

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

ABSENT: Councillor Meyer

STAFF: P. Clark, City Manager
N. Housenga, Deputy City Clerk

The meeting was called to order at 6:01 p.m.

1. AGENDA APPROVAL

2010-GOV-062

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopts the agenda for its September 20, 2010 meeting as circulated.

CARRIED

2. PREVIOUS MINUTES

Governance & Legislation Committee Meeting – July 27, 2010

2010-GOV-063

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopts the minutes for its July 27, 2010 meeting as circulated.

CARRIED

3. INTERNAL COMMUNICATION POLICY

In accordance with motion 2010-IC-149 the following Internal Communication Policy is presented for the Governance and Legislation Committee's review.

2010-GOV-064

It was MOVED and SECONDED

THAT the Governance and Legislation Committee:

- a) endorses policy *Council – 119 Communication Between Mayor and Council and City Staff*; and
- b) recommends that policy *Council – 119 Communication Between Mayor and City Staff* be forwarded to Council for consideration.

2010-GOV-065

Amendment to the Main Motion

It was MOVED and SECONDED

THAT policy *Council – 119 Communication between Mayor and City Staff*, Policy be amended to add “If the request is received by email, that the email be forwarded to all members of Council” to the end of item 1) under Policy.

DEFEATED

Councillors Anderson, Campbell, Fathers, Sinclair and Mayor Ferguson voted in the negative.

Question on the main motion was called and was

CARRIED

4. MAYOR AND COUNCIL CORRESPONDENCE

Members of Council have inquired regarding staff’s processing of e-mail directed to Mayor and Council. Amended policy: *Council – 107 Correspondence Received by the City* was presented for the Governance and Legislation Committee’s review.

2010-GOV-066

It was MOVED and SECONDED

THAT the Governance and Legislation Committee:

- a) endorses the proposed amendment to policy: *Council – 107 Correspondence to Mayor and Council* to the newly titled *Council – 107 Correspondence Received by the City*; and
- b) recommends that amended policy *Council – 107 Correspondence to Mayor and Council* be forwarded to Council for consideration.

2010-GOV-067

Amendment to the Main Motion

It was MOVED and SECONDED

THAT the Governance and Legislation Committee further amends policy *Council – 107 Correspondence to Mayor and Council* to add item 6) to Schedule A: “*The Complaint/Inquiry Correspondence Tracking Log be submitted to members of Council monthly.*”

CARRIED

2010-GOV-068

Subsequent Amendment Motion

It was MOVED and SECONDED

THAT the Governance and Legislation Committee further amends policy *Council – 107 Correspondence to Mayor and Council* to add item 7) to Schedule A: “*Staff prepare an analysis of the Complaint/Inquiry Correspondence Tracking Log to be submitted to members of Council semi-annually.*”

CARRIED

Question on the main motion as amended was called and was

CARRIED

Main motion 2010-GOV-066 now reads as follows:

THAT the Governance and Legislation Committee:

- a) endorses the proposed amendment to policy: Council – 107 Correspondence to Mayor and Council to the newly titled Council – 107 Correspondence Received by the City;*
- b) further amends policy Council – 107 Correspondence to Mayor and Council to add item 6) to Schedule A: “The Complaint/Inquiry Correspondence Tracking Log be submitted to members of Council monthly.”;*
- c) further amends policy Council – 107 Correspondence to Mayor and Council to add item 7) to Schedule A: “Staff prepare an analysis of the Complaint/Inquiry Correspondence Tracking Log to be submitted to members of Council semi-annually; and*
- d) recommends that amended policy Council – 107 Correspondence to Mayor and Council be forwarded to Council for consideration.*

5. ITEMS FOR DISCUSSION

The following items were discussed:

a) **Code of Conduct for Staff and Committee Members**

Councillor Fathers inquired of staff if the City has a Code of Conduct for staff and committee members. The City Manager informed the Committee that staff are working on a Code of Conduct for all staff and will bring a draft back to Council by the end of October. At the present time there is no Code of Conduct for committee members.

2010-GOV-069

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council:

- a) directs staff to prepare a Code of Conduct for all staff; and
- b) directs staff to prepare a Code of Conduct for Committee Members

for review by the Governance and Legislation Committee at a future meeting.

CARRIED

b) **Photograph Policy**

Councillor Fathers inquired of staff if the individual council member photos are for official City use only. The Committee was

advised that there is no policy in place and the practice has been that digital photos may be used for other purposes.

The Committee was further informed that there is no policy regarding photo retakes, however in incidents where a photo is unacceptable, a retake is taken.

c) **Communications**

Councillor Fathers inquired if there was a policy on how much staff time can be used to assist members of council with speech and report writing. In response to the inquiry, the City Manager noted that there is no policy in place regarding staff time allocated to providing such assistance to members of council.

The present practice is that the Executive Assistant provides speaking notes/briefs for the Mayor and that longer speeches such as the City Address, are written by the Communications Officer.

Councillors have access to the Executive Assistance to prepare correspondence and speaking notes. Requests for such assistance should be directed to the City Manager.

d) **White Rock Outstanding “Canadians on the Peninsula” / Legacy Project**

Mayor Ferguson informed the Committee that staff are updating the City of White Rock Living Legacy Book and questioned the Committee on their desire to continue the project.

2010-GOV-070

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council directs staff to prepare and bring back to the Committee a policy with criteria, including a public process, for naming individuals to the White Rock Outstanding “Canadians on the Peninsula / Legacy Project”.

CARRIED

2010-GOV-071

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council directs staff to update the City of White Rock Living Legacy Book.

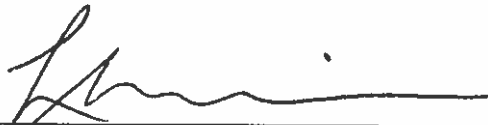
CARRIED

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

Chairperson Sinclair requested that members of the Committee forward items for the next Governance and Legislation Committee directly to her.

7. CLOSURE

The Chairperson declared the meeting concluded at 6:53 p.m.



Councillor Sinclair, Chairperson



N. Housenga, Deputy City Clerk