

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



GOVERNANCE AND LEGISLATION COMMITTEE

November 26, 2010

A meeting of the **GOVERNANCE AND LEGISLATION COMMITTEE** will be held in **COUNCIL CHAMBERS** at City Hall on **MONDAY, NOVEMBER 29, 2010** at **6:00 p.m.** for the transaction of business as listed below.

T. Arthur, City Clerk

A G E N D A

Councillor Meyer, Chairperson

1. AGENDA APPROVAL

RECOMMENDATION:

THAT the Governance and Legislation Committee adopt the agenda for its November 29, 2010 meeting as circulated.

2. PREVIOUS MINUTES

Governance & Legislation Committee Meeting – November 15, 2010 **Page 3**

RECOMMENDATION:

THAT the Governance and Legislation Committee adopt the minutes for its November 15, 2010 meeting as circulated.

3. REPORT

3.1 **WHITE ROCK OUTSTANDING CANADIANS ON THE PENINSULA LEGACY PROGRAM POLICY** **Page 5**

Report dated November 29, 2010 from the Acting Director of Leisure Services titled “White Rock Outstanding Canadians on the Peninsula Legacy Program Policy”.

RECOMMENDATION #1:

THAT the Governance and Legislation Committee receive for information the November 29, 2010 report from the Acting Director of Leisure Services titled “White Rock Outstanding Canadians on the Peninsula Legacy Program Policy”.

RECOMMENDATION #2:

THAT the Governance and Legislation Committee recommend that Council adopt the White Rock Outstanding Canadians on the Peninsula Legacy Program Policy.

4. POLICIES

4.1 COUNCIL – 121 – INCOMING CORRESPONDENCE TO MAYOR AND COUNCIL Page 11

Clerk's Note: Policy presented in response to motion 2010-GOV-077 on October 25, 2010.

4.2 COUNCIL – 122 – INVITATIONS TO MAYOR AND COUNCIL Page 12

Clerk's Note: Policy presented from discussion at the September 20, 2010 Governance and Legislation Meeting.

4.3 COUNCIL – 123 – COMMITTEE MEMBER FEEDBACK OPPORTUNITY Page 13

Clerk's Note: Policy presented in response to motion 2010-GOV-048 on July 27, 2010.

4.4 COUNCIL – 124 – VERBAL SUBMISSIONS – ATTENDANCE AT CONVENTIONS, CONFERENCES, EDUCATION/TRAINING Page 16

Clerk's Note: Policy presented in response to motion 2010-GOV-054 on July 27, 2010.

4.5 ADMIN – 209 – EMPLOYEE PARKING AT CITY FACILITIES Page 17

Clerk's Note: Policy presented in response to motion 2010-GOV-078/79 on October 25, 2010.

5. DISCUSSION ITEM

5.1 - Process for meetings of sub-committees of Council – Mayor Ferguson

6. DISCUSSION REGARDING REQUEST FOR FUTURE ITEMS TO BRING FORWARD TO THE COMMITTEE

7. CLOSURE

PRESENT: Councillor Meyer, Chairperson
Mayor Ferguson
Councillor Anderson
Councillor Campbell
Councillor Fathers
Councillor McLean

ABSENT: Councillor Sinclair

STAFF: P. Clark, City Manager
T. Arthur, City Clerk

Press: 1
Public: 1

The meeting was called to order at 6:05 p.m.

1. AGENDA APPROVAL

2010-GOV-085

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopts the agenda for its November 15, 2010 meeting as circulated.

CARRIED

2. PREVIOUS MINUTES

Governance & Legislation Committee Meeting – October 25, 2010

2010-GOV-086

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopts the minutes for its October 25, 2010 meeting as circulated.

CARRIED

3. REPORT

3.1 CITY OF WHITE ROCK COMMITTEE STRUCTURE

Report dated November 15, 2010 from the City Manager titled “City of White Rock Committee Structure”.

2010-GOV-087

It was MOVED and SECONDED

THAT the Governance and Legislation Committee receives for information the November 15, 2010 report from the City Manager titled “City of White Rock Committee Structure”.

CARRIED

2010-GOV-088

It was MOVED and SECONDED

THAT the Governance and Legislation Committee:

- a) forms a sub-committee, including Councillors Meyer, Fathers and McLean, to review the structure of the select committees for 2011 and report back to a Governance and Legislation meeting to be held on December 6, 2010 at 6:00 p.m.; and
- b) approves the following committee structure remain: Advisory Design Panel, Board of Variance, Parcel Tax Roll Review and Public Art Advisory Committee.

CARRIED

Mayor Ferguson voted in the negative


**4. DISCUSSION REGARDING REQUEST FOR FUTURE
ITEMS TO BRING FORWARD TO THE COMMITTEE**

None

5. CLOSURE

The Chairperson declared the meeting concluded at 6:35 p.m.

Councillor Meyer, Chairperson



T. Arthur, City Clerk

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: November 29, 2010

TO: Governance and Legislation Committee

FROM: Sylvia Yee, Acting Director of Leisure Services

SUBJECT: White Rock Outstanding Canadians on the Peninsula Legacy Program Policy

RECOMMENDATION:

THAT the Governance and Legislation Committee:

- 1) receive for information the November 29, 2010 report from the Acting Director of Leisure Services titled “White Rock Outstanding Canadians on the Peninsula Legacy Program Policy”; and
 - 2) recommend that Council adopt the White Rock Outstanding Canadians on the Peninsula Legacy Program Policy.
-

INTRODUCTION:

At the September 27, 2010 Regular Meeting of Council, Council directed staff to prepare and bring back to the Governance and Legislation Committee a policy with criteria, including a public process, for naming individuals to the White Rock Outstanding “Canadians on the Peninsula”/Legacy Project;

This report will address the following two items;

- a) White Rock Outstanding Canadians on the Peninsula Legacy Program Policy will be reviewed in detail; and
- b) the costs associated with the Policy implementation.

COUNCIL GOAL:

N/A

PAST PRACTICE / POLICY / LEGISLATION:

The Living Legacy program was initiated in 2005. To date there are 25 entries in the Living Legacy book.

When the program started nominations for the Living Legacies Award were submitted to and selections were made by the Canada Day by the Bay Committee – a citizen committee recruited to assist with planning and implementing Canada Day celebrations in White Rock. The Canada

Day by the Bay Committee no longer exists and there is a need for a policy and process in place to ensure this valuable citizen recognition program continues.

ANALYSIS:

The rationale for White Rock Outstanding Canadians on the Peninsula Legacy Program Policy is to ensure that individuals who have made an outstanding contribution to the City of White Rock are recognized. This award recognizes community service and contributions in a variety of areas including arts, culture, heritage, health, social, sport and the environment. Recipients of the award will be included in White Rock Living Legacies Book that is housed in White Rock City Hall.

This policy for the White Rock Outstanding Canadians on the Peninsula Legacy Program is established to ensure that the City of White Rock has processes in place for this valuable citizen recognition program. It includes methods by which the public will be informed and encouraged to participate, the nomination process, the criteria for nominees and the principles involved in the selection committee. It also includes public and media relations methodology.

By making the announcement of the recipients on Canada Day, a well attended annual event, the White Rock Outstanding Canadians on the Peninsula Legacy Program recipients can be publically recognized for the important contributions they have made to White Rock.

BUDGET IMPLICATIONS:

The adoption of White Rock Outstanding Canadians on the Peninsula Legacy Program Policy will have budget implications of up to \$4000 annually. Estimate includes publicizing the call for nomination, award recipients, graphic design and publication of page inserts for the White Rock Living Legacies Book.

OPTIONS:

- 1) Recommend Council adopt the White Rock Outstanding Canadians on the Peninsula Legacy Program Policy and allocate up to \$4000 annually to the Legacy Program; or
- 2) Not recommend Council adopt the White Rock Outstanding Canadians on the Peninsula Legacy Program Policy

CONCLUSION:

White Rock Outstanding Canadians on the Peninsula Legacy Program Policy will ensure that Peninsula residents who have made an outstanding contribution to White Rock are identified and honoured.

Respectfully submitted,



Sylvia Yee, Acting Director, Leisure Services

Attachment A: Draft White Rock Outstanding Canadians on the Peninsula Legacy Program Policy

Comments from the City Manager:

I concur with the recommendations and the draft policy.

A handwritten signature in black ink that reads "Peggy Clark". The signature is written in a cursive style with a large initial "P" and a long, sweeping underline.

Peggy Clark, City Manager

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



**POLICY TITLE: WHITE ROCK OUTSTANDING CANADIANS ON THE
PENINSULA LEGACY PROGRAM**

POLICY NUMBER: COUNCIL - 125

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i>	<i>Historical Changes (Amends, Repeals or Replaces)</i>
<i>Originating Department: Leisure Services</i>	<i>Date last reviewed by the Governance and Legislation Committee:</i>

Policy:

- 1) The Living Legacies program will be renamed “White Rock Outstanding Canadians on the Peninsula Legacy Program” in order to maximize the emphasis on White Rock and develop a sense of identity for the program.
- 2) White Rock Outstanding Canadians on the Peninsula Legacy Program is the primary program for recognizing the contributions of citizens in making White Rock a successful, vibrant and harmonious community.
- 3) The number of recipients is 1-3 people per year based on nominations received.
- 4) The announcement of successful nominees will be made during Canada Day festivities on July 1st of every year.
- 5) A selection committee of at least 3 people will be made up of a citizen appointed by Council, a City Council member, and a representative from the White Rock Museum and Archives (staff or board member). The selection process will focus on the contributions the nominee has made on the establishment, success, health, wellbeing and/or liveability of White Rock. Decisions of the selection committee shall be final.
- 6) Nominations will come from the general public. Nominees must either currently reside on the Semiahmoo Peninsula or have resided on the Semiahmoo Peninsula in the past.
- 7) The public will be notified of the nomination process and must have nominees submitted by May 1st for inclusion into the program.

- 8) Nominations must be submitted with a completed nomination form and an accompanying biography of the nominee of approximately 250 words.
- 9) Nomination forms and the announcement of successful recipients will be made available on the City of White Rock website. Nomination forms will also be available at City of White Rock facilities. (Appendix A)
- 10) The lead on this program is the City of White Rock Communications Coordinator who will manage the program, develop public notices, support materials and media relations and will include the White Rock Museum and Archives staff for historical nominees and support materials.
- 11) The White Rock Living Legacies Book will be housed in the City of White Rock City Hall and will be updated with new recipients on an annual basis.
- 12) Individuals who are awarded the “Freedom of the City” will automatically be inductees in the White Rock Living Legacies Book.

Eligibility/Criteria

- 1) Open to all current or former residents of the Semiahmoo Peninsula who have made a contribution of an outstanding nature to the well-being of White Rock. May be related to the arts, culture, environment, business and commerce, humanities, recreation, community service, education, health or medical fields.
- 2) The contribution must be voluntary, but can be related to a matter in which the individual has expertise through training, work experience, or education.
- 3) Employees of the City of White Rock and individuals on City of White Rock committees, boards, and agencies are eligible provided their contribution is not an extension of their role as an employee.
- 4) Self-nominations will not be accepted.

Rationale:

This policy for the White Rock Outstanding Canadians on the Peninsula Legacy Program is established to ensure that the City of White Rock has processes in place for this valuable citizen recognition program. It includes methods by which the public will be informed and encouraged to participate, the nomination process, the criteria for nominees and the principals involved in the selection committee. It also includes public and media relations methodology. By making the announcement of the recipients on Canada Day, which is a well attended annual event, the recipients of the White Rock Outstanding Canadians on the Peninsula Legacy Program can be publically recognized for the important contributions they have made to White Rock.

Appendix A – Draft Nomination Form

White Rock Outstanding Canadians on the Peninsula Legacy Program Nomination Form



Name of Nominee(s): _____

Address: _____

Phone Number: _____ Email address: _____

Number of years residing on Semiahmoo Peninsula: _____ Is this award posthumous? _____

Is the nominee a community historical figure? _____

Please explain why you are nominating this person: _____

What is their major contribution made to White Rock? _____

What is the current age of the nominee? _____ Are they aware of this nomination? _____

Please attach a 250 word (approx.) biography of the nominee and include their educational background, number of years residing in White Rock, what brought them to the community, work and volunteer backgrounds and their contributions made to the community.

Nominations are required to be submitted to the City of White Rock by May 1st to be included in the selection process. Recipients will be announced on Canada Day, July 1st.

Name of Nominator: _____

Phone number: _____ Email: _____

Date: _____ Signature: _____

Submit to: City of White Rock, 15322 Buena Vista Avenue, White Rock, BC V4B 1Y6
(Attn: Communications Coordinator) Phone for info: 604.541.2114

THE CORPORATION OF THE
CITY OF WHITE ROCK



Policy Title: **INCOMING CORRESPONDENCE TO
MAYOR AND COUNCIL**

Policy Number: **COUNCIL - 121**

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i>	<i>Historical Changes (Amends, Repeals or Replaces):</i>
<i>Originating Department:</i>	<i>Date last reviewed by the Governance and Legislation Committee:</i>

Policy:

1. At each public counter in a city facility, a log will be kept for material that is hand delivered to the Mayor, Mayor and Council or to an individual member of Council.
2. The log will include the following:
 - date of delivery
 - name of person delivering the material
 - name of person to whom the material is addressed
 - signature of the person delivering the material
 - signature of the person receiving the material (City Employee)
3. The material will be forwarded to the Administration Department as soon as possible for delivery to the Mayor, Mayor and Council or to an individual member of Council.
4. The log will be available for review by the City Manager, Mayor or any member of Council during normal business hours.

Rationale:

To establish procedure in order to ensure Mayor and Council receive all materials that have been hand delivered for them to any City facility.

THE CORPORATION OF THE
CITY OF WHITE ROCK



Policy Title: **INVITATIONS TO MAYOR AND COUNCIL**

Policy Number: **COUNCIL - 122**

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i>	<i>Historical Changes (Amends, Repeals or Replaces):</i>
<i>Originating Department:</i>	<i>Date last reviewed by the Governance and Legislation Committee:</i>

Policy:

1. All invitations to the Mayor and Council will be directed to the Executive Assistant.
2. The Executive Assistant will forward all invitations to Mayor and Council, with a copy to the City Manager.
3. For those events where a Council presence is mandatory – as determined in consultation with the City Manager and the Mayor, the Executive Assistant will ask for councillors to respond direct to her, and will follow up to ensure at least one member of Council will be present for the event.
4. Where a speaker is requested, the Executive Assistant will consult with the Mayor and will ensure a member of Council is available to attend the event and speak if the Mayor is unable to do so.
5. The Executive Assistant will confirm attendance 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 to invitations sent to Mayor and Council. It is necessary to make sure the proper follow up is done in order to ensure a council representative and/or a speaker is in attendance for those functions that request or require one.

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



**POLICY TITLE: COMMITTEE MEMBER FEEDBACK
OPPORTUNITY**

POLICY NUMBER: COUNCIL - 123

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i>	<i>Historical Changes (Amends, Repeals or Replaces)</i>
<i>Originating Department:</i>	<i>Date last reviewed by the Governance and Legislation Committee:</i>

Policy:

Schedule “A” form titled “Committee Member Feedback”, attached to and forming part of policy Council – 123 will be forwarded annually to all voting committee members, who have been appointed by Council, during the first week of October. Committee members will be requested to submit their forms by November 7th.

Schedule “A” forms are to be returned to the City Clerk’s office for the information to be combined onto a spreadsheet including the percentage of those who responded.

The information will be forwarded to Council prior to the first regular meeting of Council in December of each year, with the exception of an election year. During an election year the information will come forward to Council as soon as possible following the inaugural meeting.

Rationale:

A mechanism to receive feedback from the committee members as to how well they perceived the committee, including its format, to have functioned.

SCHEDULE "A"
COMMITTEE MEMBER FEEDBACK

I currently serve on the _____ Committee.

- 1) Please summarize your experience in serving on this committee: good / rewarding
 neutral
 dissatisfied

Additional comments: _____

- 2) The number of times the committee met: good
 could have met more
 excessive

Additional comments: _____

- 3) The meetings ran: efficiently
 slowly
 confusing

Additional comments: _____

- 4) Did you understand the committee mandate? Yes No

Additional comments: _____

- 5) Was staff helpful when needed. Do you feel they supplied sufficient guidance? Yes No

Additional comments: _____

- 6) Is there any type of training or presentation(s), by either City staff or from a member of an outside organization(s), that you would have found beneficial to have to help you with your committee work?

Comments: _____

Please see over

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



POLICY TITLE: VERBAL SUBMISSIONS – ATTENDANCE AT CONVENTIONS,
CONFERENCES, EDUCATION / TRAINING

POLICY NUMBER: COUNCIL - 124

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i>	<i>Historical Changes (Amends, Repeals or Replaces)</i>
<i>Originating Department:</i>	<i>Date last reviewed by the Governance and Legislation Committee:</i>

Policy:

When a member of Council attends a convention, conference, education / training event, funded by the City, a verbal report shall be noted under Mayors & Councillor Reports at the next possible Regular Council meeting.

Rationale:

To ensure the public are kept informed of any pertinent information that is obtained by a member of Council during their attendance at a convention, conference, education / training event when registration fees have been funded by the City.

THE CORPORATION OF THE
CITY OF WHITE ROCK



Policy Title: **EMPLOYEE PARKING AT CITY FACILITIES**

Policy Number: **ADMIN - 209**

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i>	<i>Historical Changes (Amends, Repeals or Replaces):</i>
<i>Originating Department:</i>	<i>Date last reviewed by the Governance and Legislation Committee:</i>

Policy:

Employee Parking Lot Available

- At City facilities where an employee parking lot is available, employees must park their vehicles in that designated lot and not in the parking area set aside for the public

Public Parking Lot Available – Staff Permitted to Park

- At City facilities where a public parking lot is available and management of the facility has given approval to do so, employees may park in the spaces furthest from the entrance to the building
- An exception will be made by management of the facility for an employee who will work alone and leaves the facility after dark

Public Parking Lot Available – Staff Not Permitted to Park

- At City facilities where a public parking lot is available and employees are not given permission to park, employees must park outside the parking lot
- An exception will be made by management of the facility for an employee who will work alone and leaves the facility after dark

Street Parking

- Where street parking is available near City facilities, employees may park on the street, except on the south side of Buena Vista Avenue in spaces that have been dedicated “2 Hour Parking” to accommodate customers to City Hall

Responsibility

- It is the responsibility of management to ensure parking around City facilities is easily accessed by customers at all times and that staff members are parking in accordance with this policy
- Employees are to be made aware they are subject to normal parking bylaw enforcement

Rationale:

To establish procedure that includes Council's expectations and responsibility for enforcement regarding employee parking at City Facilities. First and foremost, consideration must be given to the customers who require accessible parking to business with the City.

DRAFT