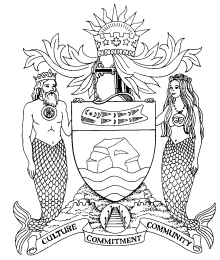


***Live Streaming/Telecast:** Please note that all Committees, Task Forces, Council Meetings, and Public Hearings held in the Council Chamber are being recorded and broadcasted as well included on the City's website at: www.whiterockcity.ca

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



March 4 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 **MARCH 9, 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

Chairperson: Councillor Manning

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

RECOMMENDATION

THAT the Governance and Legislation Committee adopt the agenda for March 9, 2020 as circulated.

3. **ADOPTION OF MINUTES**

Page 4

a) February 24, 2020

RECOMMENDATION

THAT the Governance and Legislation Committee adopt the February 24, 2020 meeting minutes as circulated.

4. **WATERFRONT PAY PARKING SIGNAGE**

Page 13

Corporate report dated March 9, 2020 from the Director of Financial Services titled "Waterfront Pay Parking Signage".

RECOMMENDATION

THAT the Governance and Legislation Committee:

1. Receive for information the corporate report dated March 9, 2020 from the Director of Financial Services, titled "Waterfront Pay Parking Signage"; and
 2. Provide direction to staff on its preference for waterfront parking signage.
5. **COMMUNITY FORUMS: FUTURE TOPICS**
Mayor Walker requested the Committee discuss potential topics for future Community Forums.

- 6.1.a COUNCIL AND COMMITTEE PROCEDURE BYLAW Page 21**
Corporate report dated, March 9, 2020 from the Director of Corporate Administration Titled “Proposed Amendments to the Council and Committee Procedure Bylaw”.

RECOMMENDATION

THAT the Governance and Legislative Committee:

1. Receive for information the corporate report dated March 9, 2020 from the Director of Corporate Administration titled “Proposed Amendments to the Council and Committee Procedure Bylaw”; and
2. Endorse the amendments as presented to the Council and Committee Procedure Bylaw, 2018, No. 2232, be forwarded to Council for consideration of first, second and third readings.

- 6.1.b COMMITTEE TERMS OF REFERENCE TEMPLATE Page 61**
As a follow-up to the review of the City’s Council and Committee Procedure Bylaw a Template for the City’s Advisory Bodies (Committee / Task Force etc.) Terms of Reference is presented for consideration.

***Note:** Once the finalized template for the Terms of Reference is endorsed by the Committee all Council Advisory Bodies (Committee/Task Force etc.) Terms of Reference will be amended following the same format and provided to Council for endorsement.*

RECOMMENDATION

THAT the Governance and Legislation Committee:

1. Endorse the City’s Advisory Bodies Terms of Reference Template as circulated; and
2. Directs staff to bring forward a new Terms of Reference for each of the City’s Advisory Bodies (Committee / Task Force etc.) to Council for final consideration / approval.

- 6.1.c COUNCIL POLICY NO. 111: ORDER OF PROCEEDINGS Page 68**
As part of the ongoing City Policy review, Council Policy No. 111 is presented for discussion, comment and consideration of endorsement.

Council Policy No. 111 proposes revisions that are also reflected in Council and Committee procedure Bylaw 2232 including adding a consent agenda component.

RECOMMENDATION

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 111 – Order of Proceedings as circulated.

7. POLICY REVIEW CONTINUED

In accordance with Council’s Strategic Priorities, the following policies have been included on the agenda for review and consideration. Any proposed amendments to the policies have been noted via tracked changes:

- Administration Policy 215 – Selection and Maintenance of Sister City / Friendship City Relationship; **Page 70**
- Council Policy No. 103 – Council Policy Development **Page 75**
- Council Policy No. 108 – Deputy Mayor **Page 76**
- Council Policy No. 122 – Invitations to Mayor and Council **Page 77**
- Council Policy No. 151 – Use of Elected Official Office **Page 78**

8. CONCLUSION OF THE MARCH 9, 2020 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

PRESENT: Councillor Manning, Chairperson
Mayor Walker
Councillor Fathers
Councillor Kristjanson (arrived at 5:02 p.m.)
Councillor Trevelyan

PRESENT: Councillor Chesney
Councillor Johanson

STAFF: T. Arthur, Director of Corporate Administration
S. Kurylo, Director of Financial Services
C. Isaak, Director of Planning and Development Services
E. Stepura, Director of Recreation and Culture
C. Zota, Manager of Information Technology
S. Lam, Deputy Corporate Officer

Press: 0
Public: 0

1. **CALL MEETING TO ORDER**
The meeting was called to order at 5:00 p.m.

2. **ADOPTION OF AGENDA**

2020-G/L-009 **It was MOVED and SECONDED**
THAT the Governance and Legislation Committee adopts the agenda for
February 24, 2020 as circulated.

3. **ADOPTION OF MINUTES**

a) January 27, 2020

CARRIED

2020-G/L-010 **It was MOVED and SECONDED**
THAT the Governance and Legislation Committee adopts the January 27, 2020
meeting minutes as circulated.

CARRIED

4. **FIRST NATION ACKNOWLEDGEMENT AT COUNCIL MEETINGS**

Councillor Manning requested the topic of “First Nations Land Acknowledgements”
be placed on the Governance and Legislation Committee agenda for discussion.

*We would like to recognize that we are standing/working/meeting on the traditional
unceded territory of the Semiahmoo First Nation, and also wish to acknowledge the
broader territory of the Coast Salish Peoples.*

The Director of Corporate Administration advised that the proposed wording is noted in the City's adopted protocol document.

Discussion ensued and the following comments were noted:

- The acknowledgement would be made at Council meetings (not Committee);
- Acknowledgements currently occur at public events;
- The statement could be noted on the agenda, which demonstrates the City's support of Semiahmoo First Nation and Indigenous People - supports reconciliation;
- Other municipalities have adopted similar language/ practices of giving land acknowledgments prior to events.

2020-G/L-011

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that the First Nation Acknowledgement be given at the start of each Council meeting as follows:

We would like to recognize that we are standing/working/meeting on the traditional unceded territory of the Semiahmoo First Nation, and also wish to acknowledge the broader territory of the Coast Salish Peoples.

CARRIED

Councillor Fathers voted in the negative

5.

LEAN GOVERNMENT STUDY – COUNCILLOR MANNING

Councillor Manning has requested the topic of "Lean Government Study" be placed on the Governance and Legislation Committee agenda for discussion. Link to a definition of "Lean Government" available at https://en.wikipedia.org/wiki/Lean_government.

Councillor Manning introduced this item, noting that the Saskatchewan Provincial Government adopted a Lean Government policy.

Discussion ensued and the following comments were noted:

- Lean Government does not necessarily mean lower taxes, but it could mean bringing efficiencies to services and service satisfaction
- A consultant could conduct the study and facilitate staff to select and optimize process. This study would be about optimizing processes, not reduction of staff.
- If the City were to pursue a Lean Government study, there should be direction/criteria for the consultant to narrow and target the search

It was suggested that staff provide a report providing information regarding the topic of Lean Government and how this could apply to the City of White Rock.

As the City is in the process of hiring a new CAO, it was noted that this task be taken on by that role when they commence.

2020-G/L-012

It was MOVED and SECONDED

THAT the Governance and Legislation Committee directs the new Chief Administrative Officer (CAO) to review the concept of Lean Government and report back with information on how this could benefit the city, along with costs on conducting the study.

CARRIED

6.

POLICY REVIEW

6.1.

PLANNING AND DEVELOPMENT SERVICES (500 SERIES)

As part of the ongoing City Policy review, the following policies were reviewed by the Planning and Development Services department. These policies were presented for discussion / consideration.

The Director of Planning and Development Services introduced the policies for consideration, noting that they have been brought forward as part of the City's policy review.

The Committee noted they would speak to each Policy separately.

POLICY NO. 505 – BED AND BREAKFAST ESTABLISHMENTS.

Staff are proposing to repeal Policy No. 505. The following comments were noted:

- The City's current Zoning Bylaw No. 2000 addresses the matters noted in the Policy; as a result, Policy No. 505 is redundant
- In general, the subject of Bed and Breakfast establishments and how they operate, need to be addressed. It was noted that Policy 505 pertains to specific properties outlined in the policy (P.I.D)
- A broader discussion regarding Bed and Breakfasts would be done when this portion of the Zoning bylaw is reviewed by Council

2020-G/L-013

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council repeal Policy No. 505 – Bed and Breakfast Establishments.

CARRIED

The Committee noted that when the Policy returns for review, that the City's ticketing bylaw also be considered in conjunction. Staff noted that the City may only charge fees to a limit under the legislation.

2020-G/L-014

It was MOVED and SECONDED

THAT the Governance and Legislation Committee directs staff to bring forward the portion of the Zoning bylaw that addresses Bed and Breakfasts, Short-Term Rentals, and other related scenarios, as soon as possible and that the information include definitions and details regarding the fees for review.

CARRIED

508 – SECONDARY SUITES

Staff recommended that Policy No. 512 regarding the OCP Consultation Policy be ratified as presented with no changes. It was noted that this policy addresses secondary stoves as it pertains to scenarios like a spice kitchen.

Discussion ensued and the following comments were noted:

- Currently whether a suite is occupied or not (registered with the City or not registered) all known by the City suites are subject to two (2) fees – one (1) for sanitary sewer, and another for a secondary suite fee
- Not all owners who have a second stove have a secondary suite
- If a home is not in compliance, owners are given a six (6) month period to bring their home to compliance
- It was noted that the six (6) month period was given in order to consider permits or timing to bring certain requirements to standard
- Zoning Bylaw outlines permissions for having secondary suites
- Bylaws will supersede City guidelines and policies
- There are circumstances where a second stove is on the premises but there is not suite, this policy addressed this circumstance

2020-G/L-015

It was MOVED and SECONDED

THAT the Governance and Legislation Committee amends Council Policy No. 508 to include the wording “it is the City’s policy that non-compliant secondary suites will be fined in accordance with the Zoning Bylaw”.

CARRIED

Councilor Fathers voted in the negative

512 – OFFICIAL COMMUNITY PLAN (OCP) CONSULTATION POLICY

Staff advised that Policy 512 does not impact the City’s current OCP review.

2020-G/L-016

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council endorse 512 – OCP Consultation Policy as circulated.

CARRIED

513 – SECONDARY STOVES IN DWELLING UNITS.

Staff clarified that Policy 513 pertains to secondary stoves to allow spice kitchens. Secondary suites are addressed in the City’s Zoning Bylaw.

2020-G/L-017

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council endorse 513 – Secondary Stoves in Dwelling Units as circulated.

CARRIED

2020-G/L-018

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council endorse policy 509 – Development Approval Procedures City Owned Public Space as circulated.

CARRIED

510 – CRITERIA FOR TYPE 2 TREE REMOVAL REQUESTS ON PRIVATE LANDS

Staff clarified that trees designated “Type 2” are those that are not hazardous or a safety concern, and typically refers to a tree being unwanted and defines “nuisance” (eg: roots, fallen fruit, etc.). It was noted that the City does not have any active requests that would pertain to Policy 510 at this time, and that it is not a frequent circumstance.

Discussion ensued and the Committee suggested the 2(iv), permitting tree removal for obstructing views, be omitted from the Policy. The Committee noted that there are balances to consider with respect to directing how trees are treated on private property. It was noted that the City always looks to retain and protect trees as opposed to having them removed. It was also noted that general criteria notes that trees that are over 30 cm in diameter at approximately chest height are likely protected.

2020-G/L-019

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends Council endorse that 2(iv) pertaining to tree removal be omitted from Policy No. 510.

DEFEATED

Councillors Fathers, Manning, Trevelyan and
Mayor Walker voted in the negative

2020-G/L-020

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council endorse Policy 510 – Criteria for Type 2 Tree Removal Requests on Private Lands as circulated.

CARRIED

6.2 **COUNCIL POLICY 135 – RECOGNITION AND STRATEGIC MESSAGES**

The Director of Corporate Administration introduced Council Policy 135 – Recognition and Strategic Messages, and provided the following information:

- A quarter page advertisement with the Peace Arch News costs approximately \$500
- There are currently twelve (12) strategic messages that are recognized through the advertisements
- Previously, each member of Council brought forward one (1) message for recognition
- This is noted on the agenda to obtain the Committee’s feedback and to see if there are any proposed changes for the upcoming year

Speaking to costs of the advertisements, it was suggested that the size be reduced and that Council’s photo be removed in order to allow room in the budget to recognize other occasions.

It was suggested that this matter be deferred to a later meeting where all members of the Committee are present.

2020-G/L-021

It was MOVED and SECONDED

THAT the February 24, 2020 Governance and Legislation Committee meeting recess until the conclusion of the Regular Council meeting which commences at 7:00 p.m.

CARRIED

Note: The meeting recessed at 6:34 p.m.

The meeting reconvened at 8:50 p.m. with the same members of Council and staff in attendance with the addition of the Director of Recreation and Culture and the Director of Engineering and Municipal Operations.

7. **COUNCIL MEMBER VOTING RECORDS**

Council referred this matter to the Governance and Legislation Committee from their November 18, 2019 regular Council meeting.

Director of Corporate Administration introduced the memo and information presented with respect to Council Member Voting Records.

The Committee expressed support for having voting records available for public view. It was noted that if a new system were to be purchased that this would impact the City’s budget and potentially impact taxes. Staff advised they could explore other ways for providing the information, such as creating an internal system or tracker through Excel, and report back with the information at a future meeting.

2020-G/L-022

It was MOVED and SECONDED

THAT the Governance and Legislation Committee directs staff to explore and report back with options on how voting records can be presented to the public on the City's website.

CARRIED

8.

UBCM CHILD CARE PLANNING PROGRAM GRANT

Correspondence dated December 2, 2019 from Michelle Kirby, Senior Manager, Partnerships and Engagements, from the Ministry of Children and Family Development regarding the "UBCM Child Care Planning Program".

Councillor Manning requested this item be placed on the agenda for discussion purposes. It was noted that the deadline has passed; however, the City could look into submitting a late application.

Staff advised that the \$20K award does not cover the cost of the full program, and that there would be additional costs to the City.

The Committee noted that perhaps this is something to investigate for next year.

9.

ACCUMULATED SURPLUS FUND POLICY NO. 307

Councillor Fathers requested that this item be placed on the agenda for discussion.

In response to the Committee's questions, the following information was noted:

- 10% calculates to approximately \$4M, and this is what the City is currently accumulating
- The "up to" 15% range provides the City flexibility. The City does not budget to add monies to the accumulated surplus fund. Monies that are not utilized are placed in this fund. The purpose of the fund is to have a buffer in case anticipated revenues are not made (eg: not enough revenue from pay parking)
- An example of utilizing the funds was what was needed to address the damage from the 2018 storm
- The accumulated funds provides the City a level of protection should repairs be needed

10. INFORMATION TECHNOLOGY POLICY NO. 801 – OPEN DATA POLICY

Corporate report dated February 24, 2020 from the Manager of Information Technology titled “Information Technology Policy No. 801 – Open Data Policy”.

The Manager of Information Technology provided a PowerPoint presentation titled “White Rock Open Data Portal”.

The Presentation introduced the meaning of Open Data, and spoke to how the program can benefit the City of White Rock.

In response to questions of the Committee, staff advised that it would require clerical staff (as opposed to technical staff) to build and maintain the open data portal.

2020-G/L-023

It was MOVED and SECONDED

THAT the Governance and Legislation Committee:

1. Receives for information the corporate report dated February 24, 2020 from the Manager of IT titled “Information Technology Policy No. 801 – Open Data Policy”; and
2. Recommends that Council endorse “Information Technology Policy No. 801 – Open Data Policy” as circulated.

CARRIED

11. LMLGA PROPOSED RESOLUTION REGARDING CREATION OF RISK-SHARING MODEL THAT RETURNS STRATA PREMIUMS AND OWNER DEDUCTIBLES TO 2019 LEVELS

Councillor Manning requested the following recommendation be noted for the Committee’s consideration at this time. If approved it was noted that the resolution would be forwarded to the Lower Mainland Local Government Association (LMLGA).

2020-G/L-024

It was MOVED and SECONDED

WHEREAS strata corporations in British Columbia have seen insurance premiums swell up to several hundred percent, and strata owners similarly had deductibles rise exponentially, all due in part to climate change-related risk aversion by insurers;

AND WHEREAS stratas have increasingly become British Columbians’ residence of choice because of their relative affordability and improved land use, but those perceived values are now threatened over escalating insurance costs;

AND WHEREAS the loss of multi-unit homes as a viable housing option for British Columbians would be economically catastrophic to our province;

THEREFORE BE IT RESOLVED THAT British Columbia local governments call on the province to act swiftly and decisively to create a risk-sharing model that returns strata premiums and owner deductibles to 2019 levels, adjusted for inflation.

CARRIED

**12. CONCLUSION OF THE FEBRUARY 24, 2020 GOVERNANCE AND
LEGISLATION COMMITTEE MEETING**

The Chairperson declared the meeting concluded at 9:29 p.m.

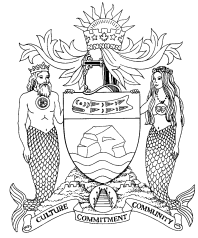
S. Alam

Councillor Manning
Chairperson

Stephanie Lam, Deputy
Corporate Officer

Unapproved

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: March 9, 2020

TO: Governance and Legislation Committee

FROM: Sandra Kurylo, Director of Financial Services

SUBJECT: Waterfront Pay Parking Signage

RECOMMENDATIONS

THAT the Governance and Legislation Committee:

1. Receive for information the corporate report dated March 9, 2020 from the Director of Financial Services, titled "Waterfront Pay Parking Signage"; and
 2. Provide direction to staff on its preference for waterfront parking signage.
-

INTRODUCTION

At its meeting of December 16, 2019 Council endorsed the Parking Task Force's recommendation to post additional signage including parking hours and rates on the waterfront. This corporate report presents the Governance and Legislation Committee with options for consideration.

PAST PRACTICE / POLICY / LEGISLATION

In the past, the City posted signage that informed drivers of details of the pay parking program including the times and dates of when pay parking was in effect and the hourly parking rates. The rates were standard in all areas of the waterfront and only changed twice in a calendar year. The simplicity of the rate structure lent itself to being able to provide this information on one generic sign without the need to switch signs seasonally. The hourly rates were the same in all lots and on-street stalls, and were divided into a summer and a winter season.

Early last year (prior to implementation of the current rate structure) the signage was upgraded, as the City's parking technology provided the opportunity to convey some of these details at the point of sale display, before a customer makes a transaction. This has enabled the City to increase efficiency, reduce costs and ensure signage remains presentable. Past practice has shown that decals placed over outdated information resulted in a worn and unsightly appearance.

Currently, there are three parking rate seasons (summer, winter and shoulder with the shoulder season occurring in the non-consecutive months of October, February and March). There are also different rates, in separate areas (Prime, Value, and the Parkades)

Current Signage, attached as Appendix D, indicates the following:

- Pay-By-Space Parking
- Pay at dispenser with credit card or coin
- Keep receipt/refer to space number to add time
- Paybyphone details
- City disclaimer
- See pay station for current rates

Currently the pay stations inform customers “PAY PARKING IN EFFECT 10:00 AM TO MIDNIGHT, 7 DAYS A WEEK” upon an initial keypad press. Upon second keypad press customers are asked to input their stall number and an additional message states “Pay Parking 10AM-12AM”. Once a customer inputs their stall number, they are presented with rate options available for the stall in which they parked. During the winter season, when parking is free on weekdays a customized message is displayed to inform customers that parking is free on weekdays until January 31 (or another applicable date). Illustrations are provided in Appendix C.

ANALYSIS

With this more complex rate structure a generic sign used at all locations would need to include a lot of information, and would be difficult for a vehicle occupant let alone the driver to safely read while driving into a parking lot. Posting only the relevant information to the date (rate season) and lot in question, would allow the message to be clearer and give the driver of a vehicle a safer opportunity to observe the message while driving into the lot.

OPTIONS

The following options are presented for the Committee’s consideration:

1. Purchase 3 sets of signage (11 signs for each set) each detailing rate information specific to one of the three rate seasons and the lot locations. Examples are included in Appendix A. Keeping the posted information relevant to the current times, dates and rates would be easier for drivers to read and analyze, however this is the most costly and labour intensive option, as the signage will need to be changed four times a year.
2. Post all of the information on each sign, so it does not have to be changed during the year, only when rate and pay parking time policies change. This option is cheaper as fewer signs would be produced, and staff time would not be required to swap out the signs four times per year. However, drivers could be distracted trying to read the large amount of detail on the signs and line-ups may occur at busy times.
3. Do not change or add to current signage. The pay stations display on screen the current rates and times that pay parking is in effect, for that location, prior to making a purchase. Current signage informs visitors that pay parking is in effect. At the pay station customers are informed of the rates and effective times and days. This option should enable the best traffic flow without drivers feeling the need to read more signage while still driving.

BUDGET IMPLICATIONS

The following are cost estimates, based on 11 signage locations (at parking lot and parkade entrances), for the following options.

1. Incremental costs include the initial signage design, purchase and installation, and seasonal switching of signs three times during the first year, and four times per year in subsequent years. Year one costs are estimated to be \$5,300 plus installation and seasonal sign switching labour. It is estimated that installation will take 22 staff hours. Also, it is estimated it will take an additional 24 hours of staff time to switch the signs three times during the first year, and 32 hours each year after that.
2. Incremental costs include cost of initial design, purchase and installation, with no further switching out of signs in first year or subsequent years. Incremental costs are estimated to be \$3,400 plus 22 staff hours to install.
3. This option requires no incremental costs or staff time.

CLIMATE CHANGE IMPLICATIONS

Posting signage at the lot entrances will effect traffic as visitors slow/stop to read the information on the signs. This will contribute to an increase in carbon emissions, as vehicles will remain in operation while this occurs, and could slow traffic on Marine Drive and in the lots, also resulting in an increase of emissions. Posting the rate information at the pay stations will encourage visitors to park their vehicles first and obtain this information at the pay station while on foot.

CONCLUSION

Staff recommend Option 3, making no changes to current signage.

Respectfully submitted,



Sandra Kurylo
Director of Financial Services

Comments from the Chief Administrative Officer:

I concur with the conclusion to retain the current signage as outlined in this corporate report.



Dan Bottrill
Chief Administrative Officer

- Appendix A: Option 1 Signage Samples
- Appendix B: Option 2 Signage Samples
- Appendix C: Current Pay Station Screen Messages
- Appendix D: Current Waterfront Parking Signage

SHOULDER SEASON **PRIME/VALUE**

PAY PARKING RATES:
10:00AM TO MIDNIGHT
7DAYS/WEEK \$2.00/HR.

PARKADES

PAY PARKING RATES:
10:00AM TO MIDNIGHT
7DAYS/WEEK \$2.00/HR,
\$7.50 ALL DAY RATE.

WINTER SEASON **PRIME/VALUE**

PAY PARKING RATES:
WEEKDAYS FREE.
SATURDAYS & SUNDAYS 10:00AM
TO MIDNIGHT \$2.00/HR.

PAY PARKING RATES:
WEEKDAYS FREE.
SATURDAYS & SUNDAYS 10:00AM
TO MIDNIGHT \$2.00/HR,
\$7.50 ALL DAY RATE.

SUMMER SEASON **PRIME**

PAY PARKING RATES:
10:00AM TO MIDNIGHT
7DAYS/WEEK \$3.75/HR

VALUE

PAY PARKING RATES:
10:00AM TO MIDNIGHT
7DAYS/WEEK \$3.25/HR

PARKADES

PAY PARKING RATES:
10:00AM TO MIDNIGHT
7DAYS/WEEK \$3.75/HR,
\$15 ALL DAY RATE.

PARKADES

OPTION 2 – PARKADES

PAY PARKING RATES:

SHOULDER SEASON: OCTOBER, FEBRUARY, MARCH
- 7 DAYS/WEEK – 10:00AM TO MIDNIGHT - \$2.00/HOUR, \$7.50 ALL DAY

WINTER SEASON: NOVEMBER 1 – JANUARY 31
- WEEKDAYS FREE
- WEEKENDS - 10:00AM TO MIDNIGHT - \$2.00/HOUR, \$7.50 ALL DAY

SUMMER SEASON: APRIL 1 – SEPTEMBER 30
- 7 DAYS/WEEK - 10:00AM TO MIDNIGHT
- \$3.75/HOUR, \$15.00 ALL DAY



VALUE LOTS

OPTION 2 – VALUE LOTS WEST OF OXFORD

PAY PARKING RATES:

SHOULDER SEASON: OCTOBER, FEBRUARY, MARCH
- 7 DAYS/WEEK – 10:00AM TO MIDNIGHT - \$2.00/HOUR

WINTER SEASON: NOVEMBER 1 – JANUARY 31
- WEEKDAYS FREE
- WEEKENDS - 10:00AM TO MIDNIGHT - \$2.00/HOUR

SUMMER SEASON: APRIL 1 – SEPTEMBER 30
- 7 DAYS/WEEK - 10:00AM TO MIDNIGHT
- \$3.25/HOUR



PRIME LOTS

OPTION 2 – PRIME LOTS EAST OF OXFORD

PAY PARKING RATES:

SHOULDER SEASON: OCTOBER, FEBRUARY, MARCH
- 7 DAYS/WEEK – 10:00AM TO MIDNIGHT - \$2.00/HOUR

WINTER SEASON: NOVEMBER 1 – JANUARY 31
- WEEKDAYS FREE
- WEEKENDS - 10:00AM TO MIDNIGHT - \$2.00/HOUR

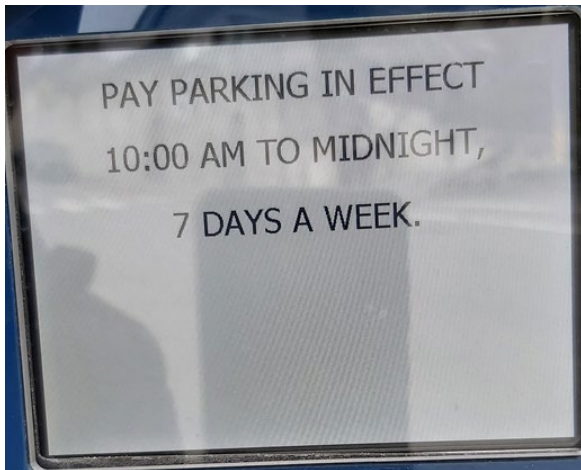
SUMMER SEASON: APRIL 1 – SEPTEMBER 30
- 7 DAYS/WEEK - 10:00AM TO MIDNIGHT
- \$3.75/HOUR



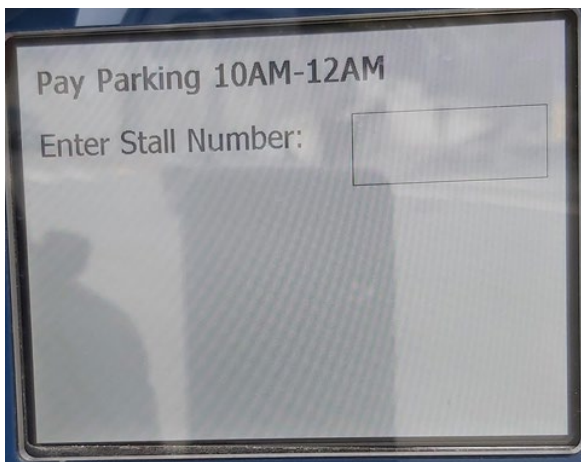
APPENDIX C – PAY STATION SCREEN MESSAGES

PAY STATION INTRO SCREEN IN SHOULDER/SUMMER SEASON:

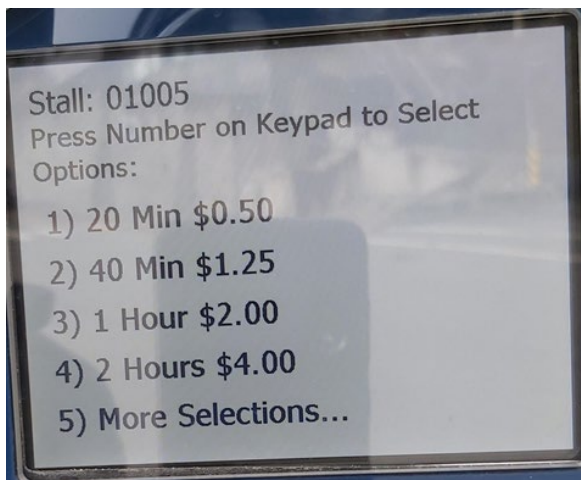
UPON INITIAL KEYPAD PRESS:



UPON SECOND KEYPAD PRESS:



AFTER INPUTTING STALL NUMBER:



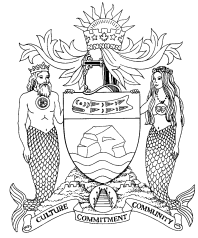
APPENDIX C – PAY STATION SCREEN MESSAGES

PAY STATION SCREEN DURING WEEKDAYS IN WINTER SEASON:





THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: March 9, 2020
TO: Governance and Legislative Committee
FROM: Tracey Arthur, Director of Corporate Administration
SUBJECT: Proposed Amendments to the Council and Committee Procedure Bylaw

RECOMMENDATIONS

THAT the Governance and Legislative Committee:

1. Receive for information the corporate report dated March 9, 2020 from the Director of Corporate Administration titled "Proposed Amendments to the Council and Committee Procedure Bylaw"; and
 2. Endorse the amendments as presented to the Council and Committee Procedure Bylaw, 2018, No. 2232, be forwarded to Council for consideration of first, second and third readings.
-

INTRODUCTION

In accordance with the *Community Charter* Section 124, a council must, by bylaw, establish the general procedures to be followed by council and committees in conducting their business.

PAST PRACTICE / POLICY / LEGISLATION

The City of White Rock Council and Committee Procedure Bylaw, 2018, No. 2232, to be amended as outlined in this corporate report.

ANALYSIS

Council and Committee Procedure Bylaw, 2018 Bylaw 2232, was adopted in February 2018. Since that time there have been two (2) amendments made to the bylaw by Council in 2019.

The further proposed amendments include housekeeping items, new processes and points of clarification. There has been much work done in regard to City committees. The proposed amendments to the bylaw are highlighted in red and blue for easy reference.

The more significant amendments include:

SECTION	TOPIC	PROPOSED SUMMARY OF WORDING
2. Definitions	Advisory Body	Any committee, sub-committee, task force, board or panel that has been established by Council
2. Definitions	Council Liaison	A Councillor appointed to represent the City/Council on any Advisory Body or external group or organization (eg: select committee, regional committee, etc.)
2. Definitions	Working Group	Formed by an Advisory Body for the limited purpose of: a) Gathering, summarizing or preparing a presentation of information including research and analysis to deliver to the originating Advisory Body b) Carrying out a specific prescribed activity
2. Definitions	Standing Committee	Established by the Mayor for matters the Mayor considers would be better dealt with by committee and the Mayor must appoint persons to those committees and at least half of the membership are to be members of Council
2. Definitions	Select Committee	Established and appointed by Council to consider or inquire into any matter and to report its findings and/or opinions (recommendations) to the Council. At least one member must be a Member of Council
2. Definitions	Task Force	Established and appointed by Council to consider or inquire into a specific subject matter or action and to report its findings and/or opinions to the Council. At least one member must be a Member of Council
12. Calling a Meeting to Order	Practice placed in the bylaw if both the Mayor and Deputy Mayor are absent	If both the Mayor and Deputy Mayor are absent, the next on the rotation for Deputy Mayor that is in attendance must take the Chair as Chairperson and call the meeting to order.

SECTION	TOPIC	PROPOSED SUMMARY OF WORDING
20. Delegations / Petitions	Decreased number of delegations from five (5) to four (4) in order to help the meetings stay on time with new proposed conclusion time of 9:30 p.m.	(2) A maximum of up to four (4) delegations will be permitted at any Council meeting.
21. Consent Agenda	<p>New Section: Consent Agenda can help streamline meetings.</p> <p>Items to be received for information can be received through a bulk recommendation/resolution.</p>	<p>Items will be listed in the Consent Agenda section and will include items received “for information” (no action), or in the opinion of the Mayor, Chief Administrative Officer and/or Director of Corporate Administration, require little or no discussion.</p> <p>Any Item Council wants to ensure there is further discussion can be removed from the Consent Agenda Recommendation and discussed separately.</p>
23. Conduct and Debate	(10) Limit of speech during meetings	<p>Item highlighted in yellow, no proposed amendments at this time</p> <p>The Committee has discussed this before but there was no direction given.</p>
24. Motions	(d) Withdrawing a motion	A motion can be withdrawn by the mover and seconder with the consent of the majority of Council rather than all of Council in attendance.

SECTION	TOPIC	PROPOSED WORDING
46. Duties of Select Committees	Defines sub-committee, working groups.	<p>Sub-committees would inquire into matters and report to and make recommendations to the committee for a specific purpose</p> <p>Working groups would be formed for a limited purpose: gather, summarize or prepare a presentation of information including research and analysis; and</p> <p>Carry out a specific prescribe activity parade float, taking available information and placing it into a specified format</p>
46 (3) Duties of Select Committees (continued)	Role of Member of Council on an Advisory Body	<p>Council Liaisons attend meetings, participate/contribute to discussions, and offer information from a City/Council perspective. A Council Liaison will provide context to matters referred to the Committee, and report updates and introduce recommendations at the Regular Council meetings when brought forward for consideration. A Council Liaison monitors discussions to ensure they coincide with Council’s Corporate Priorities</p>
47 (2) Schedule of Committee Meetings	Amends minimum timeline for a Standing Committee Agenda to be published. Legislation notes at minimum 24 hours notice must be given. Staff will always strive to have the agenda out as soon as practical.	<p>...agendas will be provided at the same time and means as the regular Council meeting agendas or at minimum twenty four hours prior to the meeting date</p>


SECTION	TOPIC	PROPOSED WORDING
51. Council Liaisons to City Committees / Advisory Body	Functions of a Councillor Liaison to City Committee / Advisory Body Including the Alternate Councillor Liaison	<p>Functions include:</p> <ul style="list-style-type: none"> • Attend, when unavailable let the Alternate know • Participate / Contribute in discussion offering a Council perspective • Provide Background when items referred by Council to the Committee • Monitor topics, ensure correspondence with Council’s Corporate Priorities • Spokesperson / Answer questions on behalf of the Committee when recommendations come to Council
54 Conduct and Debate	Staff enforcing meeting procedure is to be respected	The Committee Clerk is there to help ensure the City’s process and legislation are known and adhered to. It is the City’s expectation that when the Committee Clerk states an item of concern or when they give direction in regard to meeting process that it would be adhered to

Other minor amendments have been made from the 2018 bylaw in terms of renumbering, removal of redundant wording and some corrections in regard to grammar.

CONCLUSION

Amendments to the *Council and Committee Procedure Bylaw, 2018, No. 2232* are presented for the Governance and Legislative Committee to review and discuss. This is an opportunity to ensure the bylaw meets the needs of Council and its committees.

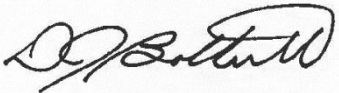
Respectfully submitted,



Tracey Arthur
Director of Corporate Administration

Comments from the Chief Administrative Officer:

I concur with the recommendations of this corporate report.



Dan Bottrill
Chief Administrative Officer

Appendix A: *Council and Committee Procedure Bylaw, 2018 No. 2232 (including tracked changed as proposed amendments)*

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW NO. 2232**



A Bylaw to establish the rules of procedure for
Council and Committee Meetings.

DISCLAIMER: THIS BYLAW IS CONSOLIDATED FOR CONVENIENCE ONLY. THE CITY DOES NOT WARRANT THAT THE INFORMATION CONTAINED IN THIS CONSOLIDATION IS CURRENT. IT IS THE RESPONSIBILITY OF THE PERSON USING THIS CONSOLIDATION TO ENSURE THAT IT ACCURATELY REFLECTS CURRENT BYLAW PROVISIONS.

Consolidated as of January 2019.

TABLE OF CONSOLIDATION

BYLAW	DATE APPROVED	AMENDMENT NO.	SUBJECT MATTER
2277	January 14, 2019	1	Question & Answer Period
2284	January 28, 2019	2	Agenda Publication & Deadlines

The Council of the City of White Rock, in an open meeting, enacts as follows:

PART 1 – INTRODUCTION

Title

1. This Bylaw may be cited as the “*Council and Committee Procedure Bylaw, 2018, No. 2232*”.

Definitions

2. In this bylaw:

- (a) ‘Advisory Body’ means any committee, sub-committee, task force, board, ~~or panel~~ etc. that has been established by Council.
- (~~a~~)(b) ‘City’ means the City of White Rock.
- (~~b~~)(c) ‘Chief Administrative Officer’ is the staff person whose responsibilities are outlined under Chief Administrative Officer in the *Community Charter*. and as set out in the City’s Officer and Indemnification Bylaw.
- (~~c~~)(d) ‘Chairperson’ means the presiding member of a meeting.
- (~~d~~)(e) ‘Closed Meeting’ means a meeting that the public are not permitted to attend in accordance with the *Community Charter*.
- (~~e~~)(f) ‘Committee’ means a standing, select, ~~task force, panel~~ or advisory committee, but does not include Committee of the Whole.
- (~~f~~)(g) ‘Committee Clerk’ is the person who is responsible for establishing an agenda, with other City staff and the Chairperson, and taking the minutes at a meeting of a Committee.
- (~~g~~)(h) ‘Committee Member’ is a person who is appointed by the Mayor or City Council to a standing, select, advisory, task force, ~~panel~~ or other Committee.
- (~~h~~)(i) ‘Committee of the Whole’ (COTW) refers collectively to those members of Council present when Council moves to sit as a Committee.
- (~~i~~)(j) ‘Council’ is the Mayor and Councillors duly elected in the City of White Rock and who continue to hold office.
- (k) ‘Councillor’ is a Councillor duly elected in the City of White Rock and who continues to hold office.
- (~~j~~)(l) ‘Council Liaison’ is a Councillor appointed to represent the City/Council on any Advisory Body or external group or organization (eg: select committee, regional committee, etc.)
- (~~k~~)(m) ‘Delegation’ refers to an individual or group bringing information to Council on a topic specified on a “Request to Appear as a Delegation” form.
- (~~l~~)(n) ‘Deputy Mayor’ is the Councillor who, in accordance with Part 3 of this Bylaw, is responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

- ~~(m)~~(o) 'Director of Corporate Administration' is the staff person with the responsibilities of the Corporate Officer as outlined in the *Community Charter* and as set out in the City's Officer and Indemnification Bylaw.
- ~~(n)~~(p) 'Mayor' is the Mayor duly elected in the City of White Rock and who continues to hold office.
- ~~(o)~~(q) 'Member' is a Member of Council including the Mayor or a person appointed to a committee / Advisory Board body, as defined in this bylaw, by Council and/or by the Mayor.
- ~~(p)~~(r) 'Presentation' refers to an individual or group that has been requested by Council or staff in order to inform or update Council on a subject relevant to City business, when possible the topic is already scheduled to be discussed being conducted on the agenda. The presenter's name and, if applicable, title to the organization, and topic will be placed on the meeting agenda.
- ~~(q)~~(s) 'Presiding Member' is the person who is responsible for chairing the meeting.
- ~~(r)~~(t) 'Public Hearing' means a hearing that is required according to the *Local Government Act*, for the purposes of this bylaw where public hearing is noted will also include public meetings.
- ~~(s)~~(u) 'Public Notice Posting Place' is the notice board at City Hall.
- ~~(v)~~ 'Quorum' means a majority of all of its Council or Committee voting members that must be present in order to conduct official business (any matters requiring a vote, including adoption of the agenda, minutes, etc.).
- ~~(w)~~ "Standing Committee" means they are established by the Mayor for matters the Mayor considers would be better dealt with by committee and the Mayor must appoint persons to those committees. At least half of their membership are members of Council.
- ~~(x)~~ "Select Committee" means they are established and appointed by Council to consider or inquire into any matter and to report its findings and/or opinions (recommendations) to the Council. At least one (1) member of a select committee must be a Member of Council.
- ~~(y)~~ "Task Force" means they are established and appointed by Council to consider or inquire into a specific subject matter or action and to report its findings and/or opinions to the Council. At least one (1) member of a select committee must be a Member of Council.
- ~~(z)~~(z) 'Working Group' means a group formed by Advisory Body for the limited purpose of:
- a) Gathering, summarizing, or preparing a presentation of information including research and analysis to deliver to the originating Advisory Body.
 - b) Carrying out a specific prescribed activity
- ~~(u)~~ —

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Application of Rules of Procedure

3. (1) The provisions of this Bylaw apply to all meetings of Council, COTW and all Committees / [Advisory Body](#).
- (2) In cases not provided for under this Bylaw, the latest edition of Robert's Rules of Order will apply to the proceedings of Council, COTW, and Committees to the extent that those rules are:
 - (a) applicable in the circumstances, and
 - (b) not inconsistent with the provision of this Bylaw the *Community Charter* or *Local Government Act*.

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

4. (1) Following a general local [government](#) election, the inaugural meeting (the first meeting of the newly elected Council) must be held on the first Monday in November in the year of the election.
- (2) If a quorum of members elected at the general local election has not taken office by the date of the meeting referred in subsection (1), the first Council meeting will be called by the Director of Corporate Administration and held as soon as reasonably possible after a quorum of members has taken office.

Time and Location of Meetings

5. (1) Council meetings will take place within City Hall, or at a city owned facility, unless another location is deemed necessary by Council or staff to hold its meetings elsewhere. The meeting location will be noted on the meeting notice when applicable, and/or the agenda for the meeting.
- (2) Regular Council meetings will:
 - (a) be held on Mondays, in accordance with the schedule adopted by resolution by Council on or before December 31 of the preceding year;
 - (b) commence in accordance with the approved regular Council meeting schedule posted at the Public Notice Posting Place; generally, but not exclusively, at 7:00 p.m.; if there is a public hearing/meeting scheduled, the regular meeting will begin at the scheduled start time and be reconvened immediately following conclusion or adjournment of the public hearing/meeting;

Earlier start times for regular meetings and public hearings / meetings will be applied when circumstances, determined by the Mayor and/or staff require them (including but not limited to: high volume of business, special presentation(s) or a large public hearing/meeting is anticipated).
 - (c) be concluded or adjourned at ~~9~~⁹:30 p.m. unless Council resolves to proceed beyond that time in accordance with Section ~~342~~ of this bylaw.
- (3) Council Meetings may:
 - (a) be cancelled by resolution by Council, provided that two [\(2\)](#) consecutive meetings are not cancelled.
- (4) Special Council meetings may be called:
 - (a) By the Mayor at their discretion; or
 - (b) By two (2) or more Council Members, in writing, may request the Mayor call a Special Council meeting;

- (c) Two (2) or more Council Members may themselves call a Special Council meeting if:
- Within 24 hours after receiving a request under subsection (b), and no arrangements are made under subsection (a) for a special Council meeting to be held within the next seven (7) days, or
 - both the Mayor and the Acting Mayor are absent or otherwise unable to act

Note: if the meeting is called under subsection (c) the Council Members calling the meeting or the Director of Corporate Administration must sign the meeting notice.

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- (5) (1) Closed Meetings of Council will be called as the need arises.
- (2) Any items which, in the opinion of Council, do not comply with the Closed Meeting criteria specified in the *Community Charter* must be deleted from the agenda of the Closed Meeting and be referred to:
- (a) a future Regular Council Meeting as an additional item; or
 - (b) a committee; or to
 - (c) staff.
- (3) Information considered in any part of a Closed Meeting of Council must be kept in confidence until Council ~~discusses the information at a meeting that is open to the public or~~ releases the information to the public. The consequences of a Member breaching the duty of confidentiality may include, but are not limited to: motions by Council to censure the Member, removal of the Member from the Deputy Mayor rotation, removal of the Member from committees, court proceedings to recover damages from the Member, and court proceedings to obtain a statutory injunction (including contempt of court proceedings in the event of a continuing contravention).

Notice of Council Meetings

6. (1) In accordance with the *Community Charter*, Council will annually:
- (a) adopt on or before December 31 a schedule of dates, times and places of Regular Council meetings for the following year and make the schedule available to the public by posting it at the Public Notice Posting Place ; and
 - (b) give notice when the schedule of Regular Council meetings will be available at least once a year in accordance with Sections 94 and 127 the *Community Charter*.
7. (1) Except where notice of a special meeting is waived by unanimous vote of all members, a notice of the date, time and place of a special Council meeting must be given at least 24 hours before the time of a meeting by:

- (a) posting a copy of the notice on the Public Notice Posting Place;
 - (b) leaving a copy of the notice for each member in the member's mailbox at City Hall; and
 - (c) e-mailing Council.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Director of Corporate Administration.

PART 3 – DESIGNATION OF COUNCILLOR TO ACT IN PLACE OF THE MAYOR

Deputy (Acting) Mayor

8. (1) Annually Council will designate the order in which each member will serve as Deputy Mayor on a rotating basis. During an election year this will be conducted at the inaugural Council meeting. Amendments to the schedule must be made by Council resolution.
- (2) If both the Mayor and the Councillor appointed under section (1) are absent from a Council meeting, the Councillor that appears next on the rotation ~~that~~ is present at the Council meeting will act as Deputy Mayor/Chairperson for that Council meeting.
- (3) When the Mayor is absent or otherwise unable to act, or when the office of the Mayor is vacant, the Deputy Mayor:
- (a) has the same powers and duties as the Mayor in relation to the applicable matter;
 - (b) must fulfill the responsibilities of the Mayor at the Council Meeting; and
 - (c) may sit in the Mayor's chair for the duration of the Council meeting.

PART 4 – COUNCIL PROCEEDINGS

Attendance of Public at Meetings

9. (1) Except where the provisions of the *Community Charter* apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with the *Community Charter* that states:
- The fact that the meeting or part of the meeting is to be closed; and

- The basis under the applicable subsection of section 90 of the *Community Charter* on which the meeting or part is to be closed
- (3) This section applies to all meetings of the bodies referred to in the *Community Charter* including without limitation :
 - (a) COTW
 - (b) Standing, Select, Sub Committees;
 - (c) Parcel Tax Review Panel;
 - (d) Boards;
 - (e) Advisory Committees; and
 - (f) Task Forces
 - (4) Despite subsection (1), the Presiding Member may expel or exclude a person from a Council meeting in accordance with the *Community Charter*.

Minutes of the Meetings

10. (1) Minutes of the proceedings of Council must be legibly recorded and certified as correct by the Director of Corporate Administration [or designate](#) and signed by the Mayor or Chairperson at the meeting or at the next meeting at which the minutes are adopted responsible for taking the meeting minutes.
- (2) The Director of Corporate Administration is responsible for taking the meeting minutes and shall record that a Member has moved the motion and a Member has seconded the motion but need not record the names of the Members that move and second the motion.
- (3) Subject to subsection (4), minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours and [as technology permits](#) available on the City website.
- (4) Subsection (3) does not apply to minutes of a Council meeting or that part of a Council meeting that is closed to the public
- (5) The Director of Corporate Administration [or designate](#) is responsible for taking the meeting minutes and may make minor amendments to approved minutes including but not limited to typographical errors, sequential number errors, grammatical errors or completing missing information.

Seating Arrangements

11. (1) The Mayor shall designate each Councillor to a seat at the Council table at the beginning of the term.
- (2) Except as provided in section 8(3), each Councillor shall remain in their designated seat at each Council meeting for the duration of the term. [The only](#)

exception for this would be should the member of Council wish to sit in the Mayor's Chair, in the Mayor's absence, if they are the Presiding Member of the meeting.

Calling Meeting to Order

12. (1) As soon after the time specified for a Council meeting and if there is a quorum present, the Mayor must take the Chair as Chairperson and call the Council meeting to order.
- (2) If the Mayor is absent, then the Deputy Mayor must take the Chair as Chairperson and call the meeting to order.
- (4) If both the Mayor and Deputy Mayor are absent, the next on the rotation for Deputy Mayor that is in attendance must take the Chair as Chairperson and call the meeting to order.
- (34) If a quorum of Council is present but the Mayor and the Deputy Mayor do not attend within 15 minutes of the scheduled time for a Council meeting:
 - (a) the Director of Corporate Administration must call to order the members present; and
 - (b) the next scheduled Deputy Mayor of the rotation would act as Chairperson for the meeting.

Adjourning Meeting Where No Quorum

13. (1) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Director of Corporate Administration will:
 - (a) record the names of the Members present, and those absent; and
 - (b) Adjourn the meeting until the next scheduled meeting stating date / time and location of the meeting.

Agenda

14. (1) Prior to each Council meeting:
 - (a) the Director of Corporate Administration, in consultation with the Chief Administrative Officer and the Mayor, must have prepared an Agenda setting out all items for consideration at the meeting; and
 - (b) Will provide a copy of the agenda by end of the day on the Wednesday prior to the meeting to each member of Council through technological means and/or in their mailbox at City Hall, unless otherwise directed by the member of Council. *(amended by Bylaw 2284)*
~~will provide a copy of the agenda by end of day on the Thursday prior to the meeting to each member of Council through technological means and/or in their mailbox at City Hall, unless otherwise directed by the member of Council.~~

- (2) The deadline for items or submissions to the Corporate Administration Department for inclusion on the agenda for Council, staff and the public is 4:30 p.m. on the Monday prior to the Council meeting. If a time-sensitive matter arises, the Director of Corporate Administration and/or the Chief Administrative Officer may, at their discretion, add agenda items following this deadline.
- (3) The Director of Corporate Administration will make the agenda available to the public after it has been sent to Council as follows:
 - A reading / reference copy will be available in the Administration office;
 - Photocopies of the agenda will be available upon request in accordance with the City's Fees and Charges Bylaw; and
 - On the City website, the ~~Thursday~~ ~~Friday~~ prior to the Monday meeting (making allowance for technical error when the system is down and or documents have had issue being uploaded to the website).

Order of Proceedings and Business

15. (1) The agenda order of proceedings and business for all regular Council meetings will be set in accordance with a separate council policy.

Late Items (On Table or Supplemental Agenda)

16. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless Council resolves to introduce the late item to the agenda by vote of the majority of members present.
- (2) If the Council makes a resolution under subsection 165(1), information pertaining to the late item(s) must, when possible, be distributed to the Members by written copy (On-Table) or verbally.

If Council votes to permit the amendment to the agenda, the Chairperson or Director of Corporate Administration will advise if:

- a) there is a written copy of the information to be supplied ~~on~~ On Table or
- b) if the item will be introduced verbally.

Voting at Meetings

17. (1) The following procedures apply to voting at Council meetings:
 - (a) when debate on a matter is closed, the Chairperson must put the matter to a vote of Members;
 - (b) after the Chairperson finally puts the question to a vote, a member must not speak to the question or make a motion concerning it;
 - (c) the Chairperson's decision about whether a question has been finally put is conclusive;
 - (d) whenever a vote of Council on a matter is taken, each member present will signify their vote by raising their hand; and

- (e) the Chairperson must declare the result of the voting.
- (2) Every Council member present when a question is put will be expected to vote unless they make a declaration under the provisions of the *Community Charter*, regarding conflict of interest, in which case the provisions of that section apply and in such cases they will not participate in the discussion or vote ~~and~~ must leave the Chambers until the vote is taken at which time they may resume their seat.
 - (3) Should any member in attendance refrain from voting when any question is put, for any reason other ~~than~~ situations pertaining to provisions of the *Community Charter*, regarding conflict of interest, the member will be regarded as having voted in the affirmative and the vote will be counted accordingly.
 - (4) A speaker may not speak against the motion they have made, but may choose to vote against it.
 - (5) All acts whatsoever authorized or required by the *Community Charter*, to be done by the Council, and all other questions, ~~including questions of adjournment~~, that may come before the Council will, save where otherwise so expressed, be done and decided by the majority of the members of Council present at the meeting.
 - (6) In all other cases where the votes of the members then present, including the vote of the Chairperson, are equal for ~~or~~ against a question, the question will be defeated, and it will be the duty of the Chairperson to so declare.
 - (7) The name of any member who voted in the negative on a question will be recorded in the minutes of such meeting.
 - (8) When the question under consideration contains distinct propositions, upon request of any member, the vote upon each proposition will be taken separately.
 - (9) When a regular meeting is to be adjourned to go into a Public Hearing or Public Meeting (Development Variance Permit) it will be noted in the agenda and noted verbally by the Chairperson as follows:

MEETING POSTPONE (ADJOURNMENT)

~~In the circumstance the Public Hearing for Bylaws (No. xxxx) is not concluded by 7:00 p.m. †~~The regular Council meeting will be called to order ~~and following consideration of the agenda, minutes and any special presentations the meeting will be postponed (adjourned) and~~ at this point in the agenda ~~of the Regular Council meeting will be postponed (adjourned)~~ in order to continue ~~to~~ the public hearing.

The regular meeting will be reconvened directly following the adjournment or conclusion of the noted Public Hearing/Meeting here at (location: City Hall Council Chambers) later this same evening.

Presentations on a Regular Agenda

18. (1) A presentation by the Mayor or a Councillor at a Council meeting shall only pertain to:
 - (a) events attended as a representative of the City; or
 - (b) information on community events and activities.
- (2) Presentations by a Member to Council will be limited to a maximum of five (5) minutes.
- (3) Presentations by ~~an~~-invited guests at a Council meeting will be limited to a maximum of ten (10) minutes.

Presentation time by an invited guest can only be extended by Council by unanimous vote of all present members of Council.

19. Question and Answer Period (*added by Bylaw 2277 and renumbered accordingly*)

- Section 19 (1) Question and Answer Period will be included toward the start of the regular Council meeting (following Meeting Minutes approval [or any special presentations to be made by Council](#)). This will be an opportunity for the public to ask questions and make comments.
- (2) Questions will be addressed to the Chairperson. If there are questions for an individual member of Council, they will be addressed through the Chairperson for direction.
 - (3) Question and Answer Period will be timed, not to exceed 15 minutes unless Council wishes to extend Question and Answer Period just prior to the conclusion of the regular Council meeting. Extension for a further 15 minutes at that time may be permitted by majority vote of Council. No further extensions will be permitted for that evening for Question and Answer Period.
 - (4) Each speaker will be given two (2) minutes, the speaker will be given one (1) opportunity to ask a question or make comment(s) during this time. In the circumstance there is still time from the original 15 minutes remaining and there are no further speakers a second opportunity may be provided.
 - (5) The speaker will begin by stating their name and city of residence to be recorded in the minutes along with a summary of the question / comment(s). When the Chairperson does not have the information to provide for an immediate answer to the response it will be given in written format and [placed included on the next agenda on the city's website](#) under this topic when the information is available.

- (6) An area on the website will be designated for a summary list of all the questions, comment topics and answers provided during Question and Answer Period so this item can be easily searched by the public.
- (7) There is to be no questions or comments on a matter that will be the subject of a public hearing or public meeting (example: Development Variance Permit). Questions that may be subject to [the Freedom of Information and Protection of Privacy Act](#) will be forwarded for a direct response through the FOI process.
- (8) Question and Answer Period will not be conducted during the months of September and October of an election year.

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Delegations / Petitions

20. (1) The Council may allow a Delegation to address the Council at a meeting on a topic provided a Delegation request form has been received by the Director of Corporate Administration by 8:30 a.m. on the Monday prior to the meeting. If the Monday prior falls on a holiday, the form must be received by 8:30 a.m. the Tuesday prior. (amended by Bylaw 2284)
~~The Council may allow a Delegation to address the Council at a meeting on a topic provided a Delegation request form has been received by the Director of Corporate Administration by 4:30 p.m. on the Monday prior to the meeting.~~
- (2) A maximum of ~~five~~ up to (4) four Delegations will be permitted at any Council meeting.
- (3) Each Delegation must be limited to a maximum of five (5) minutes; this time may only be extended by unanimous vote of all Members present.
- (4) The Mayor and Chief Administrative Officer or the Director of Corporate Administration must not permit a Delegation to address a meeting of the Council regarding:
 - i. Any matter that will be the subject of a public hearing that is required under an enactment as a prerequisite to the adoption of a bylaw;
 - ii. Any matter that is undergoing a local area service process or counter petition process;
 - iii. Any matter which the City has commenced prosecution and on which judgment has not been rendered;
 - iv. The promotion of commercial products or services which have no connection to the business of the City;
 - v. Publicly tendered contracts or proposal calls for the provision of goods and services for the City, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded by Council or City staff; and further

- vi. A subject is beyond the jurisdiction of Council.
- (5) A delegate may only appear once per year in relation to a specific topic, such appearance is to be measured from the time of the last appearance on the matter. This includes the topic, any process, resolution or concerns regarding the topic or any review or assessment of the topic.
- (6) The Director of Corporate Administration determines the delegations scheduled for each agenda, and may schedule Delegations to a later Council meeting than requested. The Director of Corporate Administration finalizes the scheduled delegations based on subject matter. Applications beyond the limit of up to four (4) will also be scheduled to an alternate date. -considering the subject matter or if there are already five (5) requests to appear as a Delegation at the same meeting.
- (7) A Delegation intending to give a Power Point presentation must supply the Director of Corporate Administration with a copy of the presentation by 8:30 a.m. on the Monday (or Tuesday if the Monday is a statutory holiday) prior to the meeting. The presentation will be reviewed by staff, to ensure that it is professional and relevant to the Council proceedings. If the Director of Corporate Administration is of the opinion that the Presentation is unprofessional or irrelevant the noted slides/pages will be removed or the entire presentation will be rejected. Staff will contact the delegation to inform if this is to occur. *(amended by Bylaw 2284)*
~~A Delegation intending to give a Power Point presentation must supply the Director of Corporate Administration with a copy of the presentation by 4:30 p.m. on the Monday prior to the meeting. The presentation will be reviewed by staff, to ensure that it is professional and relevant to the Council proceedings. If the Director of Corporate Administration is of the opinion that the Presentation is unprofessional or irrelevant the offending slides/pages will be removed or the entire presentation will be rejected. Staff will contact the delegation to inform if this is to occur.~~
- (8) Every petition presented to Council by a Delegation, or otherwise, must include:
- (a) the date of the petition;
 - (b) legible full names of each signatory petitioner with their address; and,
 - (c) a statement at the top of the page clearly indicating why signatures have been collected.
- (9) All petitions addressed to Council will be placed on the Council agenda for receipt. Petitions must be received by 8:30 a.m. on the Monday prior to the next regular scheduled meeting. Petitions received after this agenda deadline will be automatically placed on the next regular scheduled meeting agenda. *(Amended by Bylaw 2284)*
~~Petitions may also be submitted at a regular Council meeting during the Delegations and Petitions section of the agenda.~~

~~All petitions addressed to Council will be placed on the Council agenda for receipt. Petitions must be received by 4:30 p.m. on the Monday prior to the next regular scheduled meeting. Petitions received after this agenda deadline will be automatically placed on the next regular scheduled meeting agenda. Petitions may also be submitted at a regular Council meeting during the Delegations and Petitions section of the agenda.~~

Consent Agenda

21. (1) A Consent Agenda can be utilized to help streamline meetings with a large volume of items. Items listed under the Consent Agenda section are considered for approval in one (1) -motion, unless a member wishes to debate an item and requests that it be excluded. If an item is excluded from the Consent Agenda, it will be considered as an agenda item. The rule of order establishing a Consent Agenda provides that Consent Agenda items may be considered in total without debate or amendment.

Items will be listed in the Consent Agenda section and will include items received “for information” (no action), or in the opinion of the Mayor, Chief Administrative Officer and/or Director of Corporate Administration, require little or no discussion.

(2) Items can be removed from the consent agenda at the request of a member of Council.

Point of Order (Question to the Chair: Are the rules of the meeting being followed?)

224. (1) The Chairperson will preserve order and decide all points of order which may arise, but subject to an appeal to the other members of the Council present.
- (2) Without limiting the Chairperson’s duty under the *Community Charter*, the Presiding Member must apply the correct procedure to a motion:
- (a) if the motion is contrary to the rule of procedure in this Bylaw; and
 - (b) whether or not another Member has raised a point of order in connection with the motion.
- (3) When the Chairperson is required to decide a point of order:
- i) first immediately suspend the debate;
 - ii) ask “What is your Point of Order?”;
 - iii) rule as to whether or not the point of order is valid; citing the applicable rule or authority, if required by another Member;
 - iv) another Member must not question or comment on the rule or authority cited by the Chairperson under subsection (2)(a);
 - v) the Chairperson may reserve the decision until the next Council meeting; and
 - vi) the Chairperson may direct the members to stand at ease (brief pause where members remain in their places until the Chairperson calls the meeting to order) while considering their decision.

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- (4) If an appeal (disagreement with the ruling by the Chairperson) be taken by a member of the Council from the decision of the Presiding Member, the question will be immediately put, and decided without debate. "Will the Chair be sustained?" and the Chairperson will be governed by the vote of the majority of the other members of the Council then present, and the names of the members of the Council voting against the question "Will the Chairperson be sustained?" will be recorded on the minutes, and in the event of the votes being equal, the question will pass in the affirmative. The Chairperson will not be permitted to vote on an appeal of their decision hereunder.
- (5) If the Chairperson refuses to call the question "Will the Chairperson be sustained?" the Council will immediately appoint one of its members to preside temporarily, and the Chairperson temporarily appointed will proceed in accordance with (4) and in the event of the votes being equal, the question will pass in the affirmative.

Conduct and Debate

223. (1) A member may speak to a question or motion at a Council meeting only if that member first addresses the Chairperson.
- (2) A member must address the Chairperson by that person's title followed by their surname: Mayor, Councillor, Deputy Mayor or Chairperson.
- (3) A member must address other non-Chairperson by the title of Councillor, Mayor or Committee Member followed by their surname.
- (4) No member may interrupt a member who is speaking except to raise a point of order.
- (5) If more than one (1) member speaks, the Chairperson must call the member who, in the Chairperson's opinion, first spoke.
- (6) A member who is called to order by the Chairperson:
 - (a) must immediately stop speaking;
 - (b) may explain their position on the point of order; and
 - (c) may appeal to Council for its decision on the point of order in accordance with the *Community Charter*.
- (7) Member at a Council Meeting:
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be reconsidered / rescinded; and

- (e) must adhere to the rules of procedure established under this bylaw and to the decision of the Chairperson and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), they may order the member to leave the member's seat and:
 - (a) if the member refuses to leave, the Chairperson may cause the member to be removed by a peace officer or by the R.C.M.P.; and
 - (b) if the member apologizes to the Council, Council, may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the motion being debated at a Council meeting to be read at any time during the debate, if that does not interrupt another member who is speaking.

(10) The following rules apply to limit speech on matters being considered at the Council meeting:

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- (a) a member may speak no more than twice for a maximum of five (5) minutes per time in connection with the same question unless:
 - i. with the permission of Council by majority vote, or
 - ii. if the member is explaining a material part of a previous speech while introducing a new matter;
 - (b) the mover of the motion, after obtaining the floor from the Chairperson, will have the first opportunity to speak to the motion; and be permitted the opportunity of summation before the question is called.
- (11) The following rules apply to all persons attending a City meeting. This includes participants, staff, and Members of the public.

Members of the public may attend to observe open council meetings. A Member of the public at a meeting must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.

In accordance with Human Resources Policy No. 405 (Workplace Harassment), *"Every employee has the right to work in a respectful atmosphere that promotes equal opportunities and is free from harassment, bullying and discrimination."*

City meetings are working meetings for Council and staff; as such, outbursts, shouting (questions or comments), clapping, and booing/heckling are not permitted. Members of the public must view the meeting from the designated gallery/seating area established for the public (area away from the Council / Committee Member table or staff table) in most circumstances there will be chairs provided in the designated area ~~set up~~.

Council meetings, unless Closed as per the provisions of the *Community Charter*, are open to all Members of the public. If the public have signs or placards, they must not contain profanity or disrespectful language. Those with

signs and placards may display their signs from the back of the room in order to ensure the sightline of others observing the meeting are not blocked.

Members of the public who do not adhere to the meeting conduct, as outlined in this bylaw, will be given a compliance warning. If a Member of the public is unwilling to do so, as per the *Community Charter*, the City reserves the right to request or have a person removed from the meeting.

- (a) If, in the opinion of the Chairperson, a Member of the public has contravened section 11(4) the Chairperson may issue a warning to the offender. A warning will consist of the following: The Chairperson will advise the offending individual or group of individuals the behavior is not in accordance with this bylaw. The offending individual(s) will be requested to provide their name and it will be noted in the meeting minutes (if name is not provided a description will be noted).

If the behavior continues, the Chairperson may, in accordance with the *Community Charter*, order that the offending individual or group be expelled from the meeting (4). Should the Chairperson determine expulsion from the meeting is required they will state the following:

“In accordance with the Community Charter Section 133, hereby order that (Persons Name or Description) be expelled from the meeting at this time due to the person acting improperly as follows: (state the offending behavior) thus interrupting the meeting proceedings.”

If you do not leave the meeting at this time, the RCMP will be contacted and you will be escorted from these Council Chambers / City Hall.”

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Motions

234. (1) A motion will be phrased in a clear and concise manner so as to express an opinion or achieve a result. When a motion has been moved by a member and seconded by another member, it is then a motion on the floor, and is deemed to be in the possession of Council, and such motion:
- (a) must be recorded in the minutes;
 - (b) the mover of the motion, after obtaining the floor from the Chair, will have the first opportunity to speak to the motion;
 - (c) the mover of the main motion will be permitted the opportunity of summation before the question is called; and
 - (d) may only be withdrawn by the mover and seconder of the motion, with the consent of the majority of the members of Council (not all) all the members present (any Member not in agreement must make this known by raising their hand to notify the Chairperson).
- (2) A Council member may make only the following motions, when the Council is debating a question. These motions are numbered; the higher number determines the type of motion that must be considered prior to the lower number motion. Each of the following motions are required to be seconded:

	Motion/Purpose	Amendable	Debatable	Required Vote
1	Postpone Indefinitely	Amendable	Yes	Majority
2	Amend	Amendable if primary	Yes	Majority
3	Refer (to someone or somewhere)	Amendable	Yes	Majority
4	Postpone Definitely/Defers (until a certain time)	Amendable	Yes	Majority
5	Limit or Extend Debate	Amendable	No	2/3
6	End Debate and Amendments		No	2/3
7	Table (temporarily suspend consideration of an issue to address another topic). The Presiding Member would ask "For what reason?" and rule on it.		No	Majority

Voting Table for Reference Purpose:

<i>Number of Votes Cast</i>	<i>Majority Vote</i>	<i>Two-Thirds Vote</i>
<u>1</u>	<u>1</u>	<u>1</u>
<u>2</u>	<u>2</u>	<u>2</u>
<u>3</u>	<u>2</u>	<u>2</u>
<u>4</u>	<u>3</u>	<u>3</u>
<u>5</u>	<u>3</u>	<u>4</u>
<u>6</u>	<u>4</u>	<u>4</u>
<u>7</u>	<u>4</u>	<u>5</u>
<u>8</u>	<u>5</u>	<u>6</u>

- (3) A member may request that a motion that is on the floor, be read for information, at any time during the debate.
- (4) Amendments will be put to the question in the reverse order to that in which they have been moved. An amendment will be only to the main motion and will be decided or withdrawn before the question is put to the vote on the main motion. Only one (1) amendment will be considered by Council at a time. Council may amend an amendment by way of a sub-amending motion. No amendment will alter in a material way the principle embodied in the main motion but should merely vary its terms in one or more particulars.
- (5) A motion to refer the subject matter to a Committee, until it is decided, will preclude all amendment(s) of the main motion.
- (6) At any time after a question has been proposed, any member may "call for the question" and unless the Chairperson considers such request is an abuse of the Rules of Procedure or an infringement of the rights of minority the original question will immediately thereafter be put and decided without further debate.
- (7) Prior to the Question being called a member may request a motion to be read by either the Chairperson or the Director of Corporate Administration.
- (8) Motions that are not seconded will not be included in the meeting minutes.

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(9) Motions that are withdrawn will not be included in the meeting minutes.

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- (109) A motion to conclude a meeting is not necessary. Following the completion of all agenda items the Presiding Member may state: "This meeting is now concluded."

Amending Motions

254. (1) A member, other than the mover of a motion, may propose an amendment to a motion, and subject to the provisions regarding sub-amendments, that amendment must be disposed of before any subsequent amendments are proposed.
- (2) When an amendment to a motion has been moved and seconded, the Chairperson must, if requested by a member, state the original motion and the amendment, and must permit debate only on the amendment.
- (3) If the amendment is defeated, debate may continue on the original motion, and if no further amendments are proposed, the Chairperson must call the question on the original motion.
- (4) If an amendment is adopted and no further amendments are proposed, the Chairperson must then call the question on the original motion, as amended.
- (5) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

Sub-Amendments of Motions

256. (1) A member may propose a sub-amendment to an amendment, and the provisions of Amending Motions apply, so far as applicable to sub-amendments.
- (2) A member may not propose a sub-amendment to a sub-amendment.
- (3) The Chairperson must call the question on a motion which has been amended, in the following order:
- (a) a sub-amendment, if any;
 - (b) an amendment to the original motion; and
 - (c) the original motion.

Scope of Amendments and Sub-Amendments

267. The amendments may take the form of the deletion, addition, or substitution of words or figures, provided such deletions, additions, or substitution do not, in the opinion of the Chairperson, affect the original motion, the amendment, or the sub-amendment, whichever is applicable, to the extent that it is either:

- (a) negated, or
- (b) changed in such a way that either an alternative motion is proposed, or all reference to the original motion, the amendment, or the sub-amendment, whichever is applicable, is eliminated.

Bringing Back Adopted Motions

278. (1) A Member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (2) A resolution or bylaw which was adopted may be brought back before Council by a motion to reconsider, rescind or amend something previously adopted, provided:
- (a) Council has given due consideration to any actions taken by an officer, employee, or agent of the City; and
 - (b) the resolution or bylaw has not had the approval of the electors or the assent of the electors.
- (3) A motion to reconsider or rescind an adopted resolution or bylaw:
- (a) may be made at the same meeting; and
 - (b) may only be made by a Member who voted in favour of it.
- (4) A motion to rescind or amend an adopted resolution or bylaw:
- (a) may be made at a future meeting, by a Member giving notice under Notice of Motion at a regular Council meeting; and
 - (b) may be made by any Member, regardless of how they voted the first time.
- (5) A motion to reconsider:
- (a) is debatable;
 - (b) if adopted, the resolution or bylaw shall be reopened for debate; and
 - (c) if reopened for debate, may be referred, amended, postponed, or voted on for a second time.
- (6) A motion to rescind:
- (a) Is debateable; and
 - (b) If adopted, the motion is no longer applicable, and it would be in order to move a subsequent motion.
- (7) If a motion to reconsider or rescind something previously adopted is defeated twice within three (3) months, the same or substantially the same motion to rescind or amend may not be renewed for at least six (6) months, except if Council, by a two-thirds majority vote, permits such renewal.

Bringing Back Defeated Motions

289. (1) A motion to reconsider a defeated motion of City Council will only be applicable to the votes taken on main motions, resolutions or bylaws, and will not apply to votes on secondary motions, i.e. to postpone, to refer, to table and to amend.
- (2) A resolution or bylaw which was defeated may be brought back for consideration by a motion to reconsider or rescind something previously defeated, provided:
- (a) Council has given due consideration to any actions taken by an officer, employee, or agent of the City.
- (3) A motion to reconsider or rescind a defeated resolution or bylaw:
- (a) may be made at the same meeting during which the resolution or bylaw was defeated
- (b) may be made at the next regular Council meeting; and
- (c) may only be made by a Council Member who voted against the resolution or bylaw (voted in favour), or who was not in attendance during the vote.
- (4) A motion to rescind a defeated resolution or bylaw:
- (a) may be made at a future meeting, by a Member giving notice under notice of motion at a regular Council meeting; and
- (b) may be made by any Member, regardless of how they voted the first time.
- (5) A motion to reconsider:
- (a) is debatable
- (b) if adopted, the resolution or bylaw shall be re-opened for debate; and
- (c) if re-opened for debate, may be referred, amended, postponed or voted on for a second time.
- (6) A motion to rescind:
- (a) is debatable; and
- (b) if adopted, the motion is no longer applicable, and it would be in order to move a subsequent motion.
- (7) If a motion to reconsider or rescind something previously defeated is defeated twice within three (3) months, the same or substantially the same motion to rescind or amend may not be renewed for at least six (6) month, except if Council by a two-thirds majority vote, permits such renewal.

Reconsideration Requested by the Mayor

2930. (1) Without limiting the authority of council to reconsider a matter, the Mayor may require the council to reconsider and vote again on a matter that was the subject of the vote.
- (2) As restrictions on the authority under subsection (1):

- (a) the Mayor may only initiate a reconsideration under this section:
 - i) at the same council meeting as the vote took place; or
 - ii) within the 30 days following that meeting, and
- (b) a matter may not be reconsidered under this section if:
 - i) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the council, or
 - ii) there has already been a reconsideration under this section in relation to the matter.
- (3) On a reconsideration under this section, the council
 - (a) must deal with the matter as soon as convenient, and
 - (b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.

Notice of Motion

- 319. (1) A Notice of Motion, if forwarded to the Director of Corporate Administration's office prior to the Council agenda deadline, will be placed on the upcoming regular meeting agenda under Motion and Notices of Motion with the requesting Member of Council's name so they may introduce the motion for consideration at that time or at a future meeting; or
- (2) During the Motion and Notices of Motion portion of a regular or special meeting of the Council, any Council Member may give a "Notice of Motion" respecting an item which they intend to present at a future meeting, upon the Member being acknowledged by the Chairperson and the Notice of Motion being read to the meeting.

The Member of Council [mayshall](#) provide a written copy of the motion presented under this section the Director of Corporate Administration for inclusion in the Minutes of that meeting as a "Notice of Motion". The Director Corporation Administration shall place the motion on the Agenda of the next regular or special council meeting, or other future meeting designated by the Member of Council by bringing forward the Notice of Motion, for consideration.

Reports from Committees

- 324. Council may take any of the following actions in connection with a recommendation(s) it receives from COTW or any of its Committees / [Advisory Body](#):
 - (a) agree or disagree with the recommendation(s);
 - (b) amend the recommendation(s);
 - (c) refer the recommendation(s) to staff;
 - (d) refer the recommendation(s) back to the originating committee or to another committee; ~~or~~

(e) postpone consideration of the recommendation(s); or
~~(e)(f)~~ receive for information.

Communications to Council

332. (1) Communications intended to be presented to Council will:
- (a) be legibly written, typed or printed;
 - (b) signed by a least one (1) person; and
 - (c) include the name and city of residence ~~city address~~ for each person who has signed the communication.
- (2) All communications which require a report may be referred by Council to any Committee, the CAO or to staff by formal resolution by Council for such referral.
334. (1) A Council may continue a Council meeting after 9:30 p.m. only by an affirmative majority vote of Council Members present.
- (2) At the close of a meeting of Council or Committee, the Chairperson will state “This meeting is now concluded” (motion to conclude is not necessary).

PART 5 – PUBLIC HEARINGS

Rules of Public Hearing/Meetings

354. (1) Public Hearings must be held in accordance with the *Local Government Act*. A statement outlining the meeting conduct will be read at the start of the public hearing for the evening by either the Presiding Member or the Director of Corporate Administration. The statement must include the following points:
- (a) each person wishing to address Council will be given a maximum of five (5) minutes to speak;
 - (b) in order to speak, one must be acknowledged first by the Chairperson;
 - (c) once all in attendance have had the opportunity to speak, the Chairperson will ask again for anyone wishing to speak to come forward. Those speakers who have already addressed Council may speak again; however, speakers should refrain from repeating information that they have already presented to Council; and
 - (d) At the end of the public hearing the Chairperson will conclude the Public Hearing (motion to conclude is not necessary)

PART 6 – BYLAWS

Copies of Proposed Bylaws to Council

K:\Departments\Administration\0002 - UNASSIGNED\DJB - Corporate Reports Waiting for Agenda\Appendices\Bylaw 2232 - Council and Committee DRAFT REVISIONS djb ta slta.docx

356. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each member with the agenda or where circumstances prevented a copy of the bylaw from being delivered to each Member with the agenda, with an affirmative majority vote of Members present.

Form of Bylaws

367. A bylaw introduced at a Council meeting must:

- (a) be available in hard copy for review by Council;
- (b) have a distinguishing name;
- (c) have a distinguishing number and
- (d) be divided into sections.

Bylaws to be Considered Separately or Jointly

378. Council must consider a proposed bylaw at a Council meeting either:

- (a) separately when directed by the Chairperson or required by a member; or
- (b) jointly with other proposed bylaws in the sequence determined by the Presiding Member.

Reading and Adopting Bylaws

389. (1) The reading of a proposed bylaw may be given by stating its short title or by reference to the bylaw number provided a copy of the proposed bylaw has been included in the agenda.

(2) First, second and third reading of the Bylaw may consist of debate upon the general principles of the Bylaw.

(3) The bylaw may be given first and second reading or first, second and third readings in one (1) motion at the same Council meeting provided a copy of the proposed bylaw has been included in the agenda or hard copy has been placed On-Table for consideration.

(4) The only motion required for the final adoption of a bylaw after consideration shall be "That Council give "bylaw title or number" final reading", may be noted in this short form if included in the agenda or a hard copy has been placed On-Table.

(5) A proposed bylaw may be amended at any time during the first three (3) readings unless prohibited by the *Community Charter*.

(6) Unless otherwise provided, each reading of a proposed bylaw must receive the affirmative vote of a majority of Members present.

- (7) Notwithstanding the *Community Charter* and in accordance with the *Local Government Act*, Council may adopt a proposed Official Community Plan or zoning bylaw at the same meeting at which the plan or bylaw was given third reading.
- (8) The Director of Corporate Administration may consolidate one or more of the City's bylaws for convenience purposes.

Bylaws Must be Signed

~~4039.~~ After a bylaw is adopted, and signed by the Director of Corporate Administration or designate and the Chairperson of Council at which it was adopted, the Director of Corporate Administration must have the bylaw placed in the City's records for safekeeping.

PART 7 – COMMITTEE OF THE WHOLE (COTW)

- ~~401.~~ (1) A COTW meeting can be called:
- (a) at any time by the Mayor; and
 - (b) at any time during a council meeting, Council may, by resolution, go into COTW.

Notice of Committee of the Whole Meetings

- ~~412.~~ (1) Subject to subsection (2), a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by:
- a) posting a copy of the notice at the Public Notice Posting Place; and
 - b) leaving a copy of the notice for each member in the member's mailbox at City Hall; and
 - c) e-mailing Council.
- (2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with section 40 during a Council meeting for which public notice has been given pursuant to this Bylaw.

During a Council meeting, Council may resolve to go into a COTW by a resolution "...that the Council do now resolve itself into a Committee of the Whole." The Chairperson of the Council Meeting will release the Chair. The Chairperson of the COTW (the Deputy Mayor) will then assume control of the COTW meeting. When all matters referred to a COTW have been considered, a question will be called on a motion to revert back to the regular meeting.

Chairperson at COTW Meetings

~~423.~~ (1) The current Deputy Mayor will act as the Chairperson of COTW.

(2) In the current Deputy Mayor's absence the next scheduled Deputy Mayor in the rotation that is present will take the role as Chairperson of COTW.

Conduct and Debate

434. The rules of the Council will be observed in COTW committee of the Whole, so far as may be applicable, except that the number of times that a Member may speak on any question will not be limited, and debate may occur prior to a motion being made.

PART 8 – COMMITTEES (INCLUDING COMMITTEE OF THE WHOLE WHERE NOT SPECIFICALLY ADDRESSED UNDER PART 7)

Standing and Select Committees are defined in the Community Charter.

Duties of Standing Committees

454. (1) Standing Committee members may consider, inquire into, report and make recommendations to Council on the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council; and
 - (c) matters that are assigned by the Mayor.
- (2) Notwithstanding section 434 (1) Standing Committees consisting of all members of Council may deliberate on all matters in 443(1) but will forward only matters onto Council that pertain to Council policy, bylaws and legislated items for a decision of Council; all other matters will be handled at the Committee level.

Duties of Select Committees / Advisory Bodies

465. (1) Select 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 described in the Committee's mandate / Terms of Reference.

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

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minutes and be posted just as a committee meeting held by the City of White Rock.

b) Working Groups: A committee, sub-committee, or task force may form a working group for the limited purpose of:

(a) gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body, or

(b) carrying out a specific prescribed activity (ex. -parade float production, taking available information and placing it into a specified format for the originating Advisory Bodya committee).

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, a committee or a sub-committee, 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 meeting 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).

(2) Select committeesAll advisory bodies must report and make recommendations to Council when directed by Council resolution.

(3) Members of Council may be appointed to Advisory Bodies of Council to serve as a Council Liaison or the Council Liaison Alternate. Council Liaisons attend meetings, participate/contribute to discussions, and offer information from a City / Council perspective. A Council Liaison will provide context to matters referred to the Committee, and report updates and introduce recommendations at the Regular Council meetings when brought forward for consideration. A Council Liaison monitors discussions to ensure they coincide with Council's Corporate Priorities.

Schedule of Committee Meetings

467. (1) At the first meeting after its establishment, a select committee / Advisory Bbody will review and adopt the established regular schedule of meetings distributed by the Corporate Administration Office.
- (2) Standing Committees meet as the need arises; items are brought forward by staff in accordance with the Committee mandate and agendas will be provided at the same time and means as the regular Council meeting agendas or at minimum fourthree (3) three business days 24 hours prior to the meeting date.

Note: Standing Committees that consist of all Members of Council in most cases but not all will hold their meetings on the same days as regular Council

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meetings are scheduled (example: Land Use and Planning, Governance and Legislation, Finance and Audit Committee).

Agendas for Committee Meetings

487. (1) The deadline for submissions by the staff and by the public to the Committee Clerk or the Director of Corporate Services of items for inclusion on the Agenda for the Committee meeting must be by four (4) business days ~~noon on the Wednesday~~ prior to the Committee meeting.
- (2) If there are no agenda items for meeting received by noon on the day, in accordance with 47.(1) ~~that is one (1) week prior to the meeting~~ the Committee Clerk will inform the Chairperson, Council and staff Liaisons and the meeting will be ~~cancelled~~ the Committee meeting.

Notice of Committee Meetings

498. (1) Subject to subsection (2), after the Committee has reviewed the established regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
 - (a) posting a copy of the schedule at the Public Notice Posting Place; and
 - (b) providing a copy of the schedule to each Member of the Committee.
- (2) Where revisions are necessary to the annual schedule of Committee meetings, the Committee Clerk or the Director of Corporate Administration must post a ~~notice and~~ a revised schedule as soon as possible at the Public Notice Posting Place and a copy will be placed on the City Website.
- (3) The Committee Clerk or the Director of Corporate Administration must ensure a notice of the day, time and place of a meeting called ~~under section 43 (2)~~ is given or sent to all Members of the Committee at least 24 hours before the time of the meeting.

Attendance at Committee Meetings

5049. (1) Members of the public may attend committee meetings that are not closed in accordance with the *Community Charter*, to observe only.

Council Liaisons to City Committees / Advisory Bodies

510) The Councillor Liaison to the City committee are non-voting. The function for a Councillor Liaison for the City committees includes:

- Attending the Committee meetings, when unable to attend to contact the Alternate Councillor Liaison to arrange for their attendance (inform the Committee Clerk of the known to be absence)
- As a representative of Council, participate and contribute in discussions and offer information from a Councillor's perspective

- Introduce and provide background to topics referred to the Committee by Council in order to provide guidance with respect to what Council is seeking from the referral
- Monitor topics and discussion that coincide with Council's Corporate Priorities
- Be the spokesperson / answer questions on behalf of the Committee while at the Council table when recommendations come forward

The Councillor Liaison (Alternate) to a City Committee / Advisory Body functions include:

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- Attending the Committee meetings when the primary Councillor Liaison is unable to attend
- The Alternate may attend the Committee meetings at any time however when they are there and the primary Council Liaison is also there the Alternate must let the primary Councillor Liaison fulfil the functions as noted in this section
- If both the Council Liaison and the Alternate are in attendance the Alternate may sit as an audience member or at the Committee table but in both circumstances the primary Council Liaison would be responsible to perform the functions of the role

The Council Liaisons to each committee work together as a team with a common goal, let the Committee do their work but ensure they are aware of Council works and their Corporate Priorities.

Presentations at Committee Meetings

5129. (1) When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to a member of the public in attendance to speak to the item in question.
- (2) _____ At Standing Committees meetings, where the members are comprised of all of Council, a presentation will be permitted regarding an item on the agenda where the presenter could outline the intent of an application or give professional insight to a subject matter. A presentation of this nature must not exceed ten (-10) minutes unless agreed to by a majority of members present. ~~In this case a notation will be made on the agenda to indicate that there is a Presentation expected.~~

Minutes of the Committee Meetings

5321. Minutes of the proceedings of a Committee must be:
- legibly recorded;
 - certified by the Committee Clerk;
 - open for public inspection in accordance with the *Community Charter*; and
 - motions are to be recorded as recommendations that would be forwarded to Council for ratification, unless they are by a Standing Committee of Council that

is comprised of all members of Council and the Terms of Reference states contrary, the Terms of Reference in this circumstance will be followed.

Conduct and Debate

5432. (1) The rules of the Council procedure must be observed during Committee meetings, so far as is possible and unless as otherwise provided in this bylaw.
- (2) Persons attending a meeting of a Committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the Committee Members present.
- (2)(3) The Committee Clerk is-are there to help ensure the City's process and legislation are known and adhered to. It is the City's expectation that when the Committee Clerk states an item of concern or when they give advisedirection in regard to meeting process that it would be adhered to.

Terms of Reference

5453. Council must approve all of the City's Committee Terms of Reference.

PART 9 – GENERAL

5654. If any provision of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.
5765. A motion to censure may be used to express Council's indignation with a Council member's conduct regarding Council business. A motion of this nature would be used only in extra-ordinary circumstances, where the principles of the Respectful Workplace Policy has not been adhered to, and will be:
- (a) seconded;
 - (b) debatable;
 - (c) amendable;
 - (d) requires a majority vote;
 - (e) and will be recorded in the Council meeting minutes.

5876. “The White Rock Council Procedure Bylaw, 2015, No. 2105” and all amendment are hereby repealed.

RECEIVED FIRST READING on the	29 th day of	January, 2018
RECEIVED SECOND READING on the	29 th day of	January, 2018
RECEIVED THIRD READING on the	29 th day of	January, 2018
PUBLISHED in the Peace Arch News on the	9 th & 16 th days of	February, 2018
ADOPTED on the	19 th day of	February, 2018

MAYOR

DIRECTOR OF CORPORATE ADMINISTRATION

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW 2232
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THE CORPORATION OF THE
CITY OF WHITE ROCK
 15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: TERMS OF REFERENCE:
NAME COMMITTEE
POLICY NUMBER: DEPARTMENT - XXX

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

Mandate

The COMMITTEE NAME will
 Explain why the committee exists
 May take information from the current Rationale section

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, panel etc. that has been established by Council.

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Member means those appointed by Council to an Advisory Board.

Annual Work Plan

An annual work plan will be prepared by the Advisory Body Committee 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 Committee itself.

Commented [AS1]: This blurb would be used when nothing exists in the current TOR. If something exists, combine or add.

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

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General Terms

Term

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

Commented [AS2]: If current TOR has “until duties complete”, keep it in them.

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 NAME** will consist of up to **HOW MANY (X)** voting members appointed by Council from the community at large following a public recruitment process, two (2) non-voting members of Council, and City staff as required.
- b) A majority of voting members must be:
 - i. White Rock residents
 - ii. Insert other criteria here (if applicable)
- c) Non-voting representatives from the following groups, organizations or businesses will be invited to participate:
 - i. City Council (1 member, 1 alternate)
 - ii. Insert other representatives here (if applicable)
- d) Non-voting staff liaisons are:
 - i. **Name Primary Staff Liaison Position (dependent upon the Committee subject matter)**
 - ii. 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.

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 Committee. 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. A minimum of twenty-four (24) hours notice will be provided to members.~~
- ~~b)~~
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.

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Commented [AS3]: Wording is directly from CCPB s. 46

- d) ~~Advisory Body Committee~~ 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 Committee~~ 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 Committee~~ 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 ~~Committees~~ must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- o) An Advisory Body ~~Committees~~ do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.

Commented [AS4]: To address times when meetings conflict with other meetings, forums, community events, etc.

Commented [AS5]:

- p) An Advisory Body ~~A committee~~ 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.

Commented [AS6]: With the new sub-committee clause, do we need to add “sub-committee” each place we have committee?
Is there a way to rephrase to remove “Committee” (so we don’t need to change for task force, panel, etc.

- 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 committee 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).

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- 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.

Commented [AS7]: Ask Tracey – Why is this in here?
Does it really only apply to committees that organize events?
If stays, wording needs clarity.

- s) 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.
- 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 ~~committee or sub-committee~~, 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 ~~committee or sub-committee~~ 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 ~~committee or a sub-committee~~, 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. ~~include an evaluation form from all appointed committee members to support improvement and provide suggestions.~~
- 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: ORDER OF PROCEEDINGS AND BUSINESS FOR COUNCIL AGENDAS

POLICY NUMBER: COUNCIL - 111

<i>Date of Council Adoption:</i> July 13, 2009	<i>Date of Last Amendment:</i> January 14, 2019
<i>Council Resolution Number:</i> 2009-382, 2013-082, 2015-214	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> December 10, 2018

Policy:

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

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

~~Note: In the event Council will be making a special presentation or recognizing an individual(s) or organization this opportunity will be placed on the agenda directly following the meeting being called to order.~~

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

Rationale:

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



**POLICY TITLE: SELECTION AND MAINTENANCE OF SISTER CITY
/FRIENDSHIP CITY RELATIONSHIPS**

POLICY NUMBER: ADMIN - 215

<i>Date of Council Adoption: September 14, 2015</i>	<i>Date of Last Amendment: February 6, 2017</i>
<i>Council Resolution Number: 2015-308, 2017-063</i>	
<i>Originating Department: Leisure Services</i>	<i>Date last reviewed by the Governance and Legislation Committee: January 30, 2017</i>

Policy: Selection and Maintenance of Sister City Relationships

Policy Statement

The City of White Rock will consider establishing Sister City relationships with other municipalities that offer potential benefits to the City of White Rock and the broader community through economic development, cultural, educational and friendship exchanges.

Purpose

The purpose of this policy is to establish guidelines within which Sister City relationships with other municipalities may be established, maintained or terminated. A Sister City relationship is intentionally created by two (2) or more city governments through a formal agreement. In order to foster a meaningful exchange the City will only commit to one (1) Sister City and one (1) Friendship City Agreement at one (1) time.

Objective

The primary objective of White Rock's Sister City Program is to foster mutual understanding and meaningful cultural and commercial connections with designated Sister Cities in the interests of our citizens. Staff will be cognizant to realizing direct beneficial opportunities and / or relationship(s) that from time to time may present themselves, these initiatives will be forwarded to [Explore Tourism](#) White Rock for consideration.

Background

Sister City relationships between communities can foster a wide range of cultural, educational, recreational and economic benefits and opportunities. Council may, through application of the criteria and procedures in this policy, receive, review and decline or approve proposals for the establishment of new Sister City relationships. The policy also provides for management of the relationships once established, through liaison, reporting and sponsorship agreements with local organizations primarily responsible for Sister City activities.

Levels of Sister City Agreements

The City of White Rock will support two (2) levels of international exchange relationships:

1. Sister Cities
2. Friendship Cities

Definition of Terms

The terms used in international partnerships describe the cooperative agreements between cities in the global community to promote cultural and commercial exchange. For the purposes of clarification, the following definition of terms is provided:

Sister City: A city that has entered into a formal relationship with the City of White Rock through a Sister City Agreement.

Sister City Agreement: A formal, long-term agreement that involves the commitment of municipal resources (i.e. staffing and financial) to achieve specific goals and objectives. Sister City Agreements usually involve participation in projects and/or exchanges that promote cultural awareness, joint educational opportunities, or trade and economic development.

Friendship City: Generally a demonstration of goodwill between two (2) cities that does not carry the same level of commitment or obligation as a formal Sister City arrangement.

Friendship City Agreements: An informal agreement which typically involves the signing of a Memorandum of Understanding (MOU) by the Mayors of two (2) communities to promote friendship and cooperation between their communities.

Sponsor Organization: A local organization that will manage the Sister City relationship. The organization must be based in White Rock and be either a select committee of Council, [a sub-committee](#) or a registered non-profit society.

Sponsor Agreement: A Memorandum of Understanding (MOU) between the City of White Rock and the sponsor organization outlining the requirements for managing the Sister City relationships.

Procedures

The [Corporate Administration City Clerk's](#) Department will be responsible for overseeing the City's Sister City program. The City's Economic Development [Advisory](#) Committee of Council will act as the Sponsor Organization to administer the Sister City Program on behalf of the City.

Each Sister City relationship will be reviewed at a minimum of every five (5) years to determine if the City's Sister City Program objectives are being met. Should it be determined that a Sister City relationship is not meeting the City's objectives, the [Director of Corporate Administration City Clerk](#) along with City's Economic Development [Advisory](#) Committee of Council, will re-evaluate the situation and make recommendations to Council to either terminate the relationship, re-establish the relationship, or retain the status quo.

Role and Responsibilities of the Sponsor Organization

The Sponsor Organization is responsible for:

1. Reviewing Sister City and Friendship City proposals and making recommendations to Mayor, Council and City Administration.
- ~~2.~~ 3. [Recommending to Council an Annual Plan for engagement with the Sister City / Friendship City in correlation with the suggested annual budget.](#)
- ~~3-4.~~ 4. Ensuring that the number of Sister City/Friendship City relationships the City of White Rock enters into do not exceed available resources.
- ~~4-5.~~ 5. That goals and objectives be established with each Sister City and Friendship City in order to evaluate whether the relationship is meeting the needs of the City of White Rock.
- ~~5-6.~~ 6. Determining the number and duration of official visits, subject to budget limits established annually by Council.
- ~~6-7.~~ 7. Determining which individuals, groups and organizations could best participate and benefit from fostering ongoing relationships with their Sister City counterparts.

Staff Responsibilities

City of White Rock staff are responsible for:

1. Coordinating all official visits to and from White Rock.
2. Arranging delegations in consultation with counterparts in Sister Cities.
3. Providing resources and advice to the Sponsor Organization about responsibilities and protocol.
4. Providing advice to local organizations and businesses which are extending invitations and seeking exchanges with reciprocal organizations in existing or potential sister cities.
5. Providing advice about responsibilities and protocol to individuals and groups that are participating in official and unofficial visits.
6. Coordinating the collection of all Sister City and Friendship City proposals, and forward them to the Sponsor Organization for their review.

Selection Criteria for Consideration of Sister City and Friendship City Requests

The Sister City model is based on community to community relationships. Proposals for Sister City relationships with the City of White Rock will be assessed based upon the following criteria:

Similarity – there are identifiable similarities or mutual interest between the City of White Rock and the proposed Sister City (examples size of population, similar geography, similar commercial bases etc.).

Exchange – there is potential for cultural, educational, recreational and/or economic exchange.

Reciprocity – as a Sister City there are reciprocal benefits and opportunities for both parties to develop relationships through cultural, educational, recreational and economic activities.

Community Driven – there is endorsement, active leadership, involvement and support by the community, through an existing organization or business, to both establish and maintain the relationship.

Strategic Benefit – the short-term and long-term benefits of the relationship outweigh the public costs of entering into or maintaining the relationship.

Exclusivity & Proximity – the City of White Rock does not have a Sister City relationship with any other municipality in the same country or within close proximity of a proposed Sister City location.

Political Stability – the country in which the Sister City is situated has a stable political climate as determined by the Department of Foreign Affairs and International Trade (DFAIT).

Financial Implications – the reciprocal relationship must be realistic and financially achievable within allocated annual budget resources.

History - ~~is there any common history or linkages with the community or region?~~

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The Proposal Review Process

Prior to consideration of Sister City proposals by Council, the Sponsor Organization must submit to ~~Corporate Administration~~~~the Clerk's Office of the City of White Rock~~ a detailed written proposal including the following information:

- Name of municipality and country of the proposed Sister City
- Demographic profile of the proposed Sister City
- Outline the short and long termed benefits to both cities
- Describe identifiable similarities and areas of mutual interest
- Prepare a three (3) year work plan including the process and timeline for formalizing the relationship
- Develop a budget for the work plan (including a fundraising plan if required)
- Describe the proposed Sister City's expectations for the relationship
- A letter of invitation from the Mayor of the proposed Sister City and the Sponsor Organization

Upon receipt of a proposal, City staff will review the proposal against the criteria in this policy and provide recommendations to City Council.

The Proposal Implementation Process

If the Sister City relationship has been recommended by Corporate Administration-City Clerk staff and given approval to proceed by City Council, the following implementation process will be followed:

- The Sponsor Organization and the proponent will be notified in writing.
- A formal letter of interest will be sent from the Mayor of White Rock to the Mayor of the proposed Sister City;
- A Sister City Agreement is developed with the Sister City for an initial term of three (3) years with provision for renewal;
- The final agreement will be presented to Council with a recommendation to formally establish a Sister City relationship, and a formal signing ceremony will be arranged by City staff;
- The hosting of official delegations will cover 100% of the cost of gifts, ceremonial dinners, transportation within the City, translation fees and similar acts of hospitality, but does not cover other delegate costs such as transportation to White Rock, meals, accommodation or translation services.
- All Sister City relationships may benefit from ongoing base budget allocated specifically for expenses associated with:
 - The City of White Rock hosting visiting delegations from Sister Cities;
 - Purchase of gifts to be given by City of White Rock Council members when visiting Sister City hosts; and
 - 100% of the costs of the official delegation for transportation, -accommodation, translation fees and meals.

Annual Council Representation

For circumstances where there are to be expected closed meetings between Council and the Sister City representatives, in order to ensure there is not a quorum of Council where the possibility of an illegal meeting is held, annually there will be Council Appointments made as follows:

- Mayor
- Two (2) Members of Council
- One (1) Alternate Member of Council

The Mayor and the appointed two (2) members of Council will represent the City in this circumstance.

Rationale:

This policy has been developed to set guidelines within which Sister City relationships with other municipalities may be established, maintained, declined or terminated. The policy also provides for management of the relationships once established, through liaison, reporting and sponsorship agreements with a local Sponsor Organization primarily responsible for Sister City Program activities.

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THE CORPORATION OF THE
CITY OF WHITE ROCK



POLICY TITLE: COUNCIL POLICY DEVELOPMENT

POLICY NUMBER: COUNCIL - 103

<i>Date of Council Adoption: October 5, 2009</i>	<i>Date of Last Amendment: June 15, 2015</i>
<i>Council Resolution Number: 2009-477, 2013-082, 2015-214</i>	
<i>Originating Department: Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: May 25, 2015</i>

Policy:

1. A proposed policy can originate from:
 - Mayor or Councillor or Council (collectively)
 - through the CAO (Chief Administrative Officer)
 - a Standing Committee of Council
2. A proposed policy, excluding financial policies, will be directly referred to the Governance and Legislation Committee. The Committee would review the policy and forward it to Council with their recommendation(s) prior to consideration of adoption.
3. Financial policies will be directly referred to the Finance and Audit Committee. The Committee would review the policy and forward it to Council with their recommendation(s) prior to consideration of adoption.

RATIONALE:

To ensure City Council considers each policy fully and with the full participation of Council before it is adopted.

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



POLICY TITLE: DEPUTY MAYOR

POLICY NUMBER: COUNCIL - 108

<i>Date of Council Adoption:</i> October 5, 2009	<i>Date of Last Amendment:</i> June 15, 2015
<i>Council Resolution Number:</i> 2009-477, 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:

The Deputy Mayor ~~is the Councillor who, is responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant~~ is responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

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▲ The Deputy Mayor schedule will be approved annually ~~.ecember.~~ Council will designate the order in which each member will serve as Deputy Mayor on a rotating basis. During an election year this will be done at the ~~I~~naugural Council meeting. As required amendments ~~to the Deputy Mayor rotation must can~~ be made ~~to the schedule~~ by Council resolution.

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In the circumstance the Deputy Mayor is required to chair a full Council or Standing Committee meeting they ~~may will~~ sit in the Mayors chair in the Council Chambers.

In the absence of the Mayor and an item of an urgent nature arises, the ~~current-current~~ Deputy Mayor will be responsible to act in the place of the Mayor. This includes matters such as document execution and ~~mediapress~~ releases when staff are working to meet a deadline.

In the event of an emergency and the Mayor is not available to declare a state of emergency if it is required, then the current Deputy Mayor should first be contacted and, if unavailable, the ~~next first~~-available member of Council, following the established Deputy Mayor rotation schedule, would be considered to be Acting Mayor until the arrival of the Mayor or ~~current~~ Deputy Mayor.

Rationale:

Clarification of procedure to follow when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.



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POLICY TITLE: INVITATIONS TO MAYOR AND COUNCIL

POLICY NUMBER: COUNCIL - 122

<i>Date of Council Adoption:</i> December 6, 2010	<i>Date of Last Amendment:</i> June 15, 2015
<i>Council Resolution Number:</i> 2010-535, 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 invitations to the Mayor and Council will be directed to the Executive Assistant.
2. ~~The Executive Assistant will forward a~~ All invitations received and directed to Mayor and Council ~~to Council~~ will be forwarded to Council by the Executive Assistant.
3. For those events where ~~representation from a Council presence~~ is ~~required or being sought mandatory~~ – ~~following consultation and as determined~~ direction by the ~~ed in consultation with the~~ Mayor, the Executive Assistant will ask for councillors to respond ~~to inquiries being made by the Executive Assistant direct to her/him, who will then and will~~ follow up to ~~address the request being sought ensure at least one member of Council will be present~~ for the event.
4. For those events where ~~the Mayor is asked to speak a speaker is requested and the Mayor an~~ is unable to attend, ~~following consultation with the Mayor,~~ the Executive Assistant will contact the Deputy Mayor ~~and if unavailable, will defer to the Deputy Rotation schedule or reach out to a member of Council.~~ ~~If the Deputy Mayor is also unavailable the Executive Assistant will consult with the Mayor~~ to try and secure a ~~member of Council to attend and~~ ~~speaker~~ at the event.
5. The Executive Assistant will confirm attendance and expectations with the event organizer and will ensure attendees have all the necessary information, speech requirements, etc. before the event.
6. The Mayor or member of Council attending the event may choose to report on their attendance to Council at the next regular Council meeting.

Rationale:

To establish a consistent approach ~~and process for~~ invitations sent to Mayor and Council. ~~It is important necessary to ensure event information is relayed and that make sure the~~ proper follow up is ~~conducted done in order so that to ensure a council representation~~ ~~ve~~ and/or a speaker is in attendance for those functions that request or require one.

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



**POLICY TITLE: USE OF ELECTED OFFICIAL OFFICE –
 OFFICIAL TITLE**

POLICY NUMBER: COUNCIL - 151

<i>Date of Council Adoption: June 27, 2016</i>	<i>Date of Last Amendment: N/A</i>
<i>Council Resolution Number: 2016-353</i>	
<i>Originating Department: Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: June 13, 2016</i>

Policy:

A Council member’s “office” includes the use of an official title, e-mail address, letterhead, or signature line, and includes any action by the Council member that suggests or can be reasonably perceived to suggest that the Council member is acting in or relying on their official role.

Council members must not purport to act or speak on behalf of Council unless authorized by Council. Further, Council members must not use their office for any purpose other than for the exercise of their official duties or functions.

The following is a non-exhaustive list of activities that are contrary to this policy:

1. Council members must not use their official title (i.e. “Councillor” or “Mayor”) in personal or business communications.
2. Council members must not use their office for their own private advantage or personal gain or the advantage or gain of a family member, friend or associate, business or otherwise.
3. Council members must not use their office to secure preferential treatment or improperly influence the decision of another person or body, beyond that which Council members normally engage on behalf of their constituents in the exercise of their official duties.

Rationale:

The purpose of this policy is to clarify supported circumstances for the use of elected official titles.