

The Corporation of the
CITY OF WHITE ROCK



Governance and Legislation Committee
AGENDA

Monday, June 14, 2021, 5:30 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 June 14, 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 June 14, 2021 as circulated.

4. ADOPTION OF MINUTES

5

RECOMMENDATION

THAT the Governance and Legislation Committee adopt the May 31, 2021 meeting minutes as circulated.

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

13

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)

Note: Included, as the last attachment, is a list of the representatives there were on the Committees previously

6. POLICY REVIEW

6.1. Media Policy 64

Councillor Johanson requested Council Policy 134 be included on the agenda for discussion purposes.

6.2. Communication Between Mayor and Council and Staff 67

Councillor Johanson requested Council Policy 119 be included on the agenda for discussion (including the possible addition of other Communication polices that are not currently addressed).

6.3. Lighting of the White Rock Pier and Memorial Park Architectural Features 68

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.**

7. 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.

8. 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."

**9. CONCLUSION OF THE JUNE 14, 2021 GOVERNANCE AND
LEGISLATION COMMITTEE MEETING**



Governance and Legislation Committee

Minutes

May 31, 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 5:04 p.m.)
Councillor Manning
Councillor Trevelyan

ABSENT: Councillor Fathers

STAFF: Guillermo Ferrero, Chief Administrative Officer
Tracey Arthur, Director of Corporate Administration
Carl Isaak, Director of Planning and Development Services
Colleen Ponzini, Director of Financial Services
Eric Stepura, Director of Recreation and Culture
Chris Zota, Manager of Information Technology
Debbie Johnstone, Deputy Corporate Officer

1. CALL TO ORDER

Councillor Trevelyan, Chairperson

The meeting was called to order at 5:00 p.m.

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

Motion Number: 2021-G/L-043 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 May 31, 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-044 It was MOVED and SECONDED

THAT the Governance and Legislation Committee amend the agenda for May 31, 2021 as follows:

- **Remove Item 10.2 in order to discuss general communications policies.**

Motion CARRIED (5 to 0)

Motion Number: 2021-G/L-045 It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopt the agenda for May 31, 2021 as amended to also include:

- **Under Item 10.1 - Housing Needs Pamphlet and Public Hearing Information for zoning amendment to the Town Centre Area Zone.**

Motion CARRIED (5 to 0)

4. ADOPTION OF MINUTES

Motion Number: 2021-G/L-046 It was MOVED and SECONDED

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

Motion CARRIED (5 to 0)

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

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.

Councillor Kristjanson arrived at the meeting at 5:04 p.m.

It was noted that the Chief Administrative Officer / Cascade print out including "last week updates" will be placed on the agenda as this newly created standing item.

Motion Number: 2021-G/L-047 It was MOVED and SECONDED

THAT The Governance and Legislation Committee endorse amending Council Policy 111 - Order of Proceedings and Business for Council Agendas to add the following as a standing item to Council Policy 111: Status Update of Council's Top Five (5) Priorities.

Motion CARRIED (6 to 0)

6. TERMS OF REFERENCE - FINANCIAL PLANNING POLICIES TASK FORCE

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.

The following discussion points were noted:

- Task Force would be in effect for approximately one (1) year

- Would like to see budget binders - explaining departmental budgets and what they are doing with their budget
- Deeper understanding of the budget and it's process

Motion Number: 2021-G/L-048 It was MOVED and SECONDED

That the Governance and Legislation Committee recommend the Terms of Reference for the Financial Planning Policies Task Force mandate be amended as presented by removing the word "direction" and insert the word "recommendations".

Motion CARRIED (6 to 0)

Motion Number: 2021-G/L-049 It was MOVED and SECONDED

THAT The Governance and Legislation Committee amends the proposed Terms of Reference for the Financial Planning Policies Task Force to have the Membership from up to seven (7) to up to three (3) members.

Voted in the Negative (5): Mayor Walker, Councillor Chesney, Councillor Kristjanson, Councillor Manning, and Councillor Trevelyan

Motion DEFEATED (1 to 5)

Motion Number: 2021-G/L-050 It was MOVED and SECONDED

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

Motion CARRIED (6 to 0)

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

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

Staff noted the following correction in regard to the membership on page 2 of Council Policy 172: removal of Peace Portal Alliance Church and insert Peninsula United Church

The Task Force will discuss a warming shelter for a Fall 2021 opening and following that, working together toward the opening of a permanent shelter in the South Surrey / White Rock area.

Motion Number: 2021-G/L-051 It was MOVED and SECONDED

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 with the one (1) noted amendment in regard to membership (Peninsula United Church be substituted for Peace portal Alliance Church).

Motion CARRIED (6 to 0)

8. COMMITTEE WORKPLAN TEMPLATE

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 were provided for consideration.

Note: 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.

Motion Number: 2021-G/L-052 It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommend Option 2 Work Plan as circulated in the agenda - page 37 (simplified option with deliverables added).

Voted in the Negative (4): Mayor Walker, Councillor Chesney, Councillor Kristjanson, and Councillor Trevelyan

Motion DEFEATED (2 to 4)

Motion Number: 2021-G/L-053 It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommend Option 1 Work Plan as circulated in the agenda - page 36 (includes a spreadsheet with a possible trim down of column options - see what is utilized).

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

Motion CARRIED (4 to 2)

At this time 5:58 p.m. the meeting was adjourned until after the conclusion of the Regular Council meeting.

The meeting was reconvened at 9:24 p.m. with all noted Members of Council, including now Councillor Fathers, and staff in attendance.

It was noted that due to the time of evening that Items 9 - 12 of the agenda will be deferred to the next Governance and Legislation Committee meeting.

Motion Number: 2021-G/L-054 It was MOVED and SECONDED

THAT the Governance and Legislation Committee reconvene; and due to time constraints the remaining agenda Items 9 - 12 not discussed at the meeting earlier are to be deferred to the next Governance and Legislation meeting.

Motion CARRIED (7 to 0)

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

ITEMS 9 - 12 WERE DEFERRED TO THE NEXT MEETING

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**
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- **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

ITEMS 9 - 12 WERE DEFERRED TO THE NEXT MEETING

10.1 Media Policy

Councillor Johanson requested Council Policy 134 be included on the agenda for discussion purposes.

10.2 Communication Between Mayor and Council and Staff

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

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

Motion Number: It was MOVED and SECONDED

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

ITEMS 9 - 12 WERE DEFERRED TO THE NEXT MEETING

Councillor Manning requested this item be included on the agenda for discussion purposes: Funding the Affordable Housing Fund with Community Amenity Contributions.

12. ENCROACHMENTS

ITEMS 9 - 12 WERE DEFERRED TO THE NEXT MEETING

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

The meeting was concluded at 9:26 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: **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
 - 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 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.
- 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 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.

- 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 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)

From the Updated Terms of Reference for all Advisory Bodies:

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)

Current Representatives on City Committees (Non-Voting):

Arts and Cultural Advisory Committee:

- Representative from White Rock Museum & Archives
- Representative from White Rock Library

Economic Development Advisory Committee:

- Representative from White Rock Business Improvement Association
- Representative from the South Surrey/ White Rock Chamber of Commerce
- Representative from Explore White Rock

Environmental Advisory Committee:

- None

From updated ToR

- *The City would welcome a representative of Semiahmoo First Nation to bring their voice to the Committee.*

History and Heritage Advisory Committee:

- Representative from Semiahmoo First Nation (VOTING)
- Representative from White Rock Museum and Archives Board of Directors (VOTING)
- Representative from White Rock Museum and Archives

From the updated ToR:

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

Housing Advisory Committee:

- Member of Parliament Representative (South Surrey/ White Rock)
- Member of Legislative Assembly Representative (South Surrey/ White Rock)
- Representative from Peninsula Homeless to Housing Task Force
- Representative from Semiahmoo Seniors Planning Table

From updated ToR:

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

Public Art Advisory Committee

- None

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.

CHANGES TO ZONING IN WHITE ROCK'S TOWN CENTRE

The City of White Rock has proposed a zoning amendment to the Town Centre Area Zone (CR-1).



The Zoning Bylaw Amendment pertains to the CR-1 zoned lands illustrated in pink.

- CR-1 Town Centre Commercial/Residential Zone
- C-D Comprehensive Development Zone
- P-1 Civic/Institutional Use Zone

Changes in this zoning amendment, if approved, will include:

- Reducing maximum density
- Encouraging more affordable housing choices and employment uses
- Requiring more green spaces as part of development
- Lowering overall building heights
- Reinforcing the lower-scale, pedestrian-focused experience on Johnston Road
- Requiring adaptable, accessible-ready housing

Ways to participate in the virtual Public Hearing
Monday, April 19, 2021 at 6 p.m.

SEND WRITTEN SUBMISSIONS BEFORE THE PUBLIC HEARING

- Send an email to clerksoffice@whiterockcity.ca, subject line: "Bylaw 2376 (CR-1 Town Centre Revisions)".
- Send mail to the Director of Corporate Administration, White Rock City Hall, 15322 Buena Vista Ave. White Rock, B.C. V4B 1Y6.
- Drop mail at City Hall's secure drop box, left of the front door of 15322 Buena Vista Ave.

Submit written comments by noon, April 19, 2021.

SPEAK AT THE PUBLIC HEARING BY PHONE

No need to pre-register. Just follow these instructions:

- Call 778-736-1164
- Enter the Conference ID # when prompted: 624916385#
- Stay in the virtual waiting room and watch the hearing on the City's Livestream at whiterockcity.ca/agenda
- When it's your turn to speak, you'll be prompted that you're entering the meeting.
- You have up to five minutes to make your comments to Council.

WATCH THE MEETING AT WHITEROCKCITY.CA/AGENDA

For more information on the proposed zoning amendment, visit whiterockcity.ca/CR1 or on the meeting process call 604-541-2127

WHITEROCKCITY.CA

WHITE ROCK
City by the Sea!

What are your future housing needs?



COME TO A VIRTUAL OPEN HOUSE.

Hear about housing trends and what White Rock residents are saying about housing needs.

TUESDAY, APRIL 13, 2021
5:30 P.M. TO 7 P.M.

For a link to the event and information about the City's Housing Needs Report, visit

talkwhiterock.ca/housing



WHITEROCKCITY.CA

WHITE ROCK
City by the Sea!

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:

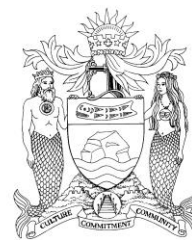
1. Communication by Mayor and / or a member of Council containing direction to staff and / or request for information that is not readily available or has to be assembled must be sent directly to the Chief Administrative Officer (CAO).
2. The CAO will review the request and forward it to the appropriate 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: June 14, 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>	THAT the Governance and Legislation Committee requests the proposed policy Council 168 - Lighting the White Rock Pier be amended as follows: <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.

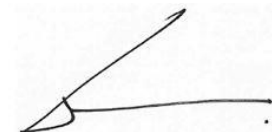
Respectfully submitted,



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