

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



**POLICY TITLE:** **TERMS OF REFERENCE:**  
**MEMORIAL PARK COMMITTEE**

**POLICY NUMBER:** **COUNCIL - 152**

<i>Date of Council Adoption: July 25, 2016</i>	<i>Date of Last Amendment: N/A</i>
<i>Council Resolution Number: 2016-283</i>	
<i>Originating Department:</i> City Clerk's Office	<i>Date last reviewed by the Governance and Legislation Committee: July 11, 2016</i>

**Policy:**

The purpose of the Memorial Park Committee is to discuss and prepare development ideas for Council consideration regarding Memorial Park, the pier head washroom and movement of the tourism kiosk.

**Committee General Terms**

**Term**

The committee appointments will be made by City Council for a one (1) year term, with the initial appointments expiring December 31, 2016.

**Membership**

- a) The Memorial Park Committee will consist of up to three (3) voting members appointed by Council.
- b) In addition, the Chief Administrative Officer and Director of Engineering and Municipal Operations will be non-voting members of the Committee.

**Chairperson / Vice-Chairperson**

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

## Meetings

- a) The committee shall mutually agree to a meeting schedule at their inaugural meeting and will meet at a minimum bi-monthly. The meeting schedule will be published on the City website 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 mean a majority of all of its Committee voting members (2).
- 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 pursuant to Sections 90 and 93 of the *Community Charter*.
- f) The public is welcome to observe the meeting. 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 members of the public in attendance to speak to the item in question.
- g) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- 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 office of the City Clerk will be responsible for preparing committee agendas, minutes, updating Terms of Reference policy, meeting schedule, and providing administrative support to the committee. 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) Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council or staff.
- l) 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.

- m) A committee cannot direct staff to take action without endorsement by City Council.
- n) Committees do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- o) 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.
- p) The committee's Chairperson may appoint members to a subcommittee to consider, inquire into, report and/or make recommendations to the committee for a specific purpose.
- q) 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.