

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
**CLOSED CORPORATE REPORT**



**DATE:** February 11, 2019  
**TO:** Chief Administration Officer  
**FROM:** Tracey Arthur, Director of Corporate Administration  
**SUBJECT:** 2019 Committee Appointments

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**RECOMMENDATIONS**

THAT Council:

1. Receive for information the corporate report dated February 11, 2019 from the Director of Corporate Administration, titled “2019 Committee Appointments;”
  2. Appoint the following additional members to the Advisory Design Panel, all with a term expiring December 31, 2020:
    - a) Up to two (2) architects as members, as submitted by the Architectural Institute of British Columbia;
    - b) Up to three (3) members to fill ‘resident/property owner’ positions; and,
    - c) A Chairperson and Vice Chairperson for 2019;
  3. Appoint up to eight (8) members for the Parking Task Force, including the Council chair;
  4. Appoint up to nine (9) community members and one (1) member from the community with expertise in planning and organizing cycling races to the Tour de White Rock Committee, with a term expiring December 31, 2020;
  5. Appoint a minimum of nine (9) community members to the White Rock Sea Festival, with a term expiring December 31, 2020; and
  6. Authorize the release of the committee appointments.
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**INTRODUCTION**

The purpose of this corporate report is to appoint members to the following committees in accordance with their Terms of Reference. Council Policies – Terms of Reference for each committee are included for reference under the appendices as follows:

- Advisory Design Panel – Appendix A;
- Parking Task Force- Appendix B;
- Tour de White Rock Committee – Appendix C; and
- White Rock Sea Festival – Appendix D.

Volunteer opportunities for the Advisory Design Panel (ADP) were advertised in the Peace Arch News, November 2, 9, and 23 requesting those interested to serve to submit an application. Committee vacancy positions were also advertised on the City website. In accordance with the City's practice, current ADP members were contacted as a reminder to reapply.

Volunteer opportunities for the Parking Task Force, Tour de White Rock, and White Rock Sea Festival Committees were advertised, following Council approval of their Terms of Reference. Advertising was done in the Peace Arch News January 18, 23 and 25 requesting those interested to serve to submit an application. Committee vacancy positions were also advertised on the City website and through social media. Current members of both the Tour de White Rock and the White Rock Sea Festival were contacted as a reminder to reapply. The deadline for applications was January 31, 2019.

### **PAST PRACTICE/POLICY**

Committee appointments are discussed by Council in a closed meeting in accordance with section 90(1) (a) of the *Community Charter* to allow for discussion including personal information about an identifiable individual.

### **ANALYSIS**

#### **Advisory Design Panel**

The Advisory Design Panel (ADP) is appointed by Council to advise Council on the quality of the built environment of the City, and specifically to provide comments and suggestions to improve the design quality of new development and redevelopment in the City. The ADP is regulated by the White Rock Planning Procedures Bylaw and the ADP Terms of Reference. In accordance with the Terms of Reference for the ADP, the membership of the panel will consist of a minimum of six (6) voting members and one (1) non-voting representative from the Business Improvement Association (BIA) appointed by the BIA itself, and City staff as required. The ADP currently has one (1) member serving in the Landscape Architect position, whose term will not expire until December 31, 2019. At this time the following appointments need to be considered:

- Up to three (3) 'resident/property owner' positions;
- One (1) resident to address the perspective of a physically challenged person; and
- Two (2) architect positions (applicants provided by the Architectural Institute of British Columbia).

There have been sixteen (16) applications received for the ADP.

Five (5) of the applicants have noted in their application forms that they have previously served on the ADP, as well as the BIA representative. The Architectural Institute of British Columbia has provided two (2) applicants for the architect positions. No applications have been received to fill the resident position to address the perspective of a physically challenged person.

**Redacted**



### **Parking Task Force**

The Parking Task Force will review and potentially revise pay parking in White Rock, including rates, parking permits, and the integration of the new parkade.

In accordance with the Terms of Reference, the Task Force will be composed of up to eight (8) members in total (including the Chair), representing a cross section of interested parties, including waterfront businesses, interested residents and White Rock staff and Council.

There have been eleven (11) applications received for the Parking Task Force. Two (2) of the applicants are currently members of the BIA.

### **Tour de White Rock Committee**

The Tour de White Rock Committee will be appointed by City Council to organize, promote, and host the Tour de White Rock – a high profile elite caliber cycling event. Nine (9) voting members are sought from the community at large and one (1) member from the community with expertise in planning and organizing cycling races. As directed in the Terms of Reference, Committee members would be assigned for a two (2) year term.

The Committee will consist of the following positions: Chairperson, Vice-Chairperson, Race Director, Treasurer, Secretary, Sponsorship, Community Events, Marketing and Communications, and Business Liaison. Due to the specialized requirements of each committee member, experience in these areas is an asset when appointing community members to the Committee.

There have been twelve (12) applications received for the Tour de White Rock Committee.

Seven (7) of the applicants received have previously served on the Tour de White Rock Committee. **Redacted**

### **White Rock Sea Festival Committee**

The White Rock Sea Festival Committee will organize, promote and host the White Rock Sea Festival on the BC Day long weekend in August. A minimum of nine (9) voting members are sought to fill the following positions: Chairperson, Vice-Chairperson, Children's Activities Coordinator, Volunteer Coordinator, Sponsorship Coordinator, Transportation Coordinator, Marketing & Communications Coordinator, Parade Coordinator, and Business Liaison Coordinator. Due to the specialized requirements of each committee member, experience in these areas is an asset when appointing community members to the Committee. As directed in the Terms of Reference, Committee members would be assigned for a two (2) year term.

There have been twelve (12) applications received for the White Rock Sea Festival Committee.

Six (6) of the applicants received have previously served on the White Rock Sea Festival Committee.

### **CONCLUSION**

Council is requested to make appointments to the relative committees:

1. Advisory Design Panel (five (5) appointments required, including appointment of Chairperson and Vice Chairperson for 2019);
2. Parking Task Force (up to eight (8) appointments required, including appointment of Chairperson);

3. Tour de White Rock Committee (up to ten (10) appointments required); and
4. White Rock Sea Festival Committee (a minimum of nine (9) appointments required).

Respectfully submitted,

Terms of Reference can be found on the City's Policy webpage ([click here](#))

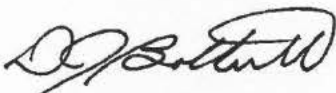


Tracey Arthur  
Director of Corporate Administration

The list of appointed committee members can be found on the Committee's webpage ([click here](#))

**Comments from the Chief Administrative Officer:**

I concur with the recommendations of this closed corporate report.



Dan Bottrill  
Chief Administrative Officer

- Appendix A: Advisory Design Panel – Index summary of applications received, corresponding applications, and Terms of Reference
- Appendix B: Parking Task Force- Index summary of applications received, corresponding applications, and Terms of Reference
- Appendix C: Tour de White Rock Committee – Index summary of applications received, corresponding applications, and Terms of Reference
- Appendix D: White Rock Sea Festival – Index summary of applications received, corresponding applications, and Terms of Reference