

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



POLICY TITLE: **TERMS OF REFERENCE:**
 COVID-19 RECOVERY TASK FORCE
POLICY NUMBER: **COUNCIL POLICY - 166**

<i>Date of Council Adoption: May 11, 2020</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2020-277</i>	
<i>Originating Department: Administration</i>	<i>Date last reviewed by Council: May 11, 2020</i>

Mandate

The COVID-19 Recovery Task Force (CRTF) is established to assist local businesses and social services during the COVID-19 pandemic and to prepare for the City’s reopening.

The CRTF will:

- Advocate with senior levels of government for remedies to ease the economic burdens created by the COVID-19 pandemic;
- Provide information and education to the community on resources and programs available to support business and build community resiliency;
- Work with stakeholders in the community to identify new initiatives to achieve economic recovery for businesses, workers and the community; and,
- Consider the social and economic impacts of reopening White Rock, including restarting businesses that are currently closed.

Committees may consider, inquire into, report and make recommendations to Council about matters referred to Committee by Council, the Chief Administrative Officer, Staff Liaisons or items brought forward by Committee members that are aligned with the Committee’s mandate/Terms of Reference.

Definition:

Advisory Body means any committee, sub-committee, task force, board or panel that has been established by Council.

Member means those appointed by Council to an Advisory Board.

Annual Work Plan

An annual work plan will be prepared by the Advisory Body and approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year and that additions to the work plan may be recommended by Council, or staff or the Advisory Body itself.

Council must adopt any amendments to the Advisory Body's approved work plan.

General Terms

Term

Appointments will be made by City Council for a one (1) year term, with the initial appointments expiring June 1, 2021 or until the activities are complete, whichever is sooner.

Membership

- a) The COVID-19 Recovery Task Force will consist of up to thirteen (13) voting members from community groups, organizations, businesses or the community-at-large, two (2) non-voting members of Council (the current and next scheduled Deputy Mayor on the Council rotation), and City staff as required.
- b) Voting representatives from the following groups, organizations or businesses will be invited to participate:
 - i. Up to five (5) members from the community, representing a variety of sectors (i.e. business, schools, arts, service clubs, faith-based groups, financial, retail, tourism, residents at large etc.)
 - ii. One (1) representative from the South Surrey/ White Rock Chamber of Commerce
 - iii. One (1) representative from the Fraser Health Authority
 - iv. One (1) representative from the White Rock Business Improvement Association
 - v. One (1) representative from the White Rock Museum and Archives
 - vi. One (1) representative from the White Rock branch of the Fraser Valley Regional Library
 - vii. One (1) representative from Explore White Rock (Tourism)
 - viii. One (1) representative from Sources Community Resources Society
 - ix. One (1) representative from Semiahmoo First Nation
- c) Non-voting staff liaisons are:
 - i. Chief Administrative Officer
 - ii. Director of Planning and Development Services
 - iii. Committee Clerk

Members shall serve as volunteers without remuneration or gifts

Chairperson / Vice-Chairperson

The Deputy Mayor will serve as the Chairperson. Following the Deputy Mayor rotation the next scheduled Council member will serve as the Vice-Chairperson. This will rotate throughout the term following the Deputy Mayor schedule.

Meetings

- a) At the initial Task Force meeting Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- c) If there are no agenda items for meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.
- d) Advisory Body members shall advise the Committee Clerk of their intent to attend electronically or to be absent from a meeting. If a majority of members indicate that they will be absent from the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.
- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.
- f) Quorum for meetings shall be a majority of all voting members.
- g) 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.
- h) Due to the subject matter of the Task Force, meetings will commence as soon as possible and be held through electronic means. Once the COVID-19 global pandemic/ related Provincial Health Orders permit then all meetings will be open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and 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. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.

- k) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- l) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson and Council representative where there have been three (3) consecutive absences without knowledge/reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.
- n) An Advisory Body must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- o) An Advisory Body do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- p) An Advisory Body cannot direct staff to take action without the endorsement of City Council. They 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. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- q) 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.
- r) Where a Member, 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.
- s) Members are not permitted to speak directly with the media on behalf of the committee.
- t) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

Sub Committees and Working Groups

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community*

Charter), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.

- b) Working Groups: A committee or sub-committee may form a working group for the limited purpose of:
 - i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
 - ii. Carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, an Advisory Body of Council then it may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

Staff Support

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
 - i. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and on the Public Notice Posting Place;
 - ii. Prepare reports on behalf of the Committee;
 - iii. Review and return draft minutes to Corporate Administration prior to adoption;
 - iv. Report back with status updates agenda items as required;
 - v. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the Advisory Body prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
 - i. Receive and prepare correspondence;
 - ii. Maintain a list of outstanding issues for action (Action Tracking);
 - iii. Provide members with orientation at the beginning of each term (and to new members as they are appointed);
 - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson, staff liaison and Council representative;
 - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
 - vi. Distribute agenda packages to members;
 - vii. Post all notices, agendas and minutes for the public record;
 - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
 - ix. Provide minutes, with recommendations, to Council;

- x. Update the Terms of Reference policy.

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 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.

**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)