

PRESENT: Councillor Fathers
Mayor Walker
Councillor Chesney
Councillor Johanson
Councillor Kristjanson
Councillor Trevelyan

ABSENT: Councillor Manning

STAFF: T. Arthur, Acting Chief Administrative Officer / Director of Corporate Administration
E. Stepura, Director of Recreation and Culture
E. Keurvorst, Manager of Cultural Development
S. Lam, Deputy Corporate Officer
D. Johnstone, Committee Clerk

Press: 0
Public: 10 (approximately)

1. **CALL MEETING TO ORDER**
The meeting was called to order at 4:00 p.m.

2. **ADOPTION OF AGENDA**

2019-G/L-005 **It was MOVED and SECONDED**
THAT the Governance and Legislation Committee adopts the agenda for
January 14, 2019 meeting as circulated.

CARRIED

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

2019-G/L-006 **It was MOVED and SECONDED**
THAT the Governance and Legislation Committee adopts the following minutes as
circulated:
a) Governance and Legislation Committee Meeting – December 10, 2018; and
b) Governance and Legislation Committee Meeting – January 7, 2019.

CARRIED

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

This corporate report was brought forward at the December 10, 2018 Governance and
Legislation Committee meeting; it was deferred to the next meeting due to time
constraints.

2019-G/L-007

It was MOVED and SECONDED

THAT the Governance and Legislation Committee:

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

CARRIED

5.

POLICY REVIEW

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

The Committee went through the list of Policies and relative comments were noted as follows:

106 - Council Expense

- This policy will be brought back to the Committee in March 2019 pending further information regarding the remuneration
- Council has the authority to amend their expense limits through Council resolution
- As Council are often called to events with a dress code/standard, it was suggested that the expenses allow for incidental costs such as dry-cleaning
- Administrative costs incurred by a City Task Force, such as photocopying, is considered an office expense and not part of this policy
- There are several professions that do not benefit from a salary increase based on the Consumer Price Index (CPI)

It was suggested that other municipalities be polled to see how they address incidentals, such as dry-cleaning and other small expenses, and that the findings be reported back in March (as directed at the December 10, 2018 Governance and Legislation Committee meeting).

119 - Communication Mayor/Staff

- Inquiries to staff or clarification of upcoming corporate reports can be made directly to the Directors with a copy to the CAO
- Significant requests need to be addressed to the CAO so that there is an awareness if existing work-plans need to be adjusted to accommodate the request
- The CAO is be kept informed of questions being posed so that his is aware of concerns that may arise
- There is a distinction between asking staff a question for information they have available and directing staff

2019-G/L-008

It was MOVED and SECONDED

THAT the Governance and Legislation Committee amends Policy 119 – Communication Mayor/Staff by stating that Mayor and Council may forward inquiries for information to the relative Director with a copy to the Chief Administrative Officer; and

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 119 as amended.

CARRIED

126 - CAO Performance Review

- Due to timing restraints, a CAO Performance Review was not conducted by the previous Council prior to the election
- The Policy should address CAO Performance Reviews in an election year
- Once the City has set the corporate priorities, Council and CAO would have a discussion to establish expectations, and at the conclusion of each year, this document may be referenced as a tool of measurables / benchmarks
- The CAO is Council's one (1) employee
- Any performance review would be addressed in a Closed Council meeting (personnel matter)

It was suggested that the Policy be amended to note that Council will conduct a formal annual performance review of the Chief Administrative Officer. In an election year, this review must be completed not less than 90 days prior to election day.

2019-G/L-009

It was MOVED and SECONDED

THAT the Governance and Legislation Committee amends Policy No. 126 – CAO Performance Review be amended to reflect the following:

- Council conduct a formal annual CAO Performance Review; and
- That in an election year, the review be completed not less than 90 days prior to the election.

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 126 as amended.

CARRIED

Mayor Walker voted in the negative.

2019-G/L-010

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends Council and the Chief Administrative Officer engage in a goal setting / expectation setting review following the establishment of the City's corporate priorities.

CARRIED

133 - Internal Handling of Media

- Staff clarified that the Policy authorizes designated staff to respond to media queries with respect to the City's position with respect

- When approached, Council may respond to media inquiries as individuals (conveying their personal position); however, City position should be made by designated officials in accordance to the policy

2019-G/L-011

It was MOVED and SECONDED

THAT the Governance and Legislation Committee 2.

CARRIED

134 - Press Releases

- Staff clarified that either the CAO or Mayor will review press releases prior to publication

2019-G/L-012

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 134 – Press Releases, as presented.

CARRIED

135 - Recognition/Strategic Messages

- It was noted that one (1) additional holiday may be included in the policy
- City utilizes social media and the website as a means of sharing strategic messages, including those note listed in Policy 135 (eg: Chinese New Year)

2019-G/L-013

It was MOVED and SECONDED

THAT the Governance and Legislation Committee amends Council Policy No. 135 – Recognition/Strategic Messages, to include BC Day; and

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 135 as amended.

CARRIED

Councillor Kristjanson voted in the negative

136 - Managing City's Social Media

The Manager of Communications and Intergovernmental Relations summarized the changes noted in Policy No. 136.

Discussion ensued and the following comments were noted:

- The City should turn off live post publication, adding that the City should manage post content in order to minimize the risk of slander
- Social media platforms have the ability for administrators to hide/delete content
- Point 5 be revised to reference and clarify that the social media disclaimer is also used by social media networks (such as Facebook)

2019-G/L-014

It was MOVED and SECONDED

THAT the Governance and Legislation Committee requests a corporate report with details regarding options for managing comments/posting to social media, and that the report include details on how much time is spent using the City's social media.

CARRIED

Councillor Chesney voted in the negative

2019-G/L-015

It was MOVED and SECONDED

THAT the Governance and Legislation Committee amends Council Policy No. 136 – Managing the City of White Rock’s Social Media Presence by revising Point 5 to reference and clarify the City will “include the following disclaimer”, which is a standard social media disclaimer used by Social Media networks; and

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 136 as amended.

CARRIED

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

142 – Terms of Reference: Governance and Legislation Committee

2019-G/L-016

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 142 – Terms of Reference: Governance and Legislation Committee, as presented.

CARRIED

145 – Terms of Reference: Finance and Audit Committee

Discussion ensued regarding Policy No. 145 and staff provided the following comments in response to Council’s questions:

- Risk management is inherent and streamlined with the City’s financial planning process, adding that it is discussed with the auditors through this process
- City reserves are encompassed in many facets of finance. Details regarding reserves can be requested by Council at anytime and do not need to be in the policy in order to receive the information

Council noted they would prefer to see further details regarding the reserves in order to bring further understanding on how they work.

2019-G/L-017

It was MOVED and SECONDED

THAT the Governance and Legislation Committee amends Policy No. 145 – Finance and Audit Committee by including direction for staff to bring forward a report regarding reserves to the Finance and Audit Committee; and

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 145 as amended.

CARRIED

155 – Terms of Reference: Land Use and Planning Committee

2019-G/L-018

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 155 – Terms of Reference: Land Use and Planning Committee, as presented.

CARRIED

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

The following policies have been brought forward by the CAO for the new Council to address the noted committees.

137 – Terms of Reference: Economic Investment Committee

- As the Tourism representative is already encompassed by the White Rock BIA and the SSWR Chamber of Commerce member, it was suggested the Tourism Representative be removed from the Policy
- The committee should reference the City's Economic Development Plan and use that as a document of measure
- It was suggested that the Committee review how they are measuring-up to their goals

2019-G/L-019

It was MOVED and SECONDED

THAT the Governance and Legislation Committee amends Council Policy No. 137 – Terms of Reference: Economic Investment Committee to reflect that the Committee reference the Economic Development Plan, and that the Tourism representative be removed from the Policy; and

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 137 as amended.

CARRIED

138 – Terms of Reference: Environmental

- When particular items/matters are not forwarded to the Committee, the Committee should meet to address the City's Stormwater Management Plan and the Environmental Plan.

2019-G/L-020

It was MOVED and SECONDED

THAT the Governance and Legislation Committee amends Council Policy No. 138 – Terms of Reference: Environmental Advisory Committee to reflect that the Committee reference the Stormwater Management Plan; and

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 138 as amended.

CARRIED

143 – Terms of Reference: Cultural Advisory Committee

- The Committee could focus on cultural festivities in addition to arts functions
- The Committee was originally established to deliver the City's Cultural Strategy, adding that most of the goals noted in that Plan have been met
- The Committee could move towards drafting a new five-year strategy, adding that the staff would facilitate this process

Staff clarified that a non-voting Council representative is welcome to participate/contribute to Committee discussions. The Council liaison is able to bring their expertise, and perspective, to discussions.

2019-G/L-021

It was MOVED and SECONDED

THAT the Governance and Legislation Committee amends Policy No. 143 – Terms of Reference: Cultural Advisory Committee to reflect the development of the next Cultural Strategic Plan;

THAT the Committee name be amended to “Arts and Culture Advisory Committee”;
and

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 143 as amended.

CARRIED

2019-G/L-022

144 – Terms of Reference: Tour de White Rock

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 144 – Terms of Reference: Tour de White Rock as presented.

CARRIED

147 – Terms of Reference: Public Art Advisory Committee

- The Committee should consider local artists when recommending public art installations
- The current recommendation process includes a selection sub-committee of the Public Art Advisory Committee
- Specifics of where the art is procured can be placed in the official Request for Proposal/Call for Artist
- There is misperception that the City is turning away local artists. It was noted that local artists may have applied in the past, but may not have been selective if they did not meet the requirements in the Call for Artist
- When there is a call for artists, only submissions of artists from White Rock, South Surrey, and Semiahmoo First Nation will be considered/selected.

2019-G/L-023

It was MOVED and SECONDED

THAT Policy No. 147 – Terms of Reference: Public Art Advisory Committee be further amended to note that when there is a call for artists, the selection committee must select only local artists from White Rock, South Surrey or Semiahmoo First Nation.

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 147 as amended.

CARRIED

Mayor Walker and Councillor Fathers voted in the negative

156 – Terms of Reference: Parking Task Force

Councillor Trevelyan reported that he worked with staff to develop the proposed terms of reference. The following comments were noted:

- Property taxes should not be impacted/increased to compensate for loss revenue should there be a reduction in parking fees.

- The terms of reference should mention how the change of parking can positively impact the quality of life for users
- The Terms of Reference should not reference particular names of Councillors
- The Council representative should be noted as a non-voting Chairperson
- The information will be reported out to Council by the Task Force as it becomes available
- Membership could be increased to eight (8)

2019-G/L-024

It was MOVED and SECONDED

THAT the Governance and Legislation Committee amends Council Policy No. 156 – Terms of Reference: Parking Task Force by including/revising as follows:

- Councillor to be a non-voting Chairperson of the Committee with no name within the Terms of Reference
- Revise language to note: any changes that do not impact property taxes to fund a reduction in parking
- Add the language “quality of life”
- Amend membership to “up to 8”; and

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 156 as amended.

CARRIED

153 – Terms of Reference: Sea Festival Planning Committee

It was suggested that the membership term be extended to a two (2) year term.

2019-G/L-025

It was MOVED and SECONDED

THAT P the Governance and Legislation Committee amends Council Policy No. 153 – Terms of Reference: Sea Festival Planning Committee by revising the membership term to two (2) years; and

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy 153 as amended.

CARRIED

154 – Terms of Reference: Intergovernmental and First Nation Affairs Committee

- The purpose of the Committee is to address matters at all levels of government, including local, provincial, federal, school board, first nation, etc.
- Suggested the Committee name be revised to “Intergovernmental Affairs Committee”.

2019-G/L-026

It was MOVED and SECONDED

THAT the Governance and Legislation Committee amends the name of Council Policy No. 154 – Terms of Reference: Intergovernmental and First Nation Affairs Committee be renamed to “Intergovernmental Affairs Committee”; and

THAT the Governance and Legislation Committee recommends Council endorse Policy No. 154 as amended.

CARRIED

New Committees

Mayor Walker reported he would like to introduce the following new Committees to the City of White Rock:

- Seniors Advisory Committee
- History and Heritage Advisory Committee
- Small Business Advisory Committee

2019-G/L-027

It was MOVED and SECONDED

THAT the Governance and Legislation Committee requests staff report back to a future Governance and Legislation Committee with terms of reference for the following new committees:

- Seniors Advisory Committee
- History and Heritage Advisory Committee
- Small Business Advisory Committee

CARRIED

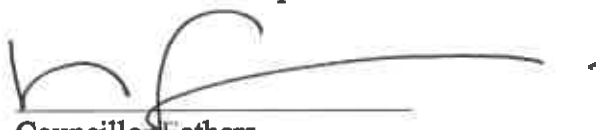
6. CALL FOR FUTURE GOVERNANCE AND LEGISLATION COMMITTEE ITEMS

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

None added

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

The Chairperson declared the meeting concluded at 6:30 p.m.



Councillor Fathers
Chairperson



Stephanie Lam,
Deputy Corporate Officer