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THE CORPORATION OF THE
CITY OF WHITE ROCK

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



*Click on title to take
you to the document

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May 22, 2019

A **GOVERNANCE AND LEGISLATION COMMITTEE MEETING** will be held in the **CITY HALL COUNCIL CHAMBERS** located at **15322 Buena Vista Avenue, White Rock, BC**, on **May 27, 2019** to begin at **4:30 p.m.** for the transaction of business as listed below.

T. Arthur, Director of Corporate Administration

A G E N D A

Councillor Fathers, Chairperson

1. **CALL MEETING TO ORDER**
2. **ADOPTION OF AGENDA**

RECOMMENDATION

THAT the Governance and Legislation Committee adopt the agenda for May 27, 2019 as circulated.

3. **ADOPTION OF MINUTES**

Page 3

a) April 29, 2019 – Governance and Legislation Committee

RECOMMENDATION

THAT the Governance and Legislation Committee adopt the following meeting minutes as circulated:

a) April 29, 2019

4. **COMMENCEMENT OF THE ADMINISTRATION POLICIES (200 SERIES)**

- 4.1 **ADMIN POLICY - 202 – NAMING OF CIVIC FACILITIES**

Page 4

ADMIN POLICY - 205 – CORPORATE SPONSORSHIPS

Page 9

ADMIN POLICY - 209 – EMPLOYEE PARKING AT CITY FACILITIES

Page 11

RECOMMENDATION#1

THAT the Governance and Legislation Committee recommends that Council endorse the following policies as presented:

- a) 202 – Naming of Civic Facilities;
- b) 205 – Corporate Sponsorships; and
- c) 209 – Employee Parking at City Facilities.

- 4.2 ADMIN POLICY - 204 – RECORDS RETENTION SCHEDULE** **Page 13**
This Policy is to be rescinded as it is no longer required, the City has adopted the Records Classification and Retention Schedule in accordance with the Local Government Management Association (LMGA).

RECOMMENDATION#2

THAT the Governance and Legislation Committee recommends that Council rescind the following policy as presented:

- a) 204 – Records Retention Schedule

- 5. ACTION TRACKING POLICY** **Page 18**
Councillor Fathers requested this item be placed on the agenda for introduction and discussion. Attached are copies of the Action Tracking done for Governance and Legislation Committee and Council that staff have kept so far for 2019.

- 6. MARINE DRIVE TASK FORCE POLICY 160** **Page 48**
Council Policy 160 Marine Drive Task Force has been placed on the agenda for review following notification that Catherine Ferguson has noted she will not be able to Chair the Committee. Following this further names have been removed from the policy and positions only have been noted. A copy of the current policy with the proposed changes tracked in color has been included on the agenda for reference purposes.

- 7. WATER COMMUNITY ADVISORY PANEL POLICY 157** **Page 55**
Councillor Fathers requested this item be placed on the agenda for discussion. A copy of the current Council Policy 157 – Water Community Advisory Panel with the proposed changes tracked in color (adding the Manager of Utilities to the Membership) has been included on the agenda for reference purposes.

- 8. CONCLUSION OF THE MAY 27, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING**

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

STAFF: D. Bottrill, Chief Administrative Officer
J. Gordon, Director of Engineering and Municipal Operations
S. Kurylo, Director of Financial Services
E. Stepura, Director of Recreation and Culture
S. Lam, Deputy Corporate Officer
D. Johnstone, Committee Clerk

Press: 1
Public: 8

1. **CALL MEETING TO ORDER**
The meeting was called to order at 9:08 p.m.

2. **ADOPTION OF AGENDA**

2019-G/L-063

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopt the agenda for April 29, 2019 meeting as circulated.

CARRIED

3. **ADOPTION OF MINUTES**

Governance and Legislation Committee Meeting – April 8, 2019

2019-G/L-064

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopt the April 8, 2019 minutes as circulated.

CARRIED

4. **DONOR RECOGNITION FOR PIER RESTORATION**

Due to time constraints this item was moved for consideration at the Regular Council meeting held earlier in the evening.

5. **CONCLUSION OF THE APRIL 29, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING**

The Chairperson declared the meeting concluded at 9:09 p.m.

S. Lam

Councillor Fathers
Chairperson

S. Lam, Deputy
Corporate Officer

THE CORPORATION OF THE
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POLICY TITLE: NAMING OF CIVICTY FACILITIES

POLICY NUMBER: ADMIN - 202

<i>Date of Council Adoption:</i> February 8, 2010	<i>Date of Last Amendment:</i> September 14, 2015
<i>Council Resolution Number:</i> 2010-070, 2013-082, 2015-309	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> March 11, 2013

Policy:

Civic **Community** **F**acilities are to be named in compliance with the following policy.

1. General Policy Statements:

- a) Naming facilities shall be the responsibility of City Council by Council resolution.
- b) The principal categories for naming purposes for Civic **Community** facilities shall be:
 - i) Major **F**acilities that provide city-wide service - Major **F**acilities are described as: city-owned facilities that house employees, used to conduct city business, leased to organizations providing public services, or citywide community facilities based on size and significance to the community such as community centres.
 - ii) Minor **F**acilities that provide a neighbourhood or local community service – Minor **F**acilities are described as: facilities that provide a neighbourhood or local community service, rooms within facilities or support or adjacent facilities. Examples include support facilities within a community centre or support facilities for major facilities.
- c) The Recreation and Culture **d**Department, shall be responsible for the administration of this policy, and for presenting a report to Council recommending a facility name in compliance with this policy.
- d) The Recreation and Culture **d**Department shall be responsible to incorporate the process for naming into the project schedule, so the naming is accomplished in a timely manner.
- e) The City ~~can~~may consider public input and public acceptance when considering a Civic **Community** facility name.

- f) Implementation of the approved name is the responsibility of the Recreation and Culture edDepartment, in conjunction with the City’s Communication Officer, which shall include public and media communications, signage, and involvement of community or business partners when applicable, within approved budgets.
- g) The use of public contests or other forms of “chance” shall not be utilized in naming Civic Community facilities.
- h) Individuals or organizations who wish to raise funds for a major or minor facility project must receive City Council approval prior to attaching naming opportunities to the fundraising campaign.
- i) A Civic Community facility shall not be named after any currently seated elected or appointed official.
- j) The facility name shall:
 - respect civic identity;
 - identify the nature of the activities;
 - preserve any geographic, natural or physical features; and
 - preserve any historic or landmark connotation of particular significance to the area in which the facility is located, or for the City as a whole. Either connotation is equally valid.
- k) The following classifications should be considered when naming facilities:
 - places and features (geographic location, nearby streets, schools, natural features);
 - historic sites;
 - descriptive name;
 - deceased people who have made significant contribution to the quality of life for the community-;
 - living people who have made significant contribution to the quality of life for the community; and
 - organizations.
- l) The following criteria should be considered when naming facilities:
 - marketing capacity and uniqueness;
 - reflection of programs, services and experiences in the facility;
 - ability to sub-name components;
 - memorability; and
 - allow a name that converts to an ‘acronym’ only when it meets other criteria.
- m) Prior to renaming an existing Civic Community facility, careful consideration shall be given as to whether changing a name would diminish the historical significance of the facility and/or confuse community members who are familiar with the existing name and location of a particular facility.
- n) Donation of land or resources shall not constitute an obligation by the City to name the land or facility or any portion thereof, after an individual, family or organization.
- o) Civic Community facilities will not be named after political, ethnic / religious causes or groups.

2. Commemorative Naming – established names of facilities contribute significantly to historic continuity, community spirit, identity and pride.

- a) Commemorative naming refers to the naming of a Civic ~~Community~~ facility in honour of outstanding achievement, distinctive service, or significant contribution to the quality of life for the community.
- b) Commemorative naming recognition will be compatible with the physical attributes of a location and identify the nature of the activity primarily performed.
- c) Any proposal from an individual or organization for commemorative naming for a Civic ~~Community~~ facility requires a major contribution to the facility either in deed or monetary contribution. The contribution of that person or organization must be strategically important to the creation of the facility such that the City could not or would not have proceeded without that contribution.
- d) Contributions for Major facilities: consideration may be given to naming the city-owned major facility after an individual or organization when approximately 25% of the land or facility construction or renovation costs are donated, or when otherwise warranted by some contribution or service which is deemed to be a major and lasting significance to the acquisition of that piece of land, or planning / development / construction or renovation of that particular facility.
- e) Contributions for Minor facilities: consideration may be given to naming minor facilities after an individual or organization when approximately 50% of the land or facility construction or renovation costs are donated, or when otherwise warranted by some contribution or service which is deemed to be a major and lasting significance to the acquisition of that piece of land, or planning / development / construction or renovation of that particular facility.
- f) The granting of commemorative naming shall not entitle a naming entity to preferential treatment.
- g) Commemorative naming must not conflict with the terms and conditions of any existing lease agreement between the City and the organization.
- h) A Commemorative name associated with a lease with an organization shall be directly related to the term and tenure of the lease, and shall be removed at the termination of the lease.
- i) The approval of a commemorative name shall not result in extraordinary costs for the City.
- j) The City will not pursue a commemorative name for a Civic ~~Community~~ facility fully occupied by a leaseholder, without the consent of that leaseholder.
- k) City Council shall have the final authority to grant a commemorative name.
- l) City Council shall have an unrestricted right to remove a commemorative name or cancel a naming agreement and return any sponsorship funds on a pro-rata basis.

- m) Commemorative names which reflect or imply a reference to any of the following will not be eligible:
- elected officials currently in office;
 - commemorative names which do not meet criteria outlined in this policy; and
 - commemorative names which are inconsistent with the mission, vision and values of the City of White Rock.

4. Commercial Naming - Major and Minor Facilities

- a) Commercial naming is defined as a type of sponsorship in which a sponsor purchases the exclusive opportunity for the privilege of associating a sponsor's name with a major or minor Civic ~~Community~~ facility or item (e.g. score clock etc.), whereby the sponsor's name is included in the title of the facility. The naming opportunity is sold or exchanged for significant cash or other revenue support. This arrangement shall be documented in an agreement signed by the interested parties.
- b) The City may consider commercial naming for major and minor facilities as a means to generate revenue from naming and sponsorship arrangements when these arrangements directly benefit the White Rock community. Applicable circumstance for this consideration may include Civic ~~Community~~ facilities operated by:
- commercial or not for profit organizations who are leaseholders;
 - contractors through a management/operations agreement; and
 - the City directly.
- c) Any commercial naming for a Civic ~~Community~~ facility requires a major financial contribution to the facility either in deed or monetary contribution. The contribution from a corporation or organization must be strategically important to the creation and/or the operations of the facility
- d) Council shall retain the right to accept or reject any commercial naming proposal by a commercial organization or a facility contracted operator. Commercial naming proposals which are of a questionable nature and are likely to reflect unfavourably upon the City, are not acceptable (e.g. addictive substances including tobacco, cannabis and liquor).
- e) Council shall have the final authority to grant a commercial name.
- f) Council shall have an unrestricted right to remove a commercial name or cancel a naming agreement and return any sponsorship funds on a pro-rata basis.
- g) In the interest of maintaining public trust and civic pride, transactions covered by this policy are to uphold community values and observe all applicable laws.
- h) Each lease or management/operating agreement shall specify terms and conditions as appropriate to the commercial naming of a Civic ~~Community~~ facility, including the distribution of revenues received from the commercial entity.
- i) A commercial name associated with a lease with a commercial or organization shall be directly related to the term and tenure of the lease, and shall be removed at the termination of the lease.

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- j) The City will not pursue a commercial name for a Civic ~~Community~~ facility fully occupied by a leaseholder, without the consent and participation of that leaseholder.
- k) The merits and appropriateness of each such commercial naming opportunity shall be evaluated on a case-by-case basis.
- l) Value assessment shall be completed to determine the estimated market exposure value that a sponsor may receive as a purchaser of a specified naming opportunity and may include tangible and intangible benefits.
- m) A financial contribution does not guarantee that a commercial tenant or proponent will receive approval for a commercial name.
- n) A commercial name will be compatible with the physical attributes of a location and identify the nature of the activity primarily performed in a major facility.
- o) A decision to approve a commercial name shall be considered and made within the context of prudent business practices.
- p) It is necessary for the City to be recognized at a Civic ~~Community~~ facility, where the City has or makes an on-going significant contribution to capital or operating costs. Clear and permanent identification of the City as the owner for the life of the facility will be displayed.
- q) Commercial naming for minor facilities must be consistent with the values and principles of the community and address identifiable community needs that are aligned with the strategic goals and priorities of the City and of the organization.
- r) The approval of a commercial name will not result in additional costs for the City, excluding the City's approval process.
- s) There will be no provision for automatic renewal or extension of a commercial naming agreement.

Rationale:

To establish ~~uniform~~ consistent policy for naming City owned facilities or re-naming existing facilities. This policy also provides for Commercial and Commemorative naming sponsorship opportunities in order to generate revenue related to building capital and operational funding.

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



POLICY TITLE: CORPORATE SPONSORSHIPS

POLICY NUMBER: ADMIN - 205

<i>Date of Council Adoption:</i> September 11, 2000	<i>Date of Last Amendment:</i> September 14, 2015
<i>Council Resolution Number:</i> 2009-477, 2013-082, 2015-309	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 27, 2015

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Policy:

Under the direction of the Chief Administrative Officer (CAO) staff will undertake to secure corporate sponsorships of City events, facilities, equipment, programs and activities with the following exceptions:

1. Where a contract is required to be executed which has a value greater than \$150,000 in one year, or is a multi-year contract with a total value in excess of \$300,000 it shall require the approval of Council.

Note: The Chief Administrative Officer will inform Council of any award of contract for corporate sponsorship of City events, facilities, equipment, programs and activities with a value greater than \$25,000.

2. If the terms of a sponsorship require the renaming of a City produced or co-produced major ~~n~~-event or a facility or the permanent prominent display of the sponsor's name or logo on a facility, such an agreement shall first require the approval of Council. This does not include the Centennial Arena advertising boards, the ballpark advertising boards, the lacrosse box advertising boards, event signage, or other minor display items and paraphernalia.
3. Sponsorships from commercial product ers or service providers, which are of a questionable nature and are likely to reflect unfavourably upon the City, are not acceptable. If there is some question on interpretation of this, the matter shall be referred to Council.
4. Sponsorships concerning the use of banned or addictive substances including tobacco, cannabis -and liquor shall not be accepted.
5. Sponsorships for events will not be accepted from individuals / companies or corporations who have a pending development application, or expect to apply for a development application within six (6) months with the City of White Rock.

Rationale:

The policy provides staff with guidance ~~the leeway that is~~ required to solicit corporate sponsorship funding, ~~undertake its business, and meet Council goals and directions,~~ yet provide limits to those activities.

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



POLICY TITLE: EMPLOYEE PARKING AT CITY FACILITIES

POLICY NUMBER: ADMIN - 209

<i>Date of Council Adoption:</i> December 6, 2010	<i>Date of Last Amendment:</i> September 14, 2015
<i>Council Resolution Number:</i> 2010-538, 2013-082, 2015-309	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 27, 2015

Policy:

Employee Parking Lot Available

- At City facilities where an employee parking lot is available, employees must park their vehicles in that designated lot and not in the parking area set aside for the public.

Public Parking Lot Available – Staff Permitted to Park

- At City facilities where a public parking lot is available and management of the facility has given approval to do so, employees may park in the spaces furthest from the entrance to the building.
- An exception will be made by management of the facility for an employee who has difficulty walking, or who will work alone and leaves the facility after dark.

Public Parking Lot Available – Staff Not Permitted to Park

- At City facilities where a public parking lot is available and employees are not given permission to park, employees must park outside the parking lot.
- An exception will be made by management of the facility for an employee who has difficulty walking, or who will work alone and leaves the facility after dark.

Street Parking

- Where street parking is available near City facilities, employees may park on the street, except on the south side of Buena Vista Avenue in spaces that have been dedicated “2 Hour Parking” to accommodate customers to City Hall.

Responsibility

- It is the responsibility of management to ensure parking around City facilities is easily accessed by customers at all times and that staff members are parking in accordance with this policy.
- Employees are to be made aware they are subject to normal parking bylaw enforcement.

Rationale:

To establish procedures, ~~that includes Council's~~ expectations and responsibility for enforcement regarding employee parking at City Facilities. ~~First and foremost, A primary~~ consideration must be given to ~~the~~ customers who require accessible parking to conduct business with the City.

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



POLICY TITLE: RECORDS RETENTION SCHEDULE

POLICY NUMBER: ADMIN - 204

<i>Date of Council Adoption:</i> January 2004	<i>Date of Last Amendment:</i> March 25, 2013
<i>Council Resolution Number:</i> 2004-11, 2013-082	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> March 11, 2013

Policy:

Implementing a records retention policy schedule is deemed essential in assisting all departments to maintain a comprehensive records management system. The City Clerk shall be authorized to update the schedule as necessary.

RETENTION POLICY SCHEDULE

CITY OF WHITE ROCK

<u>DEPARTMENT</u>	<u>RECORD SERIES</u>	<u>FILE CONTENT</u>	<u>FILE YEAR(S)</u>	<u>RETENTION</u>
City Operations				
	Address Files	Correspondence		Current + 5 yrs
	City Vehicles	Mtnce. Records		Vehicle Life
	Construction	Working Drawings	1961 - Current	Permanent
	Contracts	Various		Current + 10 yrs
	Garbage	Collection & Disposal/Recycling		Current + 5 yrs
	Hydro/Gas/Telephone	Underground/Overhead	1979 - Current	Permanent
	Properties	General mtnce./correspondence		Current + 7 yrs
	Sanitary/Storm Sewer	Installation/mtnce.	1979 - Current	Permanent
	Spring Cleanup			Current + 5 yrs
	Streets & Roads	Design/construction/mtnce/incl. sidewalks & lighting	1961 - Current	Permanent
	TV Testing/Memos	City Eng./Supt.	1985 - Current	Permanent
	WR Utilities	Schematic Map	1972 - Current	Permanent
<u>Facilities</u>				
	City Facilities	Maintenance		Current + 3 yrs
	Pier	Maintenance		Current + 3 yrs
	Public Washrooms	Maintenance		Current + 2 yrs

RETENTION POLICY SCHEDULE

<u>DEPARTMENT</u>	<u>RECORD SERIES</u>	<u>FILE CONTENT</u>	<u>FILE YEAR(S)</u>	<u>RETENTION</u>
Parks Department				
	Contracts			5 yrs
	Dedications/Donations	Equipment etc.	1985 - Current	Permanent
	Equipment/Supplies	Inventory		3 yrs
	Landscape Inspections	Reports		5 yrs
	Maintenance	Budget/Capital Projects		5 yrs
	Parks/Other areas	General Information	1980 - Current	Permanent
	Parks Construction			10 yrs
	Parks Operation	Staffing/Reports		10 yrs
	Parks Suppliers	Equip/Material/Service		1 yr
	Parking	Lots/Equipment		5 yrs
	Special Events			5 yrs
Fire Department				
	Apparatus	Inspections		Current
	Dry Cleaning	Records		2 yrs
	Emergency Response Plan			Permanent
	Fire Inspections		1964 - Current	Life of bldg.
	General Correspondence			Current
	GVRD Mutual Aid	Lists		Current
	Health & Safety	WCB	1990 - Current	Permanent
	Hydrants	Correspondence	1970 - Current	Permanent
	Incident Reports	All emergency occurrences	1968 - Current	Permanent
	Manuals/Directives/Circulars			Current
	Pre-fire Planning			Life of bldg.
	Prov. Fire Loss Rpts	Emergency Data		Current + 4 yrs
	Training	Individual's fire related training		until termination

RETENTION POLICY SCHEDULE

<u>DEPARTMENT</u>	<u>RECORD SERIES</u>	<u>FILE CONTENT</u>	<u>FILE YEAR(S)</u>	<u>RETENTION</u>
Finance				
	Annual Working Papers			Current + 6 yrs
	Banks/Banking	Reconciliations/canc.chqs/journals/investments		Current + 6 yrs
	Budgets		1992 - Current	Permanent
	Cheque	Registers	1990 - Current	Permanent
	Dev. Cost Charges	Financial Model	1993	Permanent
	Financial Statements		1957 - Current	Permanent
	General Ledgers		1980 - Current	Permanent
	Grants			Current + 5 yrs
	Insurance	Policies/Appraisal	1986 - Current	Permanent
	Journal Entries			Current + 6 yrs
	Letters of Credit			Until expired
	Payroll	Registers & Files	1980 - Current	Permanent
	Taxation	Assessment roll	1986 - Current	Permanent
	Taxation	Taxes collected (deferrals/penalties PAPP/tax sales)		Current + 6 yrs
	Taxation Roll	Individual tax records by by name & address	1986 - Current	Permanent
	T-4's			Current + 6 yrs
	Vouchers Payable/Registers			Current + 6 yrs
Leisure Services				
	Advertising	General		Current + 3 yrs
	Agreements	Various		Current + 5 yrs
	Brochures			Current + 7 yrs
	Computer Library Inventory		1991 - Current	Permanent
	Equipment	Manuals/general info.		Current
	Instructional Classes			Current + 2 yrs
	Special Events			Current + 2 yrs
	Summer Programs			Current + 2 yrs
Planning				
	Subdivision Files		1992 - Current	Permanent

RETENTION POLICY SCHEDULE

DEPARTMENT	RECORD SERIES	FILE CONTENT	FILE YEAR(S)	RETENTION
Senior Citizens' Centre				
	Administration	General correspondence		Current + 2 yrs
	Attendance Records	Activities statistics		Current + 2 yrs
	Equipment	General information		Equipment life
	Grants	Various - applications etc.		Current + 6 yrs
	Committees	Minutes etc.		Current + 2 yrs
	Membership			Current + 5 yrs
	Newsletters		1972 - Current	
	Programs & Activities	Promotion/media		Current + 2 yrs
	Staff Policy/Directives			Current
Permits & Licences				
	Advisory Design Panel	Minutes	1975 - Current	Permanent
	Banking	Deposit books		Current + 2 yrs
	Board of Variance	Appeals	1959 - Current	Permanent
	Buildings/Plans	Strata plans/conversions/maps	1957 - Current	Permanent or Life of bldg.
	Licences	Dog		Current + 1 yr
	Licences	Business		Current + 6 yrs
	Permits	Building		Life of bldg.
	Permits	Sign		Current + 3 yrs
	Properties	General records	1957 - Current	Permanent
	RRAP	General		Current + 4 yrs
	Sewer Frontage	Working documentation		Current + 3 yrs
	Tickets	Parking		Current + 1 yr
Arena				
	Agreements	Concessions etc.		Current + 2 yrs
	Arena Building	Maintenance	1990 - Current	Permanent
	Arena Programs			Current + 2 yrs
	Arena Purchases			Current + 2 yrs
	Correspondence	General		Current + 5 yrs
	Facility Bookings			Current
	Ice Allocation	Schedules		Current + 2 yrs
	Ice Making Plant	General information	1990 - Current	Permanent
	Key Deposits			Current
	Patron Information	Arena general		Current + 2 yrs
	Proposals/Contracts	Arena alterations		Current + 5 yrs
	Skate Shop			Current
	Special Events			Current + 2 yrs
	User Groups	General files		Current + 5 yrs

NOV 2018 – DEC 31, 2019 GOVERNANCE AND LEGISLATION ACTION TRACKING

Meeting	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
Nov 19	2018-G/L-033	4. Council and Committee Procedure Bylaw	THAT the Governance and Legislation Committee directs staff to report back with an amendment to Council and Committee Procedure Bylaw, 2018, No. 2232 that includes a Question and Answer Period that models the City of Maple Ridge as outlined on page 2 of the November 19, 2018 corporate report titled "Council and Committee Procedure Bylaw 2018, No. 2232 Proposed Amendment".	Corporate Administration	Completed January 14 first Question and Answer Period was held January 28, 2019
Nov 19	2018-G/L-035	5. Employee Code of Conduct – Proposed Amendment	Recommends that Council adopt an amendment to the Code of Conduct Policy as outlined in the corporate report (Whistle Blower Element) Human Resources Policy No. 404	Chief Administrative Officer	Adopted December 10, 2018
Dec 10	2018-G/L-038	4. Council and Committee Procedure Bylaw	<p>Directs staff to bring forward the following amendment to the Council and Committee Procedure Bylaw, 2018, No. 2232:</p> <ul style="list-style-type: none"> • Agenda packages will be ready for distribution on the Wednesday prior to the scheduled Council Monday meeting. 	Corporate Administration	Completed January 28 first Agenda Package with the new deadline was completed Feb 11, 2019

Meeting	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
Dec 10	2018-G/L-039	5. Strategic Planning	<p>Follow the information provided within the corporate report as direction to staff regarding next steps in the strategic planning process,</p> <ul style="list-style-type: none"> • A Community Forum be held Jan 9 (5:00 p.m. until 9:00 p.m.) and a second Community Form to be held January 10 (9:00 a.m. to 1:00 p.m.) • Location: White Rock Community Centre; <p>A survey will be drafted (Council will have opportunity for feedback as to the survey content), the survey will be offered on-line and hard copies to be available at all City facilities</p>	Corporate Administration	Completed as per noted dates
Dec 10	2018-G/L-040	5. Strategic Planning	<p>Directs staff to schedule on February 8 (or alternate time where the facilitator is available) for a full day 9:00 a.m. – 4:00 p.m. facilitated Governance and Legislation Committee meeting where the goal will be to work through a designated process where Council can utilize the public input and define their Corporate Goals, Objective and Priorities.</p>	Corporate Administration	Completed as per noted dates
Dec 10	2018-G/L-041	6. Policy Review	<p>Following review of Council Policy 106 - Council Remuneration and directed staff to bring the policy back before the Committee at the end of March, 2018 with information in regard to the City of Pitt Meadows, City of Port Moody and City of Langley progress in regard to addressing the recent tax amendments.</p>	Financial Services	June 2019
Dec 10	2018-G/L-042	6. Policy Review	<p>Following review of Council Policy 111 - Order of Proceedings and Business for Council Agendas endorsed the policy as circulated with the agenda now referencing Question and Answer Period and minor wording amendment for clarity to the conclusion.</p>	Corporate Administration	Completed January 14

Meeting	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
Dec 10	2018-G/L-043	6. Policy Review	<p>Following review of Council Policy 114 - Councils Goals directed staff to amend the policy in regard to the following:</p> <p>Priority setting will include public input / engagement as part of the process; CAO is required to ensure dates are established for a facilitated Community Forum to obtain public feedback for consideration by Council when setting their Corporate Goals, Objective and Priorities; CAO is required to ensure dates are established for a facilitated open meeting(s) as a follow up to the Community Forum in order for Council to set their Corporate Goals, Objective and Priorities</p>	Corporate Administration	Completed Jan 14
Jan 14	2019-G/L-007	4. Community Special Events Policy 710	Endorses the "Community Special Events Policy – 710" as outlined in this corporate report.	Recreation and Culture / Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-008	5. Policy Review	<p>Amends Policy 119 – Communication Mayor/Staff by stating that Mayor and Council may forward inquiries for information to the relative Director with a copy to the Chief Administrative Officer; and</p> <p>THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 119 as amended</p>	Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-009	5. Policy Review	<p>Amends Policy No. 126 – CAO Performance Review to reflect the following:</p> <ul style="list-style-type: none"> • Council conduct a formal annual CAO Performance Review; and • That in an election year, the review be completed not less than 90 days prior to the election. <p>THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 126 as amended</p>	Corporate Administration	Completed Jan 28

Meeting	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
Jan 14	2019-G/L-010	5. Policy Review	Council and the Chief Administrative Officer engage in a goal setting / expectation setting review following the establishment of the City's corporate priorities	Corporate Administration	June 2019
Jan 14	2019-G/L-011	5. Policy Review	Recommends that Council endorse Council Policy No. 133 – Internal Handling Media, as presented	Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-012	5. Policy Review	Recommends that Council endorse Council Policy No. 134 – Press Releases, as presented.	Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-013	5. Policy Review	Amends Council Policy No. 135 – Recognition/Strategic Messages, to include BC Day; and THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 135 as amended	Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-014	5. Policy Review	Requests a corporate report with details regarding options for managing comments/posting to social media, and that the report include details on how much time is spent using the City's social media.	Communications / Corporate Administration	July 2019
Jan 14	2019-G/L-015	5. Policy Review	Amends Council Policy No. 136 – Managing the City of White Rock's Social Media Presence by revising Point 5 to reference and clarify the City will "include the following disclaimer", which is a standard social media disclaimer used by Social Media networks; and THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 136 as amended	Communications / Corporate Administration	July 2019
Jan 14	2019-G/L-016	5. Policy Review	Recommends that Council endorse Council Policy No. 142 – Terms of Reference: Governance and Legislation Committee, as presented	Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-017	5. Policy Review	Amends Policy No. 145 – Finance and Audit Committee by including direction for staff to bring forward a report regarding reserves to the Finance and Audit Committee; and THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 145 as amended	Corporate Administration Financial Services to bring forward a report	Completed Jan 28 (Policy Adopted) September 2019

Meeting	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
Jan 14	2019-G/L-018	5. Policy Review	Recommends that Council endorse Council Policy No. 155 – Terms of Reference: Land Use and Planning Committee, as presented.	Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-019	5. Policy Review	Amends Council Policy No. 137 – Terms of Reference: Economic Investment Committee to reflect that the Committee reference the Economic Development Plan, and that the Tourism representative be removed from the Policy; and THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 137 as amended	Corporate Administration	Feb 25
Jan 14	2019-G/L-020	5. Policy Review	amends Council Policy No. 138 – Terms of Reference: Environmental Advisory Committee to reflect that the Committee reference the Stormwater Management Plan; and THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 138 as amended	Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-021	5. Policy Review	Amends Policy No. 143 – Terms of Reference: Cultural Advisory Committee to reflect the development of the next Cultural Strategic Plan; THAT the Committee name be amended to “Arts and Culture Advisory Committee”; and THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 143 as amended	Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-022	5. Policy Review	Recommends that Council endorse Council Policy No. 144 – Terms of Reference: Tour de White Rock as presented	Corporate Administration	Completed Jan 14 (due to time constraints)
Jan 14	2019-G/L-023	5. Policy Review	Policy No. 147 – Terms of Reference: Public Art Advisory Committee be further amended to note that when there is a call for artists, the selection committee must select only local artists from White Rock, South Surrey or Semiahmoo First Nation. THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 147 as amended	Review with the City’s Legal Counsel	May 13

Meeting	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
Jan 14	2019-G/L-024	5. Policy Review	Amends Council Policy No. 156 – Terms of Reference: Parking Task Force by including/revising as follows: <ul style="list-style-type: none"> • Councillor to be a non-voting Chairperson of the Committee with no name within the Terms of Reference • Revise language to note: any changes that do not impact property taxes to fund a reduction in parking • Add the language “quality of life” • Amend membership to “up to 8”; and <p>THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 156 as amended</p>	Corporate Administration	Completed Jan 14 (due to time constraints)
Jan 14	2019-G/L-025	5. Policy Review	Amends Council Policy No. 153 – Terms of Reference: Sea Festival Planning Committee by revising the membership term to two (2) years; and THAT the Governance and Legislation Committee recommends that Council endorse Council Policy 153 as amended	Corporate Administration	Completed Jan 14 (due to time constraints)
Jan 14	2019-G/L-026	5. Policy Review	Amends the name of Council Policy No. 154 – Terms of Reference: Intergovernmental and First Nation Affairs Committee be renamed to “Intergovernmental Affairs Committee”; and THAT the Governance and Legislation Committee recommends Council endorse Policy No. 154 as amended	Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-027	5. Policy Review	Requests staff report back to a future Governance and Legislation Committee with terms of reference for the following new committees: <ul style="list-style-type: none"> • Seniors Advisory Committee • History and Heritage Advisory Committee • Small Business Advisory Committee (to be incorporated in the Economic Investment Committee ToR) 	Corporate Administration	March 2019
Feb 25	2019-G/L-031	4. Economic Development Strategic Plan: Final Report	THAT the Governance and Legislation Committee reinstates White Rock Tourism as an official part of the Economic Investment Committee membership.	Corp Admin	Incorporated into the Terms of Reference Adopted March 2019

Meeting	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
Feb 25	2019-G/L-041	5.4 Council Policy 156 – Terms of Reference: Parking Task Force	<p>THAT the Governance and Legislation Committee directs staff to work with the BIA to come back to Council with an assessment / summary of the impact that the free parking offered in 2019 had for both businesses on the West and East of Marine Drive with the following elements:</p> <ul style="list-style-type: none"> two (2) years of Financials 2018 and 2019 (giving fact as to the impact) cross section of businesses be included. 	<p>Chief Administrative Officer</p> <p>Financial Services</p>	<p>CAO Discussed with BIA May 2019</p>
Feb 25	2019-GL-049 2019-GL-050	5.8 Council Policy 161– Terms of Reference: Water Quality Task Force	<p>THAT the Governance and Legislation Committee directs staff to commission water sampling of the current quality and then again following the new treatments plant coming online, then the results / information all be brought back to Council so further consideration can be made at that time.</p> <p>THAT the Governance and Legislation Committee defers a decision be made in regard to the Water Quality Task Force until the water testing information as noted in motion 2019-G/L-49 is completed and the information is brought back to Council.</p>	<p>Engineering and Municipal Operations</p>	<p>In Progress</p>
April 8	2019-GL-062	4.4 Donor Recognition for Pier Restoration	<p>THAT the Governance and Legislation Committee requests staff provide a corporate report on April 29, 2019 with options for donor recognition for the pier restoration.</p>	<p>Engineering and Municipal Operations</p>	<p>April 29, Verbal Report</p>

2019 OPEN COUNCIL MEETING ACTION TRACKING

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
January 14	2019-003	4.1.3 Tom Mcconnell Carriage Homes	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. Refers the information provided by T. McConnell, resident, requesting Council consider a pilot project with respect to carriage homes in White Rock; and 2. Directs staff to bring forward a corporate report outlining options for secondary suites and carriage homes 	Planning and Development Services	Sept 2019
January 14	2019-004	4.1.5 Mike Armstrong Parking Plan 2019	<p>THAT Council refers the presentation and proposal from Mike Armstrong to City's Parking Task force for review.</p>	Finance and Planning and Development Services	First Meeting of the Task Force in March 2019
January 14	2019-005	5.2.1 Animal Control and Lic Bylaw Amendment	<ol style="list-style-type: none"> 1. Receives for information the corporate report dated January 14, 2019, from the Director of Planning and Development Services and the Director of Engineering and Municipal Operations, titled "Animal Control and Licensing Bylaw, 2012, No. 1959, Amendment 2, 2019, No. 2282 ("Dogs on Promenade" Bylaw Amendment)"; 2. Will consider the first three readings to the "Animal Control and Licensing Bylaw, 2012, No. 1959, Amendment 2, 2019, No. 2282"; 3. Considers directing staff to arrange for a consultation process, as determined by Council, prior to considering adoption of the "Animal Control and Licensing Bylaw, 2012, No. 1959, Amendment 2, 2019, No. 2282"; and 4. Endorses the City providing dog waste bags and dispensers. 	Planning and Development Services	January 28 and final reading Feb 11, 2019

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
January 14	2019-024	10.1.1 Public Meeting Outside of City Boundary	<p>THAT Council, pursuant to Section 134.1 of the <i>Community Charter</i>, authorize and direct staff to schedule a Special Council to Council meeting with representatives of the Semiahmoo First Nation as follows:</p> <ul style="list-style-type: none"> • Date and Time: Wednesday, January 23, 2019 at 4:30 p.m. • Address: 15622 Marine Drive 	Corporate Administration	January 23
January 14	2019-025	10.1.2 Water Services Community Advisory Panel	<p>1. Endorses The City of White Rock establish a Water Services Community Advisory Panel; and 2, Directs staff to report back with the terms of reference (committee structure) at the next scheduled Governance and Legislation Committee meeting.</p>	Engineering	February 25
January 14	2019-026	10.2 Motion OCP / Scope and Consideration of Town Centre	<p>THAT Council directs staff to draft a corporate report, for the next meeting, that outlines what the implications to the existing Official Community Plan review would be if the review of the Town Centre's height and density were included within the scope and that the report also include the legal implications regarding this potential review.</p>	Planning and Development Services	February 11
January 28	2019-032	5.1.1 BIA Marine Drive Business, Challenges and Opportunitéis	<p>THAT Council directs staff bring forward a corporate report, at the next regular meeting, in regard to the possibility and option in regard to opening more of the parking spaces at the waterfront, in particular by Memorial Park.</p>	Engineering	February 11
January 28	2019-033	5.1.3 Peninsula Productions Society: Introduction	<p>THAT Council:</p> <ul style="list-style-type: none"> • Receives the information provided by G. Giffin, Peninsula Productions Society; and • Refers to staff the information so it may be brought forward to the upcoming Financial Planning Process the request for support: as follows. 25 % partnership / \$8,000 per year for the next three (3) years. 	Finance	2019 Financial Plan Process

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
January 28	2019-037	6.2.3 Pier and East Beach Storm Repair Schedule and Repair Strategies	<p>1. Receives for information the corporate report dated January 28, 2019, from the Director of Engineering and Municipal Operations, titled "Pier and East Beach Storm Repair Schedule and Repair Strategies;"</p> <p>2. Endorses the repair strategies and schedules outlined in this corporate report;</p> <p>3. Endorses that staff submit an application for grant funding for the White Rock Pier Reconstruction (Project No. IC0132) through the <i>ICIP – Community, Culture, and Recreation Program</i>; and</p> <p>4. Supports the project and commit to its share (\$4,277,195) of the project costs, as outlined in the <i>ICIP – Community, Culture, and Recreation Program</i> grant application.</p>	Engineering	Feb 18 deadline for grant – Done
January 28	2019-040	6.2.5 City Property Inventory 2019	<p>THAT Council directs staff to bring forward a corporate report listing the City Road Ends.</p> <p>Further Notation made on this, Feb 11 from a delegation:</p> <p>J. Gill, resident, appeared as a delegation to request the City sell their unused portion of Brearley Street (north side of Marine Drive).</p> <p>Ms. Gill owns a small lot at 14342 Marine Drive and informed Council she is interested in purchasing the vacant road end next to her lot. This has not been permitted in the past but is now looking to purchase a portion of the road end (approximately 30 ft.). (NOTE: this information was received by Council</p>	Corporate Administration	Corporate report Anticipated for March 11 - Road Ends, No Action taken on it at this time. Letter from Mayor March 2019

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
January 28	2019-051	10.1.1a December 20 Search and Rescue from White Rock Pier	<p>THAT Council requests the Mayor send the following correspondence to:</p> <ol style="list-style-type: none"> 1. Search and Rescue, requesting full reimbursement of costs incurred for rescuing individuals who can be proven to have willfully disregarded warnings against trespass in dangerous areas, such as the Pier; and 2. The local RCMP detachment to thank them for stopping and fining other individuals for trespass along the pier and promenade. 	Mayor's Office	March 2019)
January 28	2019-052/ 2019-053	10.1.1B Short Term Rentals	<p>THAT Council directs staff to prepare a corporate report with options on amending Section 5 of the City's Zoning Bylaw to address Short-Term Rentals in the City of White Rock and that staff use an aggregator, such as AirDNA, to ensure all properties listed for rent are identified in the search.</p> <p>THAT Council authorizes the corporate report include options included in the newly adopted bylaw on short term rentals by the City of Victoria (requiring a responsible person must be identified to the City and they must be available to be onsite within two (2) hours if the owner of the owner is not present).</p>	Planning and Development Services	June 2019
January 28	2019-054	10.1.1c Proposed Vacancy Tax	<p>THAT Council directs staff to prepare a corporate report regarding White Rock's implementation of a proposed vacancy tax, similar to the bylaw adopted by the City of Vancouver with the following considerations:</p> <ul style="list-style-type: none"> • 5% of taxed assessed level of the property municipal levy on commercial and residential properties • 2.5% municipal levy on sale of assignments ("flipping"); this is in addition to new provincial levy • Earmark all receipts for acquisition and construction of affordable (at or below market rate) housing in White Rock (must be vetted through legal counsel) 	Planning and Development Services	June 2019

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
January 28	2019-055	12.2 Water Quality Assessment Task Force	<p>THAT Council endorses:</p> <ul style="list-style-type: none"> The establishment of a Water Quality Assessment Task Force with Councillor Kristjanson, Councillor Fathers, Mayor Walker and the Chief Administrative Officer as members; A Mandate and Terms of Reference for the Task Force be established the Task Force. 	Engineering / Corporate Administration	Feb 25
February 11	2019-061	5.1.3 Laurie McFarlan & Dr. Yasmin Jal Wadia, White Rock/South Surrey Stroke Recovery Branch: Requesting Expansion of Existing Space and to Secure Funding	THAT Council refers to staff the information by L. McFarlane & Dr. Y. Jal Wadia who appeared as a delegation to request additional space to their lease at the Centre for Active Living.	Corporate Administration	July 2019
February 11	2019-064	6.2.2 Financial Plan Bylaw (2018 to 2022), 2018, No. 2239 Amendment No. 2, 2019, No. 2288	<ul style="list-style-type: none"> Provides direction to staff on the process of public consultation to be undertaken prior to adopting Financial Plan Bylaw (2018 to 2022), 2018, No. 2239, Amendment No. 2, 2019, No. 2288 as follows: public comments at the February 25, 2019 regular Council meeting; and written submission may also be submitted and that this be advertised. 	Corporate Administration	Advertising Done Feb 15/22
February 25	2019-088	5.1.1 David Baron White Rock Players Club: Advertising Opportunity	THAT Council refers to the upcoming Financial Planning process, the information / request by David Baron, White Rock Players Club, to propose an advertising / sponsorship opportunity in return for naming rights.	Financial Services	April 2019
March 11	2019-102	5.1.3 Rowland Kelly: Secondary Suites / Duplexes and the OCP	THAT Council refers the information for a corporate report from staff regarding the information from R. Kelly who appeared as a delegation to request that Council amend the City's Official Community Plan to permit secondary suites within duplexes.	Planning and Development Services	Sept 2019

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
March 13	2019-107	5.1.1 City Hall	THAT Council directs staff to prepare a business analysis, as described within the corporate report.	Engineering and Municipal Operations Admin Following	Sept 2019
March 13	2019-109	5.1.3 City Unopened Road Allowance Inventory 2019	THAT Council directs staff to bring forward a corporate report regarding the encroachments on unopened roads, and that the report include estimated values.	CAO to forward a memo on this as this work is not a limited time task	
March 13 Finance and Audit	2019-F/A-016	3.1 2019 TO 2023 Draft Financial Plan	THAT the Finance and Audit Committee recommends that Council direct staff to coordinate a Council to Council meeting with the City of Surrey to discuss transit issues, including striking a proposed Task Force.	Invitations extended – April 4, 2019	City of Surrey responded on May 6, 2019 stating their schedule is extremely busy, they will review and advise if there is an opportunity for the meeting to occur see file 400 – 50-01
April 8	2019-123	5.1.1 Sharon Gregson, Coalition of Child Care Advocates of BC: BC's \$10ADay Childcare Plan	THAT Council endorses the \$10aDay Childcare plan, becoming the 55 th Municipality in the Lower Mainland in support of the program.	Corp Admin	April 2019

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
April 8	2019-124	5.1.4 White Rock Pride Society	THAT Council directs staff for a cost analysis of installing a thermoplastic rainbow crosswalk.	Corp Admin acknowledgement letter Engineering cost analysis to go back to Council	June 2019
April 8	2019-130	6.2.3 Release of Superceded Amenity Restrictive Covenant for 1456 Johnston Road	THAT Council authorizes staff to release the section 219 Covenant registered under number CA1625754 and related priority agreements for the property located at 1456 Johnston Road.	Planning and Development Services	Completed
April 8	2019-131	6.2.4 City Property at 15463 Buena Vista Avenue	THAT Council directs staff to report back with options for 15463 Buena Vista Avenue, and that the report include details regarding senior supportive housing, affordable housing, park options, or renting in the existing condition..	Corp Admin	July 2019
April 8	2019-137	11.1.1 Motion: adopted by Council	THAT Council directs staff to prepare an updated business case to determine if White Rock should continue to use their current water supply or receive water from Metro Vancouver by joining the Greater Vancouver Water District	Engineering	July 2019
April 8	2019-138	11.1.2 Motion: adopted by Council	THAT Council directs staff to bring forward a corporate report regarding “renoviction”, outlining the City’s current bylaws and policies in this area and reviewing the City of Port Coquitlam’s Bylaw No. 4116 ensuring the City of White Rock’s bylaws are protecting their residents from renovictions in the same or similar manner.	Planning and Development Services	June 2019

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
April 29		Delegations:	R. Coert: Telecom Development: Impacts On WR: Manager of IT to Communication with Mr. Coert M. Armstrong: Affordable Housing Proposal at 15463 Buena Vista: Corporate Report will be coming back to Council in June Re: options for this City owned land	IT Admin	May 2019 July 2019
April 29	2019-170	13.1 Other Business Donor Recognition for Pier Restoration	THAT Council supports the idea of a donor recognition program for the White Rock Pier Restoration	Engineering Working with the Committee (not a City Committee)	May 2019
May 13					

2018 OPEN COUNCIL MEETING ACTION TRACKING

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
January 15	2018-022	8.1.3 Correspondence: Communities in Bloom	<p>THAT Council refers the information within the letter dated January 5, 2018 from BC Communities in Bloom requesting the City of White Rock participate in the Recognition and Bloom Award Program for Municipalities to the City’s Environmental Advisory Committee.</p>	<p>Engineering & Municipal Operations Will let Corporate Administration know when to schedule the next Committee meeting</p>	<p>Not participating in 2018 so no meeting scheduled, Eng staff are aware of opportunity and will consider the information</p>
January 29	2018-030	4.2 Letter received January 8, 2018 from M. Harrison containing a petition with eight (8) signatures under the following statement:	<p>THAT Council refers to staff the letter received January 8, 2018 from M. Harrison containing a petition with eight (8) signatures under the statement: “Petition to have North Bluff Road between Keil Street and Stevens Street designated resident parking only”. For a corporate report as soon as possible.</p>	<p>Financial Services</p>	<p>Done. Corporate report February 19, 2018</p>

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
February 5	2018-045	4.1.1 Eva Mcmillan & Kiko Kung, Alexandra Neighbourhood House: Youth Space	THAT Council refers the request outlined in the Alexandra Neighbourhood House delegation regarding the youth space to staff for a corporate report with recommendations on how to assist the program.	Financial Services	Done. Corporate report March 12, 2018
February 19	None				
March 5	2018-086	5.2.1 2018 Grants-In-Aid Budget Increase	Endorses that 2017 unspent Grants-In-Aid funds of \$3,100 be carried over to the 2018 budget, and that a further \$1,900 be allocated for this purpose from the City's contingency budget, temporarily increasing the 2018 Grants-In-Aid budget by \$5,000; and Considers increasing the annual Grants-In-Aid budget by \$5,000, to \$55,000, during the 2019 to 2023 Financial Plan process.	Financial Services	Done
March 5	2018-088	6.2.1 Recommendations from the PAAC	Recommendations regarding the Johnston Road Gateway Project as well as the Women of Peace Arch Hospital Auxiliary Public Art piece were referred to staff for a report back at the March 12 Council meeting.	Financial Services Engineering Planning Rec & Culture	Done. Corporate report March 12, 2018
March 5	2018-089	6.2.2 Recommendations from the Governance Committee regarding MIABC insurance to City's Facility Users' Portal Program	Directs City staff to apply to the Municipal Insurance Association of British Columbia (MIABC) to be added to the Facility Users' Portal Program, for the reasons outlined in this corporate report.	Corporate Administration / Recreation and Culture	Done

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
March 12	2018-104	5.2.3 Recognition Of The Women Of The Peace Arch Hospital Auxiliary Public Art Project	<p>Endorse an allocation of up to \$100,000 from the City's public art funding to be applied towards the design, creation and installation of a public art piece at the Peace Arch Hospital courtyard for the "Recognition of the Women of the Peace Arch Hospital Auxiliary Public Art Project," with \$76,000 funded from the Waterfront Parkade amount attributable to public art, and \$24,000 from the 2018 Community Public Art budget;</p> <p>Direct staff to prepare and advertise a Request for Proposals for the design, creation and installation of a public art piece at Peace Arch Hospital courtyard for a "Recognition of the Women of the Peace Arch Hospital Auxiliary Public Art Project;" and</p> <p>Direct staff to have the public art piece placed at the corner of Finlay and Russell, and if the city staff deems this priority location unsuitable based on infrastructure, that an alternate place be found on City grounds.</p>	<p>Recreation and Culture</p> <p>Financial Services</p>	<p>Location approved, Public Art now in process</p>

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
March 12	2018-105	5.2.4 JOHNSTON ROAD GATEWAY FEATURE	<ul style="list-style-type: none"> • Endorse allocating up to \$1M towards the selection, creation and installation of a Gateway Feature at the intersection of Johnston Road and North Bluff Road, funded from Community Amenity Contributions (CAC's) that are expected to be received by the end of March 31, 2018; • Direct staff to re-allocate \$1M of CAC's projected to be received in 2018 currently budgeted as a funding source for 2021 budgeted East Beach Shoreline Protection and Promenade project expenditures, to fund the Johnston Road Gateway Feature instead, and replace the 2021 project funding with CAC's projected to be received in a future year; • Direct staff to incorporate the gateway project and the reallocation of CAC's in the 2018 to 2022 Financial Plan amendment in April 2018; • Direct staff to prepare and advertise a Request for Proposal for the design, creation and installation of a Johnston Road Gateway Feature, based on the recommended design parameters in this corporate report, or as revised by Council; and • Establish a Gateway Feature Selection Committee that would recommend a preferred selection for Council's consideration, and appoint members to this Committee proposed in this corporate report. 	Planning and Development Services Engineering and Municipal Operations Financial Services Recreation and Culture	Decision that the Gateway Feature was to be addressed by the next Council Done Done

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
March 12	2018-107	6.2a Recommendation from the Joint Cultural Advisory and Economic Investment Committee	<p>THAT Council allocate appropriate funds towards the development of a cultural district/corridor in the Town Centre as an economic stimulus in the City.</p> <p>THAT Council direct the Cultural Advisory and Economic Investment Committee to reconvene in order to discuss next steps.</p>	<p>Corporate Administration</p> <p>Planning and Development Services</p> <p>Recreation and Culture</p>	_____
March 12	2018-108	6.2b Recommendation from the WR Sea Festival Committee	<p>THAT the Committee recommends Council direct staff to approach the previous Sea Festival event organizers in order to purchase the parade float and truck at their offered price of \$1.00.</p>	<p>Recreation and Culture</p> <p>Financial Services</p>	Done

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
March 12	2018-112	6.2c Recommendations from the Grants in Aid Committee	<p>Council approved a series of grants-in-aids (outlined in the March 12, 2018 Council minutes).</p> <p>In addition, Council directed staff to:</p> <ul style="list-style-type: none"> • Crescent Beach Pipe Band: THAT Council direct staff to explore a fee for service partnership with respect to the “Piper at Sunset” program • Grant-in-Aid Policy Amendment: THAT Council direct staff to explore ways of addressing rental space at civic facilities in conjunction with the City’s grants-in-aid program. 	Recreation and Culture / Financial Services	Done
April 9	2018-136	8.1.2 Letter dated March 15, 2018 from G. Moore, Chairperson, Metro Vancouver Board requesting comment with respect to “Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment Request from the City of Port Moody – Flavelle Mill Site	THAT Council refers the correspondence to the Planning and Development Services Department and directs staff to issue a response by the April 20, 2018 deadline.	Planning and Development Services	Done

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
April 9	2018-137	8.1.3 Email dated April 4, 2018 from P. Schindler, Executive Director, the Kidney Foundation of Canada (BC & Yukon Branch), requesting participation in the National Organ and Tissue Donation Awareness Week (April 22-29) Mayor's media release	THAT Council supports recognition of National Organ and Tissue Donation Awareness Week by providing a quote for the media release.	Communications	Done
April 23	2018-159	5.2.6 JOHNSTON ROAD CONTRACT AWARD – NORTH BLUFF ROAD TO RUSSELL AVENUE	THAT Council directs staff bring back a corporate report in regard to use of crosswalk art in the Johnston Road project area along with other possible locations for crosswalk art within the City. Note: It was noted that the corporate report should include information in regard to: <ul style="list-style-type: none"> • a rainbow crosswalk (support for the LGBTQ community) • ensure long lasting materials are utilized • the City's "Rainworks" public art project 	Engineering and Municipal Operations	_____
May 14	N/A				
May 28	2018-205	4.1.1 KEVIN COSTELLO: RESIDENTIAL PARKING ON BEST STREET	THAT Council directs staff for a report back in regard to the matter of unrestricted residential parking in proximity to Peace Arch Hospital.	Financial Services	July 23, 2018 Council

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
May 28	2018-207	4.1.3 LOUISE MCKNIGHT AND ERNIE KLASSEN, LOVE IS LOVE: REQUESTING PERMISSION TO FUNDRAISE FOR A RAINBOW CROSSWALK	THAT Council approves and directs staff to install a rainbow crosswalk at the Five Corners location.	Engineering and Municipal Operations	July 2018
May 28	2018-211	3) RECOMMENDATION: PLAYGROUND NAMING CAMPAIGN	THAT Council approves for the City and Peace Arch Hospital Foundation to work together on a public playground naming campaign where the public will submit names for consideration, and a playground name will be selected by the All Abilities/All Ages Playground Committee for a recommendation to Council.	Engineering and Municipal Operations	Committee has met on this, Council to consider July 23, 2018
May 28	2018-211	5) RECOMMENDATION: BUSKERS' FESTIVAL	THAT Council approves the hosting of a second annual Buskers' Festival in 2019.	Recreation and Culture	Staff to include in their work plan
May 28	2018-211	6) RECOMMENDATION: CULTURAL SURVEY	THAT Council endorses assigning funds not exceeding \$7,500 for conducting a cultural survey by telephone, in preparation for the next cultural strategic plan	Recreation and Culture Financial Services	May 28, 2018 Approved by Council to include in the 2019 financial plan. Survey will not be done in 2018.

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
May 28	N/A	OTHER BUSINESS Status of building permits	Council requested that staff provide a status update of where building permits are in the City's process. Staff reported that they would forward the information to Council.	Planning and Development Services CAO	Done (e-mail sent to Council June 1, 2018 from C. Johannsen)
June 11	2018-224	4.1.3 CHRISTINE TOBIAS, DIRECTOR, WHITE ROCK EVENTS SOCIETY: CANADIAN OPEN SAND CASTLE COMPETITION	THAT the City of White Rock Council refers to staff the information and request provided by the delegation from the White Rock Events Society with respect to the Canadian Open Sand Castle Competition.	Recreation and Culture	Completed 2019
June 11	2018-231	6.2.1a RECOMMENDATION #2: MARINE DRIVE TEMPORARY SIDEWALK USES AND PROGRAMMING PROJECT	THAT Council: 1. Authorizes staff to proceed with 'Phase 1: Pilot Project' according to the proposed scope of work for the Temporary Sidewalk Uses and Programming Project as outlined in the corporate report May 28, 2018 titled "Marine Drive Temporary Sidewalk Uses and Programming Project"; and 2. Authorizes the use of funding from the capital and operating contingency budgets to implement the Phase 1: Pilot Project.	Planning and Development Services Engineering and Municipal Operations	Completed

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
June 11	2018-231	6.2.2 Recommendations from the June 11, 2018 Intergovernmental and First Nation Affairs Committee meeting held earlier this evening.	<p>THAT Council endorses:</p> <ol style="list-style-type: none"> 1. Council Policy No. 146 (Use of City Flag Pole at City Hall) be amended to annually recognize National Aboriginal Day / June 21; 2. An Invitation be extended to the Semiahmoo First Nation (SFN) to attend the flag raising event to be held on Thursday, June 21, 2018 at White Rock City Hall; and 3. A request be made of Semiahmoo First Nation (SFN) to provide their flag so it may be flown at White Rock City Hall in honour of National Aboriginal Day. 	<p>Corporate Administration</p> <p>Recreation and Culture</p>	SFN were unable to attend as they were already confirmed to be a part of a ceremony in Surrey
June 25	N/A				
July 9	2018-282	10.1 Motions – Business Case for 1510 Johnston Road (Motion from Councillor Chesney)	THAT Council directs staff to prepare a business case for an underground parking structure to be located at the City's newly acquired site at the corner of Russell Avenue and Johnston Road (1510 Johnston Road) to be brought forward for Council consideration at the first meeting in September 2018 (September 17th).	<p>Chief Administrative Officer</p> <p>Engineering and Municipal Operations</p> <p>Financial Services</p>	Sept 2018
July 23	2018-302	RECOMMENDATION #1 – SELECTION OF STREET FURNISHINGS	<p>THAT Council endorses the Public Art Advisory Committee to meet with appropriate City departments in order to collaboratively create the artistic and cultural guidelines for the selection of street furnishings.</p> <p><i>This will be done through the Staff Liaison who will go back to the Committee. The Staff Liaison will be in direct contact with the various City Departments when it was felt to be required.</i></p>	Recreation and Culture	_____

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
July 23	2018-304	6.2 INTERGOVERNMENTAL RELATIONS AND FIRST NATION AFFAIRS COMMITTEE MEETING (ON TABLE)	<p>THAT Council invites Semiahmoo First Nation and the City of Surrey to join the City of White Rock to co-host a Citizens' Forum in September/October on "Rail Relocation and Safety" and that a Working Group, including appointees of the three hosts, and the Citizens' Railway Safety Committee, be struck to organize this Forum and provide other related advice as necessary.</p> <p>THAT Council authorizes staff to seek legal advice from Mary Jane Bennet or another rail lawyer, or the Canadian Transportation Agency, to clarify the application process for rail relocation.</p> <p>THAT Council directs staff to work with the City of Surrey to get started on the first studies with respect to the relocation/realignment options.</p>	<p>Engineering and Municipal Operations</p> <p>Chief Administrative Officer</p>	
September 17	2018-334	6.2 Cultural Advisory Committee: Vojislav Morosan	THAT Council refers the recommendation from the Cultural Advisory Committee to be further considered by the City's Public Art Advisory Committee in regard to recognition of local artist Vojislav Morosan by installing a plaque and displaying it publicly together with his artwork in a civic facility.	Recreation and Culture	_____
September 24	2018-349	4.1.1 BRIAN MAGILL, DILAPIDATED HOUSE ON THRIFT AVENUE	THAT Council directs staff to bring forward a comprehensive corporate report regarding the necessary steps for consideration of remedial action for the subject property located adjacent to Thrift (15168 Thrift Ave) – in relation to delegation received under motion 2018-348.	Planning and Development Services	_____

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
September 24	2018-355	6.2 Standing and Select Committee Recommendations: PAAC	<p>1. PEACE ARCH HOSPITAL AUXILIARY PUBLIC ART PROJECT THAT Council endorses Illarion Gallant’s art piece entitled “Stande” for the Peace Arch Hospital Auxiliary Public Art Project;</p> <p>2. BIENNALE PILOT PROJECT THAT Council endorses a small pilot Biennale project be considered in the design of the new Town Centre square;</p> <p>3. PAINTING BY WYNN TETRAULT THAT Council: a) Accepts the Wynn Tetrault painting donation and that it be added to the City’s collection of paintings by Richard Tetrault; and, b) Directs staff to take steps towards ensuring that the collection of public art in its possession is publically displayed on a regular basis; and</p> <p>4. CITY ARTWORK COLLECTION FOR DISPLAY THAT Council authorizes the City’s public collection of artwork be featured in an upcoming Art on Display exhibit, to be held at the White Rock Community Centre in 2019.</p>	Recreation and Culture	
September 24	2018-358	10.1 Motions and Notices of Motion	<p>THAT Council directs staff to inquire with the City of Surrey and the Semiahmoo First Nation in regard to their water agreement to ensure they are progressing in a manner that will allow for completion of water services prior to December 2019 but as current information leads to the conclusion that the deadline of December, 2019 is possibly not achievable, staff are instructed to amend the deadline date to December 31, 2020. If there appears to be more time required the information would be brought forward to the future Council as soon as possible so further extension time of the service may be considered to ensure certainty of continued water service.</p>	<p>Chief Administrative Officer</p> <p>Engineering and Municipal Operations</p>	In Progress with other items

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
November 19	2018-386	4.1.2 White Rock Elementary Parent Advisory council: New Playground	THAT Council refers to staff for a corporate report the information and request for support toward a playground by Sarah Gardner and Aman Dhillon of the White Rock Elementary Parent Advisory Council and to be included will be a possible funding source.	Finance	2019 Financial Plan Process
November 19	2018-396	5.2.5 Solid Waste Management Current Status of the Program	<p>THAT Council directs staff to bring forward a corporate report giving an overall review of the City's practices in regard to pick up of solid waste (both public and private including single family dwellings and apartments, businesses etc.), including the following components:</p> <ul style="list-style-type: none"> • Organics / Green Waste materials and storage of it at the City works yard at Keil Street; • Possibility of organics and green waste being taken to the City of Surrey plant (review the process, costs and efficiency); • Information of process, costs and what would be involved in a transition period if the City were to restore service of all garbage pick up to be done by the City of White Rock; and • Possible coordination of having all the garbage and recycling trucks on a schedule (possibly through the City's Street and Traffic bylaw). 	Engineering	December 2019
November 19	2018-403	7.1.1 Bylaw 2276 Water Services Bylaw	<ol style="list-style-type: none"> 1. Directs staff to bring forward information and proposed bylaws at the December 3, 2018 special Council meeting in regard to water user rates with proposed increase options at 0%, 3% and 5%; and 2. Information be included in regard to a consumption base model. 	Finance	December 10
December 10	2018-425	4.1.1 Mike Armstrong, Dog Owners Group – Dogs on the Promenade	THAT Council directs staff to bring forward a corporate report and amendment with regard to the Animal Control and Licensing Bylaw that would permit dogs along the promenade, excluding the Pier and the Beach, and that the report be brought back for consideration at the next regular Council meeting.	Planning and Development Services	January 14 / Forum January 30

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
December 10	2018-426	4.1.2 Pawan Bokshi: Zoning Bylaw (CR-3)	THAT Council direct staff to provide a corporate report addressing the issues expressed by P. Bakshi regarding CR-3 Zoning.	Planning and Development Services	2019
December 10	2018-427	4.1.3 Peace Arch Elementary Community Playground	THAT Council refers the request from the Peace Arch Elementary School regarding the New Community Playground/Park to the City's upcoming Financial Planning process.	Finance	2019 Financial Plan Process
December 10	2018-429	5.2.2 City Parking Program Issues and Opportunities	THAT Council directs staff to consider following as part of the financial planning process: <ul style="list-style-type: none"> Free parking (year round) at Centennial Arena Free parking during the winter along the waterfront 	Finance	2019 Financial Plan Process
December 10	2018-431	5.2.2 City Parking Program Issues and Opportunities	THAT Council directs staff to provide a corporate report regarding boulevard encroachments in relation to parking.	Finance	2019
December 10	2018-438	6.2.2a Process for OCP & Zoning Amendments for the Lower Town Centre and 1310 Johnston Road	THAT Council directs staff to: <ol style="list-style-type: none"> Send an invitation, along with a copy of this report, to landowners affected by the proposed bylaw amendments (all those in the 1300-block of Johnston Road) to meet with Council and/or submit written correspondence to Council regarding the proposed amendments; and Proceed with the public consultation process for the proposed bylaw amendments outlined in this report. 	Planning and Development Services	January 21, 2019
December 10	2018-439	6.2.2b 2019 OCP Review : Proposed Scope and Process	THAT Council: <ul style="list-style-type: none"> Endorses the proposed scope, consultation approach and process for the 2019 OCP Review and direct staff to commence the OCP review; and Authorizes \$50,000 in funding to conduct the 2019 OCP Review 	Planning and Development Services	2019

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
December 10	2018-441	7.1.2 Bylaw 2277 Council and Committee Procedure Bylaw Question Period	THAT Council endorses questions to an individual member of Council will be addressed through the Chairperson for direction.	Corporate Administration	January 14, 2019
December 10	2018-442	7.1.2 Bylaw 2277 Council and Committee Procedure Bylaw Question Period	THAT Council directs that there be an area on the City's website that will be designated for a summary list of all the questions, comment topics and answers provided during Question and Answer Period of the regular Council meeting so this item can be easily searched by the public.	Corporate Administration	January 14, 2019
December 10	2018-447	8.1.3 Letter from McQuarrie Hunter Re: Blue Frog Studios	THAT Council receives for information the letter dated November 27, 2018 from D. Moseley, McQuarrie Hunter LLP, submitting written notice of concerns, potential loss, and damages resulting from the construction adjacent to Blue Frog Studios; and THAT, due to the legal nature of the letter, it be forwarded to the next closed Council meeting	Corporate Administration	Feb 11, 2019
December 10	2018-450	10.1A Motion: Parking Task Force	THAT Council endorse the establishment of a Task Force that will broadly review and revise pay parking in White Rock, including rates, parking permits, and the integration of the new parkade. The Task Force mandate will be to ensure rates are competitive with neighbouring jurisdictions, White Rock businesses are supported, and White Rock residents receive the best possible value in their City.	Finance / Corporate Administration	2019, Terms of Reference approved and Committee Appointments done Feb 11, 2019

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



POLICY TITLE: TERMS OF REFERENCE: MARINE DRIVE TASK FORCE

POLICY NUMBER: COUNCIL - 160

<i>Date of Council Adoption: March 13, 2019</i>	<i>Date of Last Amendment: April 29, 2019</i>
<i>Council Resolution Number: 2019-111; 2019-158</i>	
<i>Originating Department: Planning and Development Services</i>	<i>Date last reviewed by the Governance and Legislation Committee: February 25, 2019</i>

Policy:

The Marine Drive Task Force will advise Council on Marine Drive issues such as: business viability, economic development, tourism, redevelopment, building and public realm design and character, signage, sidewalk use and programming, beautification, events and Marine Drive business areas relationship to the Promenade/Pier, Beach and parking.

Mandate:

The main channel for Task Force’s advice will be through providing advice on the development and implementation of a ‘Marine Drive / Waterfront Enhancement Strategy’ (the ‘Strategy’). This would include a review of the Waterfront Enhancement plan, Economic Strategic plan, business bylaws, the White Rock Sign Bylaw and other related materials deemed relevant and provide feedback and recommendations to Council.

Strategy:

In conjunction with the Planning and Development Services department and concurrent with the review of waterfront related policies in the Official Community Plan (OCP) as well as public input, the Marine Drive Task Force will fulfill the directives set out in the Policy and recommend policy changes in several key areas including but not limited to:

- Establishing character areas along the Marine Drive with form and character design guidelines for new buildings and the public realm.
- Enhancements to the streetscape including recommendations regarding sidewalks/patios, street furniture and lighting, signage, and re-use of parking lots.
- Business strategies to reinforce the attractiveness of the “jewel” of White Rock as a year-round generator of economic activity.

The Task Force key activities will include:

- Seeking input from businesses, residents, agencies, the City’s Economic Investment Committee and governments to identify opportunities to strengthen the year-round business environment and attractiveness of the buildings and public spaces along and near Marine Drive;
- Reviewing background reports on the existing conditions in the Marine Drive business areas and examples of best practices for waterfront commercial vitalization from other waterfront communities;
- Attending public workshops, forums or open houses to observe and provide an additional link between Council and the public engagement process for the Strategy;
- Providing critical feedback on both the existing Official Community Plan waterfront related policies and the recommendations of a draft Strategy;
- Supporting the implementation of the Strategy, as endorsed by Council, by identifying potential partnership and funding opportunities that can bring the Strategy to life.
- Sharing the results of the Strategy with their personal/professional networks and the community at large.

In addition to the engagement and advisory work related to the Strategy, the Task Force may also produce its own recommendations regarding Marine Drive improvements for Council’s consideration (including initiatives, policies, actions and Bylaw amendments to address these issues), particularly in the area of tourism and economic development.

Committee General Terms

Term

The committee appointments will be made by City Council for a one (1) year term, with the initial appointments expiring March 31, 2020 or until the activities are complete, whichever is sooner.

Membership

- a) The Task Force will consist of up to five (5) voting members appointed by Council from the community at large, Mayor Walker and a Council representative and alternate as non-voting members, up to four (4) non-voting members from the list below, and City staff as required.

Five (5) representatives from the public will be invited to participate on the Task Force, with a preference for Marine Drive residents and/or business representatives.

The following individuals and groups will be invited to participate as non-voting members on the Task Force:

- Semiahmoo First Nation
- ~~Alex Nixon~~, Executive Director, White Rock Business Improvement Association
- ~~Ritu Khanna~~, Executive Director, South Surrey & White Rock Chamber of Commerce
- ~~Cathy James~~, ~~Executive Director of Explore White Tourism~~ ~~White Rock~~ (Tourism)

In the event the specific individuals noted in this section are unable to attend the scheduled meetings another representative from the organization may attend on their behalf.

Staff liaisons are:

- Director of Planning and Development Services
- Director of Engineering and Municipal Operations
- Manager of Planning
- Committee ~~and FOI~~ Clerk

b) Members shall serve without remuneration or gifts.

Chairperson / Vice-Chairperson

~~The Task Force will be chaired by Catherine Ferguson and the Committee will appoint a Vice-Chairperson of the Task Force. The Task Force will appoint a Chairperson and a Vice-Chairperson from among its voting members at the Task Force's inaugural meeting.~~

Meetings

- a) The members shall mutually agree to a meeting schedule at their inaugural meeting. The meeting schedule will then be published and updated as needed by the Committee Clerk.
- b) The Chairperson may call a meeting of the Task Force, with at a minimum of staff being able to give twenty-four (24) hours notice to the members, in addition to the scheduled meetings or may cancel a meeting.
- c) Quorum for meetings shall mean a majority of all of the Task Force voting members.
- d) 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.

- e) All Task Force meetings are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the Task Force. The public would attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration, the Chairperson may, with majority consent of those members in attendance, give permission to a member of the public in attendance to speak to the item in question or leave written submissions for the Task Force to review and consider.
- f) Notwithstanding section (e) above, an optional mobile site visit workshop for the Task Force may be organized to visit waterfront business areas in nearby communities, and due to travel logistics this meeting format is not open to the public.
- g) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the members present, and in the case of the optional mobile site visit workshop described in section (f).
- h) If a member:
 - i) fails to attend three (3) consecutively held meetings; or
 - ii) fails to attend a meeting in any sixty (60) day period, providing a meeting is held in that sixty (60) day period (whichever is the longer period of time) and
 - iii) unless the absence is because of illness; or
 - iv) unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.

The Committee Clerk will keep an attendance log and notify the Chairperson and the Director of Corporate Administration where there have been two consecutive absences without consent. The Director of Corporate Administration will make contact with the Task Force member.

- i) Any person with particular expertise may be invited by the Chairperson or staff member to attend a meeting in order to provide information or advice, but only members appointed by City Council may vote on matters coming before the Task Force.
- j) The office of Corporate Administration, with the support of staff from Planning and Development Services, will be responsible for preparing agendas, minutes, updating Terms of Reference policy, meeting schedule, and administrative support to the Task Force. Agendas and approved minutes will be posted on the City's website.
- k) Meeting minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- l) The Task Force will hear and consider representations by any individual, group or organization on matters referred to the Task Force by Council.

- m) Where a member of the Task Force, their family, employer or business associates have any interest in any matter being considered by the Task Force, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- n) Following review of the draft Strategy by the Task Force, the Chairperson and staff liaisons will prepare commentary and recommendations on the draft Strategy to be submitted to the Mayor and Chief Administrative Officer for review and to be forwarded to City Council.
- o) The Chairperson and staff liaisons will prepare a concluding report to be submitted to the Mayor and Chief Administrative Officer for review and to be forwarded to City Council. The concluding report will identify whether the Task Force recommends an extension of the term of the Task Force in order to implement or monitor the actions within the Strategy.
- p) The Task Force cannot direct staff to take any action.
 - i) any such action must be referred to Council for consideration and adoption;
 - ii) the staff member assigned to the Task Force or the Chief Administrative Officer may advise the Task Force of existing policies or directives and the needs to refer the matter to Council prior to taking any action.
- q) The Task Force does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action. Such commitments and contracts will be done through recommendation from the Task Force through the Chief Administrative Officer, the Mayor and Council.
- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the Task Force must receive prior approval from the Director of Planning and Development Services.
- s) The Chairperson may appoint members to a subcommittee to consider, inquire into, report and make recommendations to the Task Force for a specific purpose.
- t) Members of the Task Force are not permitted to speak directly with the media on behalf of the Task Force.

Procedures

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

Code of Conduct

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

Rationale:

The purpose of the Marine Drive Task Force is to provide assistance to Planning and Development Services in completing the review of waterfront related policies in the Official Community Plan and in preparing a Marine Drive / Waterfront Enhancement Strategy.

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

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

(PRINT NAME)

(SIGNATURE)

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



POLICY TITLE: **TERMS OF REFERENCE:**
 WATER COMMUNITY ADVISORY PANEL

POLICY NUMBER: **COUNCIL - 157**

<i>Date of Council Adoption: February 25, 2019</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2019-</i>	
<i>Originating Department: Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: February 25, 2019</i>

Policy:

The purpose of the Water Community Advisory Panel (Panel) is to advise City Council on White Rock water issues such as:

- Water quality (source and treated)
- Distribution system
- Rate structure proposals
- Infrastructure improvement proposals
- Communication with the community

Panel General Terms

Term

City Council will make appointments to the Panel for a two (2) year term.

Membership

- a) The Panel will consist of up to seven (7) voting members appointed by City Council following a public recruitment process.
- b) City Council will invite the Fraser Health Authority to attend in an advisory capacity and as a non-voting member of the Panel. .
- c) In addition, City Council will appoint one (1) member of Council (as well as an Alternate), the Chief Administrative Officer, ~~and~~ the Director of Engineering and Municipal Operations (or Designate) and the Manager of Utilities as non-voting members of the Panel.
- d) Committee members shall serve in a voluntary capacity without remuneration or gifts.

Chairperson / Vice-Chairperson

The Panel will appoint a Chairperson and a Vice-Chairperson from among its voting members at the Panel's inaugural meeting.

Annual Work Plan

City Council will provide projects or issues for the Panel to examine. The Panel is able to bring forward recommendations from the Committee structure and make recommendations to Council.

Meetings

- a) The Panel shall mutually agree to a meeting schedule at their inaugural meeting and will meet at a minimum bi-monthly. The meeting schedule will be published on the City website and updated as needed by the Committee Clerk.
- b) The Chairperson of the Panel may call a meeting of the Panel, with a minimum of staff being able to give twenty-four (24) hours' notice to the Panel members, in addition to the scheduled meetings or may cancel a meeting.
- c) Quorum for meetings shall mean a majority of all of its Panel voting members.
- d) If there is no quorum of the Panel 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.
- e) All committee meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter* by the Committee.
- f) The public is welcome to observe the meeting. When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to members of the public in attendance to speak to the item in question.
- g) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- h) The Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policy, meeting schedule, and providing administrative support to the committee. Agendas and approved minutes will be posted on the City's website.
- i) If a member:
 - i. fails to attend three (3) consecutively held meetings of the committee, or
 - ii. fails to attend a committee meeting in any sixty (60) day period, providing a meeting of the committee is held in that sixty (60) day period (whichever is the longer period of time) and

- iii. unless the absence is because of illness; or
- iv. unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.

The Committee Clerk will keep an attendance log and notify the Chairperson and Director of Corporate Administration where there have been two (2) consecutive absences without consent. The Director of Corporate Administration, or Designate, will then make contact with the Committee member.

- j) Panel minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- k) The Panel may hear and consider representations by any individual, group or organization on matters referred to the Panel by Council.
- l) Where a member of the Panel, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- m) The Panel cannot direct staff to take action without endorsement by City Council.
- d) The Panel does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- e) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the Panel must receive prior approval from Council.
- f) The Panel may appoint members to a subcommittee to consider, inquire into, report and/or make recommendations to the Panel for a specific purpose.
- g) Members of the Panel are not permitted to speak directly with the media on behalf of the Panel.

Procedures

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

Code of Conduct

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

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

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

(PRINT NAME)

(SIGNATURE)



**CITY OF WHITE ROCK
MEMORIAL PARK REVITALIZATION
2019**

MEMORIAL PARK WAS ESTABLISHED IN 1931 AND LATER NAMED TO HONOUR OUR VETERANS WHO SERVED IN THE FIRST AND SECOND WORLD WAR, MANY OF WHOM MADE THE ULTIMATE SACRIFICE, TO PRESERVE OUR FREEDOM.

THE MEMORIAL PARK REVITALIZATION PROJECT WAS COMPLETED IN 2019 THROUGH THE LEADERSHIP OF CITY COUNCIL AND THE SUPPORT OF PUBLIC SERVANTS DEDICATED TO INVESTING IN PUBLIC SPACES ON BEHALF OF THE COMMUNITY OF WHITE ROCK.

WE GIVE SPECIAL RECOGNITION TO MEMBERS OF COUNCIL FROM THE 2014-2018 TERM WHO ACTIVELY PARTICIPATED IN THE VISION THAT LED TO THE REVITALIZATION OF THIS PUBLIC PARK.

**WHITE ROCK CITY COUNCIL
2014 – 2018**

**MAYOR WAYNE BALDWIN
COUNCILLOR DAVID CHESNEY COUNCILLOR HELEN FATHERS
COUNCILLOR MEGAN KNIGHT COUNCILLOR BILL LAWRENCE
COUNCILLOR GRANT MEYER COUNCILLOR LYNNE SINCLAIR**

MAYOR DARRYL WALKER AND THE 2018-2022 COUNCIL REOPENED MEMORIAL PARK IN 2019 IN DEDICATION TO THE MEMORY OF OUR VETERANS WHO SERVED OUR COUNTRY.

**WHITE ROCK CITY COUNCIL
2018 – 2022**

**MAYOR DARRYL WALKER
COUNCILLOR CHRISTOPHER TREVELYAN COUNCILLOR SCOTT KRISTJANSON
COUNCILLOR ERIKA JOHANSON COUNCILLOR ANTHONY MANNING
COUNCILLOR HELEN FATHERS COUNCILLOR DAVID CHESNEY**

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



POLICY TITLE: TERMS OF REFERENCE: MARINE DRIVE TASK FORCE

POLICY NUMBER: COUNCIL - 160

<i>Date of Council Adoption: March 13, 2019</i>	<i>Date of Last Amendment: April 29, 2019</i>
<i>Council Resolution Number: 2019-111; 2019-158</i>	
<i>Originating Department: Planning and Development Services</i>	<i>Date last reviewed by the Governance and Legislation Committee: February 25, 2019</i>

Policy:

The Marine Drive Task Force will advise Council on Marine Drive issues such as: business viability, economic development, tourism, redevelopment, building and public realm design and character, signage, sidewalk use and programming, beautification, events and Marine Drive business areas relationship to the Promenade/Pier, Beach and parking.

Mandate:

The main channel for Task Force's advice will be through providing advice on the development and implementation of a 'Marine Drive / Waterfront Enhancement Strategy' (the 'Strategy'). This would include a review of the Waterfront Enhancement plan, Economic Strategic plan, business bylaws, the White Rock Sign Bylaw and other related materials deemed relevant and provide feedback and recommendations to Council.

Strategy:

In conjunction with the Planning and Development Services department and concurrent with the review of waterfront related policies in the Official Community Plan (OCP) as well as public input, the Marine Drive Task Force will fulfill the directives set out in the Policy and recommend policy changes in several key areas including but not limited to:

- Establishing character areas along the Marine Drive with form and character design guidelines for new buildings and the public realm.
- Enhancements to the streetscape including recommendations regarding sidewalks/patios, street furniture and lighting, signage, and re-use of parking lots.
- Business strategies to reinforce the attractiveness of the "jewel" of White Rock as a year-round generator of economic activity.

The Task Force key activities will include:

- Seeking input from businesses, residents, agencies, the City’s Economic Investment Committee and governments to identify opportunities to strengthen the year-round business environment and attractiveness of the buildings and public spaces along and near Marine Drive;
- Reviewing background reports on the existing conditions in the Marine Drive business areas and examples of best practices for waterfront commercial vitalization from other waterfront communities;
- Attending public workshops, forums or open houses to observe and provide an additional link between Council and the public engagement process for the Strategy;
- Providing critical feedback on both the existing Official Community Plan waterfront related policies and the recommendations of a draft Strategy;
- Supporting the implementation of the Strategy, as endorsed by Council, by identifying potential partnership and funding opportunities that can bring the Strategy to life.
- Sharing the results of the Strategy with their personal/professional networks and the community at large.

In addition to the engagement and advisory work related to the Strategy, the Task Force may also produce its own recommendations regarding Marine Drive improvements for Council’s consideration (including initiatives, policies, actions and Bylaw amendments to address these issues), particularly in the area of tourism and economic development.

Committee General Terms

Term

The committee appointments will be made by City Council for a one (1) year term, with the initial appointments expiring March 31, 2020 or until the activities are complete, whichever is sooner.

Membership

- a) The Task Force will consist of up to five (5) voting members appointed by Council from the community at large, Mayor Walker and a Council representative and alternate as non-voting members, up to four (4) non-voting members from the list below, and City staff as required.

Five (5) representatives from the public will be invited to participate on the Task Force, with a preference for Marine Drive residents and/or business representatives.

The following individuals and groups will be invited to participate as non-voting members on the Task Force:

- Semiahmoo First Nation
- ~~Alex Nixon~~, Executive Director, White Rock Business Improvement Association
- ~~Ritu Khanna~~, Executive Director, South Surrey & White Rock Chamber of Commerce
- ~~Cathy James~~, Executive Director of Explore White Tourism White Rock (Tourism)

In the event the specific individuals noted in this section are unable to attend the scheduled meetings another representative from the organization may attend on their behalf.

Staff liaisons are:

- Director of Planning and Development Services
- Director of Engineering and Municipal Operations
- Manager of Planning
- Committee ~~and~~ FOI Clerk

b) Members shall serve without remuneration or gifts.

Chairperson / Vice-Chairperson

~~The Task Force will be chaired by Catherine Ferguson and the Committee will appoint a Vice-Chairperson of the Task Force. The Task Force Council will appoint a Chairperson, and at the Task Force's inaugural meeting, members will appoint a Vice-Chairperson, from among its voting members at the Task Force's inaugural meeting.~~

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Meetings

- a) The members shall mutually agree to a meeting schedule at their inaugural meeting. The meeting schedule will then be published and updated as needed by the Committee Clerk.
- b) The Chairperson may call a meeting of the Task Force, with at a minimum of staff being able to give twenty-four (24) hours notice to the members, in addition to the scheduled meetings or may cancel a meeting.
- c) Quorum for meetings shall mean a majority of all of the Task Force voting members.
- d) 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.

- e) All Task Force meetings are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the Task Force. The public would attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration, the Chairperson may, with majority consent of those members in attendance, give permission to a member of the public in attendance to speak to the item in question or leave written submissions for the Task Force to review and consider.
- f) Notwithstanding section (e) above, an optional mobile site visit workshop for the Task Force may be organized to visit waterfront business areas in nearby communities, and due to travel logistics this meeting format is not open to the public.
- g) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the members present, and in the case of the optional mobile site visit workshop described in section (f).
- h) If a member:
 - i) fails to attend three (3) consecutively held meetings; or
 - ii) fails to attend a meeting in any sixty (60) day period, providing a meeting is held in that sixty (60) day period (whichever is the longer period of time) and
 - iii) unless the absence is because of illness; or
 - iv) unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.

The Committee Clerk will keep an attendance log and notify the Chairperson and the Director of Corporate Administration where there have been two consecutive absences without consent. The Director of Corporate Administration will make contact with the Task Force member.

- i) Any person with particular expertise may be invited by the Chairperson or staff member to attend a meeting in order to provide information or advice, but only members appointed by City Council may vote on matters coming before the Task Force.
- j) The office of Corporate Administration, with the support of staff from Planning and Development Services, will be responsible for preparing agendas, minutes, updating Terms of Reference policy, meeting schedule, and administrative support to the Task Force. Agendas and approved minutes will be posted on the City's website.
- k) Meeting minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- l) The Task Force will hear and consider representations by any individual, group or organization on matters referred to the Task Force by Council.

- m) Where a member of the Task Force, their family, employer or business associates have any interest in any matter being considered by the Task Force, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- n) Following review of the draft Strategy by the Task Force, the Chairperson and staff liaisons will prepare commentary and recommendations on the draft Strategy to be submitted to the Mayor and Chief Administrative Officer for review and to be forwarded to City Council.
- o) The Chairperson and staff liaisons will prepare a concluding report to be submitted to the Mayor and Chief Administrative Officer for review and to be forwarded to City Council. The concluding report will identify whether the Task Force recommends an extension of the term of the Task Force in order to implement or monitor the actions within the Strategy.
- p) The Task Force cannot direct staff to take any action.
 - i) any such action must be referred to Council for consideration and adoption;
 - ii) the staff member assigned to the Task Force or the Chief Administrative Officer may advise the Task Force of existing policies or directives and the needs to refer the matter to Council prior to taking any action.
- q) The Task Force does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action. Such commitments and contracts will be done through recommendation from the Task Force through the Chief Administrative Officer, the Mayor and Council.
- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the Task Force must receive prior approval from the Director of Planning and Development Services.
- s) The Chairperson may appoint members to a subcommittee to consider, inquire into, report and make recommendations to the Task Force for a specific purpose.
- t) Members of the Task Force are not permitted to speak directly with the media on behalf of the Task Force.

Procedures

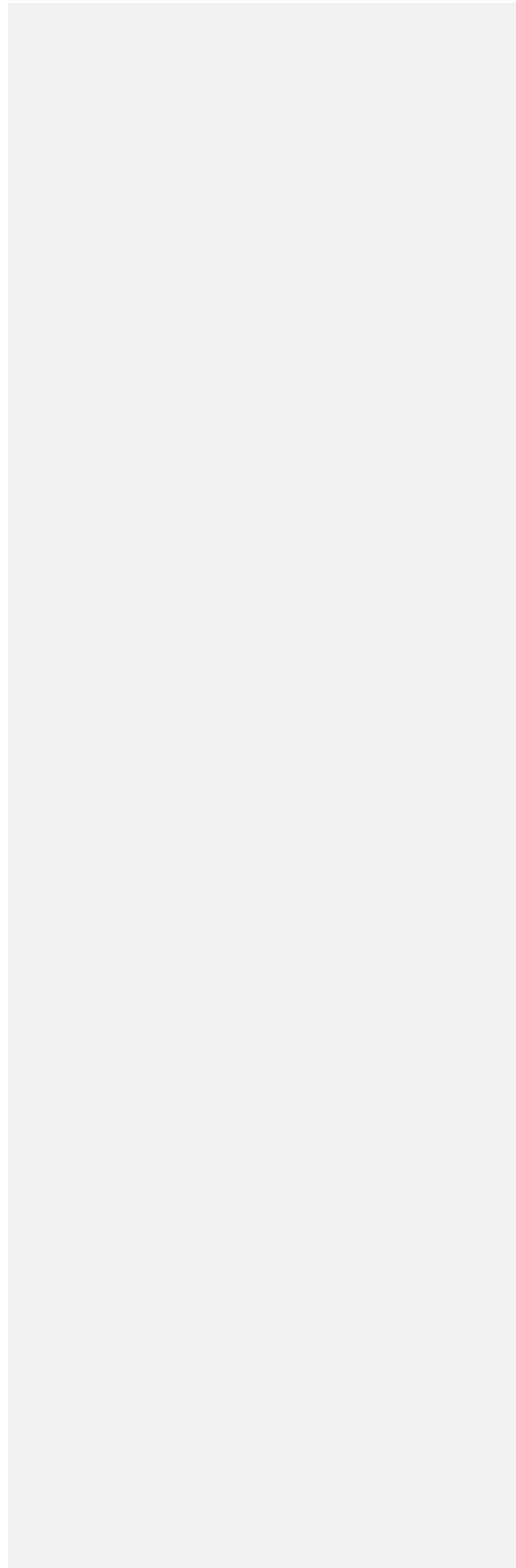
Unless otherwise provided for in these terms of reference, the procedures of the Task Force will be governed by the City’s Council and Committee Procedure Bylaw.

Code of Conduct

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

Rationale:

The purpose of the Marine Drive Task Force is to provide assistance to Planning and Development Services in completing the review of waterfront related policies in the Official Community Plan and in preparing a Marine Drive / Waterfront Enhancement Strategy.



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

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

(PRINT NAME)

(SIGNATURE)

