

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



POLICY TITLE: **TERMS OF REFERENCE:**
DOGS ON THE PROMENADE TASK FORCE

POLICY NUMBER: **COUNCIL – 162**

<i>Date of Council Adoption: June 24, 2019</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2019-158; 2019-264</i>	
<i>Originating Department:</i> Planning and Development Services	<i>Date last reviewed by the Governance and Legislation Committee: June 10, 2019</i>

Purpose

City of White Rock Council has approved a trial period for dogs on leash to be allowed to be on the Waterfront Promenade. The term of the trial period is from October 1, 2019 to March 31, 2020.

The Dogs on the Promenade Task Force has been formed in advance of the trial period to determine the approach that will be used to assess the relative success or failure of allowing dogs on the promenade prior to the trial period. The outcomes of this assessment are expected to be used to determine if dogs should be allowed on the promenade beyond the trial period (on a seasonal basis or year round).

The Task Force will establish criteria and benchmarks/evaluation process for the pilot project in relation to dogs on the promenade prior to it commencing with further reporting to occur following conclusion of the pilot project.

Membership

- a) The Task Force will consist of no more than seven (7) voting members. The composition of the Task Force will be determined by City Council who will review applications from the public.
- b) In addition, one (1) member of Council and Alternate, and the Director of Planning and Development Services, and/or delegate (ie. the Manager of Building and Bylaw Enforcement), will serve as non-voting members in support of the objectives of the Task Force.
- c) The majority of members will be White Rock residents.
- d) Committee members shall serve without remuneration or gifts.

Chairperson

The Task Force will be chaired by the Council representative, who will serve as a non-voting member.

Term

The goal of the Task Force will be to present its recommended approach for assessing the trial period to Council by December 31, 2019.

Meetings

- a) Meetings will be held as the need arises at the call of the Chairperson. The meeting schedule will then be published and updated as needed by the Committee Clerk.
- b) The Chairperson of the committee may call a meeting of the committee, with at a minimum of staff 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 be one half of the voting membership plus one (1) or a member majority if the membership is of an even number (if the membership is ten members, quorum = six members).
- 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 (in accordance with the *Community Charter*) by the Committee. The public would attend the meeting to observe only. 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 a member of the public in attendance to speak to the item in question.
- f) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- g) 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 Corporate Officer where there have been two consecutive absences without consent. The Corporate Officer will make contact with the Committee member.

- h) Any person with particular expertise, including municipal staff 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 may vote on matters coming before the committee.

- i) The Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policy, meeting schedule, and administrative support to committees. Agendas and approved minutes will be posted on the City's website.
- j) Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- k) A committee meeting or a portion thereof may be closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- l) Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- m) 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.
- n) Committee chairpersons and staff liaisons will prepare an annual report to be submitted to the Chief Administrative Officer for review and to be forwarded to City Council.
- o) A committee cannot direct staff to take action without endorsement of City Council.
- p) A committee cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
 - i. any such action must be referred to Council for consideration and adoption;
 - ii. the staff member assigned to the committee or the Chief Administrative Officer may advise the committee of existing policies or directives and the needs to refer the matter to Council prior to taking any action.
- q) Committees do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- r) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the committee works with the staff member assigned to that committee on those matters.
- s) 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.
- t) The committee Chairperson may appoint members to a subcommittee to consider, inquire into, report and make recommendations to the committee for a specific purpose.

- u) Members of the committee are not permitted to speak directly with the media on behalf of the committee.

Procedures

Unless otherwise provided for in these terms of reference, the procedures of the Committee 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)