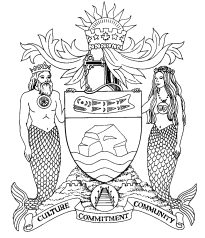


***Live Streaming/Telecast:** Please note that Standing Committees, Council Meetings, and Public Hearings held in the Council Chamber are being recorded and broadcasted as well included on the City’s website at: www.whiterockcity.ca

Corporate Administration Office (604) 541-2212
E-mail clerksoffice@whiterockcity.ca

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



January 10, 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 **MONDAY, JANUARY 14, 2019** to begin at **4:00 p.m. – 6:15 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 January 14, 2019 meeting as circulated.

3. **ADOPTION OF MINUTES**
 - a) Governance and Legislation Committee Meeting – December 10, 2018 **Page 3**
 - b) Governance and Legislation Committee Meeting – January 7, 2019 **Page 8**

RECOMMENDATION

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

- a) Governance and Legislation Committee Meeting – December 10, 2018; and
 - b) Governance and Legislation Committee Meeting – January 7, 2019.
4. **COMMUNITY SPECIAL EVENTS POLICY – 710** **Page 13**
Corporate report dated December 10, 2018 from the Director of Recreation and Culture titled “Community Special Events Policy – 710”.

Note: this report was brought forward at the December 10, 2018 Governance and Legislation Committee meeting, but was deferred to the next meeting due to time constraints.

RECOMMENDATIONS

THAT the Governance and Legislation Committee:

1. Receive for information the corporate report dated December 10, 2018 from the Director of Recreation and Culture, titled “Community Special Events Policy - 710;” and
2. Endorse the “Community Special Events Policy – 710” as outlined in this corporate report.

5. POLICY REVIEW

The following list of policies were brought forward at the December 10, 2018 Governance and Legislation Committee meeting, but were deferred to the next meeting due to time constraints.

***Note:** these policies have been brought forward at the call of the Chairperson for review and consideration:*

- 106 - Council Expense (*Note: This policy will be brought back to the Committee in March 2019 pending further information regarding the remuneration; however, the Committee may wish to discuss other aspects of the policy at this time*) **Page 23**
- 119 - Communication Mayor/Staff **Page 28**
- 126 - CAO Performance Review **Page 29**
- 133 - Internal Handling of Media **Page 31**
- 134 - Press Releases **Page 33**
- 135 - Recognition/Strategic Messages **Page 35**
- 136 - Managing City's Social Media **Page 37**

The following policies have been brought forward by staff following the Mayor establishing standing committees. The required Terms of Reference for the noted committees are on the agenda for review and consideration:

- 142 – Terms of Reference: Governance and Legislation Committee **Page 41**
- 145 – Terms of Reference: Finance and Audit Committee **Page 43**
- 155 – Terms of Reference: Land Use and Planning Committee **Page 45**

The following previous Committee terms of reference policies have been brought forward for review and consideration.

- 137 – Terms of Reference: Economic Investment Committee **Page 49**
- 138 – Terms of Reference: Environmental Advisory Committee **Page 54**
- 143 – Terms of Reference: Cultural Advisory Committee **Page 58**
- 144 – Terms of Reference: Tour de White Rock **Page 63**
- 147 – Terms of Reference: Public Art Advisory Committee **Page 68**
- 153 – Terms of Reference: Sea Festival Planning Committee **Page 73**
- 154 – Terms of Reference: Intergovernmental and First Nation Affairs Committee **Page 78**
- 156 – Terms of Reference: Parking Task Force **Page 80**

6. CALL FOR FUTURE GOVERNANCE AND LEGISLATION COMMITTEE ITEMS

Opportunity for any members of the Committee who wish to have items brought forward for discussion at the next Governance and Legislation Committee to state them at this time.

7. CONCLUSION OF THE JANUARY 14, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

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

STAFF: D. Bottrill, Chief Administrative Officer
T. Arthur, Director of Corporate Administration
C. Johannsen, Director of Planning and Development Services
C. Isaak, Manager of Planning
F. Farrokhi, Manager of Communications and Government Relations
E. Stepura, Director of Recreation and Culture
S. Lam, Deputy Corporate Officer

Press: 0
Public: 13

1. **CALL MEETING TO ORDER**
The Chairperson called the meeting to order at 6:00 p.m.

2. **ADOPTION OF AGENDA**

2018-G/L-036

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopts the agenda for December 10, 2018 meeting as circulated.

CARRIED

3. **ADOPTION OF MINUTES**

a) Governance and Legislation Committee Meeting – November 19, 2018

2018-G/L-037

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopts the minutes of their meeting held November 19, 2018 as circulated.

CARRIED

4. **COUNCIL AND COMMITTEE PROCEDURE BYLAW, 2018, NO. 2232**
The Council and Committee Procedure Bylaw was placed on the agenda at the call of the Chairperson for discussion / review and consideration of any amendments Council would like to make to the bylaw.

The following discussion points were noted:

- Earlier agenda distribution time would be helpful
Wednesdays evenings, 5 out of 7 Council members are new and would find it beneficial to have the additional time with the agenda.

2018-G/L-038

It was MOVED and SECONDED

THAT the Governance and Legislation Committee directs staff to bring forward the following amendment to the Council and Committee Procedure Bylaw, 2018, No. 2232:

- Agenda packages will be ready for distribution on the Wednesday prior to the scheduled Council Monday meeting.

CARRIED

Following discussion it was clarified that Council are able to contact staff in regard to the corporate reports on the agenda, this is helpful for all. It will enable staff to have the information ready for the meeting resulting in Council having the information they need to make an informed decision.

5. **STRATEGIC PLANNING**
Corporate report dated December 10, 2018 from the Chief Administrative Officer titled “Strategic Planning”. Council Policy 114 (Council Goals/Priorities/Strategic Planning Process) was attached to the corporate report for reference purposes it provides direction to the Chief Administrative Officer to schedule a facilitated session within ninety (90) days following the local government election. The Committee, at this time, may also consider further amendments to Policy 114.

A facilitated forum at the White Rock Community Centre
January 9 (5:00 p.m. to 9:00 p.m.)

Forum points noted:

- The public may come and go through the time
- Set up different tables with each table having a different topic
- Facilitated by Gordon McIntosh
- Wording around the name and descriptor of the Community Forum and Survey will be very important

2018-G/L-039

It was MOVED and SECONDED

THAT the Governance and Legislative Committee:

1. Receive for information the corporate report dated December 10, 2018 from the Chief Administrative Officer, titled “Strategic Planning;” and
2. Follow the information provided within the corporate report as direction to staff regarding next steps in the strategic planning process,
 - 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;
 - 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

CARRIED

The Chief Administrative Officer noted that following the two (2) community forums, there will need to be a day long facilitated session to work through the information so Council may define their Corporate Priorities.

2018-G/L-040

It was MOVED and SECONDED

THAT the Governance and Legislative Committee 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.

CARRIED

Councillor Chesney voted in the negative

6.

POLICY REVIEW

The following policies were brought forward at the call of the Chairperson for review and consideration:

The Governance and Legislative Committee reviewed policy105 - Council Orientation and noted a clerical matter within the first paragraph where it was noted that the number “30” needs to be removed.

2018-G/L-041

It was MOVED and SECONDED

THAT the Governance and Legislative Committee 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.

CARRIED

Councillors Johanson and Kristjanson
voted in the negative

2018-G/L-042

It was MOVED and SECONDED

THAT the Governance and Legislative Committee 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.

CARRIED

2018-G/L-043

It was MOVED and SECONDED

THAT the Governance and Legislative Committee following review of Council Policy 114 - Councils Goals directed staff to amend the policy in regard to the following:

- 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.

CARRIED

MEETING POSTPONED-RECESS / RECONVENE

2018-G/L-044

It was MOVED and SECONDED

THAT the Governance and Legislative Committee postpones the December 10, 2018 Governance and Legislation meeting until the conclusion of the December 10, 2018 regular Council meeting directly following the Governance and Legislation meeting will be reconvened in the City's Council Chambers.

CARRIED

2018-G/L-045

It was MOVED and SECONDED

THAT the Governance and Legislative Committee reconvenes the December 10, 2018 Governance and Legislation meeting at 9:58 p.m. with all noted members of Council and all noted staff in attendance.

CARRIED

Staff were asked to bring back the rest of the listed policy review agenda items not discussed as follows and in addition Items 7. Community Special Events Policy – 710 and 8 Call For Future Governance and Legislation Committee Agenda Items to the next Governance and Legislation Committee meeting to be held January 14, 2019:

- 119 - Communication Mayor/Staff
- 126 - CAO Performance Review
- 133 - Internal Handling of Media
- 134 - Press Releases
- 135 - Recognition/Strategic Messages
- 136 - Managing City's Social Media

The following policies have been brought forward by staff following the Mayor establishing standing committees. The required Terms of Reference for the noted committees are on the agenda for review and consideration:

- 142 – Terms of Reference: Governance and Legislation Committee
- 145 – Terms of Reference: Finance and Audit Committee
- 155 – Terms of Reference: Land Use and Planning Committee

7. **COMMUNITY SPECIAL EVENTS POLICY – 710**
Corporate report dated December 10, 2018 from the Director of Recreation and Culture titled “Community Special Events Policy – 710”.

RECOMMENDATION

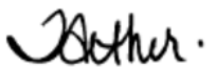
THAT the Governance and Legislation Committee:

1. Receive for information the corporate report dated December 10, 2018 from the Director of Recreation and Culture, titled “Community Special Events Policy - 710;” and
2. Endorse the “Community Special Events Policy – 710” as outlined in this corporate report.

8. **CALL FOR FUTURE GOVERNANCE AND LEGISLATION COMMITTEE ITEMS**
Opportunity for any members of the Committee who wish to have items brought forward for discussion at the next Governance and Legislation Committee to state them at this time.

9. **CONCLUSION OF THE DECEMBER 10, 2018 GOVERNANCE AND LEGISLATION COMMITTEE AGENDA MEETING**
The Chairperson declared the meeting concluded at 9:59 p.m.

Councillor Fathers, Chairperson



Tracey Arthur, Director of
Corporate Administration

PRESENT: Councillor Fathers, Chairperson
Mayor Walker
Councillor Chesney (arrived at 4:32 p.m.)
Councillor Johanson
Councillor Kristjanson
Councillor Manning
Councillor Trevelyan

STAFF: D. Bottrill, Chief Administrative Officer
T. Arthur, Director of Corporate Administration
C. Johannsen, Director of Planning and Development Services
J. Nyhus, Manager of Building and Bylaw Enforcement

Press: 0
Public: 5

1. **CALL MEETING TO ORDER**
The Chairperson called the meeting to order at 4:30 p.m.

2. **ADOPTION OF AGENDA**

2019-G/L-001

It was MOVED and SECONDED
THAT the Governance and Legislation Committee adopts the agenda for
January 7, 2019 meeting as circulated.

CARRIED

Councillor Chesney arrived at the meeting at 4:32 p.m.

3. **PLANNING AND DEVELOPMENT SERVICES ORIENTATION**
Director of Planning and Development Services gave an orientation on his department in two (2) parts – Planning Policy and Process and Building Permits and Processes, Licencing and Bylaw Enforcement. A PowerPoint presentation was attached to the agenda with the “On Table” addition of a side titled “Subdivision Process” for reference.

The following reference materials were provided under a separate cover:

- Official Community Plan (OCP)
- White Rock Zoning Bylaw (including Schedules A, B, and C)
- Town Centre Urban Design Plan
- Planning Procedures Bylaw

a. **Planning Policy and Processes**
The Director of Planning and Development Services summarized the City’s Planning and Policy processes.

There was discussion through the presentation and the following comments were noted:

What are the types of businesses / licenses were issued by the City for 2018?

There is an updated number where staff, now given the data is complete for 2018, were able to report in regard to 2018 there were 2145 business licenses issued including:

- 536 resident business (storefront / commercial)
- 163 home based operations
- 1383 non-resident business licences (trades persons coming into the City to work)

Do we know what the office vacancy rate is?

Staff do not have statistics at this time, it appears to be low (few vacancies evident from observing commercial areas).

How much available office space is there?

Staff do not have statistics at this time, it appears there is lower availability as more sites are being more readily occupied as well as new space is being utilized right away.

Does the floorplate determine the height?

Staff noted that floorplate influences the height of a building (floorplate is the square footage per storey of a building) through the building's lot coverage; the primary driver of building height is the floorspace (density or 'FAR') that can be generated on a lot, based on the lot's area. Staff also noted that floorplates stay relatively uniform in most buildings above 8 to 10 storeys, but once you go above 33 – 34 stories, you need larger foundation / additional elevator(s) to accommodate etc.; above this height the floorplates typically get larger in area.

Does it make a difference the type of land / size of floorplate / size of stories?

Staff noted, geotechnical analysis is required (soil conditions are very important) with higher buildings there is more pressure for the foundation and more deep/robust foundations are required. The Foster Martin project has a large underground parkade/foundation which is a factor in regard to this (each building requires an individual review of the foundation specific to the site conditions).

Does the Development Permit Guidelines address minimization of disruption during construction to local businesses?

Staff acknowledge re-development can be disruptive, helping business relocate within the City, processing permits quickly and work with developers on having tenants come back to the site once complete are all matters they have worked with and ways to help address this. Development Permit Guidelines only contain guidelines regarding form and character.

Is there a policy to prevent development when there is a lot of development already underway?

Staff noted Council has authority over land use (Zoning and OCP) (however when they are addressing a Development Permit it is only the form and character that Council can base their decision on).

Staff noted there is no current policy in this regard and noted that property owners have their property rights. The property owner is entitled to development in accordance with the OCP and Zoning Bylaw so in these circumstances Council may determine timing, pace of development and deferment through considering approval or denial of individual rezoning applications (as permitted under the *Local Government Act*).

Disruption of local business during construction that is contracted by the City - is there policy in place to ensure matters are being addressed?

Staff noted that yes this is something that the City addresses, it is important to have the land owners involved in the process and be made aware of what is occurring early in the process.

Can the City develop a bylaw or policy that would ensure businesses on the waterfront are open year round?

Staff noted that it is a complex issue but can be explored as a global review of the waterfront area.

It was noted that the Development (DP) Guidelines appear to be flexible; are there metrics on how well the DP guidelines were met?

This is an area that does allow for interpretation / discretion. The applicant is required to state how they are meeting the DP guidelines and this information is included in the corporate report that comes forward from staff, for Council consideration.

The City is now doing an OCP review where rules and guidelines will be set up (ie. Waterfront area) and metrics from past projects can be considered during that process

Meeting Recess / Reconvened

In accordance with the agenda at 6:30 p.m., the Chairperson called a 30-minute recess.

The Chairperson at 7:01 p.m. reconvened the meeting with all noted members of Council and staff in attendance

The Director of Planning and Development Services continued his presentation about the Town Centre Urban Design Plan section.

The proposed Development at 1454 Oxford, approval of the Development Permit (form and character) is still required.

Staff noted that there is a signed phased development agreement for the site that is active and does not terminate until 2027

2019-G/L-002

It was MOVED and SECONDED

THAT the Governance and Legislation Committee requests a detailed corporate report regarding the Development at 1454 Oxford Street including the information around the subdivision decision be forwarded to Council.

CARRIED

b. Building Permits and Processes, Licencing and Bylaw Enforcement

The Director of Planning and Development Services and the Manager of Building and Bylaw Enforcement gave a PowerPoint presentation that summarized the City's processes with respect to Building Permits, Licencing, and Bylaw Enforcement.

Discussion ensued and the following comments were noted:

Tree Management Plan should be set up with the goal to retain trees (concern noted with the Miramar development where cherry trees were removed; staff noted that more replacement trees will be planted at the Miramar site than the number of trees that were removed due to building construction and frontage renewal, and the need to provide overhead protection during construction).

Johnston Road Revitalization, would like to have seen the City re-plant "sizable" trees.

Can the City's RS 1 lot zone be amended so "mega houses" cannot be built property line to property line?

Staff noted this can be done through a zoning bylaw review, which will involve a public process, to review potential changes to the zone (ie. reducing lot coverage).

2019-G/L-003

It was MOVED and SECONDED

THAT the Governance and Legislation Committee requests a corporate report as to how the City can review fair and reasonable setbacks requirements for housing, still allowing larger homes but they must be in keeping with the surrounding neighbourhood.

CARRIED

2019-G/L-004

It was MOVED and SECONDED

THAT the Governance and Legislation Committee requests a corporate report by February 25, 2018, with information in regard to *White Rock Sidewalk Use Agreement Bylaw, 2017, No. 2203* and the possible suspension of a fee for all sidewalk usage for a 12 month trial period.

CARRIED

Concern was noted with illegal secondary suites and operating Air B & B without licenses


Staff noted the accessory vacation rental operations are permitted when there is a legal secondary suite that includes adequate parking and a business license is required.

Secondary suites is a matter that could be reviewed further including the fact that there in some cases more than one (1) suite in a location and this is a form of affordable rental housing in the community.

4. **CONCLUSION OF THE JANUARY 7, 2019 GOVERNANCE AND
LEGISLATION COMMITTEE MEETING**

The Chairperson declared the meeting concluded at 9:14 p.m.

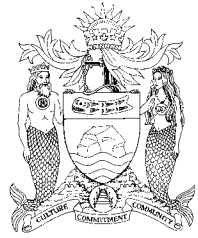
Councillor Fathers
Chairperson



Tracey Arthur, Director of
Corporate Administration

Unapproved

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: December 10, 2018

TO: Governance and Legislation Committee

FROM: Eric Stepura, Director of Recreation and Culture

SUBJECT: Community Special Events Policy - 710

RECOMMENDATIONS

THAT the Governance and Legislation Committee:

1. Receive for information the corporate report dated December 10, 2018 from the Director of Recreation and Culture, titled “Community Special Events Policy - 710;” and
 2. Endorse the “Community Special Events Policy – 710” as outlined in this corporate report.
-

INTRODUCTION

The City of White Rock recognizes that special events play an important role in providing opportunities for residents and visitors of all ages to connect and engage by offering quality, affordable entertainment throughout the year. It also recognizes that special events enhance tourism, culture, and recreation, while providing an economic benefit to businesses in the City. However, special events held on City property must be financially sustainable, well managed, safe and be planned to ensure optimal success thereby minimizing negative impacts to the City, its residents, local businesses, the environment and neighboring communities.

Successful events are a result of:

- Good leadership;
- Effective communication;
- Thorough advance assessment and planning;
- Detailed organization;
- Adequate financial and people resources;
- Preparation for the unexpected; and
- Delivering on details.

Appendix A is a draft policy entitled Community Special Events Policy - 710 (Policy) for Council’s consideration. If approved, this policy will be used by City staff in the selection, and recommendation to Council, of community special event applications based on adherence to the Policy, available budget resources and value to the community.

PAST PRACTICE / POLICY / LEGISLATION

There is currently no existing City policy that deals with the selection and approval of community special events held at City facilities and/or properties, other than the Pier Special Events Policy - 706 (see Appendix B).

ANALYSIS

Community Special Events are defined for the purposes of this Policy as:

“assemblies or activities ranging in time from hours to days, produced by the City of White Rock, non-profit organizations, private businesses or a combination of partnerships, for community and/or visitor participation, or to attract a significant potential audience.”

This definition includes but is not limited to community celebrations, anniversaries, festivals, concerts, sport tournaments, foot and bicycle races and fundraising functions.

The City’s role in the delivery of community special events falls into three categories:

Category A - City Produced Events

City produced events are events where all details are organized and/or coordinated by staff usually working with a community volunteer committee to ensure the highest level of community engagement. Examples include Canada Day by the Bay, White Rock Sea Festival and Tour de White Rock.

Category B – City as a Producing Partner

When the City is a producing partner, a high level of staff support is required to work with the organizers ensuring that the event content optimizes civic engagement, planning and production details, as well as marketing needs are sufficient to achieve strategic objectives. Examples include the TD Concerts at the Pier for which the City is as a producing partner with the White Rock BIA.

Category C – City as a Supporter

When the City is a supporter, the role of staff is to provide advice and assistance with basic operations and logistical planning such as public safety considerations, coordinating the use of City staff, facilities, property and/or equipment such as tents, stage, barricades, parking lots, community centres, road use, etc. Examples include Remembrance Day supporting the Royal Canadian Legion, the Polar Bear Swim supporting the White Rock and South Surrey Rotary Clubs, Christmas on the Peninsula supporting the Christmas on the Peninsula Society, and Picnic on the Pier supporting the Peace Arch Hospital Foundation.

Each year the City of White Rock receives many requests from individuals and groups asking to host special events on City owned or leased property (i.e. facilities, parks, beaches, parking lots, roads etc.) These events vary in scope, purpose, size, cost and complexity. The management of these special events requires thorough screening of applications, careful planning, and coordination of event details to ensure safe and appropriate operation.

Rationale for a Policy

The Policy has been created to set event application guidelines, selection criteria and administrative processes for the approval and provision of City support to community special events.

Purpose

The purpose of the Policy is to:

- a) Provide a framework for approval of community special events that support community engagement and civic celebration as well as public safety, fiscal responsibility and environmental stewardship.
- b) Guide staff in the selection and recommendation to Council of community special events based on adherence to the Policy, available budget resources and value to the community.
- c) Manage community special events in order to provide effective opportunities for citizen engagement, enhancing civic pride and community building.
- d) Serve as an act of public trust and stewardship for the provision of City resources to support sustainable, locally created, events that uniquely showcase and promote White Rock and its local businesses.
- e) Ensure that Federal and Provincial laws, permits and requirements, and all City policies, by-laws and guidelines are followed.

Principles

The Policy ensures that community special events approved by the City are:

- a) Being selected through an informed and fair process.
- b) Being planned and managed effectively and sustainably to optimize civic and community resources.
- c) Balancing the City's annual schedule of events.
- d) Ensure public safety.
- e) Providing positive community engagement unique to White Rock.
- f) Reflecting the diversity and values of the community to foster a sense of belonging, identity and community pride.
- g) Generating economic and tourism activity.
- h) Inclusive so White Rock residents and visitors feel welcome to participate.
- i) Demonstrating sensitivity to environmental stewardship and First Nation culture.
- j) Adhering to all Federal and Provincial laws, regulations, permits and requirements, and all City policies, by-laws and guidelines.

Special Event Application Requirements

Community special events require approval from the City when any one of the following applies:

- a) Event requires the use of any civic facilities, parks or City owned or leased properties.
- b) Event attendance is anticipated to exceed 200 people.
- c) Event impacts traffic flows or would require road and/or sidewalk closures.
- d) Event involves the sale or distribution of alcoholic beverages and/or cannabis.
- e) Event involves food to be sold or distributed.
- f) Fireworks or pyrotechnics are being used.

- g) Event footprint or activities will have an environmental impact.

Community Special Event Applicants must:

- a) Show relevance of the event's purpose to Council's strategic priorities.
- b) Include a plan to engage White Rock residents and businesses as volunteers, participants and potential sponsors.
- c) Have the expertise and resources to plan and execute the event successfully;
- d) Provide an event budget including projected revenue, expenses and funding from other sources.
- e) Demonstrate financial and legal accountability (i.e. a not for profit society, charity or registered business association), and the ability to obtain adequate liability insurance as required.
- f) Provide a detailed timeline, business case and implementation plan.
- g) Provide a detailed a map of the event location(s) requested.
- h) Provide a detailed request of City support required including funding, in-kind services, use of civic facilities, etc.
- i) Provide a description of the target audience and expected volunteer, participant and spectator attendance
- j) Provide a communications and promotional plan including how the City's support will be recognized.
- k) Provide a plan for volunteer engagement.
- l) Detail the expected impact on the natural and built environment.
- m) Provide a public safety plan (i.e. first aid, security, traffic control, etc.).
- n) Demonstrate sensitivity for environmental stewardship and First Nations culture in the planning and implementation of the event plan.
- o) Adhere to the protocol and communication guidelines as provided by the City.
- p) Provide event management experience references if requested.

Special Event Application Timelines

The following timeline sets out the schedule to receive, review and recommend to Council all new community special events to take place the following year:

- September 01: Community special event applications are due from event organizers for the following year;
- October/November: Staff review event submissions based on the Policy and available City budget resources;
- December/January: New events are brought to Council for review and/or approval.

Upon approval of any community event by Council, organizers will be advised by staff on City event requirements including items such as insurance, food permits, liquor permits, traffic control, and guidelines for incorporating City's logo, City event marketing support available, and civic protocols (i.e. invitations, dignitaries, flags, speakers order etc.).

BUDGET IMPLICATIONS

Consideration will be given to fund Council supported community special events through the City's annual financial planning process.

OPTIONS

1. Endorse the Community Special Events Policy - 710 as outlined in this corporate report.
 2. Not endorse the Community Special Events Policy - 710 as outlined in this corporate report.
- Staff recommend Option 1 which is reflected in the recommendations of this corporate report.

CONCLUSION

The City of White Rock recognizes that special events are an important part of enjoying life in White Rock. However, special events must be properly managed to be financially sustainable, safe, and be planned to minimize negative impacts to the City, its residents, local businesses, the environment and neighboring communities.

The Community Special Events Policy - 710 has been created to set event application guidelines, selection criteria and administrative processes for the approval and provision of City support to community special events.

If approved, this Policy will be used to guide City staff in the selection, and recommendation to Council, of community special event applications based on adherence to the Policy, available budget resources and value to the community.

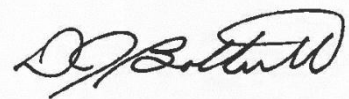
Respectfully submitted,



Eric Stepura
Director of Recreation and Culture

Comments from the Chief Administrative Officer:

I concur with the recommendations of this corporate report.



Dan Bottrill
Chief Administrative Officer

Appendix A: Community Special Events Policy - 710
Appendix B: Pier Special Events Policy – 706

APPENDIX A

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

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



POLICY TITLE: COMMUNITY SPECIAL EVENTS

POLICY NUMBER: RECREATION AND CULTURE - 710

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

Policy:

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1. **INTRODUCTION**

Purpose

The purpose of the Community Special Event Policy (Policy) is to:

- a) Provide a framework for approval of community special events that support community engagement and civic celebration as well as public safety, fiscal responsibility and environmental stewardship.
- b) Guide staff in the selection and recommendation to Council of community special events based on adherence to the Policy, available budget resources and value to the community.
- c) Manage community special events in order to provide effective

opportunities for citizen engagement, enhancing civic pride and community building;

- d) Serve as an act of public trust and stewardship for the provision of City resources to support sustainable, locally created events that uniquely showcase and promote White Rock and its local businesses.
- e) Ensure that Federal and Provincial laws, permits and requirements, and City policies, by-laws and guidelines are followed.

Principles

The Policy ensures that community special events are:

- a) Being selected through an informed and fair process
- b) Being planned and managed effectively and sustainably to optimize civic and community resources.
- c) Balancing the City's annual schedule of events.
- d) Ensure public safety.
- e) Providing positive community engagement unique to White Rock.
- f) Reflecting the diversity and values of the community to foster a sense of belonging, identity and community pride.
- g) Generating economic and tourism activity.
- h) Inclusive so White Rock residents and visitors feel welcome to participate.
- i) Demonstrating sensitivity to environmental stewardship and First Nation culture.
- j) Adhering to all Federal and Provincial laws, regulations, permits and requirements, and all City policies, by-laws and guidelines.

2. DEFINITIONS

The definition of Community Special Events for the purposes of this Policy are *“assemblies or activities ranging in time from hours to days, produced by the City of White Rock, non-profit organizations, private businesses or a combination of partnerships, for community and/or visitor participation, or to attract a significant potential audience.”* This definition includes but is not limited to community celebrations, anniversaries, festivals, concerts, sport tournaments, foot and bicycle races and fundraising functions.

The City's role in the delivery of community special events falls into three categories:

Category A - City Produced Events

City produced events are events where all details are organized and/or coordinated by staff usually working with a community volunteer committee to ensure the highest level of community engagement. Examples include Canada Day by the Bay, White Rock Sea Festival and Tour de White Rock.

Category B – City as a Producing Partner

When the City is a producing partner, a high level of staff support is required to work with the organizers ensuring that the event content optimizes civic engagement, planning and production details, as well as marketing needs are sufficient to achieve strategic objectives. Examples include the TD Concerts at the Pier for which the City is as a producing partner with the White Rock BIA.

Category C – City as a Supporter

When the City is a supporter, the role of staff is to provide advice and assistance with basic operations and logistical planning such as public safety considerations, coordinating the use of City staff, facilities, property and/or equipment such as tents, stage, barricades, parking lots, community centres, road use, etc. Examples include Remembrance Day supporting the Royal Canadian Legion, the Polar Bear Swim supporting the White Rock and South Surrey Rotary Clubs, Christmas on the Peninsula supporting the Christmas on the Peninsula Society, and Picnic on the Pier supporting the Peace Arch Hospital Foundation.

3. COMMUNITY SPECIAL EVENTS APPLICATION PROCESS

Community special events require approval from the City when any one of the following applies:

- a. Event requires the use of any civic facilities, parks or City owned or leased properties.
- b. Event attendance is anticipated to exceed 200 people.
- c. Event impacts traffic flows or would require road and/or sidewalk closures.
- d. Event involves the sale or distribution of alcoholic beverages and/or cannabis.
- e. Event involves food to be sold or distributed.
- f. Fireworks or pyrotechnics are being used.
- g. Event footprint or activities will have an environmental impact.

Community Special Event Applicants must:

- a. Show relevance of the event's purpose to Council's strategic priorities.
- b. Include a plan to engage White Rock residents and businesses as volunteers, participants and potential sponsors.
- c. Have the expertise and resources to plan and execute the event successfully.
- d. Provide an event budget including projected revenue, expenses and funding from other sources.
- e. Demonstrate financial and legal accountability (i.e. a not for profit society, charity or registered business association), and the ability to obtain adequate liability insurance as required.
- f. Provide a detailed timeline, business case and implementation plan.
- g. Provide a detailed a map of the event location(s) requested.
- h. Provide a detailed request of City support required including funding, in-kind services, use of civic facilities, etc.
- i. Provide a description of the target audience and expected volunteer, participant and spectator attendance.
- j. Provide a communications and promotional plan including how the City's support will be recognized.
- k. Provide a plan for volunteer engagement.

- l. Detail the expected impact on the natural and built environment.
- m. Provide a public safety plan (i.e. first aid, security, traffic control, etc.).
- n. Demonstrate sensitivity for environmental stewardship and First Nations culture in the planning and implementation of the event plan.
- o. Adhere to the protocol and communication guidelines as provided by the City.
- p. Provide event management experience references if requested.

Timelines for Special Event Approvals

The following timeline sets out the schedule to receive, review and recommend community special events to take place the following year:

September: Community Special Event applications are due from event organizers

October/November: Staff review event submissions based on the Policy and available budget resources

December/January: New events are brought to Council for review and/or approval

4. COUNCIL'S STRATEGIC DIRECTION AND MONITORING

The Policy will be updated as needed in keeping with the strategic priorities and direction set by Council.

5. FUNDING

Consideration will be given to fund Council supported community special events through the City's annual financial planning process.

6. RATIONALE

The Policy has been created to set application guidelines, selection criteria and administrative processes in regards to approving and providing support to community special events.

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



POLICY TITLE: PIER (SPECIAL EVENTS)

POLICY NUMBER: RECREATION AND CULTURE - 706

<i>Date of Council Adoption:</i> September 11, 2000	<i>Date of Last Amendment:</i> July 27, 2015
<i>Council Resolution Number:</i> 2013-134, 2015-285	
<i>Originating Department:</i> Recreation and Culture	<i>Date last reviewed by the governance and Legislation Committee:</i> July 13, 2015

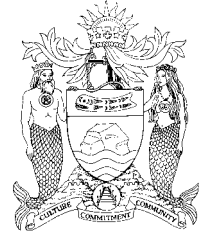
Policy:

1. Booths and displays shall not be permitted on the pier except for special events and with the prior written approval of the Director of Recreation and Culture.
2. Approved displays should relate to the theme of the special event.
3. Requests for booths or displays on the Pier during Special Events must be submitted in writing, 30 days prior to the event and must be approved by the Director of Recreation and Culture.
4. The preparation and selling of food or any display that requires gas, electrical, or combustible elements will not be permitted on the Pier.

Rationale:

This policy has been established to set guidelines, criteria and processes in regard to special events being held in and or around the White Rock pier.

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



POLICY TITLE: COUNCIL REMUNERATION AND EXPENSES

POLICY NUMBER: COUNCIL - 106

<i>Date of Council Adoption: 2015</i>	<i>Date of Last Amendment: January 29, 2018</i>
<i>Council Resolution Number: 2004-136, 2005-441, 2008-039, 208-040, 2008-041, 2008-042, 2008-175, 2009-378 and 2009-379, 2009-477, 2010-249 and 2010-250; 2010-395, 2012-092; 2013-343; 2013-405; 2015-216; 2015-285, 2018-034</i>	
<i>Originating Department: Corporate Administration / Finance</i>	<i>Date last reviewed by the Governance and Legislation Committee: December 10, 2018</i>

Policy:

1. Remuneration for Council Members

- 1.1 Remuneration amounts and notations contained in this section shall be effective January 1, 2015.
- 1.2 In addition to the remuneration for Councillor the appointed Deputy Mayor will receive an additional remuneration in the amount of 20% of the Mayor’s monthly rate for each month that they act in that capacity. Where an appointment to this role is made for less than a full month, the remuneration shall be prorated.
- 1.3 Directly following the swearing in of Council Members after a scheduled Municipal Election the Director of Financial Services shall revise the annual remuneration for the Mayor and Councillors using the following calculation:

- The remuneration for the position of Mayor using the average of the remuneration for the previous year for the following three (3) noted municipalities:
 - City of Pitt Meadows
 - City of Port Moody
 - City of Langley

The remuneration for the position of Councillor is to be based on a rate ratio of 40% which is consistent with rate ratios of comparable sized municipalities to the City of White Rock.

- 1.4 Effective January 1, 2018, the remuneration paid to the Mayor and Councillors in all other years shall be adjusted by the previous year’s change in the consumer price index for the City of Vancouver. For 2018 only, the remuneration paid to the Mayor and Councillors shall also be adjusted to reflect the 2015 and 2016 changes in the consumer price index for the City of Vancouver.

1.5 The calculation of the remuneration in subsections 1.2 to 1.4 shall be rounded to the nearest ten (10) dollars.

1.6 Authorizes the payment of remuneration and expenses be carried out in accordance with City Policy.

2.1 Group Insurance

Group Accident Insurance will be provided to all members of City Council while going to, returning from, or attending Council Meetings and other Council activities, or performing any duties of a Council Member.

2.2 Allowance for Incidental Expenses

One third of the annual remuneration paid to the Mayor and Councillors of the City of White Rock shall be considered an allowance for expenditures incidental to the discharge of the duties of office within the boundaries of the City. This amount is currently exempt from taxation in accordance with the *Income Tax Act* subsection 81(3).

Effective January 1, 2019, this exemption will no longer be allowed. Therefore, beginning on that date, one third will no longer be considered an allowance and the full remuneration paid to the Mayor and Councillors will become taxable.

2.3 Event Allowance

2.3.1 Event tickets for the Mayor to attend on behalf of the City will be purchased and/or reimbursed by the City. The events the Mayor attends will be at their discretion (considering budget limitations). In circumstances where the Mayor is unavailable the Deputy Mayor will be asked to attend in their place.

2.3.2 Councillors shall be reimbursed up to \$900 annually, to cover expenses of attending and representing the City of White Rock, as individual Councillors, at local community events.”

2.4 Business Meetings Outside of Metro Vancouver

2.4.1 Councillors shall be reimbursed for expenses of attending business meetings outside of Metro Vancouver when representing the City, if pre-approved by the Mayor.

2.5 Kilometre/Vehicle Allowance.

Mayor and Councillors shall be reimbursed for using their personal automobiles while involved in Council business outside the boundary of White Rock. The rate claimed for mileage will be the same as that authorized for exempt City employees.

2.6 Expenses Incurred

2.6.1 That the City reimburses members of Council for the reasonable expenses to attend the UBCM, FCM and LMLGA annual conferences. (*Amended May 3, 2010*)

2.6.2 That the City reimburses members of Council for the reasonable expenses to attend the local Newly Elected Seminar hosted by the UBCM.

2.6.3 That the City reimburse a member of Council for expenses relating to a conference where Council has designated a member of Council by motion to attend.

2.6.4 That the Mayor be allocated \$8,000 for the four-year term for discretionary education conferences or education materials.

“Discretionary” is defined as not requiring the prior approval of Council. Notwithstanding, the expenditure is still subject to scrutiny by Council. If, in the opinion of the Council, it is determined the expenditure does not comply with the intent of the policy, the expenditure may be disapproved, or if already paid, will be recovered.

“Education Conferences” is defined as a short course, seminar, or conference on subject matter directly relevant to the duties of a member of Council. It is not intended to include accredited courses leading to certification in a trade or profession, or courses leading to a degree or diploma.

2.6.5 That the Councillors be allocated \$5,400 for the four-year term for discretionary education conferences or education materials.

“Discretionary” is defined as not requiring the prior approval of Council. Notwithstanding, the expenditure is still subject to scrutiny by Council. If, in the opinion of the Council, it is determined the expenditure does not comply with the intent of the policy, the expenditure may be disapproved, or if already paid, will be recovered.

“Education Conferences” is defined as a short course, seminar, or conference on subject matter directly relevant to the duties of a member of Council. It is not intended to include accredited courses leading to certification in a trade or profession, or courses leading to a degree or diploma.

2.6.6 That a member of Council who is elected via by-election, Sections 2.6.4 and 2.6.5, as applicable, these amounts would be prorated.

2.6.7 That the City provides members of Council for electronic equipment, computer software, and computer hardware that is compatible with City systems for the four -year term .

2.6.8 Reimbursement for expenses set out in section 2.6 of this policy shall be by written claim in accordance with the City of White Rock Expense Policy.

2.6.9 Council members may, after reaching the term limit for their additional educational and conference expenses, apply to Council in advance of incurring the expenses, for further educational or conference funding. The City will reimburse further funding by motion of Council.

Note: Until December 31, 2018, Section 81(3) of the Income Tax Act stipulates that 1/3 of Council remuneration shall be considered a non-accountable allowance for expenses incidental to the

discharge of the duties of office. Further, until December 31, 2018, Council Policy 106 stipulates these expenses are to be incurred within the boundaries of White Rock.

Application Guidelines:

Incidental expenses which are covered by this non-accountable allowance, until December 31, 2018, include but are not limited to the following:

- Business use of personal vehicle within the White Rock boundaries
- Meals and entertainment (except while attending a conference or seminar authorized by Council Policy 106 where per diems would be applicable).
- Home office materials and supplies such as stationary, printer paper, toner and Christmas cards. This does not include City business cards as they are provided and paid for by the City directly. Computer templates for City Councillor letterhead are also available for use where appropriate.
- Home office internet access connections and land line telephone costs etc.

Items not covered by the non-taxable allowance which may be provided at the City's additional expense include the following:

- Technical equipment such as software, hardware, and peripherals. These items are for Council members' use for the duration of their term(s) and remain City property throughout this period. Upon the end of the term(s) of office, these items must be returned to the City
- Conferences, seminars, educational materials and other expenses incurred/reimburse subject to the provisions of Council Policy 106.
- Business use of personal vehicle when representing the City at meetings outside of the White Rock boundaries for which no other compensation/indemnity is provided.
- City business cards.
- Mayor's City business expenses such as mobile telecommunication costs, stationary, meals and attendance to official events etc.
- Electronic Communication as per Section 2.6.

2.4 Qualifying Expenses

Expenditures that qualify for payment are:

- a) Overnight accommodation required while outside the Metro Vancouver as authorized by this policy or Council resolution, as applicable
- b) If air travel is used, flights shall be booked at the lowest available economy fare. Air travel shall be booked as far in advance as practical to take advantage of discounted fares
- c) Provision of a "gift" to a maximum of \$50 per night if the traveler stays at private accommodation
- d) Transportation other than personal vehicle

- e) Long distance telephone, facsimile transmission or other electronic communications.
Photocopying
- f) Meals not otherwise provided per diem
- g) Gratuities
- h) Reading material and other office supplies
- i) Excess medical insurance for travel outside of Canada
- j) Other appropriate incidentals (Council Members shall be reimbursed for the amount of reasonable expenses necessarily incurred that comply with the City of White Rock's Expense Policy.)
- k) Parking (airport / hotel as applicable)
- l) other overnight expenses as pre-approved by the Mayor
- m) That the Councillors be allocated \$5,400 for the four year term for discretionary education conferences or education materials.

2.7 Electronic Communications

- a) For City business use, a smartphone is available as an additional communications device for all members of Council; and
- b) For those members of Council wishing to pursue this, the units be purchased through three-year plans under the City's current wireless communications contract.

Rationale:

To provide an annual remuneration and the payment of benefits and expenses for the Mayor and Councillors.

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



POLICY TITLE: COMMUNICATION BETWEEN MAYOR AND COUNCIL AND CITY STAFF

POLICY NUMBER: COUNCIL - 119

<i>Date of Council Adoption:</i> September 27, 2010	<i>Date of Last Amendment:</i> June 15, 2015
<i>Council Resolution Number:</i> 2010-418, 2013-082, 2015-214	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

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

Rationale:

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

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



**POLICY TITLE: CHIEF ADMINISTRATIVE OFFICER (CAO)
 ANNUAL PERFORMANCE REVIEW**

POLICY NUMBER: COUNCIL – 126

<i>Date of Council Adoption:</i> March 7, 2011	<i>Date of Last Amendment:</i> June 15, 2015
<i>Council Resolution Number:</i> 2011-096, 2011-234, 2013-082, 2015-214	
<i>Originating Department:</i> Human Resources	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

1. Mayor and Council will conduct a formal performance review (review) of the Chief Administrative Officer (CAO) on an annual basis. The review will be completed no later than December 31 annually. During a provincially scheduled election year the review will be completed before the date of election. The review will provide Council the opportunity to assess the CAO’s performance for the prior year and to clarify goals and expectations for the upcoming year.
2. As part of the review, Mayor and Council will ensure that the CAO is advised on areas needing improvement, where necessary, and that the CAO receives recognition for satisfactory or outstanding performance.
3. The performance review process will include Mayor and Council’s assessment of the CAO’s performance in meeting the annual goals of the City.
4. The annual goals are to be based on the corporate goals set by Mayor and Council for the year and may include the CAO’s personal learning and development plans. Performance measurements are to be defined within Mayor and Council’s goal setting process or defined through the corporate performance measurement process.
5. The CAO will provide a self-assessment on both the competencies and performance sections of the annual review process as a confidential report to Council prior to the formal performance review.
6. Mayor and Council will provide feedback to the CAO regarding their performance on an ongoing basis, pointing out strengths and areas requiring improvement. This information may be gathered through technological means and shared on an ongoing basis with the CAO and may be used as part of the review.

Rationale:

The CAO’s Employment Agreement requires the annual evaluation of the employee’s performance. Not only is it required by the CAO Employee Agreement, but such evaluation is

important in order to maintain an effective Council and CAO relationship. As the Employer, Mayor and Council has an obligation to relate to the CAO their desire for him or her to focus on particular community needs, projects and priorities. These needs, projects and priorities are not an individual Council member's direction, but the agreed direction of Mayor and Council. As well, the Employer has the responsibility to clearly communicate to let the CAO know that his or her contributions are recognized and acknowledged.



POLICY TITLE: INTERNAL HANDLING OF MEDIA REQUESTS

POLICY NUMBER: COUNCIL - 133

<i>Date of Council Adoption:</i> May 30, 2011	<i>Date of Last Amendment:</i> July 27, 2015
<i>Council Resolution Number:</i> 2011-234, 2013-082, 2015-285	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 13, 2015

Policy

The media plays an important role in providing information to the public on matters of civic interest.

Whenever possible, media inquiries should be addressed promptly to accommodate publication or broadcast deadlines, subject to operational requirements and the City’s policies and bylaws.

1. With the exception of routine events and basic information that is readily available to the public, all media requests for interview or information should be routed through the Chief Administrative Officer or Communications Officer.
 - a. The Communications Officer will ensure media has current contact information and is reminded as to the City’s policy.
 - b. The Communications Officer will ensure all requests are handled in a timely manner.
2. The Chief Administrative Officer or Communications Officer will recommend individuals to serve as spokespersons on specific projects.
3. Staff will provide a briefing report with key messages to the authorized City spokesperson prior to an interview.
4. Unless otherwise authorized, the City’s spokespersons are:
 - Mayor
 - Deputy Mayor
 - The Chief Administrative Officer

- ~~City Clerk~~ Corporate Administration Department
- Department Heads
- Exceptions regarding departmental spokespersons may be made at the discretion of the department head.

Rationale

By having the individual with the most responsibility or authority on the subject serve as the spokesperson, the City ensures that only the most accurate information is released to the media.

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



POLICY TITLE: PRESS RELEASES

POLICY NUMBER: COUNCIL - 134

<i>Date of Council Adoption:</i> May 30, 2011	<i>Date of Last Amendment:</i> July 27, 2015
<i>Council Resolution Number:</i> 2011-234, 2012-054, 2013-082, 2015 285	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 13, 2015

Policy

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

The underlying principles for handling press releases are:

1. As newsworthy information becomes available or events occur, staff shall notify the Communications Officer.
2. The Communications Officer will prepare all City press releases.
3. The Communications Officer shall work with the Chief Administrative Officer (CAO) as necessary, when releasing information to the public and to the media.
4. The Mayor or designated Deputy Mayor, when the Mayor is absent, is the primary spokesperson.
5. If a secondary quote is required in a release for further clarification or operational statement, it will be from a member of the City's Senior Management Team.
6. Individuals quoted in a press release shall have final approval over their individual quote in the context of the release.
7. All press releases shall be reviewed by the CAO and approved by the CAO and/or the Mayor prior to release.
8. The Communications Officer will inform City Council of the press release prior to distribution.

9. The Communications Officer will direct media queries to the appropriate designated person.

Rationale

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

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



POLICY TITLE: RECOGNITION AND STRATEGIC MESSAGES

POLICY NUMBER: COUNCIL - 135

<i>Date of Council Adoption:</i> April 16, 2012	<i>Date of Last Amendment:</i> February 6, 2017
<i>Council Resolution Number:</i> 2011-234, 2012-104 , 2013-082, 2015-285, 2017-063	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> January 30, 2017

Policy

1. Mayor and Council greetings will be placed in a strategic fashion in various municipal guides and speciality publications.
2. Each greeting is based on merit and is a Communications Officer decision in consultation with the Mayor.
3. Up to eleven (11) paid strategic messages be placed annually as follows:
 - a. National Volunteer Week
 - b. Canada Day
 - c. Remembrance Day
 - d. Christmas Day/New Years Day
 - e. And that Mayor and Council each bring forward one event (seven total) to be approved by Council as a paid strategic message for the remainder of the term (Appendix A).

Rationale

To balance public recognition of significant dates within budget limitations in a manner that is consistent with the City’s mission and value statements.

APPENDIX A

**LIST OF COUNCIL SELECTED STRATIC MESSAGES
IN EFECT COUNCIL TERM (2014 – 2018)**

February - Black History Month
February - Family Day
March - International Women's Day
March - St. Patrick's Day
April - Easter
December - Hanukah

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



POLICY TITLE: MANAGING THE CITY OF WHITE ROCK'S SOCIAL MEDIA PRESENCE

POLICY NUMBER: COUNCIL - 136

<i>Date of Council Adoption:</i> April 16, 2012	<i>Date of Last Amendment:</i> July 27, 2015
<i>Council Resolution Number:</i> 2012-105, 2013 -082, 2015-285	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 13, 2015 December 10, 2018

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Policy:

1. The City of White Rock social media pages shall be administered and approved by the ~~Communications Officer~~ Manager of Communications and Government Relations or other designee approved by the Manager of Communications and Government Relations ~~Communications Officer~~.
2. All City of White Rock social media pages shall comply with all applicable provincial, federal and local laws, regulations and policies including but not limited to the following City of White Rock Policies:
 - ~~a.~~ a. Respectful Workplace, Policy 405
 - ~~b.~~ b. Employee Code of Conduct, Policy 404
 - ~~c.~~ c. Correspondence Received by the City, Policy 107
 - ~~d.~~ d. Invitations to Mayor and Council, Policy 122
 - ~~e.~~ e. Corporate Vision, Mission and Values, Policy 101
- ~~f.~~ 3. Designated City of White Rock employees representing the city government via social media outlets must conduct themselves at all times as a representative of the City and in accordance with ~~all Human Resources policies~~ the Employee Code of Conduct, Policy 404.
4. ~~Social media usage must be in compliance with the BC Human Rights Code, BC Criminal Code, BC Freedom of Information and Protection of Privacy legislation, copyright and patent laws~~ The personal information posted on any of the social media and digital platform used by the City of White Rock, may be collected by the City of White Rock under Section 26(c) of the British Columbia Freedom of Information and Protection of Privacy Act for the purposes of engaging and consulting with the public. Please note that the information collected may be

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stored and/or accessed outside of Canada on servers not belonging to the City but host sites. The public can protect their privacy and the privacy of others by not including personal information such as phone numbers, email address, including personal photos of information about others, in the body of their online comments.

5. All City of White Rock social media pages shall clearly indicate they are maintained by the City of White Rock and shall have City of White Rock contact information prominently displayed. ~~The City will also post a disclaimer informing users that they are providing personal information to the site and the City and that the City does not have ownership or control of the information because this information resides with the social media service.~~ Please note that by participating on City of White Rock related social media networks, you are subject to the Terms of Use of the host sites (Facebook, Twitter, and Instagram, etc.) Information you share with or post to official City of White Rock online engagement platforms are also subject to the Terms of Use of the host site and may be used by the owners of the host sites for their own purposes. Therefore, users should consult the host website’s Terms of Use. The City of White Rock must also adhere to the Terms of Use of host sites.
6. The City of White Rock’s web site (www.whiterockcity.ca) will remain the City’s primary and predominant internet presence. Whenever possible, content posted to City of White Rock social media pages will contain links directing users back to the City’s official web site for in-depth information, forms, documents or online services.
7. All information placed on social media pages is considered public information similar to information published on City of White Rock -pages and must adhere to host site’s Terms of Use (i.e. Facebook, Twitter and Instagram).
8. Comments made by the public on City of White Rock social media pages are reviewed and, while comments will not be edited by designated City of White Rock employees, a comment may be deleted if it violates the comment policy described here:
 - a. Comments should be related to the posted topic for the City ~~of White Rock’s~~ social media page or post. City of White Rock social media accounts are not meant for comments that do not directly relate to the purpose or topic of the social media website or for service complaints.
 - b. The City of White Rock’s social media accounts are not open to comments promoting or opposing any person campaigning for election to a political office, or promotion or advertisement of a business.
 - ~~b.c.~~ Repetitive posts copied and pasted or duplicated by single or multiple users will be deleted.
 - d. Posts, comments or messages that are hateful, offensive, discriminatory, use profane language or content, or comments that contain personal attacks, encourage or incite hatred or violence or reasonably compromise safety will be deleted.
 - ~~e.e.~~ The use of profane language or content is prohibited.

~~e.f.~~ The use of content that promotes, fosters or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation is prohibited.

~~e.g.~~ Sexual content or links to sexual content is prohibited.

~~f.h.~~ Conduct or encouragement of illegal activity is prohibited.

~~g.i.~~ Information that may lead to compromise the safety or security of the public or public systems is prohibited.

~~h.j.~~ Content that violates a legal ownership interest of any other party is prohibited.

9. The comment section of the policy is subject to amendment or modification at any time.

Rationale:

The City of White Rock encourages the use of social media to further enhance communications with citizens, local businesses and various stakeholder organizations in support of the City’s goals and objectives. This policy provides a framework for public communication on behalf of the City of White Rock using social media tools. This policy is intended to ensure effective online communication while adhering to legal requirements.

Attachment A: Definitions

Social Media: Social media is content created by individuals using accessible and scalable technologies through the Internet. Examples of social media include Facebook, blogs, MySpace, RSS, You Tube, Second Life, Twitter, LinkedIn, Flickr, etc.

Blog: (an abridgement of the term web log) is a web site with regular entries of commentary, descriptions of events, or other material such as graphics or video.

Author: A designated City of White Rock employee that creates and is responsible for posted articles and information on social media sites.

Article: An original posting of content to a social media site by a designated City of White Rock employee.

Commenter: A City of White Rock official or member of the public who submits a comment for posting in response to the content of a particular City of White Rock article or social media commenter.

City of White Rock Moderator: A designated City of White Rock employee, who reviews, authorizes and allows content submitted by City of White Rock authors and public commentators to be posted to a City of White Rock social media site.

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



POLICY TITLE: **TERMS OF REFERENCE:**
GOVERNANCE AND LEGISLATION COMMITTEE

POLICY NUMBER: **COUNCIL - 142**

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment: June 15, 2015</i>
<i>Council Resolution Number: 2009-380; 2013-342, 2015-214</i>	
<i>Originating Department: <u>City Clerk's</u> <u>Office Corporate Administration</u></i>	<i>Date last reviewed by the Governance and Legislation Committee: May 25, 2015</i>

The Governance and Legislative Committee is a Standing Committee of Council.
 The Committee is established by the Mayor in accordance with the *Community Charter*.

Purpose

The Governance and Legislation Committee (“Committee”), a Standing Committee, assists City Council (“Council”) in fulfilling its responsibilities relating to the legislation and governance practices in regard to operations of the City of White Rock (“City”). Responsibilities include the developing and reviewing of:

- City Council Governance practices;
- Council policies;
- Departmental policies;
- Procedural and other regulatory bylaws; and
- Amendment or review of existing bylaws as determined by the Chief Administrative Officer or referred by Council.

Membership

The Committee shall be comprised of all members of Council. The Committee shall have the right to form subcommittees as required. Subcommittees must provide recommendations to the committee.

Chair

The Committee Chairperson shall be appointed by the Mayor.

Term

The Committee will be established for the full term of Council.

Meetings

- a) Meetings will be held as the need arises or at the call of the Chair.
- ~~a~~b) Meetings may be scheduled at the call of the Mayor.
- ~~b~~c) Quorum for meetings shall mean a majority of all of its Committee voting members.
- ~~c~~d) All meetings of the Committee are open to the public, unless closed to the public in accordance with the *Community Charter*. Minutes of the meetings shall be recorded and available to the public upon request or through the City's website.

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Procedures

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

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



POLICY TITLE: **TERMS OF REFERENCE:
FINANCE AND AUDIT COMMITTEE**

POLICY NUMBER: **COUNCIL - 145**

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2015-214</i>	
<i>Originating Department: Financial Services Dept.</i>	<i>Date last reviewed by the Governance and Legislation Committee: May 25, 2015</i>

Policy:

- A. The Finance & Audit Committee (the “Committee”) assists City Council (“Council”) in fulfilling its oversight responsibilities relating to finance & audit matters delegated to management by Council.
- B. In particular, the Committee assists Council by reviewing:
 - i) Key financial information that will be provided to the province or made public;
 - ii) Strategic financial plans, operating, utilities and capital budgets;
 - iii) External and internal audit activities;
 - iii)iv) Other financial issues/matters that may arise.
 - iv) ~~The system of internal controls, risk management and financial information technology;~~
 - v) ~~Investment management activities; and~~
 - vi) ~~Insurance coverage of significant risks and uncertainties.~~

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II. COMPOSITION, OPERATIONS AND ACCOUNTABILITY OF THE COMMITTEE

- A. This Standing Committee shall be comprised of all members of Council. The Committee and Committee Chair (“Chairperson”) shall be appointed by the Mayor.

- B. The Committee shall meet at least four times each year.
- C. The Committee shall forward matters onto Council that are pertaining to Council policy, bylaws and legislated items that require a decision of Council; all other matters will be handled at the Committee level.
- D. The City's external auditors shall be invited to attend Committee meetings as the need arises and may be heard at those meetings on matters related to the external auditor's duties.
- E. The Committee shall have the right to form subcommittees as required. Subcommittees must provide recommendations to the Committee.



POLICY TITLE: TERMS OF REFERENCE – LAND USE AND PLANNING COMMITTEE

POLICY NUMBER: COUNCIL - 155

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i>	<i>Historical Changes:</i>
<i>Originating Department: Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee:</i>

1. Mandate:

Responsible for reviewing and providing input on land use/community planning and urban design matters, policies, applications and permits, as they relate to the Official Community Plan, Zoning, Planning Procedures, Tree Management, Sign and other applicable Bylaws, Development Permit Guidelines and other land use and design polices, and making recommendations to Council.

2. Scope:

To meet its mandate, the Committee will review, provide input and make recommendations to Council on:

- (a) new development, permit and license applications that are brought forward to the Committee, according to the Planning Procedures Bylaw;
- (b) land use/community planning, housing, urban design and related matters and policies; and
- (c) regional land use and related policies and matters.

3. Tenure

The tenure of the Committee shall be from the first of January to the thirty-first of December of each calendar year unless that term is varied by Council resolution.

4. Membership

- (a) As a Standing Committee of Council, Land Use and Planning Committee membership includes all members of Council.

- (b) The Chair of the Committee is the Deputy Mayor, as determined through the Council Procedures Bylaw and applicable Deputy Mayor Schedule.

5. Meeting Frequency

- (a) The Committee shall meet as required to review and provide input on matters within their mandate and scope. All meetings are open to the public unless designated in camera by the Committee pursuant to legislation.
- (b) The quorum of the meeting shall be determined by a simple majority of the appointed members.
- (c) Minutes of the Committee shall be recorded by Corporate Administration or their designate, and forwarded to Council for information and action as required.
- (d) The Committee's terms of reference, meeting schedule, meeting agendas and minutes shall be posted on the City's website.

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TERMS OF REFERENCE

LAND USE AND PLANNING COMMITTEE

1. **Mandate**

Responsible for reviewing matters related to the physical change and growth of the City such as the Official Community Plan, zoning, development permits and other land use issues and making recommendations to Council.

2. **Scope**

To meet its mandate, the Committee will work towards accomplishing the wide-range objectives listed below.

- (a) Serve as the Steering Committee advising Council on the development and implementation of a professional Economic Development Strategic Plan.
- (b) Foster and maintain a close working relationship with the Chamber of Commerce and the White Rock BIA in order to coordinate the City's resources with the business community's tourism and economic initiatives.
- (c) Liaise with the Surrey Tourism and Convention Association regarding shared tourism initiatives between White Rock and Surrey.
- (d) Collaborate with the Tourism Board in implementing the tourism plan.
- (e) Prepare an annual report on its activities throughout the year.

3. **Tenure**

The tenure of the Committee shall be from the first of January to the thirty-first of December of each calendar year unless that term is varied by Council resolution.

4. **Membership**

- (a) Pursuant to the Procedures Bylaw and provincial legislation, Committee membership shall be not less than five and not more nine members in size. Two members of Council may be Committee members.
- (b) The Chair and Vice-Chair of the Committee shall be elected City Council representatives appointed to the Committee, and the Mayor is ex-officio.
- (c) If a member:
 - i. Fails to attend 3 consecutively held meetings of the Committee, OR
 - ii. Fails to attend a Committee meeting in any 60 day period, providing a meeting of the Committee is held in that 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 Chair, the appointment of the member shall be revoked.
- (d) Any person with particular expertise, including municipal staff, may be invited by a the Committee to attend a Committee meeting in order to provide information or advice, but only Members appointed by City Council may vote on issues coming before the Committee.

5. Meeting Frequency

- (a) The Committee shall mutually agree to and publish an annual yearly meeting schedule at their inaugural meeting. Meetings may be held monthly but no less than quarterly. All meetings are open to the public unless designated in camera by the Committee pursuant to legislation.
- (b) The quorum of the meeting shall be determined by a simple majority of the appointed members.
- (c) Minutes of the Committee shall be provided by the Office of Corporate Services or their designate, and forwarded to Council for information and action as required.
- (d) The Committee's terms of reference, meeting schedule, minutes and annual report shall be posted on the City's website.

6. Remuneration

Committee members shall serve without remuneration.

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



POLICY TITLE: **TERMS OF REFERENCE:**
 ECONOMIC INVESTMENT COMMITTEE

POLICY NUMBER: **COUNCIL - 137**

<i>Date of Council Adoption:</i> April 16, 2012	<i>Date of Last Amendment:</i> November 7, 2016
<i>Council Resolution Number:</i> 2012-107, 2013-082; 2015-129, 2015-307, 2016-483	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> November 7, 2016

Policy:

The purpose of the Economic Investment Committee is to advise City Council and staff on matters regarding economic investment in the City.

Committee General Terms

Term

The committee appointments will be made by City Council for a two (2) year term, ~~with the initial appointments expiring December 31, 2018.~~

Membership

- a) The Economic Investment Committee will consist of up to thirteen (13) voting members appointed by Council following a public recruitment process, and representing a broad range of perspectives and expertise from the community’s business, investment, marketing, development and planning sectors. Additionally, in a non-voting advisory capacity there will be the Executive Directors or designate of:
 - The Business Improvement Association (BIA)
 - Tourism White Rock
 - The Chamber of Commerce

- b) In addition, one (1) member of Council, and Alternate, the Chief Administrative Officer and the Director of Planning and Development Services (or Designate) will be non-voting members of the Committee.

- c) Committee members shall serve in a voluntary capacity without remuneration or gifts.

Chairperson / Vice-Chairperson

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

Annual Work Plan

The Chief Administrative Officer will seek direction from Council on items that it wishes the Committee to address and develop with the Committee an Annual Work Plan. The Annual Work Plan is to identify strategies and actions the Committee will undertake to assist in:

- Supporting long term economic stability and growth in the community;
- Increasing economic diversity and local employment opportunities;
- Encouraging financial investment in the area including new businesses and re-development; and
- Supporting existing businesses in retention and expansion.

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

Meetings

- a) The committee 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 committee may call a meeting of the committee, with at a minimum of staff being able to give twenty-four (24) hours notice to the committee members, in addition to the scheduled meetings or may cancel a meeting.
- c) Quorum for meetings shall mean a majority of all of its Committee voting members.
- d) If there is no quorum of the committee 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*.
- 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) 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 ~~City Clerk~~Corporate Officer where there have been two (2) consecutive absences without consent. The ~~City Clerk~~Corporate Officer will then make contact with the Committee member.

- i) Any person with particular expertise, including municipal staff may be invited by the Chairperson or staff member of the committee to attend a committee meeting in order to provide information or advice, but only members appointed by City Council may vote on matters coming before the committee.
- j) The ~~office of the City Clerk~~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.
- k) Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- l) Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council or staff.
- m) Where a member of a committee, 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.
- n) An annual report must be submitted to the Chief Administrative Officer for review and to be forwarded to City Council.
- o) A committee cannot direct staff to take action without endorsement by City Council.
- p) Committees do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the committee works with the staff member assigned to that committee on those matters.

- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- s) The committee's Chairperson may appoint members to a subcommittee to consider, inquire into, report and/or make recommendations to the committee for a specific purpose.
- t) Members of the committee are not permitted to speak directly with the media on behalf of the committee.

Procedures

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

Code of Conduct

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

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

This will confirm that as of _____, 2017, I have read Council Policy 120, “Code of Conduct for Committee Members” and Council Policy 137 Terms of Reference for the Economic Investment Committee and I understood and will conform to the City’s Code of Conduct as outlined in these policies.

(PRINT NAME)

(SIGNATURE)

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



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

POLICY NUMBER: COUNCIL - 138

<i>Date of Council Adoption:</i> April 16, 2012	<i>Date of Last Amendment:</i> November 7, 2016
<i>Council Resolution Number:</i> 2012-107, 2013-082, 2015-130, 2015-2014, 2016-483	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> November 7, 2016

Policy:

The Environmental Advisory Committee is to advise City Council and staff on environmental matters that have been directly referred to the Committee by Council and / or the Chief Administrative Officer.

Committee General Terms

Term

The committee appointments will be made by City Council for a two (2) year term, ~~with the initial appointments expiring December 31, 2018.~~

Membership

- a) The Environmental Advisory Committee will consist of up to seven (7) voting members appointed by Council from the community at large, one (1) non-voting member of Council and Alternate and the Director of Engineering and Municipal Operations or Designate (non-voting).
- b) Committee members shall serve in a voluntary capacity without remuneration or gifts.

Chairperson / Vice-Chairperson

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

Meetings

- a) Meetings will be held as the need arises on environmental matters that have been referred to the committee by Council and / or the Chief Administrative Officer.
- b) Quorum for meetings shall mean a majority of all of its Committee voting members.
- c) If there is no quorum of the committee 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.
- d) 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.
- e) 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.
- f) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- g) The ~~office of the City Clerk~~ 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.
- h) Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- i) Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- j) Where a member of a committee, 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.
- k) An annual report will be submitted to the Chief Administrative Officer for review and to be forwarded to City Council.
- l) A committee cannot direct staff to take action without endorsement by City Council.
- m) Committees do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.

- n) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- o) The committee's Chairperson may appoint members to a subcommittee to consider, inquire into, report and/or make recommendations to the committee for a specific purpose.
- p) Members of the committee are not permitted to speak directly with the media on behalf of the committee.

Procedures

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

Code of Conduct

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

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

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

(PRINT NAME)

(SIGNATURE)

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



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

POLICY NUMBER: **COUNCIL - 143**

<i>Date of Council Adoption: November 7, 2016</i>	<i>Date of Last Amendment: April 23, 2018</i>
<i>Council Resolution Number: 2015-043, 2015-214, 2016-483, 2018-150</i>	
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: April 9, 2018</i>

Policy:

The Cultural Advisory Committee will collaborate with stakeholders in the community with a view to implement the strategic plan to make the arts a mainstay of the City’s economic base and advance arts and culture in White Rock.

The specific activities will include:

- Develop an arts award program and host a networking event that recognizes artists and businesses that support the arts in White Rock
- Research and investigate establishing a cultural arts district on Johnston Road
- Collectively promote White Rock as an arts and culture destination
- Plan and host a buskers festival in the Spring of 2018

Committee General Terms

Term

The committee appointments will be made by City Council for a two (2) year term, ~~with the initial appointments expiring December 31, 2018~~ or until the activities are complete, whichever is sooner.

Membership

- a) The Cultural Advisory Committee will consist of up to thirteen (13) voting members appointed by City Council from the community at large, one (1) non-voting representative in an advisory capacity from the White Rock Museum, one (1) non-voting member of Council, and City staff as required.
- b) The majority of the committee members must be City of White Rock residents or representatives of local organizations.

- c) Committee members shall serve without remuneration or gifts.

Chairperson / Vice-Chairperson

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

Meetings

- a) The committee 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 of the committee may call a meeting of the committee, with at a minimum of staff being able to give twenty-four (24) hours notice to the committee members, in addition to the scheduled meetings or may cancel a meeting.
- c) Quorum for meetings shall mean a majority of all of its Committee voting members.
- c) If there is no quorum of the committee present within fifteen (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.
- d) All committee meetings are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the Committee. The public would attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to a member of the public in attendance to speak to the item in question.
- e) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- f) 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 [City Clerk Corporate Officer](#) where there have been two (2) consecutive absences without consent.

The [City Clerk Corporate Officer](#) will then make contact with the Committee member.

- g) Any person with particular expertise, including municipal staff may be invited by the Chairperson or staff member of the committee to attend a committee meeting in order to provide information or advice, but only members appointed by City Council may vote on matters coming before the committee.
- h) The ~~office of the City Clerk~~ Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policies, meeting schedule, and administrative support to committees. Agendas and approved minutes will be posted on the City's website.
- i) Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- j) A committee meeting or a portion thereof may be closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- k) Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- l) Where a member of a committee, 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) Committee chairpersons and staff liaisons will prepare an annual report to be submitted to the Chief Administrative Officer for review and to be forwarded to City Council.
- n) A committee cannot direct staff to take action without endorsement of City Council.

- o) A committee cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
 - i. any such action must be referred to Council for consideration and adoption;
 - ii. the staff member assigned to the committee or the Chief Administrative Officer may advise the committee of existing policies or directives and the need to refer the matter to Council prior to taking any action.
- p) Committees do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the committee works with the staff member assigned to that committee on those matters.
- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- s) The committee’s Chairperson may appoint members to a subcommittee to consider, inquire into, report and/or make recommendations to the committee for a specific purpose.
- t) Members of the committee are not permitted to speak directly with the media on behalf of the committee.

Procedures

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

Code of Conduct

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

Rationale:

The purpose of the Cultural Advisory Committee is to implement the actions identified in the 2014 - 2018 Cultural Strategic Plan.

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

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

(PRINT NAME)

(SIGNATURE)

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



POLICY TITLE: **TERMS OF REFERENCE:**
 TOUR DE WHITE ROCK COMMITTEE

POLICY NUMBER: **COUNCIL - 144**

<i>Date of Council Adoption: February 2, 2015</i>	<i>Date of Last Amendment: November 7, 2016</i>
<i>Council Resolution Number: 2015-043, 2015-214, 2016-483</i>	
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: November 7, 2016</i>

Policy:

The Tour de White Rock Committee is mandated by City Council to organize, promote, and host a high profile elite caliber cycling event called the Tour de White Rock. The Committee will have the authority to act on behalf of the municipality to ensure the cycling event is a success through revenue generation, acquiring corporate sponsorship, developing business community relations, event marketing and arranging race day activities and entertainment. The Committee will govern the event, and be responsible for developing operating principles.

Committee General Terms

Term

The Committee appointments will be made by City Council every two years, ~~expiring December 31*2018.~~

Committee Structure (Membership)

The Committee will consist of up to nine (9) voting members appointed by Council from the community at large, *1 member from the community with expertise in planning and organizing cycling races, one non-voting member of Council and *City staff as required (non-voting).

The Committee will consist of the following positions: Chairperson, Vice Chairperson, Race Director, Treasurer, Secretary, Sponsorship, Community Events, Marketing and Communications and Business Liaison.

*The Race Director will have expertise in planning and organizing cycling races, and is responsible for course layout, safety, and liaises with Cycling BC officials and City staff regarding race options. The race and course design is delegated to the Race Director in consultation with City staff. It is essential that the primary consideration of the course and race design meet the safety and technical requirements for a professional cycling event.

*The Race Organizer will be a City staff member who will be responsible for event logistics, operations, including insurance requirements and coordinating inter-municipal staff resources.

*The Director of Recreation and Culture will oversee the operation of the Committee to ensure it abides by the Terms of Reference and stays within budget.

Chairperson / Vice-Chairperson

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

Meetings

- a) The Committee 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 of the Committee may call a meeting of the Committee, with a minimum of twenty-four (24) hours' notice to the Committee members, in addition to the scheduled meetings or may cancel a meeting.
- c) Quorum for meetings shall mean a majority of all of its Committee voting members.
- d) If there is no quorum of the Committee 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 (in accordance with the *Community Charter*) by the Committee. The public would attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to a member of the public in attendance to speak to the item in question.
- f) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the Committee members present.
- g) 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 ~~City Clerk~~Corporate Officer where there have been two (2) consecutive absences without consent. The ~~City Clerk~~Corporate Officer will make contact with the Committee member.

- h) Any person with particular expertise, including municipal staff may be invited by the Chairperson or staff member of the Committee to attend a Committee meeting in order to provide information or advice, but only members appointed by City Council may vote on matters coming before the Committee.
- i) The office of the ~~City Clerk~~Corporate Officer will be responsible for preparing Committee meeting agendas, minutes, updating Terms of Reference policy, meeting schedule, and administrative support to the Committee. Agendas and approved minutes will be posted on the City's website.
- j) Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- k) A Committee meeting or a portion thereof may be closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- l) The Committee may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- m) Where a member of a Committee, 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.
- n) Committee chairpersons and staff liaisons will prepare an annual report to be submitted to the Chief Administrative Officer for review and to be forwarded to City Council.
- o) A Committee cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
 - i) any such action must be referred to Council for consideration and adoption;
 - ii) the staff member assigned to the Committee or the Chief Administrative Officer may advise the committee of existing policies or directives and the needs to refer the matter to Council prior to taking any action.
- p) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the Committee may make decisions without the approval of Council, provided that the Committee works with the staff member assigned to that Committee on those matters.
- q) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the Committee must receive prior approval from Council.

- r) The Committee Chairperson may appoint members to a subcommittee to consider, inquire into, report and make recommendations to the Committee for a specific purpose.
- s) Members of the Committee are not permitted to speak directly with the media on behalf of the Committee.

Finances

The Committee is responsible for preparation and administration of an event budget. The budget is to be managed so the municipal subsidy as approved by City Council is not to be exceeded, however the expenditures may increase through generating additional sponsorship revenue to be used to enhance the event.

Procedures

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

Code of Conduct

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

Rationale:

The purpose of the Terms of Reference for the Tour de White Rock Committee is to implement the actions of a working Committee to bring forward a successful event in adherence to City 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 144,
Committee Terms of Reference and I understood and will conform to the City’s Code of
Conduct as outlined in these policies.

(PRINT NAME)

(SIGNATURE)

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



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

POLICY NUMBER: **COUNCIL - 147**

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment: November 7, 2016</i>
<i>Council Resolution Number: 2015-214, 2016-483</i>	
<i>Originating Department: Recreation and Culture / Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: November 7, 2016</i>

Policy:

The mandate of the Public Art Advisory Committee (PAAC) will be to advise Council on the implementation of public art policies and projects for the City of White Rock.

Scope

To meet its mandate, the PAAC will advise on:

- The development of an annual public art plan in conjunction with the budget review process to identify and prioritize appropriate projects and locations for public art in White Rock.
- Developing and ensuring the application of established procedures and guidelines on a project-by-project basis, including selection process.
- Project design, development, implementation and maintenance issues.
- Issues, new trends and future needs related to the delivery of the Public Art Program in White Rock and recommend changes as required.

Committee General Terms

Term

The committee appointments will be made by City Council for a two (2) year term, ~~with the initial appointments expiring December 31, 2018~~ or until the activities are complete, whichever is sooner.

Membership

- a) The Public Art Advisory Committee will consist of up to seven (7) voting members appointed by City Council from the community at large, one (1) non-voting member of Council and City staff as required.
- b) The majority of the committee members must be City of White Rock residents, artists or representatives of local arts or cultural organizations.
- c) Committee members shall serve without remuneration or gifts.

Chairperson / Vice-Chairperson

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

Meetings

- a) The committee 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 of the committee may call a meeting of the committee, with at a minimum of staff being able to give twenty-four (24) hours' notice to the committee members, in addition to the scheduled meetings or may cancel a meeting.
- c) Quorum for meetings shall mean a majority of all of its Committee voting members.
- d) If there is no quorum of the committee present within fifteen (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 (in accordance with the *Community Charter*) by the Committee. The public would attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to a member of the public in attendance to speak to the item in question.
- f) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- g) 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 ~~City Clerk~~Corporate Officer where there have been two (2) consecutive absences without consent. The ~~City Clerk~~Corporate Officer will then make contact with the Committee member.

- h) Any person with particular expertise, including municipal staff may be invited by the Chairperson or staff member of the committee to attend a committee meeting in order to provide information or advice, but only members appointed by City Council may vote on matters coming before the committee.
- i) The ~~office of the City Clerk~~Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policies, meeting schedule, and administrative support to committees. Agendas and approved minutes will be posted on the City's website.
- j) Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- k) A committee meeting or a portion thereof may be closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- l) Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- m) Where a member of a committee, 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.
- n) Committee chairpersons and staff liaisons will prepare an annual report to be submitted to the Chief Administrative Officer for review and to be forwarded to City Council.
- o) A committee cannot direct staff to take action without endorsement of City Council.
- p) A committee cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
 - i. any such action must be referred to Council for consideration and adoption;
 - ii. the staff member assigned to the committee or the Chief Administrative Officer may advise the committee of existing policies or directives and the need to refer the matter to Council prior to taking any action.
- q) Committees do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.

- r) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the committee works with the staff member assigned to that committee on those matters.
- s) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- t) The committee’s Chairperson may appoint members to a subcommittee to consider, inquire into, report and/or make recommendations to the committee for a specific purpose.
- u) Members of the committee are not permitted to speak directly with the media on behalf of the committee.

Procedures

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

Code of Conduct

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

Rationale:

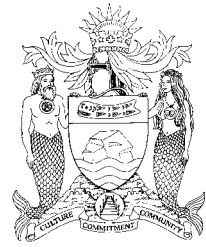
The purpose of the Public Art Advisory Committee is to provide advice and act as a resource to City Council and staff in regard to the City’s Public Art Program.

**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)



**POLICY TITLE: TERMS OF REFERENCE:
WHITE ROCK SEA FESTIVAL COMMITTEE**

POLICY NUMBER: COUNCIL POLICY NO. 153

<i>Date of Council Adoption: January 29, 2018</i>	<i>Date of Last Amendment: June 11, 2018</i>
<i>Council Resolution Number: 2018-230</i>	
<i>Originating Department: Recreation and Culture / Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: May 28, 2018</i>

Terms of Reference: White Rock Sea Festival Committee

Policy:

The White Rock Sea Festival Committee (the Committee) is mandated by City Council to organize, promote, and host a high profile elite caliber summer festival called the White Rock Sea Festival. The Committee will have the authority to act on behalf of the municipality to ensure the festival is a success through revenue generation, acquiring corporate sponsorship, developing business community relations, event marketing and arranging festival activities and entertainment. The Committee will govern the event, and be responsible for developing operating principles.

Committee General Terms:

The Committee appointments will be made by the City Council ~~on an annual basis, expiring December 31 of each year.~~ for a two (2) year term.

Committee Structure (Membership):

The Committee will consist of a minimum of nine (9) voting members appointed by Council from the community at large, and additionally as non-voting in an advisory capacity:

- one (1) member of Council;
- one (1) representative of Semiahmoo First Nation (SFN); and
- City staff as required

The Committee will consist of the following positions: Chairperson, Vice-Chairperson, Children’s Activities Coordinator, Volunteer Coordinator, Sponsorship Coordinator, Transportation Coordinator, Marketing & Communications Coordinator, Parade Coordinator, and Business Liaison Coordinator.

The Director of Recreation and Culture will oversee the operation of the Committee to ensure it abides by the Terms of Reference and stays within the budget established.

Chairperson / Vice-Chairperson

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

Meetings:

- a) The Committee 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 of the Committee may call a meeting of the Committee, with a minimum of twenty-four (24) hours' notice to the Committee members, in addition to the scheduled meetings or may cancel a meeting.
- c) Quorum for meetings shall be one half of the voting membership plus one (1).
- d) If there is no quorum of the Committee 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 (in accordance with the Community Charter) by the Committee. The public may attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to a member of the public in attendance to speak to the item in question.
- f) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the Committee members present.
- g) 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 ~~City Clerk~~Corporate Officer where there have been two (2) consecutive absences without consent. The ~~City Clerk~~Corporate Officer will make contact with the Committee member.

h) Any person with particular expertise, including municipal staff may be invited by the Chairperson or staff member of the Committee to attend a Committee meeting in order to provide information or advice, but only members appointed by City Council may vote on matters coming before the Committee.

- i) The Corporate Administration office will be responsible for preparing Committee meeting agendas, minutes, updating the Terms of Reference policy, meeting schedule and administrative support to the Committee. Agendas and approved minutes will be posted on the City's website.
- j) Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- k) A Committee meeting or portion thereof may be closed to the public pursuant to Sections 90 and 93 of the Community Charter
- l) The Committee may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council
- m) Where a member of a Committee, 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.
- n) Committee Chairpersons and staff liaisons will prepare an annual report to be submitted to the Chief Administrative Officer for review and to be forwarded to City Council.
- o) A Committee member cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
 - i. Any such action must be referred to Council for consideration and adoption;
 - ii. The staff member assigned to the Committee, or the Chief Administrative Officer may advise the committee of existing policies or directives and the needs to refer the matter to Council prior to taking any action.
- p) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the Committee may make decisions without the approval of Council, provided that the Committee works with the staff member assigned to that Committee on those matters.
- q) On broader matters such as organizing or setting up major or unusual events or projects which may have budget implications, the Committee must receive prior approval from Council.
- r) The Committee Chairperson may appoint members to a subcommittee to consider, inquire into, report and make recommendations to the Committee for a specific purpose.
- s) Members of the Committee are not permitted to speak directly to the media on behalf of the Committee.

Finances

The Committee is responsible for preparation and administration of an event budget. The budget is to be managed so the municipal subsidy, as approved by the City Council, is not to be exceeded, however the expenditures may increase through generating additional sponsorship revenue to be used to enhance the event.

Procedures

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

Code of Conduct

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

Rationale:

The purpose of the Terms of Reference for the White Rock Sea Festival Committee is to implement the actions of a working Committee to bring forward a successful event in adherence to City policy.

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

This will confirm that as of (date) _____, I have read Council Policy 153 “Terms of Reference: White Rock Sea Festival Committee” and Council Policy 120 “Code of Conduct for Committee Members” and I understand and will conform to the City’s Code of Conduct as outlined in these policies.

(Print Name)

(Signature)

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



POLICY TITLE: **TERMS OF REFERENCE:**
 INTERGOVERNMENTAL AND FIRST NATION
 AFFAIRS COMMITTEE

POLICY NUMBER: **COUNCIL - 154**

<i>Date of Council Adoption: June 11, 2018</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2018-230</i>	
<i>Originating Department: Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: May 28, 2018</i>

The Intergovernmental and First Nation Affairs Committee is a Standing Committee of Council. The Committee is established by the Mayor in accordance with the *Community Charter*.

Purpose

The Intergovernmental and First Nation Affairs Committee (“Committee”), assists City Council (“Council”) of the City of White Rock (“City”) in decision making processes in regard to policy and protocol with respect to senior governments, other municipalities, Sister Cities, Friendship Cities and First Nation (“Organizations”). The Committee shall assist Council by reviewing and recommending new policy and procedures in regard to Organizations.

Membership

The Committee shall be comprised of all members of Council. The Committee shall have the right to form subcommittees as required. Subcommittees must provide recommendations to the Committee.

City staff to support the Committee will be the Chief Administrative Officer.

Chairperson

The Committee Chairperson shall be the Mayor. If the Mayor is unavailable Deputy Mayor will Chair the meeting.

Term

The Committee will be established for the remainder of the current Council term.

Meetings

- a) There shall be a minimum of one (1) meeting held prior to the Union of British Columbia (UBCM) conference to deal with provincial matters.
- b) Additional meetings will be held at the call of the Chairperson or the Mayor. Should a Committee Member have an item for the Committee to review they will forward the request/information to the Chairperson.
- c) Quorum for meetings shall mean a majority of all of its Committee voting members.
- d) All meetings of the Committee are open to the public, unless closed to the public in accordance with the *Community Charter*. Minutes of the meetings shall be recorded and available to the public through the City's website or upon request.

Procedures

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

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



POLICY TITLE: **TERMS OF REFERENCE:**
 PARKING TASK FORCE

POLICY NUMBER: **COUNCIL - 156**

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

Purpose

The Parking Task Force will review and potentially 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 our City.

The specific objectives will include:

- To review and recommend seasonal parking rates at the new parkade.
- To review and recommend seasonal parking rates at the Montecito underground parkade.
- To review and recommend seasonal parking rates along the waterfront.
- To review and recommend parking rates at Centennial Arena.
- To review and recommend parking rates at Peach Arch Hospital.
- To review both the White Rock Resident Parking Decal and the new White Rock Resident Parking Permit.
- To ensure that any changes to White Rock parking do not result in a financial loss for the City
- To complete an annual review to evaluate the effectiveness of the decisions of the Parking Task Force.

Membership

The Parking Task Force will consist of no more than six (6) members in total (including the Chair). The composition of the Task Force will be determined by City Council who will review applications from the public. It is hoped that the Task Force will be composed of a cross section of interested parties, including waterfront businesses, interested residents, and White Rock staff and council.

Chair

The Parking Task Force will be chaired by Councillor Christopher Trevelyan.

Term

The goal of the Parking Task Force will be to present its recommendations to Council by May 30th 2019 at the latest.

Meetings

Meetings will be held as the need arises at the call of the Chair. A majority of the members shall constitute a quorum.

Procedures

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

Code of Conduct

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

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

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

(PRINT NAME)

(SIGNATURE)