

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



POLICY TITLE: **TERMS OF REFERENCE:**
WATER COMMUNITY ADVISORY PANEL

POLICY NUMBER: **COUNCIL - 157**

<i>Date of Council Adoption: February 25, 2019</i>	<i>Date of Last Amendment: June 10, 2019</i>
<i>Council Resolution Number: 2019-</i>	
<i>Originating Department: Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: February 25, 2019</i>

Policy:

The purpose of the Water Community Advisory Panel (Panel) is to advise City Council on White Rock water issues such as:

- Water quality (source and treated)
- Distribution system
- Rate structure proposals
- Infrastructure improvement proposals
- Communication with the community

Panel General Terms

Term

City Council will make appointments to the Panel for a two (2) year term.

Membership

- a) The Panel will consist of up to seven (7) voting members appointed by City Council following a public recruitment process.
- b) City Council will invite the Fraser Health Authority to attend in an advisory capacity and as a non-voting member of the Panel. .
- c) In addition, City Council will appoint one (1) member of Council (as well as an Alternate), the Chief Administrative Officer, the Director of Engineering and Municipal Operations (or Designate) and the Manager of Utilities as non-voting members of the Panel.
- d) Committee members shall serve in a voluntary capacity without remuneration or gifts.

Chairperson / Vice-Chairperson

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

Annual Work Plan

City Council will provide projects or issues for the Panel to examine. The Panel is able to bring forward recommendations from the Committee structure and make recommendations to Council.

Meetings

- a) The Panel shall mutually agree to a meeting schedule at their inaugural meeting and will meet at a minimum bi-monthly. The meeting schedule will be published on the City website and updated as needed by the Committee Clerk.
- b) The Chairperson of the Panel may call a meeting of the Panel, with a minimum of staff being able to give twenty-four (24) hours' notice to the Panel members, in addition to the scheduled meetings or may cancel a meeting.
- c) Quorum for meetings shall mean a majority of all of its Panel voting members.
- d) If there is no quorum of the Panel 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 93 of the *Community Charter* by the Committee.
- 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) The Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policy, meeting schedule, and providing administrative support to the committee. Agendas and approved minutes will be posted on the City's website.
- i) 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 Director of Corporate Administration where there have been two (2) consecutive absences without consent. The Director of Corporate Administration, or Designate, will then make contact with the Committee member.

- j) Panel minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- k) The Panel may hear and consider representations by any individual, group or organization on matters referred to the Panel by Council.
- l) Where a member of the Panel, 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) The Panel cannot direct staff to take action without endorsement by City Council.
- d) The Panel does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- e) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the Panel must receive prior approval from Council.
- f) The Panel may appoint members to a subcommittee to consider, inquire into, report and/or make recommendations to the Panel for a specific purpose.
- g) Members of the Panel are not permitted to speak directly with the media on behalf of the Panel.

Procedures

Unless otherwise provided for in these terms of reference, the procedures of the Panel 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 the Council policy regarding 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.

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

This will confirm that as of _____, I have read Council
(DATE)
Policy 120, “Code of Conduct for Committee Members” and Council Policy _____,
Committee Terms of Reference and I understood and will conform to the City’s Code of
Conduct as outlined in these policies.

(PRINT NAME)

(SIGNATURE)