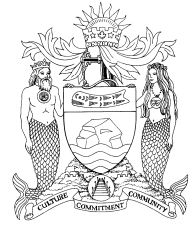


***Live Streaming/Telecast:** Please note that all Committees, Task Forces, Council Meetings, and Public Hearings held in the Council Chamber are being recorded and broadcasted as well included on the City's website at: www.whiterockcity.ca

Corporate Administration
E-mail

(604) 541-2212
clerksoffice@whiterockcity.ca

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



July 22, 2020

A MEETING of the **GOVERNANCE AND LEGISLATION COMMITTEE** will be held in the **CITY HALL COUNCIL CHAMBERS** located at 15322 Buena Vista Avenue, White Rock, BC, on **MONDAY, JULY 27, 2020 at 5:00 p.m.** for the transaction of business as listed below.

T. Arthur, Director of Corporate Administration

A G E N D A

Councillor Manning, Chairperson

1. CALL TO ORDER

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

WHEREAS COVID-19 has been declared a global pandemic;

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

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

WHEREAS Ministerial Order No. 192 requires an adopted motion in order to hold public meetings electronically, without members of the public present in person at the meeting;

THEREFORE BE IT RESOLVED THAT the Governance and Legislation Committee (including all members of Council) authorizes the July 27th meeting to be video streamed and available on the City's website, and without the public present in the Council Chambers.

2. ADOPTION OF AGENDA

RECOMMENDATION

THAT the Governance and Legislation Committee adopt the agenda for July 27, 2020 as circulated.

3. ADOPTION OF MINUTES

- a) June 29, 2020 Governance and Legislation Committee
- b) July 9, 2020 Governance and Legislation Committee

Page 4
Page 8

RECOMMENDATION

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

- a) June 29, 2020 Governance and Legislation Committee; and
- b) July 9, 2020 Governance and Legislation Committee.

4. POLICY REVIEW

4.1. CITY POLICY REVIEW (CONTINUED IN RELATION TO COUNCIL'S STRATEGIC PRIORITIES)

As part of the ongoing City Policy review, the following policies were reviewed by the relative departments and are presented for discussion / consideration.

RECOMMENDATION

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

- 107 – Correspondence received by the City; and
- 128 - Sub-Committees/Committees composed of Council members only.

Page 11
Page 13

5. COUNCIL COMMITTEES/ ADVISORY BODIES

Councillor Manning requested that this item be added for discussion including:

- When meetings can resume
- Discuss if certain Committee meetings should resume while others remain on hold
- How Committee meetings are to take place (i.e. electronically or in person)
- Consideration of current Committee Terms of Reference

Note: *All current Committee/ Advisory Body Terms of Reference have been attached for reference purposes:*

- a) Arts and Cultural Advisory Committee **Page 15**
- b) COVID-19 Recovery Task Force **Page 21**
- c) Economic Development Advisory Committee **Page 28**
- d) Environmental Advisory Committee **Page 35**
- e) History and Heritage Advisory Committee **Page 41**
- f) Housing Advisory Committee **Page 48**
- g) Public Art Advisory Committee **Page 55**
- h) Seniors Advisory Committee **Page 62**
- i) Tour de White Rock Committee **Page 69**
- j) Water Community Advisory Panel **Page 76**
- k) White Rock Sea Festival Committee **Page 82**

6. **WHITE ROCK’S HEALTHY COMMUNITY COMMITTEE PARTICIPATION**
Corporate report dated July 27, 2020 from the Director of Recreation and Culture titled “White Rock’s Healthy Community Committee Participation”. **Page 89**

Council, at the June 29 Governance and Legislation Committee meeting, requested that additional information be brought forward regarding existing Healthy Community Committees.

RECOMMENDATION

THAT the Governance and Legislative Committee recommend Council to appoint _____ (one member of Council) and _____ (one alternate member of Council) to the Healthier Community Partnership Committee in the position as Co-Chair.

7. **OFFICIAL COMMUNITY PLAN (OCP) REVIEW**
Councillor Manning requested that the topic of the City’s OCP Review and consultation process be placed on the agenda for discussion.
8. **ENCROACHMENTS ON CITY LAND** **Page 102**
Councillor Manning requested that the topic of encroachments be included on the agenda for discussion. Relative documentation has been included for reference purposes.

NOTE: A corporate report dated November 18, 2019 titled “Preserving Road Right of Ways for a Sustainable City” is attached for reference purposes.

At that meeting the following resolutions were adopted by Council:

#1) THAT Council Directs staff to continue to administer the Street and Traffic Bylaw with respect to new encroachments as well as at the time of property redevelopment.

#2) THAT Council directs staff to provide a corporate report outlining the high priority sidewalks that require the removal of infrastructure due to encroachments by private property owners (following the Master Transportation Plan).

9. **CONCLUSION OF THE JULY 27, 2020 GOVERNANCE AND LEGISLATION COMMITTEE MEETING**

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

STAFF: G. Ferrero, Chief Administrative Officer
T. Arthur, Director of Corporate Administration
D. Kell, Manager of Communications and Government Relations
S. Lam, Deputy Corporate Officer (via electronic means)

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

1. CALL MEETING TO ORDER

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

1.1

2020-G/L-049

It was MOVED and SECONDED

WHEREAS COVID-19 has been declared a global pandemic;

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

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

WHEREAS Ministerial Order No. 192 requires Council carry a motion in order to hold public meetings electronically, without members of the public present in person at the meeting;

THEREFORE BE IT RESOLVED THAT the Governance and Legislation Committee (including all members of Council) authorizes the City of White Rock to hold the June 29, 2020 Governance and Legislation Committee meeting to be video streamed on available on the City's website, and without the public present in the Council Chambers.

CARRIED

2. **ADOPTION OF AGENDA**

2020-G/L-050

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopts the agenda for June 29, 2020 as circulated.

CARRIED

3. **MINUTES**

June 10, 2020

2020-G/L-051

It was MOVED and SECONDED

THAT the Governance and Legislative Committee adopts the following committee meeting minutes:

- June 10, 2020.

CARRIED

4. **PRESENTATION - BRIEF REVIEW OF POLICE STREET CHECKS IN WHITE ROCK**

Staff Sergeant Kale Pauls gave a PowerPoint presentation outlining their process and some aspects they have addressed while conducting police street checks in White Rock. It was noted that street checks are being conducted for a purpose consistent with community expectations.

The following discussion points were noted:

- Suspicious activity could trigger an RCMP officer to conduct a street check
- Persons should call the RCMP if they observe suspicious activity
- Street check files are generated when an Officer initiates an interaction with a person for a justifiable check. This is typically a pedestrian, cyclist, or a person(s) in a parked car. This does not include traffic enforcement related stops, street checks are conducted due to reports from the public or general community / police interactions.

5. **MEDIA RELEASES AND ADVERTISING POLICY**

Councillor Fathers requested that the topic of a Media Releases and Advertising Policy be included on the agenda for discussion purposes.

Note: Council Policy No. 134 – Press Releases, and Council Policy No. 135 – Recognition and Strategic Messages, are included in the agenda for reference purposes.

The following discussion points were noted:

- City hosted special events should be staffed in order to address having a photographer, or designated staff person taking photos. It was recognized that additional resources / funding may be required

- A photograph with all members of Council present at an event should be taken, noting that this has not been taken in the past. Photos with a complete Council should be used in publications / advertisements (eg: newspaper)
- Suggested that when there is a committee hosted event, that the Council Liaison should be highlighted. Recognition could be made through a photo, quote, or noted contact information
- Council liaison could also consider writing an update to forward to the Communications Department for media / news or social media release

Staff reported that media releases must address significant news (and new content), adding that highlighting existing news could be done through social media channels.

2020-G/L-052

It was MOVED and SECONDED

THAT the Governance and Legislative Committee directs staff to bring forward a report that outlines considerations for the City to engage a professional photographer for suggested special events (costs and suggested events to be included in the information).

CARRIED

The Committee requested if the press release policy is amended in the future that the following changes be considered when brought forward:

- Press releases regarding work of an advisory body of Council may include a quote from the Council Liaison if they are available by the deadline
Staff provided a reminder that Advisory Bodies are conducting work on behalf of Council, adding that any decision or direction is ultimately given by Council
- It was noted that work and tasks are assigned to Advisory Bodies by Council, noting that outcomes are ultimately due to Council's direction vs. the Committee

6. **COUNCIL POLICY – 165 HEALTHIER COMMUNITIES TERMS OF REFERENCE**

Draft Terms of Reference: Healthy Community Partnership Committee Council Policy – 165

Note: On March 9, 2020 Council received a delegation from Fraser Health regarding the Healthier Community Partnership and adopted the following motion (#2020-102).

THAT Council directs staff to bring forward a Terms of Reference for Council consideration on implementing a Healthier Community Advisory Committee.

Discussion ensued and it was noted that there is an existing external Committee regarding Healthier Communities, and that there may be some overlap with respect to the goals and outcomes with a proposed City led Healthier Communities Committee.

Concern was noted in regard to possible duplication and that clarification is required. The request by Fraser Health may be addressed by having a member of Council appointed as a representative and it may not be needed to create a further City committee.

2020-G/L-053

It was MOVED and SECONDED

THAT the Governance and Legislative Committee directs staff to bring forward information in regard to what the City is currently doing in relation to their participation in the Healthier Community Committee/function.

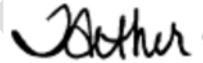
CARRIED

7. OTHER BUSINESS / FURTHER TOPICS

None

8. CONCLUSION OF THE JUNE 29, 2020 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

The Chairperson declared the meeting concluded at 6:10 p.m.



Councillor Manning
Chairperson

Tracey Arthur, Director of
Corporate Administration

UNAPPROVED

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

STAFF: G. Ferrero, Chief Administrative Officer
T. Arthur, Director of Corporate Administration
J. Johnstone, Director of Human Resources

Guest: R. Williams of Tekara Organizational Effectiveness Inc.

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

1. CALL MEETING TO ORDER
The meeting was called to order at 6:30 p.m.

2. ADOPTION OF AGENDA

2020-G/L-050

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopts the agenda for July 9, 2020 as circulated.

CARRIED

3. CHIEF ADMINISTRATIVE OFFICER (CAO) ANNUAL PERFORMANCE REVIEW COUNCIL POLICY – 126

Mr. Ryan Williams of Tekara Organizational Effectiveness Inc. was in attendance to review a draft process using the CAMA CAO Performance Review Process as an outline in regard to setting Council Policy for the process of the CAO Performance Review(s) to be utilized moving forward.

The following documents were included in the agenda for reference purposes:

- 360 Questionnaire & Process City of White Rock – CAO Review
- CAMA Quick Reference Guide to the CAO Performance Evaluation
- CAMA CAO Performance Evaluation Toolkit
- CAMA Toolkit - Template
- Board Models – Comparison of Roles (provided by Mr. Williams)
- Current CAO Job Description
- Current Policy 126 – CAO Annual Performance Review

This is a “check-in” with the Committee to receive any further direction on a proposed process for the CAO Performance Review. The feedback will be taken and presented as a further step for the CAO Performance review to be conducted this year which later will form amendment(s) to the Council Policy 126:

The following discussion points were noted:

- Mayor has a different relationship with CAO / should be considered in the document
Mr. Williams noted that if this was wanted it would need to be done from the start of the process
- Ensure that the Department Heads / Direct Reports to the CAO have opportunity to give their input.
Mr. Williams noted that confidential questionnaires will go to Department Heads / Direct Reports to the CAO
Only the consultant will receive the direct feedback
- Council would need to determine if they want the comments summarized or left as they are submitted, it would need to be clear if Council would be comfortable with receiving summarized comments
- The information would go to the CAO and the Mayor and then a closed meeting with Council will be scheduled
- Would like to see under the rating section “Not Enough Information to Comment”
- Would like to see a place to list “1 – 3 Items of Awesomeness” and another area where “Opportunities to Grow” can be completed
- Mr. Williams cautioned in regard to summarizing values (it must come with context). The purpose of the process is to create a healthy leadership role, enhance it and ensure they have a safe work environment (somewhere they feel confident the CAO can do conduct their job), process not just about accountability.
- Must include an element where expectations are set and they will be followed
Council need to be confident when the CAO is given a task they will accept the given direction
- Must include clear objectives and how they were accomplished
- Must include an element in regard to personal development
Mr. Williams noted it will need to be explored how this will be addressed
- Council will need to determine prior to the process getting underway which stakeholders are to be interviewed, questions are to be formulated around there only being a short period of time to observe / interact with the new CAO
- Would like to see a mapping from what is proposed to the CAMA template that would clearly showing what is included / how it is included and what is not.
Mr. Williams noted he’d further review the CAMA tool kit to ensure all elements are covered

Next Steps:

Mr. Williams will consolidate the feedback and bring back a final report.

It was requested that the Director of Human Resources would go over the process with the CAO.

4. OTHER BUSINESS

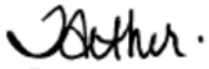
Councillor Manning requested for the next Governance and Legislation Committee meeting that the topic of Council Committees / Advisory Bodies be placed on the agenda for discussion purposes including the following aspects:

- When meetings can resume
- Discuss if certain Committee meetings should resume while others remain on hold
- How Committee meetings are to take place (i.e. electronically or in person)
- Consideration of current Committee Terms of Reference

5. CONCLUSION OF THE JULY 9, 2020 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

The Chairperson declared the meeting concluded at 7:16 p.m.

Councillor Manning
Chairperson



Tracey Arthur, Director of
Corporate Administration

Unapproved

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



POLICY TITLE: CORRESPONDENCE RECEIVED BY THE CITY

POLICY NUMBER: COUNCIL - 107

<i>Date of Council Adoption:</i> January 2004	<i>Date of Last Amendment:</i> February 6, 2017
<i>Council Resolution Number:</i> 2004-11, 2009-477, 2010-418, 2012-054, 2013-082, 2015-214, 2016-151, 2017-063	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> January 30, 2017

Policy:

The underlying principles for handling [correspondence, which include submissions containing inquiries, compliments and complaints](#) are:

1. All inquiries, compliments and complaints are important and are to be acknowledged.

1.1 Email

City staff will respond to emails in a timely manner taking into consideration their workload and project deadlines with a response time of **not more than** ten (10) business days.

1.1a Email

City staff, when expected to be away from the office, will place an out of office message on their Email with an alternate contact and expected time of return.

1.2 Letters

Letters sent by mail or dropped off at City Hall will be acknowledged within thirty (30) days.

1.3 Telephone Voicemail

City staff will respond to voicemail messages by the following business day. If there is further information to be retrieved then an estimate by which the information will be provided.

1.3a Telephone Voicemail

City staff, when expected to be away from the office, will amend their telephone voicemail message with an alternate means of contact and expected time of return.

Policy 107 Correspondence Received by the City
Page 2

2. Responses to inquiries and complaints must be factual and complete. It is necessary for staff in the organization who has first-hand knowledge about the issue to review and draft the response.
3. The inquirer should be given an estimate by which they can expect a response.
4. Staff will strive to meet the deadlines outlined in this policy however, due to volume of correspondence submitted to the City, at the discretion of the Senior Manager who either the correspondence was addressed to or if the matter falls under their jurisdiction they will determine when the responses will be completed, following an acknowledgement to the writer, with consideration given to work volume and staff resources.

Once the Senior Manager is satisfied the inquiry has been fully answered no further response is necessary.

5. When correspondence is deemed by the Chief Administrative Officer to be derogatory or accusatory the Chief Administrative Officer will correspond back to the writer to inform that this will not be tolerated.

The writer will be informed that they may resubmit their comments; concerns or questions without the derogatory or accusatory statements and following that staff will acknowledge and / or answer queries.

There will be no further action taken until the writer, after being contacted by the Chief Administrative Officer, re-submits the correspondence.

6. All City ~~s~~Staff are public servants who maintain political neutrality. City ~~s~~Staff will not respond to correspondence that is deemed to be partisan and political in nature.

Rationale:

In order that the City of White Rock consistently projects a professional image and provides a timely, accurate response to inquiries and complaints, which are received through a variety of sources (telephone, email, courier, by hand, fax and Canada Post).

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



POLICY TITLE: **SUB-COMMITTEES/COMMITTEES
 COMPOSED OF COUNCIL MEMBERS ONLY**

POLICY NUMBER: **COUNCIL - 128**

<i>Date of Council Adoption:</i> February 21, 2011	<i>Date of Last Amendment:</i> June 15, 2015
<i>Council Resolution Number:</i> 2011-075, 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. All meetings of sub-committee(s)/committee(s), that are composed of only members of Council (standing committee), are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the sub-committee/committee.
2. Meetings are to be at the call of the chairperson.
3. The chairperson shall notify staff at the Corporate Administration ~~ity Clerk's~~ office requesting a meeting be scheduled.
4. The office of Corporate Administration ~~the City Clerk~~ will schedulenotify of the upcoming meeting:

When the meeting agenda is ready: ~~Notice shall consist of the following:~~

- ~~WA copy will be posted~~ posting a copy of the notice/agenda on the notice board at City Hall
 - ~~leaving A~~ a copy of the ~~notice/agenda~~ for all sub-committee/committee members will be placed in their mailbox and/or electronic dropbox
 - a notification e-mail will be sent to sub-committee members
 - ~~posting~~ Will be posted to ~~notice/agenda~~ to the City website
 - if time permitting notice will be placed in the local newspaper on the City News page
5. The office of Corporate Administration ~~the City Clerk~~ will be responsible for preparing Committee agendas, minutes and administrative support to sub-committees/committees.
 6. Agendas and approved minutes will be posted on the City's website.

Rationale:

To ensure the meetings of the City are conducted with the highest level of transparency.

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



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

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

Mandate

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

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

Definition:

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

Member means those appointed by Council to an Advisory Board.

Annual Work Plan

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

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

General Terms

Term

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

Membership

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

Chairperson / Vice-Chairperson

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

Meetings

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

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

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

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

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

Sub Committees and Working Groups

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.
- b) Working Groups: A committee or sub-committee may form a working group for the limited purpose of:
- i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
 - ii. Carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, or an Advisory Body of Council then it may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations

to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

Staff Support

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
 - i. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and on the Public Notice Posting Place;
 - ii. Prepare reports on behalf of the Committee;
 - iii. Review and return draft minutes to Corporate Administration prior to adoption;
 - iv. Report back with status updates on agenda items as required;
 - v. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the Advisory Body prior to going to Council so their feedback can be considered.

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

Procedures

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

Code of Conduct

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

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

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

(PRINT NAME)

(SIGNATURE)

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



POLICY TITLE: **TERMS OF REFERENCE:**
 COVID-19 RECOVERY TASK FORCE
POLICY NUMBER: **COUNCIL POLICY - 166**

<i>Date of Council Adoption: May 11, 2020</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2020-277</i>	
<i>Originating Department: Administration</i>	<i>Date last reviewed by Council: May 11, 2020</i>

Mandate

The COVID-19 Recovery Task Force (CRTF) is established to assist local businesses and social services during the COVID-19 pandemic and to prepare for the City’s reopening.

The CRTF will:

- Advocate with senior levels of government for remedies to ease the economic burdens created by the COVID-19 pandemic;
- Provide information and education to the community on resources and programs available to support business and build community resiliency;
- Work with stakeholders in the community to identify new initiatives to achieve economic recovery for businesses, workers and the community; and,
- Consider the social and economic impacts of reopening White Rock, including restarting businesses that are currently closed.

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

Definition:

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

Member means those appointed by Council to an Advisory Board.

Annual Work Plan

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

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

General Terms

Term

Appointments will be made by City Council for a one (1) year term, with the initial appointments expiring June 1, 2021 or until the activities are complete, whichever is sooner.

Membership

- a) The COVID-19 Recovery Task Force will consist of up to thirteen (13) voting members from community groups, organizations, businesses or the community-at-large, two (2) non-voting members of Council (the current and next scheduled Deputy Mayor on the Council rotation), and City staff as required.
- b) Voting representatives from the following groups, organizations or businesses will be invited to participate:
 - i. Up to five (5) members from the community, representing a variety of sectors (i.e. business, schools, arts, service clubs, faith-based groups, financial, retail, tourism, residents at large etc.)
 - ii. One (1) representative from the South Surrey/ White Rock Chamber of Commerce
 - iii. One (1) representative from the Fraser Health Authority
 - iv. One (1) representative from the White Rock Business Improvement Association
 - v. One (1) representative from the White Rock Museum and Archives
 - vi. One (1) representative from the White Rock branch of the Fraser Valley Regional Library
 - vii. One (1) representative from Explore White Rock (Tourism)
 - viii. One (1) representative from Sources Community Resources Society
 - ix. One (1) representative from Semiahmoo First Nation
- c) Non-voting staff liaisons are:
 - i. Chief Administrative Officer
 - ii. Director of Planning and Development Services
 - iii. Committee Clerk

Members shall serve as volunteers without remuneration or gifts

Chairperson / Vice-Chairperson

The Deputy Mayor will serve as the Chairperson. Following the Deputy Mayor rotation the next scheduled Council member will serve as the Vice-Chairperson. This will rotate throughout the term following the Deputy Mayor schedule.

Meetings

- a) At the initial Task Force meeting Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- c) If there are no agenda items for meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.
- d) Advisory Body members shall advise the Committee Clerk of their intent to attend electronically or to be absent from a meeting. If a majority of members indicate that they will be absent from the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.
- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.
- f) Quorum for meetings shall be a majority of all voting members.
- g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
 - i. record the names of the members present, and those absent; and
 - ii. conclude the meeting until the next scheduled meeting.
- h) Due to the subject matter of the Task Force, meetings will commence as soon as possible and be held through electronic means. Once the COVID-19 global pandemic/ related Provincial Health Orders permit then all meetings will be open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.

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

Sub Committees and Working Groups

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

Charter), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.

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

Staff Support

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

- x. Update the Terms of Reference policy.

Procedures

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

Code of Conduct

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

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

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

(PRINT NAME)

(SIGNATURE)

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



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

POLICY NUMBER: **COUNCIL - 137**

<i>Date of Council Adoption:</i> April 16, 2012	<i>Date of Last Amendment:</i> March 9, 2020
<i>Council Resolution Number:</i> 2012-107, 2013-082; 2015-129, 2015-307, 2016-483, 2019-091; 2020-155;	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> March 9, 2020

Mandate

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

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

Definition:

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

Member means those appointed by Council to an Advisory Body.

Annual Work Plan

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

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

General Terms

Term

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

Membership

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

Chairperson / Vice-Chairperson

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

Committee Work Plan

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

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

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

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

Meetings

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

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

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

Sub Committees and Working Groups

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

Staff Support

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

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

Procedures

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

Code of Conduct

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

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

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

(PRINT NAME)

(SIGNATURE)

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



POLICY TITLE: TERMS OF REFERENCE:
ENVIRONMENTAL ADVISORY COMMITTEE

POLICY NUMBER: COUNCIL - 138

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

Mandate

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

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

Definition:

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

Member means those appointed by Council to an Advisory Board.

Annual Work Plan

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

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

General Terms

Term

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

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

Membership

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

Chairperson / Vice-Chairperson

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

Meetings

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

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

committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.

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

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

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

Staff Support

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:

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

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.

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COMMITTEE CODE OF CONDUCT
STATEMENT / AGREEMENT**

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

(PRINT NAME)

(SIGNATURE)

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



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

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

Mandate

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

The History and Heritage Advisory Committee:

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

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

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

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

Definition:

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

Member means those appointed by Council to an Advisory Board.

Annual Work Plan

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

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

General Terms

Term

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

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

Membership

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

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

Chairperson / Vice-Chairperson

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

Meetings

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

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

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

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

Sub Committees and Working Groups

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

Staff Support

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 - ii. Prepare reports on behalf of the Committee;

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

Procedures

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

Code of Conduct

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

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COMMITTEE CODE OF CONDUCT
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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: HOUSING ADVISORY COMMITTEE

POLICY NUMBER: COUNCIL – 164

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

Mandate

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

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

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

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

Definition:

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

Member means those appointed by Council to an Advisory Board.

Annual Work Plan

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

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

General Terms

Term

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

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

Membership

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

- iv. Committee Clerk
- e) Members shall serve as volunteers without remuneration or gifts.

Chairperson / Vice-Chairperson

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

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- i. Receive and prepare correspondence;
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 - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
 - ix. Provide minutes, with recommendations, to Council;
 - x. Update the Terms of Reference policy.

Procedures

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Code of Conduct

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COMMITTEE CODE OF CONDUCT
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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: March 9, 2020</i>
<i>Council Resolution Number: 2015-214, 2016-483, 2020-155</i>	
<i>Originating Department: Recreation and Culture / Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: March 9, 2020</i>

Mandate

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

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

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

Definition:

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

Member means those appointed by Council to an Advisory Board.

Annual Work Plan

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

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

General Terms

Term

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

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

Membership

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

Chairperson / Vice-Chairperson

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

Meetings

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

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

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

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

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

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

Sub Committees and Working Groups

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

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

Staff Support

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

Procedures

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

Code of Conduct

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

Rationale:

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

**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:**
 SENIORS ADVISORY COMMITTEE
POLICY NUMBER: **COUNCIL - 158**

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

Mandate

The mandate of the Seniors Advisory Committee will be to consider and evaluate issues referred to it from City Council. It will also initiate research on matters deemed to be of concern to local seniors and will submit recommendations to Council.

The Seniors Advisory Committee will:

- a) Act as a resource and provide advice to Council on:
 - Long term planning issues for present and future White Rock seniors, e.g. housing, transportation, safety etc.
 - Short term issues related to seniors e.g. new development proposals, new civic facilities, health and wellness activities etc. and
- b) Act as a resource for receiving input on seniors concerns, interest and views, and making recommendations to the appropriate agencies.

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

Definition:

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

Member means those appointed by Council to an Advisory Board.

Annual Work Plan

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

that additions to the work plan may be recommended by Council, or staff or the Advisory Body itself.

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

General Terms

Term

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

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

Membership

- a) The Seniors Advisory Committee will consist of up to thirteen (13) voting members appointed by Council from the community at large following a public recruitment process, two (2) non-voting members of Council (1 member, 1 alternate) and City staff as required.
- b) A majority of voting members must be:
 - i. White Rock residents
 - ii. Representatives of organizations or groups that provide programs or services to local seniors
- c) Non-voting staff liaisons are:
 - i. Director of Recreation and Culture
 - ii. Manager of Community Recreation
 - iii. Committee Clerk
- d) Members shall serve as volunteers without remuneration or gifts.

Chairperson / Vice-Chairperson

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

Meetings

- a) At the start of each calendar year, Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.

- c) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.
- d) Advisory Body members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. If a majority of members indicate that they will be absent from the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.
- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.
- f) Quorum for meetings shall be a majority of all voting members.
- g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
 - i. record the names of the members present, and those absent; and
 - ii. conclude the meeting until the next scheduled meeting.
- h) All meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.
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- m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.

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

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

Sub Committees and Working Groups

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

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

Staff Support

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

Procedures

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

Code of Conduct

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

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

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

(PRINT NAME)

(SIGNATURE)

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



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

POLICY NUMBER: **COUNCIL - 144**

<i>Date of Council Adoption: February 2, 2015</i>	<i>Date of Last Amendment: March 9, 2020</i>
<i>Council Resolution Number: 2015-043, 2015-214, 2016-483; 2019-011; 2020-155</i>	
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: March 9, 2020</i>

Mandate

The 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.

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

Definition:

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

Member means those appointed by Council to an Advisory Board.

General Terms

Term

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

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

Membership

- a) The Committee will consist of up to nine (9) voting members appointed by Council from the community at large following a public recruitment process, two (2) non-voting members of Council (1 member, 1 alternate) and City staff as required.
- b) A majority of voting members must be:
 - i. White Rock residents
 - ii. One (1) community member with expertise in planning and organizing cycling races
- c) Non-voting staff liaisons are:
 - i. Director of Recreation and Culture
 - ii. Events Programmer
 - iii. Committee Clerk
- d) Members shall serve as volunteers without remuneration or gifts

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

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Meetings

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

Staff Support

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

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

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**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:**
 WATER COMMUNITY ADVISORY PANEL

POLICY NUMBER: **COUNCIL - 157**

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

Mandate

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

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

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

Definition:

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

Member means those appointed by Council to an Advisory Board.

Annual Work Plan

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

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

General Terms

Term

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

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

Membership

- a) The Panel will consist of up to seven (7) voting members appointed by City Council following a public recruitment process, two (2) non-voting members of Council (1 member, 1 alternate) and City staff as required.
- b) A majority of voting members must be:
 - i. White Rock residents
- c) Non-voting representatives from the following groups, organizations or businesses will be invited to participate:
 - i. Fraser Health Authority
- d) Non-voting staff liaisons are:
 - i. Chief Administrative Officer
 - ii. Director of Engineering and Municipal Operations (or Designate)
 - iii. Manager of Utilities
 - iv. Committee Clerk
- e) Members shall serve in a voluntary capacity without remuneration or gifts.

Chairperson / Vice-Chairperson

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

Meetings

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

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

- p) An Advisory Body cannot direct staff to take action without the endorsement of City Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
- i. Any such action must be referred to Council for consideration and adoption;
 - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.
- Note:** This clause only applies to event oriented Advisory Bodies to Council (ex: Sea Festival and Tour de White Rock).
- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- s) Where a Member, their family, employer or business associates have any interest in any matter being considered by the committee, that member will excuse themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- t) Members are not permitted to speak directly with the media on behalf of the committee.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

Sub Committees and Working Groups

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

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

Staff Support

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
 - i. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and on the Public Notice Posting Place;
 - ii. Prepare reports on behalf of the Committee;
 - iii. Review and return draft minutes to Corporate Administration prior to adoption;
 - iv. Report back with status updates on agenda items as required;
 - v. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the Advisory Body prior to going to Council so their feedback can be considered.

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

Procedures

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

Code of Conduct

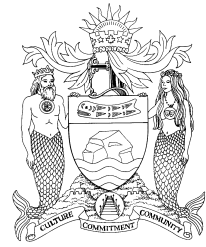
Appointees will be required to sign a statement agreeing that they have read, understood, and will conform to the City's code of conduct as defined the Council policy regarding Code of Conduct for Committee Members. This will be required immediately upon appointment. The statement / agreement for signature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

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

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

(PRINT NAME)

(SIGNATURE)



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: March 9, 2020</i>
<i>Council Resolution Number: 2018-230; 2019-011; 2020-155</i>	
<i>Originating Department: Recreation and Culture / Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: March 9, 2020</i>

Mandate

The White Rock Sea Festival 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.

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

Definition:

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

Member means those appointed by Council to an Advisory Board.

Annual Work Plan

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

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

General Terms

Term

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

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

Membership

- a) The Committee will consist of a minimum of nine (9) voting members appointed by Council from the community at large following a public recruitment process, two (2) non-voting members of Council (1 member, 1 alternate) and City staff as required.
- b) A majority of voting members must be"
 - i. White Rock residents
- c) Non-voting representatives from the following groups, organizations or businesses will be invited to participate:
 - i. One (1) representative of Semiahmoo First Nation (SFN)
- d) Non-voting staff liaisons are:
 - i. Director of Recreation and Culture
 - ii. Manager of Cultural Development
 - iii. Committee Clerk
- e) Members shall serve as volunteers without remuneration or gifts.

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.

Chairperson / Vice-Chairperson

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

Meetings

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

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 - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
 - ix. Provide minutes, with recommendations, to Council;
 - x. Update the Terms of Reference policy.

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.

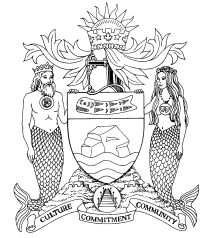
**CITY OF WHITE ROCK
COMMITTEE CODE OF CONDUCT
STATEMENT / AGREEMENT**

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
CORPORATE REPORT



DATE: July 27, 2020

TO: Governance and Legislative Committee

FROM: Eric Stepura, Director of Recreation and Culture

SUBJECT: White Rock's Healthier Community Committee Participation

RECOMMENDATION

THAT the Governance and Legislative Committee recommend Council to appoint _____ (one member of Council) and _____ (one alternate member of Council) to the Healthier Community Partnership Committee in the position as Co-Chair.

EXECUTIVE SUMMARY

On March 9, 2020, Council was asked to partner with the Fraser Health Authority (Fraser Health) to form and joint chair a Healthier Community Partnership (HCP) Committee for White Rock. The Province's Healthier Community initiative mandated local health authorities to work in partnership with municipalities to build healthier communities.

INTRODUCTION/BACKGROUND

There are two existing external committees established for which we have representatives of Council, the South Surrey/White Rock Healthy Community Steering Committee (Councillor Scott Kristjanson and Alternate, Councillor Erika Johanson) and the White Rock/South Surrey Healthy Community Grant Committee (Councillor Helen Fathers and Alternate, Councillor Scott Kristjanson) created with the Peace Arch Hospital. These Committees have a specific strategic plan and differ from Fraser Health's Healthier Community Partnership (HCP) requirements.

Staff have confirmed that the request was to have Council appoint a Co-Chair and alternate Co-Chair to the HCP Committee.

Healthier Community Partnership (HCP) Committees

Appendix A is a backgrounder on the Healthier Community Partnership Committee, and the roles that the City, Fraser Health and community stakeholders would contribute to the Committee.

Municipal representatives are recognized as community leaders and co-chairs of the Healthy Community Partnership Committees. They play a key role in stakeholder recruitment and engagement, developing relationships across sectors, and advocating for support. In many communities across the region, the Healthy Community Partnership Committees are structured as a Committee of Council and/or report up to City Council. As such, municipal representatives are instrumental in the development of Healthier Community Partnership Committee action plans and ensuring alignment and coordination with existing municipal strategic plans and healthy living services.

South Surrey/White Rock Healthy Community Steering Committee

In 2011, the Peace Arch Hospital Foundation's (PAHF) Board of Directors set a strategic direction to support the community of South Surrey/White Rock in becoming the healthiest community possible.

Appendix B outlines the terms of reference and updated strategic directives of the Healthy Community Steering Committee for 2019 – 2021.

Over the last five (5) years, this Working Group, now referred to as the South Surrey/White Rock Healthy Community Steering Committee, has made great strides in our community, including initiating and completing the community's first all abilities, all ages playground, known as Generations Playground, and spearheading a local physical literacy project through a partnership with Sport for Life.

FINANCIAL IMPLICATIONS

Not applicable.

LEGAL IMPLICATIONS

Not applicable.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

Not applicable.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

Not applicable.

CLIMATE CHANGE IMPLICATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES

The Healthy Community Partnership Committee function does not align with any current strategic priorities of Council.

OPTIONS / RISKS / ALTERNATIVES

Not applicable.

CONCLUSION

This corporate report is in response to a motion from the Governance and Legislative Committee for staff to provide information on what the City is currently doing in relation to their participation in the Healthy Community Committee function.

Staff have provided information on the background and role of the existing South Surrey/White Rock Healthy Community Steering Committee, and what the City's role would be if Council agree to co-host with Fraser Health the proposed HCP Committee in White Rock.

Governance and Legislative Committee recommends that Council appoints one member of Council and one alternate to the HCP Committee.

Respectfully submitted,



Eric Stepura
Director of Recreation and Culture

Comments from the Chief Administrative Officer

I concur with the recommendation of this report.



Guillermo Ferrero
Chief Administrative Officer

- Appendix A: Backgrounder on Healthy Community Partnership Committees
- Appendix B: PAHF Healthy Community Steering Committee Strategic Plan and Terms of Reference

APPENDIX A

Backgrounder on Healthy Community Partnership Committees

**PEACE ARCH HOSPITAL FOUNDATION
HEALTHY COMMUNITY STEERING COMMITTEE
STRATEGIC PLAN 2019 – 2021**

History

In 2011, the Peace Arch Hospital Foundation's (PAHF) Board of Directors (BOD) set a strategic direction to support the community of South Surrey White Rock (SS/WR) in becoming the healthiest community possible. It envisioned a community that prioritized optimal health for all citizens, resulting in a decreased demand on hospital resources, thereby effecting change upstream.

The first step to making this innovative approach to community health a reality took place in the Fall of 2012 when PAHF invited a group of 22 community leaders to have a conversation about the idea of preventative health care and how it could impact our community. That initial meeting resulted in the creation of the South Surrey/White Rock Healthy Community Working Group. The Working Group met regularly to develop a vision, goal, actions, and to formulate a Strategic Plan that outlined what a healthier community for South Surrey and White Rock would look like.

Over the last five years this Working Group, now referred to as the Healthy Community Steering Committee, has made great strides in our community: initiating and completing the community's first all abilities, all ages playground, known as Generations Playground, and spearheading a local physical literacy project through a partnership with Sport for Life. This five-year, \$500,000 project is currently entering year three and has made great progress in establishing connections between local sector groups, building a community of information sharing, and has begun the process of educating specific sector groups on the benefits of physical literacy for longevity and quality of life for individuals of all ages.

As the original strategic plan is now outdated, the Foundation underwent a strategic planning session both with its BOD and staff to determine the priorities of the Foundation and its Healthy Community initiative for the next three years. As a result of these meetings, the following document outlining the updated strategic directives of the Healthy Community Steering Committee for 2019 – 2021 was created.

PAH Foundation – Funding Healthy Community Initiatives

Peace Arch Hospital Foundation supports local programs and initiatives to assist in creating the healthiest community possible, through both the Healthy Community Grants program and the Healthy Community Steering Committee.

The Healthy Community Grants program, formerly known as the “Because People Matter” grants, was established in 1999 and has since granted more than \$2.8 million dollars to over 175 grantees. Applications are accepted twice per year and are reviewed and assessed by a committee comprised of representatives from PAHF, its Board of Directors and community members representing the City of White Rock and City of Surrey. This granting program supports initiatives between \$500 - \$100,000 that enhance the health and wellness for those living in our community.

The Healthy Community Steering Committee is comprised of 25 community stakeholders representing a wide range of local businesses, non-profit organizations, City officials, Fraser Health staff, and PAHF staff and board members. This Committee meets bi-monthly to discuss local challenges and opportunities to increase and encourage health promotion and wellness within the community through awareness, activations, and education programs. This Committee reviews funding requests from local organizations that exceed \$100,000, in addition to spearheading its own large scale initiatives with the potential to impact the level of health within the community of SS/WR and its residents.

PAHF Healthy Community Steering Committee & the White Rock Healthy Community Partnership

In the spring of 2019, the Ministry of Health mandated that a “Healthy Community Partnership” Committee be created in the White Rock community. This committee is to be co-chaired by the Executive Director of Peace Arch Hospital, and a Municipal Representative from the City of White Rock. While the terms and scope of this committee are yet to be confirmed, it is assumed a focus will be on policy and municipal issues affecting the White Rock area as a whole. This committee is set to be up and running in the spring of 2020. Once the committee is struck it will be imperative to establish a positive working relationship between the WR HCP and HCSC, encouraging collaboration to create the healthiest version of SSWR possible.

As a result of this new HCP being created, the scope and areas of focus for the HCSC were reevaluated. This evaluation will ensure similar initiatives are not being undertaken by both committees, and will allow each committee to focus on issues in which they have the capacity to create change. For example, scope creep

has been an issue for the HCSC in the past, and by reassigning areas of focus we can ensure issues such as “policy change” are taken on by the WR HCP, who has the capacity and resources to influence change in this area.

Please see Appendix A (SS/WR Healthy Community Committee Structure) for further information on the committee’s individual goals and areas of focus.

Defining a Healthy Community

A healthy community is one that focuses its collective attention and actions on supporting health promotion. “Health promotion is the process of enabling people to increase control over, and to improve their health.” (Ottawa Charter, p. 1)

“Health is created by caring for oneself and others, by being able to make decisions and have control over one’s life circumstances, and by ensuring that the society one lives in creates conditions that allow the attainment of health by all its members.” (Ottawa Charter, p. 3)

Aims of the Healthy Community Initiative

For the community of South Surrey and White Rock, this strategic plan aims to:

- Maintain a structure that would support and sustain the vision
- Create and maintain environments that are supportive to health promotion
- Give citizens access to information related to their own health and how to promote health in themselves and in the community
- Promote individual and community action toward a healthier community

Basis in the Ottawa Charter

The Strategic Goals are based on the principles of the 1986 World Health Organization’s Ottawa Charter. The Charter lays out five areas for communities to focus on when trying to achieve effective health promotion. These five areas are:

- 1. Strengthen community actions**
 - People within communities have the ability to make and sustain changes to the character of the health services provided and to the health of the communities they live in
- 2. Create supportive environments**
 - The arrangement of the physical attributes of the environment makes health activity possible
- 3. Develop personal skills**
 - All knowledge and skills for healthy living are not obvious. People who want to make change need to be given educational resources and training

4. Reorient health services

- Health services that focus on “health” (rather than illness) make communities stronger. A part of the focus of health services has to be reoriented to health promotion.

5. Build healthy public policy

- Policy drives decision making and change. Policies and agreements about what organizations agree is valuable directs how action can be taken.

Healthy Community Steering Committee: Strategic Goals for White Rock/South Surrey 2019-2021

The strategic goals of this plan correspond with the principles of the World Health Organization’s Ottawa Charter but are based on the unique characteristics of the South Surrey/White Rock community.

The anticipated outcome for SS/WR will be a community where residents volunteer, neighbors know their neighbors as friends, people have a sense of belonging, and everyone has the opportunity and desire to learn about and participate in health activities and community events.

VISION: *South Surrey/White Rock is a healthy community where people are committed to physical, mental, and social well-being.*

GOAL: *Advocate for a healthy community – Increase awareness of, and access to, health and wellness opportunities within our community by investing in initiatives focused on healthy lifestyles.*

FOCUS: *Healthy lifestyle for individuals*

Strategies

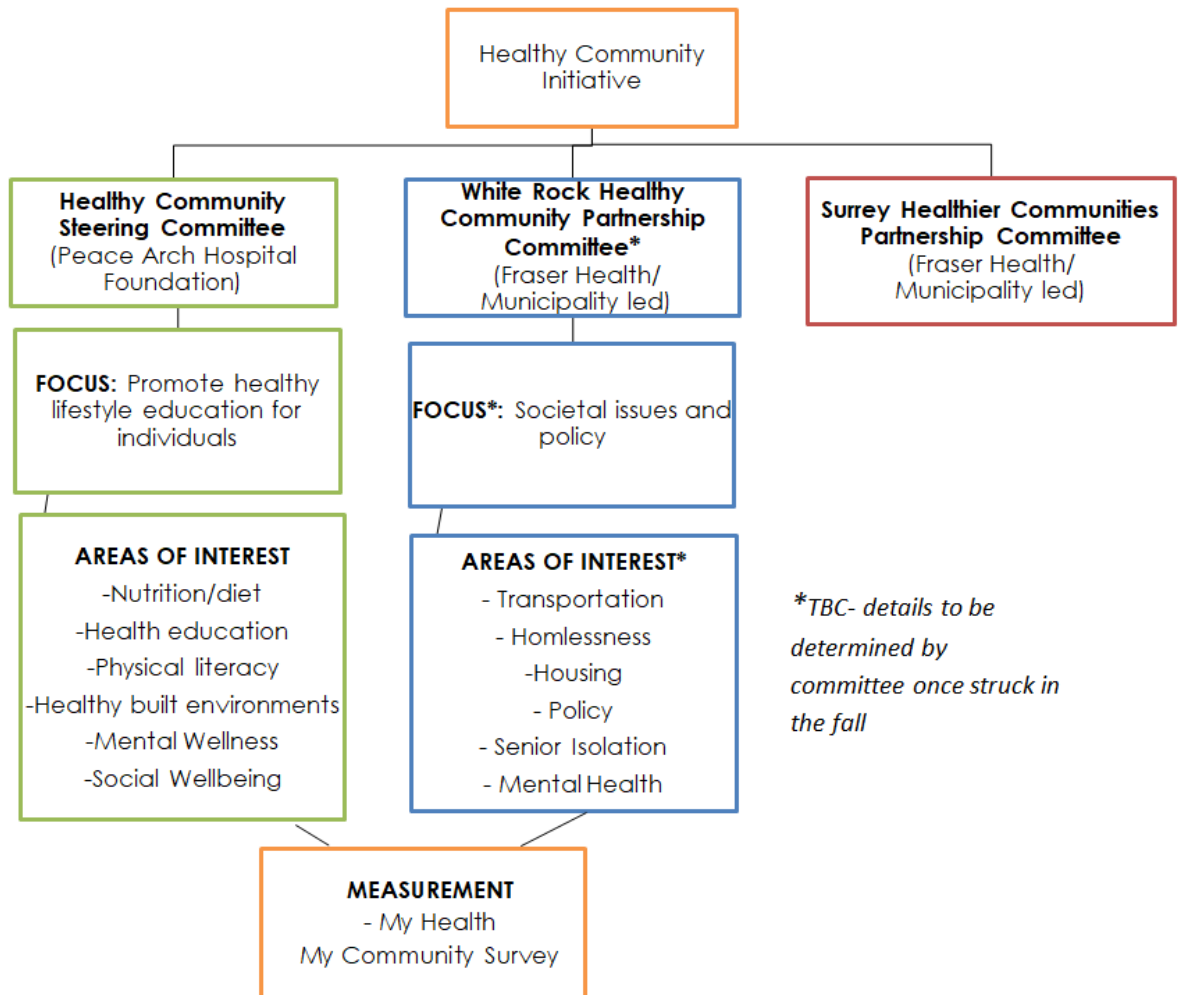
1. Identify and initiate one big healthy community project every other year:
 - a. Move For Life 2017-2022
 - b. New Project: 2019/2020
 - c. New Project: 2021/2022
2. Partner with external parties or groups who promote healthy lifestyles, sports, fitness, etc. to participate in their events and incentives

Goals (Areas of Interest)

- **Nutrition/diet:** provide access to educational information and programs to support healthy eating (provide opportunities and educational materials to encourage individuals to make healthy choices)

- **Health Education:** give citizens access to information related to their own health, and how to promote health at an individual and community level
- **Physical Literacy:** promote health, physical literacy, and personal skill development in individuals
- **Healthy Built Environments:** create and maintain health-enabling built and natural environments that are supportive of health promotion
- **Social/Mental Wellbeing:** promote and give access to information, tools, and programs to support individual mental and social wellness

Appendix A: White Rock/South Surrey Healthy Community Committee Structure



Appendix B: HCSC Strategic Priorities 2019-2021



APPENDIX B

PAHF Healthy Community Steering Committee Strategic Plan and Terms of Reference

Terms of Reference **Healthy Community Steering Committee**

Objective:

- The Foundation's Strategic Directive 2.0 of the Strategic Plan serves to leverage the Foundation's philanthropic leadership and the collective strength of community stakeholders to move the focus of health in our community from treatment and remediation to promotion and prevention through immediate action.
- The Foundation recognizes that working with community health stakeholders to identify and develop opportunities for collaboration will ensure the delivery of the strategic goals and actions identified in the Strategic Plan for a Healthier Community.
- By providing leadership to the collaborative community process and through community engagement, we will encourage community stakeholders to embrace a common vision and to develop their own organizational action plans to help drive change.
- The Healthy Community Steering Committee (the "Committee") will provide input into work plans that will guide the work of the strategic plan and make recommendations to the Board of Directors on how best to deliver on the strategic goals and actions.
- The Committee will actively propose, facilitate and support the development of initiatives, programs, activities and events that advance the strategic plan and that raise awareness and understanding of the importance of healthy living in the community.
- Wherever possible, this Committee will collaborate with neighboring Healthy Community Partnership Committees (such as White Rock, Surrey, Langley etc..) to address regional health issues and to avoid duplication.
- Advocate for, and assist in, the promotion of the My Health My Community Survey, which gathers demographic community health information on our community and will act as a measurement tool for this committee. To ensure the goals and actions.

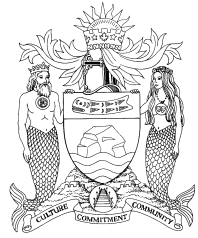
Responsibilities:

- To ensure the goals and actions of Strategic Directive 2.0 of the Strategic Plan are delivered.
- To attend meetings and actively commit to, and participate in, the work of the Committee.
- To support collaboration and community connection through projects over \$100,000 which are evaluated by the Committee and recommended to the Board for approval.
- To provide ongoing reports to the Peace Arch Foundation's Board and community stakeholders with respect to this strategic directive and the advancement of the strategic plan.
- Members will chair and/or participate on project sub-committees when required.

Functioning of the Healthy Community Committee:

- **Creation:** The Committee was struck in June 2015 as a result of a motion by the Board, in support of Strategic Directive 2.0 of the Strategic Plan.
- **Membership:** The Chair of the Committee shall be appointed by the Chair of the Board. Members of the Committee may be selected from the Board, Fraser Health Authority, and the community as follows:
 - Minimum of three members from the Foundation Board
 - Up to two members each from the City of White Rock and City of Surrey, which shall hold the positions of:
 - City Councilor plus
 - City Recreation Director, or alternate
 - Up to three members from Fraser Health Authority which shall hold the position of:
 - Executive Director, Peace Arch Hospital, or alternate Clinical Director
 - Medical Health Officer
 - Community Health Specialist
 - Minimum of ten community agents, representing the following sectors: accessibility, business, education, recreation, sport and related community organizations
 - The Executive Director of the Foundation
- **Term of Office:** The term of office for Committee members is for the duration of one year, at the renewal of the Committee chair.
- **Meetings:** The Committee shall meet as called by the Committee Chair.
- **Conflict of Interest:** Any member of the Committee who is a party to, or has an interest in, a material contract or transaction, or proposed material contract or transaction with the Foundation, shall disclose in writing to the Foundation and shall refrain from voting on motions and resolutions that have either real or perceived conflicts of interest.
- **Quorum:** The Board may from time to time fix the quorum necessary to transact business at a meeting of the Committee and, given the size and composition of the Committee, the Board has determined that quorum shall be 40% of the Committee at the time when a meeting convenes.
- **Voting:** Motions arising at any meeting of a Committee shall be decided by a majority vote of those in attendance. The chair of a meeting may vote but, if he or she does so vote and the resolution is a tie, shall not be permitted to vote again to break the tie and the motion being voted on shall be deemed to have failed.
- **Reporting Relationship:** The Committee Chair will report to the Board at the regularly scheduled board meetings, and will be in regular communication with the Foundation's Executive Director.

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: November 18, 2019
TO: Mayor and Council
FROM Jim Gordon, P.Eng., Director of Engineering & Municipal Operations
SUBJECT: Preserving Road Right of Ways for a Sustainable City

RECOMMENDATION

THAT Council:

1. Receive for information the corporate report dated November 18, 2019 from the Director of Engineering and Municipal Operations titled “Preserving Road Right of Ways for a Sustainable City”; and
 2. Direct staff to continue to administer the Street and Traffic Bylaw with respect to new encroachments as well as at the time of property redevelopment.
-

INTRODUCTION

Many small steps taken by individuals and cities throughout the world are needed to address what is increasingly referred to as a “Climate Emergency”. White Rock can take initiatives to contribute to its share of the solution, including preserving road right of ways for green and social initiatives.

This report discusses the importance of road right of ways in a sustainable City and presents options for Council consideration.

PAST PRACTICE / POLICY / LEGISLATION

The City’s Street and Traffic Bylaw contains provisions prohibiting private encroachments on City right of way.

ANALYSIS

A combination of factors contribute to an environmentally and socially sustainable City. A City where people can safely walk, bike or take transit to their destinations while interacting socially with others in a near natural environment is more sustainable than a City where single occupant vehicles are needed to traverse, hard surface corridors prone to flash flooding in the winter and heat sink conditions in the summer.

One way a city can become more sustainable is to use road right of way areas to implement the solutions shown below.

Sidewalks

Many areas in White Rock do not have sidewalks connecting to schools, transit, recreation or shopping areas, thereby contributing to a “vehicle forward” culture. The new Transportation Master Plan will identify sidewalk priorities for Council budget consideration. However, it will be difficult to construct needed sidewalks if the boulevards contain encroachments that are politically and financially difficult to remove. A proactive long-term plan to “free up” City owned boulevard space is required as outlined in this report.



This street in White Rock has no room for sidewalks. Removing the encroachments for a sidewalk could be challenging.



Example of a sidewalk in White Rock that ends at an encroachment.

When there is no sidewalk, people either walk on the road or use vehicles for even the smallest trips. Using a vehicle may avoid pedestrian safety issues, but it contributes to climate change and deprives residents of potential neighborhood social interactions.



People with mobility challenges are often the ones most affected by lack of sidewalks.



While the example pictured here does not show full use of the boulevard, there is enough space for a sidewalk so those with mobility challenges can travel on foot from

Tree Canopy

Large tall trees provide a canopy that shades and cools city streets. The trees also hold storm water and release it through evapotranspiration and provide stability to slopes. Together with walkways, large trees provide a pleasant environment where people can travel on foot and encourage socialization with neighbours.



This is a street in White Rock with a private parking area on the City right of way. There are no trees for shade and the hard surface will not retain rainwater.

Hard Surface Minimization & Storm Water Infiltration

The increasing amount of hard surface area in White Rock, together with climate change is increasing:

- the potential for flooding on local streets;
- erosion and washouts in the ravines carrying storm water, which causes private property damage and also puts the archaeological sites common in ravines at risk;
- the potential for slope failures along the hillsides throughout the City;
- the amount of grit and other materials washed into the ocean;
- the challenges of recharging our aquifer; and
- the amount of unfiltered water discharged into the Bay



This street in White Rock is almost completely hard surfaced to provide vehicle parking on the City right of way.

Reducing the amount of hard surface used for parking or buildings together with upgraded storm water facilities can help address the challenges of climate change peak flows.

Maintaining base flow infiltration to the water table is also important for a healthy City and can help mitigate drought conditions. Infiltrating and detaining storm water through rain gardens, and subsurface detention and infiltration pipes and structures helps maintain the water table. These measures require road right of way either for rain gardens or in ground infiltration and detention facilities.



Example of how the City's right of way space can be allocated for trees, walkways, greenspace and potentially subsurface rainwater infiltration for aquifer recharge.



This illustrates an example of an easy way to maintain the system of infiltration through the use of a buried permeable pipe with a peak overflow to the storm system. This will help maintain a healthy water table.

Road Safety – Sight Lines and Pedestrian Access

Encroachments on City road right of way may appear benign at first; however, they can grow to the point where they interfere with safety either through encouraging pedestrian access to the roadway or by restricting motorists' vision at intersections. There are legal firms that specialize in accident claims related to sight line obstructions at intersections.

The pictures below show examples of two encroaching hedges which will need to be frequently trimmed in order to preserve sight lines. The issue is that no one maintains these encroachments. Either the original owners have moved or they cannot maintain the plantings as they have grown out of control.



A frequent resident complaint is sight line issues caused by overgrown vegetation on the right of way.

City crews are often confronted by residents who do not want the vegetation pruned.



Bike Lanes

Dedicated bike lines provide increased cycling accessibility, especially for cyclists who may not be comfortable sharing a lane with traffic. These bike lanes require right of way space.



These dedicated bike lanes in the City require additional boulevard space.



Transit Stops



This recently updated transit stop in White Rock has enough space for a bench and an area for those in wheelchairs or scooters.



This transit stop is located where the City would like to install a wheelchair accessible bus stop. However, the plantings on the City right of way would have to be removed.

Fibre Optics Utility Network



This communication cable is located along the back of the sidewalk. Installing these cables in the roadway is much more expensive and may also conflict with other utilities.



The hedge shown in this picture could be problematic to remove as the adjacent resident may have become accustomed to the privacy it provides.

Potential People Movers – Funicular

If the City is to have a funicular or other type of people mover in the future, there will need to be unencumbered boulevard space for the installation.

DISCUSSION

Road right of way is needed for all of the above current and future needs for a sustainable City. Unfortunately, many areas of White Rock already have extensive encroachments and it is not practicable to go back and address the encroachments - some of which have been in place for decades. However, it is possible to work for a more sustainable future now by limiting new encroachments and addressing historic encroachments at the time of redevelopment.

While not inherently evident, each small step forward or backward, compounded over the next 10 or 20 years, will determine whether White Rock becomes a future green, sustainable City.

BUDGET IMPLICATIONS

Allowing new encroachments increases the City's risk and could also result in potential future costs of either litigating for removal or removing encroachments for needed infrastructure.



These two photos show an encroaching wood retaining wall and hedges installed by a private property owner.

The wood retaining wall has failed and is leaning into the sidewalk, reducing public access, and becoming a hazard to the public. The City asked the property owner to remediate the failed retaining wall. The property owner has refused, citing that the retaining wall is on City property and was installed by the previous property owner.



This unforeseen infrastructure remediation could cost the City \$20,000 – a financial burden that will be passed onto all White Rock taxpayers. Currently, the failed wall poses a potential liability to the City.

RISK MANAGEMENT

Allowing new encroachments increases the City's liability as the City still assumes the risk for encroached right of ways. See example above.

OPTIONS

Council has three options with respect to the Street and Traffic Bylaw:

1. Direct staff to continue to administer the Street and Traffic Bylaw with respect to new encroachments as well as at the time of property redevelopment.
2. Direct staff to administer the Street and Traffic Bylaw with respect to new encroachments and at the time of property redevelopment but with a process whereby residents and/or developers can appeal to Council for an exemption. This will require legal resources to investigate whether this is feasible and then potentially rewrite portions of the Bylaw
3. Permit new encroachments - This would require a rewrite of the Street and Traffic Bylaw and would require legal resources to provide, for example a permit, for the use of public land to private individuals. It would also increase City risk as the City could still be potentially liable for lawsuits emanating from the encroachment areas.

Staff recommend Option 1 and is incorporated into the recommendations at the beginning of this corporate report.

CONCLUSION

Many small steps taken now can lead to a more sustainable City in the future. One of these small steps is to prevent new right of way encroachments and to "take back" City land at the time of redevelopment.

When the gradual repatriation of right of way is combined with sidewalk, tree planting, cycling and transit initiatives, residents will be able to do their part towards reducing climate change through less vehicle use and more safe, pleasant walkable neighbourhoods. Other known right of way uses such as fibre optic or utility corridors together with future, as yet unenvisioned uses, could also contribute to making a more liveable City.

Respectfully submitted,



Jim Gordon P.Eng.,
Director of Engineering & Municipal Operations

Comments from the Chief Administrative Officer:

I concur with the recommendation(s) of this report.



Dan Bottrill
Chief Administrative Officer