

**ALL ABILITIES/ALL AGES PLAYGROUND AT CENTENNIAL PARK
CONTRIBUTION AND PROJECT MANAGEMENT AGREEMENT**

**APPENDIX B
CENTENNIAL PARK ALL ABILITIES PLAYGROUND COMMITTEE
TERMS OF REFERENCE**

Committee General Terms

Term: The Committee will be comprised of representatives of the following organizations:

City of White Rock -3 voting members of Council. Appointments will be made by City Council for the duration of the project which is expected to be completed by mid 2018. City staff will attend Committee meetings, as non-voting members, as required.

Peace Arch Hospital and Community Health Foundation (PAHF) -3 voting members of the PAHF Board or 2 voting members of the PAHF Board and 1 member of the South Surrey/White Rock Healthy Community Steering Committee. Appointments will be made by the PAHF Board for the duration of the project which is expected to be completed by mid 2018. In addition, the Executive Director of PAHF and the Community Engagement Coordinator will be non-voting members of the Committee.

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

A Committee Clerk will be provided by the City of White Rock.

Meetings

a) The Committee shall mutually agree to a meeting schedule at their inaugural meeting and will meet at a minimum bi-monthly.

b) The Chairperson of the Committee may call a meeting of the Committee, with at a minimum of the Committee Clerk being able to give 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 mean a majority of all of its Committee voting members (4).

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 pursuant to Sections 90 and 92 of the Community Charter.

- f) The public is welcome to observe the meeting. 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 members of the public in attendance to speak to the item in question.
- g) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the Committee members present.
- h) Any person with particular expertise, including municipal or PAHF staff, the playground consultant etc. 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 and the PAHF Board may vote on matters coming before the Committee.
- i) The Committee Clerk will be responsible for preparing Committee agendas, minutes, updating Terms of Reference policy, meeting schedule, and providing administrative support to the Committee.
- j) Committee minutes, with recommendations noted, will be forwarded to Council and the PAHF Board for information and action as required.
- k) Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council or staff.
- l) 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
- m) A Committee cannot direct City staff to take action without endorsement by City Council.
- n) Committees do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action. This approval is required by Council and the PAHF Board.
- o) 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 and the Board.
- p) The Committee's Chairperson may appoint members to a subcommittee to research, consider, inquire into, report and/or make recommendations to the Committee for a specific purpose.
- q) Members of the Committee are not permitted to speak directly with the media on behalf of the Committee.