “Significant Tree Registry”. [R6]*
- e. Review fees, securities, cash-in lieu requirements, replacement values and quotas, and fines to ensure they are commensurate with best practices conducive to preserving and increasing the number of healthy trees and the amount of tree canopy in the City. [R9]*
- f. Review and present any appropriate advice to Council regarding methods and resources employed to ensure effective enforcement of Bylaw 1831 and Policy 611. [R10]*
- g. Maintain a record of contractors that contravene Bylaw 1831 or Policy 611 and take steps to ensure that such contractors are not hired by the City, that relevant fines are levied on them, and/or that their business licences are suspended or revoked. [R11]*
- h. Review and improve methods by which residents and property owners are informed of the importance of tree preservation and the requirements of Policy 611 and Bylaw 1831, and how to notify the City when they believe the Policy and Bylaw are being contravened. [R13]*
- i. Establish International Society of Arboriculture (ISA) certification as the sole and exclusive credential required for a business licence as an arborist. [R16(a)]*

- j. *Develop amendments to Planning Procedures Bylaw 2234 to require that all corporate and Advisory Design Panel reports and recommendations to Council regarding planning and development on private lands include a description of implications for tree protection and canopy enhancement. [R18(b)]*
- k. *Develop revisions to City policies and procedures, including Policy 611, to prescribe that:*
 - (i) *All corporate reports and recommendations presented to Council regarding works to be conducted on City lands include a section describing any implications for tree protection and canopy enhancement.*
 - (ii) *All members of Council be informed at least 14 days before the proposed removal of any “City tree”.*
 - (iii) *Any member of Council objecting to measures arising under subparagraphs (i) and (ii) may request a Council discussion and decision on the matter. [R18(c)]*

Decides to:

- a. *Monitor progress in achieving canopy recovery targets and tree planting goals through annual Tree Canopy Reports to Council that include statistics regarding tree permit applications; actions taken by the City in the management of tree on City lands including the use of revenues from tree permits and tree protection securities; and an analysis of trends and implications for the effectiveness of the City’s tree protection and enhancement efforts. [R2(b), R14(b) R18(d)]*
- b. *Conduct, on an annual basis, a public discussion of Tree Canopy Reports prepared by staff. [R18(d)]*

Motion CARRIED

The discussion at this time is for the Committee to review the recommendations and bring forward comments in regard to what staff should consider when they bring the bylaw and policy for consideration.

It was noted that the next step was for staff to bring back a bylaw and policy with the Committee Recommendations along with direction given at this time.

Motion Number: 2021-G/L-031 It was MOVED and SECONDED

THAT the Governance and Legislation Committee directs the following be removed from staff bringing forward with potential bylaw amendment:

Limit the criteria under which applications for pruning, crown thinning, or width reductions are approved to those where the property owner has clearly demonstrated that the tree has increased in size to completely obscure a previously existing view from the applicant's property.

Voted in the Negative (2): Councillor Johanson, and Councillor Manning

Motion CARRIED (4 to 2)

Motion Number: 2021-G/L-032 It was MOVED and SECONDED

THAT the Governance and Legislation Committee directs the following be removed from staff bringing forward with potential bylaw amendment:

Prohibit the topping or removal of city trees for the re-establishment of views.

Voted in the Negative (2): Councillor Johanson, and Councillor Kristjanson

Motion CARRIED (4 to 2)

6. POLICY REVIEW

6.1 General Administration

Admin Policy 200

Note: It was recommended that the policy be rescinded as it is now outdated and addressed through other means / legislation (*Community Charter, Employment Standards Act, Human Rights Code, Collective Bargaining and Human Resources Policies*).

Note: It was requested that staff forward Members of Council a copy of the Use of City Vehicle policy.

Motion Number: 2021-G/L-033 It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommend Council rescind Admin Policy No. 200 - General Administration, as the function is addressed through legislation, collective bargaining and Human Resource policy.

Voted in the Negative (1): Councillor Kristjanson

Motion CARRIED (5 to 1)

6.2 Lighting of the White Rock Pier

Council Policy 168

Note: Introduction of a new policy and process in regard to lighting of the pier.

It was noted that the Committee may require further information. Staff to bring forward a corporate report including the following:

- Council may consider requests for international holidays
- Possible limit of days per month or times per year there be changes made to the lighting (help alleviate staff time)
- Software to run the lighting remotely must be purchased for the policy to work best
- Amendment requested at the meeting (4th bullet in regard limit of one (1) week)

Motion Number: 2021-G/L-034 It was MOVED and SECONDED

THAT the Governance and Legislation Committee requests the proposed policy Council 168 - Lighting The White Rock Pier be amended as follows:

- **4th bullet to state "the duration of the event or festival up to a maximum of one (1) week".**

Motion CARRIED (6 to 0)

Motion Number: 2021-G/L-035 It was MOVED and SECONDED

THAT the Governance and Legislation Committee direct the policy be brought back with further information including budget implications.

Motion CARRIED (6 to 0)

6.3 Corporate Process Regarding Requirements for City Issued Cell Phone Text Messages and Email Records and Back Up Data

Administration Policy 213

Note: The policy was initiated in 2014, it has not been reviewed since 2015. The changes that are included on the document have been brought forward to help clarify the policy.

Motion Number: 2021-G/L-036 It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommend Council endorse Admin Policy 213 - Corporate Process Regarding Requirements for City Issued Cell Phone Text Messages and Email Records and Back Up Data as circulated.

Voted in the Negative (2): Councillor Chesney, and Councillor Kristjanson

Motion CARRIED (4 to 2)

6.4 City of White Rock Flag Policy

Council Policy 167 City of White Rock Flag Policy (New)

Council Policy 146 Use of City Flag Pole (Previous)

Note: The new policy addresses the matter of flags in a more expansive manner including half mast procedure / process.

Motion Number: 2021-G/L-037 It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommend Council rescind Council Policy 146 Use of City Flag Pole.

Motion CARRIED (6 to 0)

Motion Number: 2021-G/L-038 It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommend Council endorse Council Policy 167 City of White Rock Flag Policy with an amendment that it includes information in regard to the public purchasing City of White Rock flags.

Motion CARRIED (6 to 0)

6.5 Photos of Council at City Events

Council Policy 169

Note: A new Council policy as per request by the Committee at the June 29, 2020 meeting.

Motion Number: 2021-G/L-039 It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommend Council endorse Council Policy 169 - Photos of Council at City Events as circulated.

Motion CARRIED (6 to 0)

6.6 Coat of Arms and City Logo

Admin Policy 201

Note: Staff have no suggested amendments for this policy.

Motion Number: 2021-G/L-040 It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommend Council endorse Admin Policy 201 - Coat of Arms and City Logo, as circulated.

Motion CARRIED (6 to 0)

6.7 Mourning the Passing of a Member of the Royal Family

Council Policy - 170

Note: Introduction of a new policy and process to address the passing of a Member of the Royal Family due to Canada being a constitutional monarchy.

Motion Number: 2021-G/L-041 It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommend Council endorse Council Policy 170 - Mourning the Passing of a Member of the Royal Family as circulated.

Motion CARRIED (6 to 0)

6.8 White Rock Outstanding Canadians on the Peninsula Legacy Program

Council Policy 125

Note: Minor amendments have been suggested by staff and are noted as tracked changes.

Motion Number: 2021-G/L-042 It was MOVED and SECONDED

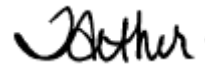
THAT the Governance and Legislation Committee recommend Council endorse Council Policy 125 - White Rock Outstanding Canadians on the Peninsula Legacy Program as circulated.

Motion CARRIED (6 to 0)

7. CONCLUSION OF THE APRIL 26, 2021 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

The meeting was concluded at 6:21 p.m.

Mayor Walker



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: ORDER OF PROCEEDINGS AND BUSINESS FOR COUNCIL AGENDAS

POLICY NUMBER: COUNCIL - 111

<i>Date of Council Adoption:</i> July 13, 2009	<i>Date of Last Amendment:</i> March 30, 2020
<i>Council Resolution Number:</i> 2009-382, 2013-082, 2015-214	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> March 9, 2020

Policy:

- (1) The agenda for all regular Council meetings may contain the following matters in the order in which they are listed below or as needed where the Mayor, Chief Administrative Officer or Director of Corporate Administration deem appropriate this order may be varied to accommodate necessary situations:

- 1) Call Meeting to Order
- 2) Adoption of Agenda
- 3) Adoption of Minutes
- 4) Special Presentation(s) (if applicable)
- 5) Postpone / Adjournment for Public Hearing or Meeting (if applicable)
- 6) Question and Answer Period
- 7) Delegations / Presentations
- 8) Consent Agenda
- 9) Corporate Reports (Action)
- 10) Corporate Reports (Information)
- 11) Bylaws and Permits
- 12) Committee Recommendations (Standing and Select)
- 13) Correspondence
- 14) Mayor and Councillor Reports
- 15) Motions and Notices of Motion
- 16) Release of Items from Closed Council Meeting(s)
- 17) Other Business
- 18) Conclusion of the Meeting

- (2) The agenda for all Special Council meetings may contain whatever items are listed for consideration at that meeting.
- (3) Particular business at a Council meeting must be taken up in the order in which it is listed on the agenda unless otherwise amended by Council through resolution.

Rationale:

This item is established under a policy enabling Council and staff to work through the order of business for Council agendas. Previously it has been included in the Council Procedure Bylaw. Due to the nature of the policy this item does not affect the decision making process, it is an operational aspect of the meeting agenda. A Council Procedure Bylaw requires readings that would involve at least two (2) meetings to complete. It is more efficient to have an item of this nature addressed through a policy where unusual circumstances can be addressed by staff or it can be amended by Council through a single consideration should the need arise.

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



POLICY TITLE: **TERMS OF REFERENCE:**
FINANCIAL PLANNING POLICIES TASK FORCE
POLICY NUMBER: **COUNCIL POLICY 171**

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment: N/A</i>
<i>Council Resolution Number: 2021-334</i>	
<i>Originating Department: Financial Services</i>	<i>Date last reviewed by the Governance and Legislation Committee: N/A</i>

1. Mandate

The Financial Planning Policies Task Force shall provide direction on potential activities and deliverables the City should include in its annual financial planning process.

2. Work Plan

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

3. General Terms

Appointments will be made by Council for a one (1) year term or earlier (when the work plan / designated task(s) are completed).

Subsequent appointments by Council to the Task Force 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 Task Force will consist of up to seven (7) voting members; some of which will bring expertise /experience in the area of the mandate of the Task Force 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 following considerations will be made by Council when appointing members to the Task Force: diversity including age, gender, ethnicity, etc.

Note: Anyone that has been removed from a City Advisory Body, due to a breach in the Code of Conduct will not be considered for future appointments to an Advisory Body, 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. Should the Task Force be extended past its one (1) year term, the positions of Chairperson and Vice-Chairperson would alternate between the two (2) Councillors. Councillors will serve as non-voting members on the Task Force.

6. Meetings

- a) The Task Force 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 Task Force's progress toward completion of its 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) Task Force 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 Task Force meeting:

An orientation process for the 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 work plan endorsed by Council;

- Legislated Financial Planning requirements;
 - Current Financial Planning practices;
 - How the Task Force fits within the broader organization of the City;
 - Overview of the correlating supplemental material (eg: Five (5) Year Financial Plan);
 - 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 Task Force 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) The Task Force must hear and consider representations by any individual, group or organization on matters referred to the Task Force by Council.
- p) The Task Force does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- q) The Task Force 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 Task Force 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 Task Force, 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 Task Force.
- 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 Task Force

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 the Task Force members at the beginning of their 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 Task Force 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 Task Force;
 - 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 a final report to be submitted to Council with their recommendations. The report will be forwarded to the Task Force 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 Task Force meeting calendar.

10. Procedures

Unless otherwise provided for in these Terms of Reference, the procedures of the Task Force 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

Task Force 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 a City Advisory Body due to a breach in the Code of Conduct, under the current Council term, will not be considered for future appointments to a City Advisory Body.

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:

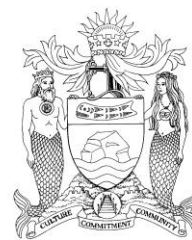
- Policy 171 Financial Planning Policy Task Force Terms of Reference;
- Policy 120, Code of Conduct for Committee Members;
- Policy 405 Respectful Workplace Policy; and
- Policy 406 Anti-Racial Discrimination and Anti-Racism.

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
CORPORATE REPORT



DATE: May 31, 2021

TO: Governance and Legislation Committee

FROM: Eric Stepura, Director Recreation and Culture

SUBJECT: Draft Terms of Reference for the At Risk and Vulnerable Population Task Force

RECOMMENDATIONS

THAT the Governance and Legislation Committee endorse the draft Terms of Reference for the At Risk and Vulnerable Population Task Force to be forwarded to Council for their approval or amendment.

EXECUTIVE SUMMARY

Following a presentation by Cheryl Lightowlers and Kathy Booth of Peace Portal Alliance Church at the Regular Council meeting on February 22, 2021, asking Council to consider providing a warming shelter for people who are homeless, Council made a motion directing staff to provide a corporate report regarding information on a daytime warming shelter to accommodate approximately 25-30 people.

In response to this referral, staff conducted research on the extent of homelessness in White Rock and provided several options for Council to consider for providing an emergency daytime warming shelter for those experiencing homelessness in the Peninsula. After deliberation, Council decided not to pursue providing a daytime warming shelter at that time.

In addition, staff recommended that Council direct staff to participate in an At-Risk and Vulnerable Populations Task Force (Task Force) with representatives of the City of Surrey and other stakeholders mandated to address the needs of at-risk and vulnerable people living in White Rock and South Surrey, including those who are food insecure and homeless. Council approved this recommendation, and staff were directed to develop a Terms of Reference for the Task Force.

Staff at the City of White Rock and the City of Surrey have worked together to develop a draft Terms of Reference for the Task Force. The attached draft Terms of Reference is intended for the review and endorsement by the Governance and Legislation Committee and Council.

It is expected that this Task Force would conduct its meetings electronically via Microsoft Teams or Zoom or another similar platform.

PREVIOUS COUNCIL DIRECTION

The motion to direct staff to participate in an At Risk and Vulnerable Population Task Force was approved by Council at their Regular Council Meeting held March 8, 2021.

Motion # & Meeting Date	Motion Details
Motion # 2021-110 March 8, 2021	Direct staff to participate in an At-Risk and Vulnerable Populations Task Force with representatives of the City of Surrey and other stakeholders mandated to address the needs of at-risk and vulnerable people living in White Rock and South Surrey, including those who are food insecure and homeless.

INTRODUCTION/BACKGROUND

The At Risk and Vulnerable Population Task Force will be comprised of government, faith and non-profit representatives. It will be mandated with advising response efforts related to at-risk and vulnerable populations in White Rock and South Surrey.

At-risk and vulnerable populations include but are not limited to families, individuals and households in the White Rock and South Surrey area who are dealing with homelessness, and precarious or unstable living arrangements.

The Task Force will be responsible for identifying short, medium, and longer term actions to ensure that the needs of at-risk and vulnerable populations in White Rock and South Surrey are being addressed.

Appointments will be made by the Mayor of the City of White Rock for a term until when the work plan/designated task(s) are completed. Subsequent appointments by the Mayor to the Task Force will be done to address the replacement of members who resign mid-term.

The Task Force will consist of up to six (6) voting members which will bring expertise /experience around the mandate of the Task Force. These members would be in addition to the Mayor of the City of White Rock, and three (3) Councillors (one from the City of White Rock and two from the City of Surrey). One of the City of Surrey Councillors will be named as Co-Chairperson. The two (2) remaining Councillors will serve as alternates for the Co-Chairpersons in their absence. All Council members on the Task Force will be non-voting.

The following agencies will have representatives on the Task Force (voting):

- Peace Portal Alliance Church
- Options Community Services
- Sources Community Resource Centres
- BC Housing
- Peninsula Homeless to Housing
- Fraser Health

City Staff Liaisons (non-voting):

- City of White Rock Director of Recreation and Culture
- City of Surrey Social Planner
- White Rock RCMP
- Surrey RCMP Police Mental Health and Outreach Team
- The assigned Committee Clerk (to be discussed to possibly share with the City of Surrey)

The Task Force will meet bi-weekly. It is hoped that the first meeting will be held in early June 2021, so that a warming shelter for people living in White Rock and South Surrey that are experiencing homelessness is available by the Fall 2021.

FINANCIAL IMPLICATIONS

It is anticipated that the Task Force would be supported within the existing budget using existing staff resources. Any recommendations made by the Task Force with financial implications would require Council approval.

LEGAL IMPLICATIONS

Not applicable.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

Not applicable.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

The City's Recreation and Culture, and Corporate Services Department will provide support to this Task Force. The White Rock RCMP will also participate as a liaison to this Task Force.

CLIMATE CHANGE IMPLICATIONS

There are no direct environmental or climate action effects related to this Task Force's Terms of Reference.

ALIGNMENT WITH STRATEGIC PRIORITIES

The work of this Task Force aligns with the following Strategic Priority: "Partner with service agencies and other community partners to provide social support for those most impacted by COVID-19."

CONCLUSION

Attached as Appendix A is the draft Terms of Reference for an At Risk and Vulnerable Population Task Force, for consideration by the Governance and Legislation Committee and Council. Staff recommend that the Governance and Legislation Committee either approve the Terms of Reference as presented, or amend the Terms of Reference and endorse a revised version, in order to allow the work of the Task Force to begin as soon as possible.

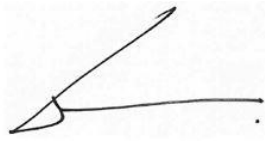
Respectfully submitted,



Eric Stepura
Director, Recreation and Culture

Comments from the Chief Administrative Officer

I concur with the recommendations of this corporate report.

A handwritten signature in black ink, consisting of a stylized 'G' followed by a horizontal line and a small dot at the end.

Guillermo Ferrero
Chief Administrative Officer

Appendix A: Draft Terms of Reference for the At Risk and Vulnerable Population Task Force

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



POLICY TITLE: **TERMS OF REFERENCE:**
AT RISK AND VULNERABLE POPULATION TASK
FORCE
POLICY NUMBER: **COUNCIL POLICY 172**

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2021-</i>	
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee:</i>

Mandate

The At Risk and Vulnerable Population Task Force will be comprised of government, faith and non-profit representatives. It will be mandated with advising response efforts related to at-risk and vulnerable populations in White Rock and South Surrey.

At-risk and vulnerable populations include but are not limited to families, individuals and households in the White Rock and South Surrey area who are dealing with homelessness, and precarious or unstable living arrangements (e.g., couch surfing)

1. Responsibilities

The Task Force will have the following responsibilities:

- identifying short, medium and longer term actions to ensure that the needs of at-risk and vulnerable populations are being addressed.

2. General Terms

Appointments will be made by the Mayor of the City of White Rock for a term until when the work plan/designated task(s) are completed.

Subsequent appointments by the Mayor to the Task Force will be done to address the replacement of members who resign mid-term. The Chairpersons and Vice-Chairpersons will determine if it is necessary that further recruiting is required for anything other than mid-term appointments.

3. Membership

The At Risk and Vulnerable Population Task Force will consist of up to six (6) voting members which will bring expertise /experience in the area of the mandate of the Task Force. These members would be in addition to the Mayor of the City of White Rock, and three (3) Councillors (one from the City of White Rock and two from the City of Surrey). One of the City of Surrey Councillors will be named as Co-Chairperson. The remaining Councillors will serve as Alternates for the Co-Chairpersons in their absence. All Council members on the Task Force will be non-voting.

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

The following agencies will have representatives on the Task Force

- Peace Portal Alliance Church
- Options Community Services
- Sources Community Resource Centres
- BC Housing
- Peninsula Homeless to Housing
- Fraser Health

City Staff Liaisons (non-voting):

- City of White Rock Director of Recreation and Culture
- City of Surrey Social Planner
- White Rock RCMP
- Surrey RCMP Police Mental Health and Outreach Team
- The assigned Committee Clerk (to be discussed to possibly share with the City of Surrey)

4. Chairperson/ Vice-Chairperson

The Mayor of the City of White Rock and a Surrey Councillor will serve as Co-Chairpersons for the Task Force. The two (2) additional members of Council on the Task Force (one from the City of White Rock and one from the City of Surrey) will serve as Co-Vice Chairpersons. Councillors will serve as non-voting members on the Task Force.

5. Meetings

- a) The Task Force will meet on a bi-weekly basis, or as decided by the majority of the Task Force. Extraordinary meetings may be called at the discretion of the Chairperson.
- b) The Committee Clerk 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 respective municipalities.

- c) The agenda will be created and distributed by the assigned Committee Clerk, including a standing item with a review of the Task Force's progress toward completion of its work plan.
- 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 assigned Committee Clerk will inform the Chairpersons, Vice-Chairperson, staff liaison(s) followed by Task Force members.
- e) Staff will inform the Chairperson and Vice-Chairpersons in the circumstance a meeting must be cancelled prior to an official notice going to the Task Force. A meeting may be called, cancelled or rescheduled by the Chairpersons. Notice of a meeting, cancellation or rescheduling must be received by the assigned Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- f) Task Force members must advise the assigned 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 assigned Committee Clerk will cancel the meeting by first attempting to notify the Chairpersons, Vice-Chairpersons and staff liaisons, followed by informing all members.
- g) At the initial Task Force 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:
 - Review of the Terms of Reference;
 - Summary of the mandate;
 - Overview of the responsibilities;
 - Task Force membership;
 - Clerical support for Task Force business meetings.
- h) 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, and held in person.
- 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) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- k) Members are expected to attend all regularly scheduled meetings, or assign an alternate to attend on their agency's behalf;
- l) The Task Force may from time to time invite experts to attend meetings. Any person with particular expertise, including City staff, may be invited by the Chairpersons or staff liaisons to attend a meeting in order to provide information or advice.

- m) The Task Force does not have the authority to commit funds, enter into contracts or commit the City of White Rock or the City of Surrey to a particular course of action.
- n) The Task Force cannot direct City staff to act without the endorsement of their Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for their 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.
- o) Where a Member, their family, employer, or business associates have any interest in any matter being considered by the Task Force, 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.
- p) Members are not permitted to speak directly with the media on behalf of the Task Force.
- q) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference.

6. 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 Chairpersons are 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.

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

7. 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 Task Force

8. Staff Support

- a) The City of White Rock's Director of Recreation and Culture and the City of Surrey's Social Planner will provide support functions including:
 - i. Participate in the orientation of Task Force members at the beginning of their term, and to new members as they are appointed, in regard to the mandate, responsibilities, or adopted work plan, previous successes, how the Task Force fits within the organization and supplemental materials given for information purposes;
 - ii. Forward all agenda items to the assigned Committee Clerk at least one (1) week prior to the meeting date for agenda preparation;
 - iii. Prepare reports on behalf of the Task Force;
 - iv. Review and return draft minutes to assigned Committee Clerk prior to adoption;
 - v. Report back with status updates agenda items as required; and
 - vi. Prepare a final report to be submitted to Council(s) with their recommendations. The report will be forwarded to the Task Force prior to going to the Councils so their feedback can be considered.
- b) The assigned Committee Clerk 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 and responsibilities;
 - 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 Chairpersons and staff liaisons;
 - 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;
 - ix. Provide minutes, with recommendations, to Council;
 - x. Update the Terms of Reference; and
 - xi. Create, amend and post, as needed, the Task Force meeting calendar.

Issued on: **Issuance Date**
Approved by: Council

WORK PLAN

Council will discuss 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.

Task/Activity	Objective	Action Steps	Priority Level	Target Due Date	Completion Date	Referred by Council?	Assigned Member

Issued on: Issuance Date

Approved by: Council

OBJECTIVES

To assist with the direction of the Committee Name and to allow for an effective term, the objectives have been identified below. These objectives are in alignment with the Committee's mandate

- *Insert objective here*
- *Insert objective here*
- *Insert objective here*
- *Insert objective here*
- *Insert objective here*
- *Insert objective here*
- *Insert objective here*
- *Insert objective here*

MANDATE

Insert Committee mandate here

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: April 26, 2021</i>	<i>Date of Last Amendment: April 7, 2021</i>
<i>Council Resolution Number: 2015-043, 2015-214, 2016-483, 2018-150; 2019-044; 2019-371; 2020-155, 2021-336</i>	
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: April 7, 2021</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 Work Plan 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 143, Arts and Cultural Advisory 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:**
ECONOMIC DEVELOPMENT ADVISORY
COMMITTEE
POLICY NUMBER: **COUNCIL POLICY 137**

<i>Date of Council Adoption: April 26, 2021</i>	<i>Date of Last Amendment: April 7, 2021</i>
<i>Council Resolution Number: 2012-107, 2013-082; 2015-129, 2015-307, 2016-483, 2019-091; 2020-155; 2020; 2021-336</i>	
<i>Originating Department: Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: April 7, 2021</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;
- Members bring the strengths of their individual networks to improve the Committee outcomes. This may include members connecting with personal/business networks such as business operators, government and non-profit agencies, and potential partners, to improve 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
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- 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.
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- 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 137, Economic Development Advisory 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:**
ENVIRONMENTAL ADVISORY COMMITTEE
POLICY NUMBER: **COUNCIL POLICY 138**

<i>Date of Council Adoption: April 26, 2021</i>	<i>Date of Last Amendment: April 7, 2021</i>
<i>Council Resolution Number: 2012-107, 2013-082, 2015-130, 2015-2014, 2016-483; 2019-045; 2019-158; 2019-363; 2020-155, 2021-336</i>	
<i>Originating Department: Corporate Administration</i>	<i>Date last reviewed by Governance and Legislation Committee: April 7, 2021</i>

1. 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, Environmental Strategic Plan, the Climate Action Revenue Incentive Program, Energy Step Code, Review of the Official Community Plan (changes to tree canopy and the tree bylaw) and the City's water quality monitoring. The Committee may make representation to Council on Environmental matters.

In addition 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.

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 138, Environmental Advisory 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 POLICY 159**

<i>Date of Council Adoption: April 26, 2021</i>	<i>Date of Last Amendment: April 7, 2021</i>
<i>Council Resolution Number: 2019-091, 2019-158; 2019-312; 2020-155, 2021-336</i>	
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: April 7, 2021</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, through staff liaison and/or Council, with the Semiahmoo First Nation (SFN) and other Indigenous groups in order to celebrate White Rock and the history of the SFN and 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 Semiahmoo First Nation and 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.
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- t) Members are not permitted to speak directly with the media on behalf of the AC.
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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.

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8. Meeting Minutes

- a) The meeting minutes will be action based and will only include:
 - i. Attendance
 - ii. Items discussed
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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;
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 - iii. Prepare reports on behalf of the AC;
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 - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
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 - 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.

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- 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).

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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 159, History and Heritage Advisory 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 POLICY 164**

<i>Date of Council Adoption: April 26, 2021</i>	<i>Date of Last Amendment: April 7, 2021</i>
<i>Council Resolution Number: 2019-316; 2020-155. 2021-336</i>	
<i>Originating Department: Planning and Development Services</i>	<i>Date last reviewed by the Governance and Legislation Committee: April 7, 2021</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.
- Members bring the strengths of their individual networks to improve the Committee outcomes. 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 164, Housing Advisory 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 POLICY 147**

<i>Date of Council Adoption: April 26, 2021</i>	<i>Date of Last Amendment: April 7, 2021</i>
<i>Council Resolution Number: 2015-214, 2016-483, 2020-155, 2021-336</i>	
<i>Originating Department: Recreation and Culture / Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: April 7, 2021</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).

They will make efforts to buy local artwork and from local artists when possible.

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.

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 - 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.

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CITY OF WHITE ROCK COMMITTEE CODE OF CONDUCT STATEMENT / AGREEMENT

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- Policy 147, Public Art Advisory 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: MEDIA RELEASES

POLICY NUMBER: COUNCIL - 134

<i>Date of Council Adoption:</i> May 30, 2011	<i>Date of Last Amendment:</i> November 23, 2020
<i>Council Resolution Number:</i> 2011-234, 2012-054, 2013-082, 2015-285, 2019-042	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> November 9, 2020

Policy

A media or press release is a factual, written summary of information issued to the media for the purpose of making a statement or announcement and/or replying to questions from the media.

The underlying principles for handling media releases are:

1. As newsworthy information becomes available or events occur, staff will notify the Manager of Communications and Government Relations.
2. The Manager of Communications and Government Relations will prepare all City media releases.
3. The Manager of Communications and Government Relations works with the Chief Administrative Officer (CAO) and Director of Corporate Administration, as necessary, when releasing information to the public and to the media.
4. The Mayor or designated Deputy Mayor, when the Mayor is absent, is the primary spokesperson.
5. If a secondary quote is required in a release for further clarification or operational statement, it can be from a member of the City's Senior Leadership Team or a designate.
6. Individuals quoted in a media release will have final approval of their individual quote in the context of the release.

7. All media releases will be reviewed by the CAO and approved by the CAO and the Mayor or Deputy Mayor prior to release.
8. The Manager of Communications and Government Relations will inform City Council of the media release prior to distribution.
9. The Manager of Communications and Government Relations will direct media queries to the appropriate designated person.

Rationale

The City of White Rock will present information in a positive manner that aligns with Council's Strategic Priorities while balancing the media's interest in serving the needs of readers, listeners and viewers.

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



POLICY TITLE: COMMUNICATION BETWEEN MAYOR AND COUNCIL AND CITY STAFF

POLICY NUMBER: COUNCIL - 119

<i>Date of Council Adoption:</i> September 27, 2010	<i>Date of Last Amendment:</i> January 28, 2019
<i>Council Resolution Number:</i> 2010-418, 2013-082, 2015-214, 2019-042;	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> January 14, 2019

Policy:

1. Communication by Mayor and / or a member of Council containing direction to staff and / or request for information that is not readily available or has to be assembled must be sent directly to the Chief Administrative Officer (CAO).
2. The CAO will review the request and forward it to the appropriate staff person along with an expectation of response time.
3. Staff will respond to the CAO who will forward the response, including any required copies, to Mayor and all members of Council. Included will be a copy of the original communication and/or request.
4. Should a staff member receive communication from the Mayor or member of Council directly they will immediately forward the request to the CAO and wait for direction prior to proceeding.
5. Communication by Mayor and / or a member of Council with an inquiry for information may be forwarded to the relative Director with a copy to the CAO.

Rationale:

In accordance with Section 147 of the *Community Charter* and the City of White Rock Organizational Chart: Mayor and Council deal with the organization through one employee – the CAO.

Requested information and responses will be forwarded to the Mayor and all members of Council to ensure everyone has the most up to date and accurate information.

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: May 31, 2021

TO: Governance and Legislation Committee

FROM: Tracey Arthur, Director of Corporate Administration

SUBJECT: Policy and Funding for Lighting the White Rock Pier and Memorial Park Architectural Features

RECOMMENDATIONS

THAT the Governance and Legislative Committee recommend:

1. Endorsement of Council Policy 168—Lighting of the White Rock Pier and Memorial Park Architectural Features, as circulated; and
 2. Approve funding of \$6,000, plus applicable taxes, from the City's contingency account to purchase technology to enable City staff to program the White Rock Pier and other Memorial Park lighting features from a central point.
-

EXECUTIVE SUMMARY

The White Rock Pier (the Pier) and Memorial Park are popular attractions for people from the Lower Mainland and beyond. In June 2018, the City added a color light component to Canada's Longest Pier and the architectural features of Memorial Park. The City has since been lighting the Pier and some elements of the Park for seasonal events. More frequent requests are now being made to the City to light the Pier in specified colours for particular events at specific times.

The Governance and Legislation Committee approved a recommendation from their February 1, 2021 meeting to develop a Council Policy for lighting the Pier. On April 26, 2021, the Committee reviewed the policy and requested that staff return to a future meeting with some revisions to the policy as presented, including budget considerations.

Concurrently, staff investigated technology to ensure greater consistency and reduced time in implementing a lighting policy that would encompass the Pier and the Memorial Park architectural features.

PREVIOUS COUNCIL DIRECTION

Motion # & Meeting Date	Motion Details
2021-G/L-034 <i>Governance and Legislation: April 26/21</i>	<p>THAT the Governance and Legislation Committee requests the proposed policy Council 168 - Lighting the White Rock Pier be amended as follows:</p> <ul style="list-style-type: none"> • 4th bullet to state "the duration of the event or festival up to a maximum of one (1) week".
2021-G/L-005 <i>Governance and Legislation: Feb 1/21</i>	THAT the Governance and Legislation Committee endorse report recommending that staff draft and bring forward a Council policy regarding the lighting of the White Rock Pier

INTRODUCTION/BACKGROUND

At 470 metres, the White Rock Pier is Canada's longest pier. The iconic structure was built in 1914. It is a popular destination for people from the Lower Mainland and beyond who come to this seaside community to enjoy breathtaking sunsets and the beauty of Semiahmoo Bay.

To add to the enjoyment of the Pier, in June 2018, the City of White Rock added accent lights, which are programmable in an array of colours. The lighting also encompasses the Memorial Park architectural features (the Park).

The Park architectural lighting fixtures were designed to enhance the landmarks and other structures in and around it. These include in addition to the Pier, the White Rock Museum and Archives building, the Coastal Cradle art piece, and the recessed puck lights throughout the park.

Currently, the City lights up the noted areas for seasonal events, such as red on Valentine's Day and green on St. Patrick's Day, and to support causes, including rainbow colours for Pride Week. Early in the COVID-19 pandemic, the Pier was lit with flashing lights each night to recognize health care workers.

At the February 1, 2021, Governance and Legislation Committee meeting, the Committee approved report [2021-G/L-005](#) recommending that staff draft and bring forward a Council Policy regarding the lighting of the White Rock Pier.

[Policy 168 – Lighting the White Rock Pier](#) was considered by the Committee at the April 26, 2021 Governance and Legislation meeting. The revised policy before the Committee and attached as Appendix A includes:

- Consideration of international events;
- Information for the potential of implementing fees;
- Limiting the amount of time for a request for lighting the Pier to be up to one (1) week; and
- Information on Memorial Park architectural features and how they may be related.

Lighting Technology

To address delivering consistent and more efficient service with increased lighting requests, this corporate report also includes required technology that would manage / program the lighting from a central point.

Currently, the Pier and each of the Park features have a separate lighting controller. Programming and managing them can be labor-intensive and may not deliver the desired results. Using one (1) controller (computer) to manage and schedule light displays would be more efficient and deliver consistent results more easily.

This technology, that requires funding endorsement by Council, would enable staff to deliver this policy and manage / program all the lighting assets from a central point.

FINANCIAL IMPLICATIONS

The City has received a quote of \$10,000 plus taxes from a vendor to consolidate the technology for the Pier and the Park features. This vendor provides asset lighting to other Lower Mainland organizations. The City's IT Department have \$4,000 to apply to the cost for this technology, resulting in the request for \$6,000, to be approved by Council, for the City asset to be purchased. A possible funding source would be from the City's contingency account.

The City would follow the purchasing policy in choosing a vendor to consolidate the technology and simplify the lighting process.

For the City to charge a potential fee for lighting requests it must first seek approval from the province of British Columbia. This is due to the terms of the City's Lease with the Province for the use of land that the Pier occupies. The Lease limits the use to "operation and maintenance of a public wharf." The use of the public wharf is provided at no charge to the City under the current terms of the Lease.

LEGAL IMPLICATIONS

Not applicable.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

The City of White Rock would use media relations and social media to inform the community that requests can be made, based on specific criteria, to light the Pier and the Park features with event associated colours. A calendar of those specified light colours and the reasons for the lighting would be posted on the City's website at whiterockcity.ca and shared on the City's social media channels.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

In relation to this task, Communications, IT and Engineering and Municipal Operations would work together. IT would be involved with the programming and implementing the light schedule and Engineering and Municipal Operations would be responsible for the maintenance and repairs of the lighting fixtures. Communications would be the lead on managing information to the community.

CLIMATE CHANGE IMPLICATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES

This policy would support the City's corporate vision: "We all can live, work and play in an enjoyable atmosphere."

OPTIONS / RISKS / ALTERNATIVES

The following option is available apart from the recommendation outlined on Page 1 for the Committee's consideration:

1. The Committee not endorse Council Policy 168—Lighting of the White Rock Pier and Memorial Park Architectural Features; and only the outlined occasions / events in Council Policy 135 Recognition and Strategic Messages, where applicable, will continue be included in the annual light rotation set up.

CONCLUSION

The Pier and Memorial Park are popular attractions for people from the Lower Mainland and beyond. Specific lighting of colours recognizing important events and not-for-profit efforts adds to the area's appeal and demonstrates community support.

A policy regarding the lighting, and the technology to carry out and ensure the success of that policy, will be more effective and efficient for staff and enhance the waterfront experience for visitors to the Pier and surrounding Memorial Park.

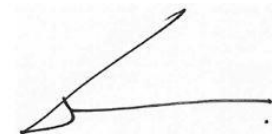
Respectfully submitted,



Tracey Arthur, Director, Corporate Administration

Comments from the Chief Administrative Officer

I concur with the recommendations of this corporate report.



Guillermo Ferrero
Chief Administrative Officer

Appendix A: Council Policy 168 – Lighting the White Rock Pier and Memorial Park Architectural Features

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



**POLICY TITLE: LIGHTING THE WHITE ROCK PIER AND
MEMORIAL PARK ARCHITECTURAL FEATURES**

POLICY NUMBER: COUNCIL – 168

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i>	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 31, 2021

Policy:

- The City of White Rock’s Mission is “Building community excellence through effective stewardship of all community resources.”
- The City of White Rock will use the coloured lights at the White Rock Pier, and as technology permits, at Memorial Park’s Architectural Features (White Rock Museum and Archives building, the Coastal Cradle art piece, and the recessed puck lights throughout the park), to build awareness for non-political, registered, national charitable events or causes and to recognize events important to White Rock, to British Columbia and to Canada.
- The City will light the Pier to recognize the Strategic Messages approved in Council Policy 135, Recognition and Strategic Messages, currently are as follows:
 - New Year’s Day: January 1
 - Black History Month: February
 - Family Day: February
 - International Women’s Day: March
 - Easter: April
 - National Volunteer Week: April
 - National Indigenous Peoples Day—June 21
 - Canada Day: July 1
 - BC Day—August
 - Pride Week—June or July

- Remembrance Day: November 11
 - Hanukkah—December
 - Christmas Day: December 25
-
- The City of White Rock invites qualifying organizations to schedule [from](#) one (1) day [to up to one \(1\) week](#) of select colour of lights on the Pier to assist with that organization's promotional efforts. The amount of time the Pier will be lit will be based on programming and availability.
 - [Lighting will be added to the Architectural Features in Memorial Park as technology permits.](#)
 - Organizations will be asked to submit requests annually using a form on the City's website at least 30 days prior to the requested date. Staff will program the lights monthly, or as required. If a request form is not submitted by the deadline, it may impede the City's ability to meet the request.
 - Staff will consider the applications on a first-come, first-served basis [and try to accommodate the requests as best as possible.](#)
 - The request form will include a component regarding the selected colour, which the City will try to match.
 - The Manager of Communications and Government Relations will ensure media relations and social media are used to inform the community that requests can be made, based on specific criteria, to light the White Rock Pier with meaningful colours.
 - The Communications Department will post a monthly calendar of those colours and the reasons for the lights on the City's website at a new user-friendly website link, whiterockcity.ca/pierlights, and will share the information on the City's Twitter feed as each requested colour is displayed.
 - All lighting confirmations are made barring any unforeseen circumstances. The City may need to make last-minute changes to the lighting schedule for a variety of reasons. In these circumstances, the City will try to communicate this to the individual or representative of the organization that submitted the request as quickly as possible and offer another illumination date, if possible.
 - [The Manager of IT will purchase and oversee the ensure that the Pier-light technology for the Pier and Memorial Park Architectural Features and ensure it is operational using a and will strive to achieve a remote system for programming the Pier-lights that can be managed by several employees during business hours only.](#)
 - Lighting requests not identified in this policy may be decided at the Call of the Mayor. [Requests to recognize international events with lighting that have not already been identified in the policy may be considered by Council resolution.](#)

- Unless noted in Policy 135, Recognition of Strategic Messages, or otherwise approved by Council, the City will not consider the following lighting requests:
 - Commercial, individual, recognition or personal occasions
 - Religious, political events, institutions or professions
 - Requests made via petitions or social media campaigns

Rationale

- The White Rock Pier and Memorial Park are-is-a popular attractions for people from the Lower Mainland and beyond. In June 2018, the City added coloured lights to Canada's Longest Pier, lighting them for seasonal events that include Valentine's Day and St. Patrick's Day. In 2020, a flashing show of lights was added to recognize frontline workers during the pandemic.
- The Pier lights can be programmed in a variety of colours. There are some requests from not-for-profit organizations to light the Pier in branded colours to recognize specific causes, events or celebrations. Other lighting in Memorial Park will be added as technology permits.
- Private sector companies, crown corporations and other local governments light assets that range from bridges to buildings and rooftops. Lighting requests for these assets are consistently free of charge. Lighting is considered a community service that is offered based on availability and with a period of advanced notice expected.
- If the City chooses in the future to charge a fee for private lighting requests, the City will need to seek approval from the Province of B.C. The City's lease from the Province for the land that the Pier occupies limits the use to "operation and maintenance of a public wharf." The use of the public wharf is provided at no charge to the City under the current agreement.
- Samples of lighting policies referenced to develop this policy include:
 - BC Place: The Northern Lights Display
 - Resort Municipality of Whistler: Requests to Light a Landmark
 - City of Coquitlam: Special Lighting Features
 - City of Vancouver: Light Up City Hall
 - Calgary Tower: Light Shows
 - CN Tower: Night Lighting