

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



**DATE:** January 13, 2020

**TO:** Mayor and Council

**FROM:** Tracey Arthur, Director of Corporate Administration

**SUBJECT:** 2020 Committee Appointments – Advisory Design Panel, Board of Variance, Seniors Advisory Committee, Tour de White Rock Committee, and White Rock Sea Festival Committee

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**RECOMMENDATIONS**

THAT Council:

1. Receive for information the January 13, 2020 closed corporate report from the Director of Corporate Administration titled “2020 Committee Appointments – Advisory Design Panel, Board of Variance, Seniors Advisory Committee, Tour de White Rock Committee, and White Rock Sea Festival Committee”;
  2. Appoint one (1) landscape architect, as submitted by the British Columbia Society of Landscape Architects to the Advisory Design Panel, with a term expiring December 31, 2021;
  3. Appoint three (3) community members to the Board of Variance, with a term expiring December 31, 2022;
  4. Appoint one (1) or three (3) additional members to the Seniors Advisory Committee, with a term expiring December 31, 2020;
  5. Select one (1) additional applicant to serve on the Seniors Advisory Committee as an alternate should one of the newly appointed persons be unable to participate on the Committee at this time;
  6. Appoint up to one (1) additional community member, and one (1) member from the community with expertise in planning and organizing cycling races to fill vacancies on the Tour de White Rock Committee, with a term expiring December 31, 2020;
  7. Select one (1) additional applicant to serve on the Tour de White Rock Committee as an alternate should one of the newly appointed persons be unable to participate on the Committee at this time;
  8. Appoint up to one (1) additional member to fill a vacancy on the White Rock Sea Festival Committee, with a term expiring December 31, 2020; and,
  9. Authorize the release of the 2020 Committee Appointments Corporate Report and the committee appointments.
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## **INTRODUCTION**

The purpose of this corporate report is to appoint members to the Advisory Design Panel, Board of Variance, and Seniors Advisory Committee and to fill vacancies on the Tour de White Rock Committee and the White Rock Sea Festival Committee.

Council Policies – Terms of Reference for each committee are included for reference under appendices as follows:

- Advisory Design Panel – Appendix A;
- Board of Variance – Appendix B;
- Seniors Advisory Committee – Appendix C;
- Tour de White Rock Committee – Appendix D;
- White Rock Sea Festival Committee – Appendix E; and,
- Council Policy 120 – Council Code of Conduct for Committee Members.

Volunteer opportunities for the Board of Variance, White Rock Sea Festival and Tour de White Rock Committee were advertised in the Peace Arch News November 8, 15, and 20 requesting those interested in serving to submit an application. Committee positions were also advertised on the City website and through social media. The deadline for applications was November 22, 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, and City staff as required. Five (5) members were appointed to serve on the Advisory Design Panel in February 2019. The Landscape Architect position on the ADP expired on December 31, 2019.

The British Columbia Society of Landscape Architects has provided one (1) applicant for consideration for the Landscape Architect position on the ADP.

### **Board of Variance**

The Board of Variance (BoV) is a board that adjudicates appeals for minor variances to the Zoning Bylaw, where compliance with the Zoning Bylaw would create an undue hardship. The BoV is established by Bylaw in accordance with the *Local Government Act*. Board of Variance Bylaw No. 1753 states that the BoV will consist of three (3) members appointed by Council for the three (3) year term.

Five (5) community members have applied to serve on the BoV, **Redacted**

### **Seniors Advisory Committee**

The Seniors Advisory Committee (SAC) will act as a resource to Council regarding long term and short term issues for seniors in the community. SAC will consider and evaluate issues referred from City Council, and will initiate research on matters deemed to be of concern to local seniors.

At the October 21, 2019 Regular Council meeting a recommendation was received from the Seniors Advisory Committee to increase their voting membership from eleven (11) members to twelve (12) members. Council amended this recommendation and requested that membership be increased to thirteen (13) members to alleviate concerns with an even number of members in regard to voting.

Following this, one (1) member from the SAC has resigned. A resignation letter was provided to Corporate Administration. With this resignation there is a total of ten (10) voting members on the committee.

The Council Representative for this Committee requested that a member from Seniors Come Share be invited as one (1) of the additional Committee members. **Redacted**

Council could also appoint two (2) more additional voting members, with a term expiring December 31, 2020, bringing the membership up to thirteen (13) members. In addition, Council could also suggest one (1) applicant to serve as an alternate should one of the selected applicants no longer be available to serve on the Committee and thus saving having to bring this forward again for this circumstance in 2020.

Appointments were made to the SAC at the April 29, 2019 Closed Council meeting. **Redacted**

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

The Tour de White Rock (TdWR) Committee will be appointed by City Council to organize, promote and host the Tour de White Rock – a high profile elite caliber cycling event.

Appointments were made to the TdWR Committee at the February 11, 2019 Closed Council meeting. Following these appointments, two (2) members of the Committee have resigned. Resignation letters were provided by the Committee members to Corporate Administration.

In accordance with the Terms of Reference, Council may appoint up to one (1) voting member from the community at large, and one (1) member from the community with expertise in planning and organizing cycling races (race director position), with terms expiring December 31, 2020.

One (1) community member applied to serve on the TdWR following the Committee vacancy posting with experience in planning and organizing cycling races. In addition, four (4) community members applied to serve of the TdWR Committee that were not selected at the February 11, 2019 Closed Council meeting.

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

The White Rock Sea Festival Committee (SFC) will be appointed by City Council to organize, promote and host the White Rock Sea Festival on the BC Day long weekend in August.

Appointments were made to the SFC at the February 11, 2019 Closed Council meeting. Following these appointments one (1) member has resigned. A resignation letter was provided by the Committee member to Corporate Administration.

In accordance with the Terms of Reference, a minimum of nine (9) voting members will be appointed to the Committee. There are currently ten (10) members appointed to the Committee.

Council may wish to appoint one (1) additional member to the SFC, with a term expiring December 31, 2020.


One (1) community member has applied to serve on the SFC. **Redacted**

### **CONCLUSION**

Council is requested to make the following appointments:

1. Advisory Design Panel (one (1) appointment required);
2. Board of Variance (three (3) appointments required);
3. Seniors Advisory Committee (one (1) or three (3) appointments required);
4. Tour de White Rock Committee (consider the appointment of one (1) community member at large, and one (1) member from the community with expertise in planning and organizing cycling races to fill committee vacancies); and,
5. White Rock Sea Festival Committee (consider the appointment of one (1) additional community member to fill a committee vacancy).

Respectfully submitted,



Tracey Arthur, Director of Corporate Administration

**Comments from the Chief Administrative Officer:**

I concur with the recommendations in this corporate report.



Dan Bottrill, Chief Administrative Officer

**Attachments:**

Appendix A: Advisory Design Panel  
Terms of Reference  
Current membership list  
Committee Application

Appendix B: Board of Variance  
Board of Variance Bylaw 1753  
Committee Application Index and Worksheet  
Committee applications

Appendix C: Seniors Advisory Committee  
Terms of Reference  
Current membership list  
Committee Application Index and Worksheet  
Committee Applications

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

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

Appendix D: Tour de White Rock Committee  
Terms of Reference  
Current membership list  
Committee Application Index and Worksheet  
Committee Applications

Appendix E: White Rock Sea Festival Committee  
Terms of Reference  
Current membership list  
Committee Application

Appendix F: Council Policy 120- Council Code of Conduct for Committee Members