

NO: R238

COUNCIL DATE: December 3, 2018

---

## REGULAR COUNCIL

**TO: Mayor & Council** **DATE: November 29, 2018**

**FROM: General Manager, Corporate Services** **FILE: 8140-01**  
**General Manager, Parks, Recreation & Culture**

**SUBJECT: 2019 Council Committee Appointments**

---

## RECOMMENDATION

It is recommended by the Corporate Services and Parks, Recreation & Culture Departments that Council:

1. Receive this report for information;
2. Dissolve the Culture Development Advisory (“CDAC”), Diversity Advisory (“DAC”), Public Art Advisory (“PAAC”), Parks, Recreation & Sport Tourism (“PRSCT”) and Seniors Advisory Committees (“SAC”);
3. Support the establishment of the Parks, Recreation & Culture Committee (“PRCC”) by the Mayor as a Standing Committee for a period of 1 year commencing January 1, 2019 and that the PRCC membership be comprised of the Mayor and all members of Council;
4. Endorse the appointments for the following Select Committees:
  - a) Councillor Hundial as Chair of the Agriculture and Food Security Advisory Committee,
  - b) Councillor Pettigrew as Chair of the Environmental Sustainability Advisory Committee; and
  - c) Councillor Locke as Chair of the Social Policy Advisory Committee;
5. Endorse the appointments for the following Statutory Committees:
  - a) Councillor Annis as Chair of the Surrey Heritage Advisory Commission;
  - b) Councillor Hundial as Member of the Library Board; and
  - c) Councillor Elford and Councillor Locke as Members and Councillor Hundial as Chair of the Parcel Tax Roll Review Panel;
6. Endorse the following Community Liaison appointments:
  - a) Councillor Guerra as Community Liaison for the Surrey Memorial Hospital Foundation;
  - b) Councillor Guerra as Community Liaison for the Fraser Health Municipal Government Advisory Committee;

- c) Councillor Elford as Community Liaison for the Lower Fraser Valley Association (Cloverdale Rodeo Board); and
  - d) Councillor Patton as Community Liaison for the Peace Arch Hospital Foundation;
7. Establish the Public Engagement Task Force for a period of 1 year and appoint Councillor Guerra as Chair;
  8. Establish the Truck Parking Task Force for a period of 1 year and appoint Councillor Nagra as Chair; and
  9. Authorize the City Clerk to advertise soliciting applications for current members seeking re-appointment and community members seeking appointment to the Select and Statutory Committees.

## INTENT

The purpose of this report is to seek Council's endorsement of the newly proposed PRCC, establish Council's appointment to the various Committees and to authorize the City Clerk to commence the application process for the appointment of community members to the various Select and Statutory Committees as further described in this report.

## BACKGROUND

### **Standing Committees – Mayor Appointed**

Section 141 (1) of the *Community Charter* states that "The Mayor must establish standing committees for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees." A Standing Committee can be comprised entirely of Council members. Each Standing Committee varies as to its Terms of Reference ("ToR"), number of members, and meeting dates.

### **PRCC Standing Committee**

It is proposed that the PRCC will be established by the Mayor as a Standing Committee that will combine the work previously completed by the following Committees:

- Culture Development Advisory Committee;
- Diversity Advisory Committee;
- Public Art Advisory Committee;
- Parks, Recreation & Sport Tourism Committee; and
- Seniors Advisory Committee.

## DISCUSSION

### **PRCC**

The PRCC will be established for a 1 year period commencing January 1, 2019 and will be comprised of Mayor & Council. The PRCC will be supported by staff from the Parks, Recreation & Culture Department and other City staff at the request of the Committee. Community partners, subject

matter experts or other guests may be invited to meetings at the call of the Chair to provide information related to culture, diversity, public art, parks, recreation, sport tourism and seniors. Delegation requests will be directed to the Clerk's Office and approved by the Committee to be received at regular open meetings. The PRCC will generally meet monthly, by the call of the Chair.

A ToR and Work Plan will be developed for the PRCC as soon as possible.

### **Select Committees – Council Appointed**

Section 142 (1) of the *Community Charter* states that "A Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council."

Council adopts ToR's for each Select Committee which provides the terms and conditions for the committee including its mandate, term, composition, as well as its procedures.

Surrey's Select Committees are established by Council and are typically comprised of Council members (Chair and Vice-Chair) and residents. Their mandate is to provide information and make recommendations to Council on issues of concern to the public and the City of Surrey. Select Committees meet as determined by the Committee's specific ToR.

Typically, each Select Committee follows a Work Plan that is based on the Committee's mandate. Council, staff and Committee members identify tasks to be included in the Select Committee's Work Plan. This plan is created yearly and adopted by Council at the beginning of the year.

It is recommended that Council make the following Select Committee appointments:

#### Agriculture and Food Security Advisory Committee – Select Committee

Chair – Councillor Hundial

Other Committee Members – to be appointed by Council following solicitation for membership process.

#### Environmental Sustainability Advisory Committee – Select Committee

Chair – Councillor Pettigrew

Other Committee Members – to be appointed by Council following solicitation for membership process.

#### Social Policy Advisory Committee – Select Committee

Chair - Councillor Locke

Other Committee Members – to be appointed by Council following solicitation for membership process.

A ToR and Work Plan for each Select Committee will be developed and brought forward to Council for endorsement as soon as possible.

## **Statutory Committees**

Statutory Committees are also known as boards, commissions, committees or panels and are established by various legislation and serve at arms-length from Council in cooperation with the municipality.

It is recommended that Council make the following Statutory Committee appointments:

### Surrey Heritage Advisory Commission – Statutory Committee

Chair – Councillor Annis

Other Committee Members – to be appointed by Council following solicitation for membership process.

### Library Board – Statutory Committee

Member – Councillor Hundial

Other Committee Members – to be appointed by Council following solicitation for membership process and recommendations by the Library Board

### Parcel Tax Roll Review Panel – Statutory Committee

Chair – Councillor Hundial

Councillor Elford

Councillor Locke

## **Community Liaisons**

Community Liaisons are public officials that act on behalf of the City to collaborate with corporations, other agencies and the public. Community liaisons serve as an important link between residents and the organizations that provide services in Surrey. Typically, an invitation is extended to the Mayor's Office requesting appointment of a Council member to serve as a liaison to support the local board, foundation or association.

It is recommended that Council make the following Community Liaison appointments:

### Surrey Memorial Hospital Foundation

Community Liaison – Councillor Guerra

### Fraser Health Municipal Government Advisory

Community Liaison – Councillor Guerra

### Lower Fraser Valley Association (Cloverdale Rodeo Board)

Community Liaison – Councillor Elford

### Peace Arch Hospital Foundation

Community Liaison – Councillor Patton

## **Task Forces**

Task Forces are established by Council to pursue specific projects and issues. Task Forces investigate a defined issue during a specific time period, report their findings and make recommendations to Council at the conclusion. Once their work is complete, the Task Force is disbanded. Task Forces meet monthly or as dictated by the project and the Task Force members.

### Public Engagement Task Force: 1-Year Term

Chair – Councillor Guerra

The purpose of the Public Engagement Task Force will be to review global best practices in community engagement with a focus on moving beyond traditional solutions for citizen participation. A ToR and Work Plan will be developed and brought forward for to Council for endorsement as soon as possible.

### Truck Parking Task Force: 1-Year Term

Chair – Councillor Nagra

The purpose of the Truck Parking Task Force is to implement viable solutions for truck parking operations within the City. A ToR and Work Plan will be developed and brought forward for to Council for endorsement as soon as possible.

## **Solicitation for Membership Process**

Upon Council approval, the City Clerk will commence advertising for solicitation of membership for the above noted Select and Statutory Committees. The solicitation encourages both current members to seek re-appointment and community members to seek new-appointment to the Select and Statutory Committees. Following the solicitation of membership, the City Clerk will prepare a summary which will be provided in advance of and to be discussed at a future meeting that provides the following information:

- General Committee Information (including membership, appointment term and chair);
- Number of appointments/ re-appointments required for 2019;
- Current members seeking re-appointments (including attendance records and number of terms served); and
- New applicants seeking appointments (including Surrey residency and whether they have applied to other Committees/Boards/Commissions).

At that meeting, Council will be requested to consider specific Committee appointments based on each of the Select and Statutory Committee ToR's. Following consideration of the applicants and formal appointments at the meeting, staff will contact all of the applicants then prepare a list of successful appointees to be formally announced by the Mayor at a future meeting.

Each Committee's work plan and ToR will be reviewed at each Committee's first meeting following the appointment of members to review and update as required at the call of the Chair.

## Legal Services Review

Legal Services has reviewed this report and has no concerns.

## SUSTAINABILITY CONSIDERATIONS

The recommendations of this report support the objectives of the City's Sustainability Charter 2.0. In particular, the recommendation related to the Sustainability Charter themes of Inclusion, Built Environment and Neighbourhoods, Public Safety, Ecosystems, Education and Culture, Health and Wellness and Infrastructure. Specifically, the acquisition supports the following Strategic Directions ("SD") and Desired Outcomes ("DO"):

- Diversity and Accessibility- DO1: Surrey welcomes, includes, embraces and values the diversity of people who live here.
- Community Pride and Engagement DO23: Numerous active local clubs, groups and agencies contribute to the community's well-being.
- Education & Culture DO9: Surrey supports and celebrates its diverse artists, cultures and community heritage through inclusive festivals, programming and events.
- Neighbourhoods and Urban Design DO1: Surrey is comprised of distinct, diverse and compact neighbourhoods and Town Centres, with an engaging public realm.
- Neighbourhoods and Urban Design SD6: Provide a range of community amenities including culture, recreation, health, and educational facilities in each Town Centre.
- Community Safety and Emergency Services SD3: Ensure programs, policies and initiatives exist along the public safety continuum, and support the entire community.
- Natural Areas, Biodiversity and Urban Forest DO3: All development enhances, or minimizes the impacts on Surrey's lush tree canopy and natural environment, and avoids encroachment into natural areas, habitat features and parks.
- Learning DO3: Surrey has a culture of learning, with a broad range of diverse learning opportunities available and accessible to meet the needs of all residents.
- Health Services and Programs DO1: Surrey has a full range of high quality, community-based health and social services and programs that address health and wellness.

## CONCLUSION

In conclusion, adoption of the recommendations contained within this report will allow Council to conduct City business in relation to the various Standing, Select and Statutory Committees, Task Forces and Community Liaison positions. Council appointments to these positions will enhance Council's ability to support current and future economic, social and environmental wellbeing of its community.

Rob Costanzo  
General Manager, Corporate Services

Laurie Cavan  
General Manager, Parks, Recreation & Culture

LC:rs/RAC:jhs