

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



POLICY TITLE: TERMS OF REFERENCE: MARINE DRIVE TASK FORCE

POLICY NUMBER: COUNCIL - 160

<i>Date of Council Adoption: March 13, 2019</i>	<i>Date of Last Amendment: June 10, 2019</i>
<i>Council Resolution Number: 2019-111; 2019-158</i>	
<i>Originating Department: Planning and Development Services</i>	<i>Date last reviewed by the Governance and Legislation Committee: February 25, 2019</i>

Policy:

The Marine Drive Task Force will advise Council on Marine Drive issues such as: business viability, economic development, tourism, redevelopment, building and public realm design and character, signage, sidewalk use and programming, beautification, events and Marine Drive business areas relationship to the Promenade/Pier, Beach and parking.

Mandate:

The main channel for Task Force's advice will be through providing advice on the development and implementation of a 'Marine Drive / Waterfront Enhancement Strategy' (the 'Strategy'). This would include a review of the Waterfront Enhancement plan, Economic Strategic plan, business bylaws, the White Rock Sign Bylaw and other related materials deemed relevant and provide feedback and recommendations to Council.

Strategy:

In conjunction with the Planning and Development Services department and concurrent with the review of waterfront related policies in the Official Community Plan (OCP) as well as public input, the Marine Drive Task Force will fulfill the directives set out in the Policy and recommend policy changes in several key areas including but not limited to:

- Establishing character areas along the Marine Drive with form and character design guidelines for new buildings and the public realm.
- Enhancements to the streetscape including recommendations regarding sidewalks/patios, street furniture and lighting, signage, and re-use of parking lots.
- Business strategies to reinforce the attractiveness of the "jewel" of White Rock as a year-round generator of economic activity.

The Task Force key activities will include:

- Seeking input from businesses, residents, agencies, the City's Economic Investment Committee and governments to identify opportunities to strengthen the year-round business environment and attractiveness of the buildings and public spaces along and near Marine Drive;
- Reviewing background reports on the existing conditions in the Marine Drive business areas and examples of best practices for waterfront commercial vitalization from other waterfront communities;
- Attending public workshops, forums or open houses to observe and provide an additional link between Council and the public engagement process for the Strategy;
- Providing critical feedback on both the existing Official Community Plan waterfront related policies and the recommendations of a draft Strategy;
- Supporting the implementation of the Strategy, as endorsed by Council, by identifying potential partnership and funding opportunities that can bring the Strategy to life.
- Sharing the results of the Strategy with their personal/professional networks and the community at large.

In addition to the engagement and advisory work related to the Strategy, the Task Force may also produce its own recommendations regarding Marine Drive improvements for Council's consideration (including initiatives, policies, actions and Bylaw amendments to address these issues), particularly in the area of tourism and economic development.

Committee General Terms

Term

The committee appointments will be made by City Council for a one (1) year term, with the initial appointments expiring March 31, 2020 or until the activities are complete, whichever is sooner.

Membership

- a) The Task Force will consist of up to five (5) voting members appointed by Council from the community at large, Mayor Walker and a Council representative and alternate as non-voting members, up to four (4) non-voting members from the list below, and City staff as required.

Five (5) representatives from the public will be invited to participate on the Task Force, with a preference for Marine Drive residents and/or business representatives.

The following individuals and groups will be invited to participate as non-voting members on the Task Force:

- Semiahmoo First Nation
- Executive Director, White Rock Business Improvement Association
- Executive Director, South Surrey & White Rock Chamber of Commerce
- Executive Director of Explore White Rock (Tourism)

In the event the specific individuals noted in this section are unable to attend the scheduled meetings another representative from the organization may attend on their behalf.

Staff liaisons are:

- Director of Planning and Development Services
- Director of Engineering and Municipal Operations
- Manager of Planning
- Committee Clerk

b) Members shall serve without remuneration or gifts.

Chairperson / Vice-Chairperson

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

Meetings

- a) The members 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 may call a meeting of the Task Force, with at a minimum of staff being able to give twenty-four (24) hours notice to the members, in addition to the scheduled meetings or may cancel a meeting.
- c) Quorum for meetings shall mean a majority of all of the Task Force voting members.
- d) If there is no quorum 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 Task Force meetings are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the Task Force. The public would attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration, the Chairperson may, with majority consent of those members in attendance, give permission to a member of the public in attendance to speak to the item in question or leave written submissions for the Task Force to review and consider.
- f) Notwithstanding section (e) above, an optional mobile site visit workshop for the Task Force may be organized to visit waterfront business areas in nearby communities, and due to travel logistics this meeting format is not open to the public.
- g) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the members present, and in the case of the optional mobile site visit workshop described in section (f).
- h) If a member:
 - i) fails to attend three (3) consecutively held meetings; or
 - ii) fails to attend a meeting in any sixty (60) day period, providing a meeting 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 the Director of Corporate Administration where there have been two consecutive absences without consent. The Director of Corporate Administration will make contact with the Task Force member.

- i) Any person with particular expertise may be invited by the Chairperson or staff member to attend a meeting in order to provide information or advice, but only members appointed by City Council may vote on matters coming before the Task Force.
- j) The office of Corporate Administration, with the support of staff from Planning and Development Services, will be responsible for preparing agendas, minutes, updating Terms of Reference policy, meeting schedule, and administrative support to the Task Force. Agendas and approved minutes will be posted on the City's website.
- k) Meeting minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- l) The Task Force will hear and consider representations by any individual, group or organization on matters referred to the Task Force by Council.

- m) Where a member of the Task Force, their family, employer or business associates have any interest in any matter being considered by the Task Force, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- n) Following review of the draft Strategy by the Task Force, the Chairperson and staff liaisons will prepare commentary and recommendations on the draft Strategy to be submitted to the Mayor and Chief Administrative Officer for review and to be forwarded to City Council.
- o) The Chairperson and staff liaisons will prepare a concluding report to be submitted to the Mayor and Chief Administrative Officer for review and to be forwarded to City Council. The concluding report will identify whether the Task Force recommends an extension of the term of the Task Force in order to implement or monitor the actions within the Strategy.
- p) The Task Force cannot direct staff to take any action.
 - i) any such action must be referred to Council for consideration and adoption;
 - ii) the staff member assigned to the Task Force or the Chief Administrative Officer may advise the Task Force of existing policies or directives and the needs to refer the matter to Council prior to taking any action.
- q) The Task Force does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action. Such commitments and contracts will be done through recommendation from the Task Force through the Chief Administrative Officer, the Mayor and Council.
- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the Task Force must receive prior approval from the Director of Planning and Development Services.
- s) The Chairperson may appoint members to a subcommittee to consider, inquire into, report and make recommendations to the Task Force for a specific purpose.
- t) Members of the Task Force are not permitted to speak directly with the media on behalf of the Task Force.

Procedures

Unless otherwise provided for in these terms of reference, the procedures of the Task Force 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 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.

Rationale:

The purpose of the Marine Drive Task Force is to provide assistance to Planning and Development Services in completing the review of waterfront related policies in the Official Community Plan and in preparing a Marine Drive / Waterfront Enhancement Strategy.

**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)