



**POLICY TITLE: TERMS OF REFERENCE:
INTERNAL COMMUNITY HUB STEERING
COMMITTEE**

POLICY NUMBER: COUNCIL POLICY 176

<i>Date of Council Adoption: November 6, 2023</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2023-428</i>	
<i>Originating Department: Corporate Administration</i>	<i>Date last reviewed by Council: November 6, 2023</i>

1. Mandate

The purpose of the Internal Community Hub Steering Committee (steering committee) will be to be responsible for delivering direct reports to Council, to provide updates and to seek direction, when needed. The steering committee will work in collaboration with Council's Housing Advisory Committee (HAC) as necessary, as the Community Hub may incorporate an affordable housing element, where input from the HAC would contribute to any housing related elements of the project.

Role

The steering committee will actively work on the required elements to keep the project of a Community Hub on an active track / provide ongoing attention. They will advise Council and make recommendations. Council will make final decisions to be considered at open Council meetings. Examples of topics the steering committee would be advising Council on include:

- Site location and financial analysis/ramifications of different potential options/scenarios.
- Funding models.
- Budget considerations, grants, reserves, and different funding models.
- Public consultation.
- Hub components/features and recommendations on layouts.
- Building Design and configuration.
- Tendering and/or procurement processes.
- Any aspects of the construction that need recommendations to be considered.
- Liaise with Housing Advisory Committee.
- Any other items that Council would like the steering committee to evaluate and make recommendations.

2. General Terms

Appointments will be made by Council for the time required in order to complete the steering committee mandate.

3. Membership

The steering committee will consist of up to seven (7) members as follows:

1. Two (2) members of Council;
2. City of White Rock Director, Engineering & Municipal Operations;
3. City of White Rock Director of Planning and Development Services;
4. City of White Rock Director of Financial Services;
5. City of White Rock Chief Administrative Officer (CAO); and
6. The Community Hub Project Manager (to be hired by staff).

Each steering committee member will have voting rights, including each member of Council.

4. Chairperson/ Vice-Chairperson

The two (2) members of Council appointed to the steering committee will serve as the Chairperson and Vice-Chairperson, as appointed for the required time of the steering committee.

5. Meetings

- a) The Committee will meet as needed but at least monthly.
- b) Corporate Administration will distribute a meeting schedule at the first meeting to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- c) The agenda will be created and distributed by Corporate Administration.
- d) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the meeting will be cancelled. The Committee Clerk will inform the committee members should there be a need to cancel a prescheduled meeting.
- e) Staff will inform the Chairperson and Vice-Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Committee. A meeting may be called, cancelled or rescheduled by the Chairperson. 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.
- f) Committee members must advise the Committee Clerk of their intent to attend or to be absent from a meeting. If the majority of members indicate that they will not be attending the meeting, the Committee Clerk will reschedule the meeting.

- g) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all steering committee members, following notification of the Chairperson and Vice-Chairperson.
- h) The initial Committee meeting will include:
 - Summary of the mandate; and
 - How the Committee fits within the broader organization of the City.
- i) All meetings will be open to the public and held in person unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- j) 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.
- k) As this is an internal steering committee and there is limited meeting space with equipment to live stream, the intent is that these specific meetings will not be live streamed or recorded.
- l) When deemed relevant to the discussion of a particular item of business under consideration, the Committee 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 comment(s) within a limited time as determined by the Chairperson.
- m) Members are expected to attend all regularly scheduled meetings.
- n) Any person with particular expertise, including staff, may be invited by the Chairperson or steering committee members to attend a meeting in order to provide information or advice.
- o) The Committee must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- p) The Committee does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- q) The 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; and
 - 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.
- r) On broader matters, such as organizing or setting up major/ unusual events or projects which do not have budget implications, the Committee must receive prior approval from Council.
- s) 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. In this circumstance they are not to participate in any discussion nor the vote on the matter.

- t) Members are not permitted to speak directly with the media on behalf of the Committee.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

6. Meeting Quorum

- a) Quorum for meetings shall be a majority of all voting members. Quorum is the minimum number of voting members who must be present in order to conduct meeting business. Actions cannot be taken without quorum.

If during the meeting the Chairperson is aware that there is no longer a quorum present then they must announce the fact that quorum has been lost before taking a vote or presenting another motion and conclude the meeting.

- 7 members (majority) = four (4) voting members
 - 6 members (majority) = four (4) voting members
 - 5 members (majority) = three (3) voting members
 - 4 members (majority) = three (3) voting members
 - 3 members (majority) = two (2) voting members
- b) 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.

7. Meeting Minutes

- a) The meeting minutes will be action based and will only include:
 - i. Attendance
 - ii. Items discussed
 - iii. Resolutions that were adopted
 - iv. Action Items that were directed
 - v. Recommendations that were directed or adopted by the Committee.

Staff Support

- a) 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. Organize and prepare meeting agendas, in conjunction with the Chairperson and staff liaison;
 - iv. Receive and organize all agenda-related presentation materials and/or hand-outs;
 - v. Distribute agenda packages to members;
 - vi. Post all notices, agendas and minutes for the public record;
 - vii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
 - viii. Provide minutes, with recommendations, to Council;
 - ix. Update the Terms of Reference policy; and
 - x. Create, amend and post, as needed, the Committee meeting calendar.

8. 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.