WHITE ROCK

City by the Sea!

WHAT IS AN ADVISORY BODY?

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

➢ Advisory Bodies are created by Council to provide public input, information and advice on issues within their mandate.

➢ Advisory Bodies are not autonomous. Recommendations made by the Committee are forwarded to Council for their consideration.

WHITE ROCK
City by the Sea!

GENERAL MEETING INFORMATION

MEETINGS

➢ Members are expected to attend regularly scheduled meetings.

➢ **Quorum:**

50% +1 of voting members

➢ **No quorum = No meeting**

GENERAL MEETING NOTES

MEETING MINUTES

STAFF REPORTS

➢ Created to provide information to an Advisory Board.

➢ May contain a recommendation for consideration.

➢ Staff reports requested by the Advisory Body may require approval by Council.

WHITE ROCK
City by the Sea!

ACTION TRACKING

➢ Committee Clerks will keep and maintain an action tracking spreadsheet for each Advisory Body.

➢ Action tracking is updated following each meeting to provide information on action items and recommendations made to Council.

WHITE ROCK
City by the Sea!

COMMITTEE CHANGES FOR THE 2021/2022 TERM

COMMITTEE CHANGES FOR THE 2021/2022 TERM

1. The City now has 6 Select Committees and 1 Task Force:

   - Arts and Cultural Advisory Committee

   - Economic Development Advisory Committee

   - Environmental Advisory Committee

   - History and Heritage Advisory Committee (meets quarterly)

   - Housing Advisory Committee

   - Public Art Advisory Committee

   - At-Risk and Vulnerable Population Task Force

WHITE ROCK
City by the Sea!

COMMITTEE CHANGES FOR THE 2021/2022 TERM

2. Council members will now act as the Chairperson and Vice-Chairperson for each Committee. These roles will switch on a yearly basis, and are non-voting

WHITE ROCK
City by the Sea!

COMMITTEE CHANGES FOR THE 2021/2022 TERM

3. Committees will consist of up to seven (7) voting community members.

   In addition, members from community-based organizations that align with the mandate of the committee will be invited to join as non-voting members.

WHITE ROCK
City by the Sea!

COMMITTEE CHANGES FOR THE 2021/2022 TERM

4. Annual work plans will be developed to assist Council in working towards their Strategic Priorities. At the first meeting for all Committees the work plan will be discussed. This information would then be brought back to Council for their approval.

    Work Plans for the Committee term are expected to be brought forward to Council as soon as possible (Either following the first or second meeting of the Committee).

    The agenda for each meeting of each Committee will include as a regular item a review of the progress toward completion of its work plan as submitted to Council for its current term.

WHITE ROCK
City by the Sea!

COMMITTEE CHANGES FOR THE 2021/2022 TERM

5. Meeting minutes will now be action-oriented, and will consist only of the following items:

Attendance list;

Items discussed; and,

Actions / Recommendations.

WHITE ROCK
City by the Sea!

RULES OF ORDER AND MEETING CONDUCT

RULES OF ORDER AND MEETING CONDUCT

➢ Advisory Body meetings are run in accordance with the City of White Rock Council and Committee Procedure Bylaw (Bylaw No. 2232).

➢ This Bylaw determines the City's process on a variety of different matters such as how meeting schedules are set, public attendance at meetings and definitions and rules surrounding sub-committees and working groups.

WHITE ROCK
City by the Sea!

RULES OF ORDER AND MEETING CONDUCT

WHITE ROCK
City by the Sea!

RULES OF ORDER AND MEETING CONDUCT

RULES OF ORDER AND MEETING CONDUCT

➢ During the discussion of an agenda item, the Chairperson will maintain a speakers list. Raise your hand to have your name added to the list and speak when it is your turn to do so.

➢ Be respectful of others and their opinions. Disrespectful behaviour (to staff, Council, other Committee members, or meeting guests) will not be tolerated.

WHITE ROCK
City by the Sea!

MOTIONS

➢ A motion is how a Committee makes a decision.

➢ A Committee member must **MOVE** (or introduce) a motion for consideration.

➢ A motion must be **SECONDED** in order to proceed with discussion of the motion.

➢ A seconder does not need to agree with the motion that is being moved; they are simply agreeing to debate the motion.

➢ A seconder may still vote in opposition to the motion.

➢ If you are unclear on the motion, you may ask the Committee Clerk to read it back at anytime.

WHITE ROCK
City by the Sea!

MOTIONS

MOTIONS DIRECTING STAFF

In accordance with the Terms of Reference:

➢ An Advisory Body cannot direct staff to take action without endorsement of City Council.

SUBCOMMITTEES VS WORKING GROUPS

SUBCOMMITTEE	WORKING GROUP
Formed when 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	Formed for the limited purpose of: • Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council. • Carrying out a specific prescribed activity (e.g., parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).

WHITE ROCK
City by the Sea!

SUBCOMMITTEES VS WORKING GROUPS

SUBCOMMITTEE	WORKING GROUP
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	Does not meet in a formal circumstance (no agenda. Meeting minutes, meeting notice is required).

WHITE ROCK
City by the Sea!

SUBCOMMITTEES VS WORKING GROUPS

Important reminders:

- Anytime there is a quorum of advisory body members it constitutes as a meeting.

- Sub-committees and working groups cannot be created with a majority of advisory body members.

- Information that is to be provided from a sub-committee or working group to the advisory body as a whole is to go to the Committee Clerk for distribution.

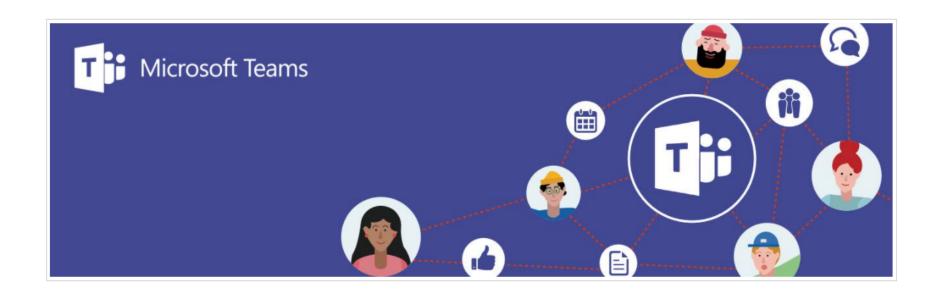**WHITE ROCK**
City by the Sea!

ELECTRONIC MEETINGS

Microsoft Teams meeting

Join on your computer or mobile app

Click here to join the meeting

[CLICK HERE FOR TEAMS INFORMATION ON THE CITY WEBSITE](#)

ELECTRONIC MEETING ETIQUETTE

- Ensure you are in a quiet area where there will be limited interruption and that your WIFI connection is strong

- It is preferred that participants use earphones or ear buds that include a microphone. This allows for clear sound through the feed while your remarks are being delivered as well as eliminating background noise

- When possible please keep your camera on during the meeting so we can confirm we have quorum at all times. If, for some reason, you are not able to have your camera on ensure that you are voting verbally so that the Chairperson can recognize your vote

WHITE ROCK
City by the Sea!

ELECTRONIC MEETING ETIQUETTE

- Unless you are speaking, please keep yourself on mute.

- You must be acknowledged by the Chairperson prior to speaking. Please raise your hand to be viewed on camera or use the "raise your hand" function when you wish to speak and wait to be called on by the Chairperson. Disruptions during a meeting may result in staff having to mute participants in order to ensure everyone gets an opportunity to be heard

- As all Committee meetings are being live streamed on the City Website, if there is a distraction (i.e. you are interrupted during a meeting, moving to find a better signal, etc.) please turn your camera off until the issue is resolved

WHITE ROCK
City by the Sea!

HOW CAN WE HELP YOU?

COUNCIL'S ROLE ON AN ADVISORY BODY

STAFF LIAISONS

Non-voting resource that:

➢ Develops the agenda in partnership with the Council Chairperson/Vice-Chairperson and the Committee Clerk and provides necessary supporting materials;

➢ Provide information, updates and professional advice during the meeting;

➢ Review Committee minutes for accuracy;

➢ Assist in brining motions to Council from the Committee, when required; and,

➢ Prepare an Annual report to be submitted to Council for information.

WHITE ROCK
City by the Sea!

CORPORATE ADMINISTRATION

➢ Provide members with orientation at the beginning of each term;

➢ Organize and prepare meeting agendas, in conjunction with the Chairperson and staff liaison;

➢ Receive and organize all agenda-related presentation materials and/or hand-outs;

➢ Distribute agenda packages to members;

➢ Prepare and provide minutes

➢ Maintain a list of outstanding issues for action (Action Tracking);

➢ Provide minutes, with recommendations, to Council.

WHITE ROCK
City by the Sea!

QUESTIONS?

Please feel free to provide any questions or comments to Corporate Administration:

Email: clerksoffice@whiterockcity.ca

Phone: 604-541-2275

WHITE ROCK
City by the Sea!

WHITE ROCK
City by the Sea!