



POLICY TITLE: TERMS OF REFERENCE:
WHITE ROCK SEA FESTIVAL COMMITTEE

POLICY NUMBER: COUNCIL POLICY NO. 153

<i>Date of Council Adoption: January 29, 2018</i>	<i>Date of Last Amendment: January 14, 2019</i>
<i>Council Resolution Number: 2018-230</i>	
<i>Originating Department: Recreation and Culture / Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: January 14, 2019</i>

Terms of Reference: White Rock Sea Festival Committee

Policy:

The White Rock Sea Festival Committee (the Committee) is mandated by City Council to organize, promote, and host a high profile elite caliber summer festival called the White Rock Sea Festival. The Committee will have the authority to act on behalf of the municipality to ensure the festival is a success through revenue generation, acquiring corporate sponsorship, developing business community relations, event marketing and arranging festival activities and entertainment. The Committee will govern the event, and be responsible for developing operating principles.

Committee General Terms:

The Committee appointments will be made by the City Council for a two (2) year term.

Committee Structure (Membership):

The Committee will consist of a minimum of nine (9) voting members appointed by Council from the community at large, and additionally as non-voting in an advisory capacity:

- one (1) member of Council;
- one (1) representative of Semiahmoo First Nation (SFN); and
- City staff as required

The Committee will consist of the following positions: Chairperson, Vice-Chairperson, Children’s Activities Coordinator, Volunteer Coordinator, Sponsorship Coordinator, Transportation Coordinator, Marketing & Communications Coordinator, Parade Coordinator, and Business Liaison Coordinator.

The Director of Recreation and Culture will oversee the operation of the Committee to ensure it abides by the Terms of Reference and stays within the budget established.

Chairperson / Vice-Chairperson

The Committee will appoint a Chairperson and a Vice-Chairperson from among its voting members at the Committee's inaugural meeting.

Meetings:

- a) The Committee shall mutually agree to a meeting schedule at their inaugural meeting. The meeting schedule will then be published and updated as needed by the Committee Clerk
- b) The chairperson of the Committee may call a meeting of the Committee, with a minimum of twenty-four (24) hours' notice to the Committee members, in addition to the scheduled meetings or may cancel a meeting.
- c) Quorum for meetings shall be one half of the voting membership plus one (1).
- d) If there is no quorum of the Committee 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
- e) All Committee meetings are open to the public unless designated as closed to the public (in accordance with the Community Charter) by the Committee. The public may attend the meeting to observe only. 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.
- f) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the Committee members present.
- g) If a member:
 - i. Fails to attend three (3) consecutively held meetings of the Committee, or
 - ii. Fails to attend a committee meeting in any sixty (60) day period, providing a meeting of the committee is held in that sixty (60) day period (whichever is the longer period of time) and
 - iii. Unless the absence is because of illness; or
 - iv. Unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked

The Committee Clerk will keep an attendance log and notify the Chairperson and Corporate Officer where there have been two (2) consecutive absences without consent. The Corporate Officer will make contact with the Committee member.

- h) Any person with particular expertise, including municipal staff may be invited by the Chairperson or staff member of the Committee to attend a Committee meeting in order to provide information or advice, but only members appointed by City Council may vote on matters coming before the Committee.

- i) The Corporate Administration office will be responsible for preparing Committee meeting agendas, minutes, updating the Terms of Reference policy, meeting schedule and administrative support to the Committee. Agendas and approved minutes will be posted on the City's website.
- j) Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- k) A Committee meeting or portion thereof may be closed to the public pursuant to Sections 90 and 93 of the Community Charter
- l) The Committee may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council
- m) Where a member of a Committee, 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.
- n) Committee Chairpersons and staff liaisons will prepare an annual report to be submitted to the Chief Administrative Officer for review and to be forwarded to City Council.
- o) A Committee member 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. The staff member assigned to the Committee, or the Chief Administrative Officer may advise the committee of existing policies or directives and the needs to refer the matter to Council prior to taking any action.
- p) 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 Committee works with the staff member assigned to that Committee on those matters.
- q) On broader matters such as organizing or setting up major or unusual events or projects which may have budget implications, the Committee must receive prior approval from Council.
- r) The Committee Chairperson may appoint members to a subcommittee to consider, inquire into, report and make recommendations to the Committee for a specific purpose.
- s) Members of the Committee are not permitted to speak directly to the media on behalf of the Committee.

Finances

The Committee is responsible for preparation and administration of an event budget. The budget is to be managed so the municipal subsidy, as approved by the City Council, is not to be exceeded, however the expenditures may increase through generating additional sponsorship revenue to be used to enhance the event.

Procedures

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

Code of Conduct

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

Rationale:

The purpose of the Terms of Reference for the White Rock Sea Festival Committee is to implement the actions of a working Committee to bring forward a successful event in adherence to City policy.

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

This will confirm that as of (date) _____, I have read Council Policy 153 “Terms of Reference: White Rock Sea Festival Committee” and Council Policy 120 “Code of Conduct for Committee Members” and I understand and will conform to the City’s Code of Conduct as outlined in these policies.

(Print Name)

(Signature)