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



June 24, 2020

A MEETING of the **GOVERNANCE AND LEGISLATION COMMITTEE** will be held in the **CITY HALL COUNCIL CHAMBERS** located at 15322 Buena Vista Avenue, White Rock, BC, on **MONDAY, JUNE 29, 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

1. CALL TO ORDER

2. ADOPTION OF AGENDA

RECOMMENDATION

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

3. ADOPTION OF MINUTES

a) June 10, 2020 Governance and Legislation Committee

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RECOMMENDATION

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

a) June 10, 2020 Governance and Legislation Committee.

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

Staff Sergeant Kale Pauls to give a brief process review of police street checks in White Rock.

5. MEDIA RELEASES AND ADVERTISING POLICY

Page 7 & 9

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

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

6. **COUNCIL POLICY – 165 HEALTHIER COMMUNITIES TERMS OF REFERENCE** **Page 11**

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

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

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

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

PRESENT: Councillor Manning, Chairperson
Mayor Walker
Councillor Chesney
Councillor Fathers
Councillor Johanson
Councillor Kristjanson (arrived at 5:08 p.m.)

ABSENT: Councillor Trevelyan

STAFF: T. Arthur, Director of Corporate Administration
J. Johnstone, Director of Human Resources

Guest: R. Williams, Tekara Organizational Effectiveness Inc.

The City of White Rock is committed to the health and safety of our community. In keeping with Ministerial Order No. M139 from the Province of British Columbia, City Council meetings will take place without the public in attendance at this time until further notice.

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

2. ADOPTION OF AGENDA

2020-G/L-047

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopts the agenda for June 10, 2020 as circulated.

CARRIED

3. MINUTES
March 9, 2020
March 12, 2020
March 17, 2020

2020-G/L-048

It was MOVED and SECONDED

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

- March 9, 2020;
- March 12, 2020; and
- March 17, 2020.

CARRIED

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

Mr. Ryan Williams of Tekara Organizational Effectiveness Inc. was in attendance to facilitate discussion in regard to setting Council Policy for the process of the CAO performance review(s) to be utilized moving forward.

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

- Board Models – Comparison of Roles (provided by Mr. Williams)
- Current CAO Job Description
- Current Policy 126 – CAO Annual Performance Review

Councillor Kristjanson arrived at the meeting at 5:08 p.m.

The PowerPoint Mr. Williams (the Facilitator) presented outlined the process to be discussed:

- Performance Evaluation Best Practice
- Role of the CAO in Governance
- Goal
- Objectives
- Next Steps

The following Comments / Questions were noted:

- Would like to see the Department Heads have the opportunity to review the CAO Facilitator: this can be done with some caveats (confidentiality would be important) It would be important that the CAO be given the feedback to ensure they are aware of what has been noted
- 360 degree feedback process– would welcome this
- Dashboard / Scorecard is important as it would capture Council's Strategic Priorities and they can be tied in with the CAO performance

Council would need to establish a goal for the process.

Examples given:

- To foster a relationship of trust and accountability between the CAO and Council
- To hold the CAO accountable for executing on shared expectations
- To support ongoing leadership and management development of the CAO at the City

Discussion ensued and the following was noted:

- The three (3) examples given by the Facilitator are something that Council agrees would be included in the CAO review process
- Hold CAO accountable for Council's Strategic Priorities and ensure Council is on the right track
- There has also been new staff in key positions (Director of Financial Services / Fire Chief) would like to be sure the Senior Leadership Team are all in sync (know the direction of Council and have what they need)

- Would like assurances the City is following best practices (that staff are following them)
- Specific / Smart objectives: that they are aligned with staff's objectives
- CAO is organizing meeting(s) so Council may revisit the Council Strategic Priorities
- CAO needs to keep Council apprised of progress in relation to the Council Strategic Priorities and how Council are doing / ensuring Council are on track
- Like the board models noted in the supplied material / Council want to be a "pilot" set a vision and Strategic Priorities and ensure they are aligned
Facilitator noted: getting to be a pilot takes a lot of work (you need a lot of process in place to achieve this)
Municipalities have many stakeholders that impacts this – it is not always easy or quick to get things done this is a reality that municipalities face
- Dashboard / Strategic Objectives = CAO should be aware of Council direction at all times
- Building Trust is important to ensure everyone is on the same page
- Would like to see a measurement for the public: Foster a relationship of trust and accountability between the CAO and Council and the community
Facilitator noted there is a challenge as the public may not be able to observe the leader. Business Group Leaders or Advocacy Groups could be a good gauge
It was further noted that the CAO having a Social Media Profile helps Council see how the CAO is communicating with the community (feedback to complaints can be utilized for performance too)
- We know what we want done but not sure how to put it to paper / lay out of a process is needed

Objectives must be set: What needs to happen to achieve the goal? This will guide the design process for the CAO Review. They will include at a minimum:

- Clear Expectations
- Consistent Process
- Mix of Measures

Process Recommendations will be as follows:

- Confirm goal and expectations
- Discuss with CAO to share expectations
- Confirm roles in the process
- Design tools to the process
- Implement the plan
- Complete the evaluation process
- Review process and adjust

Council Comments / Questions:

- How does this fit in with the CAO probationary period?
Facilitator noted the first three (3) need to be done in the first three (3) months:
 - Confirm goal and expectations

- Discuss with CAO to share expectations
- Confirm roles in the process

There must be shared agreement as to what Council wants to see.

The following discussion points were noted:

- Smart objectives, need quarterly reviews and check ins
- A chance to re-evaluate is important
- Council did previously determine the CAMA template would be utilized for the CAO review
Facilitator noted that it was a good tool-kit but it is a large document. Council would need to determine what works from it (pare it down)
The CAMA process begins with a CAO Self-Assessment / Needs to Align with Council's Key Goals
- Would like to see some "Check Ins" 3 month / 6 month, not just one (1) done one (1) year into the contract
- Revisiting Council's Strategic Priorities must be completed / dates are to be set

2020-G/L-048

It was MOVED and SECONDED

THAT the Governance and Legislative Committee directs a meeting within three (3) months – before the August 2020 break with the Chief Administrative Officer be scheduled.

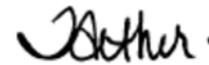
CARRIED

5. OTHER BUSINESS

None

6. CONCLUSION OF THE JUNE 10, 2020 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

The Chairperson declared the meeting concluded at 6:00 p.m.



Councillor Manning
Chairperson

Tracey Arthur, Director of
Corporate Administration

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POLICY TITLE: PRESS RELEASES

POLICY NUMBER: COUNCIL - 134

<i>Date of Council Adoption:</i> May 30, 2011	<i>Date of Last Amendment:</i> January 28, 2019
<i>Council Resolution Number:</i> 2011-234, 2012-054, 2013-082, 2015-285, 2019-042	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> January 14, 2019

Policy

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

The underlying principles for handling press releases are:

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

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

Rationale

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

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POLICY TITLE: RECOGNITION AND STRATEGIC MESSAGES

POLICY NUMBER: COUNCIL - 135

<i>Date of Council Adoption:</i> April 16, 2012	<i>Date of Last Amendment:</i> February 25, 2019
<i>Council Resolution Number:</i> 2011-234, 2012-104 , 2013-082, 2015-285, 2017-063, 2019-042, 2019-091	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> February 25, 2019

Policy

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

Rationale

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

APPENDIX A

**LIST OF COUNCIL SELECTED STRATIC MESSAGES
IN EFECT COUNCIL TERM (2018 – 2022)**

February - Black History Month

February - Family Day

March - International Women's Day

April - Easter

June – National Indigenous Peoples Day

June/July – Pride Week

August- BC Day

December - Hanukah

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POLICY TITLE: **TERMS OF REFERENCE:**
 HEALTHY COMMUNITY PARTNERSHIP
 COMMITTEE
POLICY NUMBER: **COUNCIL - 165**

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

Mandate

The Healthier Community Partnership Committee will help Council improve the state of health and well-being for White Rock residents by consulting with community partners, stakeholders and organizations in order to:

- Identify the health needs of White Rock residents
- Address social determinants of health through measurable actions; and
- Support and encourage collaboration amongst community partners and stakeholders including the Healthy Community Steering Committee, Fraser Health Authority, Peace Arch Hospital Foundation and others, with the goal of achieving an improved state of health and well-being for all.

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

Definition:

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

Member means those appointed by Council to an Advisory Board.

Annual Work Plan

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

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

General Terms

Term

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

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

Membership

- a) The Healthy Community Partnership Committee will consist of up to 12 voting members from community groups, organizations or businesses, two (2) non-voting members of Council, and City staff as required.
- b) Voting representatives from the following groups, organizations or businesses will be invited to participate:
 - i. City Council (1 member, 1 alternate)
 - ii. Fraser Health Authority
 - iii. Peace Arch Hospital Foundation
 - iv. Peace Arch Hospital
 - v. Healthy Community Steering Committee
 - vi. White Rock detachment of the Royal Canadian Mounted Police
 - vii. White Rock Fire Rescue
 - viii. Semiahmoo First Nation
 - ix. Semiahmoo Seniors Planning Table
 - x. Seniors Come Share Society
 - xi. Ministry of Children and Family Development
 - xii. White Rock/ South Surrey Division of Family Practice
 - xiii. Semiahmoo House
- c) Non-voting staff liaisons are:
 - i. Director of Recreation and Culture (or designate)
 - ii. Committee Clerk
- d) Members shall serve as volunteers without remuneration or gifts.

Chairperson / Vice-Chairperson

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

Meetings

- a) At the start of each calendar year, Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- c) If there are no agenda items for meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.
- d) Advisory Body members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. If a majority of members indicate that they will be absent from the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.
- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.
- f) Quorum for meetings shall be a majority of all voting members.
- g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
 - i. record the names of the members present, and those absent; and
 - ii. conclude the meeting until the next scheduled meeting.
- h) All meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.
- k) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.

- l) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson and Council representative where there have been three (3) consecutive absences without knowledge/reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.
- n) An Advisory Body must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- o) An Advisory Body do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- p) An Advisory Body cannot direct staff to take action without the endorsement of City Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
 - i. Any such action must be referred to Council for consideration and adoption;
 - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.

Note: This clause only applies to event oriented Advisory Bodies to Council (ex: Sea Festival and Tour de White Rock).
- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- s) Where a Member, their family, employer or business associates have any interest in any matter being considered by the committee, that member will 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, or
 - ii. Carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).

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

Staff Support

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

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

- vii. Post all notices, agendas and minutes for the public record;
- viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
- ix. Provide minutes, with recommendations, to Council;
- x. Update the Terms of Reference policy.

Procedures

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

Code of Conduct

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

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

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

(PRINT NAME)

(SIGNATURE)