

The Corporation of the
CITY OF WHITE ROCK

Regular Council Meeting
AGENDA



Monday, May 13, 2024, 4:00 p.m.

City Hall Council Chambers

15322 Buena Vista Avenue, White Rock, BC, V4B 1Y6

***Live Streaming/Telecast:** Please note that all Committees, Task Forces, Council Meetings, and Public Hearings held in the Council Chamber are being recorded and broadcasted as well included on the City's website at: www.whiterockcity.ca

T. Arthur, Director of Corporate Administration

	Pages
1. CALL MEETING TO ORDER	
1.1 FIRST NATIONS LAND ACKNOWLEDGEMENT	
<i>We would like to recognize that we are gathered on the traditional unceded territory of the Semiahmoo First Nation, within the broader territory of the Coast Salish Peoples.</i>	
2. ADOPTION OF AGENDA	
RECOMMENDATION THAT the Corporation of the City of White Rock Council adopt the agenda for its regular meeting scheduled for May 13, 2024 as circulated.	
3. ADOPTION OF MINUTES	9
RECOMMENDATION THAT the Corporation of the City of White Rock Council adopt the April 29, 2024 Regular Council meeting minutes as circulated.	

3.1 MEETING POSTPONED (ADJOURNED)

The Regular meeting will now be postponed / adjourned in order to consider the proposed application:

- Temporary Use Permit 23-001 - 1484 Johnston Road (Civic Address 1478 Johnston Road)

The Regular meeting will be reconvened following the adjournment or conclusion of the Public Meeting.

RECOMMENDATION

THAT Council:

1. Postpone the May 13, 2024 Regular Council meeting at this time until the adjournment or conclusion of the Public Meeting for the following application:
 - Temporary Use Permit 23-001 - 1484 Johnston Road (Civic Address 1478 Johnston Road; and
2. Directly following the Public Meeting the Regular Council will be reconvened in the City's Council Chambers.

4. QUESTION AND ANSWER PERIOD (15 MINUTES / 2 MINUTES PER SPEAKER)

Question and Answer Period will be taking place both in person at the meeting, as well as electronically through email.

If you wish to have your question submitted electronically you may forward questions and comments to Mayor and Council by emailing ClerksOffice@whiterockcity.ca with Question and Answer Period noted in the subject line.

As of 8:30 a.m., May 8, 2024, there were no Question and Answer period submissions received.

Note: there are to be no questions or comments on a matter that will be the subject of a public hearing (time between the public hearing and final consideration of the bylaw).

RECOMMENDATION

THAT Council receive for information the correspondence submitted for Question and Answer Period by noon (12:00 p.m.) May 13, 2024, **including "On-Table"** information provided with staff responses that are available at the time.

4.1 CHAIRPERSON CALLS FOR SPEAKERS TO QUESTION AND ANSWER PERIOD

5. DELEGATIONS AND PETITIONS

5.1 DELEGATIONS (5 MINUTES)

5.1.a SEMIAHMOO COMMUNITY SAFETY SOCIETY

Dianna Stocker, Darren Alexander and Colleen Bobsien, Semiahmoo Community Safety Society, to attend to raise awareness about their organization, including community policing, and how the public can get involved.

5.2 PETITIONS

None

6. PRESENTATIONS AND CORPORATE REPORTS

6.1 PRESENTATIONS (10 MINUTES)

None

6.2 CORPORATE REPORTS

6.2.a AUDIT FINDINGS REPORT FOR THE YEAR ENDED DECEMBER 31, 2023

25

Corporate report dated May 13, 2024, from the Director of Financial Services titled "Audit Findings Report for the Year Ended December 31, 2023".

Note: The City's auditors from KPMG will be in attendance to provide a presentation on this topic.

RECOMMENDATION

THAT Council receive the corporate report dated May 13, 2024, from the Director, Financial Services, titled "Audit Findings Report for the Year Ended December 31, 2023" for consideration and acceptance of the Audit Findings Report for the Year Ended December 31, 2023.

6.2.b DRAFT 2023 AUDITED FINANCIAL STATEMENTS

54

Corporate report dated May 13, 2024 from the Director of Financial Services titled "Draft 2023 Audited Financial Statements".

RECOMMENDATION

THAT Council:

1. Receive the May 13, 2024, corporate report from the Director of Financial Services, titled “Draft 2023 Audited Financial Statements;”
2. Accept the Draft 2023 Audited Financial Statements, which have been included in Appendix A, as “approved;” and
3. Direct the Mayor and Director, Financial Services, to sign the Statement of Financial Position contained within the Draft 2023 Audited Financial Statements and forward the complete audited financial statements to the province.

6.2.c

APPLICATION FOR CANNABIS LICENSE REFERRAL AND TEMPORARY USE PERMIT - 1554 FOSTER STREET (TUP/LL 23-015)

101

Corporate report dated May 13, 2024 from the Director of Planning and Development Services titled "Application for Cannabis License Referral and Temporary Use Permit - 1554 Foster Street (TUP/LL 23-015)".

RECOMMENDATION

THAT Council:

1. Direct staff to schedule the required Public Meeting for Temporary Use Permit 23-015 in conjunction with the Public Hearing for Cannabis Licence Resolution Request 23-015;
2. Pending the results of the Public Meeting, approve the issuance of Temporary Use Permit 23-015; and
3. Authorize staff, pending the results of the Public Hearing and Public Meeting, to forward a copy of this corporate report and the results of the public hearing to the Liquor and Cannabis Regulation Branch (LCRB) along with a resolution to advise that Council has considered the location of the proposed cannabis retail store and the potential for impacts to residents and is in support of the cannabis license application at 1554 Foster Street.

6.2.d

CONSIDERATION OF TEMPORARY USE PERMIT (EXTENSION) APPLICATION - 1484 JOHNSTON ROAD (TUP 23-001)

213

Corporate report dated May 13, 2024 from the Director of Planning and Development Services titled "Consideration of Temporary Use Permit (extension) Application - 1484 Johnston Road (TUP 23-001)".

Note: TUP 23-001 was the subject of a public meeting held earlier in the meeting and is on the agenda for issuance under item 9.2.a

RECOMMENDATION

THAT Council receive the corporate report dated May 13, 2024, from the Director of Planning and Development Services, titled "Consideration of Temporary Use Permit (extension) Application – 1484 Johnston Road (23-001)" and consider the issuance of Temporary Use Permit No. 23-001, following the Public Meeting.

6.2.e

TRANSLINK 2024 COST-SHARE FUNDING AGREEMENTS

341

Corporate report dated May 13, 2024 from the Manager of Engineering titled "TransLink 2024 Cost-Share Funding Agreements".

RECOMMENDATION

THAT Council:

- 1. Receive the corporate report dated May 13, 2024, from the Manager of Engineering, titled "TransLink 2024 Cost-Share Funding Agreements;"**
- 2. Endorse that the 2024 Consolidated Five-Year Financial Plan be updated accordingly to reflect the grant contributions for Buena Vista – Johnston to Best Bike Path and the Oxford/Russell Crosswalk; and**
- 3. Authorize the Director of Engineering and Municipal Operations to execute the funding agreement for the Buena Vista – Johnston to Best Bike Path.**

6.2.f

PIER ACCESSIBILITY IMPROVEMENT OPTIONS

345

Corporate report dated May 13, 2024, from the Director of Engineering and Municipal Operations titled "Pier Accessibility Improvement Options".

RECOMMENDATION

THAT Council:

- 1. Approve funding of up to \$115K for the installation of a semi-permanent mat to improve accessibility on the Pier and direct staff to issue a Request for Proposals for a semi-permanent mat, evaluate proposals, and report to Council;**

or

- 2. Direct staff to continue researching grant opportunities for Pier accessibility improvements and to include a funding request for consideration during 2025 Financial Plan discussions;**

or

- 3. Direct staff to focus on other accessibility improvements.**

7.	MINUTES AND RECOMMENDATIONS OF COMMITTEES	
7.1	SELECT COMMITTEE MINUTES	357
	RECOMMENDATION	
	THAT Council receive for information the following committee meeting minutes as circulated:	
	<ul style="list-style-type: none"> • Housing Advisory Committee, April 18, 2024. 	
7.2	SELECT COMMITTEE RECOMMENDATIONS	
	None	
8.	POLICIES	
	None	
9.	BYLAWS AND PERMITS	
9.1	BYLAWS	
9.1.a	BYLAW 2505 - STREET AND TRAFFIC BYLAW, 1999, NO. 1529, AMENDMENT NO. 10, 2024, NO. 2505	361
	Bylaw 2505 - A bylaw to amend the Street and Traffic Bylaw (housekeeping amendments only). Bylaw 2505 was given three (3) readings on April 29, 2024, and is on the agenda for consideration of final reading	
	Note: Amendment was made at the April 29th meeting to move forward with housekeeping bylaw amendments only. The 30km/h speed limits in schedule C remain the same as currently enforced.	
	RECOMMENDATION	
	THAT Council gives final reading to "Street and Traffic Bylaw, 1999, No. 1529, Amendment No, 10, 2024, No. 2505".	
9.1.b	BYLAW 2490 - CITY OF WHITE ROCK ANNUAL PROPERTY TAX RATES BYLAW, 2024, NO. 2490	366
	Bylaw 2490 - A bylaw for the levying of rates on land and improvements and to provide for the payment of taxes and user fees for the year 2024.	
	Bylaw 2490 received three (3) readings at the April 29, 2024 meeting, and is on the agenda for consideration of final reading.	
	RECOMMENDATION	
	THAT Council give final reading to "White Rock Annual Rates Bylaw, 2024, No. 2490".	

9.2	PERMITS	
9.2.a	TEMPORARY USE PERMIT 23-001 (1484 JOHNSTON ROAD)	369
	Temporary Use Permit 23-001 is requesting an extension to previously approved TUP 19-012 to allow for the continued use of a non-medical cannabis retail store at 1484 Johnston Road (civic address of 1478 Johnston Road). The proposed TUP 23-001, if issued, will permit this cannabis store use for an additional three (3) years.	
	<u>Note:</u> TUP 23-001 was the subject of a corporate report under item 6.2.d and a public meeting held earlier in the afternoon.	
	<u>RECOMMENDATION</u> THAT Council issue Temporary Use Permit (TUP) 23-001 (1484 Johnston Road).	
10.	CORRESPONDENCE	
10.1	CORRESPONDENCE - RECEIVED FOR INFORMATION	
	<u>Note:</u> Council Policy No. 109 notes that the City of White Rock does not make official proclamations. Items 10.1.a has been included under correspondence for public information purposes only.	
	<u>RECOMMENDATION</u> THAT Council receive correspondence Item(s) 10.1.a - 10.1.b as circulated.	
10.1.a	PROCLAMATION REQUEST - MELANOMA AND SKIN CANCER AWARENESS MONTH	392
	Correspondence received April 25, 2024, from Kathleen Barnard, Founder and President, Save Your Skin Foundation, requesting that Council acknowledge May 2024 as Melanoma and Skin Cancer Awareness Month.	
10.1.b	METRO VANCOUVER BOARD IN BRIEF	394
	The Metro Vancouver Board in Brief from the April 26, 2024 meetings is provided for information purposes.	
11.	MAYOR AND COUNCILLOR REPORTS	
11.1	MAYOR'S REPORT	
11.2	COUNCILLORS REPORTS	
12.	MOTIONS AND NOTICES OF MOTION	

12.1 TRIAL PERIOD ALLOWING DOGS ON THE PROMENADE APRIL - OCTOBER 5:30 A.M. to 9:00 A.M 413

Councillor Cheung provided the following motion for consideration (notice of this motion was noted at the April 29, 2024 Regular Council meeting):

NOTE: Councillor Cheung provided a self-written report on this matter to provide information in regard to the motion for consideration, an update from the survey results Councillor Cheung conducted are expected to be provided On Table in order to provide the most up to date information.

RECOMMENDATION

That Council direct staff to bring forward a bylaw amendment to facilitate a trial period for allowing dogs on the promenade from April to October, during the specific hours of 5:30 a.m. to 9 a.m.

12.2 NOTICES OF MOTION

13. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

14. OTHER BUSINESS

15. CONCLUSION OF THE MAY 13, 2024 REGULAR COUNCIL MEETING

Regular Council Meeting of White Rock City Council

Minutes



April 29, 2024, 4:00 p.m.

City Hall Council Chambers

15322 Buena Vista Avenue, White Rock, BC, V4B 1Y6

PRESENT: Mayor Knight
Councillor Chesney
Councillor Cheung
Councillor Klassen
Councillor Lawrence
Councillor Partridge
Councillor Trevelyan

STAFF: Guillermo Ferrero, Chief Administrative Officer
Tracey Arthur, Director of Corporate Administration
Anne Berry, Director of Planning and Development Services
Candice Garty, Director of Financial Services
Jim Gordon, Director of Engineering and Municipal Operations
Ed Wolfe, Fire Chief
John Woolgar, Director of Recreation and Culture
Rebecca Forrest, Manager of Cultural Development
John Stech, Manager of Community Recreation
Diane Sawicki, Recreation Programmer
Debbie Johnstone, Deputy Corporate Officer

PUBLIC: 34 (approximately)

1. **CALL MEETING TO ORDER**

The meeting was called to order at 4:00 p.m.

1.1 FIRST NATIONS LAND ACKNOWLEDGEMENT

We would like to recognize that we are gathered on the traditional unceded territory of the Semiahmoo First Nation, within the broader territory of the Coast Salish Peoples.

2. ADOPTION OF AGENDA

Motion Number: 2024-142 It was MOVED and SECONDED

THAT the Corporation of the City of White Rock Council adopt the agenda for its regular meeting scheduled for April 29, 2024 as amended to include the following after adoption of the agenda:

- **Staff Sergeant Dixon to provide an update regarding public safety in light of recent events that have occurred at the waterfront.**

Motion CARRIED (7 to 0)

2.a **In accordance with the agenda motion 2024-142 Staff Sergeant Dixon read the following statement to regarding public safety in light of recent events at the waterfront:**

In response to two recent stabbings in White Rock, one of which tragically resulted in a homicide, we have increased patrols in the waterfront area. The Integrated Homicide Investigation Team (IHIT) has taken conduct of the homicide investigation.

This level of violence is not something we are accustomed to seeing in White Rock, however we have experienced investigators at our Detachment and IHIT working diligently to find the person or persons responsible for these incidents.

White Rock RCMP is being supported by specialized policing resources from the Lower Mainland District, Surrey RCMP, Integrated Homicide Investigation Team, Integrated Forensic Identification Services, and Integrated Police Dog Service.

Annually in May, White Rock RCMP starts its enhanced policing initiative coinciding with the warm weather and the influx of people visiting the community. In light of these two incidents the enhanced policing initiative was implemented early. Members of our community can expect to see an increased police presence in the area with officers conducting patrols on foot, bike and via rail through an established partnership with BNSF railway.

Community assistance is key to helping police solve crimes like this recent homicide. Any witnesses who have not yet spoken to police and were in the area

are asked to contact the IHIT info line at 1-877-551-IHIT (4448) or email at ihitinfo@rcmp-grc.gc.ca.

Understandably, the incidents have raised concerns surrounding safety in our community. I understand those concerns and want to assure the citizens of White Rock that these acts of violence are the top priority for me and the detachment. To that end, White Rock RCMP will be holding a town hall tomorrow, April 30th, at the community center on Russel Avenue for residents. There we will be discussing our initial response to address public safety, as well as outline our plans for enhanced policing throughout the city that we engage in every summer when the good weather and wonderful events draw people to our City. This will not be a media event, and I will not be providing updates specific to the investigations as they are on going. That said, we will make ourselves available to answer generally, to the best of our abilities, questions residents may have regarding safety and policing in White Rock."

Mayor Knight stated an idea that came up in regard to public safety that she'd like the Staff Sergeant to consider:

- Would like the possibility of a Community Policing satellite office be considered at the waterfront.

3. ADOPTION OF MINUTES

Motion Number: 2024-143 It was MOVED and SECONDED

THAT the Corporation of the City of White Rock Council adopt the April 15, 2024, Regular Council meeting minutes as circulated.

Motion CARRIED (7 to 0)

4. QUESTION AND ANSWER PERIOD (15 MINUTES / 2 MINUTES PER SPEAKER)

Question and Answer Period was held both in person, as well as electronically through email.

As of 8:30 a.m., April 24, 2024, there were no Question and Answer period submissions received.

4.1 CHAIRPERSON CALLS FOR SPEAKERS TO QUESTION AND ANSWER PERIOD

There were no On-Table submissions made for this item and no one came forward to speak during this opportunity.

5. DELEGATIONS AND PETITIONS

5.1 DELEGATIONS (5 MINUTES)

None

5.2 PETITIONS

None

6. PRESENTATIONS AND CORPORATE REPORTS

6.1 PRESENTATIONS (10 MINUTES)

None

6.2 CORPORATE REPORTS

6.2.a KENT STREET ACTIVITY CENTRE NEEDS ASSESSMENT STUDY

Corporate report dated April 29, 2024 from the Director of Recreation and Culture titled "Kent Street Activity Centre Needs Assessment Study".

Stephen Slawuta, RC Strategies, was in attendance to provide a presentation on this topic.

In addition a video was also shown from a tour that some members from the Kent Street Activity Centre attended to see firsthand some of the services that other municipalities have been able to provide within a community hub.

The following discussion points were noted:

- Would like there to be consideration of integrated services, where those with disabilities would be included with the services to be provided (seniors focused but integrate with others within the community)
- Would like to see those who are moving into utilizing the services in the near future to also have opportunity for input

Motion Number: 2024-144 It was MOVED and SECONDED

That Council:

1. **Receive for information, the report dated April 29, 2024, from the Director of Recreation and Culture, titled “Kent Street Activity Centre Needs Assessment Study;” and**
2. **Direct staff to share this corporate report as well as the accompanying needs assessment report, with the Community Hub Steering Committee for their consideration.**

Motion CARRIED (7 to 0)

6.2.b KOMAGATA MARU RECOGNITION

Corporate report dated April 29, 2024 from the Director of Recreation and Culture titled "Komagata Maru Recognition".

It was clarified that a policy will need to be drafted for a signage plan where other groups may be considered and work with the Museum will also be included, these items will go to the City's Public Art Advisory Committee and then back to Council for final consideration.

Motion Number: 2024-145 It was MOVED and SECONDED

THAT Council:

1. **Receive for information the corporate report dated April 29, 2024, from the Director of Recreation and Culture, titled “Komagata Maru Recognition;”**
2. **Approve the recommendation of the Public Art and Culture Advisory Committee; and**
3. **Direct Staff to work with the Public Art and Culture Advisory Committee and the White Rock Museum and Archives Society to create a Heritage Interpretive Signage Plan for Council’s consideration.**

Motion CARRIED (7 to 0)

6.2.c WHITE ROCK - HOME OF INTERNATIONAL ARTIST DAY

Corporate report dated April 29, 2024 from the Director of Recreation and Culture titled "White Rock - Home of International Artist Day".

Motion Number: 2024-146 It was MOVED and SECONDED

THAT Council approve the Public Arts and Culture Advisory Committee's recommendation, to endorse the select use of the phrase, "White Rock-Home of International Artist Day."

Motion CARRIED (7 to 0)

6.2.d SPEED LIMIT REDUCTIONS - BUENA VISTA AND THRIFT AVENUES - STREET AND TRAFFIC BYLAW

Corporate report dated April 29, 2024 from the Director of Engineering and Municipal Operations titled "Speed Limit Reductions - Buena Vista and Thrift Avenues - Street and Traffic Bylaw".

Note: Bylaw 2505 is on the agenda for consideration of staff recommended first, second and third reading under Item 9.1.a

The following discussion points were noted:

- Signage would need to be considered to make any changes clear

Motion Number: 2024-147 It was MOVED and SECONDED

THAT Council:

1. **Receive the corporate report dated April 29, 2024, from the Director of Engineering and Municipal Operations, titled "Speed Limit Reductions - Buena Vista and Thrift Avenues - Street and Traffic Bylaw"; and**
2. **Endorse the housekeeping edits proposed herein.**

Voted in the negative (1): Councillor Chesney

Motion CARRIED (6 to 1)

6.2.e RESPONSE TO METRO 2050 PROPOSED AMENDMENTS TO REFLECT ELECTORAL AREA A OFFICIAL COMMUNITY PLAN

Corporate report dated April 29, 2024 from the Director of Planning and Development Services titled "Response to Metro 2050 Proposed Amendment to Reflect Electoral Area A Official Community Plan".

Motion Number: 2024-148 It was MOVED and SECONDED

THAT Council:

- 1. Receive for information the corporate report dated April 29, 2024, from the Director of Planning and Development Services, titled "Response to Metro 2050 Proposed Amendments to Reflect Electoral Area A Official Community Plan" and;**
- 2. Authorize the Director of Corporate Administration to respond to the Metro Vancouver Board stating that the City does not object to the proposed amendments request to Metro 2050 Regional Growth Strategy, and by sending Council commentary and any applicable resolution along with this corporate report as a response to the Metro Vancouver Board request for comment.**

Motion CARRIED (7 to 0)

6.2.f RESPONSE TO METRO 2050 TYPE 3 PROPOSED AMENDMENT TO REFLECT ACCEPTED REGIONAL CONTEXT STATEMENTS AND CORRECT MINOR ERRORS

Corporate report dated April 29, 2024 from the Director of Planning and Development Services titled "Response to Metro 2050 Type 3 Proposed Amendments to Reflect Accepted Regional Context Statements and Correct Minor Errors".

Motion Number: 2024-149 It was MOVED and SECONDED

THAT Council:

- 1. Receive for information the corporate report dated April 29, 2024 from the Director of Planning and Development Services, titled "Response to Metro 2050 Type 3**

Proposed Amendment to Reflect Accepted Regional Context Statements and Correct Minor Errors;” and

2. **Authorize the Director of Corporate Administration to respond to the Metro Vancouver Board stating that the City does not object to the proposed Type 3 amendment request to Metro 2050 Regional Growth Strategy, and by sending Council commentary and any applicable resolution along with this corporate report as a response to the Metro Vancouver Board request for comment.**

Motion CARRIED (7 to 0)

6.2.g INITIAL REVIEW OF 1513 JOHNSTON ROAD (OCP00012/ZON00060/MJP00039)

Corporate report dated April 29, 2024 from the Director of Planning and Development Services titled "Initial Review of 1513 Johnston Road (OCP00012/ZON00060/MJP00039)".

The following discussion points were noted:

- Would like to hear from the province and possible updates
- Rent to own concept was discussed where tenants can become owners and their rent of 2 – 3 years would go toward the downpayment (details being worked through and other considerations can be made)

Motion Number: 2024-150 It was MOVED and SECONDED

THAT Council:

1. **Receive for information the corporate report dated April 29, 2024, from the Director of Planning and Development Services, titled "Initial Review of 1513 Johnston Road (OCP00012/ZON00060/MJP00039);" and**
2. **Direct staff to refer the OCP and zoning bylaw amendment application at 1513 Johnston Road to the City's Community Hub Steering Committee for consideration.**

Voted in the negative (2): Councillor Chesney, and Councillor Trevelyan

Motion CARRIED (5 to 2)

6.2.h INITIAL REVIEW OF 15156 AND 15158 ROPER AVENUE (ZON00063)

Corporate report dated April 29, 2024 from the Director of Planning and Development Services titled "Initial Review of 15156 and 15158 Roper Avenue (ZON00063)".

Motion Number: 2024-151 It was MOVED and SECONDED

THAT Council direct staff to advance the zoning amendment application at 15156 and 15158 Roper Avenue and proceed to the next stage in the application review process.

Motion CARRIED (7 to 0)

6.2.i INITIAL REVIEW OF 1556 GEORGE STREET (OCP00013/ZON00062/MJP00040)

Corporate report dated April 29, 2024 from the Director of Planning and Development Services titled "Initial Review of 1556 George Street (OCP00013/ZON00062/MJP00040)".

The following discussion points were noted:

- Would like to see more affordability options added

Motion Number: 2024-152 It was MOVED and SECONDED

THAT Council:

1. **Receive for information the corporate report dated April 29, 2024, from the Director of Planning and Development Services, titled "Initial Review of 1556 George Street (OCP00013/ZON00062/MJP00040);" and**
2. **Direct staff to move forward with the next steps within the process the OCP and rezoning amendment application at 1556 George Street at this time.**

Voted in the negative (2): Councillor Chesney, and Councillor Trevelyan

Motion CARRIED (5 to 2)

6.2.j CITY OF WHITE ROCK ANNUAL PROPERTY TAX RATES BYLAW, 2024, NO. 2490

Corporate report dated April 29, 2024 from the Director of Financial Services titled "City of White Rock Annual Property Tax Rates Bylaw, 2024, No. 2490".

Note: Bylaw 2490 is on the agenda for consideration of staff recommended first, second and third reading under Item 9.1.b

Motion Number: 2024-153 It was MOVED and SECONDED

THAT Council receive for information the April 29, 2024, corporate report from the Director of Financial Services, titled "City of White Rock Annual Property Tax Rates Bylaw 2024, No. 2490".

Motion CARRIED (7 to 0)

7. MINUTES AND RECOMMENDATIONS OF COMMITTEES

7.1 SELECT COMMITTEE MINUTES

Motion Number: 2024-154 It was MOVED and SECONDED

THAT Council receive for information the following committee meeting minutes as circulated:

- **Public Art and Culture Advisory Committee, April 10, 2024.**

Motion CARRIED (7 to 0)

7.2 SELECT COMMITTEE RECOMMENDATIONS

Note: The Committee recommendations regarding the following topics were addressed through corporate reports considered earlier in the meeting under Items 6.2.b and 6.2.c - nothing further was required at this time regarding these matters.

- Komagata Maru Recognition (6.2.b); and
- White Rock - Home of International Artist Day (6.2.c).

8. POLICIES

None

9. BYLAWS AND PERMITS

9.1 BYLAWS

9.1.a **BYLAW 2505 - STREET AND TRAFFIC BYLAW 1999, NO. 1529, AMENDMENT NO. 10, 2024, NO. 2505**

Bylaw 2505 - A bylaw to amend the Street and Traffic Bylaw in regards to incorporating a new 30km/hr schedule.

Note: Bylaw 2505 was the subject of a corporate report under Item 6.2.d

Motion Number: 2024-155 It was MOVED and SECONDED

THAT Council gives first, second and third reading to "Street and Traffic Bylaw, 1999, No. 1529, Amendment No, 10, 2024, No. 2505" with the following housekeeping items:

Voted in the negative (1): Councillor Chesney

Motion CARRIED (6 to 1)

9.1.b **BYLAW 2490 - CITY OF WHITE ROCK ANNUAL PROPERTY TAX RATES BYLAW, 2024, NO. 2490**

Bylaw 2490 - A bylaw for the levying of rates on land and improvements and to provide for the payment of taxes and user fees for the year 2024.

Note: Bylaw 2490 was the subject of a corporate report under Item 6.2.j

Motion Number: 2024-156 It was MOVED and SECONDED

THAT Council give first, second and third reading to "White Rock Annual Rates Bylaw, 2024, No. 2490".

Motion CARRIED (7 to 0)

9.2 PERMITS

None

10. CORRESPONDENCE

10.1 CORRESPONDENCE - RECEIVED FOR INFORMATION

Note: Council Policy No. 109 notes that the City of White Rock does not make official proclamations. Item 10.1.a has been included under correspondence for public information purposes only.

Motion Number: 2024-157 It was MOVED and SECONDED

THAT Council receive correspondence Item(s) 10.1 a - 10.1 b as circulated.

Motion CARRIED (7 to 0)

10.1.a PROCLAMATION REQUEST - NATIONAL HOSPICE MONTH IN MAY

Correspondence dated April 8, 2024, from the Peace Arch Hospice Society, requesting that Council acknowledge May as National Hospice Month.

10.1.b METRO VANCOUVER INCLUSIONARY HOUSING POLICY REVIEW

Correspondence dated April 18, 2024 to inform regarding Metro Vancouver's collective efforts to address the need for non-market rental housing - Inclusionary Housing Policy Review.

[Click here to view the attachment - MVRD Board report dated February 20, 2024 titled "Inclusionary Housing Policy Review - Final Report and Regional Model Policy Framework".](#)

10.1.c TAX SALE MANDATED PROCEDURAL CHANGES 2024 - CITY OF BURNABY

Note: Further action on the following correspondence item may be considered. Council may request that this item be discussed separately and may propose a motion of action on the matter.

Correspondence dated April 15, 2024 from the City of Burnaby Council to the Minister of Municipal Affairs expressing concerns regarding the proposed changes to the tax sale process.

Motion Number: 2024-158 It was MOVED and SECONDED

THAT Council:

1. **Receive the April 15, 2024 correspondence from the City of Burnby; and**
2. **Direct staff to forward correspondence to the Minister of Municipal Affairs stating White Rock City Council's support of the City of Burnaby's concern regarding the proposed changes to the tax sale process.**

Motion CARRIED (7 to 0)

11. MAYOR AND COUNCILLOR REPORTS

11.1 MAYOR'S REPORT

Mayor Knight noted the following information:

- Announced that a male has been arrested in connection with the two recent stabbings at the waterfront
- April 17, Metro Vancouver Board of Directors
- April 17, Monthly meeting with Staff Sergeant Rob Dixon and our Chief Administrative Officer
- April 17, RCMP Community Policing Volunteer Appreciation Dinner
- April 18, Met with ten (1) residents from Oceana Parc
- April 21, Opening Day Ribbon Cutting - White Rock Farmers' Market
- April 25, TransLink Mayors' Council on Regional Transportation

- April 25, "In Her Shoes" Spring 2024 Fundraising event
- April 26, Metro Vancouver Board of Director's meeting
- April 27, WR RCMP Shred a than
- April 27, Mann Park Lawn Bowling Club's Opening Day Event
- April 28, White Rock Lawn Bowling Club's Opening Day Event (also the club's 90th Anniversary)
- April 28, Candlelight Vigil to honour of Kalwinder Sohi, the fatal stabbing victim (April 24, 2024 on East Beach)

11.2 COUNCILLORS REPORTS

Councillor Partridge noted the following information:

- Our hearts are heavy as we mourn for the victims involved in last week's tragic events in our community. Our deepest condolences go out to the family and friends affected. We want to assure everyone that local authorities are actively investigating the situation to ensure the safety and well-being of our residents
- Residents want to know how can I help with safety in our community? Volunteer with the White Rock Community Policing, Police partner with the community, taking a problem-solving proactive approach that emphasizes the role of police as partners with the citizens of White Rock on issues of public safety and security. White Rock Community Policing has a wide variety of volunteer programs that help with traffic control, crime prevention, and community safety

Councillor Cheung noted the following information:

- April 19: Councillor Partridge and I went to the Surrey Board of Trade Rainbow Entrepreneur round table discussion
- April 21: Opener of the Farmers Market
- April 25, "In Her Shoes" Spring 2024 Fundraising event
- Note that next weekend is the "Hike for Hospice" event

12. MOTIONS AND NOTICES OF MOTION

12.1 MOTIONS

12.1.a PLACEMAKING FOR JOHNSTON ROAD PROJECT

Councillor Partridge provided the following motion for consideration at this time:

Motion Number: 2024-159 It was MOVED and SECONDED

THAT Council authorize additional funds of up to \$10,000 for staff to proceed with incorporating additional placemaking design elements within the Johnston Road Phase 2 Construction project, the design priorities, recommended by the Public Art and Placemaking Advisory Committee and approved by Council, were crosswalks, cement benches, sidewalk pavement and lamp posts.

Motion CARRIED (7 to 0)

12.2 NOTICES OF MOTION

**12.2.a TRIAL PERIOD ALLOWING DOGS ON THE PROMENADE
APRIL - OCTOBER 5:30 A.M. to 9:00 A.M.**

Councillor Cheung provided the following Notice of Motion for consideration at the May 13, 2024 regular Council meeting:

That Council direct staff to bring forward a bylaw amendment to facilitate a trial period for allowing dogs on the promenade from April to October, during the specific hours of 5:30 a.m. to 9 a.m.

13. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

None

14. OTHER BUSINESS

None

15. **CONCLUSION OF THE APRIL 29, 2024 REGULAR COUNCIL MEETING**

The meeting was concluded at 5:49 p.m.

Mayor Knight



Tracey Arthur, Director of
Corporate Administration

Unapproved

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: May 13, 2024
TO: Mayor and Council
FROM: Candice Gartry, Director, Financial Services
SUBJECT: Audit Findings Report for the Year Ended December 31, 2023

RECOMMENDATION

THAT Council receive the corporate report dated May 13, 2024, from the Director, Financial Services, titled “Audit Findings Report for the Year Ended December 31, 2023” for consideration and acceptance of the Audit Findings Report for the Year Ended December 31, 2023.

EXECUTIVE SUMMARY

In accordance with Section 171 of the *Community Charter* (the “*Charter*”) the City’s financial auditor must report to Council on the annual financial statements of the City.

Attached as Appendix A is the Audit Findings Report for the year ended December 31, 2023, provided by the City’s financial auditors, KPMG LLP.

INTRODUCTION/BACKGROUND

Annually, the City’s auditors audit and review the City’s financial statements for the year ended December 31. In accordance with Section 171 of the *Charter* the auditors must report to Council on the annual financial statements of the City.

For the year ended December 31, 2023, the City’s financial auditors are KPMG LLC. KPMG’s Audit Findings Report for the year ended December 31, 2023, is attached as Appendix A.

LEGAL IMPLICATIONS

The City’s financial auditor must report to Council on the annual financial statements of the City per Section 171 of the *Community Charter*.

OPTIONS / RISKS / ALTERNATIVES

The following options are available for Council’s consideration:

1. Accept the Audit Findings Report for the Year Ended December 31, 2023, as presented; OR
2. Not accept the Audit Findings Report for the Year Ended December 31, 2023, as presented which would result in the City of White Rock not being in compliance with the *Community Charter*.

CONCLUSION

The Audit Findings Report for the year ended December 31, 2023 has been included as Appendix A.

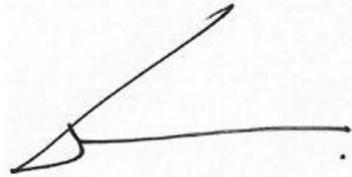
Respectfully submitted,



Candice Gartry, CPA, CGA
Director, Financial Services

Comments from the Chief Administrative Officer

This corporate report is provided for information purposes and acceptance of the report.



Guillermo Ferrero
Chief Administrative Officer

Appendix A: City of White Rock Audit Findings Report 2023



The Corporation of the City of White Rock

Audit Findings Report for the
year ended December 31, 2023



Dated May 6, 2024 for presentation on May 13, 2024

kpmg.ca/audit



KPMG contacts

Key contacts in connection with this engagement



Brandon Ma, CPA, CA

Lead Engagement Partner

604-691-3562

bjma@kpmg.ca



Jordan Patterson, CPA

Manager

778-785-2649

jordanpatterson@kpmg.ca

Table of contents

Digital use information

This Audit Findings Report is also available as a “hyper-linked” PDF document.

If you are reading in electronic form (e.g. In “Adobe Reader” or “Board Books”), clicking on the home symbol on the top right corner will bring you back to this slide.



Click on any item in the table of contents to navigate to that section.

4	Audit Highlights	6	Risk and Results	15	Policies and Practices
16	Control Observations	17	Audit Quality	18	Appendices

This report is intended solely for the information and use of Management, Mayor and Council and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.



Audit highlights



No matters to report



Matters to report – see link for details

Purpose of this report

The purpose of this Audit Findings Report is to assist you, as Mayor and Council, in your review of the results of our audit of the financial statements of The Corporation of the City of White Rock (the “City”) as at and for the year ended December 31, 2023. This Audit Findings Report builds on the Audit Plan we presented to Council on January 15, 2024. Our audit has been performed in accordance with Canadian generally accepted auditing standards (CAS).

Status

As of the date of this report, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include:

- Completing certain audit documentation and review processes.
- Completing our discussions with Mayor and Council.
- Obtaining the signed management representation letter.
- Obtaining evidence of Council’s acceptance of the financial statements.
- Completing subsequent event review procedures.

We will update you and management on significant matters, if any, arising from the completion of the audit, including completion of the above procedures. Our auditor’s report, a draft of which is attached to the draft financial statements, will be dated upon the completion of any remaining procedures.

Significant changes



Significant changes since our audit plan

There are no significant changes to our audit plan which was originally communicated to you in the audit planning report.

Current developments

We include an appendix with an update on global ESG reporting standards.

Risks and results



Significant risks



Other risks of material misstatement



Going concern matters



Audit highlights (continued)



No matters to report



Matters to report – see link for details

Uncorrected misstatements



Uncorrected misstatements

We have not identified any uncorrected audit misstatements based on audit procedures completed as of the date of this report.

Corrected misstatements



Corrected misstatements

We have not identified any corrected audit misstatements based on audit procedures completed as of the date of this report.

Control deficiencies



Significant deficiencies

We have not identified any control deficiencies that we determined to be significant deficiencies in internal control over financial reporting based on audit procedures completed as of the date of this report.

Policies and practices



Significant unusual transactions



Accounting policies and practices



Quality control and Independence

We confirm that we are independent with respect to the City within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any applicable legislation or regulation from January 1, 2023 up to the date of this report.



Significant risks and results



Management override of controls

RISK OF



FRAUD

Significant risk

Per Canadian auditing standards, this is a presumed significant risk. Management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk nevertheless is present in all entities.

Estimate?

No

Our response

As the risk is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:

- Testing of journal entries and other adjustments.
- Performing a retrospective review of significant estimates and evaluating the business rationale of significant unusual transactions.
- Utilizing application software to evaluate the completeness of the journal entry population through a roll-forward of all accounts. We used computer-assisted audit techniques to analyze journal entries and apply certain criteria to identify potential high-risk journal entries for further testing.
- Reviewing the accounting estimates and assessing whether management's estimates are reasonable and not indicative of management bias.

Significant findings

No issues have been identified based on audit procedures completed as of the date of this report.



Other risks of material misstatement and results

We highlight our significant findings in respect of **other risks of material misstatement**.



Asset Retirement Obligations (“ARO”) – new accounting standard

Background

PS 3280 Asset Retirement Obligations (“PS 3280”) is a new accounting standard effective for the City’s 2023 fiscal year. The new standard addresses the recognition, measurement, presentation, and disclosure of legal obligations associated with the retirement of certain controlled Tangible Capital Assets (“TCA”). The City adopted this new accounting standard on a prospective basis. As at December 31, 2023, due to the adoption of the new accounting standard, the City has recognized a liability for ARO of \$473,800. The initial cost was capitalized as part of the carrying amount of the related tangible capital asset for assets that are recognized and in productive use. For related tangible capital assets that are unrecognized or no longer in productive use, the asset retirement cost has been expensed.

Estimate?

Yes – Expenditures required to retire a tangible capital asset

Our response

- We obtained an understanding of management’s process for implementing PS 3280, including how in-scope TCA were identified, sources of information used, and significant measurement data, assumptions and decisions.
- We assessed whether the asset retirement obligations accounting policy set by management was in accordance with PS 3280.
- We obtained a list of TCA that reconciles to the general ledger and reviewed the listing to ensure management’s identification of TCA with potential in-scope retirement obligations is accurate and complete.
- We inquired with Management and confirmed that there were no additional legal agreements entered into by the City that contractually obligates the City to an asset retirement obligation other than those already identified.
- We obtained Management’s calculation of the ARO liability and the incremental amortization expense. We verified the mathematical accuracy of the calculations and agreed a selection of inputs to supporting documentation and agreed the reasonableness of significant assumptions and judgments made to measure the liability.



Other risks of material misstatement and results (continued)

We highlight our significant findings in respect of **other risks of material misstatement**.



Asset Retirement Obligations (“ARO”) – new accounting standard (Continued)

Our response

- We reviewed the application of the prospective provisions applied by management for the initial implementation of the accounting standard.
- We reviewed the financial statement presentation and note disclosures to ensure they are consistent with the guidance in PS 3280.
- We discussed with management that the ARO liability will need to be monitored on an annual basis to keep track of any retirement of AROs or changes in rates used in the determination of the liability and make adjustments as necessary.

Our findings

No issues have been identified based on audit procedures completed as of the date of this report.



Other risks of material misstatement and results (continued)

We highlight our significant findings in respect of **other risks of material misstatement**.



Financial instruments – new accounting standards

Background

The new standard PS 3450 *Financial Instruments*, PS 2601 *Foreign currency translation*, PS 1201 *Financial statement presentation* and PS 3041 *Portfolio Investments* are effective for the City's 2023 fiscal year. Equity instruments quoted in an active market and derivatives are required to be measured at fair value. All other financial instruments can be carried at cost/amortized cost or fair value depending on the City's accounting policy choice.

Estimate?

No

Our response

- We reviewed management's documentation of the process applied to analyze the appropriate recognition, measurement, presentation and disclosure of financial instruments.
- We obtained an understanding of the significant account policies applied to financial instruments to ensure they comply with the new accounting standard.
- We ensured financial instruments have been appropriately recognized and measured in accordance with the new accounting standard.
- We reviewed the financial statement presentation and note disclosures to ensure that it is consistent with the new accounting standard.

Our findings

No issues have been identified based on audit procedures completed as of the date of this report.



Other risks of material misstatement and results (continued)

We highlight our significant findings in respect of **other risks of material misstatement**.



Tangible Capital Assets (“TCA”)

Background

TCA represent a significant portion of assets of the City. The assets owned by the City include land, buildings, furniture and equipment, vehicles, water and waste system infrastructure, road infrastructure, library collection and their useful lives require estimation.

Estimate?

Yes - the established useful lives of TCA

Our response

- We updated our understanding of the process activities and controls over TCA, including the year-end process around identifying assets for impairment.
- We obtained the TCA continuity schedule, verified its mathematical accuracy, and performed substantive procedures over additions, disposals, reclassifications, and other adjustments.
- We tested asset additions including inspection of supporting documentation to determine if additions are capital in nature and amounts recorded are accurate.
- We reviewed management’s assessment of the impairment of TCA, if any, and noted no issues in the current year.
- We performed an analytical review of the amortization of TCA and assessed the reasonableness of assets’ useful lives.
- We reviewed the financial statement note disclosure to ensure it is complete and accurate.

Our findings

No issues have been identified based on audit procedures completed as of the date of this report.



Other risks of material misstatement and results (continued)

We highlight our significant findings in respect of **other risks of material misstatement**.



Revenue, deferred revenues, and development cost charges

Background

Estimate?

Revenue is recorded on an accrual basis and is recognized when it is earned and measurable. Revenue relating to future periods, including property taxes, development cost charges (“DCCs”), government grants, contributions for future capital works, and amounts collected for building permits, and facility upgrades, are reported as deferred revenue and recognized when earned.

No

Our response

- We updated our understanding of the process activities and controls over revenue, deferred revenue, and development cost charges.
- We performed a walkthrough of the contributions received and related expenditures process, by tracing a transaction from initiation through to being recorded in the general ledger to confirm that the controls are implemented as designed.
- We inspected a sample of contracts and new grants to determine whether there were stipulations or restrictions impacting revenue recognition. We assessed whether revenue was appropriately recognized, or the amount was appropriately deferred. We also agreed the amounts recorded to cash receipts and the funding letter.
- We selected a sample of development cost charges, recalculated the total amount, agreed each factor in the calculation to supporting documentation (e.g. Council-approved rates) and agreed the amount recorded to cash receipts or letters of credit.
- We assessed whether the appropriate stipulations have been met by inspecting and recalculating expenses incurred for certain projects.

Our findings

No issues have been identified based on audit procedures completed as of the date of this report.



Other risks of material misstatement and results (continued)

We highlight our significant findings in respect of **other risks of material misstatement**.



Expenses, including salaries and benefits expense

Background

Estimate?

Expenses are closely monitored against approved budgets. Salaries and expenses represent a significant portion of the City's expenses. There is a need to ensure that the expenses recognized are appropriate.

No

Our response

- We updated our understanding of the process activities and controls over expenses, including salaries and benefits expense.
- We performed a walkthrough of the expense process, including the payroll process, by tracing a transaction from initiation through to being recorded in the general ledger to confirm that the controls are implemented as designed.
- We analyzed the overall change in expenses relative to the prior year based on changes in operations.
- We performed substantive procedures over salaries and benefit expenses, including reviewing and vouching a sample of expenses to underlying supporting documentation, ensuring the expenses are appropriately recognized.
- We performed substantive procedures over expenses, including reviewing and vouching a sample of expenses to underlying supporting documentation, ensuring the expenses are appropriately recognized.
- We selected a sample of payments made, trade payables recorded, and invoices received subsequent to year-end and ensured they were recorded in the appropriate fiscal year.

Our findings

No issues have been identified based on audit procedures completed as of the date of this report.



Other risks of material misstatement and results (continued)

We highlight our significant findings in respect of **other risks of material misstatement**.



Valuation of post-employment benefit liability

Background

The City provides certain post-employment benefits, compensated absences, and termination benefits to employees. Due to the complexities of the estimate, management has engaged an actuarial expert to assist in the development of the estimate.

Estimate?

Yes – Actuarial valuations of employee future benefits

Our response

- We obtained the valuation report as prepared by the City's actuarial expert and reviewed select assumptions used for reasonableness.
- We obtained data inputs provided by the City to the actuary for use in determining the estimate and testing select items to determine accuracy of the data provided.
- We reviewed note disclosure in the financial statements to determine if required disclosures under the accounting standards are appropriately included.

Our findings

No issues have been identified based on audit procedures completed as of the date of this report.



Other risks of material misstatement and results (continued)

We highlight our significant findings in respect of **other risks of material misstatement**.



Contingencies

Background

Estimate?

The City may be party to claims in the normal course of operations.

No

Our response

- We made inquiries with management with respect to any contingencies, commitments, and legal claims up to the audit report date.
- We obtained legal confirmations as appropriate.
- We assessed appropriateness of financial statement treatment including related disclosures.

Our findings

No issues have been identified based on audit procedures completed as of the date of this report.



Accounting policies and practices



Significant accounting policies

- There have been no initial selections of, or changes to, significant accounting policies and practices, except for the adoption of Canadian public sector accounting standard *PS 3280 Asset Retirement Obligations* (see pages 7 to 8) and new financial instruments suite of standards *PS 3450 Financial instruments*, *PS 2601 Foreign currency translation*, *PS 1201 Financial statement presentation* and *PS 3041 Portfolio investments* (see page 9).
- There were no significant accounting policies in controversial or emerging areas.
- There were no issues noted with the timing of the City's transactions in relation to the period in which they were recorded.
- There were no issues noted with the extent to which the financial statements are affected by a significant unusual transaction and extent of disclosure of such transactions.
- There were no issues noted with the extent to which the financial statements are affected by non-recurring amounts recognized during the period and extent of disclosure of such transactions.



Significant accounting estimates

- There were no issues noted with management's identification of accounting estimates.
- There were no issues noted with management's process for making accounting estimates.
- There were no indicators of possible management bias.
- There were no significant factors affecting the City's asset and liability carrying values



Significant disclosures and financial statement presentation

- There were no issues noted with the judgments made, in formulating particularly sensitive financial statement disclosures.
- There were no issues noted with the overall neutrality, consistency, and clarity of the disclosures in the financial statements.
- There were no significant potential effects on the financial statements of significant risks, exposures, and uncertainties.



Control observations

Consideration of internal control over financial reporting (“ICFR”)

In planning and performing our audit, we considered ICFR relevant to the City’s preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR.

Our understanding of internal control over financial reporting was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies. The matters being reported are limited to those deficiencies that we have identified during the audit that we have concluded are of sufficient importance to merit being reported to those charged with governance.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors. Had we performed more extensive procedures on internal control over financial reporting, we might have identified more significant deficiencies to be reported or concluded that some of the reported significant deficiencies need not, in fact, have been reported.

A deficiency in internal control over financial reporting

A deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed, or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

Significant deficiencies in internal control over financial reporting

A significant deficiency in internal control over financial reporting is a deficiency, or combination of deficiencies, in internal control that, in the auditor’s professional judgment, is of sufficient importance to merit the attention of those charged with governance.

We did not identify any control deficiencies that we determined to be significant deficiencies in ICFR.



Appendix: Audit quality - How do we deliver audit quality?

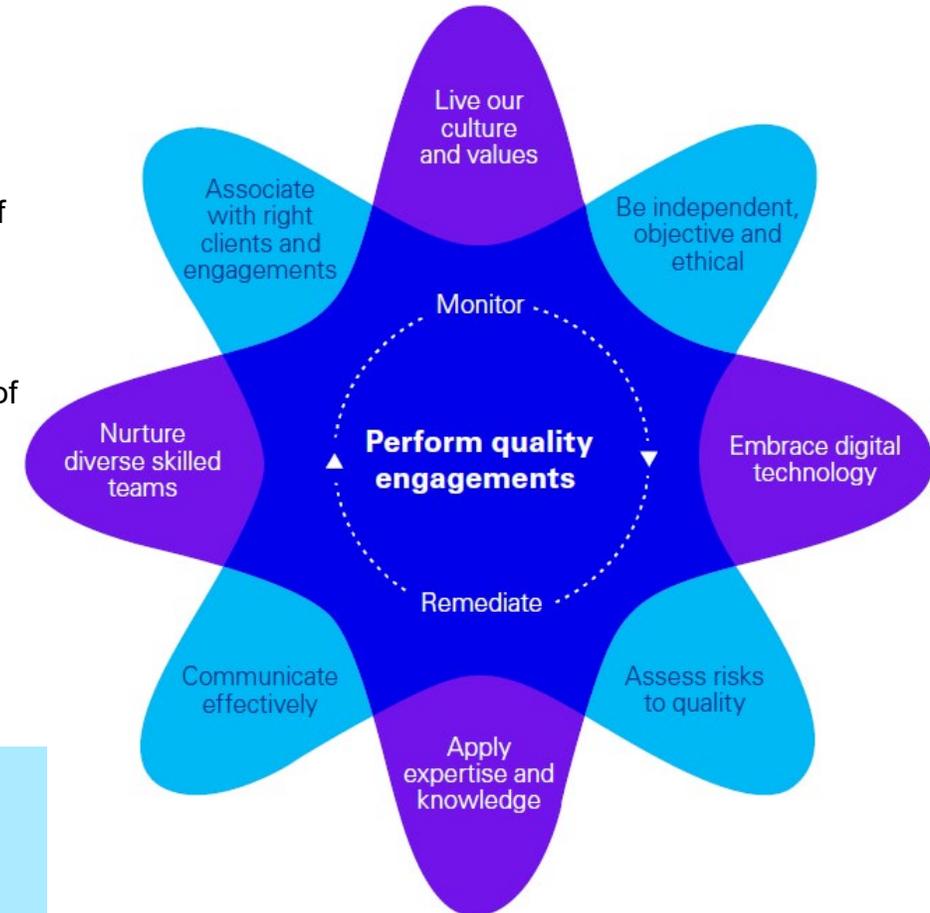
Quality essentially means doing the right thing and remains our highest priority. Our Global Quality Framework outlines how we deliver quality and how every partner and staff member contributes to its delivery.

The drivers outlined in the framework are the ten components of the KPMG System of Quality Management (SoQM). Aligned with ISQM 1/CSQM 1, our SoQM components also meet the requirements of the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants (IESBA) and the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting in Canada, which apply to professional services firms that perform audits of financial statements. Our Transparency Report includes our firm's Statement on the Effectiveness of our SoQM.

[▶ KPMG 2023 Audit Quality and Transparency Report](#)

We define 'audit quality' as being the outcome when:

- audits are **executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality management**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics and integrity**.



Doing the right thing. Always.



Appendices

1

Required communications

2

Management representation letter

3

ESG - Global regulatory reporting standards



Appendix 1: Required communications

Draft auditor's report

The conclusion of our audit is set out in our draft auditor's report attached to the draft financial statements.

Audit findings report

Represented by this report.

Management representation letter



In accordance with professional standards, a copy of the management representation letters for the City are included in Appendix 2.

Internal control deficiencies



We did not identify any control deficiencies that we determined to be significant deficiencies in internal control over financial reporting.

Independence



In accordance with professional standards, we have confirmed our independence on page 5.



Appendix 2: Management representation letter

(Letterhead of Client)

KPMG LLP
777 Dunsmuir Street
P.O. Box 10426
Vancouver, B.C. V7Y 1K3

May 13, 2024

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements of Corporation of the City of White Rock (“the Entity”) as at and for the year ended December 31, 2023.

General:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in [Attachment I](#) to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Responsibilities:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement contract dated November 30, 2020, including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements (“relevant information”), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of Council and committees of Council that may affect the financial statements. All significant actions are included in such summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the engagement.
 - e) providing you with additional information that you may request from us for the purpose of the engagement.

- f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the Entity, did not intervene in the work the internal auditors performed for you.

Internal control over financial reporting:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

Fraud & non-compliance with laws and regulations:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements or illegal acts, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Subsequent events:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

Related parties:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

Estimates:

- 8) The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

Going concern:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.
- 10) We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Entity's ability to continue as a going concern.

Other information:

- 11) We confirm that the final version of the 2023 Annual Report will be provided to you when available, and prior to issuance by the Entity, to enable you to complete your required procedures in accordance with professional standards.

Non-SEC registrants or non-reporting issuers:

- 12) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 13) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Approval of financial statements:

- 14) Candice Gartry has the recognized authority to take, and has taken, responsibility for the financial statements.

Yours very truly,

Guillermo Ferrero, Chief Administrative Officer

Candice Gartry, Director of Finance

Shannon Johnston, Manager Budgets & Accounting

cc: Council

Attachment I – Definitions

Materiality

Certain representations in this letter are described as being limited to matters that are material.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances, and are affected by perception of the needs of, or the characteristics of, the users of the financial statements and, the size or nature of a misstatement, or a combination of both while also considering the entity's own circumstances.

Fraud & error

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.



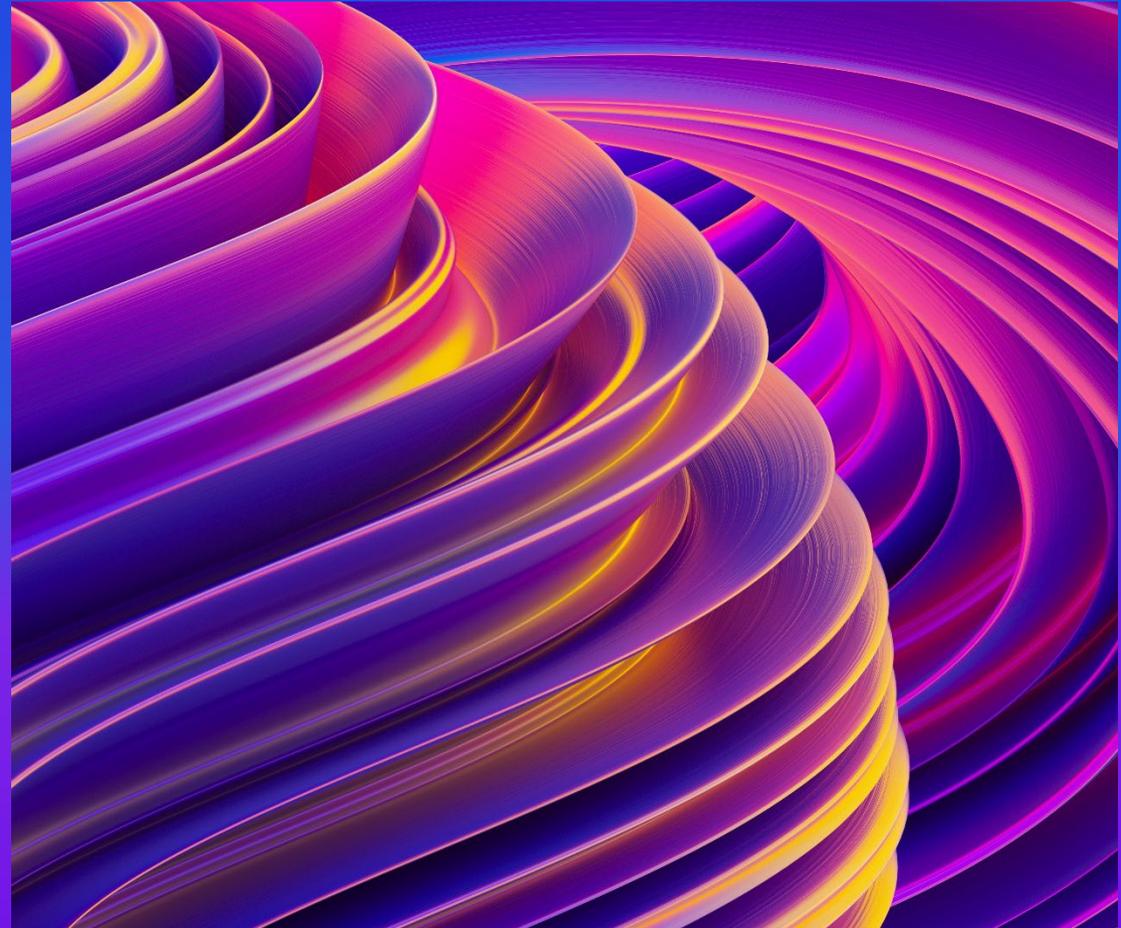
Appendix 3: ESG - Global regulatory reporting standards

	ISSB ¹ and CSSB	Canadian regulators (CSA)	US (SEC ^{2,3} and California ⁴)	EU ^{5,6}
Recent Activity	<ul style="list-style-type: none"> On March 13, 2024 the Canadian Sustainability Standards Board (CSSB) released proposals on its first two Canadian Sustainability Disclosure Standards (CSDS): Exposure Draft CSDS 1 (proposed general requirements standard) and Exposure Draft CSDS 2 (proposed climate standard). The proposed standards are aligned with the global baseline disclosure standards IFRS S1 and IFRS S2 with the exception of a Canadian-specific effective date for annual reporting periods beginning on or after January 1, 2025 and incremental transition relief. In June 2023, the International Sustainability Standards Board (ISSB) issued its first two IFRS Sustainability Disclosure Standards – IFRS S1 (general requirements standard) and IFRS S2 (climate standard). The ISSB standards are effective for annual periods beginning on or after January 1, 2024 – subject to local jurisdiction adoption. 	<ul style="list-style-type: none"> In parallel with the CSSB's release of its proposals on March 13, 2024, the Canadian Securities Administrators (CSA) issued a statement noting that they will seek consultation on a revised climate-related disclosure rule following the finalization of CSDS 1 and 2. In October 2021, the CSA issued their original proposed rule, proposed National Instrument 51-107 <i>Disclosure of Climate-related Matters</i>. Bill S-211, Canada's new Act on fighting against forced labor and child labour will take effect on January 1, 2024. Canadian and foreign businesses impacted by the Act will be required to file a report on their efforts to prevent and reduce the risk of forced labour and child labour in their supply chain, by May 31st of each year. 	<ul style="list-style-type: none"> The SEC's final climate rule was issued on March 6, 2024. The final rule will generally apply to all SEC registrants; <i>including</i> foreign private issuers (Form 20-F filers); <i>excluding</i> Canadian issuers reporting under the Multijurisdictional Disclosure System (Form 40-F filers) and asset-backed issuers. The earliest compliance date is the fiscal year beginning in Calendar year 2025 for large accelerated filers. The SEC also issued its final rules on cybersecurity in July 2023 and expects to release proposed disclosure rules on human capital management in spring 2024 and corporate board diversity in fall 2024. On October 7, 2023, the California Governor signed two climate disclosure laws that will shape climate disclosure practices beyond the state's borders. The laws will apply to US businesses (including US subsidiaries of non-US companies) that meet specified revenue thresholds and do business in California. The Governor also signed the California voluntary carbon market disclosures bill. 	<ul style="list-style-type: none"> The European Financial Reporting Advisory Group (EFRAG) was mandated to develop European Sustainability Reporting Standards (ESRSs) setting out the detailed disclosure requirements under the Corporate Sustainability Reporting Directive (CSRD). On July 31, 2023, the European Commission published the final text of its first set of twelve ESRSs as delegated acts The ESRSs will become effective as early as 2024 reporting periods for some companies. There are potentially considerable ESG reporting implications for Canadian entities – as most EU-listed companies and large subsidiaries of Canadian companies with significant operations in the EU are in scope. Non-EU parent entities with substantial activity in the EU may also be in scope, with separate standards to be developed for these entities, with an effective date of 2028 reporting periods
				<ol style="list-style-type: none"> Refer to our ISSB Resource Centre for resources on implementing the IFRS Sustainability Disclosure Standards Refer to our Defining Issues publication for more information on the SEC's final climate rule Refer to our Defining Issues publication for more information on the SEC's cybersecurity rules Refer to our publication on California's introduction of climate disclosures and assurance requirements Refer to our ESRS Resource Centre for resources on implementing the ESRSs Refer to our publication on the impact of EU ESG reporting on non-EU companies

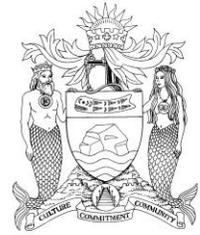


<https://kpmg.com/ca/en/home.html>

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THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: May 13, 2024
TO: Mayor and Council
FROM: Candice Gartry, Director, Financial Services
SUBJECT: Draft 2023 Audited Financial Statements

RECOMMENDATIONS

THAT Council receive the May 13, 2024, corporate report from the Director of Financial Services, titled “Draft 2023 Audited Financial Statements;” and

1. Accept the Draft 2023 Audited Financial Statements, which have been included in Appendix A, as “approved;” and
 2. Direct the Mayor and Director, Financial Services, to sign the Statement of Financial Position contained within the Draft 2023 Audited Financial Statements and forward the complete audited financial statements to the province.
-

EXECUTIVE SUMMARY

In accordance with Section 167 of the *Community Charter (the “Charter”)*, annual municipal financial statements must be presented to Council for acceptance.

INTRODUCTION/BACKGROUND

The preparation of the annual financial statements and related information is the responsibility of City Council and the management of the City of White Rock. It is intended to provide reliable and accurate financial information on the state and health of the City’s finances.

Annual financial statements must be, and have been, prepared in accordance with generally accepted accounting principles for local governments as per Section 167 of the *Charter*. Section 98 of the *Charter* requires that the audited financial statements be a mandatory component of the annual report, which is to be prepared prior to June 30th each year.

During the months of January to April 2023 Financial Services staff, along with support of other City departments, performed a variety of year-end processes that culminated into the preparation of the Draft 2023 Audited Financial Statement package. The draft statements were provided to the City’s auditors, KPMG LLP, who conducted their audit.

The objective of the audit is to obtain reasonable assurance that the financial statements are free from material misstatement. Therefore, an audit requires testing transactions and balances, review of internal control systems, as well as discussions with staff at various levels throughout the City.

KPMG have issued an unqualified opinion and audit report on the City's 2023 financial statements.

The 2023 Draft Audited Financial Statements, including the associated report from the City's auditors, KPMG LLP, are attached as Appendix "A." These financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards as prescribed by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

Additionally, the Chief Financial Officer Letter of Transmittal for the Financial Statements provides more details on the financial statement results and has been attached as Appendix "B."

At Council's regular meeting of April 15, 2024, in the corporate report titled "2023 General Fund Operating Surplus Allocation" Table 3, it was reported that the 2023 Adjusted Unallocated Operating Surplus was \$5.5M. This number has since been revised to \$6.2M due to various adjustments during the year-end review process and updated assumptions on amounts needing to be carried forward. In order to finalize the 2023 financial statements, this \$700K was left in accumulated surplus. However, Council may reallocate these funds if it so chooses. Annual financial statements must be presented to Council for acceptance in accordance with Section 167 of the *Community Charter*.

OPTIONS / RISKS / ALTERNATIVES

The following options are available for Council's consideration:

1. Accept the 2023 Annual Financial Statements as presented; or
2. Not accept the 2023 Annual Financial Statements as presented which would result in the City of White Rock not being in compliance with the *Community Charter*.

CONCLUSION

Staff recommend acceptance of the 2023 Annual Financial Statements as presented.

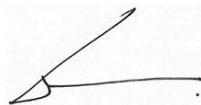
Respectfully submitted,



Candice Gartry, CPA, CGA
Director, Financial Services

Comments from the Chief Administrative Officer

I concur with the recommendations of this corporate report.



Guillermo Ferrero
Chief Administrative Officer

Appendix A: FY 2023 Draft Audited Financial Statements
Appendix B: CFO Letter of Transmittal FY 2023

Financial Statements of

**THE CORPORATION OF THE
CITY OF WHITE ROCK**

And Independent Auditor's Report thereon

Year ended December 31, 2023

The Corporation of the City of White Rock

Financial Statements

Year ended December 31, 2023

MAYOR AND COUNCIL

Management's Responsibility for Financial Reporting

The management of the City of White Rock (the "City") is responsible for the preparation and presentation of the financial statements and related information. The financial statements have been prepared in accordance with the Canadian Public Sector Accounting Standards established by the Chartered Professional Accountants of Canada. This involves the use of management's best estimates and careful judgement. The City maintains a system of internal accounting controls designed to provide reasonable assurances for the safeguarding of assets and the reliability of financial records.

City Council accepts the financial statements and meets with management to determine that management has fulfilled its obligation in the preparation of the financial statements.

The City's independent auditor, KPMG LLP, have given the City an unqualified audit opinion on the City's financial statements, stating in their opinion, that the financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2023, the results of its operations, changes in net financial assets and its cash flows for the year then ended.



Candice Gartry, CPA, CGA
Director, Financial Services



KPMG LLP

PO Box 10426 777 Dunsmuir Street
Vancouver BC V7Y 1K3
Canada
Telephone 604 691 3000
Fax 604 691 3031

INDEPENDENT AUDITOR'S REPORT

To Mayor and Council of The Corporation of the City of White Rock

Opinion

We have audited the financial statements of The Corporation of the City of White Rock (the "City"), which comprise:

- the statement of financial position as at December 31, 2023
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2023, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal controls.



The Corporation of the City of White Rock
Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Vancouver, Canada
May 13, 2024

THE CORPORATION OF THE CITY OF WHITE ROCK

Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022
Financial Assets		
Cash and cash equivalents (note 3)	\$ 137,781,972	\$ 131,823,185
Investments (note 3)	33,547,054	23,043,483
Accounts receivable (note 4)	5,967,650	5,905,655
	<u>177,296,676</u>	<u>160,772,323</u>
Liabilities		
Accounts payable and accrued liabilities (note 5)	8,791,345	16,448,530
Post-employment benefits (note 6)	1,823,842	1,763,299
Asset retirement obligation (note 7)	473,800	-
Refundable performance deposits (note 3(b))	13,334,889	13,452,903
Capital lease obligations (note 8)	72,178	98,702
Debt (note 9)	20,378,409	21,151,841
Deferred revenue (note 10)	30,822,374	29,855,530
	<u>75,696,837</u>	<u>82,770,805</u>
Net Financial Assets	101,599,839	78,001,518
Non-Financial Assets		
Tangible capital assets (note 11)	168,732,243	168,945,011
Prepaid expenses	1,314,059	1,168,600
Inventories of supplies	245,916	238,059
	<u>170,292,218</u>	<u>170,351,670</u>
Accumulated surplus (note 12)	<u>\$ 271,892,057</u>	<u>\$ 248,353,188</u>

Commitments and contingencies (note 15)

Contractual rights (note 20)

See accompanying notes to financial statements.



Candice Gartry, CPA, CGA
Director, Financial Services

THE CORPORATION OF THE CITY OF WHITE ROCK

Statement of Operations

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget (notes 1(b) and 21)	2023	2022
Revenue:			
Property taxes:			
General purposes	\$ 29,220,500	\$ 29,208,048	\$ 26,781,615
Regional library levy	1,042,800	1,042,070	1,015,222
Business improvement levy	357,000	353,894	374,905
	<u>30,620,300</u>	<u>30,604,012</u>	<u>28,171,742</u>
Receipts in lieu of taxes	23,900	27,633	23,851
Development cost charges (note 10(a))	1,306,100	75,903	19,615
Sanitary sewer fees and parcel tax	3,930,000	3,945,369	3,716,945
Drainage user fees	3,033,000	3,043,875	2,902,625
Water user fees	6,155,400	6,374,490	5,774,013
Sales of services and other revenue (note 18)	20,363,000	20,986,799	14,637,547
Government grants (note 19)	15,095,400	6,490,179	775,316
Developers' contributions of tangible capital assets (note 11(b))	-	1,112,786	9,826,904
	<u>80,527,100</u>	<u>72,661,046</u>	<u>65,848,558</u>
Expenses:			
General government	10,890,902	8,394,340	7,909,111
Police protection	7,540,528	6,851,932	6,944,411
Fire protection	5,216,947	5,741,200	5,550,369
Other protection services	1,815,100	1,422,019	1,246,092
Transportation, engineering and operations	8,301,121	7,851,751	7,162,474
Parks, recreation and cultural services	11,757,402	10,590,989	9,908,618
Solid waste services	1,056,600	1,048,821	1,042,741
Sanitary sewer system	4,088,000	2,718,648	2,644,238
Drainage system	1,123,900	550,416	785,710
Water system	4,990,800	3,952,061	3,964,580
	<u>56,781,300</u>	<u>49,122,177</u>	<u>47,158,344</u>
Annual surplus	23,745,800	23,538,869	18,690,214
Accumulated surplus, beginning of year	248,353,188	248,353,188	229,662,974
Accumulated surplus, end of year	<u>\$ 272,098,988</u>	<u>\$ 271,892,057</u>	<u>\$ 248,353,188</u>

See accompanying notes to financial statements.

THE CORPORATION OF THE CITY OF WHITE ROCK

Statement of Changes in Net Financial Assets

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget (notes 1(b) and 21)	2023	2022
Annual surplus	\$ 23,745,800	\$ 23,538,869	\$ 18,690,214
Acquisition of tangible capital assets	(56,295,500)	(5,099,817)	(8,732,429)
Recognition of asset retirement obligation	-	(473,800)	-
Developers' contributions of tangible capital assets	-	(1,112,786)	(9,826,904)
Amortization of tangible capital assets	7,652,000	6,868,884	6,655,816
Gain on disposal of tangible capital assets	-	(20,036)	(82,550)
Proceeds on disposal of tangible capital assets	-	50,323	163,201
	(24,897,700)	23,751,637	6,867,348
Acquisition of prepaid expenses	-	(1,314,059)	(1,168,600)
Acquisition of inventories of supplies	-	(245,916)	(238,059)
Use of prepaid expenses	-	1,168,600	1,006,934
Consumption of inventories of supplies	-	238,059	172,569
Change in net financial assets	(24,897,700)	23,598,321	6,640,192
Net financial assets, beginning of year	78,001,518	78,001,518	71,361,326
Net financial assets, end of year	\$ 53,103,818	\$ 101,599,839	\$ 78,001,518

See accompanying notes to financial statements.

THE CORPORATION OF THE CITY OF WHITE ROCK

Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operating:		
Annual surplus	\$ 23,538,869	\$ 18,690,214
Items not involving cash:		
Amortization	6,868,884	6,655,816
Gain on disposal of tangible capital assets	(20,036)	(82,550)
Developers' contributions of tangible capital assets	(1,112,786)	(9,826,904)
Changes in non-cash operating items:		
Accounts receivable	(61,995)	73,530
Prepaid expenses	(145,459)	(161,666)
Inventories of supplies	(7,857)	(65,490)
Accounts payable and accrued liabilities *	(7,657,185)	740,226
Post-employment benefits	60,543	63,049
Refundable performance deposits	(118,014)	38,964
Deferred revenue	966,844	(49,987)
Net cash provided by operating activities	22,311,808	16,075,202
Capital activities:		
Cash used to acquire tangible capital assets *	(5,088,851)	(6,087,429)
Proceeds on disposal of tangible capital assets	50,323	163,201
Net cash used in capital activities	(5,038,528)	(5,924,228)
Financing activities:		
Principal payments on debt	(773,432)	(748,996)
Principal payments on capital lease obligations	(37,490)	(33,478)
Net cash used in financing activities	(810,922)	(782,474)
Investing activities:		
Change in investments	(10,503,571)	(9,187,487)
Net cash used in investing activities	(10,503,571)	(9,187,487)
Net change in cash and cash equivalents	5,958,787	181,013
Cash and cash equivalents, beginning of year	131,823,185	131,642,172
Cash and cash equivalents, end of year	\$ 137,781,972	\$ 131,823,185
Non-cash transactions:		
Acquisition of tangible capital assets under capital lease	\$ 10,966	\$ -
Recognition of asset retirement obligation	473,800	-

* The denoted lines have been adjusted by \$2,645,000 in 2022 related to a tangible capital asset acquired through accounts payable and accrued liabilities.

See accompanying notes to financial statements.

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements

Year ended December 31, 2023

The Corporation of the City of White Rock (the “City”) is incorporated under the Local Government Act of British Columbia. The City’s principal activities include the provision of local government services to residents, businesses and visitors of the incorporated area. These include legislative, operational and administrative support, protective services, infrastructure, transportation, engineering and municipal operations, parks, recreation and culture, solid waste, water system, drainage system, and sanitary sewer services.

1. Significant accounting policies:

The City follows Canadian Public Sector Accounting Standards as prescribed by the Public Sector Accounting Board (“PSAB”) of the Chartered Professional Accountants of Canada, including the following significant policies:

(a) Basis of presentation:

These financial statements present the resources and operations including all accounts and funds of the City. All inter-fund transactions, assets and liabilities have been eliminated.

(b) Budget reporting:

The budget figures reported in the statement of operations and statement of changes in net financial assets represent the 2023 component of the White Rock Financial Plan (2023-2027) Bylaw 2458, 2023, Amendment No. 1, No. 2474 adopted by the City Council on July 10, 2023.

(c) Cash and cash equivalents:

Cash and cash equivalents include short-term highly liquid investments with maturity dates within three months of acquisition that are readily convertible to known amounts of cash and that are subject to an insignificant risk of changes in value.

(d) Revenue:

Revenue is recorded on an accrual basis and is recognized when it is earned and measurable. Revenue relating to future periods, including prepaid property taxes, government grants and certain facility upgrade contributions, are reported as deferred revenue and recognized as revenue when earned.

(e) Development cost charges (“DCCs”):

DCCs collected under the City's Development Cost Charge Bylaw (“DCC Bylaw”), plus interest earned thereon, are recorded as deferred revenue. DCCs are recognized as revenue when related tangible capital assets are acquired.

(f) Deferred revenue:

Deferred revenues represent the receipt of funds for which the provision of services occurs in the future. These revenues may only be used in the conduct of certain services, in the completion of specific work, or for the purchase of tangible capital assets. These amounts will be recognized as revenues in the year in which the expenditures are incurred.

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(g) Refundable performance deposits:

Refundable performance deposits represent cash collected by the City as security against work performed by property developers. The security is returned to the property developer upon satisfactory completion of the work, or recognized into revenue if the work is not performed in accordance with applicable bylaws.

(h) Capital lease obligation:

Capital lease obligations are recorded at the present value of the minimum lease payments excluding executor costs e.g., insurance, maintenance costs etc. The discount rate used to determine the present value of the lease payments is the City's interest rate implicit in the lease.

(i) Expenses:

Expenses are recorded on an accrual basis and are recognized as they are incurred. This is upon the receipt of goods or services and/or the creation of a legal obligation. Interest expense on debt and capital lease obligations is accrued to the end of the reporting period.

(j) Government transfers:

Restricted transfers from governments are deferred and recognized as revenue as the related expenditures are incurred or the stipulations in the related agreements are met. Unrestricted transfers are recognized as revenue when received or if the amount to be received can be reasonably estimated and collection is reasonably assured.

(k) Debt:

Debt is recorded net of sinking fund credits and actuarial adjustments.

(l) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held-for-use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are initially recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, is amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful Life - Years
Land improvements	5 to 100
Buildings and facilities	10 to 50
Machinery and equipment	4 to 25
Roads and sidewalks	10 to 50
Sanitary sewer infrastructure	10 to 80
Storm sewer infrastructure	5 to 80
Water system infrastructure	4 to 80

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(l) Non-financial assets (continued):

(i) Tangible capital assets (continued):

Leasehold improvements are amortized using the lesser of the remaining term of the lease, including all renewal terms, or the life of the asset.

Annual amortization is charged commencing when the asset is available for use. Assets under construction are not amortized until the asset is put into productive use.

(ii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.

(iii) Works of art and cultural and historic assets:

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

(iv) Interest capitalization:

The City does not capitalize interest costs associated with the acquisition or construction of tangible capital assets.

(v) Leased tangible capital assets:

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(vi) Inventories of supplies:

Inventories of supplies held for consumption are recorded at the lower of cost and replacement cost.

(m) Employee future benefits:

(i) The City and its employees make contributions to the Municipal Pension Plan. The Municipal Pension Plan is a multi-employer defined benefit pension plan. The City's contributions are expensed as incurred.

(ii) Sick leave and post-employment benefits accrue to certain City's employees. The liability relating to these benefits is actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The liabilities under these benefit plans are accrued based on projected benefits prorated as employees render services necessary to earn the future benefits.

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(n) Asset retirement obligation:

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- (i) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (ii) The past transaction or event giving rise to the liability has occurred;
- (iii) It is expected that future economic benefits will be given up; and
- (iv) A reasonable estimate of the amount can be made.

The liability is based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.

The liability is at the best estimate of the costs directly attributable to asset retirement activities. Costs will include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset. Directly attributable costs will include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.

Upon initial recognition of a liability for an asset retirement obligation, the City will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability if the asset is recognized and in productive use.

Where the obligation relates to an asset which is no longer in service, and not providing economic benefit, or to an item not recorded by the City as an asset, the obligation is expensed upon recognition.

This liability is subsequently reviewed at each financial reporting date and adjusted for any revisions to the timing or amount required to settle the obligation. The changes in the liability for the passage of time are recorded as accretion expense in the statement of operations and all other changes are adjusted to the tangible capital asset. The cost is amortized over the useful life of the tangible capital asset (note 1(l)(i)).

Recoveries related to asset retirement obligations are recognized when the recovery can be appropriately measured, a reasonable estimate of the amount can be made and it is expected that future economic benefits will be obtained. A recovery is recognized on a gross basis from the asset retirement obligations liability.

(o) Use of accounting estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of these financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. Areas requiring the use of management estimates relate to the determination of the value of contributed assets, useful lives of tangible capital assets for amortization, asset retirement obligation, collectability of receivables, accrued sick and other post-employment benefits, and provision for contingencies. Adjustments, if any, will be reflected in the financial statements in the period of settlement or change in the amount of the estimate.

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(p) Segment disclosures:

A segment is defined as a distinguishable activity or group of activities of government for which it is appropriate to separately report financial information. The City has provided definitions of segments used by the City, as well as presented financial information in segmented format (note 23).

(q) Contaminated sites:

Contaminated sites are a result of contamination being introduced into air, soil, water, or sediment of a chemical, organic or radioactive material, or a live organism that exceeds an environmental standard. Liabilities are recorded net of any expected recoveries.

A liability for remediation of contaminated sites is recognized when a site is not in productive use and the following criteria are met:

- (i) An environmental standard exists;
- (ii) Contamination exceeds the environmental standards;
- (iii) The City is directly responsible or accepts responsibility;
- (iv) It is expected that future economic benefits will be given up; and
- (v) A reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

(r) Financial instruments:

Financial instruments include cash and cash equivalent, investments, accounts receivable, accounts payable and accrued liabilities and debt.

Financial instruments are recorded at fair value on initial recognition. Equity instruments quoted in an active market and derivatives are subsequently measured at fair value as at the reporting date. All other financial instruments are subsequently recorded at cost or amortized cost unless management elects to carry the financial instrument at fair value. The City has not elected to carry any other financial instruments at fair value.

Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses. They are recorded in the statement of operations when they are realized. There are no unrealized changes in fair value as at December 31, 2023. As a result, the City does not have a statement of remeasurement gains and losses.

Transaction costs incurred on the acquisition of financial instruments subsequently measured at fair value are expensed as incurred. Transaction costs incurred on the acquisition of financial instruments recorded at cost are included in the cost.

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(r) Financial instruments (continued):

Sales and purchases of investments are recorded on the trade date.

Accounts receivables, investments, accounts payable and accrued liabilities, and debt are measured at amortized cost using the effective interest rate method.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations.

2. Adoption of new accounting standards:

(a) PS 3280 Asset Retirement Obligations:

On January 1, 2023, the City adopted Canadian Public Sector Accounting Standard PS 3280 Asset Retirement Obligations ("PS 3280"). The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets, such as asbestos removal in retired buildings by public sector entities. The standard was adopted on the prospective basis.

(b) PS 3450 Financial Instruments and related standards:

On January 1, 2023, the City adopted Canadian Public Sector Accounting Standard PS 3450 Financial Instruments, PS 2601 Foreign Currency Translation, PS 1201 Financial Statement Presentation and PS 3041 Portfolio Investments. The standards were adopted prospectively from the date of adoption. The new standards provide comprehensive requirements for the recognition, measurement, presentation and disclosure of financial instruments and foreign currency transactions.

Under PS 3450 Financial Instruments, all financial instruments are included on the statement of financial position and are measured at either fair value or amortized cost based on the characteristics of the instrument and the City's accounting policy choices (note 1(r)).

The adoption of these standards did not have any impact on the amounts presented in these financial statements.

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

3. Cash and cash equivalents, and investments:

	2023	2022
Cash balances	\$ 133,229,588	\$ 127,489,899
Cash equivalents:		
Municipal Finance Authority Money Market Fund	4,552,384	4,333,286
Total Cash and cash equivalents (a) (b)	137,781,972	131,823,185
Investments consist of term deposits maturing within 1 year of inception	33,547,054	23,043,483
Total Cash and cash equivalents and investments	\$ 171,329,026	\$ 154,866,668

As at December 31, 2023, cash equivalents and investments including the Municipal Finance Authority Money Market Fund, have annual yields that range from 5.07% to 6.12% (2022 – 1.94% to 5.00%).

(a) Included in cash and cash equivalents is an amount of \$17,806,995 (2022 - \$16,923,557) that can only be used for the acquisition of tangible capital assets as provided for by the DCC Bylaw (note 10(a)).

(b) Included in cash and cash equivalents is an amount of \$13,334,889 (2022 - \$13,452,903) which consists of refundable performance deposits.

4. Accounts receivable:

	2023	2022
Property taxes	\$ 1,889,314	\$ 1,519,146
Water user fees	1,665,700	1,586,713
Government grants	188,055	-
Loan receivable	9,079	25,979
Other (note 9)	2,215,502	2,773,817
	\$ 5,967,650	\$ 5,905,655

5. Accounts payable and accrued liabilities:

	2023	2022
Trade accounts payable and other	\$ 4,054,630	\$ 10,160,896
Due to governments and agencies	2,483,306	4,769,713
Other payroll liabilities	2,253,409	1,517,921
	\$ 8,791,345	\$ 16,448,530

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

6. Post-employment benefits:

The City provides certain post-employment and sick leave benefits to certain of its employees. These benefits include accumulated non-vested sick leave, post-employment gratuity and time-in-lieu benefits, and certain vacation benefits. The accrued benefit obligation and the net periodic benefit cost were estimated as at December 31, 2023 by an actuarial valuation.

	2023	2022
Accrued benefit obligation:		
Balance, beginning of year	\$ 1,393,409	\$ 1,869,625
Current service cost	111,022	154,941
Interest cost	62,090	48,650
Benefits paid	(93,113)	(163,981)
Actuarial gain	(63,997)	(515,826)
Balance, end of year	\$ 1,409,411	\$ 1,393,409

	2023	2022
Accrued benefit obligation, end of year	\$ 1,409,411	\$ 1,393,409
Unamortized net actuarial gain	414,431	369,890
Accrued benefit liability, end of year	\$ 1,823,842	\$ 1,763,299

Actuarial gains and losses are amortized over the expected average remaining service period of the related employee group, commencing the year after the gain or loss arises. In 2023, the expected average remaining service period of the related employee group is 12 years (2022 - 12 years).

The significant actuarial assumptions used to determine the City's accrued benefit obligation are as follows:

	2023	2022
Discount rate	4.10%	4.40%
Expected future inflation rate	2.50%	2.50%
Expected wage and salary increases	2.50% to 5.90%	2.50% to 5.90%

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

7. Asset retirement obligation:

The City's asset retirement obligation consists of several obligations as follows.

	2023
Initial recognition on January 1, 2023:	
Asbestos removal (a)	\$ 368,800
Well decommissioning (b)	105,000
Balance, end of year	\$ 473,800

(a) Asbestos removal:

The City owns and operates buildings that are known to have asbestos. The obligation to remove asbestos is outlined under the Canada Occupational Health and Safety Regulations, specifically sections 10.26.1, 10.26.2, 10.26.4, 10.26.6, 10.26.8, and 10.26.11 and WorkSafe BC OHS regulations, Part 20: Demolition and Part 6: Asbestos. These regulations govern the requirements for asbestos removal, decontamination, and disposal. These regulations ensure that employees are protected from inhaling or encountering asbestos fibers. Following adoption of PS3280, the City recognized an obligation relating to the removal and post-removal care of the asbestos in these buildings as estimated at January 1, 2023. The buildings were originally purchased in 1963 and 1967 and are fully amortized but are expected to remain in use for an additional 7 and 12 years respectively. The expected cost of remediation was estimated at January 1, 2023, and will be amortized over the same period.

(b) Well decommissioning:

If a well is deemed to be no longer in service, the well owner must ensure that the well is decommissioned. This obligation is outlined under the Water Sustainability Act, Groundwater Protection Regulation sections 56.1, 56.2, 56.3, 56.4, 56.5 and 56.6. Under this regulation an owner of a well which is not in service must ensure that the well is deactivated or decommissioned as soon as practicable. The process of decommissioning a well involves completely filling in the well by a qualified professional. Following adoption of PS3280, the City recognized an obligation relating to the cost of decommissioning each of the seven wells as estimated as of January 1, 2023. The wells have not been fully amortized, and the asset retirement obligation will be amortized over the remaining useful life of each well, which is between 21.5 to 34.6 years.

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

8. Capital lease obligations:

The City has financed certain equipment by entering into four capital leasing arrangements. Two of the arrangements expire on June 30, 2025, the third arrangement expires on June 30, 2026, and the fourth arrangement expires on June 30, 2027. The leases are repayable in monthly blended installments of \$3,347 including principal and interest until June 30, 2025. The amount of interest incurred on the leases in the current year was \$2,673 (2022 - \$3,419). Minimum lease payments due under the capital leases are:

Year ending December 31:

2024	\$	40,164
2025		24,481
2026		7,165
2027		2,767
Minimum capital lease payments		74,577
Less amounts representing interest (2.24% to 2.85%)		2,399
		\$ 72,178

9. Debt:

The City issues debt instruments through the Municipal Finance Authority ("MFA") to finance certain capital acquisitions. Sinking fund credits and actuarial adjustments are netted against related long-term debts. Details are as follows:

Bylaw number	Purpose	Maturity date	Interest rate	Refinancing year *	Authorized amount	Sinking fund credits		
						2023	2022	
1667	Sanitary Sewers-Local Improvement	2023	5.95%	n/a	\$ 224,580	\$ 224,580	\$ -	\$ 17,163
2098	Water Utility Acquisition Advance Payment	2046	2.60%	2026	14,250,000	2,147,440	12,102,560	12,441,886
2163	Water System Infrastructure Construction	2027	2.80%	n/a	440,000	248,266	191,734	236,228
2163	Water System Infrastructure Construction	2047	2.80%	2027	5,779,000	785,719	4,993,281	5,134,098
2178	Water System Infrastructure Construction	2027	3.15%	n/a	1,662,000	937,771	724,229	892,297
2178	Water System Infrastructure Construction	2047	3.15%	2027	400,000	54,385	345,615	355,362
2179	Water Treatment Facilities Construction	2048	3.15%	2028	2,274,850	253,860	2,020,990	2,074,807
\$ 25,030,430						\$ 4,652,021	\$ 20,378,409	\$ 21,151,841

* During the refinancing year, the City will have the option to retire part or all of the debt early or refinance the borrowing at a new interest rate.

Total interest on the debt for the year ended December 31, 2023 was \$686,899 (2022 - \$694,606).

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

9. Debt (continued):

As a condition of these borrowings, a portion of the debt proceeds is withheld by the MFA in a debt reserve fund. If at any time the City does not have sufficient funds to meet payments due on its obligations, the payments shall be made from the debt reserve fund. Amounts withheld for this purpose are as follows:

Bylaw number	Purpose	Debt reserve fund
2098	Water Utility Acquisition Advance Payment	\$ 142,500
2163	Water System Infrastructure Construction	62,190
2178	Water System Infrastructure Construction	20,620
2179	Water Treatment Facilities Construction	22,749
		\$ 248,059

These cash deposits are included as part of other accounts receivable in the statement of financial position (note 4).

Principal payments and estimated actuarial adjustments anticipated on the outstanding debt over the following five years and thereafter assuming are as follows:

2024	\$ 780,652
2025	805,830
2026	831,820
2027	858,656
2028	639,945
Thereafter	16,461,506
\$ 20,378,409	

10. Deferred revenue:

	2023	2022
Property taxes	\$ 3,558,066	\$ 3,440,013
Contributions for future capital works	4,172,970	3,884,980
Development cost charges (a)	17,806,995	16,923,557
Utility service connections	1,172,500	1,521,600
Deferred revenue - facility upgrades (note 13)	299,196	342,171
Deferred revenue - building permits	1,080,460	1,461,680
Other	2,732,187	2,281,529
\$ 30,822,374		\$ 29,855,530

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

10. Deferred revenue (continued):

(a) Development cost charges:

	Highways	Drainage	Parkland	Sanitary	Water	2023	2022
Balance, beginning of year	\$ 3,936,875	\$ 3,421,184	\$ 7,100,435	\$ 981,861	\$ 1,483,202	\$ 16,923,557	\$ 16,490,205
Add:							
Amounts received	14,289	34,411	35,401	5,087	7,285	96,473	38,590
Investment income	200,374	175,132	362,035	50,032	75,295	862,868	414,377
Deduct:							
Acquisition of tangible capital assets	29,812	16,092	1,624	10,941	17,434	75,903	19,615
Balance, end of year	\$ 4,121,726	\$ 3,614,635	\$ 7,496,247	\$ 1,026,039	\$ 1,548,348	\$ 17,806,995	\$ 16,923,557

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

11. Tangible capital assets:

	Land	Land improvements	Buildings and facilities	Machinery and equipment	Roads and sidewalks	Sanitary sewer infrastructure	Storm sewer infrastructure	Water system infrastructure	Assets under construction	Total
Cost:										
Balance, beginning of year	\$ 28,280,365	\$ 29,373,270	\$ 43,170,070	\$ 16,510,450	\$ 48,613,707	\$ 21,957,944	\$ 24,626,425	\$ 38,782,732	\$ 3,634,037	\$254,949,000
Additions	(705,000)	592,602	658,903	995,169	1,131,115	592,350	114,879	691,026	2,615,359	6,686,403
Transfers	-	105,704	1,176,377	31,857	26,253	-	129,827	121,808	(1,591,826)	-
Disposals	-	-	(65,755)	(455,948)	(129,145)	(8,064)	(15,644)	(11,485)	-	(686,041)
Balance, end of year	\$ 27,575,365	\$ 30,071,576	\$ 44,939,595	\$ 17,081,528	\$ 49,641,930	\$ 22,542,230	\$ 24,855,487	\$ 39,584,081	\$ 4,657,570	\$260,949,362
Accumulated amortization:										
Balance, beginning of year	\$ -	\$ 9,967,452	\$ 19,849,360	\$ 8,022,024	\$ 24,075,977	\$ 8,105,397	\$ 10,414,274	\$ 5,569,505	\$ -	\$ 86,003,989
Amortization expense	-	1,343,525	1,400,921	1,218,159	1,142,129	334,750	317,250	1,112,150	-	6,868,884
Disposals	-	-	(56,585)	(449,675)	(123,907)	(8,064)	(8,734)	(8,789)	-	(655,754)
Balance, end of year	\$ -	\$ 11,310,977	\$ 21,193,696	\$ 8,790,508	\$ 25,094,199	\$ 8,432,083	\$ 10,722,790	\$ 6,672,866	\$ -	\$ 92,217,119
Net book value, end of year	\$ 27,575,365	\$ 18,760,599	\$ 23,745,899	\$ 8,291,020	\$ 24,547,731	\$ 14,110,147	\$ 14,132,697	\$ 32,911,215	\$ 4,657,570	\$168,732,243
Net book value, beginning of year	\$ 28,280,365	\$ 19,405,818	\$ 23,320,710	\$ 8,488,426	\$ 24,537,730	\$ 13,852,547	\$ 14,212,151	\$ 33,213,227	\$ 3,634,037	\$168,945,011

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

11. Tangible capital assets (continued):

(a) Assets under construction:

Assets under construction have not been amortized. Amortization of these assets will commence when the asset is put into productive use.

(b) Contributed tangible capital assets:

Contributed tangible capital assets have been recognized at fair value at the date of contribution. The value of developers' contributions of tangible capital assets received during the year ended December 31 was comprised of:

	2023	2022
Land improvements	\$ -	\$ 8,325,000
Roads and sidewalks	25,300	931,428
Sanitary sewers	592,350	-
Storm sewers	70,286	363,119
Water system	424,850	207,357
Developers' contributions of tangible capital assets	\$ 1,112,786	\$ 9,826,904

(c) Tangible capital assets disclosed at nominal values:

Where an estimate of fair value could not be made, the tangible capital asset was recognized at a nominal value.

(d) Works of art and historical treasures:

The City manages and controls various works of art and non-operational historical cultural assets including totem poles, sculptures and paintings located at City sites and public display areas. These assets are not reflected in the financial statements.

(e) Write-down of tangible capital assets:

There were no write-downs of a tangible capital assets during the year. The City disposed of assets as part of planned replacement capital projects in the year.

(f) Leased tangible capital assets:

The City has leased radio equipment for RCMP and Fire operations. Total cost of the leased assets is \$248,299. As at December 31, 2023, \$191,127 (2022 - \$155,067) of accumulated amortization has been recorded, with \$36,060 (2022 - \$32,927) of amortization related to the current fiscal year.

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

12. Accumulated surplus:

	Reserves established by bylaw (note 14(a))	Other reserves (note 14(b))	Other surplus funds	Investment in tangible capital assets (note 13)	Total
General Fund	\$ 33,407,822	\$ 37,580,507	\$ 8,458,526	\$ 104,246,778	\$ 183,693,633
Sanitary Sewer Fund	-	16,550,056	1,138,515	14,796,883	32,485,454
Drainage Fund	-	14,977,659	869,817	15,548,745	31,396,221
Water Fund	-	9,174,095	1,752,600	13,390,054	24,316,749
Total for 2023	\$ 33,407,822	\$ 78,282,317	\$ 12,219,458	\$ 147,982,460	\$ 271,892,057
Total for 2022	\$ 28,537,275	\$ 62,537,256	\$ 9,926,360	\$ 147,352,297	\$ 248,353,188

13. Investment in tangible capital assets:

	2023	2022
Tangible capital assets (note 11)	\$ 168,732,243	\$ 168,945,011
Deduct:		
Capital lease obligations (note 7)	(72,178)	(98,702)
Debt (note 9)	(20,378,409)	(21,151,841)
Deferred revenue - facility upgrades (note 10)	(299,196)	(342,171)
	\$ 147,982,460	\$ 147,352,297

14. Reserves:

(a) The following reserves were established, by bylaw, in accordance with BC municipal legislation:

	2023	2022
General Fund:		
Land sale reserve	\$ 736,671	\$ 458,094
Equipment replacement reserve	5,734,790	4,773,693
Capital works, machinery and equipment reserve	8,807,288	8,051,652
Local improvement reserve	36,584	34,817
Community amenity reserve	10,031,619	10,117,875
Affordable housing reserve	8,060,870	5,101,144
	\$ 33,407,822	\$ 28,537,275

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

14. Reserves (continued):

(b) The following additional reserve amounts are set aside for specific purposes:

	2023	2022
General Fund:		
Infrastructure reserve	\$ 8,336,563	\$ 6,489,705
Roadworks reserve	7,204,240	6,365,581
Secondary suite service fee reserve	2,271,825	1,882,318
Density bonus/amenity contribution reserve	176,029	183,029
Incomplete asset improvement projects	4,674,900	4,630,100
COVID-19 safe restart reserve	499,196	796,628
Growing community fund reserve	511,000	-
Community hub reserve	4,000,000	-
Pier preservation reserve	3,113,990	585,021
Community building fund reserve	1,130,953	978,634
Other reserves	5,661,811	4,101,026
	<u>37,580,507</u>	<u>26,012,042</u>
Sanitary Sewer Fund:		
Infrastructure reserve	15,300,856	14,332,771
Terry Road local improvement reserve	-	11,777
Incomplete asset improvement projects	1,249,200	1,477,100
	<u>16,550,056</u>	<u>15,821,648</u>
Drainage Fund:		
Infrastructure reserve	12,086,359	10,232,621
Operating reserve	25,000	25,000
Incomplete asset improvement projects	2,866,300	2,856,900
	<u>14,977,659</u>	<u>13,114,521</u>
Water Fund:		
Infrastructure reserve	7,647,334	6,389,077
Debt retirement reserve	43,661	34,868
Operating reserve	1,483,100	1,165,100
	<u>9,174,095</u>	<u>7,589,045</u>
	<u>\$ 78,282,317</u>	<u>\$ 62,537,256</u>

15. Commitments and contingencies:

(a) Borrowing liability:

The City has a contingent liability with respect to debentures of the Metro Vancouver Sewerage and Drainage District and the Metro Vancouver Regional District, to the extent provided for in their respective Enabling Acts, Acts of Incorporation and Amending Acts. Management does not consider payment under this contingency to be likely and therefore no amounts have been accrued.

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

15. Commitments and contingencies (continued):

(b) Third party claims:

There are various lawsuits and claims pending by and against the City. The outcome of these claims is undeterminable, and it is the opinion of management that final determination of these claims will not materially affect the financial statements of the City.

(c) Lease commitments:

The City entered into a 5-year agreement, initially ended July 31, 2008, to lease certain parcels of real property from The Burlington Northern and Santa Fe Railway Company. Under the terms of this agreement, the City is committed to annual rent payments as well as the costs of all taxes, utilities, insurance, repairs and maintenance of the leased premises. This is accounted for as an operating lease. This agreement provides for renewal options consisting of 5 additional 5-year terms. In April 2023, the City exercised its third option to renew this lease for the 5-year term ending July 31, 2028. During this period, the City is committed to annual base rent payments of \$500,000.

The City has also entered into various leases for office and other operating equipment.

Total annual commitments for the next five years, net of applicable taxes are approximately as follows:

2024	\$	526,091
2025		520,638
2026		511,848
2027		501,964
2028		520,833
Thereafter		2,520,833
	\$	5,102,207

(d) Agreements and contractual commitments:

In addition to the leases described in note 15(c), the City has entered into various agreements and contracts for services and construction with periods ranging from one to 5-years, including the following:

	Total contractual commitment	Total contractual commitment remaining at year end
Marine Drive & Nichol Road Intersection Improvements	\$ 480,291	\$ 480,291
RCMP Exterior Improvements	477,051	477,051
2023 Open Cut Storm & Sanitary Program	605,964	102,965
2023 Trenchless Storm & Sanitary Program	1,760,079	1,455,894
Centennial Park North Wall & Sidewalk Replacement	715,144	58,035
Janitorial Services	1,232,582	1,086,296
Daytime Warming Shelter and Associated Services	330,750	218,359

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

15. Commitments and contingencies (continued):

(d) Agreements and contractual commitments (continued):

The City records the capital costs incurred to the end of the year on incomplete projects as tangible capital assets under construction. The City's 5-year financial plan is amended as necessary to reflect the carryover of the required expenditure budgets and the financing of these obligations to the following year.

(e) Debt agreement with the MFA:

The City issues debt instruments through the MFA. As a condition of these borrowings the City is required to execute demand notes in connection with each debenture whereby the City may be required to loan certain amounts to the MFA. The debt agreement with the MFA provides that if at any time the scheduled payments provided for in the agreement are not sufficient to meet the MFA's obligations in respect to such borrowing, the resulting deficiency becomes the joint and several liability of the City and all other participants to the agreement through the MFA. The City is similarly liable on a contingent basis for the debt of other municipalities secured through the MFA. Details of the contingent demand notes are as follows:

Bylaw number	Purpose	2023	2022
1667	Sanitary Sewers - Local Improvement	\$ -	\$ 7,364
2098	Water Utility Acquisition Advance Payment	180,771	180,771
2163	Water System Infrastructure Construction	104,802	104,802
2178	Water System Infrastructure Construction	88,549	88,549
2179	Water Treatment Facilities Construction	36,988	36,988
		<u>\$ 411,110</u>	<u>\$ 418,474</u>

These contingent demand loans are not recorded in the City's financial statements as they are not likely to be paid.

(f) E-Comm Emergency Communications for British Columbia Incorporated:

The City is a shareholder of E-Comm Emergency Communications for British Columbia Incorporated ("E-Comm"). The City receives services for the regional 9-1-1 call centre for Metro Vancouver Regional District and the Wide Area Radio network from E-Comm. The City has two Class A shares (of a total 37 Class A and 18 Class B shares issued and outstanding as at December 31, 2023).

As a Class A shareholder, the City is committed to paying levies for services received under a cost-sharing formula to fund operating and capital costs of the E-Comm operations. In addition, the City is contingently liable to cover its proportionate share of such costs should any member be unable to fulfill its funding obligations. Annual levy amounts fluctuate based on various factors under the cost sharing formula.

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

15. Commitments and contingencies (continued):

(g) Municipal Insurance Association of British Columbia (the "Association"):

The City is a participant in the Association. Should the Association pay out claims in excess of premiums received, it is possible that the City, along with the other participants, would be required to contribute towards the deficit. Management does not consider payment under this contingency to be likely and therefore no amounts have been accrued.

16. Pension plan:

The City and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As of December 31, 2023, the Plan has about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local government and 160 contributors from the City.

Every 3-years, an actuarial valuation is performed to assess the financial position of the Plan and adequacy of Plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the Plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the Plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation as at December 31, 2021 indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be at December 31, 2024.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The City paid \$1,344,000 (2022 - \$1,211,000) for employer contributions to the Plan in fiscal 2023.

17. Collections for other governments:

The City collects certain taxation revenue on behalf of other government bodies. These funds are excluded from the City's financial statements as they are not revenue of the City. Such taxes collected and remitted to other government bodies during the year are as follows:

	2023	2022
Province of British Columbia - school tax	\$ 15,624,349	\$ 14,117,386
South Coast BC Transportation Authority - TransLink tax	3,252,362	2,977,052
Other regional bodies	1,258,524	1,142,627
	<hr/>	<hr/>
	\$ 20,135,235	\$ 18,237,065

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

18. Sales of services and other revenue:

	2023	2022
Parking	\$ 4,493,043	\$ 3,590,628
Parks, recreation and cultural services	1,808,930	1,343,450
Licences and permits	2,241,531	2,425,419
Solid waste services	1,666,217	1,670,118
Utility service connection fees	549,549	333,215
Interest and penalties	7,949,224	3,286,446
Contributions toward tangible capital asset improvements	231,374	84,307
Other	2,046,931	1,903,964
	<u>\$ 20,986,799</u>	<u>\$ 14,637,547</u>

19. Government grants:

Government grant revenue is comprised of the following government transfers:

	2023	2022
Federal	\$ 147,800	\$ 153,571
Provincial	6,342,379	621,745
	<u>\$ 6,490,179</u>	<u>\$ 775,316</u>

20. Contractual rights:

The City's contractual rights arise from rights to receive payments under lease, license, rental, grant and other agreements. The City has contractual rights to receive the following amounts in the next 5-years and thereafter:

2024	\$ 843,063
2025	136,248
2026	37,624
2027	30,984
2028	1,200
Thereafter	1,200
	<u>\$ 1,050,319</u>

The City is entitled to receive revenue from certain other grants and agreements which is difficult to quantify. The contractual rights from these agreements have not been included in the amounts noted above.

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

21. Budget figures:

The original budget, Bylaw 2458, was approved by Council on May 1, 2023. The amended budget figures included in these financial statements were approved by Council through the adoption of an amended annual bylaw, Bylaw 2474, on July 10, 2023 and reflect more current estimates on revenues and expenditures.

	Original budget	Amended budget	Change
Revenues per budget	\$ 69,356,200	\$ 80,944,000	\$ 11,587,800
Less: Internal reclassifications	(416,900)	(416,900)	-
	68,939,300	80,527,100	11,587,800
Expenses per budget	44,787,800	46,274,300	1,486,500
Add:			
Amortization	-	7,652,000	7,652,000
Asset operating expenses	1,206,000	3,592,500	2,386,500
Less:			
Internal reclassifications	(737,500)	(737,500)	-
	45,256,300	56,781,300	11,525,000
Annual surplus per statement of operations	23,683,000	23,745,800	62,800
Add:			
Amortization	-	7,652,000	7,652,000
Transfers from reserves	26,791,000	49,255,700	22,464,700
Less:			
Capital expenditures (net of asset operating expenses)	(26,116,000)	(56,295,500)	(30,179,500)
Debt principal repayments	(807,800)	(807,800)	-
Transfers to reserves	(23,229,600)	(23,229,600)	-
Internal adjustments	(320,600)	(320,600)	-
Approved budget	\$ -	\$ -	\$ -

22. Financial risk management:

The City has exposure to certain risks from its financial instruments:

(a) Credit risk:

Credit risk is the risk of economic loss should the counterparty to a transaction default or otherwise fail to meet its obligation. The City is exposed to credit risk through its cash and cash equivalent and accounts receivables. The maximum exposure to credit risk on these instruments is their carrying value.

Credit risk associated with cash and cash equivalent is minimized by ensuring that these assets are held at financial institutions with a high credit quality. The City has deposited cash with a reputable financial institution, from which management believes the risk of loss to be remote.

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

22. Financial risk management (continued):

(a) Credit risk (continued):

The City assess, on a continuous basis, accounts receivables and provides for any amounts that are not collectible.

(b) Market risk:

Market risk is the risk that changes in market prices will affect the City's value of its holdings of financial instruments. The objective of market risk management is to manage and control market risk exposures within acceptable parameters while optimizing return on investments. Market risk comprises interest rate risk, currency risk, and other price risk.

Interest rate risk relates to the risk that changes in interest rates will affect the fair value or future cash flows of financial instruments held by the City. The City exposed to interest rate risk related to its investments.

The City has no significant exposure to currency risk or other price risk.

(c) Liquidity risk:

Liquidity risk is the risk that the City will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The City manages its liquidity risk by monitoring its operating and capital requirements. The City prepares budget and cash flow forecasts to ensure it has sufficient funds to fulfill its obligations.

There has been no significant change to the risk exposure from 2022.

23. Segmented information:

The City is a diversified municipal government institution that provides a wide range of services to its citizens, visitors and many others. In compliance with PS2700, Segment Disclosures, certain financial information is required to be reported for major activities involving these services. Each of these major activities is comprised of various City departments and/or divisions as noted below.

General Government - Mayor and Council, Chief Administrative Officer, Corporate Administration, Communications, Financial Services, Human Resources, Planning and Development, and Information Services. These departments are responsible for many legislative, operational and administrative support services including but not limited to City Council, bylaw and procedural matters, levying and collecting property taxes, hiring City staff, supporting the City's information technology infrastructure, preparing land use plans and approving new development in the City.

Protection Services - Police, Fire, Building and Bylaw Enforcement (non-parking related). These departments are responsible for ensuring public safety and security, preventing crimes as well as enforcing various laws.

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

23. Segmented information (continued):

Transportation, Engineering and Municipal Operations - Public Works, Engineering and Parking. These areas are responsible for providing and maintaining the systems that enable the community to use transportation facilities such as roads, sidewalks and parking lots. This category also includes management and administrative services of the City's engineering and municipal operations department.

Parks, Recreation and Cultural Services - These areas are responsible for providing, facilitating the development of, and maintaining high quality parks, recreation facilities and cultural services such as the public library.

Solid Waste Services - These services include the City's garbage collection, green waste collection and recycling programs.

Sanitary Sewer System - These services include the provision and maintenance of all systems related to the distribution and disposal of sanitary sewage.

Drainage System - These services include the provision and maintenance of all systems involving the distribution of storm water run-off in the City.

Water System - These services include the provision and treatment of water supply, as well as the provision and maintenance of all other systems involving the distribution of water.

THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2023

23. Segmented information (continued):

	General Government	Protection Services	Transportation, Engineering and Operations Services	Parks, Recreation and Cultural Services	Solid Waste Services	Sanitary Sewer System	Drainage System	Water System	Reclassifications	2023	2022
Revenue:											
Property taxes:											
General purposes	\$ 29,208,048	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,208,048	\$ 26,781,615
Regional library levy	-	-	-	1,042,070	-	-	-	-	-	1,042,070	1,015,222
Business improvement levy	353,894	-	-	-	-	-	-	-	-	353,894	374,905
	29,561,942	-	-	1,042,070	-	-	-	-	-	30,604,012	28,171,742
Receipts in lieu of taxes	27,633	-	-	-	-	-	-	-	-	27,633	23,851
Development cost charges	-	-	31,436	-	-	10,941	16,092	17,434	-	75,903	19,615
Sanitary sewer fees and parcel tax	-	-	-	-	-	3,974,861	-	-	(29,492)	3,945,369	3,716,945
Drainage user fees	-	-	-	-	-	-	3,043,875	-	-	3,043,875	2,902,625
Water user fees	-	-	-	-	-	-	-	6,587,144	(212,654)	6,374,490	5,774,013
Sales of services and other revenue:											
Parking	-	-	4,493,043	-	-	-	-	-	-	4,493,043	3,590,628
Parks, recreation, an cultural services	-	-	-	1,808,930	-	-	-	-	-	1,808,930	1,343,450
Licenses and permits	36,786	2,204,745	-	-	-	-	-	-	-	2,241,531	2,425,419
Solid waste services	-	-	-	-	1,666,217	-	-	-	-	1,666,217	1,670,118
Utility service connection fees	-	-	-	-	-	182,100	164,895	202,554	-	549,549	333,215
Interest and penalties	7,759,724	-	-	-	-	100,671	40,000	48,829	-	7,949,224	3,286,446
Contributions toward tangible capital asset improvements	-	-	57,320	174,054	-	-	-	-	-	231,374	84,307
Other	3,445,150	284,945	606,945	42,975	52,891	21,369	-	213,908	(2,621,252)	2,046,931	1,903,964
Government grants	6,176,581	268,797	-	44,801	-	-	-	-	-	6,490,179	775,316
Developers' contributions of tangible capital assets	-	-	-	25,300	-	592,350	70,286	424,850	-	1,112,786	9,826,904
	47,007,816	2,758,487	5,188,744	3,138,130	1,719,108	4,882,292	3,335,148	7,494,719	(2,863,398)	72,661,046	65,848,558
Expenses:											
Salaries, wages and benefits	4,985,616	6,982,480	3,153,868	3,204,129	698,014	391,002	388,169	1,438,048	(1,372,292)	19,869,034	18,768,874
Contracted services	2,100,498	6,355,189	2,003,356	4,130,665	629,517	2,424,575	286,296	1,030,697	(770,074)	18,190,719	17,486,846
Supplies and other	1,056,130	310,127	845,542	1,128,649	217,989	116,321	118,359	431,883	(721,032)	3,503,968	3,548,783
Amortization	310,189	376,044	1,867,335	2,334,779	196,769	334,751	317,249	1,131,768	-	6,868,884	6,655,816
Interest	2,673	-	-	-	-	5,656	-	681,243	-	689,572	698,025
	8,455,106	14,023,840	7,870,101	10,798,222	1,742,289	3,272,305	1,110,073	4,713,639	(2,863,398)	49,122,177	47,158,344
Annual surplus (deficit)	\$ 38,552,710	\$ (11,265,353)	\$ (2,681,357)	\$ (7,660,092)	\$ (23,181)	\$ 1,609,987	\$ 2,225,075	\$ 2,781,080	\$ -	\$ 23,538,869	\$ 18,690,214

THE CORPORATION OF THE CITY OF WHITE ROCK

Unaudited Schedules

Year ended December 31, 2023

COVID-19 Safe Restart Grant:

The COVID-19 Safe Restart Grant was received November 2020 from the Province of British Columbia. A requirement of the COVID-19 Safe Restart Grant is to include a schedule to the financial statements presenting the amount of funding received, use of funds and year-end balance of unused funds. A schedule will continue to be reported annually until funds are fully drawn down.

	2023
COVID-19 Safe Restart Grant received	\$ 3,769,000
COVID-19 Safe Restart Grant funds used 2020	(1,182,612)
COVID-19 Safe Restart Grant funds used 2021	(1,443,772)
COVID-19 Safe Restart Grant funds used 2022	(345,988)
COVID-19 Safe Restart Grant funds used 2023:	
Increased expenses:	
IT hardware & software purchases from COVID-19	(297,432)
Year-end COVID-19 Safe Restart Grant funds available as at December 31, 2023	\$ 499,196

Growing Community Fund Grant:

The Province of British Columbia distributed conditional Growing Community Funds (“CGF”) grants to communities to help local governments build community infrastructure and amenities to meet the demands of population growth. The City received \$5,711,000 of CGF funding in March 2023. These funds have since been allocated to the reserve funds listed in the table below. A requirement of the CGF grant is to include a schedule to the financial statements presenting the amount of funding received, use of funds and year-end balance of unused funds. A schedule will continue to be reported annually until funds are fully drawn down.

	Growing Community Fund Reserve	Community Hub Reserve	Pier Reservation Reserve	Affordable Housing Reserve	2023
Balance, beginning of year	\$ -	\$ -	\$ -	\$ -	-
Amount received	5,711,000	-	-	-	5,711,000
Transfers between reserve funds	(5,200,000)	2,000,000	1,500,000	1,700,000	-
Balance, end of year	\$ 511,000	\$ 2,000,000	\$ 1,500,000	\$ 1,700,000	\$ 5,711,000

Chief Financial Officer Letter of Transmittal – 2023 Financial Statements

May 13, 2024

Mayor and Council, City of White Rock

Members of Council:

I am pleased to present the Financial Statements of the City of White Rock (the “City”) for the year ended December 31, 2023. This comprehensive report includes the audited financial statements and the Auditor’s Report for the City as required by Sections 98 and 167 of the *Community Charter*.

The preparation of these Financial Statements and accompanying disclosures is the responsibility of the City Council and the management of the City of White Rock. These documents are designed to provide a reliable and accurate depiction of the City’s financial health to residents, businesses, taxpayers, and other interested parties. The Financial Statements and related information have been prepared in accordance with generally accepted accounting principles (“GAAP”) for Canadian local governments, which are established by the Public Sector Accounting Board (“PSAB”) of the Chartered Professional Accountants of Canada and the Provincial Ministry of Municipal Affairs.

KPMG LLP, appointed by Council, conducted the audit. As auditors they are tasked with assessing whether the financial statements, as prepared by management, accurately represent the City’s financial position and the results of its operations for the year 2023. The auditors have concluded that the City’s financial statements present fairly, in all material respects, the financial position of the City as of December 31, 2023, its operating results, changes in net financial assets, and cash flows for the year then ended. KPMG has reported their audit findings to the City Council during the May 13, 2024, regular Council meeting.

The City maintains robust internal accounting controls intended to ensure the safeguarding of assets and the reliability of financial records. The management of the City acknowledges that all systems of internal controls have inherent limitations. However, these are actively managed through periodic reviews and necessary adjustments to maintain the efficacy of the system.

During the 2023 year, the City experienced significant inflationary pressures that impacted various aspects of municipal finance. These economic conditions led to increased costs in public projects and ongoing services, necessitating adjustments to our financial planning and budget management. The City’s management team actively monitored these trends and implemented strategic measures to mitigate their effects, ensuring financial stability and continuity of service delivery.

Recruitment and retention of staff remained a struggle not just for the City but for many sectors in 2023. Quoting from a recent report from Gallagher Benefit Services (Canada) Group, “The labour market space for traditional municipal roles is increasingly difficult within the Province and across all Canadian

Municipalities. The ‘war for talent’ stems in part from the high numbers of baby boomers retiring within the sector, lower number of post-secondary graduates seeking careers in the municipal sector, and an aggressive private sector seeking to attract similar skills and qualifications. Municipalities across Canada are aggressively competing for talent from the same limited pool of candidates. The tight labour market conditions puts candidates in a strong negotiating position for salaries, benefits and working conditions.” The City expects that these challenges have been diminished given the recent changes to the City’s Exempt Compensation Policy and the ratification of the City’s Collective Agreement with CUPE 718 which covers the years of 2022 - 2024.

The following pages provide an overview and analysis of the City’s 2023 Consolidated Financial Statements.

In closing, I would like to extend my gratitude to the City’s dedicated employees, whose steadfast commitment to excellence has played a crucial role in navigating the challenges of the past year. Your hard work and resilience have been instrumental in maintaining the high standards of service that the community relies upon.

The City remains firmly committed to upholding the highest standards of fiscal management and operational efficiency. We are dedicated to continuous improvement in our financial practices to ensure the sustainable growth and prosperity of our community.

Thank you, Members of Council, for your steadfast support and oversight, which have been essential in these accomplishments. We look forward to another year of service to the residents of White Rock, with integrity and accountability.

Sincerely,



Candice Gartry, CPA, CGA
Director, Financial Services and Chief Financial Officer

City of White Rock

Overview and Analysis – 2023 Financial Statements

Summarized Statement of Financial Position

	2023 Actual	2022 Actual	Year over Year Change
Net Financial Assets	\$ 101,599,839	\$ 78,001,518	\$ 23,598,321
Non-Financial Assets	170,292,218	170,351,670	(59,452)
Accumulated Surplus	271,892,057	248,353,188	23,538,869

The City's financial position continued to be healthy throughout 2023 with a consolidated annual surplus (before budgeted transfers to reserves) of \$23.5M (2022 \$18.7M), bringing the Accumulated Surplus to \$271.9M. The accumulated surplus on the Statement of Financial Position is a key measure of the City's financial strength and long-term sustainability. Accumulated surplus consists of Net Financial Assets and Non-Financial Assets and includes all funds, including utilities.

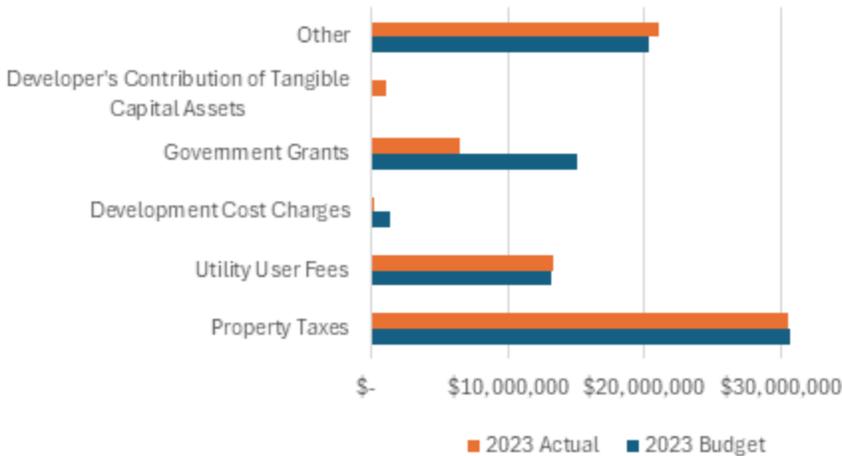
Financial Assets of \$101.6M (2022 \$78.0M) is the amount by which all assets exceed all liabilities and denotes the City's ability to meet its future obligations. The increase in Net Financial Assets of \$23.6M over the prior year is primarily due to an increase in investment activity and in deferred revenue offset by a decrease in Accounts Payable largely related to timing differences. Non-Financial Assets, valued at \$170.3M (2022 \$170.4M), consist of the net book value of the City's capital assets, which include civic buildings, recreation centres, parks, roads, water, drainage and sewer infrastructure and land. Non-Financial Assets also include inventory of supplies and prepaid expenses.

Summarized Statement of Operations – Budget Variance (in thousands)

	2023 Budget	2023 Actual	Variance
Revenues - All Sources	\$ 80,527,100	\$ 72,661,046	\$ 7,866,054
Expenses	56,781,300	49,122,177	7,659,123
Annual Surplus	23,745,800	23,538,869	206,931

The City achieved an Annual Surplus of \$23.5M, slightly below the projected amount of \$23.7M. This figure represents the excess of total revenues over expenditures across all funds before any budgeted allocations to reserves. Despite revenues being \$7.9M below budget, expenses were also lower by \$7.7M, almost offsetting the revenue shortfall. This careful fiscal management helped maintain a surplus close to the anticipated budgeted amount.

Revenue Summary – Budget Variance



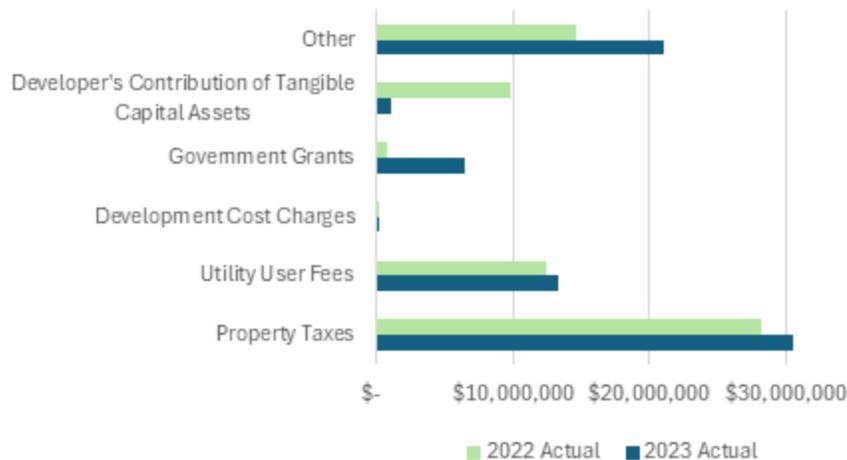
The City's property tax revenue met the budget at \$30.6M, and utility user fees slightly exceeded the budget by 1.87%. However, revenues from Development Cost Charges and Government Grants fell short of expectations, underperforming by 94% and 57% respectively.

Development Cost Charges (DCCs) are fees imposed by the municipal government on new developments to fund necessary infrastructure enhancements, such as sewer, water, and roads. These charges are collected at the time of building permit issuance but are recorded as Deferred Revenue (a liability) at that time because the associated infrastructure projects have not yet been completed. In 2023, although \$1.3M in DCC-related projects were anticipated to be completed, only \$75.9K transitioned from Deferred Revenue to recognized DCC revenue. (Please see note 10.a in the accompanying financial statements for more information.)

Similarly, the Developer's Contribution of Tangible Capital Assets pertains to assets developers agree to construct as part of the conditions of their building permit. Once completed, these assets, valued at \$1.1M in 2023, are transferred to the City and recorded as city assets, the revenue portion being the Developer's Contribution of Tangible Capital Assets. (Please see note 11.b in the accompanying financial statements for more information.)

Regarding Government Grants, these are typically predicated on having specific capital projects budgeted within the City's financial plan. Unfortunately, the City struggled to secure the required government funding for these planned projects, specifically the pier restoration.

Revenue Summary – Year over Year Comparison



The table above compares the Actual Revenues received in 2023 to those received in 2022. Property Taxes and Utility User Fees increases are in-line with the increased rates included in the Financial Plan for 2023. The variance in government grants was due to a one-time Provincial Government Growing Community Fund grant received in 2023 to support local governments in delivering infrastructure projects necessary to enable community growth and address infrastructure demands. Developer’s Contribution of Tangible Capital Assets are recognized at fair value at the date of contribution. The amount completed and recognized in 2022 was significantly higher than that of 2023. (Please see note 11.b. in the accompanying financial statements for more information.) The large increase in Other revenue is primarily related to the increased investment income that the City earned through its investments due to the increased interest rates.

Expenditure Summary – Year over Year Comparison

	2023 Actual	2022 Actual	Variance \$\$	Variance %
Salaries, Wages & Benefits	\$ 19,869,034	\$ 18,768,874	\$ 1,100,160	5.54%
Contracted Services	18,190,719	17,486,846	703,873	3.87%
Supplies & Other	3,503,968	3,548,783	(44,815)	-1.28%
Amortization	6,868,884	6,655,816	213,068	3.10%
Interest on Debt	689,572	698,025	(8,453)	-1.23%
TOTAL	\$ 49,122,177	\$ 47,158,344	\$ 1,963,833	4.00%

Expenses by Function were very comparable between 2023 and the prior year, 2022. The highest variance was seen in the Salaries, Wages & Other Benefits. This is reflective of changes in negotiated wage rates for staff as well as changes within the salary bands and the addition of a net 1.0 FTE position. Aside from cost-of-living increases, increased use of consultants, especially in the Planning & Development Services department to help address the permit backlog, account for the increase in

Contracted Services. Increased amortization is due to new and/or updated capital infrastructure. Interest on Debt is decreasing as the City continues to pay down its debt.

Surpluses (Deficits) by Fund*

	2023 Surplus (Deficit)	2022 Surplus (Deficit)	Variance \$\$	Variance %
General Fund	\$ 16,945,909	\$ 13,911,013	\$ 3,034,896	17.91%
Water Utility Fund	2,781,080	1,981,664	799,416	28.74%
Sanitary Sewer Utility Fund	1,609,987	742,006	867,981	53.91%
Drainage Utility Fund	2,225,075	2,082,755	142,320	6.40%
Solid Waste Utility Fund	(23,182)	(27,224)	4,042	-17.44%
TOTAL	\$ 23,538,869	\$ 18,690,214	\$ 4,848,655	20.60%

*Prior to budgeted allocations to reserve funds

Budgeted Transfers to Reserves

As noted in the table above, the surpluses and deficits reported on the Statement of Operations do not include the budgeted allocations to reserve funds. These allocations are budgeted for and built into the property tax rates and user fees assessed to property owners in order to provide for capital asset improvements.

As part of a municipality’s budget process, transfers to reserves are budgeted for to help proactively manage infrastructure needs and for:

1. Asset (infrastructure and capital) maintenance and replacement: Assets such as roads, buildings and equipment have a limited lifespan and require maintenance and eventual replacement.
2. Long-term financial planning: Budgeting for capital asset reserves enables municipalities to engage in long-term financial planning by regularly setting aside funds to anticipate future infrastructure needs.
3. Mitigation of financial risk: Creating and contributing to reserves for capital assets helps municipalities mitigate financial risk and reduce the reliance on debt financing for infrastructure projects.
4. Maintaining creditworthiness: Sound financial management, including budgeting for capital asset reserves, is important for maintaining a municipality’s creditworthiness.

These transfers are done ‘below the line,’ meaning after revenues and expenses have been taken into account.

Key Highlights of Operating Results for each Fund

General Fund – the 2023 surplus in the General Fund, before the budgeted transfers to reserves, is \$16.9M. Budgeted transfers to reserves account for \$8.4M of this surplus, resulting in a revised operating surplus of \$8.4M which is summarized below:

General Fund Operating Surplus Summary

	2023 Actual
Increased Investment Income	\$ 4.9M
Wages & Benefit Savings	2.0M
RCMP Contract Savings	0.4M
Un-utilized Operating Contingency	0.3M
Increased Recreation & Culture Revenue	0.2M
Increased Penalties & Interest on Taxes	0.2M
Increased Parking Revenue	0.1M
Other Miscellaneous Savings	0.3M
TOTAL	\$ 8.4M

As mentioned previously, the City saw a large lift in its investment income due to increased interest rates and increased investment activity. It is important to note that this level of increased investment income is not anticipated to continue as investment income will decrease as interest rates decrease.

The wages and benefits savings include numerous staff vacancies largely due to the previously mentioned difficulties in recruiting and retaining staff faced by many municipalities. The vacant positions included a Purchasing Officer, a Property Insurance and Risk Manager, a Human Resources Advisor and Building Officials as well as various other movements.

Allocation of Accumulated Surplus Funds

City revenues and surpluses are strategically set aside by Council in reserves to help protect the City against unanticipated events that can trigger budget deficits, to balance programs and activities that tend to fluctuate each year, to finance long-term asset improvement and capital needs, and/or to fund contingent liabilities.

In prior meetings, Council provided directions to staff on the distribution of a portion of the 2023 General Fund Operating Surplus.

Previous Council Direction on 2023 Estimated General Fund Surplus Allocation

	Amount
Revised General Fund Operating Surplus	\$ 8.4M
Less: Labour Adjustments (CUPE, Exempt*, Planning Services consulting/casuals)**	(1.2M)
Less: One-time 2024 Budget Items	(0.9M)
Less: Carryforward of Unspent 2023 Budget Items to the 2024 Financial Year	(0.1M)
TOTAL	\$6.2M

* In accordance with Council’s Exempt Compensation Policy No. 403

** Updated from April 15, 2024, Council meeting

After deducting these items, the 2023 unallocated General Fund Operating Surplus amount for 2023 decreases to \$6.2M as shown above.

At Council’s regular meeting of April 15, 2024, the Council resolved to distribute the estimated unallocated General Fund operating surplus of \$8.4M as follows:

- \$2M to the Community Hub project
- \$1.5M to the new ERP/Financial System project
- \$1M to the Pier Restoration reserve fund
- \$800K to the General Operating Fund Accumulated Surplus reserve fund
- \$200K to remain in unallocated surplus

The balance remaining to be allocated out of the General Fund Operating Surplus was thus reduced to \$700K. (This figure is higher than the estimated surplus reported at Council’s April 15, 2024, regular meeting due to various adjustments and updated assumptions on amounts to be carried forward into 2024 identified through the final year-end process review). In order to finalize the 2023 financial statements this \$700K was left in the accumulated surplus fund. However, Council may reallocate this balance to another fund if it so chooses.

Water Utility Surplus - the 2023 surplus in the Water Utility Fund is \$2.8M (\$1.2M budget) resulting in a positive variance of \$1.6M. Revenues came in over budget by \$500K due primarily to the unbudgeted Developers’ Contribution of Tangible Capital Assets received. The balance of the variance is largely due to less systems maintenance performed during the year than was budgeted for including the water treatment plant media not being replaced (\$501K) as well as unspent contingency funds of \$284K.

Sanitary Sewer Utility Surplus - the 2023 surplus in the Sanitary Sewer Utility Fund is \$1.6M (\$244K budget) resulting in a positive variance of \$1.4M. Revenues came in on budget, however the systems

maintenance for the Sanitary Sewer Utility came in under budget by \$1.4M as not all of the planned maintenance budgeted for was completed in 2023. This includes less CCTV inspections being completed than budgeted, as well as not all of the components of the sanitary rehabilitation project being completed in 2023.

Drainage Utility Surplus - the 2023 surplus in the Drainage Utility Fund is \$2.2M (\$2.8M budget) resulting in a negative variance of \$0.6M. Revenues came in under budget by \$1.2M largely due to less than budgeted Contributions & Development Levies (\$687K) and Government Grants (\$454K). This was offset by Maintenance & Connections (expense) also being under budget by \$586K due to not all of the CCTV inspections, storm water monitoring and intersection improvement projects being completed in 2023.

Solid Waste Utility Deficit - the 2023 deficit in the Solid Waste Utility Fund is \$23K (\$19K surplus budgeted). Revenues came in on budget however the tipping and tonnage fees came in over budget by \$46K.

Reserve Fund Balances

The City has \$112M (\$91M in 2022) in reserve funds to help support the planned asset improvement projects and the City's operating commitments. (Please see note 14 in the accompanying financial statements for more information.) It should be noted that this amount is not estimated by management to be sufficient to cover the cost of updating and/or replacing all of the City's infrastructure. For example, the Water Fund total reserve balance of \$9.2M is not estimated to be sufficient to update and/or replace all of the water infrastructure owned and supported by the City.

While the total reserve fund balances would appear to be significant, it should be noted that all but \$30.0M has been designated for specific future projects and activities by City Council.

New Accounting Regulations

On January 1, 2023, the City adopted Canadian Public Sector Accounting Standard PS 3280 - Asset Retirement Obligations ("PS 3280"). This new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets, such as asbestos removal in buildings, by public sector entities. The standard was adopted on the prospective basis effective January 1, 2023. The ARO recognized on the 2023 Financial Statements is valued at \$474K. (Please see notes 2 and 7 in the accompanying financial statements for more information.)

Debt - Borrowing Capacity

The Community Charter restricts the City to the amount of long-term liabilities it can commit to, as well as the process it must undertake to incur debt (including capital lease commitments). The legislation limits the borrowings to a percentage of annual sustainable revenues that can be allocated to the servicing of debt. The City is restricted to allocating 25% of its annual sustainable revenues to the servicing of debt and capital leases with the approval of the electorate, and 5% with only Council approval.

Financing capital asset improvements through debt is an important consideration and a standard funding practice utilized by municipalities, especially as cities become built out and the more traditional methods

of financing through land sales and developer contributions are not as prevalent. The City of White Rock continued to carry a moderate debt-per-capita ratio in 2023. The debt-per-capita ratio decreased from \$964 in 2022 to \$929 in 2023, based on a population estimate of 21,939 per the 2021 Canadian Census. (Please see note 9 in the accompanying financial statements for more information.)

The 2024 Financial Plan includes repayment of the outstanding debt issues that the City carries with the Municipal Finance Authority for the water infrastructure acquisition and infrastructure construction.

Tangible Capital Assets

The City of White Rock owns and maintains a significant amount of physical assets including roads, traffic signal controls, sewer and water systems (reservoirs, pipes, pumps, etc.), equipment, vehicles, parks, facilities, and other amenities. Tangible capital assets represent a significant portion of municipal government assets and are crucial to the delivery of programs and services, operations, and life safety. The collective worth of the City's assets at the end of 2023 is estimated to be approximately \$169M, calculated at historical cost as required by accounting guidelines (PSAB). (Please see note 11 in the accompanying financial statements for more information).

Although the historical cost is significant, the replacement cost of the assets is substantially more. The City utilizes these assets to deliver the services and programs the community relies on. The City prepares annual five-year capital plans that are mostly comprised of the cost of maintaining, replacing or upgrading this large and diverse inventory to keep them in a state of good repair. Some of the infrastructure has been in use for some time, and some has been recently upgraded or replaced through asset improvement programs.

The City's actual net tangible capital expenditures were \$ 6.2M in 2023, funded from taxation, reserves, development levies, developer contributions and grants. Significant community asset improvement projects continuing, completed or started in 2023 include road overlays, sidewalks, water mains and storm sewers, facility upgrades, and playground upgrades.

One of the most critical aspects of financial sustainability is the stewardship over the City's assets. Without the ongoing replacement and proper maintenance of these assets the City would not be able to continue to deliver the services to the same level the community enjoys and expects.

The City of White Rock follows and supports the recommendations of accounting oversight bodies and government agencies to implement sound accounting, management and reporting practices over tangible capital assets. The City understands the long-term financial benefits of deploying a formal asset management plan, as well as the positive impact they have on overall sustainability, and is working to build sustainable asset improvement funding into its base budget. The City continues to develop asset management plans for its assets to better quantify the infrastructure funding gap and re-consider the initial assumptions that were made regarding asset valuations.

Financial Sustainability

The City recognizes that it must strive to be financially sustainable, and along with regional and two senior levels of government, develop long term sustainable funding and service models that address service and infrastructure models.

Strategic and Financial Planning and Reporting

The City of White Rock undertook a strategic planning process that set out the goals and objectives of Council for its four-year term, 2022 to 2026, in a Strategic Priorities document. This high-level Strategic Priorities document is linked with the departmental plans which have been assigned to the departments to meet Council's goals and objectives.

Fiscal Capacity

City Council and City staff recognize that a sustainable community must balance the services, and level of services, it delivers with the ability of its residents and businesses to sustain the funding of the services. Some services need to be sustained and financed by the community at large through taxation. This provides equal access by all citizens to ensure the health, safety and well-being of the Community. Other services need to be delivered on a user fee basis to ensure the demand is matched to the willingness to pay, and that a certain portion of the cost is recovered from the users demanding the service.

City Council recognizes that a sustainable community must include certain religious, philanthropic, cultural and historical institutions, and therefore, uses its legislative powers to grant tax exemptions to applicants of this nature to assist these important community stakeholders with their financing.

Questions? Please email cgartry@whiterockcity.ca.

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: May 13, 2024
TO: Mayor and Council
FROM: Anne Berry, Director, Planning and Development Services
SUBJECT: Application for Cannabis License Referral and Temporary Use Permit –
1554 Foster Street (TUP/LL 23-015)

RECOMMENDATIONS

THAT Council:

1. Direct staff to schedule the required Public Meeting for Temporary Use Permit 23-015 in conjunction with the Public Hearing for Cannabis Licence Resolution Request 23-015;
 2. Pending the results of the Public Meeting, approve the issuance of Temporary Use Permit 23-015; and
 3. Authorize staff, pending the results of the Public Hearing and Public Meeting, to forward a copy of this corporate report and the results of the public hearing to the Liquor and Cannabis Regulation Branch (LCRB) along with a resolution to advise that Council has considered the location of the proposed cannabis retail store and the potential for impacts to residents and is in support of the cannabis license application at 1554 Foster Street.
-

EXECUTIVE SUMMARY

The Planning and Development Services Department has received concurrent applications for a temporary use permit and a cannabis license referral (resolution) which, if approved, would enable the creation of a non-medical cannabis retail store at 1554 Fost Street (the former “Debbie Mozelle Designer Optical” commercial unit), located within 15100 North Bluff Road i.e. Central Plaza. City staff have reviewed the technical merit of the proposal and considered the overall appropriateness of the use having regard for the feedback received, to date, from the public, the results of site investigation and an evaluation of the ability to control potential impacts through permitting and license conditions. Based on a review of these factors, staff are recommending that the file be referred to a Public hearing and meeting.

INTRODUCTION/BACKGROUND

Imagine Cannabis Co. (the ‘Applicant’) has applied to the Liquor and Cannabis Regulations Branch (LCRB) for a cannabis license at 1554 Foster Street (the ‘subject property’). In addition to the license referral request, the proposal is also subject to a Temporary Use Permit (TUP) as required by the City of White Rock’s Zoning Bylaw.

ANALYSIS

The private store proponent at 1554 Foster Street is an owner-operated business, with multiple legal non-medical cannabis retail stores across BC (Vancouver, Tsawwassen, Ladner, Coquitlam, and Courtenay) that are already operating. The principals of the business include individuals with experience in consulting retail cannabis store operators through the municipal and provincial approval process in the past three years. This is in addition to their extensive experience working in consulting and project management roles related to real estate development and construction management.

The proposed location of the Imagine Cannabis store is an approximately 174 square metre (~1,873 square foot) space in a commercial complex, Central Plaza, located at 15100 North Bluff Road, which was most recently occupied by Debbie Mozelle Designer Optical and is currently vacant. The main entrance to the building is on Foster Street, with a secondary entrance that can be accessed from the northern parking lot within Central Plaza. There is a two-way vehicular access from North Bluff Road and a two-way vehicular access from Johnston Road to this parking lot. There are five (5) parking spaces on the property for customer use.

Overall Evaluation

Section 4.1.3 of the City's Zoning Bylaw currently limits consideration for new cannabis retail stores to the City's Town Centre, defined in the Bylaw as an area bounded by North Bluff Road, George Street, Thrift Avenue and Martin Street. Furthermore, the section also requires that such stores be tied to a TUP. As set out in Division 8, Section 497 in the *Local Government Act*, a TUP may be issued for a period of up to three (3) years plus an additional three (3) year period, subject to conditions that may be tied to the permit.

In addition to limiting this use within the above specified Town Centre Area, the following conditions noted under Section 4.1.3 in the Zoning Bylaw apply to this proposal:

- *The premises containing the cannabis store use shall be located a minimum of 100 metres from an entrance to an existing childcare centre (notwithstanding, a new childcare centre shall not be limited by the distance to a cannabis store).*

The Applicant has provided a site context plan mapping out all the existing childcare centres in relation to the subject site (See Appendix C). Staff confirms that the proposed location meets this requirement.

- *There shall be no more than three lots containing a cannabis store use in the area bounded by North Bluff Road, George Street, Thrift Avenue and Martin Street;*

If approved by Council, this location will be the second cannabis retail store within the Town centre. There is currently one approved cannabis store within the Town Centre located at 1484 Johnston Road.

- *The premises containing the cannabis store use shall be located a minimum of 30 metres from Byrant Park, Hodgson Park, and the Town Square located at 1510 Johnston Road;*

The Applicant has provided a site context plan mapping out all the existing childcare centres in relation to the subject site (See Appendix C). Hodgson Park, Bryant Park and the Town Centre are located approximately 59 metres, 188 metres and 236 metres respectively, from the proposed cannabis store location at 1554 Foster Street. Staff confirms that the proposed store is a minimum of 30 metres from these locations and therefore meets this bylaw requirement.

- *Unless a government cannabis store, the cannabis store has a valid license issued in accordance with the Cannabis Control and Licensing Act, as amended;*

This is a condition noted within the draft Temporary Use Permit (see Appendix G). If approved, a Building Permit will only be issued if all conditions noted within the TUP have been fulfilled.

- *The cannabis store shall not sell any goods or things until the Cannabis Act has come into force, and it has obtained a valid business licence (no business licence will be issued to any applicant for cannabis store use unless the City has been provided with written consent by the Owner or the Owner's Agent as authorized in writing by the Owner)*

The *Cannabis Act* is in effect, but a Building Permit and Business License cannot be issued without the LCRB License.

This proponent has also indicated they are supportive of good neighbour agreements and are willing to enter into an agreement with the City. Staff consider that this application does meet the expectations of the assessment criteria which is provided in Appendix B.

Staff have also reviewed the proposal against the factors outlined in the *Cannabis Control and Licensing Act* and the *Cannabis Licensing Regulation*, and offer the following for Council's consideration:

a) Location of the Establishment

The subject location for this proposed use is the former Debbie Mozelle Designer Optical store, which is a commercial unit within Central Plaza at 15100 North Bluff Road (see Appendix A- Location and Ortho Maps). Uses surrounding the property include a mix of commercial and residential uses located immediately south and west of the subject site, and Semiahmoo Shopping Centre in the City of Surrey located to the north of the site. Sussex House, a 7-storey mixed-use development (primarily residential) is located directly west of the subject site.

b) The Feedback from Residents and the Method used to Gather Feedback

On January 24, 2024, notice of the applications was circulated to 1,096 owners/occupants of land within 100 metres of the subject property. A Public Information Meeting (PIM) was held on 8th February 2024, to enable the proponent to present details of their project and to respond to comments and questions raised by participants. Staff accounted for approximately 40 people who attended the PIM, however, only 35 people filled out the sign-in sheet. A feedback form was made available at the meeting to allow interested stakeholders to formally voice their support or non-support for the proposal while also offering additional comments.

Prior to the PIM meeting, four email correspondences pertaining to the proposal were received. A majority (3) of these emails communicated non-support for the proposal, while one (1) email was related to meeting details. Of the three emails noting non-support, one included a signed petition from the 130 residents of Sussex House located at 1580 & 1581 Foster Street and 1550 & 1551 Martin Street (see Appendix D).

During the PIM, there was a mix of support and non-support expressed by participants. A total of 26 feedback forms were received with seven of the respondents offering their support for the proposal, 17 expressing non-support and two providing undecided as a response (see Appendix D). A PIM Summary was provided by the Applicant in response to the comments and questions received. The Summary included as Appendix E, identifies each of the issues raised by the public and offers a response. Appendix F further highlights the key issues of

concern raised by the public and offers a response on behalf of City staff and the Applicant, as appropriate. For ease of reference, the key issues identified by the public are as follows:

- Smoking of Cannabis in Public;
- The number of cannabis stores in the City;
- The limited on-street parking on Foster Street;
- Proximity of the use to homes/ children/recreational/ public areas;
- Concerns with loitering;
- Hours of retail sale;
- Increase in the homeless.

Appendix F outlines in greater detail the issues raised by the public and the Applicant's response, also detailed in their PIM Summary (Appendix E). City staff have added information and opinions regarding the Applicant's response to each issue, which can also be found in Appendix F. The following points are offered as a summary that staff believe will help to address the issues raised by the public:

- Both the City of White Rock Public Health Smoking Bylaw and the Provincial *Cannabis Control and Licensing Act* provide the City, and the RCMP, with the ability to issue fines for offenses against each regulation/statute;
- If Council approves the proposed use, this will be the second approved cannabis store in the Town Centre. This falls under the maximum limit of three lots permitted for cannabis store use in the Town Centre.
- Staff note that the former retail use would have required five parking spaces which is the same offered by the proposed cannabis store use. This proposed use would require 1 space per 37m², which, per the City's Zoning Bylaw, is a total of five spaces for a commercial unit size of 174 m². In addition to the off-street parking provided by the Applicant, on-street parking spaces are available on Foster Street, however, the current on-street parking restriction is a 3-hour maximum (medium-term).
- The Applicant has proposed several Crime Prevention Through Environmental Design (CPTED) measures in addition to safety and security compliance measures (e.g. placements of interior and exterior cameras, security film on all windows and doors with movable metal screens installed at night).
- The Liquor and Cannabis Regulation Branch (LCRB) provides general guidance on the hours of cannabis retail sale, supporting hours between 9:00 AM and 11:00 PM. The Applicant would like to operate their business within these hours.

Staff have undertaken a comprehensive review of the issues presented by the public and the Applicant's response to those issues. Staff notes that the other cannabis retail location in White Rock, at 1484 Johnston Road (A Little Bud Cannabis), has been in operation since 2020 with no complaints or incidents of concerns noted. With the recommended conditions incorporated into both the cannabis retail license and the temporary use permit, staff are supportive of the proposal.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

As outlined above, notice of the applications and the PIM were provided to 1,096 owners/occupants of properties within 100 metres of the subject property. A total of five email responses were received and roughly 35 people attended the PIM. Further, 26 feedback forms were received with seven of those forms offering support for the project and 17 offering

opposition. Allowing the application to proceed to a Public Hearing/Meeting will provide an additional opportunity for the public to provide input on the proposal.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

The applications have been circulated through a process of interdepartmental review to internal departments and external agencies which included the RCMP and the City of Surrey. Both agencies noted that they have no concerns with the proposed applications.

The Parking division noted that there was concern about the lack of on-street short-term parking available for potential customers. The current on-street parking restriction is 3 hours maximum (medium term), which provides less frequent turnover than what the Applicant's customers might require. However, the private parking lot on Central Plaza or other private parking lots may support this need. No further concerns were noted.

ALIGNMENT WITH STRATEGIC PRIORITIES

This proposal meets Council's strategic priority of *Local Economy* where one of the main objectives is to foster a business-friendly environment to attract and retain businesses in the City.

OPTIONS / RISKS / ALTERNATIVES

The following alternatives are available for Council's consideration:

1. Council could deny the temporary use permit and recommend that staff provide a resolution of non-support for the cannabis retail license to the LCRB;
2. Council could approve the temporary use permit and recommend that staff provide a resolution of support for the cannabis retail license to the LCRB subject to the satisfaction of the conditions outlined in this corporate report; or
3. Council could choose to defer the scheduling of a Public Hearing/Meeting pending additional due diligence into areas of interest as expressed during this meeting.

CONCLUSION

The City has received concurrent applications for a cannabis license referral and a temporary use permit which, if approved, would enable the establishment of a cannabis store in a vacant commercial space at 1554 Foster Street, located within 15100 North Bluff Road (Central Plaza). Staff and the Applicant have considered the feedback received from the public, and internal department/agency representatives, and are supportive of the proposal subject to the satisfaction of conditions to be tied to both the Provincial cannabis license and the temporary use permit. A copy of the Temporary Use Permit 23-015 is included in Appendix G. At this point, staff recommend that the proposal proceed to a Public Hearing/ Public Meeting.

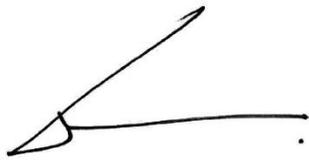
Respectfully submitted,



Anne Berry, MCIP RPP
Director, Planning and Development Services

Comments from the Chief Administrative Officer

I concur with the recommendations of this corporate report.

A handwritten signature in black ink, consisting of a long, sweeping horizontal stroke with a small loop at the end, and a shorter, slightly curved stroke above it that starts from the left and ends under the main stroke.

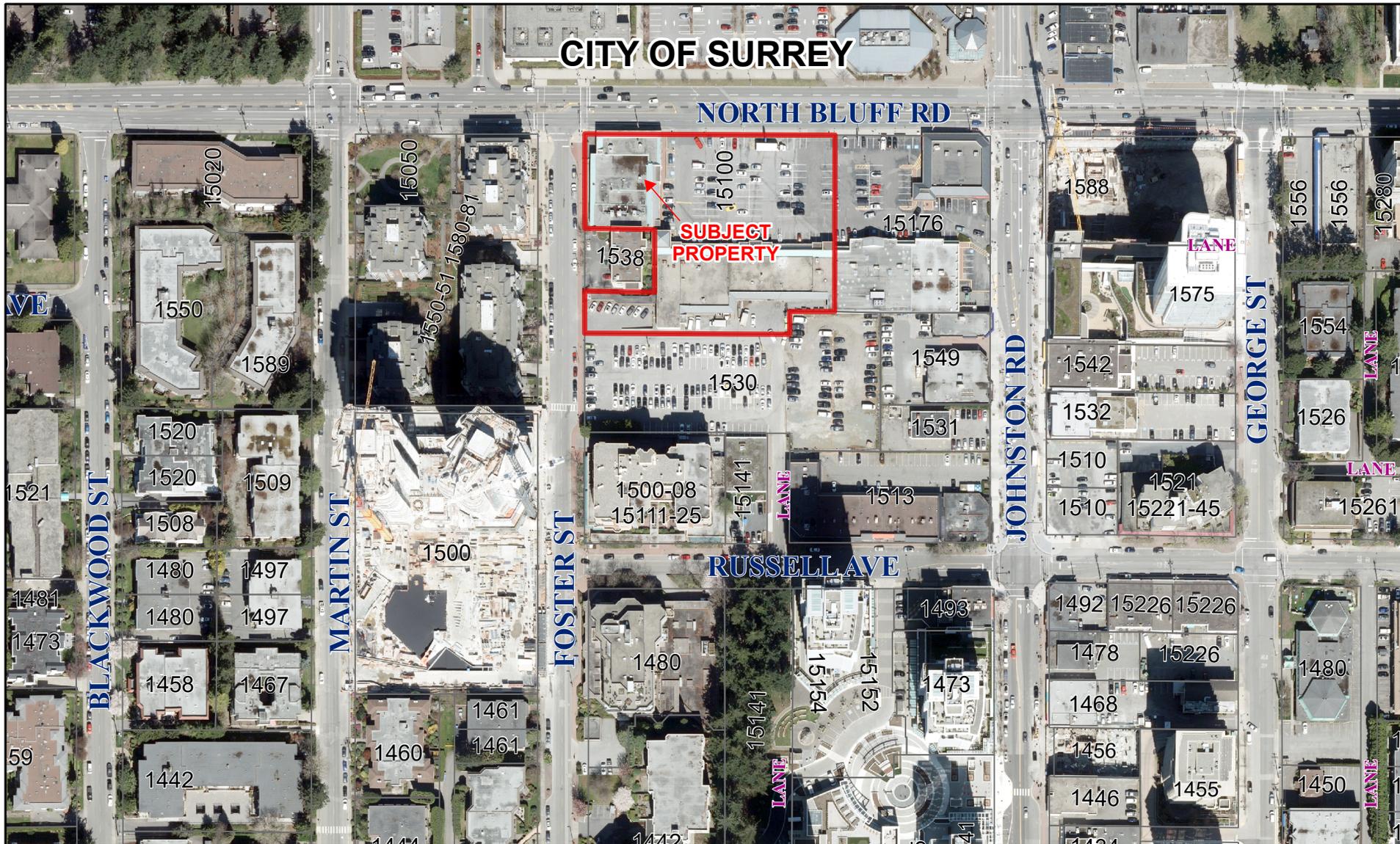
Guillermo Ferrero
Chief Administrative Officer

- Appendix A: Location and Ortho Maps
- Appendix B: Evaluation of Proposal at 1554 Foster Street
- Appendix C: Application Package (Site Context Plan, Site and Floor Plan, Applicant's Business Plan)
- Appendix D: PIM Feedback Forms (including Petition)
- Appendix E: Applicant's PIM Summary
- Appendix F: Community Concerns & Response (Information)
- Appendix G: Draft Temporary Use Permit 23-015

CITY OF SURREY

NORTH BLUFF RD

SUBJECT PROPERTY



Orthographic Map

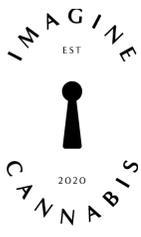
1554 Foster Street
(15100 North Bluff Road)



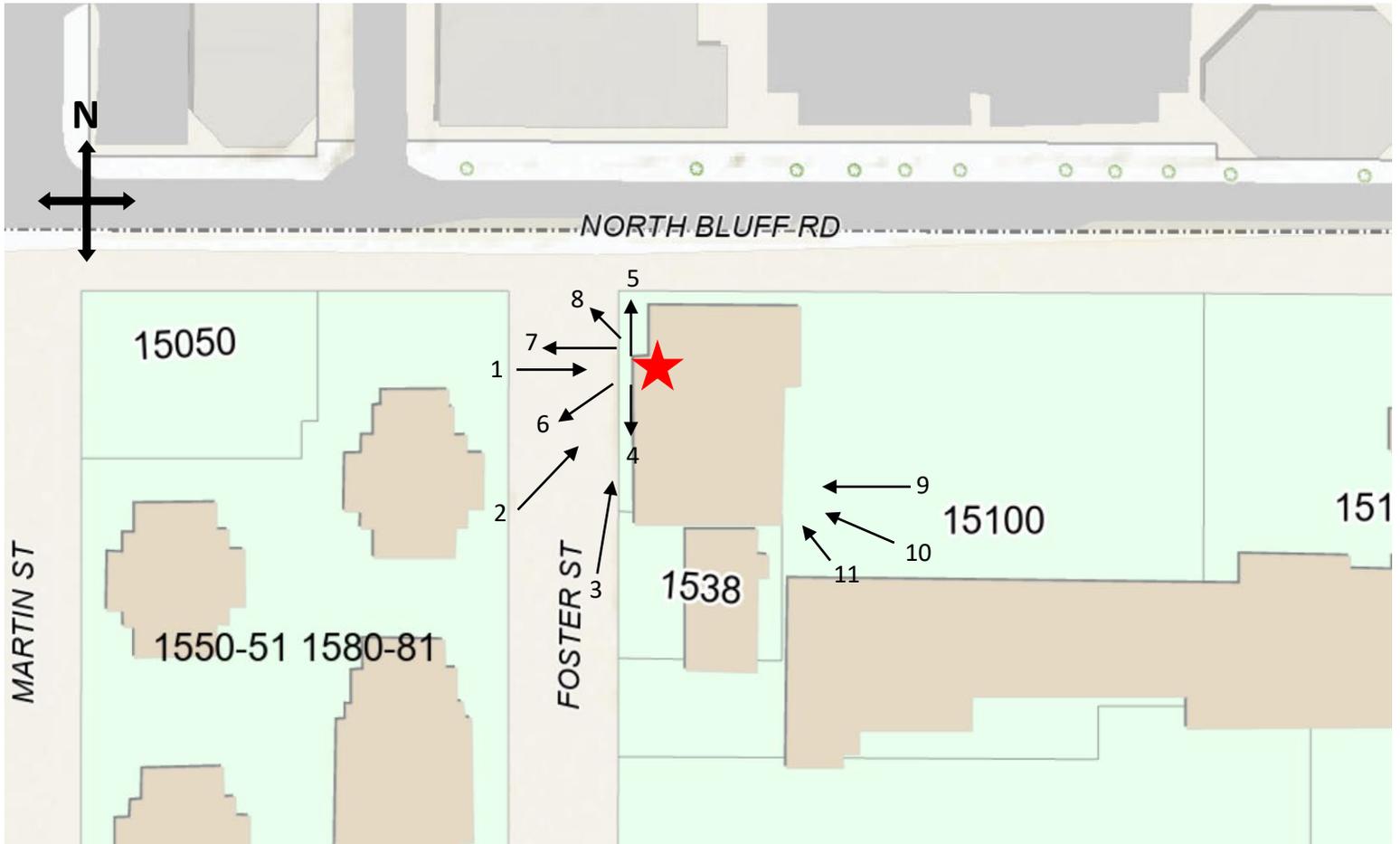
APPENDIX B

Evaluation of Proposal at 1554 Foster Street (Imagine Cannabis Ltd.)

Category		Qualitative Assessment		
		Meets Expectations	Does Not Meet Expectations	Unsatisfactory
1	Meets TUP Location Requirements in Zoning Bylaw	<i>All location requirements met</i>	<i>One location requirement not met (DVP required)</i>	<i>Multiple location requirements not met (DVP required)</i>
	Rating:			
2	Description of applicant's business undertaking and experience	<i>5+ years experience</i>	<i>1-5 years experience</i>	<i>No experience</i>
	Rating:			
3	Description of any enforcement action(s)	<i>No concerns</i>	<i>Minor concerns</i>	<i>Significant concerns</i>
	Rating:			
4	Business plan and 'good neighbour' approach	<i>Comprehensive plan</i>	<i>Plan lacks detail or not reasonable</i>	<i>No plan</i>
	Rating:			
5	Provision of educational initiatives regarding impairment and nuisance issues related to cannabis use	<i>Comprehensive educational initiatives</i>	<i>Few educational initiatives (e.g. written material only)</i>	<i>No planned educational initiatives</i>
	Rating:			
6	Detailed store location, access and design proposal	<i>Functional design and access</i>	<i>Not functional design / access</i>	<i>Potentially dangerous conditions for loading/customers</i>
	Rating:			
7	Detailed assessment on impacts to child care facility if within 100 metres	<i>N/A, or comprehensive assessment and mitigation plans</i>	<i>Assessment or mitigation plans lack detail or not reasonable</i>	<i>No assessment or plan</i>
	Rating:			
8	Willingness to enter into a good neighbour agreement	<i>Demonstrated ability to be good neighbour and willing to enter agreement</i>	<i>Willing to enter agreement</i>	<i>Unwilling to enter agreement</i>
	Rating:			



Photos of Existing Site and Surrounding Area



 Proposed Site Location

Photos of Existing Site and Surrounding Area



1. Looking east at proposed store front



2. Looking northeast towards proposed store front

Photos of Existing Site and Surrounding Area



3. Looking northeast towards proposed store front

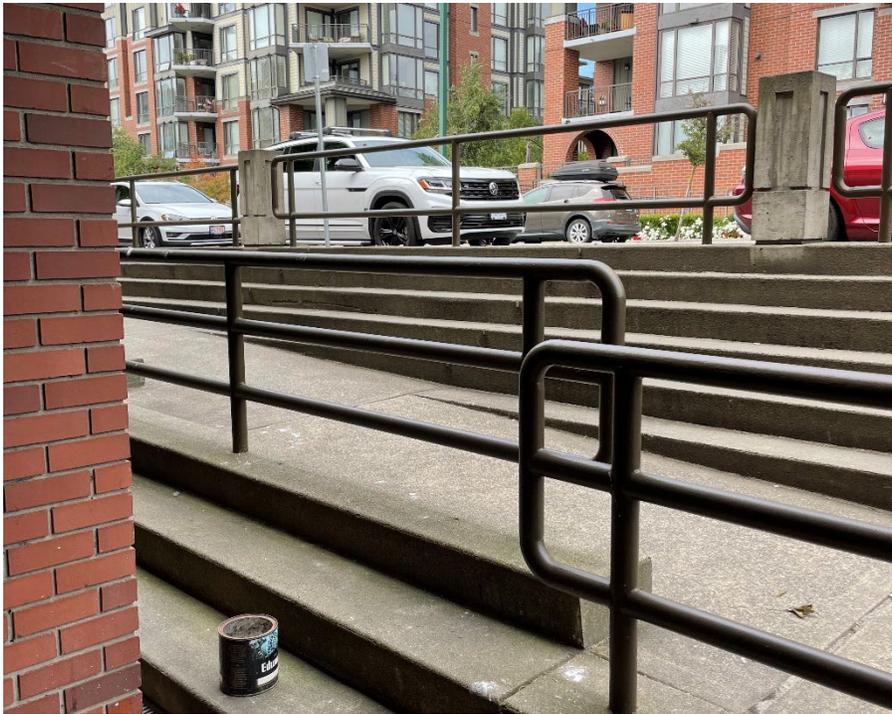


4. Looking south from proposed store front

Photos of Existing Site and Surrounding Area



5. Looking north from proposed store front



6. Looking west from proposed store front

Photos of Existing Site and Surrounding Area



7. Looking west from proposed store front



8. Looking northwest from proposed store front

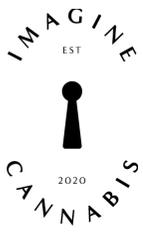
Photos of Existing Site and Surrounding Area



9. Looking west at proposed store back entrance



10. Looking northwest from the corner of building to the proposed store back entrance

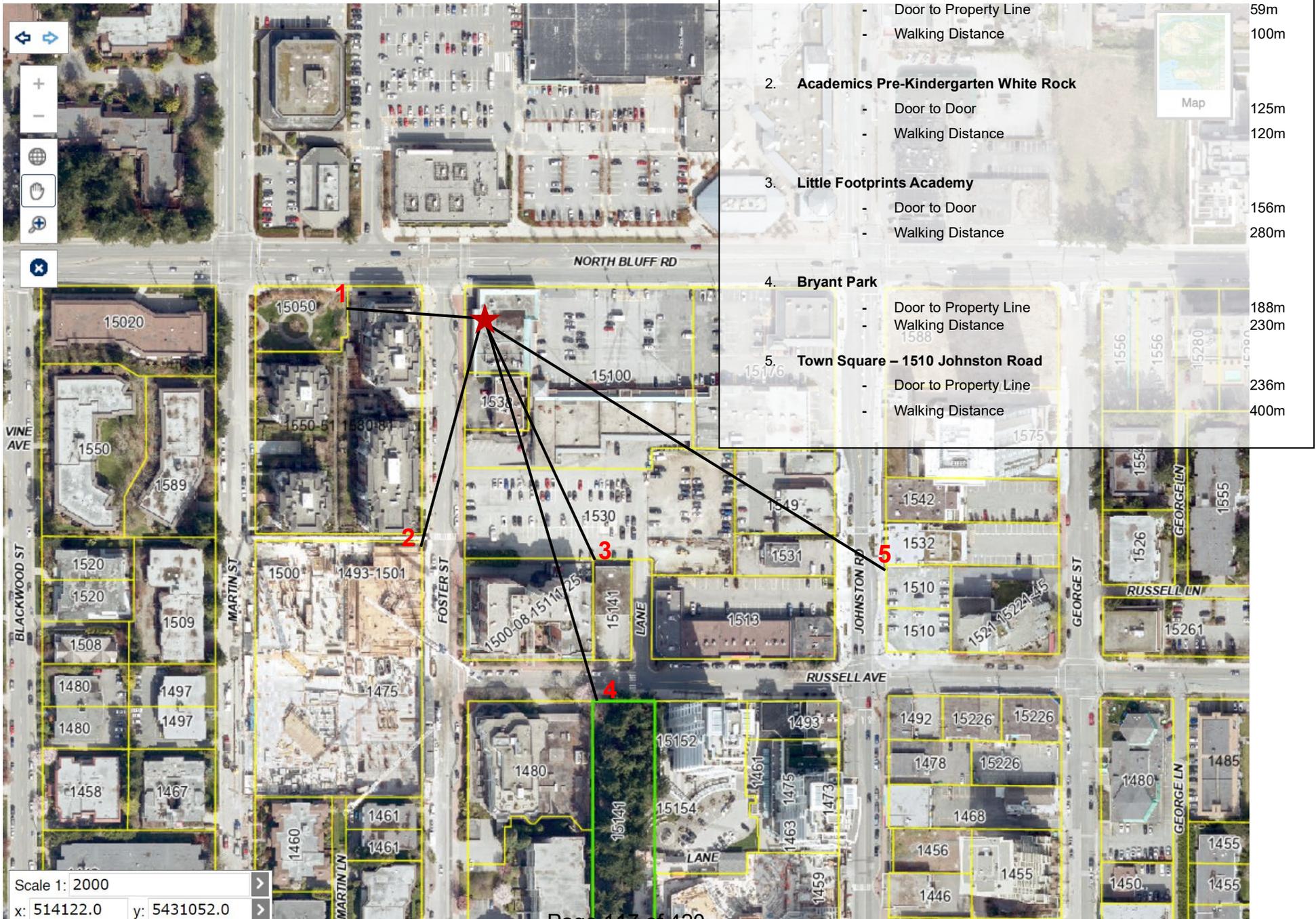


Photos of Existing Site and Surrounding Area



11. Looking north from proposed store back entrance

SITE CONTEXT PLAN - SEPARATION DISTANCES FROM SIGNIFICANT LAND USES

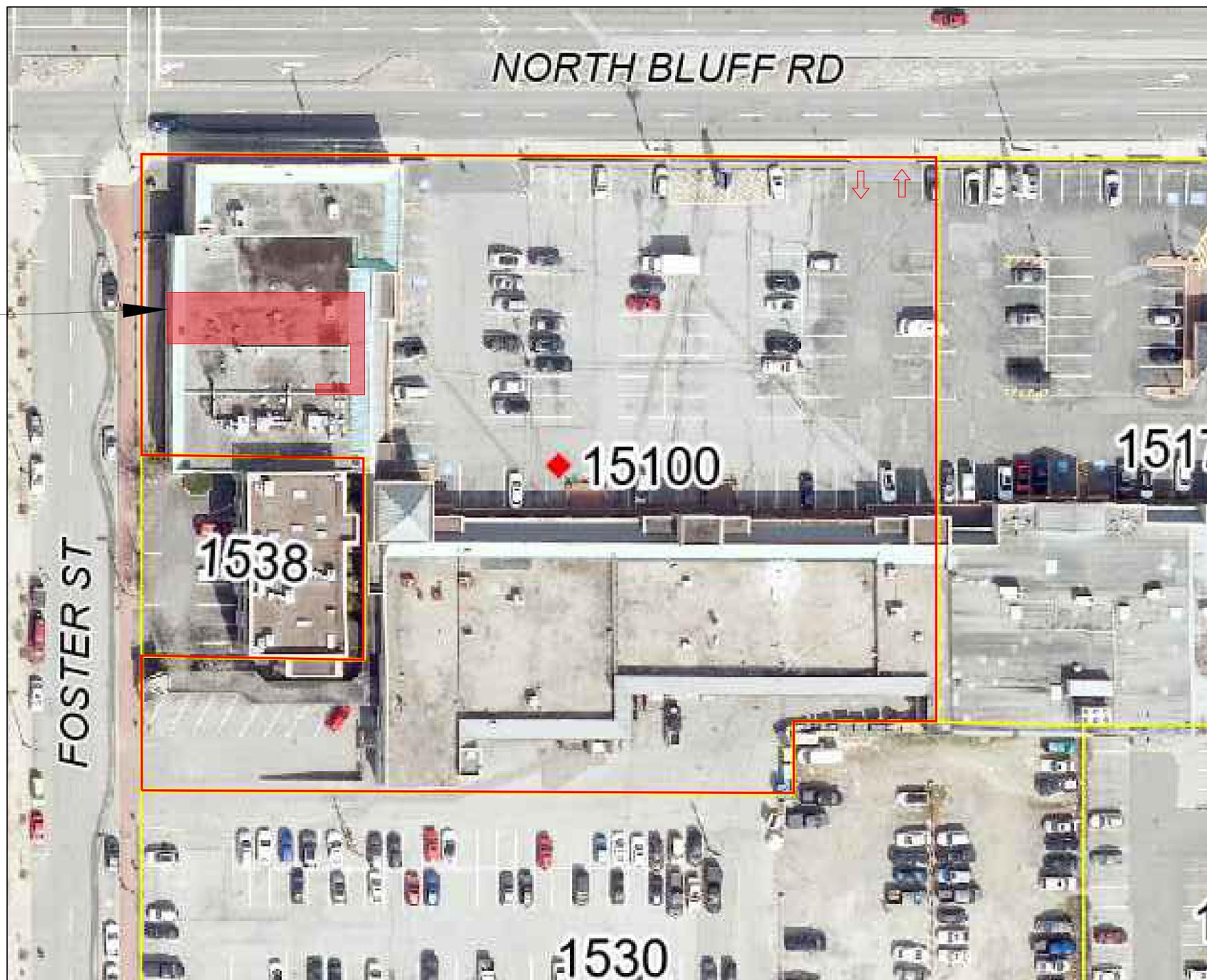




CHRISTOPHE VAISSADE
BUILDING DESIGNER
T: 604.614.6627
E: chris@cvdesigns.ca
WWW.CVDESIGNS.CA

1554
FOSTER STREET,
WHITEROCK, BC

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SUBJECT UNIT
1554

TO JOHNSTON RD.



SITE PLAN - 1554 FOSTER STREET, WHITE ROCK BC
NTS

PROJECT DATA

ADDRESS UNIT 1554 - FOSTER STREET, WHITE ROCK BC
LEGAL DESCRIPTION LOT 1 SECTION 26 BLOCK 5 NORTH RANGE 2 WEST NWD PLAN BCP39750
PID

PARKING REQUIREMENTS 1 SPACE PER EVERY 37m² OF COMMERCIAL FLOOR AREA.
1,873 S.F. (174m²) = 5 PARKING STALLS. 4 PARKING STALLS PROVIDED.
TOTAL PARKING STALLS IN LOT = 89 + 5 HANDICAPPED STALLS

REV.	DATE	REMARKS

CLIENT :	1268236 BC LTD. IMAGINE CANNABIS CO.
PROJECT :	1554 FOSTER STREET, WHITEROCK, BC
CONTENT :	FLOOR PLANS

DATE :	APR. 2023
SCALE :	NTS
PROJECT No. :	
SHEET No. :	A - 1.1
REVISION :	

PEDESTRIAN WALKWAY

DRIVEWAY

PEDESTRIAN WALKWAY

FOSTER ST

PEDESTRIAN WALKWAY

UNIT 1510
TD BANK (ABOVE)
10,665 S.F.

UNIT 1558
BEAUTY SALON
435 S.F.

SUBJECT UNIT 1554
IMAGINE CANNABIS
GROUP E
1,873 S.F.

UNIT 1550
BEAUTY SALON
1,296 S.F.

COMMON SPACE

COMMON SPACE

UNIT 1544
HOCKEY ASSOCIATION
1,816 S.F.

UNIT 1540
TAILOR SHOP
860 S.F.

1538 ADJOINING PROPERTY

RAMP



1

2

3

4

5

PARKING REQUIREMENTS
1 SPACE PER EVERY 37m2 OF COMMERCIAL FLOOR AREA.
1,873 S.F. (174m2) = 5 PARKING STALLS. 5 PARKING STALLS PROVIDED.

EXISTING STRUCTURE

VACANT

EXISTING LIQUOR STORE



CHRISTOPHE VAISSADE
BUILDING DESIGNER
T: 604.614.6627
E: chris@cvdesigns.ca
WWW.CVDESIGNS.CA

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FOSTER STREET,
WHITEROCK, BC

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REV.	DATE	REMARKS

CLIENT :	1268236 BC LTD. IMAGINE CANNABIS CO.
PROJECT :	1554 FOSTER STREET, WHITEROCK, BC
CONTENT :	SURVEY PLAN

DATE :	APR. 2023
SCALE :	1/8" = 1'-0"
PROJECT No. :	
SHEET No. :	A - 1.2
REVISION :	



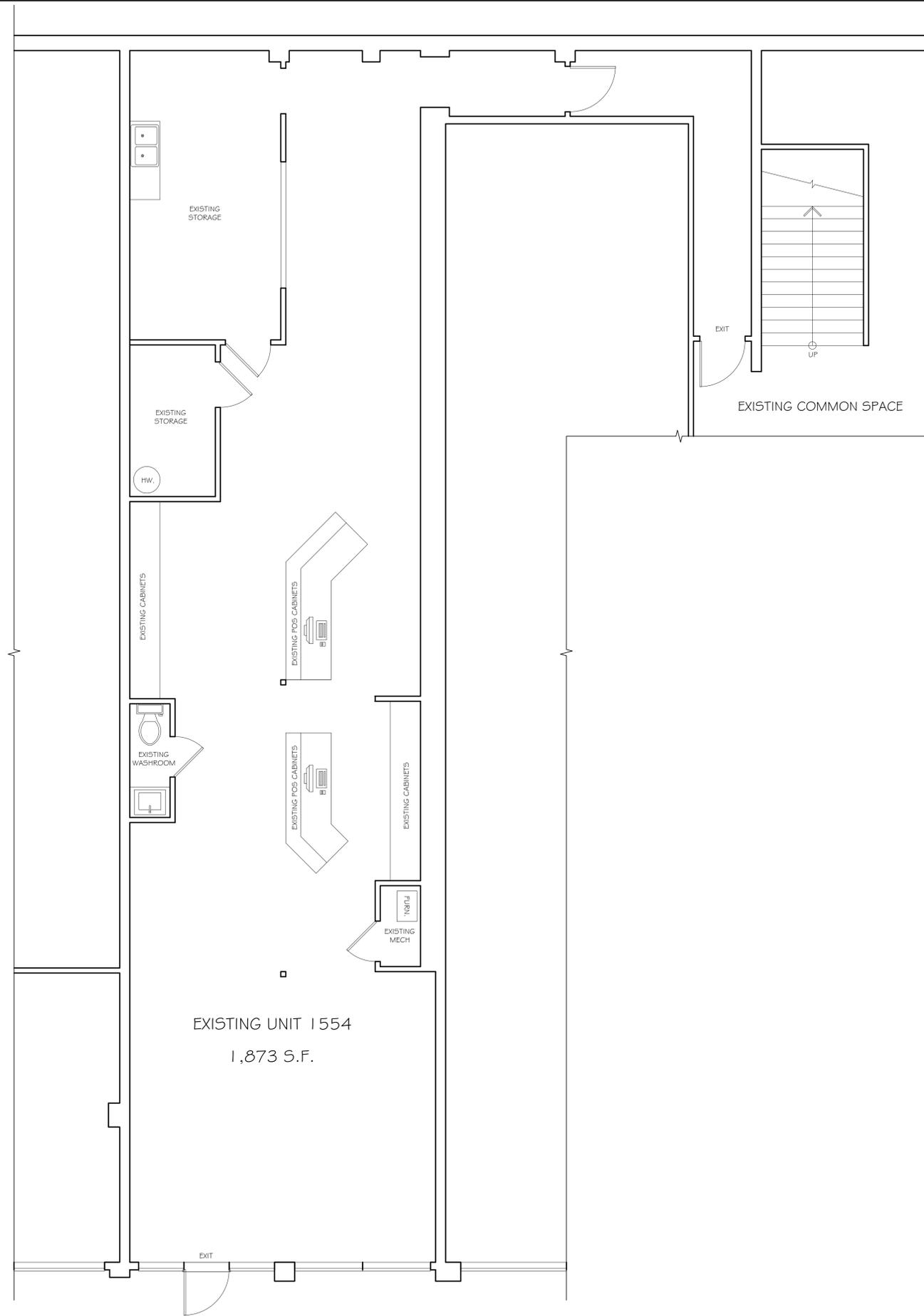
SURVEY PLAN - 1554 FOSTER STREET, WHITE ROCK BC

PARKING REQUIREMENTS
1 SPACE PER EVERY 37m2 OF COMMERCIAL FLOOR AREA.
1,873 S.F. (174m2) = 5 PARKING STALLS. 5 PARKING STALLS PROVIDED.



EXISTING MAIN FLOOR PLAN

EXISTING FLOOR AREA : 1,873 S.F.



CHRISTOPHE VAISSADE
BUILDING DESIGNER
T: 604.614.6627
E: chris@cvdesigns.ca
WWW.CVDESIGNS.CA

1554
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REV.	DATE	REMARKS

CLIENT :	1268236 BC LTD. IMAGINE CANNABIS CO.
PROJECT :	1554 FOSTER STREET, WHITEROCK, BC
CONTENT :	FLOOR PLANS

DATE :	APR. 2023
SCALE :	1/4" = 1'-0"
PROJECT No. :	
SHEET No. :	A - 2.1
REVISION :	

LEGEND

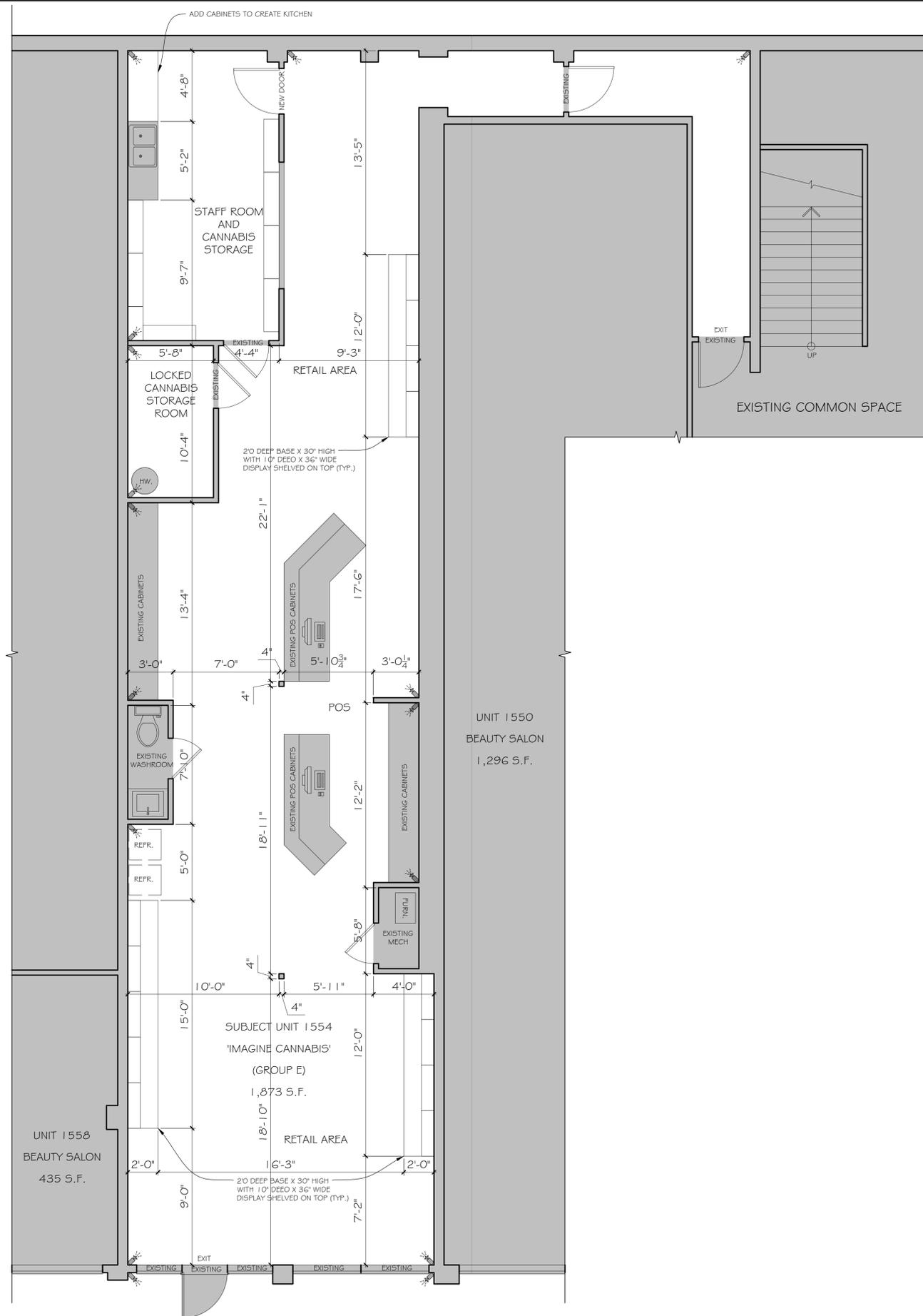
-  PROPOSED TENANCY IMPROVEMENT
-  ALL EXISTING FIXTURES & ITS FEATURES TO BE REMAIN AS IS.

FIRE SAFETY LEGEND

-  MANUAL PULL STATION
-  FIRE EXTINGUISHER
-  SMOKE ALARM & CARBON MONOX.
-  SECURITY CAMERA

CANNABIS STORE REQUIREMENTS:

- AUDIBLE INTRUDER ALARM (MONITORED BY A THIRD PARTY)
- AUDIBLE FIRE ALARM SYSTEM (MONITORED BY A THIRD PARTY)
- LOCKED RETAIL DISPLAY CASES
- LOCKED STORAGE
- SECURE PERIMETER DOOR LOCKS
- SECURITY CAMERAS WITH FULL UNOBSTRUCTED VIEWS OF:
 - THE RETAIL SALES AREA
 - ANY PRODUCT STORAGE AREA
 - INTERIOR AND EXTERIOR OF ALL ENTRANCES AND EXITS



PROPOSED MAIN FLOOR PLAN

EXISTING FLOOR AREA : 1,873 S.F.



CHRISTOPHE VAISSADE
BUILDING DESIGNER
T: 604.614.6627
E: chris@cvdesigns.ca
WWW.CVDESIGNS.CA

**1554
FOSTER STREET,
WHITEROCK, BC**

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REV.	DATE	REMARKS

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PROJECT :	1554 FOSTER STREET, WHITEROCK, BC
CONTENT :	FLOOR PLANS

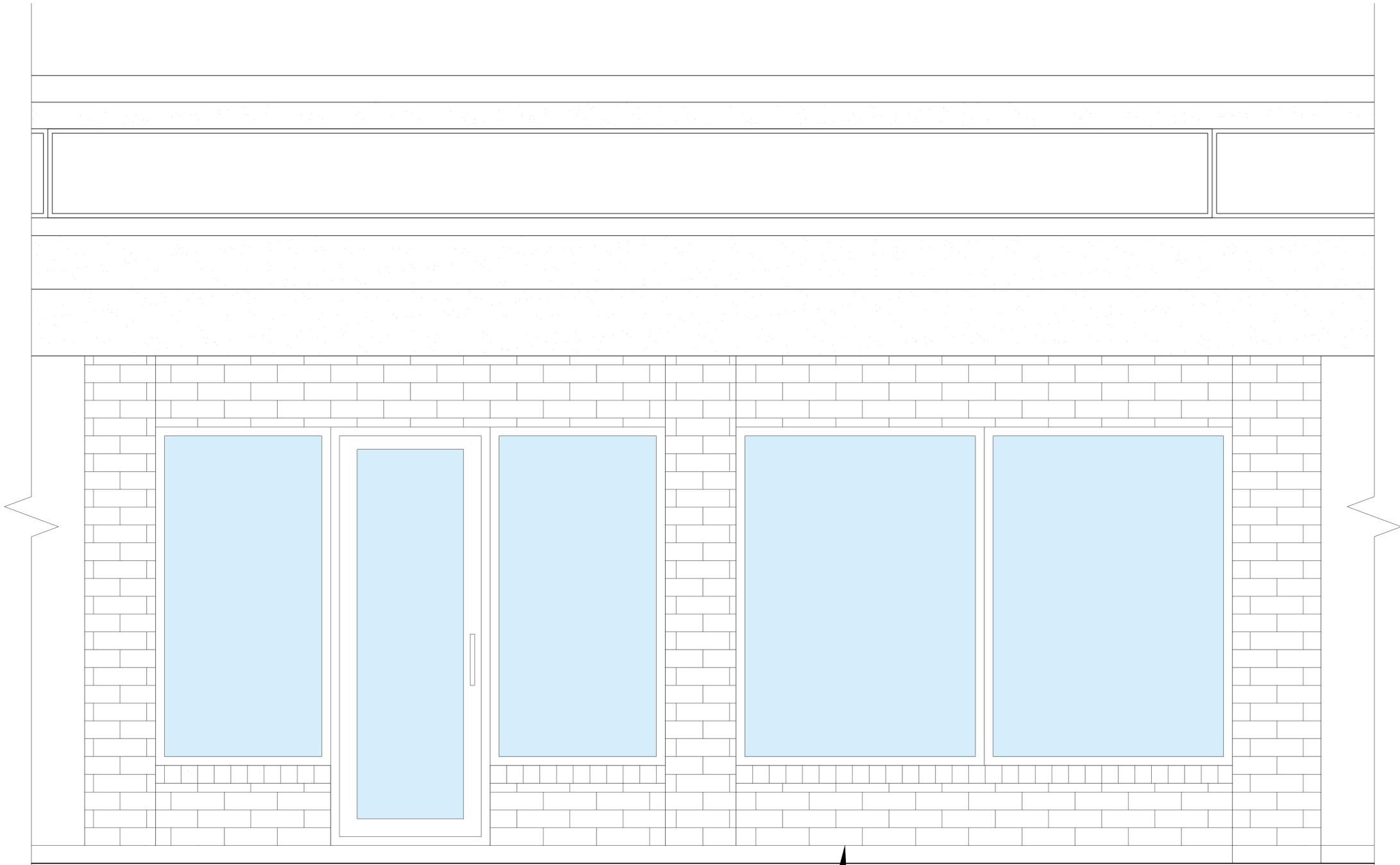
DATE :	APR. 2023
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SHEET No. :	A - 2.2
REVISION :	



CHRISTOPHE VAISSADE
BUILDING DESIGNER
T. 604.614.6627
E. chris@cvdesigns.ca
WWW.CVDESIGNS.CA

1554
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FRONT ELEVATION

NOTE: SEE SIGNAGE PLAN FOR DETAILS ON WINDOW GRAPHICS AND FASCIA SIGN DETAILS.

SUBJECT UNIT 1554
'IMAGINE CANNABIS'

REV.	DATE	REMARKS

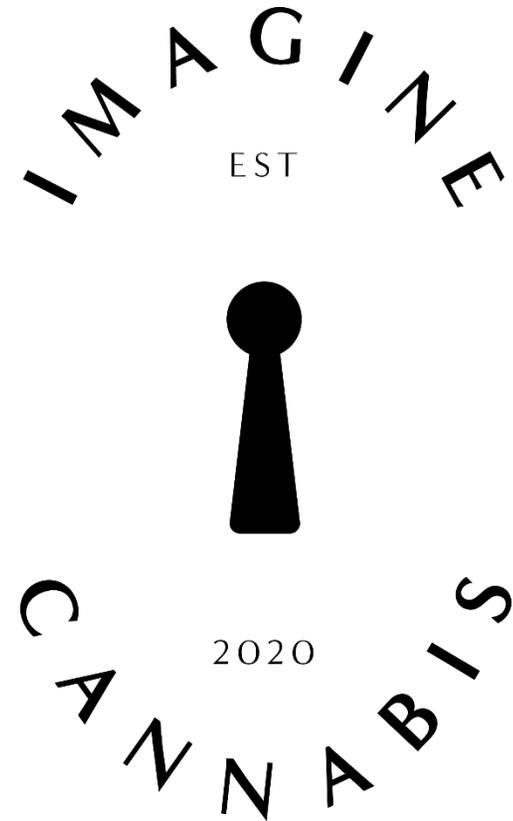
CLIENT :	1268236 BC LTD. IMAGINE CANNABIS CO.
PROJECT :	1554 FOSTER STREET, WHITEROCK, BC
CONTENT :	FRONT ELEVATION

DATE :	APR. 2023
SCALE :	1" = 1'-0"
PROJECT No. :	
SHEET No. :	A - 3.1
REVISION :	

1268236 B.C. Ltd. / dba Imagine Cannabis Co.

Cannabis Retail Store
Site Specific TUP Application
WHITE ROCK, BC

Central Plaza
1554 Foster Street, White Rock, BC



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EXECUTIVE SUMMARY / LETTER OF INTENT

Our core values of family, community, philanthropy, and integrity characterizes the Imagine Cannabis brand. We are submitting a development application for a Temporary Use Permit (TUP) approval from the City of White Rock to open a legal and regulated cannabis retail store in the Central Plaza shopping center located at 1554 Foster Street. There will be no cultivation, manufacturing, or consumption, as Imagine Cannabis will operate solely as a cannabis retail store.

Imagine Cannabis Co (Imagine) is a social corporation owned and operated by a local White Rock businessperson, Harp Hoonjan. Philanthropy and family are both important values to Harp. Harp served on the board of the Peace Arch Hospital Foundation (for 9 years) and supports various charitable organizations throughout the lower mainland. He volunteers, donates, and gives back to the community of White Rock and South Surrey and to other local communities. Harp believes that family is precious, and it provides a legacy of resources, inspiration, imagination, and expertise. Harp has also volunteered and provided his expertise to the City of White Rock Official Community Plan (OCP) working group in 2015-2016.

Harp does not consider this as a one-time transactional approval but a long-term commitment in the community of White Rock. The hard work begins once approval is given to become a valuable addition to this community. In the spirit of being a community asset, we will take a strong role in participating and facilitating regular and ongoing dialogue with the city, the school district, community stakeholders and community policing/business associations. This participation and dialogue will create an open channel for regular feedback and to work on any issues before they arise.

Imagine is a Provincially approved and regulated retail cannabis licence holder in British Columbia with stores located in Vancouver, Tsawwassen, Ladner, Coquitlam, and Courtenay. The City of White Rock is now in a unique position to allow an experienced, reputable, established retail cannabis operator and most importantly a local resident to serve the Community of White Rock.

We will ensure that our retail store influences the community in a positive manner, and will be a leader in delivering secure, safe, and responsible access to legal cannabis today and into the future in White Rock. ***Just Imagine.***

APPLICANT EXPERIENCE

The founders knowledge and experience as a White Rock resident for the past 9 years and a resident of the Peninsula for the past 20 years will be a benefit to this community. Harp's involvement in the development, construction, finance, and the retail cannabis industry will ensure that this Imagine Cannabis retail store will function successfully, responsibly, and in strict compliance within the community (see attachment #1, "Organizational Chart").



Harp Hoonjan

Harp Hoonjan is a proven and successful senior executive. Harp currently owns 5 Licensed Cannabis Retail Stores (Vancouver, Tsawwassen, Ladner, Coquitlam, and Courtenay, BC). His past 3 years has been spent consulting retail cannabis store operators through the municipal and provincial approval process. Several years prior, Harp spent time with a vertically integrated CBD company as a project manager and acquired knowledge and experience in CBD genetics, high quality CBD extracts/formulations and sales. The previous 20 plus years of experience includes land development, consulting and project management roles related to real estate development, multi discipline project sites, multi stakeholder negotiations, governmental approvals and construction for projects ranging from several million dollars to multi million dollars.

Harp holds a Civil and Structural Engineering diploma from BCIT.

Working alongside Harp is his wife and partner, Harinder, they have successfully run their own construction management and real estate development business for the last 20+ years. Harp has 3 adult children that are involved in some of his businesses and ventures. Harp has served on the board of the Peace Arch Hospital Foundation 9 years and has supported the community of White Rock and South Surrey and has given back in many ways. Harp is a firm believer in Family, Philanthropy, and Community.

PROPOSED LOCATION AND RATIONALE

The proposed cannabis retail store is located within a CR1 zoned site in the White Rock Town Centre area. This unit is within one of the largest shopping centers in White Rock, known as the Central Plaza, and is bounded by Johnston Road and North Bluff Road along Foster Street. This shopping centre is a combination of several commercial shadow sites that create a larger mixed use shopping area for the community. This plaza contains a major food anchor, pets store, banks, coffee shop and a liquor store all connected by covered shop front sidewalks that accommodate pedestrians on foot.

Patrons will have an abundance of parking and ease of access from all surrounding streets (North Bluff, Johnston, Foster, and Russell). As the City of White Rock moves forward to develop the Official Community Plan (OCP) into a hub of public, economic, and cultural life, Imagine Cannabis will add to the vibrancy of the Town Centre area and support the areas retail sector. From our experience, in the cannabis retail industry in other communities, we are confident that our retail store will be a good fit for the urban fabric of White Rock and contribute to the economic vitality of the shopping area. We look forward to ongoing collaboration with the White Rock Business Improvement and Community Association(s) to ensure a successful long-term relationship.

Importantly, we meet all requirements of the City's Cannabis Policy and Framework.



Proposed site location

Our site is located within a designated Regional Growth Strategy (RSG) area. The RGS provides direction for growth in the Metro Vancouver region. It designates White Rock Town Centre as a Municipal Town Centre (Urban Centre). This designation denotes the area as a municipal and regional hub, intended to be one of the regions primary focal points for concentrated growth and transit service. Urban Centres are located within 800m of a rapid transit station or 400m of TransLink's Frequent Transit Network (FTN). They are typically characterized by high and medium density housing, **retail**

services, and community and cultural activities oriented to the local needs of surrounding communities (see attachment #2, “Regional Growth Strategy”).

As such, a cannabis retail store along North Bluff Road provides the community and the region with a service in keeping with future commercial growth. This area is currently designated core commercial and in keeping with the established mixed use with retail services. Our retail unit is well suited for this designation in the near and long terms, as it sits on the boundary of both communities and will be able to service an area with a population of approximately 120,000 residents. The overall direction of the community is to encourage local businesses that are walkable, easily accessible by transit, and reflect the scale and character of the neighbourhood. Imagine Cannabis Co (Imagine) meets and exceeds the above requirements and will further provide safe access and create geographic equity to the legal, licensed, and regulated cannabis retail market with its proposed location. Our location provides very good vehicular, pedestrian, and transit access to the residents of White Rock as it provides easy and clear access from North Bluff Road, Johnston Road, Foster Street, and Russell Avenue.



Map of South Surrey and White Rock Surrounding areas

A retail cannabis store at this location will be consistent with the general commerce, function, and flavor of the Central Plaza. The Central Plaza is one of the premier locations within the community as it provides retail and commercial services to a substantial portion of the community already and to its future growth. Our proposed location provides geographical equity to the community of White Rock and South Surrey alike, as it is well located geographically.

White Rock is one of the most compact cities in the lower mainland, with a population of over 21,000. It is worth noting that approximately 11,000 of the White Rock residents are aged between 20 to 64; approximately 8,100 are aged over 65. These age groups benefit from the services of a legal and regulated cannabis retail store. Our proposed retail cannabis location is well positioned to serve this community and the Semiahmoo

area in general. With an evolving economy posing both opportunities and challenges to commercial and retail sectors; The success of this sector into the future will be determined by how we respond to and shape change.

Imagine Cannabis Co will provide consumers with a high quality and boutique community buying experience that is warm, professional, trustworthy, with a high level of service and appealing aesthetics. We will ensure that our operation influences the community in a positive manner.

There are no sensitive land uses we are aware of that are located close to our proposed location. The distances from significant land uses, such as parks and childcare centres, well exceed the city’s minimum requirement (see attachment #3, “Site Context Plan”). The closest elementary school is located on Johnston Road, which is approximately 615m (as the crow flies) from each other’s closest door to door. The walking distance door to door is 1000m. The closest Secondary

School is located on 16th Avenue and 157th Street, which is approximately 1,270m (as the crow flies) and the walking distance is over 1,400m.



Site Context Plan

Our store will be in keeping with the character of the existing Central Plaza along Foster Street. The building is a three-storey commercial building with both rear and front-loading access. Adequate parking is located within the parking lots located along the front, side, and back of the building and within the common surface parking. To visit the cannabis retail store, patrons will be able to park at any of the existing parking stalls onsite as the owner has not restricted the parking for any of the units on this site to any specific locations (see attachment #4, “Existing Site and Surrounding Area Photo’s”).

Imagine Cannabis has the necessary experience as a licenced operator and will be a valuable addition to this center and to the community at large. Retail cannabis stores are a highly regulated business. We feel the negative perception is going to be “a thing of the past” as the stores operate at high aesthetic and service standard established by the likes of Apple, Starbucks, and our current stores in the lower mainland (see attachment #5, “Other Imagine Stores”). As per our store signs and policy, there will be no loitering or smoking near the store.



Tsawwassen Store Interior



Ladner Store Interior



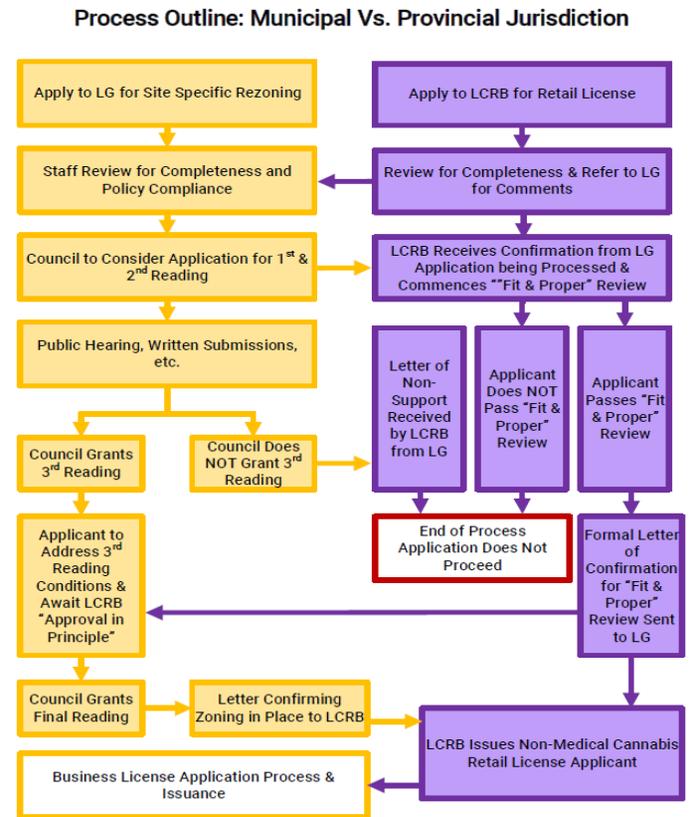
Burquitlam Store Interior

Based on our retail cannabis consulting and operating experience, we note a substantial decrease in the illicit cannabis sales in the communities we operate. Removing the illicit/black market from this community will reduce access to youth in this community. We can provide Health Canada statistics showing the impact the legal stores have on reducing the illicit sales of cannabis when additional legal and safe access is provided to the community. From our experience, almost all customers are thankful that there is alternative choice for safe and legal stores in their community. No person in this community should turn to the illicit marketplace for a legal product available to all Canadians.

We will be a leader in providing controlled, safe, secure, and responsible legal access to cannabis for the adult population in the White Rock community. We consider our retail stores to be an asset rather than a liability as we make the community around us safer by providing 24 hours of video security in and around our location.

The existing retail unit has been vacated by Debbie Mozelle Designer Optical. We will be aesthetically updating the existing unit by installing new flooring and refreshing the paint colours to the walls and ceiling. All lighting will be updated to LED and refreshing the existing millwork with custom high-quality millwork and glass will be installed (see attachment #6, "Site and Floor Plan"). We will be installing high-definition cameras and security systems within and outside of the unit. The proposed time frame to complete this refresh will be 2 to 3 months from issuance of the tenant improvement permit by the City of White Rock. Once the store receives a final inspection from the City of White Rock, the BCLCRB will conduct their final inspection and issue the licence to operate within a few days (see attachment #7, "Flow Chart – Local Government vs. LCRB").

As a part of the evaluation process, we meet all requirements of the City’s Cannabis Policy and framework. We would like staff and council to consider the excellent site location for providing the greater Semiahmoo community with a second store and another choice. We would also want you to consider this application is being submitted by a local White Rock resident and business person that has and will keep providing philanthropic services to the community, a high-quality store design, years of experience in this community and years of experience in the cannabis retail sector. We look forward to ongoing collaboration with our retail neighbours, the White Rock Business Improvement Association, the White Rock Residents Community, Community Policing and with the City of White Rock to ensure a successful long-term relationship. We will ensure that our retail store influences the community in a positive manner.



Flow Chart – Local Government vs. LCRB

CHILDCARE PROXIMITY ASSESSMENT

The childcare proximity assessment is an important tool for us to ensure we do not have any adverse impacts to these facilities. We have reviewed all current and future developments at time of this application and in accordance with the City's cannabis policy and bylaws, Imagine exceeds the minimum 100m distance to any known childcare facilities from our proposed store location (see attachment #8, "100m Distance Map"). Our store frontage is located at the basement level of the existing building and approximately four feet below Foster Street sidewalk level. This level is not used by pedestrians and is accessible to patrons visiting the fronting businesses. We see no adverse impact to the childcare centres in the vicinity. We are always looking for ways to improve and/or minimize any adverse impacts in the community.

Little Footprints Academy is located 156m to the south (as the crow flies) from the proposed store. Access to this childcare facility is located off Russell Avenue, which eliminates any intersection with our store. It is highly unlikely that patrons of Little Footprints Academy will walk past our proposed store location at the lower level.

Academics Pre-Kindergarten White Rock is located on Foster Street and will open July 2023. This childcare facility is located 123m south and across the street (as the crow flies) from the proposed store. The driving and walking routes to Academics Pre-Kindergarten White Rock will likely not take patrons in front of our proposed store at the lower level. Imagine customers will not be parking near any of these childcare facilities as the proposed store is located within a large shopping plaza with ample parking spaces off North Bluff Road.

GOOD NEIGHBOUR AGREEMENT

Imagine is committed to maintaining the safety and livability in the community of White Rock by willingly entering into a good neighbour agreement with the City. Imagine welcomes discussion of the agreement to clarify and facilitate best practices to address neighbourhood impacts, nuisances, or impairment issues. We will work together with the City, our commercial neighbours, and residents to address potential concerns and support a positive working relationship. Imagine will follow the agreement in accordance with city policies and bylaws.

EDUCATION INITIATIVES

From a youth and educational perspective, we will be working with the RCMP and its youth-oriented programs to bring about the correct messaging and appropriate educational awareness tailor made for the City of White Rock. We undertake to be committed and positive members of the community by supporting local businesses, community needs, awareness, and education.

Imagine not only emphasizes education for its employee, but also for the community. Imagine employees must successfully complete their Selling It Right training for certification to sell products and educate customers in the community. Imagine stresses the importance of educating safe cannabis use, and the negative effects of cannabis.



Selling it Right Certification Logos

Imagine takes pride in the advancement their employees. Professional development and education are key to upholding a high standard of excellence and providing customers with comprehensive product knowledge when shopping for their cannabis products. Imagine employees are required to participate in any assigned training and education programs offered by the company. Furthermore, our employees go through comprehensive training once hired to work in our retail stores.

SAFETY AND SECURITY COMPLIANCE

Imagine is committed to ensuring that safety and security is our top priority. Our security systems will far exceed what is required for licensed cannabis retail stores in BC. The safety of our neighbours, customers, employees, deliveries, and inventories is of utmost importance. Imagine endeavours to operate as an industry leader and will take the steps and precautions necessary to run our business at the highest standard. We will be in constant touch with the RCMP Community Policing and register with their watch program.

At a minimum, the following security measures will be put in place:

1. *An audible intruder alarm system monitored by a third party*
2. *Locked retail display cases*
3. *Locked storage room*
4. *Secure perimeter door locks*
5. *Security cameras with full unobstructed view of the retail sales area, any product storage, and the interior and exterior of all entrances and exits*
6. *Visibility into and out of the store from the exterior*

In addition to this, we will also utilize the following safety measures specific to this White Rock location:

1. *The lower level is a physical barrier from street level*
2. *Glass break sensors*
3. *Door contact sensors*
4. *360-degree motion sensor cameras*
5. *Security film on all windows and doors with movable metal screens installed at night*
6. *Multiple panic buttons at the counter, in the vault, at the rear exit, and on person for all employees*
7. *Signage at entrances and exits indicating age restrictions and use of closed-circuit television (CCTV)*
8. *A blue strobe light at the front exterior of the store to alert police of an exact location*
9. *Steel doors at our locked inventory storage area*

We will have a surveillance system with high-definition cameras covering the frontages and additional lighting with accessibility to the RCMP.

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN

To ensure that continued safety of the community, Imagine utilizes the following best practices to achieve CPTED:

Interior And Exterior Cameras

Our location will be equipped with interior and exterior High-Definition cameras with 24-hour upload to a secure cloud server. Our support staff will have access to these cameras at all times through an internal website and mobile app.

Secure Cannabis Vault

Cannabis will be stored in a secure area to ensure the security of all cannabis products.

Restricted Access

Secured access will be required in order to enter key areas of the store including the back of house, the secure cannabis area, the IT room and cash safe.

Locked Display Cases

As required by LCRB regulations, display cabinets on the retail sales floor will be kept locked.

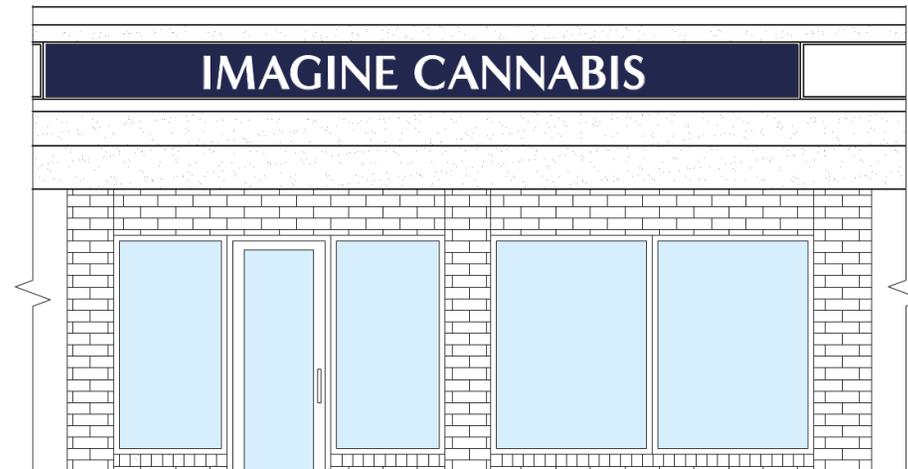
Clear Line Of Sight

Our point of sales counter is strategically placed to ensure a clear view of the retail sales floor.

SIGNAGE AND BRANDING COMPLIANCE

All business names and exterior signage must comply with provincial requirements and be approved by the Liquor and Cannabis Regulation Branch (BCLCRB). All names and signage will not mislead the public to type of business operating and must comply with advertising terms and conditions.

Our proposed signage will be in accordance with the bylaws of the City of White Rock and the BCLCRB. A sample building elevation with a sign plan that is discreet and tasteful has been attached for consideration and discussion (see attachment #9, "Signage Plan").



Imagine storefront signage

MITIGATION OF ADVERSE IMPACTS ON NEARBY USES

We have completed a preliminary review of adverse impact on nearby sensitive uses and note that we are in compliance with the approved Council Policy and BCLCRB and not in conflict with the categories (see attachment #3, "Site Context Plan").

Odour Mitigation

We will receive cannabis products from BCLCRB that have been pre-packaged and sealed in smell and leak proof containers/ packaging by licenced producers. No cannabis containers are permitted to be opened in store. Customers will be prohibited from opening products in and around the premises and from loitering or smoking on site. In addition, the stores HVAC system will include and not be limited to a hepa air filtration system.

Keeping Cannabis Away From Youth

We have comprehensive social responsibility material to educate customers on the importance of ensuring youth do not have access to cannabis products. Youth will not be permitted to enter our stores at anytime. A strict 2 -ID check system will be in place, as required by government regulations. Our policy is to check ID for anyone that looks under 35 years of age.

Impact Of Visibility Into Store

As the change to the LCRB regulations just came into effect during our approval process, our store front windows will be transparent and visibility into store will be maintained. The interior of the store is tastefully built to a high standard. We will have interior features in place to meet the LCRB requirements. Our store is located lower than the fronting street level and has minimal street presence.

What Impact Will The Cannabis Store Have On Crime In Neighborhood

The legalization of non-medical cannabis is designed to eliminate illegal activity, illicit sales of cannabis, and ensure that the community has access to secure, safe, responsible, and regulated cannabis products. Health Canada notes that illicit sales of cannabis have reduced progressively since legalization. This is a major benefit to the community at large. Our store is open between 9am and 11pm. The presence of our staff being onsite during these hours creates a safe environment. We also have an existing community policing station located nearby in White Rock (on Pacific Ave) and Surrey (on 152 St.).

MANAGEMENT AND OPERATIONS

From an operational perspective, a secure environment will be maintained through best practise protocols. We have listed some items below and will meet or exceed all federal, provincial, and municipal regulations in the proposed store and surrounding area.

Hours

Imagine Cannabis Co proposes to be open 7 days a week from 9am - 11pm as set out by the BCLCRB.

Product Procurement, Inventory Controls and Management

All non-medical cannabis products must be purchased through the BCLCRB regulations and requirements; the provincial body that vets and purchases products from licensed producers across the country to ensure all products offered wholesale to cannabis retailers in BC are in compliance with Health Canada. Any cannabis accessories (branded clothing, vaporizers, papers, etc.) can and will be purchased through other suppliers.

All non-medical cannabis products will be stored in locked display cases or locked storage areas in our store that only management will have access to.

We can provide the City of White Rock with all products that we intend on selling based on our other 5 store locations.

Customers

Sales of non-medical cannabis, cannabis accessories, gift cards, and shopping bags will be restricted to retail customers that are 19 years of age or older.

All customers will be required to verify their age with 2 pieces of identification that will be closely examined for validity. If the customer cannot produce two pieces of acceptable ID, service will be refused, and the customer will be asked to leave. A comprehensive list of acceptable ID's will be made available.

Record Keeping

SALES

The following records will be retained for a period of at least six years from the date the records were created:

1. *Non-medical cannabis sales records, including quantity of non-medical cannabis sold and prices charged*
2. *Non-medical cannabis disposal records*
3. Sales records respecting cannabis accessories and prepaid purchase cards (gift cards) sold by Imagine Cannabis Co.

STAFF

Imagine Cannabis will take all necessary steps to ensure staff is hired from this community. We will have at a minimum 10 staff members. Record of each worker's security verification is available for inspection, including expiration date. There will also be a record keep of staff: names, addresses, salaries, qualification information, primary job responsibilities, shift schedules and dates of employment.

Employee Screening

Employees in our store must be at least 19 years of age and must produce ID for inspectors if requested at any time while working. They must also provide the province with their updated home address, telephone numbers, email or legal name change within ten days of a change.

All employees must maintain their security workers verification every two years (a process completed through the Province of BC). Any adult performing work-related activities in a retail store as an employee, independent contractor or volunteer on a full time or part time basis is required to follow the above screening requirements. This process is separate and distinct from the licensing process.

Training

All employees go through internal training programs and standard procedures to ensure each staff member is well versed in dealing with customers, non-medical cannabis and cannabis accessories, opening and closing procedures, and compliance. In addition, employees will be trained to handle intoxicated patrons, violent or disorderly conduct, and to take preventative measures to prevent disturbances. It is very important for Imagine Cannabis Co that all employees can offer knowledgeable and trustworthy service to its customers.

Compliance Procedures

As a licensee, we are required to:

- 1. Comply with the Cannabis Control and Licensing Act, its Regulations and the terms and conditions in the BC Cannabis Handbook*
- 2. Always allow Liquor and Cannabis Regulation Branch inspectors and/or police officers to enter our establishment. We must never impede their entry in any way*
- 3. Upon request, provide inspectors with any documents and/or records as outlined*
- 4. Never draw attention to inspectors inside our establishment to not affect the inspector's safety*

SOCIAL RESPONSIBILITY / COMMUNITY BENEFIT

Imagine Cannabis is a social corporation committed to a sustainable and caring community and will proactively strive to be a valuable member of the business community. Our core values of philanthropy and community are part of our corporate responsibility policy. We commit to preserve a budget for community based programs, donations, and volunteer time within the city we conduct our business. We do not consider this as a one-time transactional approval but a long-term commitment in the community. The hard work begins once approval is given to become a valuable addition to this community. In the spirit of being a community asset, we will take a strong role in participating and facilitating regular and ongoing dialogue with City staff, community stakeholders and community policing/business associations. This participation and dialogue will create an open channel for regular feedback and to work on any issues that may arise. Imagine Cannabis is committed to a sustainable and caring community and will proactively strive to be valuable members of the business community.

We will be having ongoing discussions with the White Rock Business Improvement Association and the South Surrey/White Rock Chamber of Commerce.

ATTACHMENTS

1. Organizational Chart
2. Regional Growth Strategy
3. Site Context Plan
4. Existing Site and Surrounding Area Photo's
5. Other Imagine Stores
6. Site and Floor Plan
7. Flow Chart – Local Government vs. LCRB
8. 100m Distance Map
9. Signage Plan
10. Development Application Form
11. Schedule K – TUP for Cannabis Stores
12. Title and Company Search
13. Agent Authorization Form
14. Schedule I – Liquor Cannabis License Referrals
15. Notice of Articles

FEEDBACK FROM PUBLIC INFORMATION MEETING
Temporary Use Permit/ Cannabis Licence Resolution
Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name: JANETTA KOWALSKI

Address: [REDACTED]

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes No Undecided

Please comment.

We do not need one more pot shop
& entertainment venue. More of
these now than grocery stores

Smell!!!!

Thank you for your participation. If you have any questions, please contact:

Neethu Syam
Planning Division Lead, City of White Rock
604-541-2159 | nsyam@whiterockcity.ca

Harp Hoonjan (Applicant)
Imagine Cannabis Co.
harp@imagine-cannabis.ca

**Please note that your completed feedback form will be disclosed to the public and presented to Mayor and Council as part of the information package attached to this application. Any personal information or commentary you provide on this form will become public record.*

FEEDBACK FROM PUBLIC INFORMATION MEETING
Temporary Use Permit/ Cannabis Licence Resolution
Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name: GARY KARBAR
Address: [REDACTED]

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes No Undecided

Please comment.

THE CITY NEEDS MORE LEGAL CANNABIS
STORES TO HELP FIGHT THE
ILLEGAL / GANG DRUG DEALING.

Thank you for your participation. If you have any questions, please contact:

Neethu Syam
Planning Division Lead, City of White Rock
604-541-2159 | nsyam@whiterockcity.ca

Harp Hoonjan (Applicant)
Imagine Cannabis Co.
harp@imagine-cannabis.ca

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FEEDBACK FROM PUBLIC INFORMATION MEETING
Temporary Use Permit/ Cannabis Licence Resolution
Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name: Mr. Will Taylor

Address: [REDACTED]

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes No Undecided

Please comment.

- Why do we need a 3rd Cannabis Shop

- Parking will be a problem on Foster St as the area from Foster will still become busier (This street is already in need of more parking spaces)

- Surrey is soon to have a shop for Cannabis in Temiskaming Shopping Centre.

Thank you for your participation. If you have any questions, please contact:

Neethu Syam
Planning Division Lead, City of White Rock
604-541-2159 | nnyam@whiterockcity.ca

Harp Hoonjan (Applicant)
Imagine Cannabis Co.
harp@imagine-cannabis.ca

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FEEDBACK FROM PUBLIC INFORMATION MEETING
Temporary Use Permit/ Cannabis Licence Resolution
Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name: Smilla Lindgren

Address: [REDACTED]

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes

No

Undecided

Please comment.

We have a lot of high school children
coming this way. This kind of store should
not be here
Also parking is horrible as it is, we don't
need more problems!

Thank you for your participation. If you have any questions, please contact:

Neethu Syam
Planning Division Lead, City of White Rock
604-541-2159 | nsyam@whiterockcity.ca

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FEEDBACK FROM PUBLIC INFORMATION MEETING
Temporary Use Permit/ Cannabis Licence Resolution
Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name: Steve Sorel

Address: [REDACTED]

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes No Undecided

Please comment.

LIKE THE PICTURES OF EXISTING STORES
NEED MORE THAN 1 STORE FOR
COMPARE SHOP + COMPETITIVE PRICING
Thank you

Thank you for your participation. If you have any questions, please contact:

Neethu Syam
Planning Division Lead, City of White Rock
604-541-2159 | nsyam@whiterockcity.ca

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harp@imagine-cannabis.ca

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FEEDBACK FROM PUBLIC INFORMATION MEETING
Temporary Use Permit/ Cannabis Licence Resolution
Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name: RANDY HUNDT

Address: [REDACTED]

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes No Undecided

Please comment.

- SCHOOL IN SAME COMPLEX
- MAY COME DOWN THE BLOCK
- PUBLIC PARK 1/2 BLOCK AWAY
WE DEAL WITH UNDESIRABLES USING PROCS
ON OUR COMPLEX ON A DAILY BASIS, WHEN
WE ASK THEM TO LEAVE IT IS NOT UNCOMMON
TO GET THREATENED.
- MORE PROCS ARE NOT NEEDED IN THIS
COMMUNITY. LOOK AROUND WE HAVE
ENOUGH ISSUES.

Thank you for your participation. If you have any questions, please contact:

Neethu Syam
Planning Division Lead, City of White Rock
604-541-2159 | nsyam@whiterockcity.ca

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harp@imagine-cannabis.ca

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FEEDBACK FROM PUBLIC INFORMATION MEETING
Temporary Use Permit/ Cannabis Licence Resolution
Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name: DARLEEN PALMER

Address: [REDACTED]

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes No Undecided

Please comment.

THERE IS ALREADY ONE ON JOHNSON ALREADY
DON'T WIKLE THE SMELL
WE ARE MOSTLY OLDER PEOPLE WHO HAVE TO
WALK BY IT

Thank you for your participation. If you have any questions, please contact:

Neethu Syam
Planning Division Lead, City of White Rock
604-541-2159 | nsyam@whiterockcity.ca

Harp Hoonjan (Applicant)
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harp@imagine-cannabis.ca

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FEEDBACK FROM PUBLIC INFORMATION MEETING
Temporary Use Permit/ Cannabis Licence Resolution
Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name: Lilua Wang
Address: [REDACTED]

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes No Undecided

Please comment.

Strongly oppose the Cannabis store !!!
Allergic to the smell.

Thank you for your participation. If you have any questions, please contact:

Neethu Syam
Planning Division Lead, City of White Rock
604-541-2159 | nsyam@whiterockcity.ca

Harp Hoonjan (Applicant)
Imagine Cannabis Co.
harp@imagine-cannabis.ca

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FEEDBACK FROM PUBLIC INFORMATION MEETING
Temporary Use Permit/ Cannabis Licence Resolution
Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name: Lily

Address: [REDACTED]

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes No Undecided

Please comment.

a lot homeless people are here already,
Some of them use drug. It's not safe.

Thank you for your participation. If you have any questions, please contact:

Neethu Syam
Planning Division Lead, City of White Rock
604-541-2159 | nsyam@whiterockcity.ca

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harp@imagine-cannabis.ca

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Temporary Use Permit/ Cannabis Licence Resolution
Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name: JORDAN STUBBS

Address: [REDACTED]

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes No Undecided

Please comment.

I am not in favour of this type of
licence in White Rock. I like access for
the FN Community shop on Marine Drive and
I don't like the type of traffic and
clientelle this type of shop attracts.

A City needs to decide what their
public image is. White Rock has a
world class ocean front. We don't want
to be known as the place to come for
pot.

What is the City's priority?

Thank you for your participation. If you have any questions, please contact:

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Planning Division Lead, City of White Rock
604-541-2159 | nsyam@whiterockcity.ca

Harp Hoonjan (Applicant)
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harp@imagine-cannabis.ca

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Temporary Use Permit/ Cannabis Licence Resolution
Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name: L. PRIEST

Address: [REDACTED]

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes No Undecided

Please comment.

- 2 CANNABIS STORES in W. ROCK
with a population of only 21,500
- 0 in SURREY - JUST ACROSS
the street.
- enough people who hang around
- no parking.

Thank you for your participation. If you have any questions, please contact:

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604-541-2159 | nsyam@whiterockcity.ca

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harp@imagine-cannabis.ca

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FEEDBACK FROM PUBLIC INFORMATION MEETING
Temporary Use Permit/ Cannabis Licence Resolution
Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name: ROSELYN ADAMS

Address: [REDACTED]

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes No Undecided

Please comment.

I BELIEVE THIS WILL BRING TOO MUCH
TRAFFIC / FOOT TRAFFIC / GARBAGE / THEFT /
VANDALISM ETC

I WOULD NOT HAVE BOUGHT KNOWING THIS
BUSINESS WAS EXISTING, NOW THIS STORE
IS BEING SHAVED DOWN OUT THERE +
WITHOUT OUR AGREEMENT.

Thank you for your participation. If you have any questions, please contact:

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harp@imagine-cannabis.ca

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Temporary Use Permit/ Cannabis Licence Resolution
Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name: Echo Shi

Address: [REDACTED]

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes No Undecided

Please comment.

The store nearby school many teenagers will be impact
after school.
many people walk around with smoking, definitely unhealthy
to our kids and seniors.
pls make sure leaves uncertainty part and have a
good safety guard around here.

Thank you for your participation. If you have any questions, please contact:

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harp@imagine-cannabis.ca

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FEEDBACK FROM PUBLIC INFORMATION MEETING
Temporary Use Permit/ Cannabis Licence Resolution
Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name: SHARLEEN EBRAHIM

Address: 

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes No Undecided

Please comment.

- THE CITY OF WHITE ROCK ALREADY HAS ENOUGH CANNABIS STORES, IN PARTICULAR THERE IS ONE LESS THAN A KILOMETER AWAY FROM THIS PROPOSED LOCATION.

- THE PROPOSED LOCATION IS FACING FOSTER ST, WHICH ALREADY HAS PARKING AND TRAFFIC ISSUES.

- LOITERING OUTSIDE THE PROPERTY IS A MAJOR CONCERN.

Thank you for your participation. If you have any questions, please contact:

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Temporary Use Permit/ Cannabis Licence Resolution
Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name: ALASTAIR McLEAN

Address: 

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes No Undecided

Please comment.

TO CLOSE TO MINOR HOCKEY AND
PRIVATE SCHOOLS TO NOISE AT NIGHT
HOURS OF OPERATION TOO LONG AND
TOO LATE

Thank you for your participation. If you have any questions, please contact:

Neethu Syam
Planning Division Lead, City of White Rock
604-541-2159 | n.syam@white-rock.ca

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harp@imagine-cannabis.ca

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Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name: CLAUDIA FLOREK

Address: [REDACTED]

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes No Undecided

Please comment.

@ Hours of operation

@ How many only open to mall

Thank you for your participation. If you have any questions, please contact:

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harp@imagine-cannabis.ca

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FEEDBACK FROM PUBLIC INFORMATION MEETING
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Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name: JAY Brougton

Address: [REDACTED]

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes No Undecided

Please comment.

We need better access to
cannabis stores. this location is
perfect.

Great parking
Great local business

I Agree

Thank you for your participation. If you have any questions, please contact:

Neethu Syam
Planning Division Lead, City of White Rock
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harp@imagine-cannabis.ca

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FEEDBACK FROM PUBLIC INFORMATION MEETING
Temporary Use Permit/ Cannabis Licence Resolution
Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name: Jesse Dhoni

Address: [REDACTED]

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes No Undecided

Please comment.

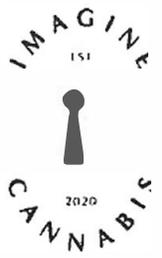
Found the presentation very useful!
Harp is a good operator as I
visited his other store
Highly support

Thank you for your participation. If you have any questions, please contact:

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Planning Division Lead, City of White Rock
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SIGN-IN SHEET

PUBLIC INFORMATION MEETING

Thursday February 8, 2024
5:30 – 6:30 pm

Name	Address	Phone Number
<p>Please Consider the residential area where our store is. The hours are long - Please don't allow access on Foster in consideration.</p>		
<p>Try and tell your customers to not smoke near residential areas. Consideration. Thank you.</p>		
<p>Ed Allen</p>		



SIGN-IN SHEET

PUBLIC INFORMATION MEETING

Thursday February 8, 2024
5:30 – 6:30 pm

Name	Address	Phone Number
JOAN REYNOLDS.		
FOSTER ST. IS THE WRONG PLACE TO PUT A CANNABIS STORE, WHEN PEOPLE STAND AROUND & SMOKE IN A APARTMENT AREA.		
THIS STORE SHOULD BE OPEN SAME HRS. AS RETAIL HRS.		
SCHOOLS IN AREA ON FOSTER FOR YOUNG PEOPLE		
WE HAVE ENOUGH HOMELESS & DRUGS IN THE AREA.		

FEEDBACK FROM PUBLIC INFORMATION MEETING
Temporary Use Permit/ Cannabis Licence Resolution
Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name: DONNA HUNDT

Address: [REDACTED]

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes No Undecided

Please comment.

- THERE IS A STORE ONLY A BLOCK AWAY ON
JOHNSON ROAD

- PARKING IS ALREADY AT A PREMIUM. THE 5
ALLOTTED PARKING SPOTS WILL PROBABLY NOT BE
USED FIRST. EVERYONE WILL TRY PARKING ON
FOSTER IN FRONT OF THE STORE

- WE DO NOT WANT ANOTHER AUDIBLE ALARM

- WE DO NOT WANT YOU IN OUR NEIGHBOURHOOD

Thank you for your participation. If you have any questions, please contact:

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Planning Division Lead, City of White Rock
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Open to 11:00 pm is too late anytime

Parking is already at a premium.
10 minutes is too long because there
is currently no space for parking. City of
White Rock bylaws is already lax
about parking situations.
Staff will need parking clients
will need parking.

Keep it off of Foster put it on
the store where the meeting
was held. Keep off of Foster

FEEDBACK FROM PUBLIC INFORMATION MEETING
Temporary Use Permit/ Cannabis Licence Resolution
Request (23-015): 1554 Foster Street
February 8, 2024

1. Please provide your name and address. (please print clearly)

Name:

RAY FRANCIS

Address:

[REDACTED]

2. Do you agree with the proposed Temporary Use Permit/ Liquor (Cannabis) Licence Referral application?

Yes

No

Undecided

Please comment.

We have TWO ALREADY.

STINKS

WE HAVE ENOUGH BAD HABITS
AND POOR HEALTH WITH SMOKERS
DOING HARD DRUG HERE.

A LIQUOR STORE ALL AROUND THIS
AREA WITH 6-7 ON RUSSELL ALONE
IS BAD ENOUGH. SMOKERS - DRUG USERS CANE NOT
WHERE THE LITTER BUTTS etc.

Thank you for your participation. If you have any questions, please contact:

Neethu Syam
Planning Division Lead, City of White Rock
604-541-2159 | nsyam@whiterockcity.ca

Harp Hoonjan (Applicant)
Imagine Cannabis Co.
harp@imagine-cannabis.ca

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THERE WILL BE 3 STORES
IN WHITE ROCK SOONER
OR LATER.

THIS LOCAL OWNER MAY
BE BETTER THAN AN
OUTSIDER.

RECEIVED

FEB 09 2024

**CITY OF WHITE ROCK
ADMINISTRATION**

Sussex House BCS698

1581 & 1551 Foster St.
1580 & 1550 Martin St.
White Rock BC
V4B5M1

To The City of White Rock,
Mayor, Councillors & License Dept.

Please find enclosed 130 names of residents of Sussex House at the above addresses
OPPOSED to the Development Application File No. TUP/LL 23-015.
Subject Property Cannabis Retail Store for 1554 Foster St. White Rock.

PETITION

Development Application File NO. TUP/LL 23-015

SUBJECT PROPERTY: 1554 Foster St

(Civic address: 15100 North Bluff Road)

Regarding the Development Application for a Temporary Use permit for a Liquor (Cannabis) License at 1554 Foster St White Rock, the following signatures represent those **OPPOSED** to this development / retail store.

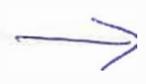
The following names and addresses are residents of **SUSSEX HOUSE** buildings 1581 & 1551 Foster St and 1580 & 1550 Martin St White Rock. This includes **Java Express & Wind & Tide** Corporate businesses within Sussex House buildings.

CONCERNS:

- *impacts limited parking on Foster St
- *adds to late hour traffic and noise
- *scrupulous characters loitering nearby
- *security concerns for community residents & business
- *concern for senior citizens who are the majority of nearby population
- *concern for rising crime in this area

Name (print)	Unit #	Address	Signature
<i>Jim + Linda Duff</i>	█	1581 Foster St	<i>[Signature]</i>
ALASTAIR McLEAN	█	1581 FOSTER ST	<i>AM</i>
Ann + Derek	█	1581 " "	<i>[Signature]</i>
R.S. BARBER	█	1581 FOSTER ST	<i>[Signature]</i>
<i>Carol Felle</i>	█	" "	<i>CF</i>
Jane Kline	█	Roper Ave	<i>[Signature]</i>
Mary Sanchez	█	Surrey	<i>[Signature]</i>
H. Huckell	█	Surrey	<i>[Signature]</i>
<i>Jim + Beryl [unclear]</i>	█	1581 FOSTER ST WHITE ROCK	<i>[Signature]</i>
Nelly Andra	█	1581 Foster st.	<i>[Signature]</i>
R.J. Richardson	█	1581 Foster St	R.J. Richardson

Name (print)	Unit #	Address	Signature
REBECCA ADAMS	█	1581 FOSTER ST	Rebecca
MARSHALL LINT-JAYLA	█	1581 Foster St	Marshall Lint-Jayla
Leslie Porter	█	1581 FOSTER ST	Leslie Porter
Suna Karamani	█	1581 Foster St.	Karamani
SHAILEEN EBRAHIM	█	1581 FOSTER ST.	Ebrahim
Junut Stiel	█	1581 Foster St.	Junut
Demi Leontaryt	█	1581 Foster St.	Leontaryt
JANICE HICKS	█	1581 FOSTER ST	J Hicks
PATRICIA MOWLAND	█	1581 FOSTER	Patricia
Rachel Barken	█	White Rock St	R Barken
Rick Sauter	█	1581 Foster	Rick
Neami Traer	█	1581 foster st.	NT
Emilia Traer	█	1581 Foster St	Emilia
DON LARSON	█	1581 Foster St.	Ronald A Larson
Mchua Malik	█	1581 Foster St	Mchua Malik
Pat Barker	█		P. Barker
Matt Adams	█	1581 Foster St.	Matt



PETITION

Development Application File NO. TUP/LL 23-015

SUBJECT PROPERTY: 1554 Foster St

(Civic address: 15100 North Bluff Road)

Regarding the Development Application for a Temporary Use permit for a Liquor (Cannabis) License at 1554 Foster St White Rock, the following signatures represent those **OPPOSED** to this development / retail store.

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CONCERNS:

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- *adds to late hour traffic and noise
- *scrupulous characters loitering nearby
- *security concerns for community residents & business
- *concern for senior citizens who are the majority of nearby population
- *concern for rising crime in this area

Name (print)	Unit #	Address	Signature
Susan McLean	████	1581 Foster St	<i>[Signature]</i>
CLAUDIA ENOKK	████	1581 FOSTER ST	<i>[Signature]</i>
J&L REID	████	1581 FOSTER ST	<i>[Signature]</i>
S. KRIGITS	████	1581/0 TRA ST	<i>[Signature]</i>
ROY LAEST	████	" "	<i>[Signature]</i>
LYNDA LAEST	████	" "	<i>[Signature]</i>
BALDIT GILL	████	✓ ✓	<i>[Signature]</i>
ROBERT POHN	████	1581 FOSTER ST	<i>[Signature]</i>
ROB McLEAN	████	Dolphin S	<i>[Signature]</i>
Kathryn Moen	████	1581 Foster	<i>[Signature]</i>

PETITION

Development Application File NO. TUP/LL 23-015

SUBJECT PROPERTY: 1554 Foster St

(Civic address: 15100 North Bluff Road)

Regarding the Development Application for a Temporary Use permit for a Liquor (Cannabis) License at 1554 Foster St White Rock, the following signatures represent those **OPPOSED** to this development / retail store.

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CONCERNS:

- *impacts limited parking on Foster St
- *adds to late hour traffic and noise
- *scrupulous characters loitering nearby
- *security concerns for community residents & business
- *concern for senior citizens who are the majority of nearby population
- *concern for rising crime in this area
- * close to day care center * social responsibility (enabling homeless/addicts)

Name (print)	Unit #	Address	Signature
Sharon McKenzie	██████	1551 Foster St.	<i>S McKenzie</i>
JEAN ALLAN	██████	1551 FOSTER ST.	<i>J. Allan</i>
Gloria Draper	██████	1551 FOSTER ST.	<i>G. Draper</i>
RANDY HUNDT	██████	1551 FOSTER ST.	<i>R Hundt</i>
DONNA HUNDT	██████	1551 FOSTER ST	<i>D Hundt</i>
DENICE THOMPSON	██████	1551 FOSTER	<i>D Thompson</i>
Kiera Lucas	██████	1551 Foster	<i>K Lucas</i>
Ryan Lucas	██████	1551 Foster St.	<i>R Lucas</i>
Lihua Wang	██████	1551 Foster St.	<i>L Wang</i>
Wendy Rao	██████	1551 Foster St.	<i>W Rao</i>
G. Luigi Celleri	██████	1551 Foster St.	<i>G Luigi Celleri</i>

Name (print)	Unit #	Address	Signature
GIRI RAO	█	1551-FOSTER ST. WR.	Shan Rao
SPAN GIESCHEL	█	1551 Foster ST W.R.	Shan
ROLF STOKHUYZEN	█	1551 FOSTER ST WR.	Rolf Stokhuyzen
ESME STOKHUYZEN	█	1551 FOSTER ST. W.R.	Esme Stokhuyzen
SHARON JANZ	█	1551 FOSTER ST WR.	Sharon Janz
Kick Harrison	█	1551 Foster Str.	Kick Harrison
Stephanie Lee	█	1551 Foster St.	Steph
Diane Tansley	█	1551 Foster St.	Diane Tansley
Eileen Leathem	█	"	Eileen Leathem
Pamela & Audrey Clayton	█	1551 FOSTER	allayton
Sandra Strelhoff	█	-1551 Foster St.	Strelhoff
head Devon	█	1551 Foster St	Devon
Zhong Ye	█	1331 Foster St.	Zhong Ye
Xiaoping Zhao	█	1331 Foster St	Xiaoping Zhao
NARAYANA	█	1551 FOSTER ST	Narayana
Kwok w Chin	█	1551 Foster St	Kwok w Chin
NOTE RAY H. SMITH	█	1551 FOSTER	Ray H. Smith
CARMEN SMITH	█	- 1551 Foster.	Carmen Smith
LINDA WEAVER	█	-1551 FOSTER ST	Linda Weaver
Will MIGNOTT	█	- 1551 FOSTER ST.	Will Mignott
Barbara Szabo	█	-1551 Foster st	Barbara Szabo

WITHIN 1 BLOCK OF A NURSERY SCHOOL ?



PETITION

Development Application File NO. TUP/LL 23-015

SUBJECT PROPERTY: 1554 Foster St

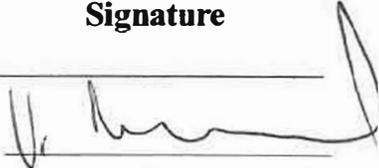
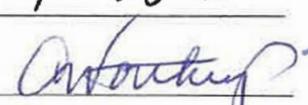
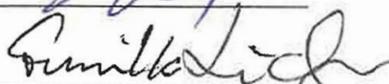
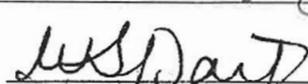
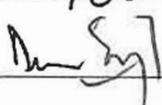
(Civic address: 15100 North Bluff Road)

Regarding the Development Application for a Temporary Use permit for a Liquor (Cannabis) License at 1554 Foster St White Rock, the following signatures represent those **OPPOSED** to this development / retail store.

The following names and addresses are residents of **SUSSEX HOUSE** buildings 1581 & 1551 Foster St and 1580 & 1550 Martin St White Rock. This includes **Java Express & Wind & Tide** Corporate businesses within Sussex House buildings.

CONCERNS:

- *impacts limited parking on Foster St
- *adds to late hour traffic and noise
- *scrupulous characters loitering nearby
- *security concerns for community residents & business
- *concern for senior citizens who are the majority of nearby population
- *concern for rising crime in this area

Name (print)	Unit #	Address	Signature
Vesna Norakovic	█	1551 Foster St	
D NARAYANA	█	504/1551 FOSTER ST	
John Eisert	█	1551 Foster Street	
Ryan Liu	█	1551 Foster St.	
C. Northrup	█	1551 FOSTER	
L. NORTHROP	█	1551 FOSTER ST.	
G. LINDGREN	█	1551 Foster St.	
S. DART	█	1551 Foster St	
G. DAVE	█	1551 Foster St	



PETITION

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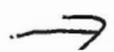
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Name (print)	Unit #	Address	Signature
Linda Mutherson	[REDACTED]	1550 Martin St	[Signature]
ANDY MERNETT	[REDACTED]	1550 MARTIN	[Signature]
JIM HWATIK	[REDACTED]	1550 MARTIN	[Signature]
PAT HWATIK	[REDACTED]	1550 Martin	[Signature]
Jim Crighton	[REDACTED]	1550 Martin St	[Signature]
Barry Howell	[REDACTED]	1550 Martin St	[Signature]
Frank Louke	[REDACTED]	— 11 —	[Signature]
John Wang	[REDACTED]	1550 Martin St	[Signature]
Elena McBain	[REDACTED]	1550 Martin	[Signature]
El Crighton	[REDACTED]	1550 Martin	[Signature]
L. Block	[REDACTED]	— 11 —	[Signature]



Name (print)

Unit #

Address

Signature

A. WAGEMAKERS

██████████

1550 Martin

A. Wagemakers

~~LOUISE CAROLYN PATERSON~~

██████████

- 1550 MARTIN

Louise Paterson

PAT HOWELL

██████████

1550 Martin St.

P. Howell

PETITION

Development Application File NO. TUP/LL 23-015
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RESIDENTS WANTING TO KNOW WHO EVER IS DOING THIS GROW-UP

Name (print)	Unit #	Address	Signature
<u>Laine Allen</u>	█	1580 Martin St.	<u>L. Allen</u>
<u>Cherry Xu</u>	█	1580 Martin St	<u>Cherry Xu</u>
<u>GRETA HOPKINS</u>	█	1580 MARTIN ST.	<u>Greta Hopkins</u>
<u>PAT SCOTT</u>	█	1580 Martin St	<u>Pat Scott</u>
<u>SHIRLEY JACKS</u>	█	1580 MARTIN ST.	<u>Shirley Jacks</u>
<u>ALICE KOZIST</u>	█	1580 MARTIN ST.	<u>Alice Kozist</u>
<u>Michelle Gallagher</u>	█	1580 Martin St	<u>M. Gallagher</u>
<u>DEREK MARSHALL</u>	█	1580 " "	<u>D. Marshall</u>
<u>EVELYNE KNAPP</u>	█	1580 " "	<u>E. Knapp</u>
<u>KLAUS KNAPP</u>	█	" "	<u>K. Knapp</u>



PETITION

Development Application File NO. TUP/LL 23-015
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 (Civic address: 15100 North Bluff Road)

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- *concern for rising crime in this area

WHOEVER IS DOING THIS
 IS A BLOW UP
 FEAR MONGERING
 1
 TOTALLY TRUE

Name (print)	Unit #	Address	Signature
V. Reynolds	██████	1580 MARTIN	<i>[Signature]</i>
K. Hopkins	██████	1580 MARTIN	<i>[Signature]</i>
Allen E.	██████	1580 MARTIN ST.	<i>[Signature]</i>
L Wright	██████	1580 Martin St.	<i>[Signature]</i>
A. Tracey	██████	1580 Martin St.	<i>[Signature]</i>
E & K. KNAPP	██████	1580 Martin St.	<i>[Signature]</i>



02-21-2024

City of White Rock

Neethu Syam, Planning Division Lead**RE: Public Information Meeting for 1554 Foster Street (23-015)**

Dear Neethu:

Here is the summary for the feedback received at the February 8, 2024 public information meeting held for the above-mentioned project.

Total Mailed Notices	Attendees (Signed In)	Feedback	Supportive	Opposed	Undecided
1,096	35	26	7	17	2

Comments related to Support for the Project:

- Great location
- Ease of access from both sides of the plaza
- Ample parking
- Great for town business and to support community growth
- Local White Rock resident is the owner
- The city of White Rock needs more legal stores to help eliminate the illicit market
- Several people overturned their initial opposition to support the application after hearing the presentation

The most common themes for supportive comments were related to the great location off North Bluff Road and Johnston Road, which is the center of town. There were supportive comments related to having plenty of parking around the area, and the ease of access as the store will have access off Foster Street and another from the Central Plaza Parking lot. The Central Plaza parking lot has 3 driveway accesses off North Bluff Road and Johnston Road. Several people noted that it would be beneficial to have a local White Rock resident open a store to support community growth, local business with a vested interest in the community. Other supporting comments conveyed were that more stores are needed to support the fight against eliminating the illicit market. There were also several people who were originally against the application, but after listening to the presentation at the Public Information Meeting changed their minds to support it.

Comments related to Opposition to the Project:

- City of White Rock has too many cannabis stores
- Existing parking problems along Foster Street
- Odor
- Attracting youth from nearby schools
- Long hours

- Increase in the homeless population
- Loitering and smoking

The most common theme for opposition was related to the parking along Foster Street, too many stores, odor from the store, attracting youth from nearby high schools, long hours, there being an increase in the homeless population, and loitering around the store and Foster street.

Response to Concerns:

Number of Stores:

- The City of White Rock cannabis policy states the maximum number of stores permitted in the city is 3. Currently, there is only one approved store in the City of White Rock. The Semiahmoo first nations store is not located in White Rock, but on First Nations land in Surrey.
- The South Surrey Peninsula (including White Rock) has a population of approximately 140,000. The general rule of thumb the industry considers to be viable is one store for every 10,000 people density.
- Canada Health and Provincial Governments regulated and legalized cannabis in its battle to eliminate the illicit market

Parking:

- There is more than sufficient parking spaces in the Central Plaza (parking off Johnston Road) and on the south and west side parking lots. There is public pay parking located at the rear (south)of this plaza.
- Our proposed use as a retail store is in line with the retail/commercial centric zoning that exists for the Central Plaza. We will not require any additional parking than the existing.
- Majority of negative comments were from residents of Sussex House, across the street, who felt parking along Foster Street would be diminished for their guests. We will encourage our patrons to park in the main parking area within the plaza parking lot and access our store from secondary access off the parking. We anticipate having a regular customer base that will prefer to use the parking lot as an easier access to our store and not park on Foster Street.

Odor:

- Legal and regulated cannabis stores do not emit an odor outside of the stores
- We receive cannabis products from BCLCRB that have been pre-packaged and sealed in smell and leakproof containers/packaging
- Customers are prohibited from opening products in and around the premises and from smoking on site as per the Liquor and Cannabis Regulations
- We have not received any complaints from any of our current stores that have been operating for the past 3 years.

Loitering:

- Customers are prohibited from loitering in and around our stores as per the Liquor and Cannabis Regulations
- We will implement additional signage outside our stores to deter people from loitering or smoking around the store

- Since the Liquor and Cannabis Regulations prohibit loitering and smoking outside our stores, staff has the ability to move people away
- We have security cameras located at all entrances and have 4-6 staff working in the store at all times. We have clear sight lines to our entrances.

Homeless Population:

- The increase in the homeless population or people experiencing poverty is not related to legal and regulated cannabis stores
- Legal and regulated cannabis is not a product the homeless population can afford nor use. We do not attract homeless. Unfortunately, the homeless or people experiencing poverty, are generally attracted to retail centers to panhandle. s
- We can take steps in assisting the City of White Rock in reduction measures, but, ultimately this is a nationwide issue that needs support from every level of government (City, Provincial, and Federal)

Youth:

- A strict 2-ID check system will be in place, as required by government regulations
- This store is located 667m from the nearest high school
- We meet and exceed the City of White Rock's cannabis policy distance requirements from schools
- Health Canada data shows youth that are under-age typically buy from illicit sources. In order to eliminate the illicit sources, communities need to support more legal and regulated stores.
- We have comprehensive social responsibility material to educate customers on the importance of ensuring youth do not have access to cannabis products

Hours:

- To mitigate concerns of the Foster Street neighbours and store being open until 11pm everyday, we are prepared to lock-off the Foster Street entrance from Sunday to Thursday at 9pm to reduce the perceived impact off Foster Street.
- The primary access from the Central Plaza will stay open until 11pm. On Friday and Saturday, both entrances will be open until 11pm to match the liquor store hours and provide customers access.
- Our sense is that customers will prefer to use the secondary access off the parking lot after 6pm everyday, as there will be an abundance of parking after 6pm.

Other Comments:

- Some of the public would support the store if the store was located on the inside of the plaza.
- We pointed out that Debbie Mozelle Designer Optical had been closed for over 24 months. We will enhance the aesthetics of this frontage, as we will be removing the papered-up windows and brightening both the interior and exterior of this location and make it more appealing visually. This will reduce any loitering that currently occurs.
- We further advise that our store and Sussex House apartments are located in the primary retail and commercial centric location in White Rock. These retail centric locations benefit the entire community with a "one stop" shopping experience and as such, our store belongs here for the larger community.

- We sympathize with some of the ongoing issues Sussex House is experiencing related to homeless and poverty, which are unfortunately becoming normal for city centre living, not just in White Rock, but throughout North America. People choosing to live here for all the benefits and advantages are now experiencing the traffic, noise, loitering, etc.
- The residents of Sussex House apartments submitted a signed petition opposed in advance of the Public Information Meeting. During the meeting, we were able to address their concerns related to parking on Foster Street, late hour noise and traffic, loitering by the homeless and people experiencing poverty, security and crime. Unfortunately, we will not be able to convince people that are against cannabis but from a land use perspective, we have addressed all concerns.
- Harp provided his contact information to many of these residents for additional discussion and information. Since the meeting we have not heard from any of the attendees against the application. We are confident we addressed the local concerns.

Sincerely,



Harp Hoonjan
platinumprojects@shaw.ca
604-240-9924

APPENDIX F

Community Concerns & Response (Information)

Interest / Concern	Response Additional Information
<p>Smoking of Cannabis in Public</p> <ul style="list-style-type: none"> • Deterrent to Families • Impacts on those with health concerns • Concerns with the odor 	<ul style="list-style-type: none"> • [City Response] City of White Rock Public Health Smoking Protection Bylaw, 2018, No. 1858, prohibits smoking (the definition of which includes cannabis) “in any outdoor gathering place under the jurisdiction of the City of White Rock including parks, sports fields, playgrounds, the promenade, the pier and the beach”. Fines tied to infractions against the Bylaw range between \$100 and \$2,000. The City’s Bylaw Enforcement Officers regularly monitor activities in the Town Centre Area and generally look for voluntary compliance with smoking restrictions through dialogue and education. • [City Response] The notice of the application was circulated to the RCMP who provided a response noting they have no concerns with the proposal. • [Applicant Response] The applicant provided the following comments in their PIM summary response: <ul style="list-style-type: none"> ○ Legal and regulated cannabis stores do not emit an odor outside of the stores. ○ Customers are prohibited from opening products in and around the premises and from smoking on site as per the Liquor and Cannabis Regulations. ○ The Applicant notes that they have not received any complaints from any of their current cannabis retail stores in BC (Vancouver, Tsawwassen, Ladner, Coquitlam, and Courtenay) that have been operating for the past 3 years.
<p>The number of cannabis stores in the City</p>	<ul style="list-style-type: none"> • [City Response] During the Public Information Meeting, there were several concerns raised by the number of cannabis stores operating in the City. <ul style="list-style-type: none"> ○ Per Section 4.1.3 (ii) of the City’s Zoning Bylaw, cannabis stores are permitted in no more than three lots within the Town Centre Area (bounded by North Bluff Road, George Street, Thrift Avenue, and Martin Street). ○ There is presently only one approved cannabis store in the Town Centre area located at 1484 Johnston Road This store is currently operational. The other approved location is 15053 Marine Drive. As this location was outside the designated Town Centre, the applicant for this cannabis store (Seed and Stone) was subject to the zoning bylaw amendment process, in addition to requiring a TUP and a cannabis license referral. Council approved this use at this location in September 2021. The relevant Zoning Bylaw section was updated to specifically permit cannabis use in this location in addition to the three in the Town Centre. Staff note that this store is currently not in operation. ○ If approved, the proposed cannabis use at 1554 Foster Street will meet the City’s Zoning Bylaw requirement and will be the second store approved within the Town Centre Area.

APPENDIX E

Interest / Concern	Response Additional Information
	<ul style="list-style-type: none"> • [Applicant Response] <ul style="list-style-type: none"> ○ The City of White Rock cannabis policy states the maximum number of stores permitted in the city is 3. Currently, there is only one approved store in the City of White Rock. The Semiahmoo First Nations cannabis store is not located in White Rock, but on First Nations land in Surrey. ○ The South Surrey Peninsula (including White Rock) has a population of approximately 140,000. The general rule of thumb the industry considers to be viable is one store for every 10,000 people density. ○ Canada Health and Provincial Governments regulated and legalized cannabis in its battle to eliminate the illicit market.
<p>Limited Parking on Foster Street</p>	<ul style="list-style-type: none"> • [City Response] During the Public Information Meeting a number of concerns were expressed about the limited on-street parking on Foster Street. <ul style="list-style-type: none"> ○ The proposed cannabis retail store would, if approved, be established within the 174 square metre (1,873 square foot) commercial unit which formerly housed the “Debbie Mozelle Designer Optical” business. The store would have a retail floor area of approximately 151.46 square metres (1630.36 square feet), being the space accessible to customers. With respect to parking, the former and proposed use of the property are both considered a “commercial–retail” use. A commercial retail use at this site requires 1 space per 37m² which, per the Bylaw, would have required a total of 5 parking spaces. The proposal complies with this requirement as 5 off-street parking spaces are being provided within the private parking lot on Central Plaza fronting the secondary access of the subject unit. ○ In addition to the off-street parking, on-street parking spaces are available on Foster Street, however, the current on-street parking restriction is a 3-hour maximum (medium-term). • [Applicant Response] In order to address the concerns raised by the public regarding limited parking on Foster Street, the applicant notes the following: <ul style="list-style-type: none"> ○ There are sufficient parking spaces in the Central Plaza (parking off Johnston Road) and on the south and west side parking lots. There is public pay parking located at the rear (south) of this plaza. We will not require any additional parking than the existing one. ○ Encourage patrons to park in the main parking area within the Central Plaza parking lot and access the store from the secondary access fronting the assigned parking spaces. We anticipate having a regular customer base that will prefer to use the parking lot as easier access to our store and not park on Foster Street.
<p>Compatibility with Residential Community</p> <ul style="list-style-type: none"> • Proximity of use to homes/ 	<ul style="list-style-type: none"> • [City Response] The proposed cannabis retail store lies within the Town Centre where the current standards of the Zoning Bylaw allow for up to three stores subject to a Temporary Use Permit (TUP). The TUP would allow the City to deny the continuation of the use,

APPENDIX E

Interest / Concern	Response Additional Information
<p>children/recreational/public areas</p> <ul style="list-style-type: none"> Concerns with Loitering 	<p>following the three-year term of the permit, if it is determined that the use is undesirable. Tying the use to a TUP also gives Council the ability to extend the duration of the use for an additional period of three years. Following a potential six-year period of operation, the cannabis retail store, if approved, would need to apply for a zoning bylaw amendment that would permit the use in perpetuity. In this case, if the rezoning were approved the subject property would remain in the existing CR-1 Zone with the ability to introduce a “cannabis retail store” being enabled by amendments to the General Provisions & Regulations Section of the Bylaw (Section 4.1.3).</p> <ul style="list-style-type: none"> [Applicant Response] In addition to employing CPTED principles in the design of this commercial unit, the Applicant has noted the following: <ul style="list-style-type: none"> Customers are prohibited from loitering in and around our stores as per the Liquor and Cannabis Regulations. Additional signage will be implemented outside the store to deter people from loitering or smoking around the store. Since the Liquor and Cannabis Regulations prohibit loitering and smoking outside our stores, the applicant’s staff will ensure this is managed. Security cameras will be located at all entrances, with 4-6 staff always working in the store.
<p>Hours of Retail Sale</p>	<ul style="list-style-type: none"> [Applicant response] The applicant notes that to mitigate the neighbours concerns about the store being open until 11PM every day, the applicant has offered to lock the Foster Street entrance from Sunday to Thursday at 9PM to reduce the perceived impact off Foster Street. The primary access from the Central Plaza will stay open until 11 pm. On Friday and Saturday, both entrances will be open until 11 pm to match the liquor store hours and provide customer access. [City Response] The Liquor and Cannabis Regulation Branch (LCBR) provides general guidance on the hours of cannabis retail sale, supporting hours between 9AM and 11PM. The applicant would like to operate their business within these same hours. It is noted that the other cannabis retail store at 1484 Johnston Road has been in operation since 2020 with no complaints or incidents of concern noted.
<p>Increase in the homeless population</p>	<ul style="list-style-type: none"> [Applicant response] The increase in the homeless population or people experiencing poverty is not related to legal and regulated cannabis stores. The Applicant has offered proposed to take steps in assisting the City of White Rock in reduction measures, but note that this is a nationwide issue that needs support from every level of government (City, Provincial, and Federal)

THE CORPORATION OF THE
CITY OF WHITE ROCK



TEMPORARY USE PERMIT NO. 23-015

1. This Temporary Use Permit No. 23-015 is issued to **15160 North Bluff Road Ltd. (Inc. No. BC 1076836)** as the owner (hereinafter called the “Permittee”) and shall apply only to ALL AND SINGULAR those certain parcels or tracts of land and premises situate, lying and being in the City of White Rock, in the Province of British Columbia, and more particularly known and described as:

1554 Foster Street, White Rock, BC being a unit in a building located on lands legally described as:

Lot 33 Except: Part Subdivided By Plan 58746; Section 10 Township 1 New Westminster District Plan 32979

PID: 006-760-228

(Civic: 15100 North Bluff Road)

As indicated on Schedule A

(hereinafter referred to as "the Lands").

2. This Temporary Use Permit No. 23-015 is issued pursuant to the authority of Sections 492 and 493 of the *Local Government Act, R.S.B.C. 2015, Chapter 1* as amended, the “White Rock Zoning Bylaw, 2012, No. 2000” as amended; and in conformity with the procedure prescribed by the “City of White Rock Planning Procedures Bylaw, 2017, No. 2234” as amended.
3. Except as otherwise authorized by this permit, the terms, conditions and guidelines as set out in the "White Rock Zoning Bylaw, 2012, No. 2000" as amended shall apply to the Lands covered by this Temporary Use Permit:

a) Permitted Temporary Uses

- (i) *A cannabis store*

4. Terms and Conditions:

- a) Except as otherwise specified in this permit, all siting, construction, and use shall be in accordance with the provisions of the “White Rock Zoning Bylaw, 2012, No. 2000” as amended;
- b) The permittee must obtain a building permit and comply with the requirements of the BC Building Code for the construction of the interior tenant improvements;
- c) The premises containing the *cannabis store* use must be no larger than 174 square metres;
- d) The permittee must obtain a Sign Permit;
- e) The permittee must provide a minimum of five *off-street parking spaces* for the *cannabis store* use;

- f) The *cannabis store* shall not be open to customers prior to 9:00 AM on any day and shall be closed no later than 11:00 PM on any day;
- g) The *cannabis store* shall not sell any goods or things until it has obtained a valid licence issued in accordance with the *Cannabis Control and Licensing Act*, as amended, and a valid business licence;
- h) The Business Plan in Schedule B including compliance and public safety, and security measures must be adhered to.
- i) This temporary use permit is automatically revoked if the licence issued in accordance with the *Cannabis Control and Licensing Act*, as amended, is suspended or cancelled;
- j) This temporary use permit is automatically revoked if the property is deemed a *nuisance* property under the *White Rock Unsightly Premises and Graffiti Abatement Bylaw, 2013, No. 2019*;
- k) Nothing in this temporary use permit shall be construed as authorization for the carrying out of any activity which is a nuisance due to noise, light, odour, emission, vibration or other cause.

5. All definitions of words and phrases contained in Division 8 of the *Local Government Act, R.S.B.C. 2015, Chapter 1* as amended, and the “White Rock Zoning Bylaw, 2012, No. 2000” as amended, shall apply to this Temporary Use Permit and the attachments herein.
6. This Permit is valid for a period of three years less a day from the date of the authorizing resolution, unless otherwise approved for further time extension by Council in accordance with the provisions of Section 497 of the *Local Government Act*.
7. Where the holder of this Permit does not obtain required building permits and commence construction of the development as outlined in this Temporary Use Permit within two years after the date this Permit was authorized by Council, the Permit shall lapse, unless the Council, prior to the date the Permit is scheduled to lapse, has authorized further time extension of the Permit.
8. This permit does not constitute a subdivision approval, a Tree Management Permit, a Demolition Permit, or a Building Permit.

Authorizing Resolution passed by the Council for the City of White Rock on the _____ day of _____, 2024.

This Temporary Use Permit has been executed at White Rock, British Columbia on the _____ day of _____ 2024.

This permit is valid for a 3-year term beginning on _____, 2024 and ending less a day from _____, 202__.

The Corporate Seal of THE CORPORATION
OF THE CITY OF WHITE ROCK was hereunto
affixed in the presence of:

Mayor - Authorized Signatory

Director of Corporate Administration - Authorized Signatory

Schedule A – Site Plan
(Page 2 of 2)



SITE PLAN - 1554 FOSTER STREET, WHITE ROCK BC
NTS

PROJECT DATA

ADDRESS: UNIT 1554 - FOSTER STREET, WHITE ROCK BC
LEGAL DESCRIPTION: LOT 1 SECTION 22 BLOCK 6 NORTH RANGE 2 WEST NWD PLAN 80939780
PID:

PARKING REQUIREMENTS: 1 SPACE PER EVERY 374.2 SQ OF COMMERCIAL FLOOR AREA.
1,073 S.F. (174m²) = 8 PARKING STALLS. 4 PARKING STALLS PROVIDED.
TOTAL PARKING STALLS IN LOT = 20 = 8 HANDICAPPED STALLS

CHRISTOPHER WILSHIRE
REGISTERED CIVIL ENGINEER
No. 12345
www.christopherwilshire.ca

**1554
FOSTER STREET,
WHITEROCK, BC**

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REV.	DATE	REVISIONS

OWNER: 1554 FOSTER STREET, WHITEROCK, BC	PROJECT: 1554 FOSTER STREET, WHITEROCK, BC
CONTRACTOR: FLOOR PLANS	

DATE: APR. 2023	PROJECT NO.: A-1-1
SCALE: NTS	REVISION: -

SCHEDULE B - BUSINESS PLAN

1268236 B.C. Ltd. / dba Imagine Cannabis Co.

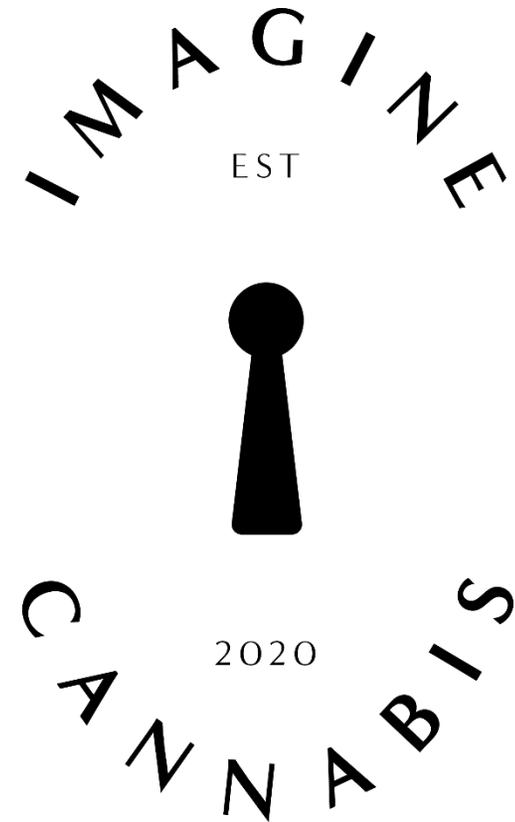
Cannabis Retail Store

Site Specific TUP Application

WHITE ROCK, BC

Central Plaza

1554 Foster Street, White Rock, BC



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EXECUTIVE SUMMARY / LETTER OF INTENT

Our core values of family, community, philanthropy, and integrity characterizes the Imagine Cannabis brand. We are submitting a development application for a Temporary Use Permit (TUP) approval from the City of White Rock to open a legal and regulated cannabis retail store in the Central Plaza shopping center located at 1554 Foster Street. There will be no cultivation, manufacturing, or consumption, as Imagine Cannabis will operate solely as a cannabis retail store.

Imagine Cannabis Co (Imagine) is a social corporation owned and operated by a local White Rock businessperson, Harp Hoonjan. Philanthropy and family are both important values to Harp. Harp served on the board of the Peace Arch Hospital Foundation (for 9 years) and supports various charitable organizations throughout the lower mainland. He volunteers, donates, and gives back to the community of White Rock and South Surrey and to other local communities. Harp believes that family is precious, and it provides a legacy of resources, inspiration, imagination, and expertise. Harp has also volunteered and provided his expertise to the City of White Rock Official Community Plan (OCP) working group in 2015-2016.

Harp does not consider this as a one-time transactional approval but a long-term commitment in the community of White Rock. The hard work begins once approval is given to become a valuable addition to this community. In the spirit of being a community asset, we will take a strong role in participating and facilitating regular and ongoing dialogue with the city, the school district, community stakeholders and community policing/business associations. This participation and dialogue will create an open channel for regular feedback and to work on any issues before they arise.

Imagine is a Provincially approved and regulated retail cannabis licence holder in British Columbia with stores located in Vancouver, Tsawwassen, Ladner, Coquitlam, and Courtenay. The City of White Rock is now in a unique position to allow an experienced, reputable, established retail cannabis operator and most importantly a local resident to serve the Community of White Rock.

We will ensure that our retail store influences the community in a positive manner, and will be a leader in delivering secure, safe, and responsible access to legal cannabis today and into the future in White Rock. ***Just Imagine.***

APPLICANT EXPERIENCE

The founders knowledge and experience as a White Rock resident for the past 9 years and a resident of the Peninsula for the past 20 years will be a benefit to this community. Harp's involvement in the development, construction, finance, and the retail cannabis industry will ensure that this Imagine Cannabis retail store will function successfully, responsibly, and in strict compliance within the community (see attachment #1, "Organizational Chart").



Harp Hoonjan

Harp Hoonjan is a proven and successful senior executive. Harp currently owns 5 Licensed Cannabis Retail Stores (Vancouver, Tsawwassen, Ladner, Coquitlam, and Courtenay, BC). His past 3 years has been spent consulting retail cannabis store operators through the municipal and provincial approval process. Several years prior, Harp spent time with a vertically integrated CBD company as a project manager and acquired knowledge and experience in CBD genetics, high quality CBD extracts/formulations and sales. The previous 20 plus years of experience includes land development, consulting and project management roles related to real estate development, multi discipline project sites, multi stakeholder negotiations, governmental approvals and construction for projects ranging from several million dollars to multi million dollars.

Harp holds a Civil and Structural Engineering diploma from BCIT.

Working alongside Harp is his wife and partner, Harinder, they have successfully run their own construction management and real estate development business for the last 20+ years. Harp has 3 adult children that are involved in some of his businesses and ventures. Harp has served on the board of the Peace Arch Hospital Foundation 9 years and has supported the community of White Rock and South Surrey and has given back in many ways. Harp is a firm believer in Family, Philanthropy, and Community.

PROPOSED LOCATION AND RATIONALE

The proposed cannabis retail store is located within a CR1 zoned site in the White Rock Town Centre area. This unit is within one of the largest shopping centers in White Rock, known as the Central Plaza, and is bounded by Johnston Road and North Bluff Road along Foster Street. This shopping centre is a combination of several commercial shadow sites that create a larger mixed use shopping area for the community. This plaza contains a major food anchor, pets store, banks, coffee shop and a liquor store all connected by covered shop front sidewalks that accommodate pedestrians on foot.

Patrons will have an abundance of parking and ease of access from all surrounding streets (North Bluff, Johnston, Foster, and Russell). As the City of White Rock moves forward to develop the Official Community Plan (OCP) into a hub of public, economic, and cultural life, Imagine Cannabis will add to the vibrancy of the Town Centre area and support the areas retail sector. From our experience, in the cannabis retail industry in other communities, we are confident that our retail store will be a good fit for the urban fabric of White Rock and contribute to the economic vitality of the shopping area. We look forward to ongoing collaboration with the White Rock Business Improvement and Community Association(s) to ensure a successful long-term relationship.

Importantly, we meet all requirements of the City's Cannabis Policy and Framework.

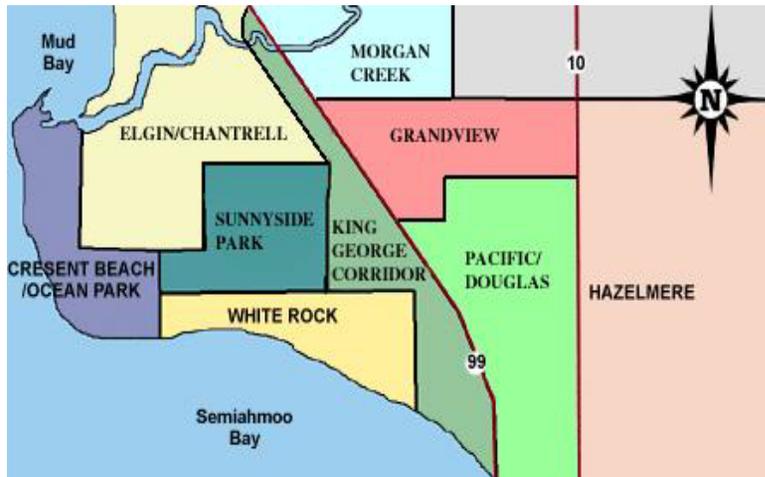


Proposed site location

Our site is located within a designated Regional Growth Strategy (RSG) area. The RGS provides direction for growth in the Metro Vancouver region. It designates White Rock Town Centre as a Municipal Town Centre (Urban Centre). This designation denotes the area as a municipal and regional hub, intended to be one of the regions primary focal points for concentrated growth and transit service. Urban Centres are located within 800m of a rapid transit station or 400m of TransLink's Frequent Transit Network (FTN). They are typically characterized by high and medium density housing, **retail**

services, and community and cultural activities oriented to the local needs of surrounding communities (see attachment #2, “Regional Growth Strategy”).

As such, a cannabis retail store along North Bluff Road provides the community and the region with a service in keeping with future commercial growth. This area is currently designated core commercial and in keeping with the established mixed use with retail services. Our retail unit is well suited for this designation in the near and long terms, as it sits on the boundary of both communities and will be able to service an area with a population of approximately 120,000 residents. The overall direction of the community is to encourage local businesses that are walkable, easily accessible by transit, and reflect the scale and character of the neighbourhood. Imagine Cannabis Co (Imagine) meets and exceeds the above requirements and will further provide safe access and create geographic equity to the legal, licensed, and regulated cannabis retail market with its proposed location. Our location provides very good vehicular, pedestrian, and transit access to the residents of White Rock as it provides easy and clear access from North Bluff Road, Johnston Road, Foster Street, and Russell Avenue.



Map of South Surrey and White Rock Surrounding areas

A retail cannabis store at this location will be consistent with the general commerce, function, and flavor of the Central Plaza. The Central Plaza is one of the premier locations within the community as it provides retail and commercial services to a substantial portion of the community already and to its future growth. Our proposed location provides geographical equity to the community of White Rock and South Surrey alike, as it is well located geographically.

White Rock is one of the most compact cities in the lower mainland, with a population of over 21,000. It is worth noting that approximately 11,000 of the White Rock residents are aged between

20 to 64; approximately 8,100 are aged over 65. These age groups benefit from the services of a legal and regulated cannabis retail store. Our proposed retail cannabis location is well positioned to serve this community and the Semiahmoo

area in general. With an evolving economy posing both opportunities and challenges to commercial and retail sectors; The success of this sector into the future will be determined by how we respond to and shape change.

Imagine Cannabis Co will provide consumers with a high quality and boutique community buying experience that is warm, professional, trustworthy, with a high level of service and appealing aesthetics. We will ensure that our operation influences the community in a positive manner.

There are no sensitive land uses we are aware of that are located close to our proposed location. The distances from significant land uses, such as parks and childcare centres, well exceed the city’s minimum requirement (see attachment #3, “Site Context Plan”). The closest elementary school is located on Johnston Road, which is approximately 615m (as the crow flies) from each other’s closest door to door. The walking distance door to door is 1000m. The closest Secondary

School is located on 16th Avenue and 157th Street, which is approximately 1,270m (as the crow flies) and the walking distance is over 1,400m.



Site Context Plan

Our store will be in keeping with the character of the existing Central Plaza along Foster Street. The building is a three-storey commercial building with both rear and front-loading access. Adequate parking is located within the parking lots located along the front, side, and back of the building and within the common surface parking. To visit the cannabis retail store, patrons will be able to park at any of the existing parking stalls onsite as the owner has not restricted the parking for any of the units on this site to any specific locations (see attachment #4, “Existing Site and Surrounding Area Photo’s”).

Imagine Cannabis has the necessary experience as a licenced operator and will be a valuable addition to this center and to the community at large. Retail cannabis stores are a highly regulated business. We feel the negative perception is going to be “a thing of the past” as the stores operate at high aesthetic and service standard established by the likes of Apple, Starbucks, and our current stores in the lower mainland (see attachment #5, “Other Imagine Stores”). As per our store signs and policy, there will be no loitering or smoking near the store.



Tsawwassen Store Interior



Ladner Store Interior



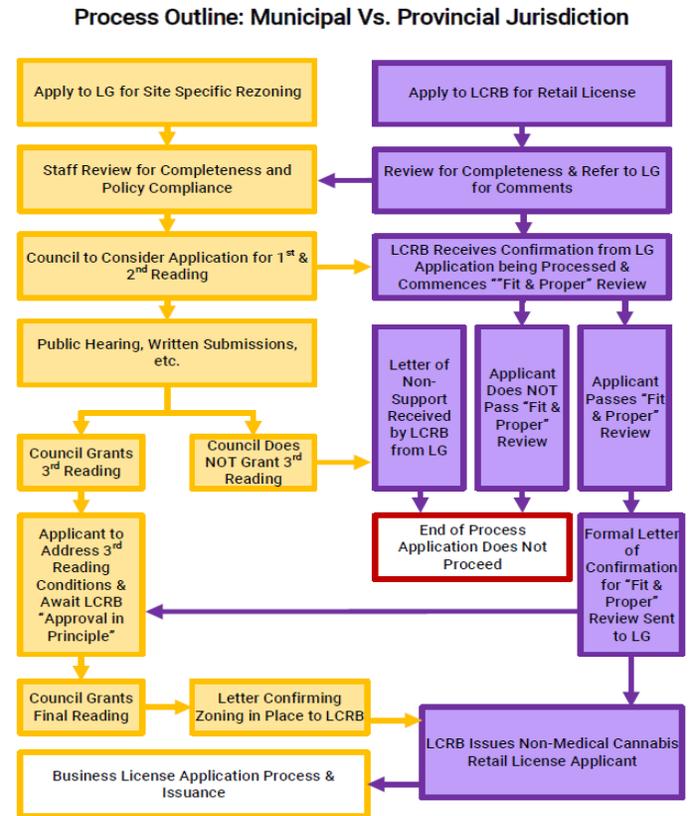
Burquitlam Store Interior

Based on our retail cannabis consulting and operating experience, we note a substantial decrease in the illicit cannabis sales in the communities we operate. Removing the illicit/black market from this community will reduce access to youth in this community. We can provide Health Canada statistics showing the impact the legal stores have on reducing the illicit sales of cannabis when additional legal and safe access is provided to the community. From our experience, almost all customers are thankful that there is alternative choice for safe and legal stores in their community. No person in this community should turn to the illicit marketplace for a legal product available to all Canadians.

We will be a leader in providing controlled, safe, secure, and responsible legal access to cannabis for the adult population in the White Rock community. We consider our retail stores to be an asset rather than a liability as we make the community around us safer by providing 24 hours of video security in and around our location.

The existing retail unit has been vacated by Debbie Mozelle Designer Optical. We will be aesthetically updating the existing unit by installing new flooring and refreshing the paint colours to the walls and ceiling. All lighting will be updated to LED and refreshing the existing millwork with custom high-quality millwork and glass will be installed (see attachment #6, "Site and Floor Plan"). We will be installing high-definition cameras and security systems within and outside of the unit. The proposed time frame to complete this refresh will be 2 to 3 months from issuance of the tenant improvement permit by the City of White Rock. Once the store receives a final inspection from the City of White Rock, the BCLCRB will conduct their final inspection and issue the licence to operate within a few days (see attachment #7, "Flow Chart – Local Government vs. LCRB").

As a part of the evaluation process, we meet all requirements of the City’s Cannabis Policy and framework. We would like staff and council to consider the excellent site location for providing the greater Semiahmoo community with a second store and another choice. We would also want you to consider this application is being submitted by a local White Rock resident and business person that has and will keep providing philanthropic services to the community, a high-quality store design, years of experience in this community and years of experience in the cannabis retail sector. We look forward to ongoing collaboration with our retail neighbours, the White Rock Business Improvement Association, the White Rock Residents Community, Community Policing and with the City of White Rock to ensure a successful long-term relationship. We will ensure that our retail store influences the community in a positive manner.



Flow Chart – Local Government vs. LCRB

CHILDCARE PROXIMITY ASSESSMENT

The childcare proximity assessment is an important tool for us to ensure we do not have any adverse impacts to these facilities. We have reviewed all current and future developments at time of this application and in accordance with the City's cannabis policy and bylaws, Imagine exceeds the minimum 100m distance to any known childcare facilities from our proposed store location (see attachment #8, "100m Distance Map"). Our store frontage is located at the basement level of the existing building and approximately four feet below Foster Street sidewalk level. This level is not used by pedestrians and is accessible to patrons visiting the fronting businesses. We see no adverse impact to the childcare centres in the vicinity. We are always looking for ways to improve and/or minimize any adverse impacts in the community.

Little Footprints Academy is located 156m to the south (as the crow flies) from the proposed store. Access to this childcare facility is located off Russell Avenue, which eliminates any intersection with our store. It is highly unlikely that patrons of Little Footprints Academy will walk past our proposed store location at the lower level.

Academics Pre-Kindergarten White Rock is located on Foster Street and will open July 2023. This childcare facility is located 123m south and across the street (as the crow flies) from the proposed store. The driving and walking routes to Academics Pre-Kindergarten White Rock will likely not take patrons in front of our proposed store at the lower level. Imagine customers will not be parking near any of these childcare facilities as the proposed store is located within a large shopping plaza with ample parking spaces off North Bluff Road.

GOOD NEIGHBOUR AGREEMENT

Imagine is committed to maintaining the safety and livability in the community of White Rock by willingly entering into a good neighbour agreement with the City. Imagine welcomes discussion of the agreement to clarify and facilitate best practices to address neighbourhood impacts, nuisances, or impairment issues. We will work together with the City, our commercial neighbours, and residents to address potential concerns and support a positive working relationship. Imagine will follow the agreement in accordance with city policies and bylaws.

EDUCATION INITIATIVES

From a youth and educational perspective, we will be working with the RCMP and its youth-oriented programs to bring about the correct messaging and appropriate educational awareness tailor made for the City of White Rock. We undertake to be committed and positive members of the community by supporting local businesses, community needs, awareness, and education.

Imagine not only emphasizes education for its employee, but also for the community. Imagine employees must successfully complete their Selling It Right training for certification to sell products and educate customers in the community. Imagine stresses the importance of educating safe cannabis use, and the negative effects of cannabis.



Selling it Right Certification Logos

Imagine takes pride in the advancement their employees. Professional development and education are key to upholding a high standard of excellence and providing customers with comprehensive product knowledge when shopping for their cannabis products. Imagine employees are required to participate in any assigned training and education programs offered by the company. Furthermore, our employees go through comprehensive training once hired to work in our retail stores.

SAFETY AND SECURITY COMPLIANCE

Imagine is committed to ensuring that safety and security is our top priority. Our security systems will far exceed what is required for licensed cannabis retail stores in BC. The safety of our neighbours, customers, employees, deliveries, and inventories is of utmost importance. Imagine endeavours to operate as an industry leader and will take the steps and precautions necessary to run our business at the highest standard. We will be in constant touch with the RCMP Community Policing and register with their watch program.

At a minimum, the following security measures will be put in place:

1. *An audible intruder alarm system monitored by a third party*
2. *Locked retail display cases*
3. *Locked storage room*
4. *Secure perimeter door locks*
5. *Security cameras with full unobstructed view of the retail sales area, any product storage, and the interior and exterior of all entrances and exits*
6. *Visibility into and out of the store from the exterior*

In addition to this, we will also utilize the following safety measures specific to this White Rock location:

1. *The lower level is a physical barrier from street level*
2. *Glass break sensors*
3. *Door contact sensors*
4. *360-degree motion sensor cameras*
5. *Security film on all windows and doors with movable metal screens installed at night*
6. *Multiple panic buttons at the counter, in the vault, at the rear exit, and on person for all employees*
7. *Signage at entrances and exits indicating age restrictions and use of closed-circuit television (CCTV)*
8. *A blue strobe light at the front exterior of the store to alert police of an exact location*
9. *Steel doors at our locked inventory storage area*

We will have a surveillance system with high-definition cameras covering the frontages and additional lighting with accessibility to the RCMP.

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN

To ensure that continued safety of the community, Imagine utilizes the following best practices to achieve CPTED:

Interior And Exterior Cameras

Our location will be equipped with interior and exterior High-Definition cameras with 24-hour upload to a secure cloud server. Our support staff will have access to these cameras at all times through an internal website and mobile app.

Secure Cannabis Vault

Cannabis will be stored in a secure area to ensure the security of all cannabis products.

Restricted Access

Secured access will be required in order to enter key areas of the store including the back of house, the secure cannabis area, the IT room and cash safe.

Locked Display Cases

As required by LCRB regulations, display cabinets on the retail sales floor will be kept locked.

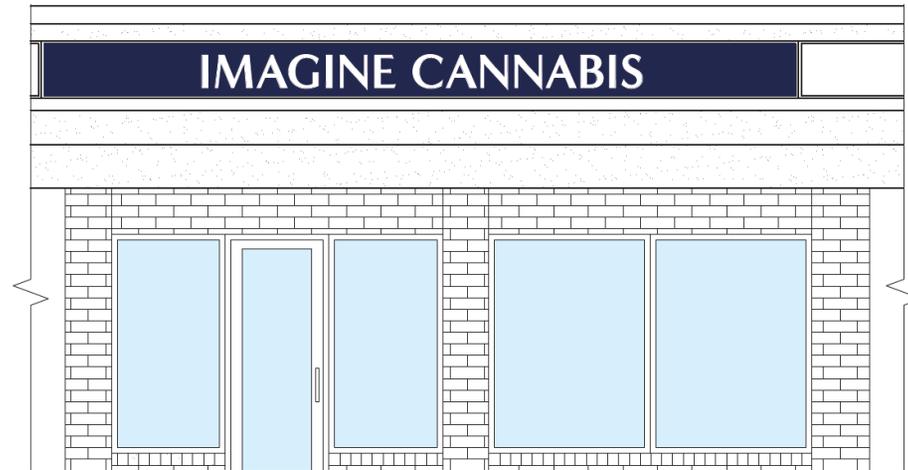
Clear Line Of Sight

Our point of sales counter is strategically placed to ensure a clear view of the retail sales floor.

SIGNAGE AND BRANDING COMPLIANCE

All business names and exterior signage must comply with provincial requirements and be approved by the Liquor and Cannabis Regulation Branch (BCLCRB). All names and signage will not mislead the public to type of business operating and must comply with advertising terms and conditions.

Our proposed signage will be in accordance with the bylaws of the City of White Rock and the BCLCRB. A sample building elevation with a sign plan that is discreet and tasteful has been attached for consideration and discussion (see attachment #9, "Signage Plan").



Imagine storefront signage

MITIGATION OF ADVERSE IMPACTS ON NEARBY USES

We have completed a preliminary review of adverse impact on nearby sensitive uses and note that we are in compliance with the approved Council Policy and BCLCRB and not in conflict with the categories (see attachment #3, "Site Context Plan").

Odour Mitigation

We will receive cannabis products from BCLCRB that have been pre-packaged and sealed in smell and leak proof containers/ packaging by licenced producers. No cannabis containers are permitted to be opened in store. Customers will be prohibited from opening products in and around the premises and from loitering or smoking on site. In addition, the stores HVAC system will include and not be limited to a hepa air filtration system.

Keeping Cannabis Away From Youth

We have comprehensive social responsibility material to educate customers on the importance of ensuring youth do not have access to cannabis products. Youth will not be permitted to enter our stores at anytime. A strict 2-ID check system will be in place, as required by government regulations. Our policy is to check ID for anyone that looks under 35 years of age.

Impact Of Visibility Into Store

As the change to the LCRB regulations just came into effect during our approval process, our store front windows will be transparent and visibility into store will be maintained. The interior of the store is tastefully built to a high standard. We will have interior features in place to meet the LCRB requirements. Our store is located lower than the fronting street level and has minimal street presence.

What Impact Will The Cannabis Store Have On Crime In Neighborhood

The legalization of non-medical cannabis is designed to eliminate illegal activity, illicit sales of cannabis, and ensure that the community has access to secure, safe, responsible, and regulated cannabis products. Health Canada notes that illicit sales of cannabis have reduced progressively since legalization. This is a major benefit to the community at large. Our store is open between 9am and 11pm. The presence of our staff being onsite during these hours creates a safe environment. We also have an existing community policing station located nearby in White Rock (on Pacific Ave) and Surrey (on 152 St.).

MANAGEMENT AND OPERATIONS

From an operational perspective, a secure environment will be maintained through best practise protocols. We have listed some items below and will meet or exceed all federal, provincial, and municipal regulations in the proposed store and surrounding area.

Hours

Imagine Cannabis Co proposes to be open 7 days a week from 9am - 11pm as set out by the BCLCRB.

Product Procurement, Inventory Controls and Management

All non-medical cannabis products must be purchased through the BCLCRB regulations and requirements; the provincial body that vets and purchases products from licensed producers across the country to ensure all products offered wholesale to cannabis retailers in BC are in compliance with Health Canada. Any cannabis accessories (branded clothing, vaporizers, papers, etc.) can and will be purchased through other suppliers.

All non-medical cannabis products will be stored in locked display cases or locked storage areas in our store that only management will have access to.

We can provide the City of White Rock with all products that we intend on selling based on our other 5 store locations.

Customers

Sales of non-medical cannabis, cannabis accessories, gift cards, and shopping bags will be restricted to retail customers that are 19 years of age or older.

All customers will be required to verify their age with 2 pieces of identification that will be closely examined for validity. If the customer cannot produce two pieces of acceptable ID, service will be refused, and the customer will be asked to leave. A comprehensive list of acceptable ID's will be made available.

Record Keeping

SALES

The following records will be retained for a period of at least six years from the date the records were created:

1. *Non-medical cannabis sales records, including quantity of non-medical cannabis sold and prices charged*
2. *Non-medical cannabis disposal records*
3. Sales records respecting cannabis accessories and prepaid purchase cards (gift cards) sold by Imagine Cannabis Co.

STAFF

Imagine Cannabis will take all necessary steps to ensure staff is hired from this community. We will have at a minimum 10 staff members. Record of each worker's security verification is available for inspection, including expiration date. There will also be a record keep of staff: names, addresses, salaries, qualification information, primary job responsibilities, shift schedules and dates of employment.

Employee Screening

Employees in our store must be at least 19 years of age and must produce ID for inspectors if requested at any time while working. They must also provide the province with their updated home address, telephone numbers, email or legal name change within ten days of a change.

All employees must maintain their security workers verification every two years (a process completed through the Province of BC). Any adult performing work-related activities in a retail store as an employee, independent contractor or volunteer on a full time or part time basis is required to follow the above screening requirements. This process is separate and distinct from the licensing process.

Training

All employees go through internal training programs and standard procedures to ensure each staff member is well versed in dealing with customers, non-medical cannabis and cannabis accessories, opening and closing procedures, and compliance. In addition, employees will be trained to handle intoxicated patrons, violent or disorderly conduct, and to take preventative measures to prevent disturbances. It is very important for Imagine Cannabis Co that all employees can offer knowledgeable and trustworthy service to its customers.

Compliance Procedures

As a licensee, we are required to:

1. *Comply with the Cannabis Control and Licensing Act, its Regulations and the terms and conditions in the BC Cannabis Handbook*
2. *Always allow Liquor and Cannabis Regulation Branch inspectors and/or police officers to enter our establishment. We must never impede their entry in any way*
3. *Upon request, provide inspectors with any documents and/or records as outlined*
4. *Never draw attention to inspectors inside our establishment to not affect the inspector's safety*

SOCIAL RESPONSIBILITY / COMMUNITY BENEFIT

Imagine Cannabis is a social corporation committed to a sustainable and caring community and will proactively strive to be a valuable member of the business community. Our core values of philanthropy and community are part of our corporate responsibility policy. We commit to preserve a budget for community based programs, donations, and volunteer time within the city we conduct our business. We do not consider this as a one-time transactional approval but a long-term commitment in the community. The hard work begins once approval is given to become a valuable addition to this community. In the spirit of being a community asset, we will take a strong role in participating and facilitating regular and ongoing dialogue with City staff, community stakeholders and community policing/business associations. This participation and dialogue will create an open channel for regular feedback and to work on any issues that may arise. Imagine Cannabis is committed to a sustainable and caring community and will proactively strive to be valuable members of the business community.

We will be having ongoing discussions with the White Rock Business Improvement Association and the South Surrey/White Rock Chamber of Commerce.

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: May 13, 2024

TO: Mayor and Council

FROM: Anne Berry, Director, Planning and Development Services

SUBJECT: Consideration of Temporary Use Permit (extension) Application – 1484 Johnston Road (TUP 23-001)

RECOMMENDATIONS

THAT Council receive the corporate report dated May 13, 2024, from the Director of Planning and Development Services, titled "Consideration of Temporary Use Permit (extension) Application – 1484 Johnston Road (23-001)" and consider and issue Temporary Use Permit No. 23-001, following the Public Meeting.

EXECUTIVE SUMMARY

The Planning and Development Services Department has received an application for an extension to Temporary Use Permit (“TUP”), TUP 19-012, to allow for the continued use of a non-medical cannabis retail store, “A Little Bud Cannabis”, at 1484 Johnston Road (civic address of 1478 Johnston Road) for an additional term of three years. Staff have considered the TUP approval process in conjunction with the nature of this application and recommend a modified approval process and issuance of proposed TUP No. 23-001 to permit the extension of this use.

PREVIOUS COUNCIL DIRECTION

Motion # & Meeting Date	Motion Details
Motion 2020-068 February 10, 2020	THAT Council approves Development Variance Permit No. 426 for 1484 Johnston Road.
Motion 2020-068 February 10, 2020	THAT Council approves Temporary Use Permit 19-012 for 1484 Johnston Road and direct staff to forward a copy of the resolution and supporting documents (corporate reports and relevant meeting minutes) to the Liquor and Cannabis Regulation Branch as documentation of gathering the views of residents on the cannabis licence application as well as the views of the City on the general impact on the community if the application is approved.

BACKGROUND

On February 10, 2020, Council approved TUP No. 19-012 and Development Variance Permit (DVP) No. 426 to enable the establishment of a non-medical cannabis store, “A Little Bud Cannabis,” at 1484 Johnston Road. The DVP application was to reduce the required setback from the premises containing the *cannabis store* use to an existing *childcare centre* from 100 metres to 80 metres which was approved by Council. Additionally, at the same meeting, Council also approved a zoning bylaw amendment to increase the number of cannabis stores permitted within the Town Centre Area from one to three. Appendix E includes the staff report related to this initial TUP application that was presented to the Land Use and Planning Committee (LUPC) on December 2, 2019 and January 13, 2020.

The initial TUP was approved for a period of three years and expired on February 12, 2023. Under the *Local Government Act*, applicants have one opportunity to extend or renew the permit for another three (3) years but would be subject to public consultation and ultimately Council approval. The City of White Rock received an extension application from “A Little Bud Cannabis” (applicant) on January 11, 2023.

The Planning Division underwent significant staff turnover in the last three years and was most recently short-staffed between June to December of 2023 resulting in a backlog of processing development applications that were received from January 2023. This application was picked up for review in January 2024.

This TUP extension application, if approved, would permit the use of this temporary cannabis store use for an additional three years however, the permit extension will be backdated from the expiration date of the initial permit.

ANALYSIS

Location of Establishment and Surrounding Land Uses

The subject property at 1478 Johnston Road houses three commercial units (1480, 1482, and 1484 Johnston Road) with associated off-street parking spaces. At the time of this staff report preparation, only the cannabis retail store at 1484 Johnston Road, “A Little Bud Cannabis,” is presently operational.

The surrounding area is primarily mixed-use in nature, with Oceana Parc and Soleil (under construction) developments to the north, Saltaire and Semiah developments to the South and the Miramar Village development to the west. Immediately east of the subject property, is the parking lot for the commercial establishments at 15226 Russell Avenue, with single-family residential lots beyond (see Appendix A – Location and Ortho Maps).

Planning Review

Staff support the application for a Temporary Use Permit extension, TUP 23-001 (see Appendix B), for the cannabis store use at 1484 Johnston Road. The cannabis store use complies with all applicable zoning bylaw requirements. Additionally, the DVP, which was approved with the initial TUP, only expires if the existing building is demolished or if the licence issued in accordance with the *Cannabis Control and Licensing Act*, as amended, is cancelled. Therefore, the variance is still valid for this extension application.

This proponent has also indicated they are supportive of good neighbour agreements and are willing to enter into an agreement with the City (see Appendix C for the Applicant’s Letter of Intent).

Per the Cannabis Retail Store (CRS) licence that is in effect for this business, the Liquor and Cannabis Regulation Branch (“LCRB”) notes that the establishment may be open anytime between 9:00 a.m. and 11:00 p.m., subject to further restriction by the local government. The previously approved TUP No. 19-012 (see Appendix F) for this cannabis store included further restrictions to limit the hours of operations of this use between 10:00 a.m. to 11:00 p.m. Monday to Saturday and 10:00 a.m. and 8:00 p.m. on Sunday. The TUP extension application noted that similar hours are requested. However, the applicant reached out to staff following the Public Meeting notification was mailed out and advertised requesting to change their hours of operations to align with their CRS license i.e. to be open between 9:00 a.m. to 11:00 p.m. every day. Staff notes that there have been no complaints or incidents of concerns noted since the operation of this business in 2020.

As this is the first TUP extension/renewal application sought for a cannabis store in White Rock, staff reached out to the LCRB to clarify if a TUP renewal will trigger a renewal of the CRS licence. The LCRB explained that a Cannabis Retail Store (CRS) licence is valid for 12 months from the time of issuance. Applicants must apply to the LCRB to renew their license each year. For the business at 1484 Johnston Road, the LCRB approved their CRS license on May 4, 2020 with the expiry set to be 12 months from that date of issue, which is April 30. The licence’s next expiry date is April 30, 2025.

The LCRB also explained that applicants are responsible for complying with applicable local government bylaws and requirements. LCRB generally does not require further information/input from the local government once the application is approved. However, if the local government does not support a TUP renewal/extension, the LCRB will need to be notified of the same as the CRS licence may be cancelled.

LEGAL IMPLICATIONS

Given the nature of this extension request, this application is being reviewed under a modified process from the typical requirements (see Appendix G) of the Planning Procedure Bylaw No. 2334. The statutory requirements of the *Local Government Act* (LGA) will be met.

The Planning Procedure Bylaw sets out that a report will come forward to the Land Use and Planning Committee and Regular Council before notification is issued to the surrounding area that Council will hold a public meeting to hear from the community prior to consideration of the issuance of the permit. Additionally, the Planning Procedure Bylaw requires that the Applicant install a Development Proposal Notification Sign and hold a public information meeting (PIM) before the application proceeds to the Land Use and Planning Committee. Refer to Appendix G, for an excerpt of the TUP process for cannabis use in the Planning Procedure Bylaw.

In this instance, staff did not require the Applicant to host the PIM or install the development proposal sign as this is an extension to a Council-approved Temporary Use Permit which was issued on February 10, 2020. Further, the LUPC has been dissolved, and staff have prepared this report directly for Regular Council. Notices have already been issued advertising the Public Meeting of May 13, 2024, and that Council will consider issuance of the TUP the same evening. Statutory Notification has taken place prior to Council’s consideration of permit issuance.

Pursuant to S. 497 of the *Local Government Act*, the City may issue a TUP for a period of up to three years. The *Local Government Act* also allows a temporary use permit to be extended for a maximum of an additional three years. If the holder of a TUP wishes to conduct the temporary use beyond the 6-year period, they are required to make a new application to Council for a TUP or apply for rezoning.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

Notification in accordance with the Planning Procedure Bylaw and the *Local Government Act* has been met.

The City received letters of support as part of the applicant's submission package which is included as Appendix D.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

The application was referred for review to other city departments and external agencies, and no comments and concerns were noted for this application as proposed.

ALIGNMENT WITH STRATEGIC PRIORITIES

This proposal meets Council's strategic priority of *Local Economy* where one of the main objectives is to foster a business-friendly environment to attract and retain businesses in the City.

This proposal also aligns with actions and objectives under Council Strategic Priority of *Organization & Governance* to improve development permit processes and to streamline the overall planning approval process.

OPTIONS / ALTERNATIVES

The following alternative options are available for Council's consideration:

1. Direct staff to schedule a Public Meeting for consideration of the Temporary Use Permit;
2. Deny the temporary use permit and recommend that staff provide a resolution of non-support for the continued cannabis retail use to the LCRB;
3. Defer the application subject to specific directions being provided to Staff as identified by Council.

CONCLUSION

Staff support the application for the extension of the Temporary Use Permit (TUP) for the continuous use of the non-medical cannabis retail store, "A Little Bud" at 1484 Johnston Road. This report is provided for information and Temporary Use Permit No. 23-001 is included later in the Regular Council for Council's consideration of final issuance.

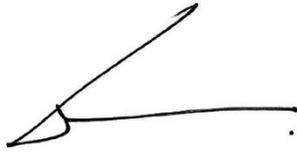
Respectfully submitted,



Anne Berry, MCIP RPP
Director, Planning & Development Services

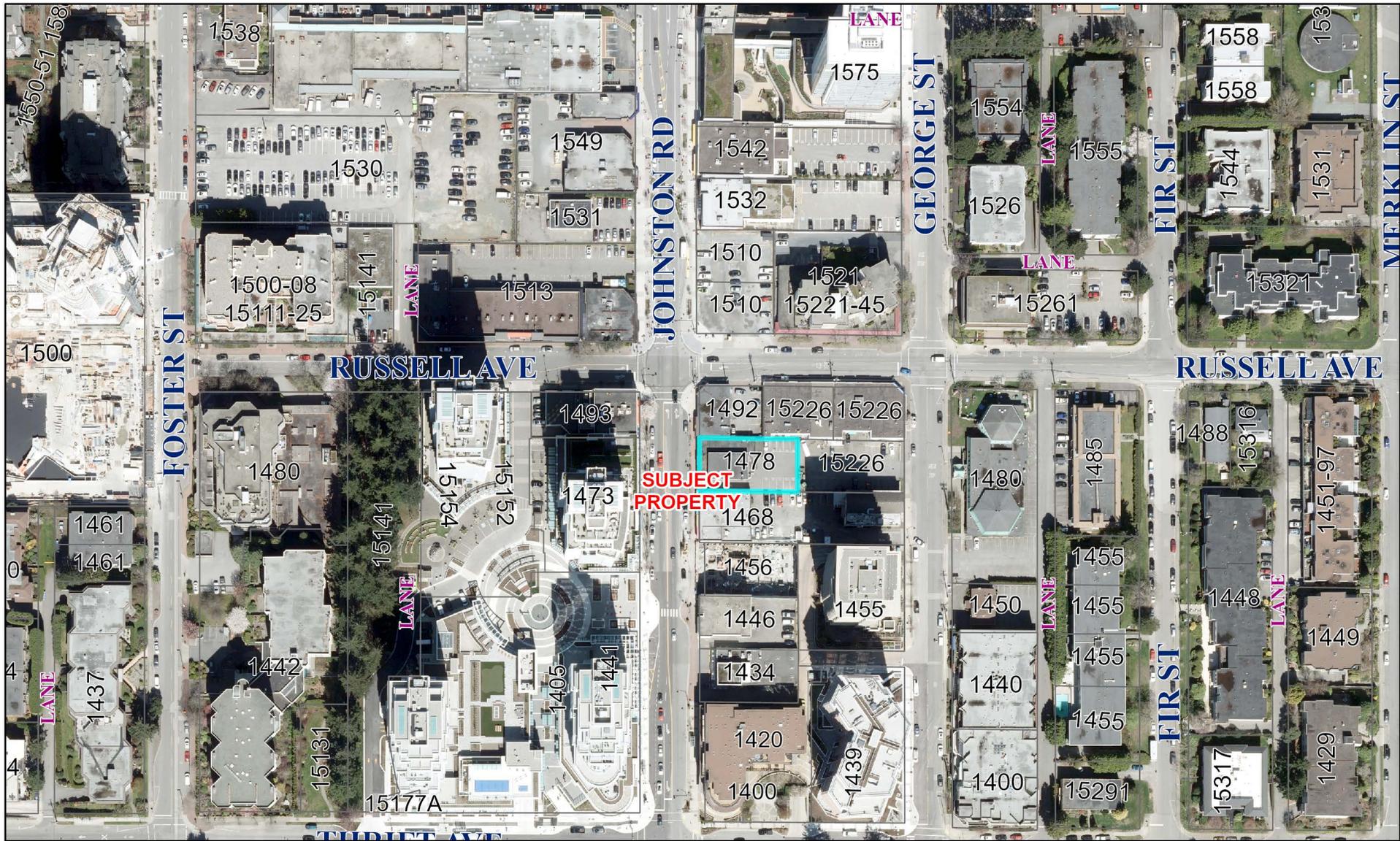
Comments from the Chief Administrative Officer

I concur with the recommendations of this corporate report.

A handwritten signature in black ink, consisting of a stylized 'G' followed by a horizontal line and a small dot at the end.

Guillermo Ferrero
Chief Administrative Officer

- Appendix A: Location and Ortho Map
- Appendix B: Draft TUP 23-001
- Appendix C: Application Package with Letter of Intent
- Appendix D: Letters of Support
- Appendix E: Staff Reports to LUPC (TUP 19-012) - December 2, 2019 and January 13, 2020
- Appendix F: Approved TUP 19-012
- Appendix G: Planning Procedure Bylaw excerpt - TUP application process (cannabis store)



Orthographic Map

1484 Johnston Road

(civic address of 1478 Johnston Road)



THE CORPORATION OF THE
CITY OF WHITE ROCK

TEMPORARY USE PERMIT NO. 23-001



1. This **Temporary Use Permit No. 23-001** is issued to **Rosa Kwok Lai Chow** as the owner (hereinafter called the “Permittee”) and shall apply only to ALL AND SINGULAR those certain parcels or tracts of land and premises situate, lying and being in the City of White Rock, in the Province of British Columbia, and more particularly known and described as:

1484 Johnston Road, White Rock, BC being a unit in a building located on lands legally described as:

West Half Lot 2 Except: The West 7 Feet; Section 11 Township 1 New Westminster District Plan 8096

PID: 011-426-381

(Civic: 1478 Johnston Road)

As indicated on Schedule A

(hereinafter referred to as "the Lands").

2. This Temporary Use Permit No. 23-001 is issued pursuant to the authority of Sections 492 and 493 of the *Local Government Act, R.S.B.C. 2015, Chapter 1* as amended, the “White Rock Zoning Bylaw, 2012, No. 2000” as amended; and in conformity with the procedure prescribed by the “City of White Rock Planning Procedures Bylaw, 2017, No. 2234” as amended.

3. Except as otherwise authorized by this permit, the terms, conditions and guidelines as set out in the "White Rock Zoning Bylaw, 2012, No. 2000" as amended shall apply to the Lands covered by this Temporary Use Permit:

a) Permitted Temporary Uses

- (i) *A cannabis store*

4. Terms and Conditions:

- a) Except as otherwise specified in this permit, all siting, construction, and use shall be in accordance with the provisions of the “White Rock Zoning Bylaw, 2012, No. 2000” as amended;
- b) The permittee must obtain a sign permit, and not have any signage promoting the business on the east side of the building;
- c) The driveway access must have a speed hump, stop sign, and pedestrian crossing warning sign installed on the property, in accordance with recommendations of the report dated June 27, 2019 from Aaron Chang, P.Eng, Creative Traffic Solutions, titled “1484 Johnston Road Traffic Engineering Services White Rock, BC, attached hereto as Schedule B;”

- d) The driveway access must be delineated on the Johnston Road portion of the building to the satisfaction of the Director of Engineering and Municipal Services, in general accordance with recommendations of the report dated June 27, 2019 from Aaron Chang, P.Eng, Creative Traffic Solutions, titled “1484 Johnston Road Traffic Engineering Services White Rock, BC, attached hereto as Schedule B;”
 - e) The permittee must provide a minimum of nine on-site parking spaces for the *cannabis store* use;
 - f) The permittee must maintain a minimum of five off-site parking spaces for the employees of the *cannabis store*;
 - g) The *cannabis store* shall not be open to customers prior to 9:00 AM on any day and shall be closed no later than 11:00 PM on any day;
 - h) The *cannabis store* shall not sell any goods or things until it has obtained a valid licence issued in accordance with the *Cannabis Control and Licensing Act*, as amended, and a valid business licence;
 - i) This temporary use permit is automatically revoked if the licence issued in accordance with the *Cannabis Control and Licensing Act*, as amended, is suspended or cancelled;
 - j) This temporary use permit is automatically revoked if the property is deemed a *nuisance* property under the *White Rock Unsightly Premises and Graffiti Abatement Bylaw, 2013, No. 2019*;
 - k) Nothing in this temporary use permit shall be construed as authorization for the carrying out of any activity which is a nuisance due to noise, light, odour, emission, vibration or other cause.
5. All definitions of words and phrases contained in Division 8 of the *Local Government Act, R.S.B.C. 2015, Chapter 1* as amended, and the “White Rock Zoning Bylaw, 2012, No. 2000” as amended, shall apply to this Temporary Use Permit and the attachments herein.
 6. This Permit is valid for a period of three years less a day from the date of expiry of TUP 19-012, in accordance with the provisions of Section 497 of the *Local Government Act*.
 7. Where the holder of this Permit does not obtain required building permits and commence construction of the development as outlined in this Temporary Use Permit within two years after the date this Permit was authorized by Council, the Permit shall lapse, unless the Council, prior to the date the Permit is scheduled to lapse, has authorized further time extension of the Permit.
 8. This permit does not constitute a subdivision approval, a Tree Management Permit, a Demolition Permit, or a Building Permit.

Authorizing Resolution passed by the Council for the City of White Rock on the _____ day of _____, 2024.

This Temporary Use Permit has been executed at White Rock, British Columbia on the _____ day of _____ 2024.

This permit is valid for a 3-year term beginning on **12 February 2023** and ending less a day from _____, 202__.

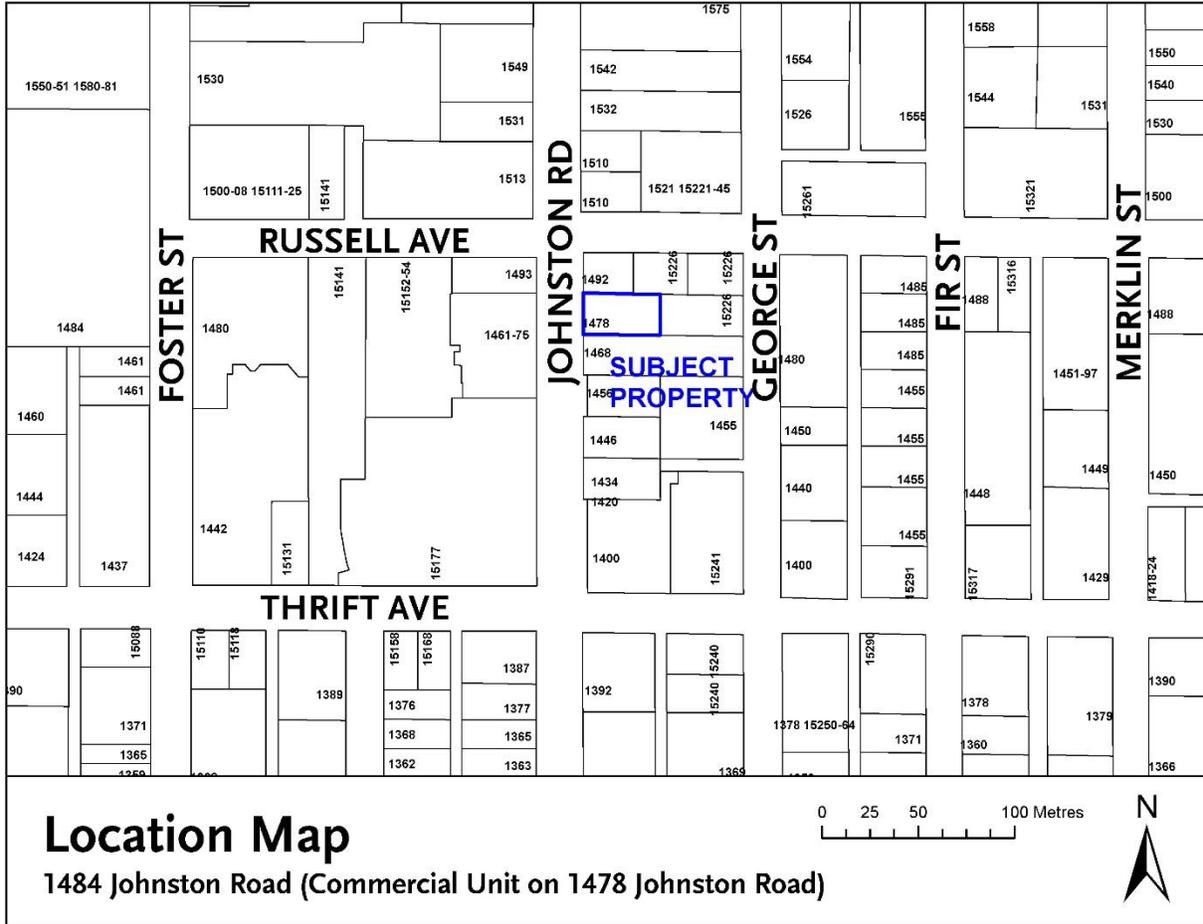
The Corporate Seal of THE CORPORATION
OF THE CITY OF WHITE ROCK was hereunto
affixed in the presence of:

Mayor - Authorized Signatory

Director of Corporate Administration - Authorized Signatory

DRAFT

Schedule A – Location Map



Schedule B – Report dated June 27, 2019 from Aaron Chang, P.Eng, Creative Traffic Solutions, titled “1484 Johnston Road Traffic Engineering Services White Rock, BC



84a moody street
port moody, british columbia
canada v3h 2p5
604.936.6190
604.936.6175
www.cts-bc.com

MEMORANDUM

TO: Randy Tingskou, A Little Bud
FROM: Aaron Chan, P.Eng., CTS
DATE: 27 June 2019
RE: 1484 Johnston Road Traffic Engineering Services
White Rock, BC
FILE NO: 7082-061



Aaron Chan
28 June 2019

Creative Transportation Solutions Ltd. (CTS) is pleased to submit this **FINAL** memo summarizing our findings on the access review at 1484 Johnston Road in the City of White Rock.

The primary objectives of this assignment were as follows:

1. To conduct a site visit to document the existing condition and operation of the access and parking lot at 1484 Johnston Road in the City of White Rock;
2. To review the existing condition and operation of the access and parking lot and determine the appropriate justification to improve the operation and safety of the access and parking lot; and
3. To prepare a brief report summarizing the technical analysis, key findings and Recommendations.

This document summarizes our technical analysis, key findings and recommendations.

1.0 EXISTING CONDITIONS

1.1 Site Visit

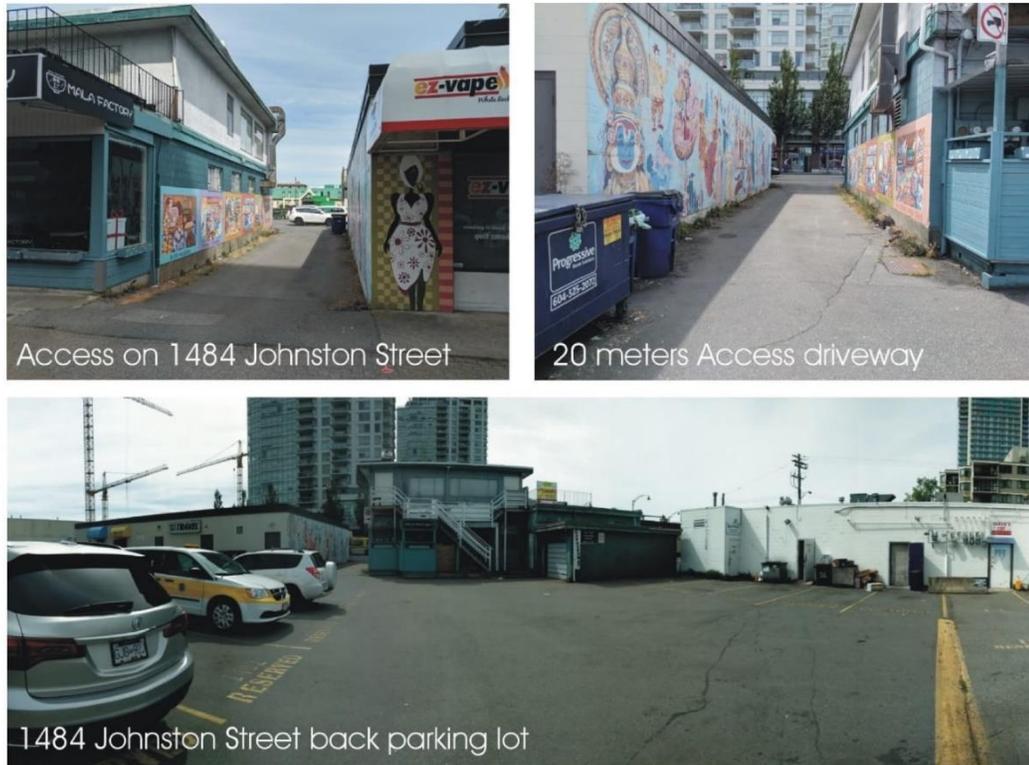
CTS conducted a site visit on Monday, June 17, 2019 to observe the existing condition of the access and parking lot at 1484 Johnston Road in the City of White Rock. From the site visit, we summarized the followings:

- The access is located between 1468 and 1478 Johnston Road with an access driveway of approximate 20 meters long and 4.3 meters wide;
- The distance from the curb edge to the building at the frontage of Johnston Road is approximate 3.5 meters, which includes 2 meters of the pedestrian sidewalk and 1.5 meters of the front porch;

- Motorist sight distances to the pedestrian on the sidewalk are limited by the buildings on both side of the access driveway when exiting the access;
- No operation issues were observed for motorist entering the access from Johnston Road;
- The 1484 Johnston Road back parking lot consists of 10 parking stalls and have sufficient space for a typical passenger car to make U-turns when all parking stalls are occupied;
- The 1484 Johnston Road back parking lot is connected to the parking lot of 15226 Russell Avenue with no fence or blockage in between;
- To access the 1484 Johnston Road back parking lot, motorist can use either the access on Johnston Road or the access on George Street (15226 Russel Avenue parking lot access);
- No vehicle was observed to use the parking lot as short-cut through the accesses from/to George Street to/from Johnston Road during the survey period.
- During the site visit between 15:00-16:00, a 30 minutes traffic count was conducted to the study access and parking lot. Only one vehicle was observed to leave the parking lot using the study access.

FIGURE 1 illustrated the photos of study access, access driveway and parking lot behind the building of 1484 Johnston Road.

FIGURE 1
STUDY ACCESS, ACCESS DRIVEWAY AND BACK PARKING LOT



2.0 DISCUSSION AND RECOMMENDATION

2.1 Discussion

From the observation documented in the section above, we noticed that the usage of the study access and parking lot is not significant. No capacity issues were identified. Also, no vehicle was observed to use the parking lot as short-cut through the accesses from/to George Street to/from Johnston Road during the survey period. It is expected that some motorists may use either the access on George Street or Johnston Road to access both the 1478 Johnston Road parking lot and 15226 Russel Avenue parking lot.

It is concerned that the limited motorists' visibility when exiting the access to Johnston Road as the buildings on both sides of the access driveway block the motorists view to the pedestrian on sidewalk at the frontage of 1478 Johnston Road. To mitigate the situation, a speed hump could be used to slow the traffic at the access driveway in addition to a warning and stop signs to warn the motorists to stop for pedestrian crossing ahead on the sidewalk. Also, to improve the motorists' visibility to the pedestrian, a meter-high fences or delineators could be used to block the pedestrian crossing the access at the

front porch area while letting the motorists to advance forward 1.5 meters for better visibility.

It is also concerned that the access driveway width is approximate 4.3 metres, which is not sufficient for two-way traffic at the same time. Based on the current access traffic volume, conflicts between opposite traffic at the access driveway is negligible. No action is required to mitigate the opposite traffic conflicts at the moment. Consideration for mitigation when the access traffic volume is over 30 vehicles per hour.

2.2 Recommendation

Based on the findings, CTS recommended that:

- Installing the speed hump, “Stop” sign, “Pedestrian Crossing” Warning sign to the access driveway;
- Installing 1-meter tall fences or delineators at the front porch on both sides of the access driveway.

FIGURE 2 illustrated the proposed locations of the fences/delineators and speed hump

**FIGURE 2
PROPOSED LOCATION OF THE FENCES/DELINEATORS AND SPEED HUMP**





**TEMPORARY USE PERMIT
APPLICATION**

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APPLICATION FORMS

DocuSign Envelope ID: 160AE4E6-12AC-4C22-A915-C41432839E58



Development Application Form

Planning and Development Services

P: 604-541-2136 | F: 604-541-2153

www.whiterockcity.ca

15322 Buena Vista, White Rock B.C. V4B 1Y6

Please follow the instructions provided with each section to ensure that you have filled out this application form correctly. Full review and completion of this Development Application Form, along with associated Agent Authorization and Submission Requirement forms, is required to ensure that your application is complete. **Staff will only accept a full and complete application at time of formal submission.**

If you have questions at any time, or if you would like to schedule a pre-application meeting prior to application submission, please contact us at planning@whiterockcity.ca or at 604-541-2155 for assistance.

Section Overview

Section 1 – Type of Application
 Section 2 – Site Description and Proposed Works
 Section 3 – Provincial Requirements

Section 4 – Owner/Applicant Information
 Section 5 – Reminder Checklist
 Section 6 – Consent

Section 1 – Type of Application

Please check all development application types that apply to your proposal. For each type selected, please attach the corresponding form noted below. These forms are available at City Hall or on our website:

BYLAW AMENDMENT APPLICATIONS	Check/X
Official Community Plan Amendment - Form A	
Zoning Amendment - Form B	
Phased Development Agreement - Form B	
Land Use Contract – Discharge - Form B	
Land Use Contract – Amendment - Form B	

SUBDIVISION APPLICATIONS	Check/X
Fee Simple Subdivision - Form G	
Bare Land Strata Subdivision - Form G	
Lot Line Adjustment - Form G	
Air Space Parcel - Form G	
Phased Strata Development - Form G	
Strata Plan Amendment - Form G	
Strata Title Conversion - Form H	

LAND USE PERMIT APPLICATIONS	Check/X
Development Variance Permit – Form C	X
Temporary Use Permit – General – Form C	
Development Permit (Major) - Form D	
Development Permit (Minor) <ul style="list-style-type: none"> • Environmental DP – Form E • Form and Character DP (duplex/triplex, signage, etc) – Form F 	
Is this for a time extension/amendment?	

MISCELLANEOUS APPLICATIONS	Check/X
Liquor/Cannabis License Referral - Council - Form I	
Liquor/Cannabis License Referral - Staff - Form I	
Request for Purchase of Municipal Right of Way - Form J	
Temporary Use Permit – Cannabis Store – Form K	X

Is your application type missing? Please provide a description in the box to the right:	
---	--

Section 2 – Site Description and Proposed Works

Please input an answer to the best of your ability in each applicable entry box below. If you require assistance, please do not hesitate to contact the Planning & Development Services Department.

Site Address(es)	1484 Johnston Rd White Rock V4B 3Z5
PID(s)	011-426-381

Land Use Summary	Existing	Proposed
OCP Land Use Designation	Town Centre Area Commercial/Residential Zone	Town Centre Area Commercial/Residential Zone
Development Permit Area(s)	1484 Johnston Rd White Rock V4B 3Z5	1484 Johnston Rd White Rock V4B 3Z5
Zone	CR1	CR1
Number of Lots	One	One
Number of Dwelling Units	Zero	Zero
Gross Floor Area Total (m ² or ft ²)	1526.8 sq ft	1526.8 sq ft
Residential, Institutional and/or Commercial Floor Area (m ² or ft ²)	1526.8 sq ft	1526.8 sq ft

Please provide a general description of your proposal below:
A Little Bud Cannabis LTD intends to "renew" the current Temporary Use Permit to continue to allow non-medical cannabis retail sales.

Section 3 – Provincial Requirements

Please read the instructions and check the applicable boxes below:

	Check or X		
	YES	NO	DO NOT KNOW
(This list is not exhaustive; other provincial regulations may apply)			
Has the subject site, currently or historically, been used for commercial or industrial purposes? If "Yes", a Site Profile may be required, pursuant to the <i>Environmental Management Act</i> and the <i>Contaminated Sites Regulation</i> (Ministry of Environment).	X		
Are there archaeological sites or resources on the subject site(s)? If "Yes" or "Do Not Know", you may be advised to contact the BC Archaeology Branch (Ministry of Forests, Lands, Natural Resources Operations, and Rural Development)		X	

Section 4 – Owner / Applicant Information

Please input the following information into each box as labelled and organized below:

	Registered Owner	Applicant (only if not the Owner)
Full Name / Organization	Rosa Kwok Lai Chow	Randall Tingskou
Address	[REDACTED]	[REDACTED]
City	Vancouver	Abbotsford
Postal Code	V5N 2C3	V3G 2E3
Phone (Main)	[REDACTED]	[REDACTED]
Phone (Cell)	[REDACTED]	[REDACTED]
Fax		
E-mail	[REDACTED]	[REDACTED]

Section 5 – Reminder Checklist

Before you continue any further, please ensure that you have completed the following items:

Checklist	Check/X
• Have you scheduled and completed a pre-application meeting?	X
• Have you confirmed your additional submission requirements with Planning staff?	X
• Have you completed and attached the applicable Submission Requirements Form(s)?	X
• If applicable, have you completed and attached any required Agent Authorization Form(s)?	X

Section 6 – Consent

Please read the following consent information fully. Please fill out and sign the following materials below to signify your consent for this application. **If this application is being represented by an Authorized Agent, then the Authorized Agent will only need to fill out the “Authorized Agent” section below and shall also proceed with the submission of a completed Agent Authorization Form:**

As the registered owner(s) / authorized agent, I/we hereby submit this application for the development of the subject site(s) and declare that the information submitted in support of this application is true and correct in all respects. Should there be a change in ownership, authorized agent, legal description, or development proposal while the application is pending, I/we will notify the Planning & Development Services Department in writing immediately to avoid any unnecessary delay in processing the application.

I/we further understand that the following total fee of is payable at time of application and may only be refunded in accordance with the provisions of the “City of White Rock Planning Procedures Bylaw, 2017, No. 2234”.

	Registered Owner	Registered Owner (if more than one)
Full Name		
Signature		
Date		

... OR ...

	Authorized Agent
Full Name	Randall Tingskou
Signature	
Date	12/19/2022





Submission Requirements Form

Form C – Development Variance Permits and Temporary Use Permits (not cannabis stores)

Planning and Development Services

P: 604-541-2136 | F: 604-541-2153

www.whiterockcity.ca

15322 Buena Vista, White Rock B.C. V4B 1Y6

Complete Application – General Requirements

Please use the following checklist to assist with the preparation of your application.

Checklist If applicable, these items may be submitted in conjunction with another application type.	Check or X
A Completed Application Form with associated fee	X
An Authorized Agent Form, if the property owner is represented by a third party	X
Proof of Business Ownership <i>Note: Required if property owner is a corporation; includes Notice of Articles, Certificate of Incorporation, BC Company Summary</i>	X
A recent title search, dated within 30 days of the application <i>Note: Staff will require copies of any applicable legal encumbrances on title.</i>	X
Registered Survey Plan <i>Note: The Registered Survey Plan must show the topography of the site, and the location, elevation, and size of trees located on and around the subject site. If any variances are requested, then the current building envelope and the proposed building envelope must be indicated on the registered survey plan.</i>	X
Site Profile <i>Note: A Site Profile is only required if the subject site is being currently used, or has historically been used, for commercial or industrial activities.</i>	X

Complete Application – Additional Requirements

Depending on the scope and scale of the development application, the following submission requirements may be necessary. Other studies not described here may be required at time of initial application.

Be aware that there are two checkboxes here. Please verify with Planning staff as to whether the below-listed submission materials are required as part of your complete application.

Checklist – General Project Requirements If applicable, these items may be submitted in conjunction with another application type.	Staff Only Check or X	Applicant Check or X
Site Plan and Site Statistics <i>Note: The site plan should show information relating to gross site area (with and without road dedications), density (floor area totals – e.g.: gross, residential, etc), bulk (e.g. setbacks, lot coverage, height, proposed use, dwelling unit total (including unit distribution by bedroom count), floor areas (by use/common/amenity), parking spaces (electric charging stations, motor vehicles, and bicycles), loading spaces, and any other additional details.</i>		
Design Rationale <i>Note: This document will need to describe the proposed development in terms of its relationship to relevant City policies (including the OCP), good planning and design principles, and its contribution to the character of the surrounding area.</i>		
Geotechnical Study <i>Note: This report will need to be prepared by a professional engineer or geoscientist with a specialization in geotechnical engineering in accordance with the current edition of the "Guidelines for Legislated Landslide Assessments for Proposed Residential Development in British Columbia."</i>		

Checklist – Form, Massing, and Aesthetics	Staff Only Check or X	Applicant Check or X
If applicable, these items may be submitted in conjunction with another application type.		
Photographs of Site and Surrounding Area <i>Note: These photographs should show the existing site, along with the current condition of adjacent properties.</i>		
Precedent Photos <i>Note: This refers to images or illustrations from other projects that have inspired the proposed development.</i>		
Scaled Architectural Plans <i>Note: The site plan should show information relating to gross site area (with and without road dedications),</i>		
Digital or Physical 3D Massing Model <i>Note: This three-dimensional illustration or model of the proposed development should include, at minimum, the massing of buildings on adjacent parcels. Only the proposed development is required to be in colour.</i>		
Colour Renderings with Adjacent Buildings <i>Note: This refers to elevation drawings of the proposed development that are illustrated according to the proposed colour and materials of the development and adjacent buildings are displayed in colour on the same drawing either photographically, or drawn at the same scale as the proposed development.</i>		
Colour and Materials Board <i>Note: This refers to an illustration or a sample board that includes the colour and finish of the exterior materials to be used in the project. A physical Colour and Materials Board will be required at any required Advisory Design Panel meeting.</i>		
Street Profile <i>Note: This refers to a two-dimensional elevation drawing of the proposed development and the adjacent buildings on properties on either side of the proposed development. Subject properties on a corner or through lot must provide a street profile for all frontages.</i>		
View Analysis <i>Note: This document will demonstrate the view impact of the proposed development on surrounding buildings, which may include plan diagrams illustrating the angle of view from adjacent buildings under current conditions and with the proposed development and may include renderings of the development's impact on the streetscape from the pedestrian level. The level of detail required shall be discussed with staff.</i>		
Shadow Study <i>Note: This set of illustrations will demonstrate the shadow impact from the proposed development, including illustration for the Vernal Equinox (March), Summer Solstice (June), Autumnal Equinox (September) and Winter Solstice (December) at 10:00 am, 12:00 pm, 2:00 pm, and 4:00 pm.</i>		

Checklist – Public Realm and Landscaping Considerations	Staff Only Check or X	Applicant Check or X
If applicable, these items may be submitted in conjunction with another application type.		
Tree Assessment Report <i>Note: The report, as prepared by a certified arborist, will need to meet the requirements of White Rock Tree Management Bylaw, 2008, No. 1831 (as amended or replaced).</i>		
Landscaping Plan <i>Note: The landscaping plan will need to include existing tree locations, proposed plantings (using graphic keys), proposed grades, proposed garbage/recycling enclosures, details on proposed outdoor amenity spaces, and proposed paving and lighting details.</i>		
Environmental Impact Assessment <i>Note: This report will need to document the proposed development's impact on the surrounding environment. This assessment can take many different forms as applicable to the particular circumstances of the site. This could include a Phase 1 Environmental Site Assessment, a Riparian Areas Regulation (RAR) Assessment Report, or a Biological Site Inventory.</i>		

Checklist – Parking and Functional Elements If applicable, these items may be submitted in conjunction with another application type.	Staff Only Check or X	Applicant Check or X
Parking Plan <i>Note: This plan must illustrate all proposed off-street (on-site) parking spaces, including dimensions of each parking space and drive aisles. If parking for persons with disabilities or small car spaces are proposed, they need to be clearly marked in the plan. A synopsis of the number of parking spaces (including electric vehicle charging stations) must be included. Any variances from the Zoning Bylaw must be identified.</i>		X
Parking Study <i>Note: This submission requirement refers to a report prepared by a registered professional engineer that recommends a reduced number of parking spaces for a proposed development, or a shared on-site parking regime for two or more uses within a proposed development.</i> <i>The report will need to analyze the proposed amount of parking in relation to the parking demand generated by proposed development, and provide detail on any recommended Transportation Demand Management strategies.</i>		
Traffic Study <i>Note: This report will need to outline the impacts on existing and future traffic conditions resulting from the proposed development(s), as well as on-site parking, loading, turning movements, and other related matters, in accordance with specifications provided by the City's Engineering and Municipal Operations Department.</i>		

Checklist – Condition of Land Use Permit If applicable, these items may be submitted in conjunction with another application type.	Staff Only Check or X	Applicant Check or X
Cost Estimate <i>Note: Pursuant to Section 502 of the Local Government Act and as a condition of the issue of a land use permit, the City of White Rock may require the provision of securities to ensure that the City can adequately undertake, at the expense of the holder of the applicable land use permit, the works, construction or other activities required to satisfy the landscaping condition(s), correct the unsafe condition(s), or correct damages to the environment.</i> <i>This cost estimate will need to summarize the cost of works, as applicable, with the above-mentioned items: the full scope of works required to satisfy the proposed landscaping conditions, to correct unsafe conditions, or to correct damages to the environment. This will be required prior to final consideration by Council, or the relevant approving authority.</i>		



Complete Application – General Requirements

Please use the following checklist to assist with the preparation of your application.

Checklist	Check or X
If applicable, these items may be submitted in conjunction with another application type.	
A Completed Application Form with associated fee <i>Note: Private cannabis store applicants will also require a Cannabis License Referral application for the Temporary Use Permit application to proceed. Temporary Use Permit applications for privately operated cannabis stores which have not submitted a complete application to the provincial Liquor and Cannabis Regulation Branch for referral will not move forward to public notification for their Temporary Use Permit application.</i>	X
An Authorized Agent Form, if the property owner is represented by a third party	X
Proof of Business Ownership; or Applicant Authorization from Signing Authority (if Public Agency) <i>Note: Required if property owner is a corporation; includes Notice of Articles, Certificate of Incorporation, BC Company Summary</i>	X
A recent title search, dated within 30 days of the application <i>Note: Staff will require copies of any applicable legal encumbrances on title.</i>	X
Letter of Intent <i>Note: The Letter of Intent will need to provide a summary of the proposal, the proposal's relationship to relevant City policies, and its contribution to the surrounding area.</i>	X
Business Plan <i>Including the following documents:</i> <ul style="list-style-type: none"> ○ Curriculum vitae detailing applicant's previous business undertaking and experience in retail sales in a Provincially or Federally regulated commercial sector ○ Proposed timeframe for commencing retail sales of cannabis ○ Compliance with municipal, provincial and federal government regulations ○ Willingness to enter into a 'Good Neighbour' agreement to address potential neighbourhood impacts and nuisance and impairment issues ○ Proposed educational initiatives regarding impairment and nuisance issues related to cannabis use ○ Operating details (store house, number of employees, etc.) ○ Proposed security measures ○ Insurance bonding information 	X
Description of any enforcement action or proceedings against the applicant/principals	X
Design proposal <i>Including the following documents:</i> <ul style="list-style-type: none"> ○ Floor Plan ○ Signage Plan ○ Façade and window treatment design 	X
Context Plan <i>Aerial map showing compliance with Zoning Bylaw siting criteria and current uses of adjacent properties, annotated with distances from the exterior of the premises to any licensed child care facility and/or City park space.</i>	X

AGENT AUTHORIZATION FORM



Authorization Form

Planning and Development Services

P: 604-541-2136 | F: 604-541-2153

www.whiterockcity.ca

15322 Buena Vista Avenue, White Rock B.C., V4B 1Y6

Application Type(s)	Temporary Use Permit (T.U.P.) - Non-Medical Cannabis Retail Store
Site Address(es)	1484 Johnston Road White Rock BC V4B 3Z5
PID(s)	011-426-381
Legal Description(s)	City of White Rock West Half Lot 2 Except 7ft;Section 11 Township 1 New West District Plan 8096

This document shall serve to notify the City of White Rock ("City") that I am / we are the legal owner(s) of the property described above and do authorize the person indicated below ("Agent") to act on my / our behalf on all matters pertaining to the stated application type(s) for the above referenced property/ies. In addition, I / we have read and understood the application requirements for the above application(s) and authorize the Agent to act on our behalf.

All registered property owners shall sign this Authorization Form. Company-owned properties must be represented by Agents. Use additional sheets if necessary. Changes in ownership will require the submission of new Authorization Forms.

Name of Property Owner(s) If company-owned, please also provide a contact name.	Rosa Kwok Lai Chow
Mailing Address	[REDACTED] /ancouver, BC, V5N 2C3
Main & Cell Phone Number	[REDACTED]
E-Mail Address	[REDACTED]

Name of Agent	Randall Tingskou
Company Name (if applicable)	A Little Bud Cannabis
Mailing Address	[REDACTED]
Main & Cell Phone Number	[REDACTED]
E-Mail Address	[REDACTED]

I hereby consent ...	[REDACTED]	Date (YY/MM/DD)
Property Owner	[REDACTED]	2022/12/16
Property Owner	[REDACTED]	
Authorized Agent	[REDACTED]	2023/01/04

LETTER OF INTENT

A Little Bud Cannabis intends to continue operating a licenced Non-Medical Cannabis Retail Store at 1484 Johnston Rd, White Rock, BC, in full compliance with the requirements of the Province of British Columbia and the City of White Rock.

We intend to continue setting a high standard for cannabis retail in White Rock. Our focus will continue to include cannabis safety, cannabis education, and consumer responsibility. We strive to be an ambassador of good cannabis practices which we believe starts with educating the consumers.

During our operation in White Rock since opening A Little Bud Cannabis in August 2020, we have maintained a customer-focused retail experience and built direct connections with the community. This includes charitable donations to local non-profits such as the Elks Club, Sources Food Bank, etc., neighbourhood cleanups, and our self-funded recycling program. We intend to continue this tradition for as long as we operate in White Rock.

CURRICULUM VITAE

RANDY TINGSKOU

Co-Owner and Operator of A Little Bud Cannabis LTD

Ph: 604-996-7212

Email: rtingskou@alittlebud.ca

Address: 35073 Spencer St

Abbotsford BC V3G 2E3

OWNER – A LITTLE BUD CANNABIS LTD

February 2020 – Present

- Operated a Non-Medical Cannabis Retail Store in White Rock BC while giving back to the community with both charitable donations and good neighbour initiatives

OWNER – A LITTLE MORE CONVENIENCE LTD

June 2021 – Present

- Operated a convenience/accessories shop in White Rock BC

OWNER – A LITTLE BUD ABBOTSFORD MEDICINAL CANNABIS DISPENSARY

July 2017 – Oct 15 2018

- Operated a medicinal dispensary leading up to legalization

GENERAL SALES MANAGER – WOLF CHILLIWACK MAZDA

July 2013 – August 2014

- Managed a team of 27 staff while ensuring compliance with the Motor-Vehicle Sales Authority of British Columbia

AUTOMOTIVE SALES – ABBOTSFORD VOLKSWAGEN, BMW LANGLEY, FREEWAY MAZDA, DON QUAST HYUNDAI, FREEWAY MAZDA

March 2007 – June 2017

- Sold motor vehicles while surpassing all performance goals and continually holding a valid Motor-Vehicle Sales Authority licence with zero judgements or actions

PROPOSED TIMEFRAME

During 2023 we will use the time under the Temporary Use Permit to continue our exemplary customer service and act as ambassadors of cannabis while beginning to work on the required rezoning steps to solidify our place within the White Rock community.

COMPLIANCE

Our 2.5 years operating in White Rock have been fully compliant. A Little Bud will comply with all requirements of the federal Cannabis Act and its regulations, as well as the BC Cannabis Control and Licencing Act, Cannabis Distribution Act, and all municipal, provincial, and federal requirements. Cannabis is a highly regulated industry, and we hold ourselves to that high standard in all regards. We intend to continue this during our next Temporary Operating Permit and beyond.

GOOD NEIGHBOUR AGREEMENT

A Little Bud is willing to enter into a “Good Neighbor Agreement” with the City of White Rock and will continue to engage in good neighbour practices. We are overjoyed to be a member of this community and wish to engage as members of the community as such. This includes neighbourhood cleanups, our recycling program, and continued charitable donations of 2.5% of our net profits to local non-profits.

EDUCATIONAL INITIATIVES

During our time operating in White Rock, we strive to be ambassadors of cannabis and good practices. This includes in-store educational graphics, online initiatives, and in-store interactions. We have found that the most useful and impactful of these to be the interactions our staff have with members of the community that visit our store. Being a budtender at A Little Bud requires continual growth and on-the-job training to be able to provide the best customer service and instill our values and good cannabis practices to patrons of our store. Rather than just instructing customers where they can't smoke cannabis, such as the pier and promenade, we give alternatives so our customers can stay compliant.

It is a common complaint that cannabis packaging is excessive in nature and leans towards wastefulness. We regularly conduct cleanups in our area to help reduce and remove cannabis packaging from contributing to City waste. This works in tandem with our cannabis packaging recycling program to reduce the industry's carbon footprint.

OPERATING DETAILS

A Little Bud intends to continue operating from 10am to 11pm Monday to Friday, with reduced hours on Sunday from 10am to 8pm. This is similar to local liquor stores.

We proudly employ nearly 40 local residents at our store. These include both full time and part time positions which have above-industry standard wages and full benefits packages for our staff and their families. A manager is on shift at all times to oversee the staff, customers, and sale of cannabis.

SECURITY MEASURES

Cannabis is a highly regulated industry, and this applies to security requirements as well. Our store goes above these federal requirements and includes the following:

- Exterior rolling shutters and locking steel door.
- Security bars on all windows and doors.
- 29 4k security cameras with over 30 days of stored video footage.
- Third party monitored fire detection system.
- Third party monitored security and break in detection system.
- Cannabis fulfillment center with secured access and locking cannabis storage.
- Frosted windows to obscure view from outside the store.

INSURANCE BONDING

We are prepared to enter into any bonding requirements the City may have in this regard. We have previously contacted our insurance broker at Central Valley Insurance and have attached their response for your information and consideration.

Insurance Bonding for a potential Cannabis Retail Location

Tecia Beulens

to me ▾

To Whom it May Concern:

Per your request, we have looked into bonding for a potential cannabis retail location.

We have several companies which would be willing to write this type of retail for Liability, Contents and Crime.

- You had requested information on a bond, similar to that of a liquor bond for a liquor store. This type of bond guarantees that the applicant will abide by all statutes, laws and regulations and that they will pay the appropriate government fees and taxes. In this context and Cannabis bond does not yet exist. A similar bond which could possibly be issued would be a Sales Tax Bond, guaranteeing that the applicant will pay all of their sales taxes to the government.
- There is currently a policy in force, for A Little Bud, through A10K which includes "3D Crime Coverage", this 3D Crime cover essentially is an employee bond and covers theft and mishandling of company assets
- We have also found that CNS looks to be a favorable candidate as an insurer. Their packages are well rounded, also including Crime coverage and they are pro-cannabis.

Thank you for your inquiries and we look forward to assisting you in attaining the required coverage.

Kind regards,

Tecia Beulens

General Lines Representative
Central Valley Insurance Services Ltd.

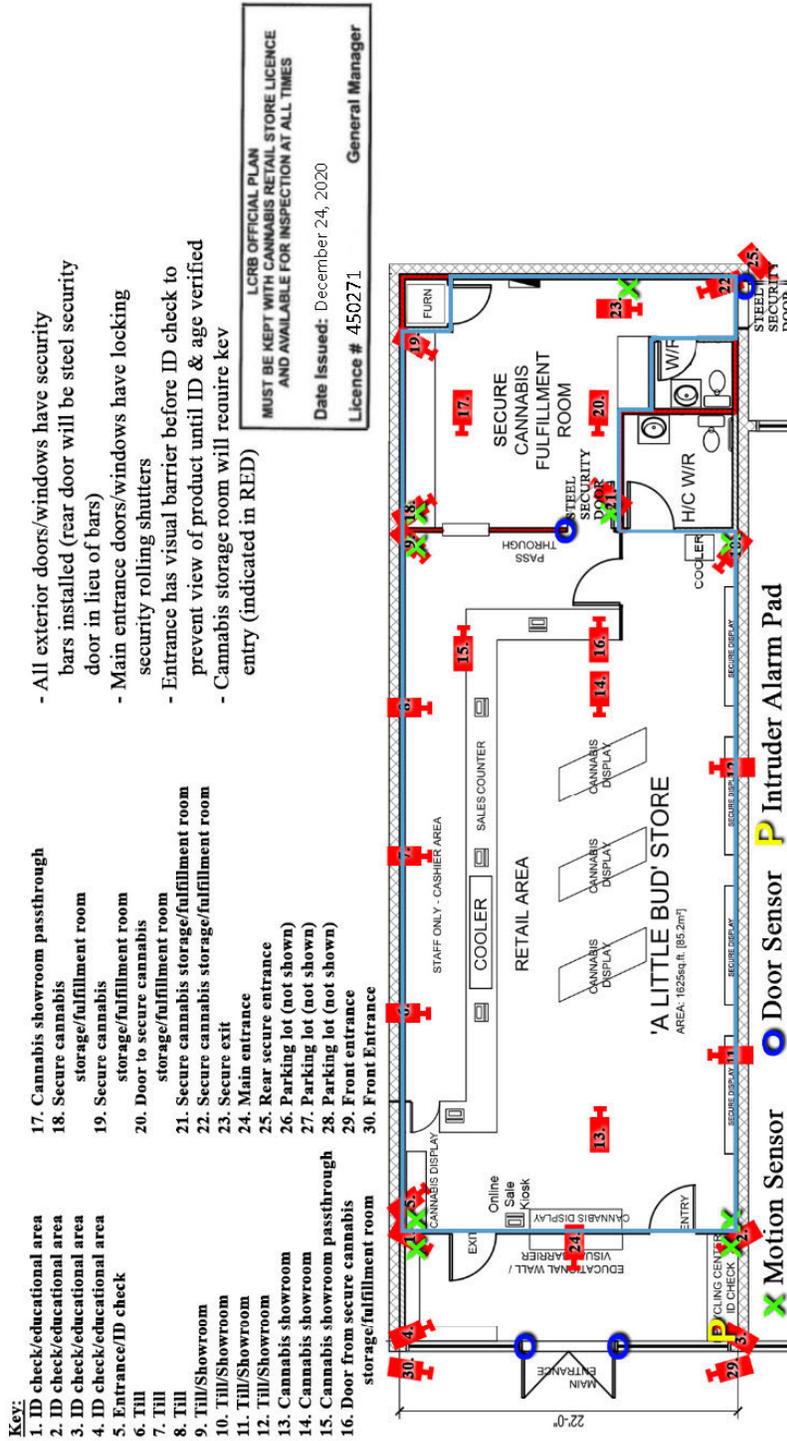
160-32500 South Fraser Way | Abbotsford, BC | V2T 4W1
Phone: 604-744-0999 | Fax: 604-744-0998
tbeulens@insurebc.ca

DESCRIPTION OF ENFORCEMENT ACTION OR PROCEEDINGS AGAINST APPLICANT

Randy Tingskou operated 'A Little Bud' as a medical dispensary in Abbotsford from July 17, 2017 until October 15, 2018, two days prior to federal legalization. The business received weekly fines for doing so in the amount of \$850 issued quarterly and paid all fines accordingly. Since then, A Little Bud in White Rock has operated in full compliance of all laws, bylaws, rules, and regulations without incident. No enforcement action or proceedings have occurred since the period previously mentioned above.

FLOOR PLAN

Our current floor plan is approved by the Liquor and Cannabis Regulation Branch and is in full compliance of their requirements.



SIGNAGE PLAN

Our exterior signage is LCRB and White Rock Sign Bylaw compliant. No cannabis imagery is used, and backlighting is used to aid in identifying the store at night.



FACADE AND WINDOW TREATMENT

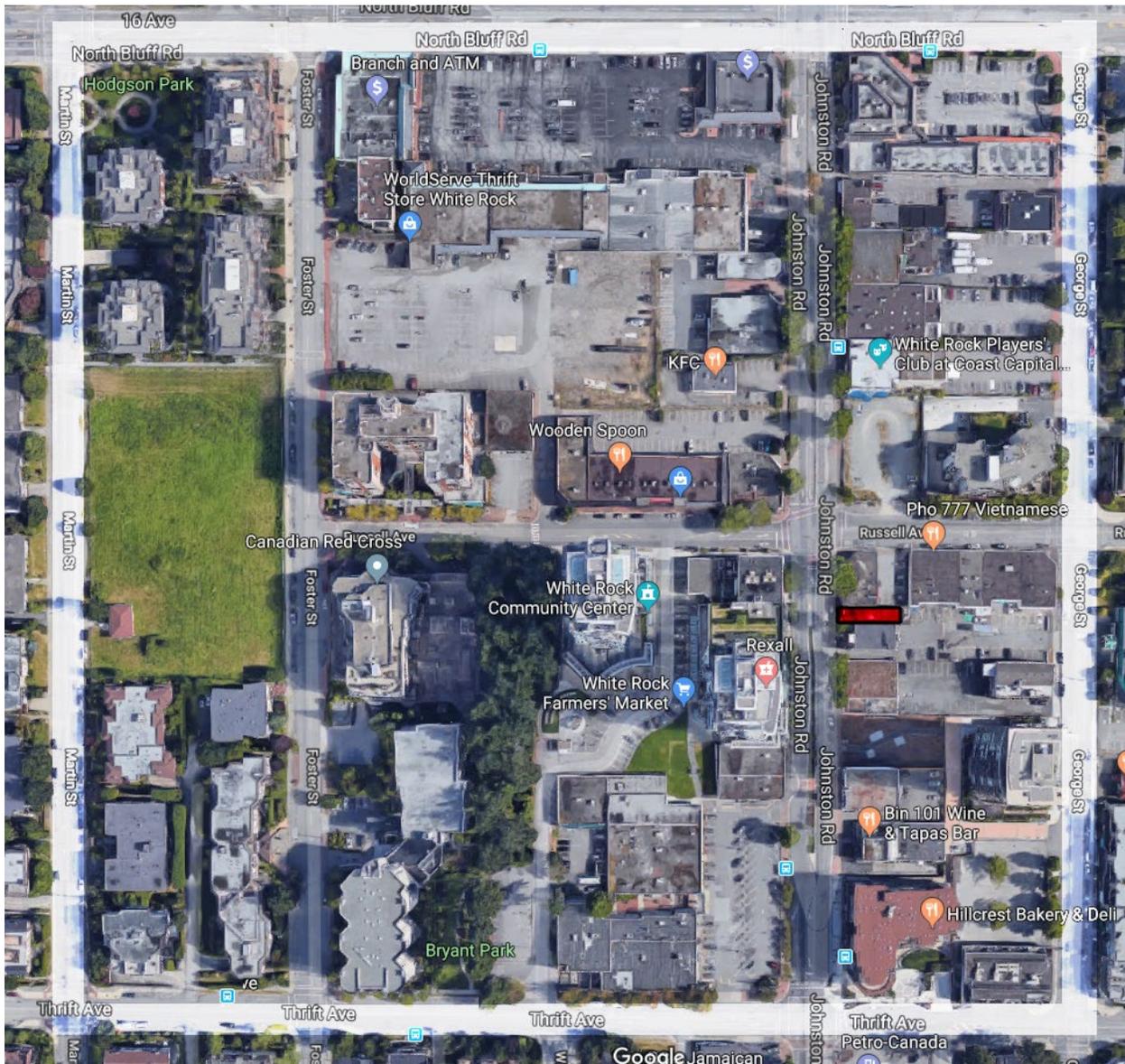
Our façade and window treatment are kept clean and tidy. The attractive mountain-themed window frosting reduces the visibility into the store and our visual barrier wall (See: Floor Plan) prevents further view into the store. This set up ensures that we are fully LCRB compliant.



CONTEXT PLAN

As per White Rock TUP criteria:
“In addition to being restricted to the Town Centre (bounded by North Bluff Road, George Street, Thrift Avenue, and Martin Street), the location criteria for a Temporary Use Permit for a cannabis store include being 100 metres from the entrance to a childcare centre, 30 metres from public parks in the Town Centre (Bryant Park, Hodgson Park, and the Town Square located at 1510 Johnston Road).”

A Little Bud is located at 1484 Johnston Road and is shown in red:



Adjacent Properties:

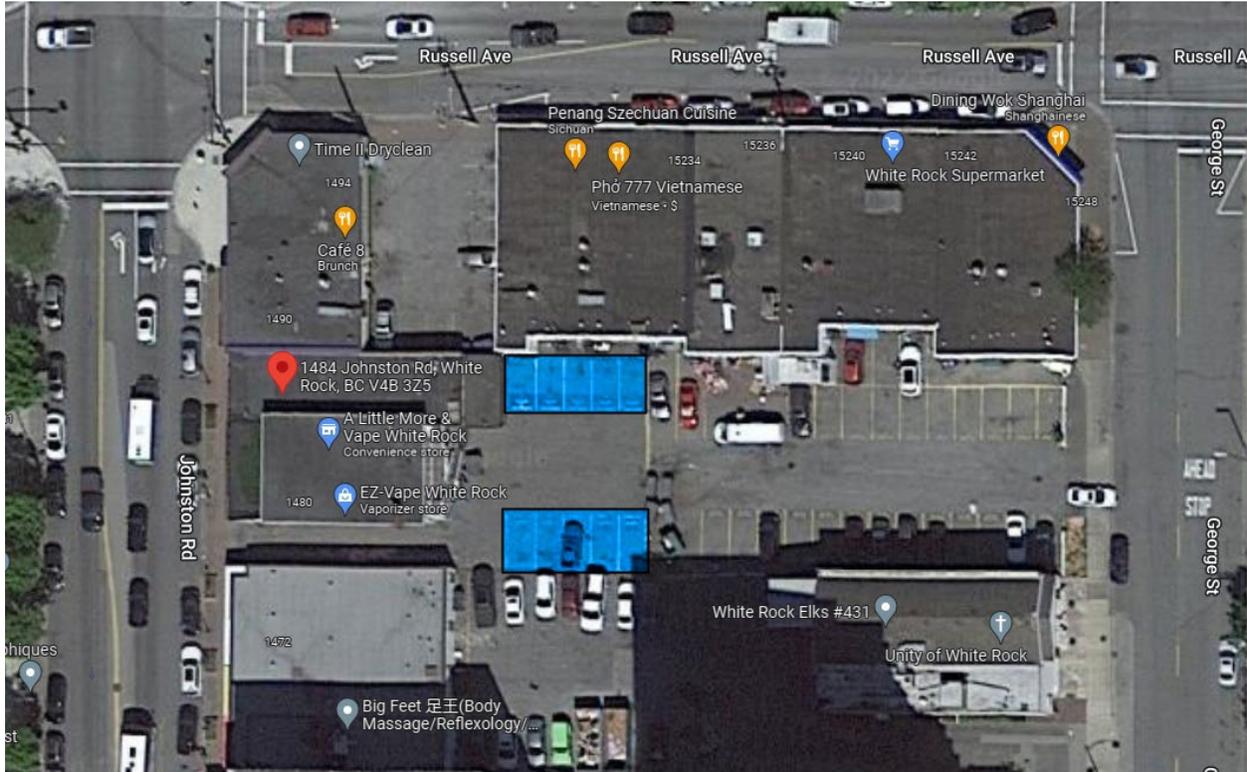


1. Time II Dryclean - Drycleaner
2. Cafe 8 - Restaurant
3. A Little Bud – Non-medical Cannabis Retail
4. A Little More Convenience – Convenience and Accessory Store
5. Vacant
6. EZ-Vape - Vaporizer Store
7. Vacant
8. Big Feet - Massage Therapist
9. Envy Nail - Beauty Salon
10. Penang Szechuan Cuisine - Restaurant
11. Pho 777 Vietnamese - Restaurant
12. Kerry QQ - Barber
13. White Rock Supermarket - Supermarket
14. White Rock Indian Flavours - Restaurant
15. Christian Science - Church
16. Organic Touch Health Centre - Massage Therapist
17. Dining Wok Shanghai Restaurant - Restaurant
18. Amin's Fine Drycleaning – Drycleaner

All adjacent properties (1 through 18) are zoned as CR-1

PARKING PLAN

Five off-site parking stalls have been rented for staff use. Ten stalls in the rear-parking area are dedicated and labeled for A Little Bud Customer use (Pictured in Blue below). This parking lot has a further 32 shared parking stalls. There are an additional 30 streetside parking stalls within the boundary of Johnston Road to George Street and Russell Avenue to Thrift Avenue.



CREATIVE TRANSPORTATION SOLUTIONS TRAFFIC STUDY

Prior to being granted our TUP in 2020, Creative Transportation Solutions performed a Traffic Study which was included in our TUP package. It has been included again here for reference. The suggestions made (including speed hump, stop sign, and delineators) were completed prior to A Little Bud opening its doors and have remained to present.

MEMORANDUM

TO: Randy Tingskou, A Little Bud
FROM: Aaron Chan, P.Eng., CTS
DATE: 27 June 2019
RE: 1484 Johnston Road Traffic Engineering Services
White Rock, BC
FILE NO: 7082-061



Aaron Chan
28 June 2019

Creative Transportation Solutions Ltd. (CTS) is pleased to submit this **FINAL** memo summarizing our findings on the access review at 1484 Johnston Road in the City of White Rock.

The primary objectives of this assignment were as follows:

1. To conduct a site visit to document the existing condition and operation of the access and parking lot at 1484 Johnston Road in the City of White Rock;
2. To review the existing condition and operation of the access and parking lot and determine the appropriate justification to improve the operation and safety of the access and parking lot; and
3. To prepare a brief report summarizing the technical analysis, key findings and Recommendations.

This document summarizes our technical analysis, key findings and recommendations.

1.0 EXISTING CONDITIONS

1.1 Site Visit

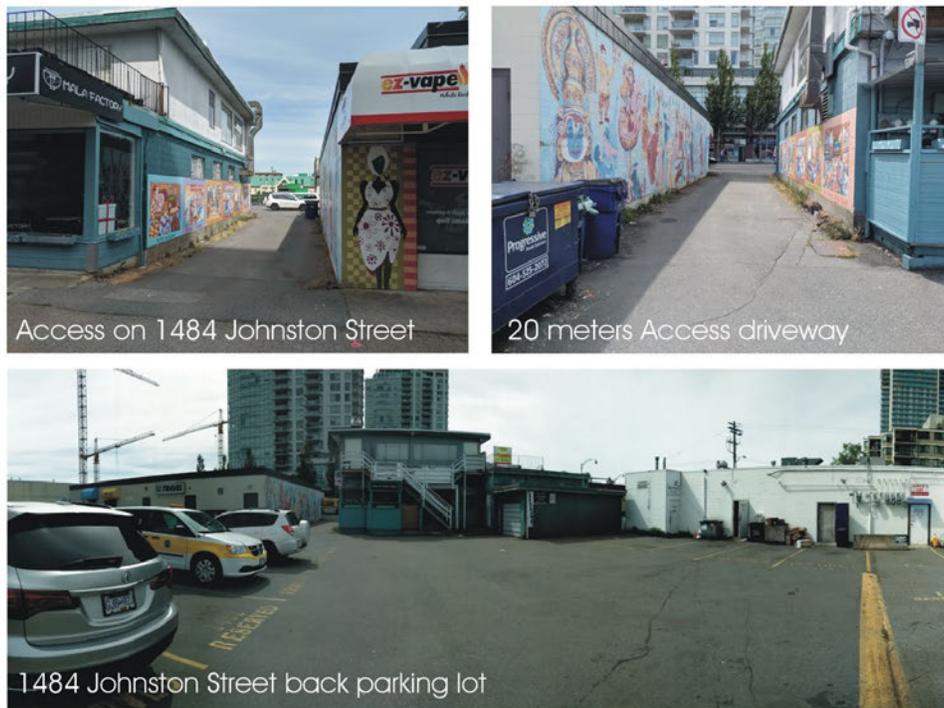
CTS conducted a site visit on Monday, June 17, 2019 to observe the existing condition of the access and parking lot at 1484 Johnston Road in the City of White Rock. From the site visit, we summarized the followings:

- The access is located between 1468 and 1478 Johnston Road with an access driveway of approximate 20 meters long and 4.3 meters wide;
- The distance from the curb edge to the building at the frontage of Johnston Road is approximate 3.5 meters, which includes 2 meters of the pedestrian sidewalk and 1.5 meters of the front porch;

- Motorist sight distances to the pedestrian on the sidewalk are limited by the buildings on both side of the access driveway when exiting the access;
- No operation issues were observed for motorist entering the access from Johnston Road;
- The 1484 Johnston Road back parking lot consists of 10 parking stalls and have sufficient space for a typical passenger car to make U-turns when all parking stalls are occupied;
- The 1484 Johnston Road back parking lot is connected to the parking lot of 15226 Russell Avenue with no fence or blockage in between;
- To access the 1484 Johnston Road back parking lot, motorist can use either the access on Johnston Road or the access on George Street (15226 Russel Avenue parking lot access);
- No vehicle was observed to use the parking lot as short-cut through the accesses from/to George Street to/from Johnston Road during the survey period.
- During the site visit between 15:00-16:00, a 30 minutes traffic count was conducted to the study access and parking lot. Only one vehicle was observed to leave the parking lot using the study access.

FIGURE 1 illustrated the photos of study access, access driveway and parking lot behind the building of 1484 Johnston Road.

FIGURE 1
STUDY ACCESS, ACCESS DRIVEWAY AND BACK PARKING LOT



2.0 DISCUSSION AND RECOMMENDATION

2.1 Discussion

From the observation documented in the section above, we noticed that the usage of the study access and parking lot is not significant. No capacity issues were identified. Also, no vehicle was observed to use the parking lot as short-cut through the accesses from/to George Street to/from Johnston Road during the survey period. It is expected that some motorists may use either the access on George Street or Johnston Road to access both the 1478 Johnston Road parking lot and 15226 Russel Avenue parking lot.

It is concerned that the limited motorists' visibility when exiting the access to Johnston Road as the buildings on both sides of the access driveway block the motorists view to the pedestrian on sidewalk at the frontage of 1478 Johnston Road. To mitigate the situation, a speed hump could be used to slow the traffic at the access driveway in addition to a warning and stop signs to warn the motorists to stop for pedestrian crossing ahead on the sidewalk. Also, to improve the motorists' visibility to the pedestrian, a meter-high fences or delineators could be used to block the pedestrian crossing the access at the

front porch area while letting the motorists to advance forward 1.5 meters for better visibility.

It is also concerned that the access driveway width is approximate 4.3 metres, which is not sufficient for two-way traffic at the same time. Based on the current access traffic volume, conflicts between opposite traffic at the access driveway is negligible. No action is required to mitigate the opposite traffic conflicts at the moment. Consideration for mitigation when the access traffic volume is over 30 vehicles per hour.

2.2 Recommendation

Based on the findings, CTS recommended that:

- Installing the speed hump, “Stop” sign, “Pedestrian Crossing” Warning sign to the access driveway;
- Installing 1-meter tall fences or delineators at the front porch on both sides of the access driveway.

FIGURE 2 illustrated the proposed locations of the fences/delineators and speed hump

**FIGURE 2
PROPOSED LOCATION OF THE FENCES/DELINEATORS AND SPEED HUMP**



1484 Johnston Road Traffic Engineering Services
White Rock, BC – FINAL, 28 June 2019

ASSESSMENT ON HOW WE HAVE MINIMIZED IMPACT ON THE CHILD CARE FACILITY

During our time operating at this location, we have employed a number of initiatives to minimize the impact on the St. John's Daycare at the Presbyterian Church in Canada located at 1480 George St White Rock.

- Our opening business hours have been pushed from 9am to 10am to allow for morning drop-off to be unaffected.
- The only signage present on the East facing side of our building is "No Smoking" signage.
- Garbage cans for use in-store as well as in the parking lot.
- Cannabis packaging recycling program.
- Regular neighbourhood walks to clean up any cannabis packaging refuse.
- Strict "No consumption on property" rules and smell-proof packaging to reduce odours.
- Strict "No service to intoxicated patrons" policy.

Above all else, a continued willingness to work with the City of White Rock and daycare facility to mitigate or resolve any issues that may arise. To date, we have received zero complaints from the daycare facility during our time operating at 1484 Johnston Road.

REGISTERED SURVEY PLAN

A Registered Survey Plan was conducted by Cameron Land Surveying Ltd. in 2019 regarding distances between A Little Bud and St. John's Daycare. They found that the distance as-the-crow-flies from the front door of A Little Bud to the front door of St. John's Daycare is 106.4 meters and the shortest walking distance while abiding traffic laws is 174 meters. It is important to note that there is no customer access to A Little Bud from the East side of the building.

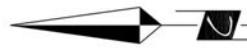
SKETCH PLAN SHOWING DISTANCE BETWEEN PROPOSED BUSINESS LOCATION ON WEST HALF OF LOT 2 EXCEPT THE WEST 7 FEET; NWD PLAN 8096, AND EXISTING DAYCARE ON LOT "D" NWD PLAN 22552; ALL OF SECTION 11 TOWNSHIP 1

CIVIC ADDRESS: 1484 Johnston Road, White Rock, B.C.

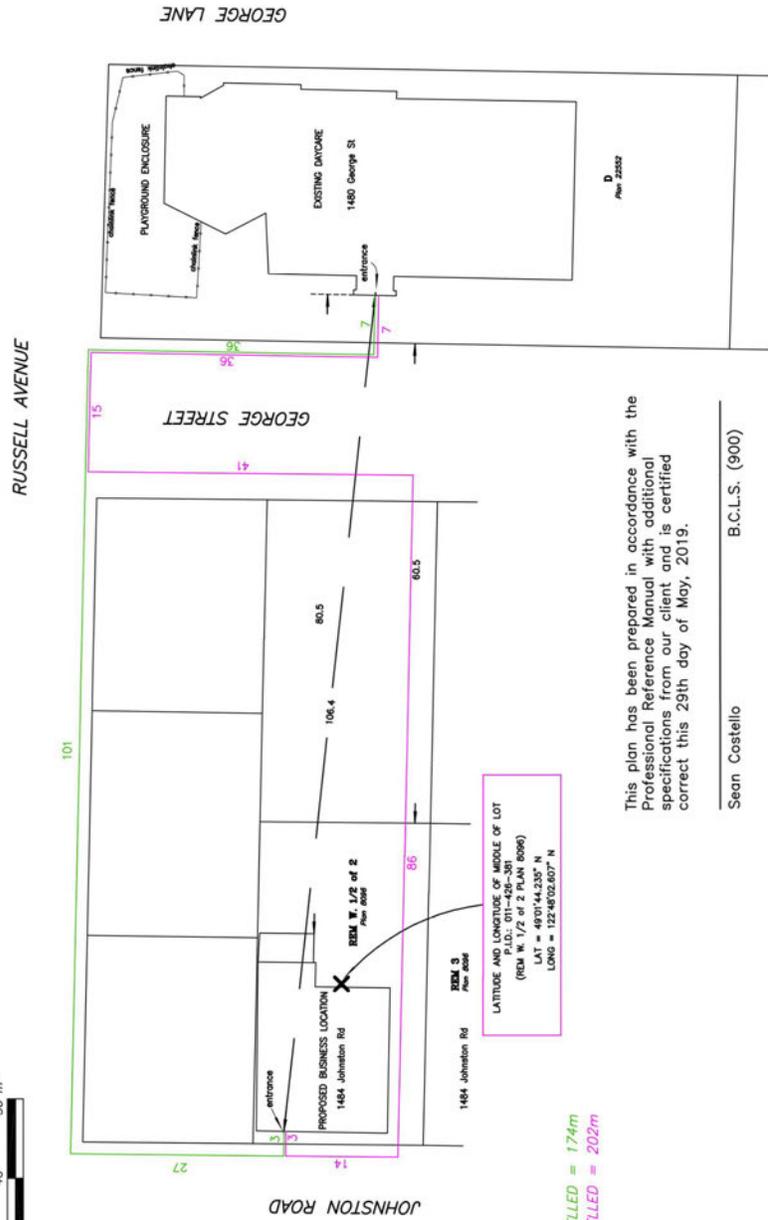


SCALE - 1 : 500

All distances are in metres



PROJECT NORTH



LATITUDE AND LONGITUDE OF MIDDLE OF LOT
 P.L.D.: 011-426-301
 (REM W. 1/2 of 2 PLAN 8096)
 LAT = 49°01'44.235" N
 LONG = 122°48'02.607" N

— TOTAL DISTANCE TRAVELLED = 174m
 — TOTAL DISTANCE TRAVELLED = 202m

This plan has been prepared in accordance with the Professional Reference Manual with additional specifications from our client and is certified correct this 29th day of May, 2019.

Sean Costello B.C.L.S. (900)

Cameron Land Surveying Ltd.
 B.C. Land Surveyors
 Unit 206-16055 Fraser Hwy
 Surrey, B.C. V4N0G2
 Phone: 604-597-3777
 Fax: 604-597-3783
 File: 7062-TP(500)

This plan lies within the Metro Vancouver Regional District

1478 Johnston Rd White Rock BC V4B 3Z5



SKETCH PLAN SHOWING DISTANCE BETWEEN PROPOSED BUSINESS LOCATION ON WEST HALF OF LOT 2 EXCEPT THE WEST 7 FEET; NWD PLAN 8096, AND EXISTING DAYCARE ON LOT "D" NWD PLAN 22552; ALL OF SECTION 11 TOWNSHIP 1

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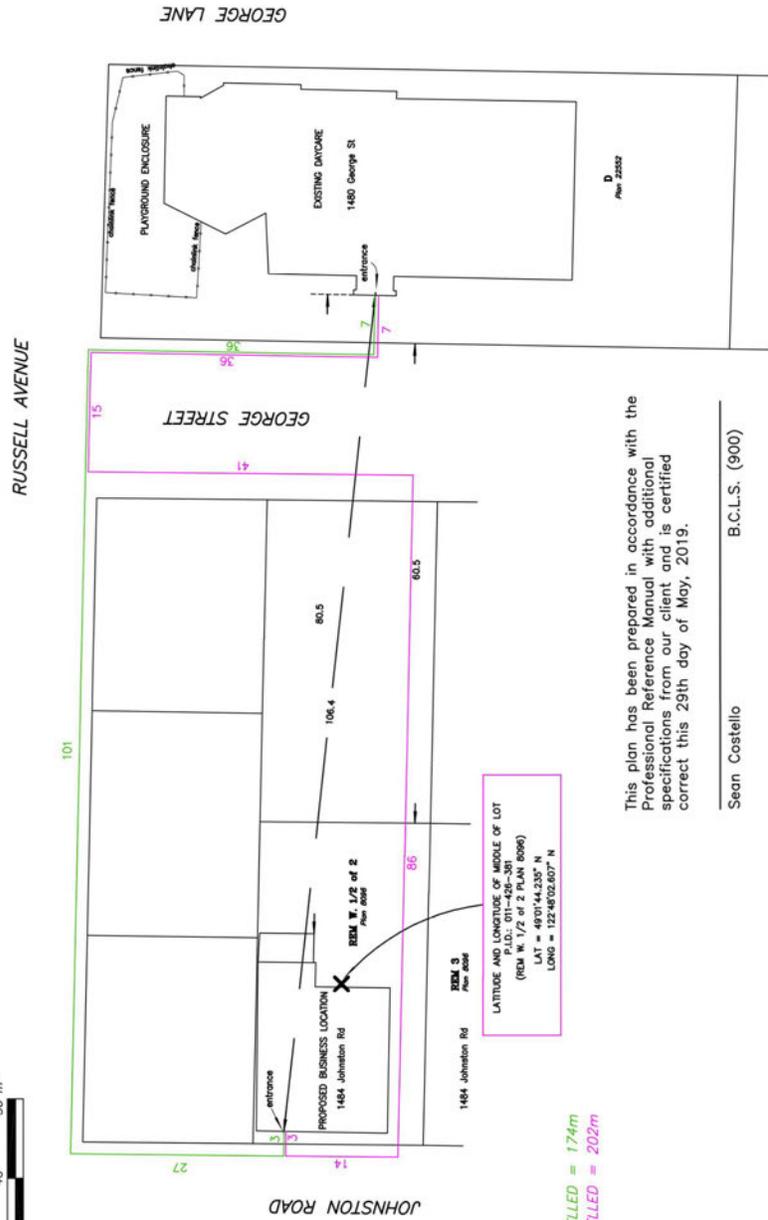


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LETTERS OF SUPPORT

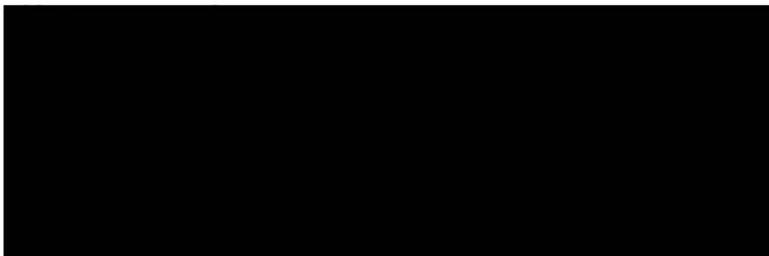
Hello,

I am in support of A Little Bud and their ongoing operations. Their impact to the community is positive and ongoing which is support that is always needed. As someone who personally sees the benefit social programs can receive from additional donations and support, A Little Bud should be allowed to continue operations in South Surrey so they can continue to sponsor South Surrey programs.

As a patron of the business I have always enjoyed the courteous and inclusive environment they have curated. The staff maintains a clean parking lot which I appreciate and I have never had a negative experience during shopping.

I would also like to give a special shoutout of support to their Director of Marketing, Nick Swanson who we met at the Chamber Holiday Mixer and showed a real passion for what UNITI is all about. We look forward to working with him and A Little Bud to continue to create lasting positive impacts in our community.

Thank you for taking the time to review my letter of support,



Mat Cruickshank

Uniti



City of White Rock
15322 Buena Vista Avenue
White Rock, BC
V4B 1Y6

Dec. 15, 2023

Dear Sirs:

Re: A Little Bud

This letter is written to support A Little Bud's application for renewal of their temporary use permit.

We have watched to development of their business over the last three years and have been impressed with the manner in which they have conducted themselves. All staff in the store are very friendly and professional. The store and surrounding area including the parking spaces at the rear of the store which we share, are impeccably maintained. Refuse is removed right away and the property upkeep is at a high level.

The teams in the store are a pleasure to deal with and the owner, Randy Tingskou has demonstrated his commitment and generosity to the community. We consider Randy to be one of our key partners in our charitable activities at White Rock Elks 431.

We would be happy to provide any additional support for any business renewal as required. We are delighted to have the store as our neighbour.

Yours very truly,

Al Burns

Al Burns
President
White Rock Elks 431

Bob O'Keefe

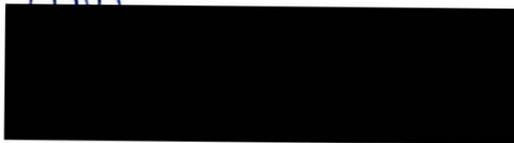
Bob O'Keefe
Charity & Fundraising
White Rock Elks 431

This is our letter of support for A Little Bud to continue doing business on Johnston Road as they have been an amazing neighbour that has helped increase awareness of the area and perform routine cleaning of the parking lot area.

They have been a neighbour of ours for about 2 years now and it has been an enjoyable experience during that tenure. Besides the obvious financial benefit having a neighbour like A Little Bud can provide by bringing in customers from all over the area, they have also provided community benefits through their continued support of organisations and initiatives. Therefore it is important to maintain their presence so that support can continue. Among the organisations that are impacted positively by A Little Bud include: Elks Club, Food Banks, White Rock Chamber of Commerce, Rotary Club and more. Each of those benefit directly from A Little Bud being able to operate and grow in South Surrey/White Rock.

We very much appreciate having a neighbour with such community values and respect for the area they operate in, and look forward to see them part of the area for years to come.

With pleasure,



GEO SWANSON
Remax



Fwd: Letter of Support

Info ALittleBud <[REDACTED]>

16 December 2022 at 14:48

From: **Molly Brar** <[REDACTED]>
Date: Fri., Dec. 16, 2022, 2:46 p.m.
Subject: Letter of Support
To: info@alittlebud.ca

Hello,

I work at Amin's Fine Dry Cleaning and have been a neighbour of A Little Bud for some time now. I've had nothing but great experiences with them and I fully support their application.

Molly Brar,
Amin's Fine Dry Cleaning

To whom it may concern,

This is a letter of support for A Little Bud and their reapplication for 1484 Johnston Road. They have been great neighbours of ours for the past few years and we have never experienced any issues with the store itself, or their customer base.

We appreciate the attention their teams pay to the parking lot and surrounding areas to ensure the grounds are clean and people consume their cannabis products elsewhere. It is great to have a busy neighbouring business that can help boost the area, but having A Little Bud ensures that the neighbourhood is busy and clean is the best.

A Little Bud is an important business to have remain part of the community and we support their right to continue to operate.

Sincerely,



The Beer Shack

Penang Szechuan Cuisine Restaurant

This is our letter of support for A Little Bud to continue doing business on Johnston Road as they have been an amazing neighbour that has helped increase awareness of the area and perform routine cleaning of the parking lot area.

They have been a neighbour of ours for about 2 years now and it has been an enjoyable experience during that tenure. Besides the obvious financial benefit having a neighbour like A Little Bud can provide by bringing in customers from all over the area, they have also provided community benefits through their continued support of organisations and initiatives. Therefore it is important to maintain their presence so that support can continue. Among the organisations that are impacted positively by A Little Bud include: Elks Club, Food Banks, White Rock Chamber of Commerce, Rotary Club and more. Each of those benefit directly from A Little Bud being able to operate and grow in South Surrey/White Rock.

We very much appreciate having a neighbour with such community values and respect for the area they operate in, and look forward to see them part of the area for years to come.

With pleasure,



As a neighbouring business manager I support and encourage A Little Bud in their efforts to continue operations on Johnston Road as they have been continuously good neighbours and a benefit to the community.

For the past 2 years, A Little Bud have been ideal neighbours that generated positivity and attention to the area which we have appreciated. As many of their customers travel from outside the immediate area, it has helped increase exposure of our business to those who may have not already been aware of our operations. We have also been encouraged by their team's attention to cleanliness when it comes to their parking lot and surrounding areas.

It is important to have safe spaces for people of all interests and orientations and that is what A Little Bud provides. By being certified as a Safe Space with the city it shows that Johnston Road and the business in the surrounding area are supportive and inclusive for all.

From,

Natalie Shergin
+
Crystal Lopez
Mahalo Babes
Skin & Health
Lange

As a fellow business member of the White Rock/South Surrey area we both support and encourage the reapplication process for A Little Bud to continue to operate in their current location and capacity.

The staff and customer base from A Little Bud has provided us with additional customers and business which is something we can always appreciate. We have also had no issues with any cannabis consumption in the area which we can credit to their staff informing customers that they must leave the premises before consuming.

It is important for our business area to have major draws that pull customers in from all around the city and A Little Bud provides that draw which is critical to our area.

Once again, we fully support A Little Bud in their re-application process and look forward to having them as neighbours for years to come.

Sincerely,



Zach Stew

3 Dogs Brewery

THE CORPORATION OF THE
CITY OF WHITE ROCK
 CORPORATE REPORT



DATE: January 13, 2020

TO: Land Use and Planning Committee

FROM: Carl Isaak, Director, Planning & Development Services

SUBJECT: Draft Permits and Bylaws, and Public Hearings/Meetings for Cannabis Store Applications (TUP/DVP/LL 19-012, ZON 19-013, TUP/LL 19-014)

RECOMMENDATIONS

THAT the Land Use and Planning Committee:

1. Receive for information the corporate report dated January 13, 2020 from the Director of Planning and Development Services titled “Draft Permits and Bylaws, and Public Hearings/Meetings for Cannabis Store Applications (TUP/DVP/LL 19-012, ZON 19-013, TUP/LL 19-014);”
2. Recommend that Council give first and second readings to “White Rock Zoning Bylaw, 2012, No. 2000, Amendment (CD-16 – Cannabis Retail) Bylaw, 2019, No. 2320”;
3. Recommend that Council direct staff to schedule the required Public Hearing for the zoning amendment application at 15177 Thrift Avenue (Bylaw No. 2320);
4. Recommend that Council give first and second readings to “White Rock Zoning Bylaw, 2012, No. 2000, Amendment (Cannabis Store Separations) Bylaw, 2020, No. 2323”;
5. Recommend that Council direct staff to schedule the required Public Hearing for “White Rock Zoning Bylaw, 2012, No. 2000, Amendment (Cannabis Store Separations) Bylaw, 2020, No. 2323;”
6. Recommend that Council direct staff to schedule the required Public Meeting for Development Variance Permit No. 426 and Temporary Use Permit 19-012, in conjunction with the Public Hearing for Cannabis Licence Resolution Request 19-012 for 1484 Johnston Road;
7. Recommend that Council direct staff to schedule the required Public Meeting for Temporary Use Permit 19-014 in conjunction with the Public Hearing for Cannabis Licence Resolution Request 19-014 for 1550 Johnston Road;
8. Recommend that following the above-mentioned Public Hearings and Public Meetings, Council give third and final reading to Bylaw No. 2323 if more than one cannabis store is supported for approval; and
9. Recommend that following the above-mentioned Public Hearings and Public Meetings, Council:
 - a. approve or deny the applicable permits or amendment bylaw related to each application, and

- b. give a resolution for each of the private applications to the Liquor and Cannabis Regulation Branch identifying if Council recommends approving or denying the cannabis retail store licence, and direct that the Director of Corporate Administration provide a copy of the staff report dated December 2, 2019 titled “Cannabis Retail Store Applications (TUP/DVP/LL 19-012, ZON 19-013, TUP/LL 19-014),” this corporate report dated January 13, 2020, the minutes of the applicable Public Hearing and Meeting, and Council’s resolution on the applicable permit(s) to the Liquor and Cannabis Regulation Branch as documentation of gathering the views of residents on the cannabis licence application as well as the views of the City on the general impact on the community if the application is approved.

BACKGROUND

On December 2, 2019, the Land Use and Planning Committee received a corporate report titled “Cannabis Retail Store Applications (TUP/DVP/LL 19-012, ZON 19-013, TUP/LL 19-014)” and directed that staff prepare draft Temporary Use Permits and Development Variance Permit so that Council could direct staff to schedule Public Hearings and Public Meetings for all three of the cannabis store applications received by the City.

The application from “A Little Bud Cannabis” at 1484 Johnston Road (civic address of 1478 Johnston Road) for a Temporary Use Permit for a cannabis store also requires a Development Variance Permit to reduce the setback to an existing child care centre from 100 metres to 80 metres. The draft Temporary Use Permit 19-012 for this application is attached as Appendix A, and the draft Development Variance Permit No. 426 is attached as Appendix B.

The application from “Choom” at 1550 Johnston Road (civic address of 1542 Johnston Road) has a draft Temporary Use Permit 19-014 attached as Appendix C.

In order for Council to approve more than one cannabis store within 1000 metres of another cannabis store, an amendment to the Zoning Bylaw No. 2000 would be required, as that minimum separation distance which is currently in place would not allow for more than one cannabis store. A draft zoning amendment bylaw (Bylaw No. 2323) has been prepared that would replace this current separation distance with a maximum number of three cannabis stores within the Town Centre area. Draft Bylaw No. 2323 is attached as Appendix D.

The corporate report dated December 2, 2019 titled “Cannabis Retail Store Applications (TUP/DVP/LL 19-012, ZON 19-013, TUP/LL 19-014)” included a draft zoning amendment bylaw (Bylaw No. 2320) for the application from the BC Liquor Distribution Branch which would allow a cannabis store at 15177 Thrift Avenue in the CD-16 zone, as well as restricting the sale of cannabis accessories to within a cannabis store but not within 500 metres of a property where a cannabis store is permitted through zoning or a Temporary Use Permit. The draft Bylaw No. 2320 is attached as Appendix E, and the corporate report is attached as Appendix F (without appendices).

PAST PRACTICE / POLICY / LEGISLATION

Requirement for Public Meetings/Hearings for Applications

The City’s Planning Procedures Bylaw No. 2234 requires a Public Meeting for any Temporary Use Permit application or Development Variance Permit that Council is proposing to issue, and

Public Hearings are required for Zoning Amendment Bylaws (unless waived by Council in accordance with section 464(2) of the *Local Government Act*). Further, for cannabis licence applications from private operators, the Planning Procedures Bylaw requires a Public Hearing (which may be held in conjunction with required Public Meetings).

Requirement for Comments to LCRB for Private Store Applications

When the Liquor and Cannabis Regulation Branch (LCRB) receives an application for a cannabis retail store licence, before the licence is considered for approval it requires a resolution from the local government in favour of the application. If the local government makes a recommendation to deny the application the LCRB may not issue the licence, and if the local government makes a recommendation in favour of the application, then the LCRB has discretion whether or not to issue the licence.

When providing comments to the LCRB on an application, a local government must gather the views of residents and the comments must also:

- be in writing (this may or may not be in the form of a resolution)
- show that the local government has considered the location of the proposed store
- include the views of the local government on the general impact on the community if the application is approved
- include the views of residents if the local government has gathered residents' views, and a description of how they were gathered
- include the local government's recommendation as to whether the application should be approved or rejected and provide the reasons upon which the recommendation is based.

The local government should also provide any supporting documents referenced in their comments. A guideline document from the Province outlining local governments' role in licensing non-medical cannabis retail stores is attached as Appendix F.

White Rock Zoning Bylaw No. 2000 - Current Regulations for Cannabis Stores

The Zoning Bylaw currently does not permit cannabis stores in any zone. An amendment to the Zoning Bylaw would be required in order to permit a cannabis store (as applied for at 15177 Thrift Avenue by the BC Liquor Distribution Branch), or a Temporary Use Permit application may be approved to temporarily allow the use (as applied for at 1484 Johnston Road and 1550 Johnston Road) within the Town Centre area. The existing provisions for Temporary Use Permits for cannabis stores do not allow cannabis store to be located within 1000 metres of another cannabis store, which would only allow a single cannabis store in the Town Centre area.

If Council intends to approve more than one cannabis store within the Town Centre area, section 4.1.3(b)(ii) would need to be amended before the second store could be approved.

- 4.1.3 (b) A *cannabis store* authorized by a Temporary Use Permit issued under the provisions of the *Local Government Act* is permitted in the Town Centre area, bounded by North Bluff Road, George Street, Thrift Avenue, and Martin Street, in accordance with the following general conditions:
- i) the premises containing the *cannabis store* use shall be located a minimum of 100 metres from an entrance to an existing *child care centre* (notwithstanding, a new *child care centre* shall not be limited by the distance to a *cannabis store*);

- ii) the premises containing the *cannabis store* use shall be located a minimum of 1000 metres from another *cannabis store* within White Rock;
- iii) the premises containing the *cannabis store* use shall be located a minimum of 30 metres from Bryant Park, Hodgson Park, and the Town Square located at 1510 Johnston Road;
- iv) unless a government cannabis store, the *cannabis store* has a valid license issued in accordance with the *Cannabis Control and Licensing Act*, as amended;
- v) the cannabis store shall not sell any goods or things until the *Cannabis Act* has come into force, and it has obtained a valid business licence (no business licence will be issued to any applicant for cannabis store use unless the City has been provided with written consent by the Owner or the Owner's Agent as authorized in writing by the Owner).

ANALYSIS

The attached draft Temporary Use Permits for 1484 Johnston Road and 1550 Johnston Road reflect the specifics of each application, including the floor area of the store, operating hours, and parking spaces proposed by the applicants. The terms and conditions tie the Temporary Use Permits to the issuance of a licence from the LCRB and a business licence from the City, and also include the conditions that the Temporary Use Permit would be automatically revoked if the Provincial cannabis retail store licence is cancelled or if the property is deemed a nuisance property under the White Rock Unsightly Premises and Graffiti Abatement Bylaw.

If Council directs staff to schedule the public hearings and public meetings for all three applications, there would be four Public Hearings/Meetings scheduled, as follows:

1. *Public Hearing for Bylaw No. 2320* - for 15177 Thrift Avenue application from the BC Liquor Distribution Branch, and minimum distance for sale of cannabis accessories from cannabis stores
2. *Public Hearing for Bylaw No. 2323* to amend general zoning regulation that requires a 1000 metre separation between cannabis stores and has the effect of limiting the number of cannabis stores to one in the Town Centre
3. *Public Hearing/Meeting for TUP No. 19-012, DVP No. 426, and Cannabis Licence Resolution Request 19-012* – for 1484 Johnston Road application from A Little Bud Cannabis
4. *Public Hearing/Meeting for TUP No. 19-014 and Cannabis License Resolution Request 19-014* – for 1550 Johnston Road application from Choom BC

OPTIONS

The Land Use and Planning Committee can:

1. Recommend that Council give first and second readings to the draft zoning amendment bylaws in this corporate report and direct staff to schedule the required Public Hearings and/or Public Meetings (as applicable) in relation to each of the three proposals for a cannabis store;

2. Request that staff make amendments to the draft bylaws and/or permits for one or more of the applications for a cannabis store and direct staff to schedule; or
3. Direct staff not to proceed with one or more of the applications.

Option 1 is consistent with the direction provided by the Land Use and Planning Committee on December 2, 2019, and is incorporated into the recommendations at the beginning of this corporate report.

The recommendations at the beginning of this corporate report also provide direction on Council's future options if the public hearings and public meetings for these applications move ahead, including approval or denial of the application as well as providing a resolution to the Liquor and Cannabis Regulation Branch regarding the cannabis licence resolution request for the private cannabis store applicants.

CONCLUSION

This corporate report is provided to the Land Use and Planning Committee to introduce draft Temporary Use Permits for proposed cannabis stores at 1484 Johnston Road and 1550 Johnston Road, and a draft Development Variance Permit for the proposed store at 1484 Johnston Road, so that the required Public Meetings and Public Hearings for all three cannabis store applications (including the government store application at 15177 Thrift Avenue) can be scheduled. This report also introduces a draft Zoning Amendment Bylaw that would be required if Council is to approve more than one cannabis store in the Town Centre, and outlines the requirements for Council to provide comments to the Liquor and Cannabis Regulation on the private store applications.

Respectfully submitted,



Carl Isaak, MCIP, RPP
Director, Planning & Development Services

Comments from the Chief Administrative Officer:

This corporate report is provided for information and to introduce zoning bylaw amendments, temporary use permits, and a development variance permit associated with proceeding to public hearings and public meetings for three cannabis store applications that were introduced to the Land Use and Planning Committee on December 2, 2019.



Dan Bottrill
Chief Administrative Officer

- Appendix A: Draft Temporary Use Permit 19-012 for 1484 Johnston Road
- Appendix B: Draft Development Variance Permit No. 426 for 1484 Johnston Road
- Appendix C: Draft Temporary Use Permit 19-014 for 1550 Johnston Road
- Appendix D: Draft Zoning Amendment Bylaw, 2012, No. 2323 (Cannabis Store Separations)
- Appendix E: Draft Zoning Amendment Bylaw, 2010, No. 2320 (CD-16 Cannabis Retail) for 15177 Thrift Avenue
- Appendix F: Staff report dated December 2, 2019 titled “Cannabis Retail Store Applications (TUP/DVP/LL 19-012, ZON 19-013, TUP/LL 19-014)”

**THE CORPORATION OF THE
CITY OF WHITE ROCK**



TEMPORAR □ USE PERMIT NO. 19-012

1. This Temporary Use Permit No. 19-012 is issued to Wong Yuet Wah Chau and Rosa Kwok Lai Chow as the owner (hereinafter called the “Permittee”) and shall apply only to ALL AND SINGULAR those certain parcels or tracts of land and premises situate, lying and being in the City of White Rock, in the Province of British Columbia, and more particularly known and described as:

Legal Description:

West Half Lot 2 Except: The West 7 Feet □ Section 11 Township 1 New Westminster District Plan 8096
PID: 011-426-381
(Civic: 1478 Johnston Road)

As indicated on Schedule A

(hereinafter referred to as □the Lands□).

2. This Temporary Use Permit No. 19-012 is issued pursuant to the authority of Sections 492 and 493 of the *Local Government Act, R.S.B.C. 2015, Chapter 1* as amended, the “White Rock Zoning Bylaw, 2012, No. 2000” as amended □ and in conformity with the procedure prescribed by the “City of White Rock Planning Procedures Bylaw, 2017, No. 2234” as amended.
3. Except as otherwise authorized by this permit, the terms, conditions and guidelines as set out in the □White Rock Zoning Bylaw, 2012, No. 2000□ as amended shall apply to the Lands covered by this Temporary Use Permit:

a) Permitted Temporary Uses

- (i) *A cannabis store*

4. Terms and Conditions:

- a) Except as otherwise specified in this permit, all siting, construction, and use shall be in accordance with the provisions of the “White Rock Zoning Bylaw, 2012, No. 2000” as amended □
- b) The permittee must obtain a building permit and comply with the requirements of the BC Building Code for the construction of the interior tenant improvements □
- c) The premises containing the *cannabis store* use must be no larger than 160 square metres □
- d) The permittee must obtain a sign permit, and not have any signage promoting the business on the east side of the building □

- e) The driveway access must have a speed hump, stop sign, and pedestrian crossing warning sign installed on the property, in accordance with recommendations of the report dated June 27, 2019 from Aaron Chang, P.Eng, Creative Traffic Solutions, titled “1484 Johnston Road Traffic Engineering Services White Rock, BC, attached hereto as Schedule B;”
 - f) The driveway access must be delineated on the Johnston Road portion of the building to the satisfaction of the Director of Engineering and Municipal Services, in general accordance with recommendations of the report dated June 27, 2019 from Aaron Chang, P.Eng, Creative Traffic Solutions, titled “1484 Johnston Road Traffic Engineering Services White Rock, BC, attached hereto as Schedule B;”
 - g) The permittee must provide a minimum of nine on-site parking spaces for the *cannabis store* use
 - h) The permittee must maintain a minimum of five off-site parking spaces for the employees of the *cannabis store*
 - i) The *cannabis store* shall not be open to customers prior to 10:00 AM on any day and shall be closed no later than 11:00 PM from Monday to Saturday and 8:00 PM on Sunday
 - j) The *cannabis store* shall not sell any goods or things until it has obtained a valid licence issued in accordance with the *Cannabis Control and Licensing Act*, as amended, and a valid business licence
 - k) This temporary use permit is automatically revoked if the licence issued in accordance with the *Cannabis Control and Licensing Act*, as amended, is suspended or cancelled
 - l) This temporary use permit is automatically revoked if the property is deemed a *nuisance* property under the White Rock Unsightly Premises and Graffiti Abatement Bylaw, 2013, No. 2019
 - m) Nothing in this temporary use permit shall be construed as authorization for the carrying out of any activity which is a nuisance due to noise, light, odour, emission, vibration or other cause.
5. All definitions of words and phrases contained in Division 8 of the *Local Government Act, R.S.B.C. 2015, Chapter 1* as amended, and the “White Rock Zoning Bylaw, 2012, No. 2000” as amended, shall apply to this Temporary Use Permit and the attachments herein.
 6. This Permit is valid for a period of three years less a day from the date of the authorizing resolution, unless otherwise approved for further time extension by Council in accordance with the provisions of Section 497 of the *Local Government Act*.
 7. Where the holder of this Permit does not obtain required building permits and commence construction of the development as outlined in this Temporary Use Permit within two years after the date this Permit was authorized by Council, the Permit shall lapse, unless the Council, prior to the date the Permit is scheduled to lapse, has authorized further time extension of the Permit.
 8. This permit does not constitute a subdivision approval, a Tree Management Permit, a Demolition Permit, or a Building Permit.

Authorizing Resolution passed by the Council for the City of White Rock on the _____ day of _____, 2020.

This Temporary Use Permit has been executed at White Rock, British Columbia on the _____ day of _____ 2020.

The Corporate Seal of THE CORPORATION OF THE CITY OF WHITE ROCK was hereunto affixed in the presence of:

Mayor - Authorized Signatory

Director of Corporate Administration - Authorized Signatory

Schedule B – Report dated June 27, 2019 from Aaron Chang, P.Eng, Creative Traffic Solutions, titled “1484 Johnston Road Traffic Engineering Services White Rock, BC



84a moody street
port moody, british columbia
canada v3h 2p5
604.936.6190
604.936.6175
www.cts-bc.com

MEMORANDUM

TO: Randy Tingskou, A Little Bud
FROM: Aaron Chan, P.Eng., CTS
DATE: 27 June 2019
RE: 1484 Johnston Road Traffic Engineering Services
White Rock, BC
FILE NO: 7082-061



Aaron Chan
28 June 2019

Creative Transportation Solutions Ltd. (CTS) is pleased to submit this **FINAL** memo summarizing our findings on the access review at 1484 Johnston Road in the City of White Rock.

The primary objectives of this assignment were as follows:

- 1. To conduct a site visit to document the existing condition and operation of the access and parking lot at 1484 Johnston Road in the City of White Rock;
- 2. To review the existing condition and operation of the access and parking lot and determine the appropriate justification to improve the operation and safety of the access and parking lot; and
- 3. To prepare a brief report summarizing the technical analysis, key findings and Recommendations.

This document summarizes our technical analysis, key findings and recommendations.

1.0 EXISTING CONDITIONS

1.1 Site Visit

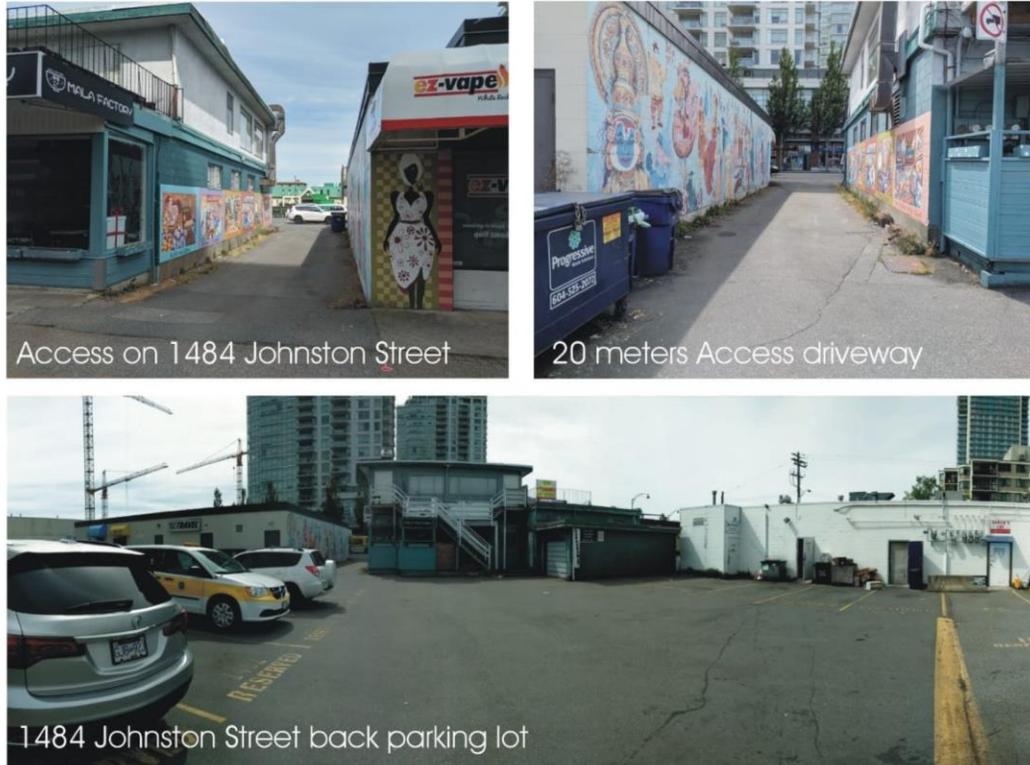
CTS conducted a site visit on Monday, June 17, 2019 to observe the existing condition of the access and parking lot at 1484 Johnston Road in the City of White Rock. From the site visit, we summarized the followings:

- The access is located between 1468 and 1478 Johnston Road with an access driveway of approximate 20 meters long and 4.3 meters wide;
- The distance from the curb edge to the building at the frontage of Johnston Road is approximate 3.5 meters, which includes 2 meters of the pedestrian sidewalk and 1.5 meters of the front porch;

- Motorist sight distances to the pedestrian on the sidewalk are limited by the buildings on both side of the access driveway when exiting the access;
- No operation issues were observed for motorist entering the access from Johnston Road;
- The 1484 Johnston Road back parking lot consists of 10 parking stalls and have sufficient space for a typical passenger car to make U-turns when all parking stalls are occupied;
- The 1484 Johnston Road back parking lot is connected to the parking lot of 15226 Russell Avenue with no fence or blockage in between;
- To access the 1484 Johnston Road back parking lot, motorist can use either the access on Johnston Road or the access on George Street (15226 Russel Avenue parking lot access);
- No vehicle was observed to use the parking lot as short-cut through the accesses from/to George Street to/from Johnston Road during the survey period.
- During the site visit between 15:00-16:00, a 30 minutes traffic count was conducted to the study access and parking lot. Only one vehicle was observed to leave the parking lot using the study access.

FIGURE 1 illustrated the photos of study access, access driveway and parking lot behind the building of 1484 Johnston Road.

**FIGURE 1
STUDY ACCESS, ACCESS DRIVEWAY AND BACK PARKING LOT**



2.0 DISCUSSION AND RECOMMENDATION

2.1 Discussion

From the observation documented in the section above, we noticed that the usage of the study access and parking lot is not significant. No capacity issues were identified. Also, no vehicle was observed to use the parking lot as short-cut through the accesses from/to George Street to/from Johnston Road during the survey period. It is expected that some motorists may use either the access on George Street or Johnston Road to access both the 1478 Johnston Road parking lot and 15226 Russel Avenue parking lot.

It is concerned that the limited motorists' visibility when exiting the access to Johnston Road as the buildings on both sides of the access driveway block the motorists view to the pedestrian on sidewalk at the frontage of 1478 Johnston Road. To mitigate the situation, a speed hump could be used to slow the traffic at the access driveway in addition to a warning and stop signs to warn the motorists to stop for pedestrian crossing ahead on the sidewalk. Also, to improve the motorists' visibility to the pedestrian, a meter-high fences or delineators could be used to block the pedestrian crossing the access at the

front porch area while letting the motorists to advance forward 1.5 meters for better visibility.

It is also concerned that the access driveway width is approximate 4.3 metres, which is not sufficient for two-way traffic at the same time. Based on the current access traffic volume, conflicts between opposite traffic at the access driveway is negligible. No action is required to mitigate the opposite traffic conflicts at the moment. Consideration for mitigation when the access traffic volume is over 30 vehicles per hour.

2.2 Recommendation

Based on the findings, CTS recommended that:

- Installing the speed hump, “Stop” sign, “Pedestrian Crossing” Warning sign to the access driveway;
- Installing 1-meter tall fences or delineators at the front porch on both sides of the access driveway.

FIGURE 2 illustrated the proposed locations of the fences/delineators and speed hump

**FIGURE 2
PROPOSED LOCATION OF THE FENCES/DELINEATORS AND SPEED HUMP**



THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: December 2, 2019

TO: Land Use and Planning Committee

FROM: Carl Isaak, Director of Planning and Development Services

SUBJECT: Cannabis Retail Store Applications (TUP/DVP/LL 19-012, ZON 19-013, TUP/LL 19-014)

RECOMMENDATIONS

THAT the Land Use and Planning Committee:

1. Receive for information the corporate report dated December 2, 2019 from the Director of Planning and Development Services, titled “Cannabis Retail Store Applications (TUP/DVP/LL 19-012, ZON 19-013, TUP/LL 19-014);”
 2. Recommend that Council give first and second readings to “White Rock Zoning Bylaw, 2012, No. 2000, Amendment (CD-16 – Cannabis Retail) Bylaw, 2019, No. 2320; and
 3. Recommend that Council direct staff to schedule the required Public Hearing for the zoning amendment application at 15177 Thrift Avenue.
-

EXECUTIVE SUMMARY

The Planning and Development Services Department has received three separate proposals for a non-medical cannabis retail store, all located within the Town Centre area. The use of a property for the sale of cannabis is currently not permitted in any zone, and to allow any of these proposals would require Council’s approval in the form of either a Temporary Use Permit or an amendment to the zoning bylaw. The submitted applications include two Temporary Use Permit applications from private proponents, and one zoning amendment application for a government cannabis store that would be operated by the BC Liquor Distribution Branch. The civic address and respective applicant for each proposal is noted below:

- 1484 Johnston Road – A Little Bud Cannabis Ltd. (private)
- 15177 Thrift Avenue – BC Liquor Distribution Branch (government)
- 1550 Johnston Road – Choom BC Retail Holdings Inc. (private)

All three submitted applications have conducted a Public Information Meeting to discuss their proposal with the public and obtain early feedback on their application. This corporate report provides the Land Use and Planning Committee (LUPC) with staff’s evaluation of the three applications in relation to the assessment criteria that were shared with the Governance and Legislation Committee on February 25, 2019, and the preliminary public feedback.

Of the three proposals, staff consider that the rezoning application at 15177 Thrift Avenue (within Phase 2 of Miramar Village; currently under construction) is the preferred option based on meeting or exceeding the majority of the assessment criteria.

The Temporary Use Permit application at 1550 Johnston Road (the current location of ‘Health Express’) generally meets the expectations of the assessment criteria, however the location offers fewer parking spaces than will be available for the commercial parking at Miramar Village.

The Temporary Use Permit application at 1484 Johnston Road would have similar on-site parking constraints and also require a Development Variance Permit to reduce the minimum setback distance from a cannabis retail store to an entrance to a child care, and the City has received a petition and letters opposed to that application from both the child care centre and the church where the child care centre is located; this application is not recommended to be moved forward.

While the existing framework in the Zoning Bylaw for cannabis retail stores anticipates that a single location would be allowed in the city through a Temporary Use Permit, Council is not obligated to approve any of the proposals, or alternately could direct staff to amend the Zoning Bylaw to allow more than one location.

If Council elects to move one or more applications forward for consideration, the next step in the process would be to schedule a Public Meeting/Public Hearing for Council to receive representations from the public on the application(s), following first and second readings of a zoning amendment bylaw, if applicable.

Should Council consider approving a cannabis retail store, staff also recommend that the Zoning Bylaw be amended concurrently to require that sale of cannabis accessories (as defined under the federal *Cannabis Act*) be no closer than 1 kilometre from a cannabis retail store, to prevent an overconcentration of similar businesses within the vicinity of a cannabis retail store.

PAST PRACTICE/POLICY/LEGISLATION

Federal and Provincial Legislation

On October 17, 2018 cannabis became legal in Canada, according to Federal Government Bills C-45 and C-46. The Province has implemented this legalization in BC through two pieces of cannabis legislation. The first is the *Cannabis Distribution Act* (CDA), which enables the Province to be the sole wholesale distributor of cannabis and operate government (or ‘public’) cannabis retail stores, as well as establish an online system for the sale of cannabis and cannabis accessories, through the existing Provincial Liquor Distribution Branch (LDB).

The second Provincial legislation is the *Cannabis Control and Licensing Act* (CCLA), which includes minimum age of possession, personal cultivation and consumption regulations, and sets out a retail licensing regime (for privately operated stores), among other items.

The Provincial Liquor and Cannabis Regulation Branch (LCRB) is responsible for licensing privately operated cannabis retail stores and monitoring the cannabis retail sector. In terms of the approval process for government or private cannabis retail stores, applicants must receive local government support, by way of Council resolution (or comments and recommendation from a Council-delegated person), to receive a retail license from the Province.

City of White Rock Framework

June 25, 2018 Corporate Report to Land Use and Planning Committee

Phase 1 of the Zoning Bylaw Update was undertaken in May 2018, and included public consultation on cannabis legalization and how it could relate to potential retail sales, personal cultivation and consumption in White Rock. Based on the feedback received and staff analysis regarding land use compatibility, urban design and local retail context considerations, on June 25, 2018 staff presented preliminary directions regarding cannabis to LUPC. This report included a recommendation to update the existing smoking and vaping prohibitions in the White Rock Public Health Smoking Protection Bylaw (citing cannabis as prohibited), and a Zoning Bylaw update to allow cannabis retail store(s), according to these options that reflected a ‘limited and gradual’ approach to allowing cannabis retail sales in White Rock:

- Option 1: Continue Cannabis Prohibition (no stores; cannabis available by on-line sales);
- Option 2: Single Store Pilot (Town Centre only);
- Option 3: Multiple Stores (max. three stores, 1 in Town Centre, 2 on Waterfront); and
- Option 4: Graduated Multiple Store Approach (Town Centre now, Waterfront later).

LUPC directed staff to bring forward amendments to the White Rock Public Health Smoking Protection Bylaw (cannabis prohibition), and Zoning Bylaw, according to ‘Option 2’ above.

July 9, 2018 Corporate Report to Land Use and Planning Committee

On July 9, 2018, staff brought forward detailed amendments to the Public Health Smoking Protection Bylaw and the Zoning Bylaw to implement the proposed preliminary directions, including Temporary Use Permit (TUP) provisions that would enable ‘Option 2’ and allow for a single cannabis store in White Rock’s Town Centre area. A TUP, by way of specific land use, design and business license regulations in the Zoning Bylaw, can be used to determine the exact location of a cannabis retail store, as well as the conditions under which it would operate.

Relative to zoning for cannabis retail, which allows it on a property as a ‘right’ (potentially long term), the TUP approach allows the City to revoke the TUP and remove store operations if issues arise that are not remedied by the store operator. A TUP can remain in effect for up to three years, and an additional three years if renewed by Council. Once a TUP lapses, the use ceases until a new TUP is approved by Council. Council may choose at some point in the future to consider a rezoning for a ‘good operator’, where a cannabis retail store has been operating with a TUP for a reasonable amount of time and without negative impacts to surrounding properties.

November 19, 2018 Corporate Report to Land Use and Planning Committee

On November 19, 2018, Council received a corporate report titled “Cannabis Legalization Status Report and Next Steps,” that noted the Planning Procedures Bylaw and Business License Bylaw would need to be amended to establish an application process and parameters for a cannabis store in White Rock.

February 25, 2019 Corporate Report to Governance and Legislation Committee

On February 25, 2019, the Governance and Legislation Committee received a corporate report titled “Amendments to the Planning Procedures Bylaw and Business Licence Bylaw for Cannabis Store Application Process,” and subsequently Council approved the amendments to those bylaws as recommended in the report, enabling an application process for Temporary Use

Permits specifically for cannabis retail stores as well as establishing business licence fees for cannabis retail stores.

ANALYSIS

Temporary Use Permits versus Zoning Amendment

As noted in the Past Practice section above, the initial adoption of a Temporary Use Permit (TUP) framework to enable a single cannabis retail store in the City was seen as a ‘limited and gradual’ approach to introducing what is a relatively uncommon and potentially higher impact land use to a city with a small commercial area. By the City having the ability to impose conditions on a permit holder and revoke the permit if issues related to the conditions were not resolved, this would help to mitigate the risk that an irresponsible business could set up under a more permissive zoning bylaw framework (i.e. where cannabis stores were outright permitted in a particular zone), cause issues in the community and then be able to continue to operate even if the zoning bylaw were changed to no longer allow them, as a legally non-conforming use.

While the application from the BC Liquor Distribution Branch (LDB) is a rezoning application and not a Temporary Use Permit application, it is still being processed as part of the overall single store pilot approach. The process for selecting a single cannabis retail store is not a ‘first-come, first-served’ approach, and the purpose of setting up assessment criteria was to provide a more objective basis for comparing various locations, proponents and their proposals. Ultimately Council has the discretion to choose none of the proposals, or to choose a proposal that is rated lower than another, based on other factors that Council considers relevant.

The LDB identified in discussion with staff that as their organization is accountable to taxpayers, and there are considerable expenses in the tenant improvements needed to set up and operate a store, that they would be pursuing a zoning amendment application for their proposed location. As the LDB is a government organization with a long track record of operator liquor stores across British Columbia, some of the concerns around irresponsible business practices by that prompted the TUP approach are less relevant.

Overall Evaluation

The summary of the assessment criteria for the applications at 1484 Johnston Road, 15177 Thrift Avenue, and 1550 Johnston Road are included at Appendices A, B, and C respectively. In the following sections the highlights of each application (merits and concerns) are provided.

15177 Thrift Avenue – BC Liquor Distribution Branch

As the public store operator in BC, the LDB is already operating non-medical cannabis retail stores in seven locations across the province, with more locations set to open in the near future. The LDB also provides online sale of cannabis, and as the public liquor retailer it operates 197 BC Liquor Stores. This experience in legal cannabis sales and extensive experience in the retail business with other regulated products is an advantage in demonstrating responsibility, commitment to educating the public on responsible use, and accountability. Other unique aspects of being a public store operator include that revenue generated through LDB is remitted back to the Provincial Government to support public services. As the legal cannabis retail industry is relatively new and the distribution networks are getting established, the revenues are anticipated to increase over time.

The location proposed for the BC LDB store is a 325 square metre (3,500 square foot) space in a mixed use residential and commercial development (Miramar Village, Phase 2) which is currently under construction. As there will be multiple retailers in the development, including a food/grocery store, the total customer parking available in this location (approximately 180 in the parkade as well as some surface parking) far exceeds the amount of parking which is provided by the other proposals. Given the multiple tenants in this building, it is likely that the security (e.g. fire alarm) arrangements will be more complex in order to meet BC Building Code requirements than a 'standalone' store, however as the building is not complete it is anticipated that accounting for this added complexity can be accommodated prior to the occupancy of the building.

The assessment criteria state that if an application is within 200 metres of a child care centre that the applicant discuss any mitigation measures that are required. The estimated distance from the premises at Miramar Village to the St. John's Child Care Centre at 1480 George Street is approximately 190-200 metres, and as the store façade and entrance would be facing an interior walkway (i.e. not on Johnston Road), it would not be visible to children being dropped off at the child care centre and additional mitigation is not applicable.

While it is not the practice of the BC LDB to enter into individual good neighbour agreements with each city where they are operating, they have an extensive track record of social responsibility initiatives and campaigns to both support the community and reduce nuisance and health issues related to their products.

The LDB has indicated that most of their stores are open between 10am and 10pm, though they are open to adjusting these following consultation with a local government.

Staff consider that the proposal at 15177 Thrift Avenue by the BC Liquor Distribution Branch best meets the assessment criteria.

1550 Johnston Road – Choom BC Retail Holdings Inc.

The private store proponent at 1550 Johnston Road is part of a publically traded company (Choom Holdings Inc.) with multiple legal non-medical cannabis stores across Canada, including six locations in Alberta and one location in Ontario that are already operating, and others in various stages of construction and approvals. The principals of the business include individuals with experience in the pharmaceutical industry, large-scale retail operations, and cannabis production under Health Canada's licensed producer framework. As a publically traded company, the business would be required to meet the regulations and reporting requirements of the Canadian Securities Commission.

The proposed location of the Choom store is a 75 square metre (800 square foot) space in an existing multi-tenant retail and office building, and the specific unit is currently occupied by the Health Express business. The building's main entrance is on Johnston Road and the only vehicular access for the site is from George Street, where there are approximately 30 parking spaces for the overall building in a surface lot, including eight One Hour Customer Parking spaces. While the Zoning Bylaw would only require two parking spaces for the amount of floor area, the proponent has secured two spaces for their exclusive use and is also on a wait list for an additional 10 customer parking spaces in the White Rock Players Club parking located immediately south of the property. Given that there are currently no legal non-medical cannabis retail stores in adjacent municipalities south of the Fraser River, it is likely that many customers will be driving to access the store and the on-street parking may become scarce in the area during times of peak customer demand. The three hour free public parking at the corner of Johnston

Road and Russell Avenue is currently available, but pending a decision on the long-term use of that property it may not be available in the future.

The assessment criteria state that if an application is with 200 metres of a child care centre that the applicant discuss any mitigation measures that are required. The estimated distance from the property to the St. John's Child Care Centre at 1480 George Street is approximately 160 metres, and the actual walking distance would be approximately 250 metres. The façade of the cannabis store would be on Johnston Road, potentially being visible to children on their way to being dropped off at the child care centre, but not visible near the entrance to the child care centre or from the outdoor play area.

Choom has indicated they are familiar with and supportive of good neighbour agreements, and are willing to enter into an agreement with the City.

Choom's proposed hours of operation are 9am to 9pm, and they are open to adjusting these hours following consultation with a local government.

Staff consider that the proposal at 1550 Johnston Road by Choom BC Retail Holdings generally meets the expectations of the assessment criteria, and the experience of the principals in related regulated industries is an indication that they would have the capacity to operate the store in a responsible manner, however the location offers fewer parking spaces than will be available for the commercial parking at Miramar Village. Should LUPC decide to proceed with a Temporary Use Permit applicant (as opposed to the BC LDB rezoning application), staff recommend that Council move this application forward to a Public Meeting/Public Hearing.

1484 Johnston Road – A Little Bud Cannabis Ltd.

The private store proponent at 1484 Johnston Road is an owner-operated business, which previously sold cannabis at a location in Abbotsford under the name 'A Little Bud Cannabis' between July 2017 and October 2018, and since the legalization of cannabis in October 2018 has only sold cannabis accessories as 'A Little Bud Glass and Gifts'. While the principals of the business have worked in an industry regulated by the Motor-Vehicle Sales Authority of British Columbia, they do not have experience in the legal cannabis sector or other similar (i.e. liquor store) provincially regulated sectors.

The proposed location of the A Little Bud Cannabis store is an approximately 150 square metre (~1,600 square foot) space in a building located at 1478 Johnston Road, which was most recently occupied by the King Koin Laundromat and is currently vacant. The main entrance to the building is on Johnston Road, and there is a one-way vehicular access from Johnston Road to a rear parking lot. As the rear parking lot is adjacent to other surface parking areas for other businesses, the parking can also be accessed via George Street. There are 10 parking spaces on the property for customer use, and the applicants have indicated that they would also have access to five commercial parking spaces on nearby lots for staff parking.

The current vehicular access from Johnston Road is approximately 4.3 metres in width, which is not sufficient for two-way traffic movements, and there are limited sightlines for vehicles exiting onto Johnston Road to pedestrians on the sidewalk. While it may be that most vehicles would exit onto George Street through the adjacent parking lots, future access through those properties is not guaranteed and the Johnston Road access would need to provide both entry and exit access. The applicant has submitted an Access and Traffic Study regarding these concerns, which provides recommended mitigation for the sight line issues (install speed hump on driveway, stop and pedestrian crossing signs, and installing delineators/fences beside the

driveway on the sidewalk). This Access and Traffic Study is attached with the application materials in Appendix D. Staff consider that while the mitigation measures may alleviate the issues, that this access configuration is still not ideal and the locations for the other applications are preferable regarding access.

As this proposal is within 100 metres of an existing child care centre (St. John's Day Care Centre at 1480 George Street), the application would require a Development Variance Permit to reduce the distance to 80 metres. The façade and entry to the cannabis store would be on Johnston Road potentially being visible to children on their way to being dropped off at the child care centre though it is not on a direct route to the facility, and some signage as well as loading activities may be visible at the rear of the building facing George Street. The applicant has provided a list of potential issues and solutions, including opening the store after drop off hours (i.e. at 10am), in order to mitigate concerns regarding the proximity to a child care centre. This assessment is provided with the overall application materials in Appendix D. Staff have also received concerns from the church where the child care facility is located (St. John's Presbyterian Church), and a church that operates from a commercial space on Russell Avenue (First Church of Christ Scientist at 15242 Russell Avenue). This correspondence is attached in Appendix G.

A Little Bud Cannabis has indicated that their store hours are intended to be between 10am and 11pm from Monday to Saturday and 11am-8pm on Sunday.

This proponent has also indicated they are supportive of good neighbour agreements and are willing to enter into an agreement with the City.

Staff consider that this application does not meet the expectations of the assessment criteria, specifically that it is within 80 metres of a child care centre, that the proponents do not have extensive experience in a relevant regulated industry, and the access to the location is not optimal. As with the previous private application at 1550 Johnston Road, it is likely that many customers will be driving to access the store and the on-street parking may become scarce in the area during times of peak customer demand. The three hour free public parking at the corner of Johnston Road and Russell Avenue is currently available, but pending a decision on the long-term use of that property it may not be available in the future.

Should LUPC decide to proceed with a Temporary Use Permit applicant (as opposed to the BC LDB rezoning application), due to the reasons noted above and the comments in opposition received from the property hosting the child care centre, staff recommend that Council move the Choom application at 1550 Johnston Road forward to a Public Meeting/Public Hearing, and not this application.

Public Feedback

The applicant for 1484 Johnston Road held a Public Information Meeting on September 11, 2019. 751 notification letters were delivered to property owners and occupants within 100 metres of the subject property. 45 meeting attendees signed the attendance sheet, and 38 feedback forms were received. A copy of the written feedback received from the public is included in Appendix D. Additional correspondence opposed to the proposal, including a letter from the church at 1480 George Street where the St. John's Daycare Centre is operating, was received separately from the feedback forms and is included at the end of Appendix D.

The applicant for 15177 Thrift Avenue held a Public Information Meeting on September 18, 2019. 605 notification letters were delivered to property owners and occupants within 100 metres

of the subject property. 24 meeting attendees signed the attendance sheet, and 20 feedback forms were received. A copy of the written feedback received from the public is included in Appendix E.

The applicant for 1550 Johnston Road held a Public Information Meeting on October 1, 2019. 597 notification letters were delivered to property owners and occupants within 100 metres of the subject property. 13 meeting attendees signed the attendance sheet, and 16 feedback forms were received. A copy of the written feedback received from the public is included in Appendix F.

Staff note there are general concerns regarding the legalization of cannabis and the public consumption of cannabis that are included in the feedback forms that would be relevant to any of the applications. Some of the feedback also raises concerns about consumption of cannabis, which is not permitted within cannabis retail stores.

Cannabis Accessories

If Council considers approving a cannabis retail store, it may be expected that related businesses selling cannabis accessories may be interested in locating their stores nearby to intercept potential customers. In order to prevent an overconcentration of similar businesses in the same vicinity, and to support a more diverse business climate, staff recommend that the Zoning Bylaw be amended concurrently to require that sale of cannabis accessories (as defined under the federal *Cannabis Act*) be no closer than 500 metres from a cannabis retail store. This amendment is included in the draft Bylaw No. 2320 which is recommended for first and second reading, and would permit a cannabis retail store in the CD-16 zone applicable to 15177 Thrift Avenue (the location of the BC Liquor Distribution Branch's proposal).

OPTIONS

The Land Use and Planning Committee can recommend that Council:

1. Give first and second readings to Bylaw No. 2320 for the BC Liquor Distribution Branch application at 15177 Thrift Avenue and direct staff to schedule the required Public Hearing for the bylaw; or
2. Direct staff to prepare a draft Temporary Use Permit for the A Little Bud application at 1484 Johnston Road, draft a Development Variance Permit to reduce the setback from a child care centre from 100 metres to 80 metres, and to return to the Land Use and Planning Committee with the draft permits for review prior to scheduling a Public Hearing/Meeting for that application; or
3. Direct staff to prepare a draft Temporary Use Permit for the Choom application at 1550 Johnston Road, and to return to the Land Use and Planning Committee with the draft permit for review prior to scheduling a Public Hearing/Meeting for that application; or
4. Direct staff to bring forward two or more of the applications forward, with the appropriate bylaw readings or direction to prepare the draft Temporary Use Permit as applicable; or
5. Reject all three applications for a cannabis retail store; or
6. Defer consideration of the applications pending further information or revisions to be identified.

Staff recommends Option 1 which is incorporated into the recommendations at the beginning of this corporate report.

CONCLUSION

Staff have evaluated three applications for a cannabis retail store, according to the assessment criteria shared with the Governance and Legislation Committee on February 25, 2019. The framework currently in the Zoning Bylaw for a cannabis retail store anticipates that a single location would be allowed in the Town Centre area through a Temporary Use Permit, however Council is not obligated to approve any of the proposals, or alternately could direct staff to amend the Zoning Bylaw to allow more than one location.

Upon review of the locations and proponents according to the assessment criteria, staff recommend that the BC Liquor Distribution Branch rezoning application at 15177 Thrift Avenue (Miramar Village; currently under construction) be moved forward to Public Hearing. While there would be some complexity involved in the required security systems at the Miramar Village site due to the multiple tenants, given that the site is currently under construction it is anticipated that these would be addressed prior to building occupancy. If Council prefers to proceed with a Temporary Use Permit application instead of a rezoning application, staff consider that the application at 1550 Johnston Road achieves a higher level of conformity to the assessment criteria than the application at 1484 Johnston Road.

Respectfully submitted,



Carl Isaak, MCIP, RPP
Director of Planning and Development Services

Comments from the Chief Administrative Officer:

I concur with the recommendations of this corporate report.



Dan Bottrill
Chief Administrative Officer

- Appendix A: Evaluation of Proposal at 1484 Johnston Road (A Little Bud Cannabis Ltd.)
- Appendix B: Evaluation of Proposal at 15177 Thrift Avenue (BC Liquor Distribution Branch)
- Appendix C: Evaluation of Proposal at 1550 Johnston Road (Choom BC Retail Holdings Inc.)
- Appendix D: Application Package for 1484 Johnston Road (A Little Bud Cannabis Ltd.)
- Appendix E: Application Package for 15177 Thrift Avenue (BC Liquor Distribution Branch)
- Appendix F: Application Package for 1550 Johnston Road (Choom BC Retail Holdings Inc.)
- Appendix G: Public Feedback for 1484 Johnston Road (A Little Bud Cannabis Ltd.)
- Appendix H: Public Feedback for 15177 Thrift Avenue (BC Liquor Distribution Branch)
- Appendix I: Public Feedback for 1550 Johnston Road (Choom BC Retail Holdings Inc.)
- Appendix J: Draft Bylaw No. 2320 (Amendment to CD-16) Cannabis Retail Store

APPENDIX A

Evaluation of Proposal at 1484 Johnston Road (A Little Bud Cannabis Ltd.)

Category		Qualitative Assessment		
		Meets Expectations	Does Not Meet Expectations	Unsatisfactory
1	Meets TUP Location Requirements in Zoning Bylaw	<i>All location requirements met</i>	<i>One location requirement not met (DVP required)</i>	<i>Multiple location requirements not met (DVP required)</i>
	Rating:			
2	Description of applicant's business undertaking and experience	<i>5+ years experience</i>	<i>1-5 years experience</i>	<i>No experience</i>
	Rating:			
3	Description of any enforcement action(s)	<i>No concerns</i>	<i>Minor concerns</i>	<i>Significant concerns</i>
	Rating:			
4	Business plan and 'good neighbour' approach	<i>Comprehensive plan</i>	<i>Plan lacks detail or not reasonable</i>	<i>No plan</i>
	Rating:			
5	Provision of educational initiatives regarding impairment and nuisance issues related to cannabis use	<i>Comprehensive educational initiatives</i>	<i>Few educational initiatives (e.g. written material only)</i>	<i>No planned educational initiatives</i>
	Rating:			
6	Detailed store location, access and design proposal	<i>Functional design and access</i>	<i>Not functional design / access</i>	<i>Potentially dangerous conditions for loading/customers</i>
	Rating:			
7	Detailed assessment on impacts to child care facility if within 200 metres	<i>N/A, or comprehensive assessment and mitigation plans</i>	<i>Assessment or mitigation plans lack detail or not reasonable</i>	<i>No assessment or plan</i>
	Rating:			
8	Willingness to enter into a good neighbour agreement	<i>Demonstrated ability to be good neighbour and willing to enter agreement</i>	<i>Willing to enter agreement</i>	<i>Unwilling to enter agreement</i>
	Rating:			

APPENDIX D
Application Package for 1484 Johnston Road (A Little Bud Cannabis Ltd.)

Business Plan

Letter of Intent:

A Little Bud Cannabis intends to open a Cannabis Retail Store at 1484 Johnston St, White Rock B.C in full compliance with the requirements of the province of British Columbia and the City of White Rock, BC.

We also intend to set a standard for cannabis retail in White Rock that is unparalleled in the Canadian market. Our focus will include: cannabis safety, education and consumer responsibility. We have a strategy to provide customer resources never before offered by a cannabis retailer.

We are an owner-operated cannabis company. As such, we are customer focused and intend to build direct connections with the community we serve. Since it's inception, the owners and management of A Little Bud have been directly involved with our customers and staff to ensure the best possible cannabis retail experience. This will not change with our White Rock location and we believe we will be a great addition to White Rock's current model of small business.

Our business experience includes 18 months of award-winning sales of medicinal cannabis in Abbotsford, BC. As owners we also have decades of customer service and retail experience which has allowed us to narrow our focus to a very specific mandate:

Treat your employees, customers and community with courtesy and respect, educate and engage each consumer, and the business will thrive.

Our intended operating practices include:

- Assurance of adult only entry in to cannabis areas.
- Engaging educational components.
- Cannabis library.
- Trained educated cannabis passionate staff offering personalized bud tending service.
- Express serve station.
- Dedicated Cannabis help line for all cannabis related inquiries and concerns.
- Above required security measures.
- A charitable component that sets a very high expectation for community donations and support in the city of White Rock from cannabis retailers. (2018's donations from A Little Bud to programs in need in Abbotsford exceeded \$33,000).

Further details of our proposal are set out later in this application.

Thank you for your consideration in this proposal,

Randy Tingskou, Kaleigh MacAlpine and A Little Bud team

Randy Tingskou
Co-Owner and Operator of A Little Bud



Owner - A Little Bud Glass and Gifts

Oct. 16 2018 - Present

- Glass & cannabis accessory shop and information center for all things related to legal cannabis.
- We chose to cease sales of all cannabis products on October 15th 2018 and re-opened as a glass and accessory shop. This was due to the fact that our primary purpose was to enable those needing medicinal marijuana to have fair access, and with legal shops now open we no longer served this purpose.

Owner of Medicinal Cannabis Dispensary - A Little Bud

July 2017 to Oct. 15 2018

- Entered into an unfamiliar field and cultivated an award-winning business.
- Dealt with challenges pertaining to the cannabis industry.
- Lead community-minded initiatives while appreciating staff with above average living wages.

General Sales Manager - Wolfe Chilliwack Mazda

July 2013 to Aug. 2014

- Successfully managed a team of 27 staff while ensuring their compliance with the Motor-Vehicle Sales Authority of British Columbia.
- Maintained a positive work environment that nurtured productivity and goals.
- Exceeded branch sales targets while promoting corporate growth.

**Automotive Sales - Abbotsford Volkswagen, BMW Langley, Freeway Mazda,
Don Quast Hyundai, Freeway Mazda**

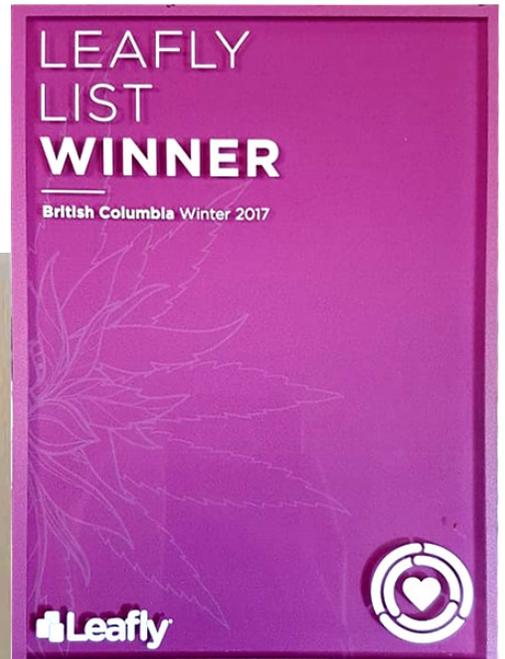
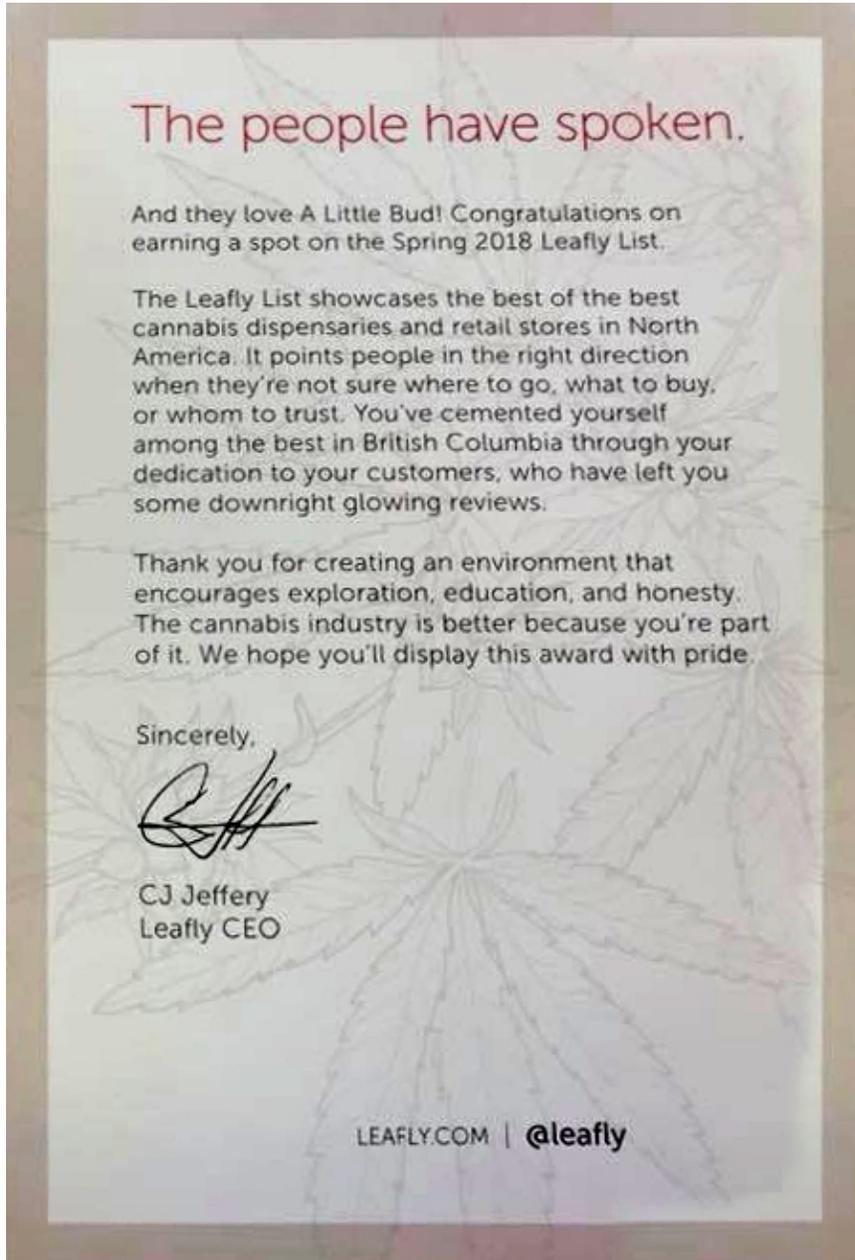
Mar. 2007 to June 2013, Sept. 2014 to Apr. 2015, Nov. 2015 to June 2017

- Continually held a licence with the Motor-Vehicle Sales Authority of British Columbia with zero judgements or actions.
- Surpassed all performance goals while constantly striving to improve.
- Upheld the values and integrity of each employer.

Randy Tingskou held a valid licence with the Motor-Vehicle Sales Authority (an independent, non-profit provincial regulatory agency that oversees the commercial retail sales of personal-use motor vehicles in British Columbia) for a total of 110 months (9.2 years) between the years of 2007 and 2017.

Awards from Leafly

When we say award-winning, we mean it. Leafly is the largest cannabis information and education resource website in the world, with over 15 million monthly visitors and 40 million page views across its website and mobile applications. Leafly allows users to rate and review different strains of cannabis and cannabis dispensaries.



Proposed Timeframe

From the date of issuance of Temporary Use Permit(TUP) and any required building or renovation permits, it is estimated that the business will be able to commence retail sales of cannabis **within 90 days**.

We estimate that renovations to achieve provincial, municipal and A Little Bud's safety and security standards will take 60-90 days to complete. During that time, we will obtain an appropriate business license, finalize provincial licence requirements (including inspections and staff training requirements), stocking product in the store, and integration of a federally compliant POS system.

Compliance with Senior/Local Government

The business will comply with all the requirements of the federal Cannabis Act and its regulations, including new regulations anticipated in October, 2019, as well as the BC Cannabis Control and Licensing Act and Cannabis Distribution Act and any regulations thereunder, and all of the local government requirements of the City of White Rock.

Willingness to Enter a “Good Neighbour Agreement” & Good Neighbour Practices

The business is willing to enter into a “Good Neighbour Agreement” with the City of White Rock and engage in good neighbour practices. Our goal is to go above and beyond the standard practices for companies who do business within the community. In addition to the traditional “Good Neighbour Agreement” the company also proposes the following:

Recycling Program for Cannabis Packaging

- Customers can return cannabis packaging including plastics and cardboard to our location and we will:
 - Recycle it when possible.
 - Work with companies who re-purpose the packaging materials.
 - Ensure what is not recycled is re-purposed or safely disposed of.

Cannabis for Communities Initiatives:

The Green Team (led by 2 members of staff with special high visibility vests identifying them as Green Team leaders) will conduct neighbourhood clean ups (territory would include North Bluff Road, George Street, Thrift Avenue, and Martin Street) twice weekly that include:

- Garbage and waste removal including sidewalks, alleys and obvious areas of need.
- Safe removal and disposal of hazardous drug paraphernalia. (i.e. needles)
- Identification and reporting of graffiti and any other neighbourhood nuisances.

Little Bud Club

We are excited to propose A Little Bud’s “Little Bud Club”. Little Bud Club is a community-based club that will organize events which will benefit the communities we operate in. This club will be open to all customers who wish to join us. It is an open invitation to everyone who shares our values and would like to join us in giving back to the community. Customers will sign up for Little Bud Club by providing their email address and will be invited to our Facebook page which would include monthly updates and community outreach statistics.

Our Pledge:

A Little Bud Takes Pride in the Following:

- We pride ourselves on being Cannabis educated and informed especially in matters related to safe storage, transportation and consumption of Cannabis. (secure from minors and pets).
- We treat others with respect and courtesy especially in regards to Cannabis. We understand when and where it is appropriate to indulge and to consider the needs of everyone involved.
- We value our environment and as such we recycle, reuse or safely dispose of all our cannabis products and packaging.
- We value giving back to the communities we work and live in and we believe we have a responsibility to give back to our communities through volunteering and financial support when possible.
- We value our neighbours and neighbourhoods, and will adhere to the ALB “Good Neighbour Plan” as well as any required by the City.

Willingness to Enter a “Good Neighbour Agreement” & Good Neighbour Practices - Continued

Proposed 2.5% Surcharge to Benefit the Community of White Rock

A Little Bud proposes a surcharge of 2.5% on all cannabis products that contain THC be incorporated into our pricing strategy. The goal of this surcharge is to raise additional funds to benefit programs and causes in the community. Not only do we wish to continue the great work we’ve done in the past with non-profits and community causes, we actually want to take it a step further by ensuring that the profitability of cannabis benefits the community, not just the business.

For example in our first fiscal year as a medicinal business we were fortunate enough to be able to donate more than \$33,000 cash to non-profits and food banks in the community and also collected and donated more than 30 individual 55 gal barrels of food to our local food bank.

Our estimates suggest that with a legal recreational market A little Bud will be able to far exceed our previous donations. We wish to work closely with local non profits as well as the City of White Rock to better understand where donation of these funds could be most impactful.

For example, 3.5 grams of Cannabis priced at \$50.00 will retail for \$51.25 at our White Rock location. All proceeds of the 2.5% surcharge will go directly to the community we serve. This surcharge will not apply to CBD products which will remain at our “compassionate pricing” model. This will only apply to products which contain THC.

This would set a precedent for the City of White Rock moving forward, implying that similar surcharges to benefit the community would be the status quo should the city choose to add additional cannabis stores in the future.

Community Donations and Service:

Security bags are required for all cannabis purchases at an additional cost of \$1 however we will supply this free of charge should the customer donate a non perishable food item for the White Rock - South Surrey Food Bank.

- Programs will be chosen (with the help of the Council or Community Services) that are most in need and we will develop a game plan to offer ongoing support.

Initiatives Already Successfully Undertaken by A Little Bud Abbotsford, BC Include:

- \$5000 cash to the Chilliwack Food Bank.
- Over \$10,000 cash to the Abbotsford Food Bank.
- 30 times 55 Gal. barrels of non perishables donated to the Abbotsford Food Bank.
- \$2500 cash donation to Lookout Society of Abbotsford .
- \$10,000 in essentials (hygiene products etc) purchased and donated to the Lookout Society of Abbotsford.
- \$3000 cash donations to local SPCA.

Proposed Educational Initiatives Regarding Impairment and Nuisance

Potential issues identified by A Little Bud include:

1. Driving while under the influence
2. Consumption of cannabis while driving
3. Noise emissions
4. Uncivil behaviour
5. Overcrowding
6. Access to minors
7. Employee Identification
8. Garbage and litter
9. Odour or smell

Please Note: A Little Bud will fully comply with all LCRB rules and regulations including Division 7 General Rules and Requirements pertaining to good neighbour approach.

A Little Bud Proposes the Following Steps to Bolster our “Good Neighbour Approach”

- All staff will be required to complete all Cannabis related training and educational tools once available from the LCRB as a condition of employment.
- A dedicated text and call line for all Cannabis related questions or concerns with a First Aid level 2 trained staff member responding and operating during opening hours.

In-store Signage with Detailed Explanation Regarding:

- Our core values will be proudly displayed in multiple locations explaining what our brand and employees value about cannabis and using it responsibly.
- See Image 1, Pg. 23
- To compliment our core values we will have an in-store poster encouraging our customers to join the Little Bud Club by taking the pledge. Members will receive information, updates and invitations related to our community programs and volunteering opportunities.
- See Image 2, Pg. 23
- Clear signage explains that no minors are allowed in-store even if accompanied by a parent or guardian (unlike liquor stores). It also explains that it is illegal to purchase cannabis for minors and clearly states the penalties.
- See Image 3, Pg. 23
- No persons showing obvious signs of intoxication will be served. No exceptions.
- See Image 4, Pg. 23
- Leave cannabis products unopened until you have safely arrived at your destination.
- See Image 5, Pg. 24
- Maximum purchase limits including equivalent amounts for oils and edibles.
- See Image 5, Pg. 24
- Cannabis be inaccessible to the driver and occupants (for example in the trunk).
- See Image 5&7, Pg. 24
- Where cannabis can be consumed typically within the Province of B.C
- See Image 5, Pg. 24
- Where and where not to consume cannabis specifically in the City of White Rock.
- See Image 6, Pg. 24
- Cannabis is NOT to be consumed on site (A Little Bud can be held liable and will refuse service moving forward).
- See Image 7, Pg. 24
- Where and where not to park when shopping at A Little Bud with emphasis on NOT utilizing the church or daycare parking lot.
- See Image 8, Pg. 24

Detailed information on the where cannabis can and cannot be consumed in the City of White Rock will be provided in-store. This information will be taken from the Cannabis Licensing and Control Act as well as the City of White Rock Public Health Smoking Protection Bylaw.

Our in-store POS system also supports digital signage which can display educational information and A Little Bud initiatives.

1. Posted behind cashiers in showroom

A Little Bud

Our core values:

- We pride ourselves on being cannabis-educated and informative especially in matters related to safe storage, transportation and consumption of cannabis
- We treat others with respect and courtesy, especially with respect to cannabis. We understand when and where we indulge needs consideration
- We value our environment and as such we recycle, reuse or safely dispose of all our cannabis products and packaging
- We value giving back to the communities we work and live in. We believe we have a responsibility to give back to our communities through volunteering and financial support when possible
- We value our neighbours and neighbourhoods and adhere to the ALB "Good Neighbour Plan"

 Cannabis doesn't have to be complicated.
Have a question?
Ask A Little Bud!

2. Posted behind cashiers in showroom

A Little Bud

**Take The Pledge
join our Little Bud Club!**

What is the Little Bud Club?

Little Bud Club is a group of community-minded individuals that want to make the world a better place. We take part in volunteer events such as trash pick-up days, helping out local shelters and charities with donations, toy-drives, and community fundraising events

How do I become a member?

Ask a budtender for more details
Sign up and become
a member today!

 Cannabis doesn't have to be complicated.
Have a question?
Ask A Little Bud!

3. Posted behind ID check in age verification room

A Little Bud

**ABSOLUTELY NO ONE UNDER 19
IN OUR STORE EVEN IF
ACCOMPANIED BY AN ADULT**

Why?

You, the minor, can be fined up to \$2000
We, the business, can be fined up to \$50,000 and
the employee who allowed entry can
receive up to 6 months jail time
- Part 6, Division 4, Section 109 & 110 of the Cannabis Control and Licensing Act of BC

**It is illegal to purchase cannabis
products for a minor**

You can receive up to \$10,000 in fines
and/or 6 months jail time
- Part 6, Division 4, Section 109 & 110 of the Cannabis Control and Licensing Act of BC

 Cannabis doesn't have to be complicated.
Have a question?
Ask A Little Bud!

4. Posted in age verification room and cannabis showroom

A Little Bud

**No service to anyone who appears
to be under the effects of drugs/alcohol**
- Part 4, Division 6, Section 49, Subsection 2(a) & 2(b) of the Cannabis Control and Licensing Act of BC

**No consumption of cannabis
on A Little Bud property**

If consumption occurs on our property, we are
deemed liable and are subject to a minimum
\$100 fine, maximum \$2000
- Part 5, Division 3 of the Cannabis Control and Licensing Act of BC

**If you are found to be breaking these
laws, you will not be welcome back**

If any person is found to be breaking any
municipal/provincial/federal laws or
the A Little Bud Code of Conduct they
will be escorted from the premises and
asked not to return. We reserve the
right to refuse service at any time.

 Cannabis doesn't have to be complicated.
Have a question?
Ask A Little Bud!

5. Posted in age verification room

A Little Bud

How much cannabis can I purchase?
 You may carry up to 30 grams of dried cannabis or its equivalent in a public place

Where can I enjoy cannabis?
 You may generally smoke cannabis anywhere you can smoke tobacco or vape products

How can I transport cannabis?
 Cannabis must either be in the original unopened packaging, or “not readily accessible to the vehicle occupants”
 Keep it in the trunk!

 Cannabis doesn't have to be complicated.
 Have a question?
 Ask A Little Bud!

6. Posted in age verification room and cannabis showroom

A Little Bud

Where can I smoke in White Rock?
 Within your own home, private property that allows smoking cannabis, and in public as long as you are not within 7.5m of an entryway, window or doorway.
 With caution and discretion!

Where can't I smoke in White Rock?
 The beach, pier, promenade, public parks, playgrounds, bus stops, vehicles/boats, and within 7.5 meters of any entryway, window or air intake of a building

 Cannabis doesn't have to be complicated.
 Have a question?
 Ask A Little Bud!

7. Posted in parking lot behind store

A Little Bud
PARKING ONLY
No consumption of cannabis products on ALB property!

Why?
 We can be held liable for your actions!
 Up to a \$5,000 fine and/or 3 months in jail for a first offence, \$10,000 fine and/or up to 6 months in jail for a second offence
- Part 5, Division 5, Section 81, Subsection 2(b) of the Cannabis Control and Licensing Act of BC

How must I transport cannabis?
 Cannabis must “not be readily accessible to the driver or any passengers in the vehicle.”
 Keep it in the trunk!
- Part 5, Division 5, Section 81, Subsection 2(b) of the Cannabis Control and Licensing Act of BC

Why?
 Fines for improperly stored cannabis in a vehicle start around \$230 and can go up to \$5000

Please be respectful of our neighbors
 Keep noise to a minimum

8. Posted directly inside entrance door

A Little Bud
Where did you park?



 A Little Bud  Public Parking  No Customer Parking

A Little Bud customers please park only in designated stalls in the rear of the building or one of the numerous parking lots Northwest of our location. Please do not park at the Presbyterian Church.

 Cannabis doesn't have to be complicated.
 Have a question?
 Ask A Little Bud!

From: [Randy Tingskou](#)
To: [Carl Isaak](#); [Athena von Hausen](#)
Subject: Addition to educational initiatives
Date: Thursday, November 21, 2019 12:09:47 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

I hope everyone is well.

In our continued effort to bring forward the best possible cannabis retail experience to the City of White Rock we have a small addition to include on our proposed educational initiatives.

We are proposing arranging 4 cannabis information sessions annually to be hosted at a rented venue in the community in which cannabis speakers and experts can engage the public. It would be paid for by our store however there would be no on site promotion of A Little Bud. It would simply be an opportunity for the public to engage and ask questions to experts who are NOT retailing.

Our first information session would be hosted by David "Hutch" Hutchinson (Medical marijuana advocate and speaker, including for the Arthritis Society for Canada and Brain Tumor Foundation of Canada). Additional information sessions would include speakers from cannabis advocacy, health and wellness and the history of cannabis.

All information nights would be free to White Rock residents, although donation of a non-perishable food item would be encouraged. All items collected would be donated to Sources Food Bank.

We apologize for the late entry however we are completely committed to providing the best possible service and believe this addition would be a great compliment to our already extensive educational initiatives.

Please advise if this can be included to council.

Thanks,

Randy and Team.

Proposed Educational Initiatives Regarding Impairment and Nuisance - Continued

All cannabis products will be placed in sealed child resistant packaging that will be stamped with instructions about safe cannabis transportation and storage at home including:

- THC warning label clearly marked on both sides.
- Emergency Contact information to include poison control and veterinary hotline for pets.
- Detailed information on where cannabis can and cannot be consumed in BC and White Rock.
- Free help line manned during opening hours answering any and all cannabis questions.
- Recycling and drop off information for used cannabis packaging.
- Cannabis Facts i.e. safe transportation, storage and consumption ideas (These will include informative images highlighting 3 educational facts/best practices regarding transportation, storage and consumption along with a short note explaining it).



The design we have chosen for our child resistant packaging conforms with Health Canada's current educational initiative.

See link below for details.

https://www.canada.ca/en/services/health/campaigns/cannabis.html?utm_campaign=cannabis-18&utm_medium=vurl-en&utm_source=canada-ca_cannabis

Examples from Health Canada:



Parking lot and Stall Signage Strategy:

- Absolutely zero cannabis consumption on site.
- Don't forget to keep your purchase out of reach while transporting, it's the law.
- Do not consume any Cannabis products until you've safely arrived at your destination.
- Please respect our neighbourhood and keep quiet in our parking lot.
- See Image 7, Pg. 24

Operating Details

Store Hours

Monday: 10AM - 11PM
Tuesday: 10AM - 11PM
Wednesday: 10AM - 11PM
Thursday: 10AM - 11PM
Friday: 10AM - 11PM
Saturday: 10AM - 11PM
Sunday: 11AM - 8PM

Operating hours are a direct effort to mitigate any potential issues with respect to traffic and parking for the pre-existing day care at 1480 George Street. Drop off time at St.Johns Daycare is 7:30AM - 9AM Monday to Friday. These hours allow daycare traffic to dissipate for one hour while at the same time maintaining competitive operating hours with the surrounding retail liquor stores.

Both liquor and cannabis fall under the same regulatory body (LCRB) and it is our belief that if liquor in the area is available until 11pm cannabis should be too.

Reference:	White Rock Liquor Store 15144 North Bluff Rd 9 AM - 11 PM Monday - Sunday	Sandpiper Liquor Store 1235 Johnston Rd 10 AM - 11 PM Monday - Sunday	Marine Drive Liquor Store 15447 Marine Dr 10 AM - 11 PM Monday - Sunday	St. John's Daycare 1480 George St. 7:30 AM - 6 PM Monday - Sunday
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Number of Employees

27 employees
- Full Time 12
- Part time 15

Additional Staffing Notes:

As part of our staffing structure we will always have one senior manager, and two floor managers on duty during operating hours.

There will be a minimum of 8 staff on shift including a dedicated ID person (security) at point of entry.

There will always be one first aid level 2 trained staff member on shift.

All Cannabis for sale stored and secured in cannabis fulfilment room at all times.

We are very pleased to have such a diverse and talented group of managers at A Little Bud. Each manager has a broad set of skills they bring the table, and we would like to share them with you. In the following pages we have attached the C.V. of managers and partners who have compiled this application. We are certain they will continue to lead our company, as well as the cannabis industry, to a bright and prosperous future.

Kaleigh MacAlpine

Co-Owner and Operator of A Little Bud



Co-Owner - A Little Bud Glass and Gifts

Oct. 16 2018 - Present

- Glass & cannabis accessory shop and information center for all things related to legal cannabis.
- We chose to cease sales of all cannabis products on October 15th 2018 and re-opened as a glass and accessory shop. This was due to the fact that our primary purpose was to enable those needing medicinal marijuana to have fair access, and with legal shops now open we no longer served this purpose.

Administrator of Medicinal Cannabis Dispensary - A Little Bud

July 2017 to Oct. 15 2018

- Entered into an unfamiliar field and helped cultivate an award-winning business.
- Dealt with challenges pertaining to the cannabis industry.
- Helped lead community-minded initiatives while appreciating staff with above average living wages.
- Managed stock acquisition and allocation, and payroll.

Stay-at-home Mother

2015 to 2017

- 

Waitress - Dragon Fort

2012 to 2015

- Successfully operated in a high-demand workplace.
- Took on a multitude of roles while operating as hostess, waitress and server.
- Met all requirements and maintained a food and health safety environment.

Martin McCarthy

Manager - A Little Bud Glass and Gifts Oct. 2018 - Present

- Working with owners to secure licensing .
- Assist in hiring and training of staff as well as set up of new stores.
- Oversaw sales of glass & cannabis accessories while providing information for all things related to legal cannabis.

Kitchen Manager - Boston Pizza 2009 - 2012

- Oversaw operations of 60+ members of staff.
- Responsible for hiring, training, disciplinary actions, health and food safety, customer feedback and complaints.
- Ensured brand standards while also managing clerical duties including payroll, budgeting, financial forecasting, ordering and inventory management.

Restaurant Employment

Hooked Fish Bar Canada - Chef	2016 - 2016
Sanctuary Lakes Hotel Australia - Chef	2012 - 2012
Fair Weathers New Zealand - Cook	2012 - 2012
Renaissance Brewery New Zealand - Brewhand	2012 - 2012
The Yew Tree U.K. - Head Chef	2004 - 2004
Old Golf House Hotel U.K. - Assistant Kitchen Manager	2003 - 2004
The Black Horse Inn U.K. - Cook	2003 - 2003
Bedruthan Hotel U.K. - Cook	2002 - 2003
Holiday Inn U.K. - Cook	1999 - 2002

I began my working career in the foodservice industry. The majority of positions held while living in the U.K. were food related while working towards becoming a red seal chef. Various positions held while travelling abroad in 2012.

Construction/Carpentry Employment

Birchwood Homes LTD - Carpenter	2017 - 2018
Henry Drilling - Labourer/crewleader	2014 - 2015
Mika Mika Construction - Framer	2007 - 2009
Hauser Custom Home - Apprentice carpenter	2006 - 2007

Upon gaining permanent residency in Canada, I entered into the carpentry field. I had the pleasure of gaining experience while helping build upwards of 40 homes in the Fraser Valley.

Stay-at-home Father Portions of 2017 & 2018

- [REDACTED]

Jeremy Gabel

Shift Leader - A Little Bud Glass and Gifts

Oct. 16 2018 - Present

- Help day-to-day business operations while working to obtain licensing.
- Glass & cannabis accessory shop and information center for all things related to legal cannabis.
- A Little Bud chose to cease sales of all cannabis products on October 15th 2018 and re-opened as a glass and accessory shop.

Shift Leader - Medicinal Cannabis Dispensary - A Little Bud

July 2017 to Oct. 15 2018

- Entered into an unfamiliar field and cultivated an award-winning business.
- Dealt with challenges pertaining to the cannabis industry.
- Lead community-minded initiatives while appreciating staff with above average living wages.

Level 1 Insurance Agent - Meier Insurance, Central Valley Insurance

Sept. 2012 to Oct. 2017

- Successfully operated as a customer service representative for the brokerage I represented at various car dealerships across the lower mainland.
- Exceeded goals set by management monthly.
- Zero actions against Jeremy from the Insurance Brokers Association of British Columbia.

Previous Employment Opportunities

MTF Price Matters Fall 2010 - Winter 2011

- Assisted in launching online sales website.

Greater Vancouver Zoo Spring 2010 - Fall 2010

- Seasonal tourism position.

Pro Sound and Stage Lighting Spring 2008 - Spring 2010

- Maintenance and sanitation.

Subway Spring 2007 - Spring 2008

- Worked in food industry while finishing highschool.

Operating Details - Continued

Our experience and award winning expertise in the cannabis field has led to the development of a unique customer service experience. This experience ensures every customer will have unlimited time with trained and educated cannabis professionals whose job it is to ensure the most positive and educational cannabis experience possible.

Customers will be greeted by a much needed renovated storefront with scenes of beautiful White Rock discretely covering the windows of the store and “Age 19 and over Please have ID ready” on the doors. As always, we will proudly display our “All pets welcome” sign on all exterior doors as well. Customers will enter the 220 sq/ft age verification lounge which will include our cannabis packaging recycling center, ID verification station and cannabis education center. This room is used as separation of customer and cannabis displays until age verification can be completed and to ensure proper customer flow.

Once the customers age has been verified they will be greeted at the door to the cannabis display area by a trained bud tender who’s sole job is ensuring that particular customers needs are met from beginning to end of sale. The cannabis showroom is a bright and open concept room with secure, locking, modular, and mobile displays showing all cannabis products available.

Our previous experience in medicinal cannabis taught us just how important a budtenders role truly is. Our budtenders build rapport with the customer and use their time together to help educate people about everything from strains to safe handling, storage and consumption of cannabis. They are front line educators of cannabis and help to solidify our core values with our clients.

Customers will have a chance to see and smell cannabis products and ask all questions they may have all while being guided by a trained professional. In some cases a customer may already know what they want and they will have the option of using our express serve counter.

We are very proud that our design allows interaction with the cannabis products, yet for security the actual bulk of products will always be secured in the fulfilment center pending purchase completion.

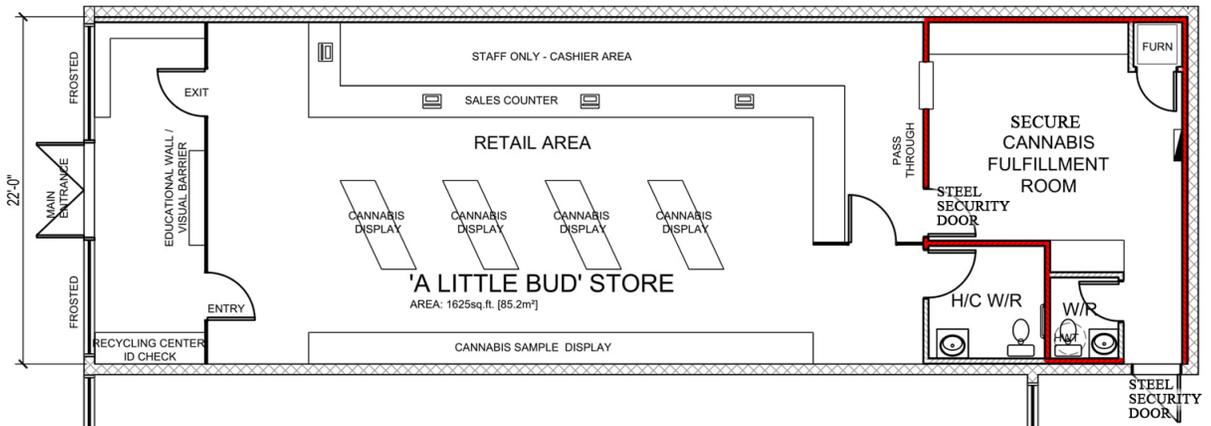
After selecting their cannabis products customers will be walked to the checkout and turned over to a cashier who will AGAIN verify age and identity before completing the sale. The purchase will then be sealed in a child resistant educational and informative reusable bag.

As the customer leaves the store they will find our cannabis library full of pamphlets, books and magazines on cannabis. Most of the material at this station is free for the customer to take and enjoy. Some materials will be for sale as we plan on an extensive library with materials covering the history of cannabis, the most up-to-date cannabis news and books as well as information about growing, storing and caring for cannabis in general.

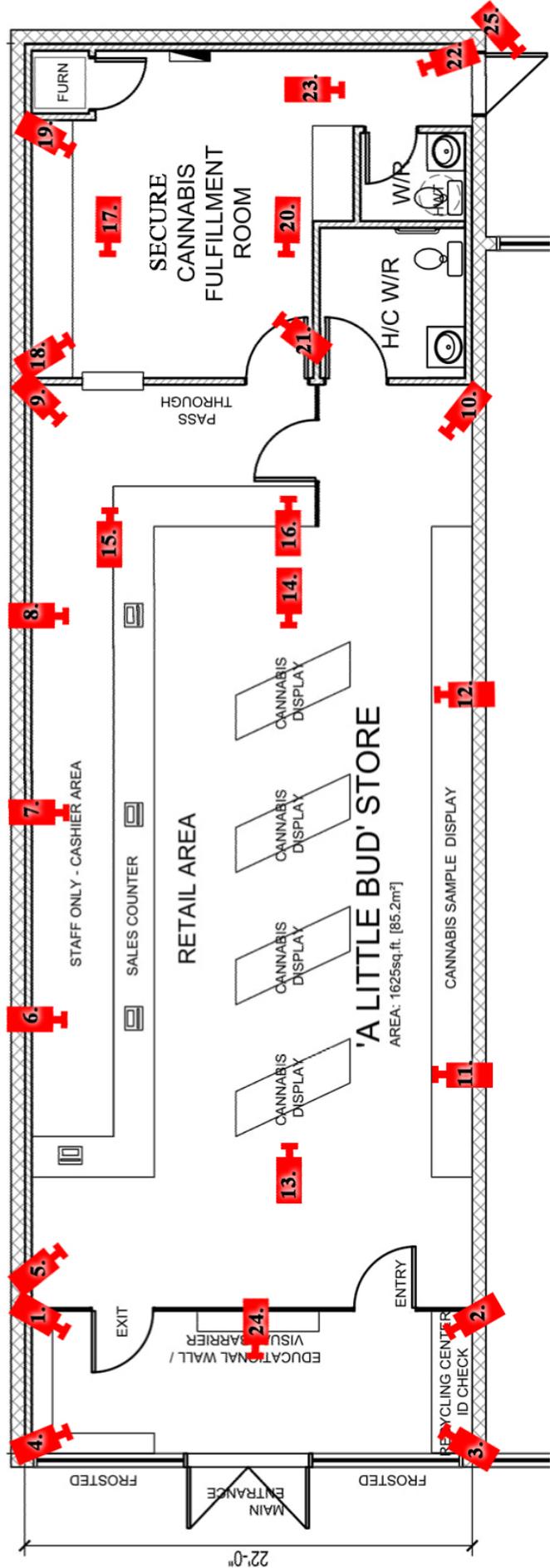
Proposed Security Measures

- Steel security bars in all windows.
- Rolling security shutter for all entry points to be utilized when closed in addition to steel security bars.
- Off site monitored alarm system with motion sensors, door and window sensors, as well as 2 way voice communication.
- Dedicated security/age verification person to ensure no one under 19 can enter the retail area.
- 28 High definition 4k security cameras with a 1 terabyte physical hard drive and cloud backup with remote monitoring capabilities.
- Minimum 8 staff members on at all times including 1 senior manager and dedicated ID Check/ Security person at point of entry.
- Cannabis fulfilment center (adjacent to secure cannabis storage) with secured access and locking cannabis storage.

- All exterior doors/windows have frosted glass to prevent view from outside building
- All exterior doors/windows have security bars installed
- All exterior doors/windows have locking security rolling shutters
- Entrance has visual barrier before ID check to prevent view of product until ID & age verified
- Cannabis storage room will require key entry (indicated in RED)



- Key:**
- 1. ID check/educational area
 - 2. ID check/educational area
 - 3. ID check/educational area
 - 4. ID check/educational area
 - 5. Entrance/ID check
 - 6. Till
 - 7. Till
 - 8. Till
 - 9. Till/Showroom
 - 10. Till/Showroom
 - 11. Till/Showroom
 - 12. Till/Showroom
 - 13. Cannabis showroom
 - 14. Cannabis showroom
 - 15. Cannabis showroom passthrough
 - 16. Door from secure cannabis storage/fulfillment room
 - 17. Cannabis showroom passthrough
 - 18. Secure cannabis storage/fulfillment room
 - 19. Secure cannabis storage/fulfillment room
 - 20. Door to secure cannabis storage/fulfillment room
 - 21. Secure cannabis storage/fulfillment room
 - 22. Secure cannabis storage/fulfillment room
 - 23. Secure cannabis storage/fulfillment room
 - 24. Main entrance
 - 25. Rear secure entrance
 - 26. Parking lot (not shown)
 - 27. Parking lot (not shown)
 - 28. Parking lot (not shown)



Insurance Bonding Information

We are prepared to enter into any bonding requirements the City may have in this regard.

We contacted a local insurance broker Central Valley Insurance Services Ltd and we have attached their response for your information and consideration.

Insurance Bonding for a potential Cannabis Retail Location

Tecia Beulens

to me ▾

To Whom it May Concern:

Per your request, we have looked into bonding for a potential cannabis retail location.

We have several companies which would be willing to write this type of retail for Liability, Contents and Crime.

- You had requested information on a bond, similar to that of a liquor bond for a liquor store. This type of bond guarantees that the applicant will abide by all statutes, laws and regulations and that they will pay the appropriate government fees and taxes. In this context and Cannabis bond does not yet exist. A similar bond which could possibly be issued would be a Sales Tax Bond, guaranteeing that the applicant will pay all of their sales taxes to the government.
- There is currently a policy in force, for A Little Bud, through A10K which includes "3D Crime Coverage", this 3D Crime cover essentially is an employee bond and covers theft and mishandling of company assets
- We have also found that CNS looks to be a favorable candidate as an insurer. Their packages are well rounded, also including Crime coverage and they are pro-cannabis.

Thank you for your inquiries and we look forward to assisting you in attaining the required coverage.

Kind regards,

Tecia Beulens

General Lines Representative
Central Valley Insurance Services Ltd.

160-32500 South Fraser Way | Abbotsford, BC | V2T 4W1
Phone: 604-744-0999 | Fax: 604-744-0998
tbeulens@insurebc.ca

Description of Enforcement Action or Proceedings Against Applicant

City of Abbotsford

Mr. Tingskou operated 'A Little Bud' as a medical dispensary in Abbotsford from July 17, 2017 until October 15, 2018, two days prior to federal legalization. The business received weekly fines for doing so in the amount of \$850 issued quarterly and paid all of those fines accordingly. Since then they have operated solely as a glass and gifts shop awaiting a decision by the City of Abbotsford as to whether they will proceed to license dispensaries or not.

Description of Enforcement Action or Proceedings Against Applicant - Continued

Vehicle Sales Authority



March 21, 2019

Randall Tingskou
Via Email: randytingskou86@gmail.com

Re: Request for Licensing Information
File #19-02-255

Mr. Tingskou:

In response to your request, I have enclosed the materials pertaining to your licensing history with the VSA. I can also confirm that – other than the hearing notice included in those materials – no complaint or enforcement action was made or taken against you, while you were licensed as a salesperson.

I hope that this is helpful. Should you require additional information or materials, please do not hesitate to contact me.

Regards,

A handwritten signature in blue ink, appearing to read "Charles List". The signature is stylized and somewhat illegible due to the cursive nature of the writing.

Charles List, J.D.
Legal Administrative Assistant to the Privacy Officer

Description of Enforcement Action or Proceedings Against Applicant - Continued

We have attached a letter dated March 21, 2019 from the Vehicle Sales Authority of British Columbia confirming that no complaint or enforcement action was made or taken against Mr. Tingskou, while licensed as a salesperson and attaching a Hearing notice from January 15, 2014 that simply related to the issue of upgrading his sales license. He was working as a level 1 licensed salesperson and the MVSA introduced a level 2 requirement for all salespeople. It required attending licensing training for 3 days (mon-wed) and the dealership he was working for requested that we delay applying as there was talk that the level 2 requirements would soon be dropped. As such he waited accordingly until a final notice was sent. Upon receipt of the a final notice he immediately complied and completed the level 2 training successfully.

Assessment on how we will Minimize Impact on Child Care Facility

We are continuing to consider this issue and have set out some plans/suggestions/recommendations below and are open to any and all suggestions or recommendations by the City accordingly.

Potential issues and their solutions identified by A Little Bud include:

1. Driving while under the influence

- Strict “No service to intoxicated patrons” policy.
- In-store education about waiting until arrival at destination to consume.
- Signage in parking lot educating about penalties of driving intoxicated.
- Verbal communication from cashier to explain “no cannabis while driving”.

2. Cannabis and motor vehicles

- In-store education of the penalties of improperly stored cannabis.
- Signage in parking lot educating about penalties of improperly stored cannabis.
- Verbal communication from cashier explaining proper storage while driving.

3. Noise emissions

- Signage in parking lot indicating our request of being respectful to our neighbours.

4. Uncivil behaviour

- Any and all behaviour deemed unacceptable by A Little Bud will result in a lifetime ban from doing business with any of our stores or affiliates.
- The LCRB has put in place a recording and reporting process for any incidents which ALB will be strictly following.
- Any criminal activity will be reported to the police and documented.

5. Overcrowding

- The number of customers in store will be managed by ID check person to ensure the store never exceeds capacity.
- In the unlikely event that we experience queuing, the customers outside of the store will be directed by designated senior members of staff.
- We do not anticipate this to be an issue due to fast transaction times and express checkouts.

6. Access to minors

- Frosted windows prevent minors from seeing into store.
- Zero indication of cannabis sales from outside store due to modified A Little Bud logo.
- Minors are NOT allowed to enter store as per the Cannabis Control and Licencing Act of BC even if accompanied by a parent or guardian.
- Our store has an ID checking area, ensuring the verification of a persons age before viewing and access to the rest of the store containing cannabis.
- Any customers suspected of purchasing products for a minor will be given a lifetime ban from any A Little Bud store and our affiliates and reported to the proper authorities.

7. Employee identification

- Employees will be given a uniform to clearly indicate that they work for A Little Bud and are properly educated in dealing with cannabis.

Assessment on how we will Minimize Impact on Child Care Facility - Continued

8. Garbage and litter

- In-store and parking lot signage indicating products should not be used until safely arriving at your destination.
- Garbage cans for use in-store as well as in the parking lot.
- The Green Team will be conducting neighbourhood clean-ups twice weekly and A Little Bud property cleanup daily.
- Due to products not being consumed on-site, we believe the garbage impact will be minimal. We encourage proper disposal of packing through our recycling program.

9. Odour or smell

- All cannabis is delivered to the retailer prepackaged by the producer in smell-proof and child resistant packaging.
- Prior to all sales, A Little Bud will put purchased products into our smell-proof and child resistant packaging before being given to customers.
- In-store and parking lot signage indicating products should not be used until safely arriving at your destination as well as indicating penalties.
- We will ensure there will be no cannabis consumed on site and anyone caught doing so will be banned from any A Little Bud stores and affiliates as well as reported to the proper authorities as it is an offence under the Cannabis Control and Licencing Act of BC to consume cannabis products at a cannabis retail location.

10. Vehicle traffic and parking

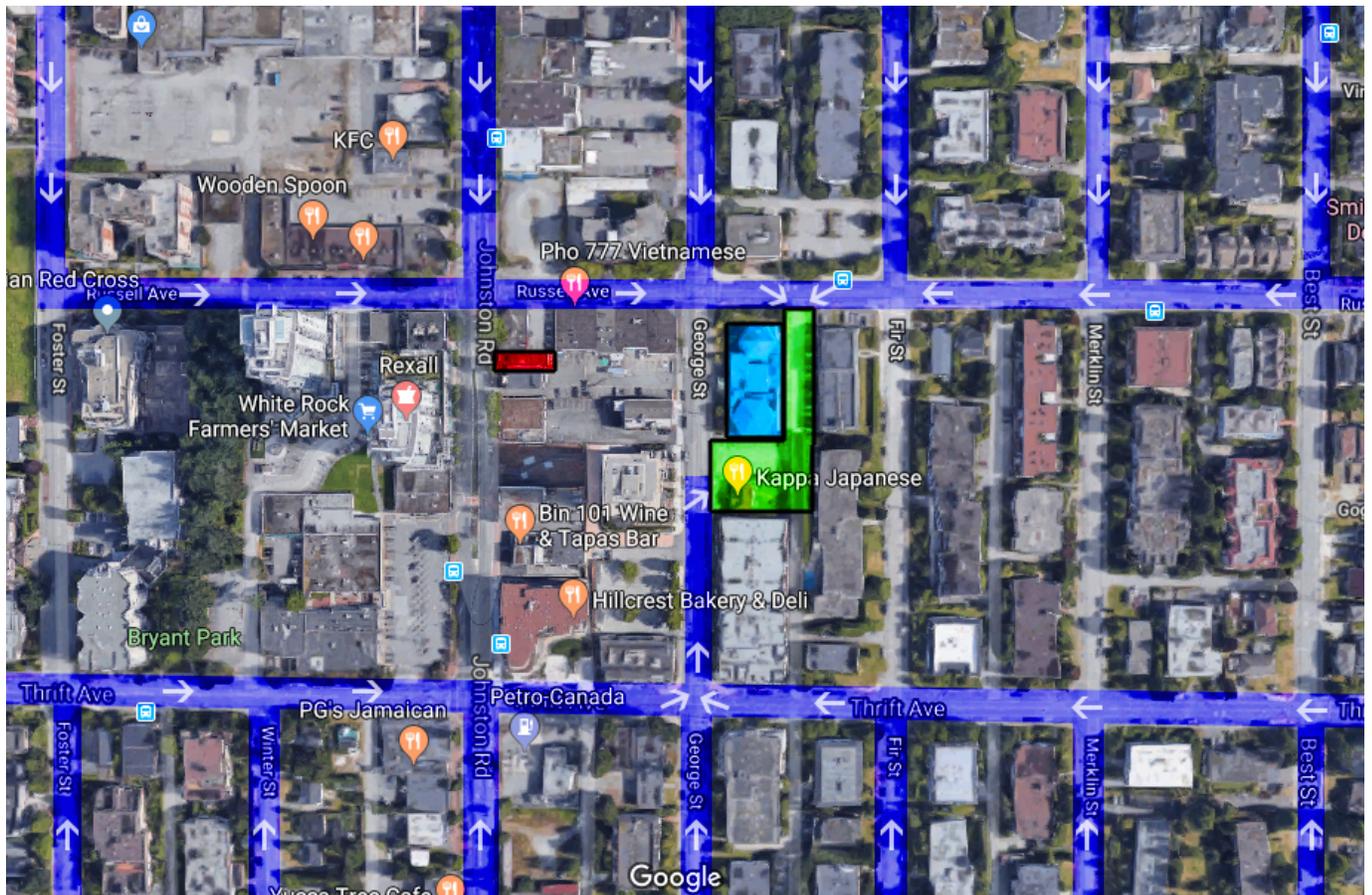
- Comprehensive parking plan to minimise vehicle congestion in the surrounding area.
- Additional educational initiative including detailed map with where customers can and cannot park displayed upon entry into A Little Bud's age verification area.
- Reduced A Little Bud store hours to facilitate pick-up and drop-off time at the daycare.
- To ensure our operations have a minimal impact on the existing child care facility we propose the opening time of 10AM in lieu of the standard 9AM opening time for cannabis and liquor stores in British Columbia.

In addition to the outlined potential problems and solutions, we wish to express a continual willingness to work with the City of White Rock and daycare facility to mitigate or resolve any unforeseen issues that may arise.

Assessment on how we will Minimize Impact on Child Care Facility - Continued

After carefully reviewing driving and walking routes to St.John's Daycare at the Presbyterian Church in Canada at 1480 George St White Rock, it appears unlikely that such traffic would pass by the proposed store on the way to the daycare. Any vehicles coming from the North will most likely drive to Russell Ave and then over to the parking lot access at the church. Any vehicles coming from the South will most likely drive to Thrift ave and then up George St to the parking lot access at the church. Any route that takes the driver down Johnston Rd to get to the Presbyterian Church in Canada would be inefficient and unlikely.

The drop-off time for the St.John's Daycare at the church is 7:30AM-9:00AM. The vast majority of vehicles dropping young children off at the care centre will have left the neighbourhood prior to the opening of our proposed store at 10AM. This is due to the fact that many of the parents will need to be at their place of employment by 9AM.



Legend:

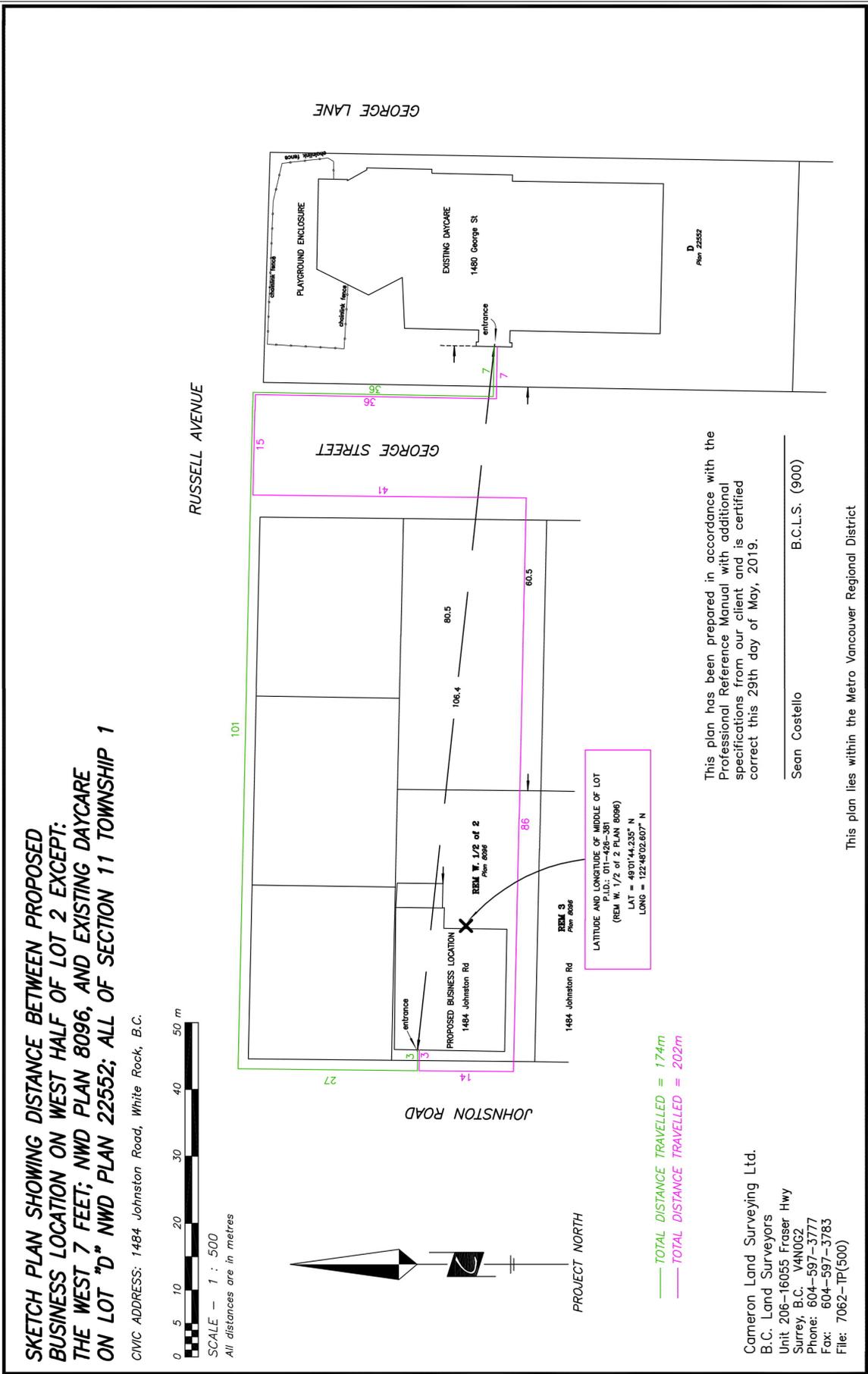
A Little Bud: **Red**

Presbyterian Church in Canada: **Blue**

Presbyterian Church in Canada Parking Lot: **Green**

There will be no signage on the back of the building at the proposed location and no Cannabis or marijuana icons/photos/emblems on all exterior signage.

Registered Survey Plan

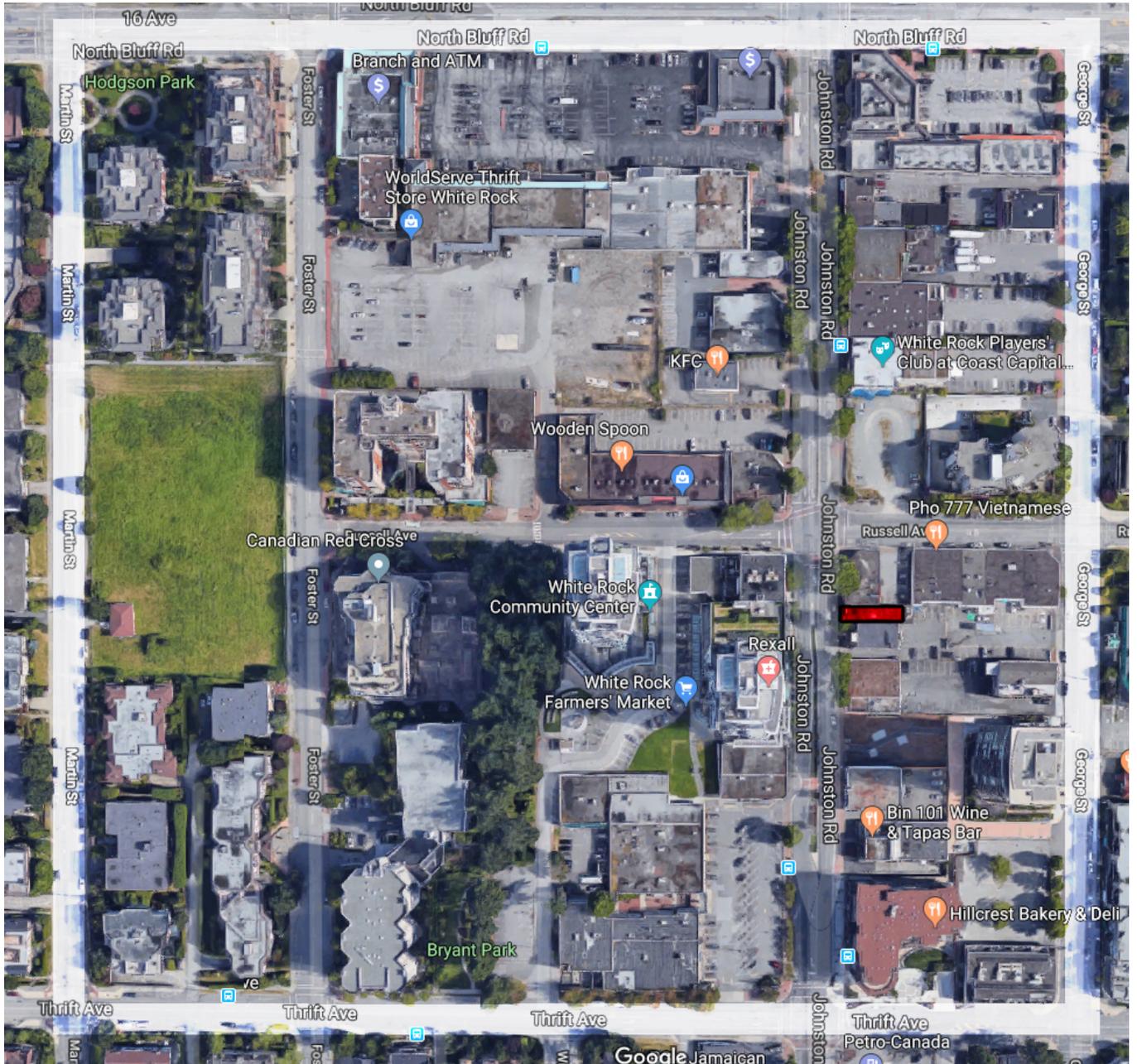


Context Plan Showing Compliance with Zoning Bylaw & use of Adjacent Properties

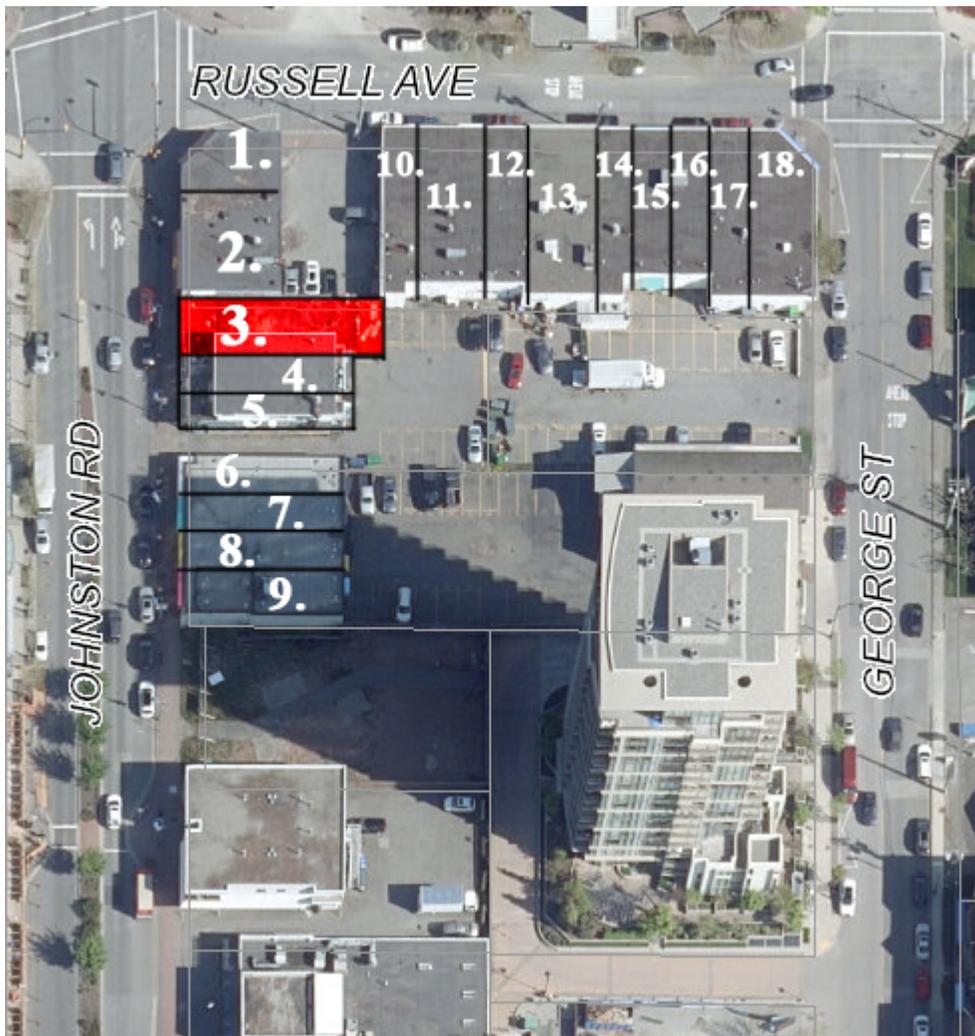
As per White Rock Criteria:

“In addition to being restricted to the Town Centre (bounded by North Bluff Road, George Street, Thrift Avenue, and Martin Street), the location criteria for a Temporary Use Permit for a cannabis store include being 100 metres from the entrance to a child care centre, 30 metres from public parks in the Town Centre (Bryant Park, Hodgson Park, and the Town Square located at 1510 Johnston Road).”

A Little Bud proposed location shown in red:



Context Plan Showing Compliance with Zoning Bylaw & use of Adjacent Properties - Continued

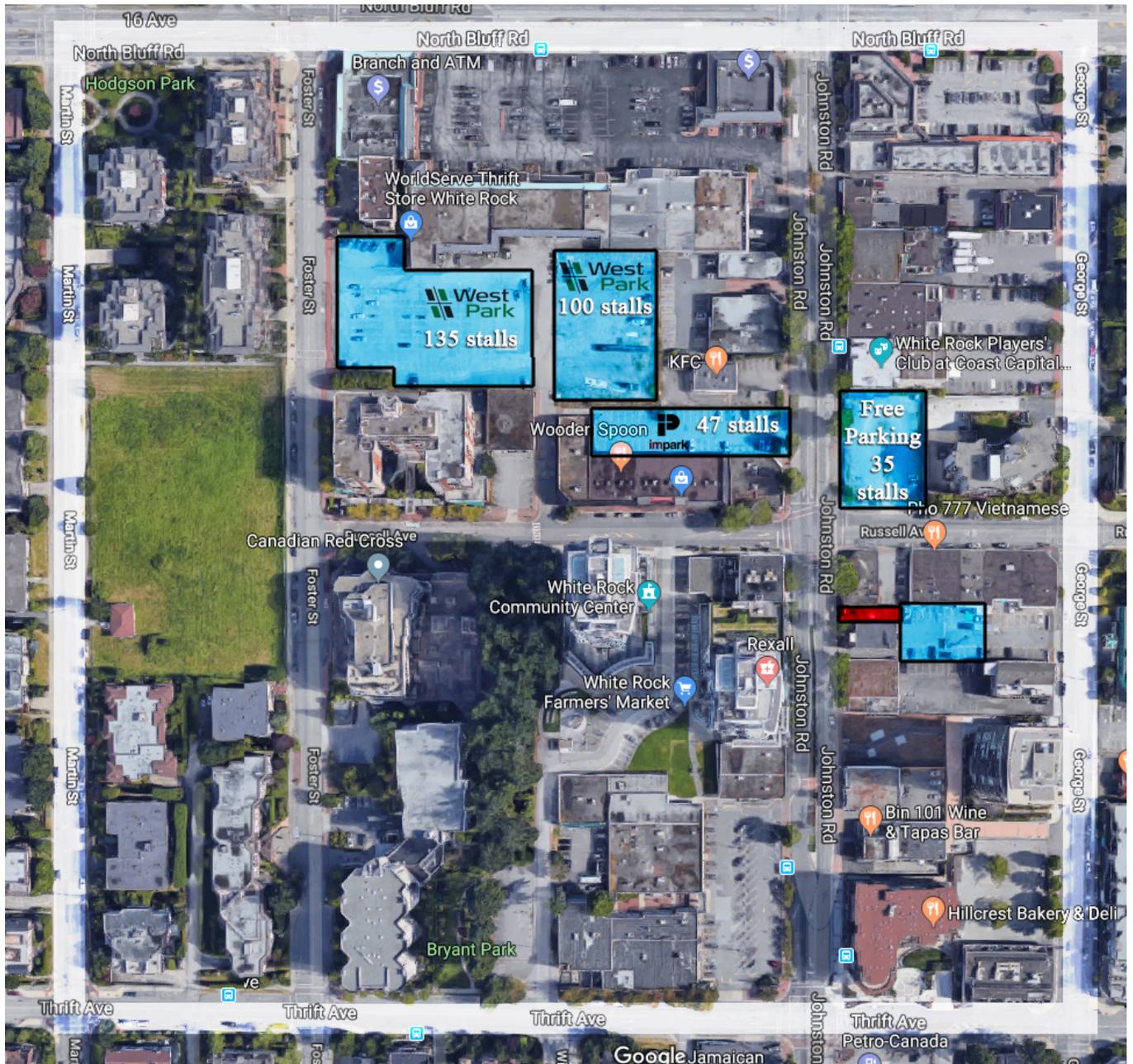


1. Time II Dryclean - Drycleaner
2. Cafe 8 - Restaurant
3. A Little Bud - Proposed Store
4. Vacant
5. Mala Factory - Restaurant
6. EZ-Vape - Vaporizer Store
7. White Rock Travel - Travel Agency
8. Big Feet - Massage Therapist
9. Envy Nail - Beauty Salon
10. Penang Szechuan Cuisine - Restaurant
11. Pho 777 Vietnamese - Restaurant
12. Tarek's Cut - Hair Salon
13. White Rock Supermarket - Supermarket
14. Salty Fish and Chips - Restaurant
15. Christian Science - Church
16. Organic Touch Health Centre - Massage Therapist
17. Dining Wok Shanghai Restaurant - Restaurant
18. Amin's Fine Drycleaning - Drycleaner

All adjacent properties (1 through 18) are zoned as CR-1

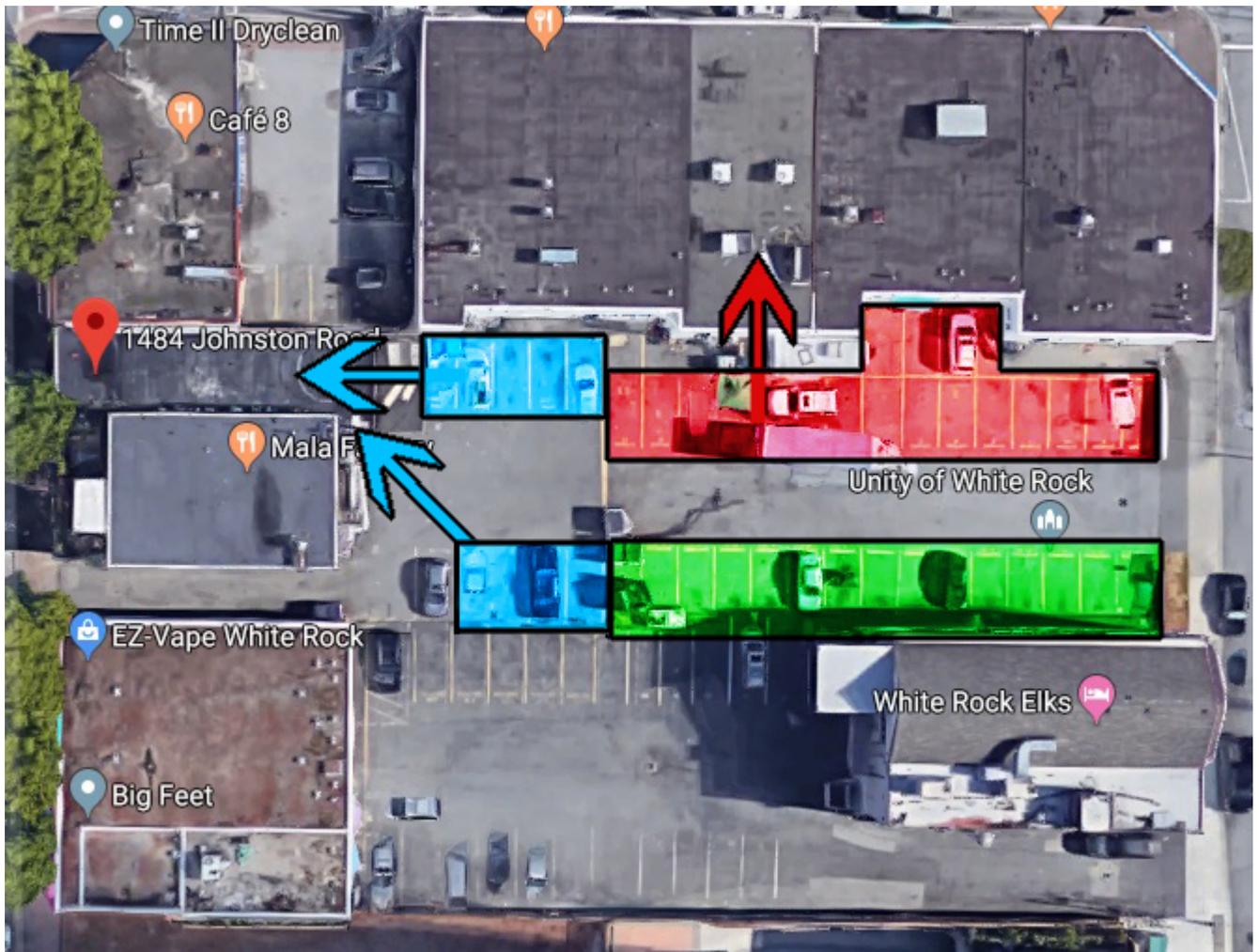
Context Plan - Continued

We understand and appreciate that the increased flow of traffic because of A Little Bud may impact the surrounding area. We have identified a number of public parking areas (highlighted in blue) near our proposed store location to help mitigate that impact.



Behind the proposed store is a parking lot in which we will have ten stalls assigned to our unit and marked accordingly. There are approximately 50 street parking stalls within a one block radius of our store. There is a free public parking lot 44 meters North with 35 stalls. To the Northwest of A Little Bud is a paid Impark lot with 47 stalls that is an 85 meter walk. Furthermore, there are two Westpark owned paid lots with a total of 235 stalls which is a 200 meter walk from our store entrance.

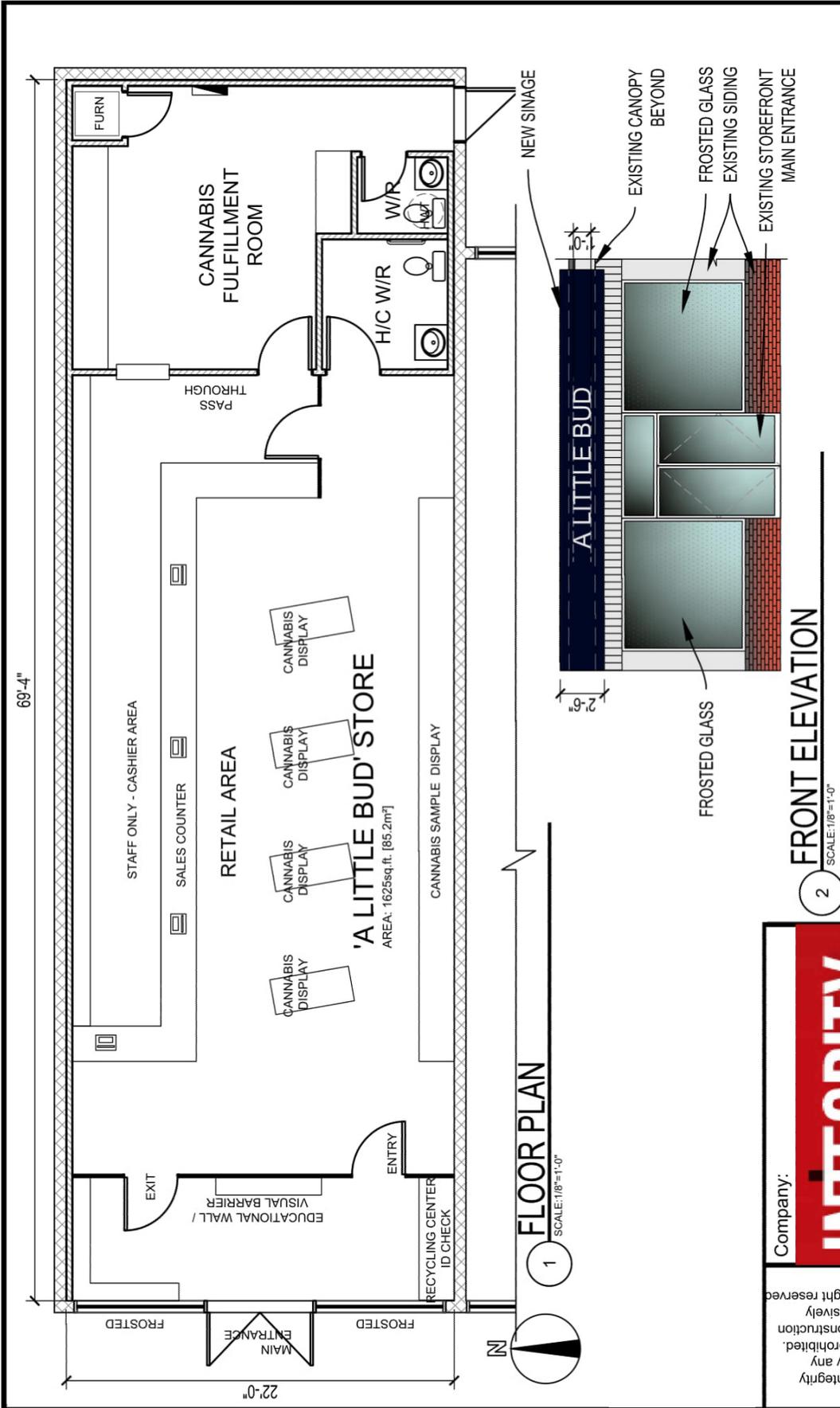
Context Plan - Continued



Our proposed location comes with 10 parking stalls (blue) which will be marked accordingly. The businesses to the north share 18 stalls (red) and have streetside parking out front. In addition to our dedicated spots there are also 14 customer parking spaces (green). There are also 30 streetside parking stalls within the boundary of Johnston Rd to George St and Russell Ave to Thrift Ave.

We plan on having 8 members of staff working at any given time. To help the parking situation, we have rented a total of 5 parking spots from Impark and WestPark at nearby lots that will be used for staff parking. This, combined with carpooling for 3 of our managerial staff, ensures that all available parking stalls at the store location will be available for customers.

With regards to the City of White Rock's concern about pedestrian and traffic safety through the alley off of Johnston road, please see the attached pedestrian and traffic safety study by Creative Transportation Solutions. We plan on implementing all suggestions provided by CTS pending the City's approval.



Copyright: This drawing is the property of Integrity Design Studios. Reproduction by any means, in part or as a whole is prohibited. This plan is to be used for the construction of the project stated below exclusively. Copyright reserved

Company: **INTEGRITY DESIGN**

#202 2020 Abbotsford Way
Abbotsford, B.C., V2S 6X8
Ph: 604 850 2300 Fx: 604 850 0469
info@integritydesign.ca

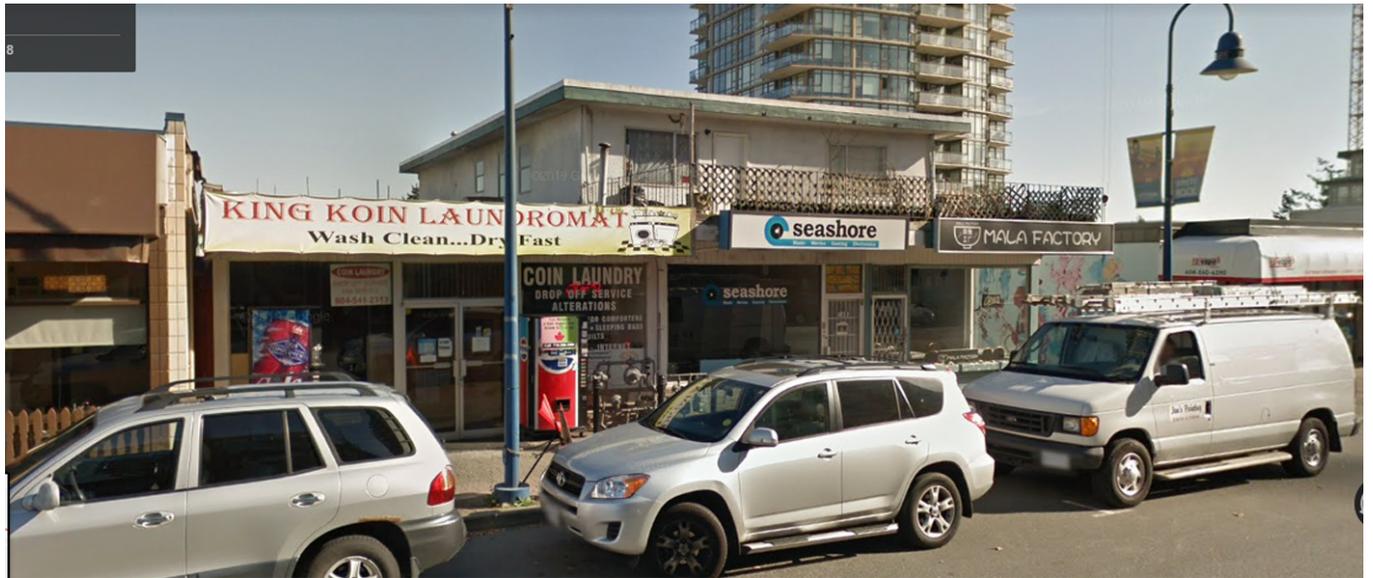
Project Information:		Sheet Description:	
2 SCALE: 1/8"=1'-0"		FLOOR PLAN AND FRONT ELEVATION	
'A LITTLE BUD' 1484 Johnston Road, White Rock, BC			
File: 19-0103	Date: 4/26/2019	Dwn: EK	Chk: CB
Page: A2		Revision: 1	

Signage Plan



Facade and Window Treatment

Before:



After:

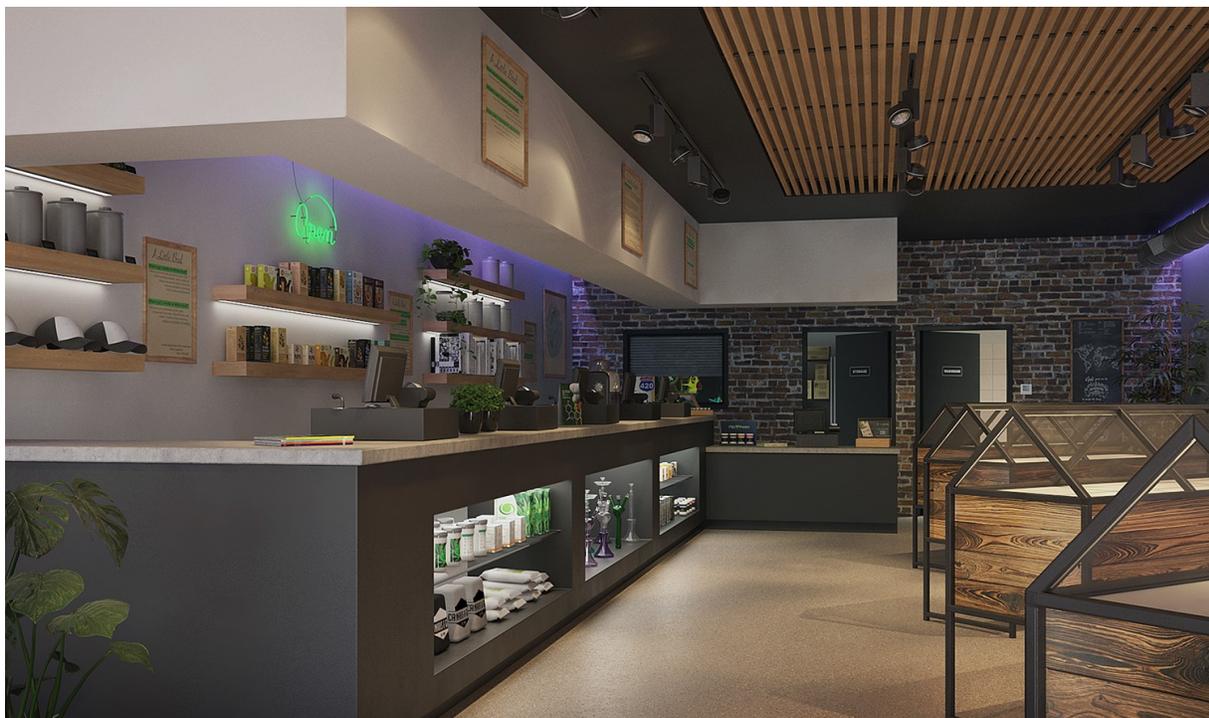


The proposed location (1484 Johnston Rd) and its adjacent property (1482 Johnston Rd) will receive a much needed facelift pending licensing. Integrity design has completed the rendering including elevation (see attached). We have tentatively acquired the adjacent property (1482 Johnston Rd) to provide A little Bud with additional parking spaces and to hopefully be the future home of A Little Bud Glass and gifts. This property will be leased concurrently with the current proposed location once applications are complete.

As per the requirements set out by the Cannabis Control and Licencing Act, recreational cannabis storefronts are required to prevent sight into the building until ID can be checked. We plan to take this opportunity to showcase some of the iconic locations in White Rock. Below is a rendering of our proposed window frosting with the pier. A Little Bud has always proudly been a pet friendly location and we intend to continue this at our White Rock location.



Proposed interior design:



Rear of building before:



Rear of building after:



The rear of the building will also receive a facelift including fresh painting of the building, hot water pressure washing of the parking lot, repainting of all parking lines as well as all necessary landscape maintenance.

MEMORANDUM

TO: Randy Tingskou, A Little Bud
FROM: Aaron Chan, P.Eng., CTS
DATE: 27 June 2019
RE: 1484 Johnston Road Traffic Engineering Services
White Rock, BC
FILE NO: 7082-061



Aaron Chan
28 June 2019

Creative Transportation Solutions Ltd. (CTS) is pleased to submit this **FINAL** memo summarizing our findings on the access review at 1484 Johnston Road in the City of White Rock.

The primary objectives of this assignment were as follows:

1. To conduct a site visit to document the existing condition and operation of the access and parking lot at 1484 Johnston Road in the City of White Rock;
2. To review the existing condition and operation of the access and parking lot and determine the appropriate justification to improve the operation and safety of the access and parking lot; and
3. To prepare a brief report summarizing the technical analysis, key findings and Recommendations.

This document summarizes our technical analysis, key findings and recommendations.

1.0 EXISTING CONDITIONS

1.1 Site Visit

CTS conducted a site visit on Monday, June 17, 2019 to observe the existing condition of the access and parking lot at 1484 Johnston Road in the City of White Rock. From the site visit, we summarized the followings:

- The access is located between 1468 and 1478 Johnston Road with an access driveway of approximate 20 meters long and 4.3 meters wide;
- The distance from the curb edge to the building at the frontage of Johnston Road is approximate 3.5 meters, which includes 2 meters of the pedestrian sidewalk and 1.5 meters of the front porch;

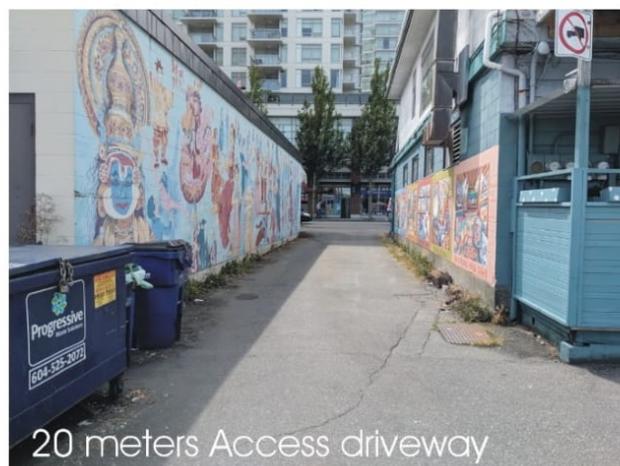
- Motorist sight distances to the pedestrian on the sidewalk are limited by the buildings on both side of the access driveway when exiting the access;
- No operation issues were observed for motorist entering the access from Johnston Road;
- The 1484 Johnston Road back parking lot consists of 10 parking stalls and have sufficient space for a typical passenger car to make U-turns when all parking stalls are occupied;
- The 1484 Johnston Road back parking lot is connected to the parking lot of 15226 Russell Avenue with no fence or blockage in between;
- To access the 1484 Johnston Road back parking lot, motorist can use either the access on Johnston Road or the access on George Street (15226 Russel Avenue parking lot access);
- No vehicle was observed to use the parking lot as short-cut through the accesses from/to George Street to/from Johnston Road during the survey period.
- During the site visit between 15:00-16:00, a 30 minutes traffic count was conducted to the study access and parking lot. Only one vehicle was observed to leave the parking lot using the study access.

FIGURE 1 illustrated the photos of study access, access driveway and parking lot behind the building of 1484 Johnston Road.

FIGURE 1
STUDY ACCESS, ACCESS DRIVEWAY AND BACK PARKING LOT



Access on 1484 Johnston Street



20 meters Access driveway



1484 Johnston Street back parking lot

2.0 DISCUSSION AND RECOMMENDATION

2.1 Discussion

From the observation documented in the section above, we noticed that the usage of the study access and parking lot is not significant. No capacity issues were identified. Also, no vehicle was observed to use the parking lot as short-cut through the accesses from/to George Street to/from Johnston Road during the survey period. It is expected that some motorists may use either the access on George Street or Johnston Road to access both the 1478 Johnston Road parking lot and 15226 Russel Avenue parking lot.

It is concerned that the limited motorists' visibility when exiting the access to Johnston Road as the buildings on both sides of the access driveway block the motorists view to the pedestrian on sidewalk at the frontage of 1478 Johnston Road. To mitigate the situation, a speed hump could be used to slow the traffic at the access driveway in addition to a warning and stop signs to warn the motorists to stop for pedestrian crossing ahead on the sidewalk. Also, to improve the motorists' visibility to the pedestrian, a meter-high fences or delineators could be used to block the pedestrian crossing the access at the

front porch area while letting the motorists to advance forward 1.5 meters for better visibility.

It is also concerned that the access driveway width is approximate 4.3 metres, which is not sufficient for two-way traffic at the same time. Based on the current access traffic volume, conflicts between opposite traffic at the access driveway is negligible. No action is required to mitigate the opposite traffic conflicts at the moment. Consideration for mitigation when the access traffic volume is over 30 vehicles per hour.

2.2 Recommendation

Based on the findings, CTS recommended that:

- Installing the speed hump, “Stop” sign, “Pedestrian Crossing” Warning sign to the access driveway;
- Installing 1-meter tall fences or delineators at the front porch on both sides of the access driveway.

FIGURE 2 illustrated the proposed locations of the fences/delineators and speed hump

**FIGURE 2
PROPOSED LOCATION OF THE FENCES/DELINEATORS AND SPEED HUMP**



Assessment on how we will Minimize Impact on Child Care Facility

We are continuing to consider this issue and have set out some plans/suggestions/recommendations below and are open to any and all suggestions or recommendations by the City accordingly.

Potential issues and their solutions identified by A Little Bud include:

1. Driving while under the influence

- Strict “No service to intoxicated patrons” policy.
- In-store education about waiting until arrival at destination to consume.
- Signage in parking lot educating about penalties of driving intoxicated.
- Verbal communication from cashier to explain “no cannabis while driving”.

2. Cannabis and motor vehicles

- In-store education of the penalties of improperly stored cannabis.
- Signage in parking lot educating about penalties of improperly stored cannabis.
- Verbal communication from cashier explaining proper storage while driving.

3. Noise emissions

- Signage in parking lot indicating our request of being respectful to our neighbours.

4. Uncivil behaviour

- Any and all behaviour deemed unacceptable by A Little Bud will result in a lifetime ban from doing business with any of our stores or affiliates.
- The LCRB has put in place a recording and reporting process for any incidents which ALB will be strictly following.
- Any criminal activity will be reported to the police and documented.

5. Overcrowding

- The number of customers in store will be managed by ID check person to ensure the store never exceeds capacity.
- In the unlikely event that we experience queuing, the customers outside of the store will be directed by designated senior members of staff.
- We do not anticipate this to be an issue due to fast transaction times and express checkouts.

6. Access to minors

- Frosted windows prevent minors from seeing into store.
- Zero indication of cannabis sales from outside store due to modified A Little Bud logo.
- Minors are NOT allowed to enter store as per the Cannabis Control and Licencing Act of BC even if accompanied by a parent or guardian.
- Our store has an ID checking area, ensuring the verification of a persons age before viewing and access to the rest of the store containing cannabis.
- Any customers suspected of purchasing products for a minor will be given a lifetime ban from any A Little Bud store and our affiliates and reported to the proper authorities.

7. Employee identification

- Employees will be given a uniform to clearly indicate that they work for A Little Bud and are properly educated in dealing with cannabis.

Assessment on how we will Minimize Impact on Child Care Facility - Continued

8. Garbage and litter

- In-store and parking lot signage indicating products should not be used until safely arriving at your destination.
- Garbage cans for use in-store as well as in the parking lot.
- The Green Team will be conducting neighbourhood clean-ups twice weekly and A Little Bud property cleanup daily.
- Due to products not being consumed on-site, we believe the garbage impact will be minimal. We encourage proper disposal of packing through our recycling program.

9. Odour or smell

- All cannabis is delivered to the retailer prepackaged by the producer in smell-proof and child resistant packaging.
- Prior to all sales, A Little Bud will put purchased products into our smell-proof and child resistant packaging before being given to customers.
- In-store and parking lot signage indicating products should not be used until safely arriving at your destination as well as indicating penalties.
- We will ensure there will be no cannabis consumed on site and anyone caught doing so will be banned from any A Little Bud stores and affiliates as well as reported to the proper authorities as it is an offence under the Cannabis Control and Licencing Act of BC to consume cannabis products at a cannabis retail location.

10. Vehicle traffic and parking

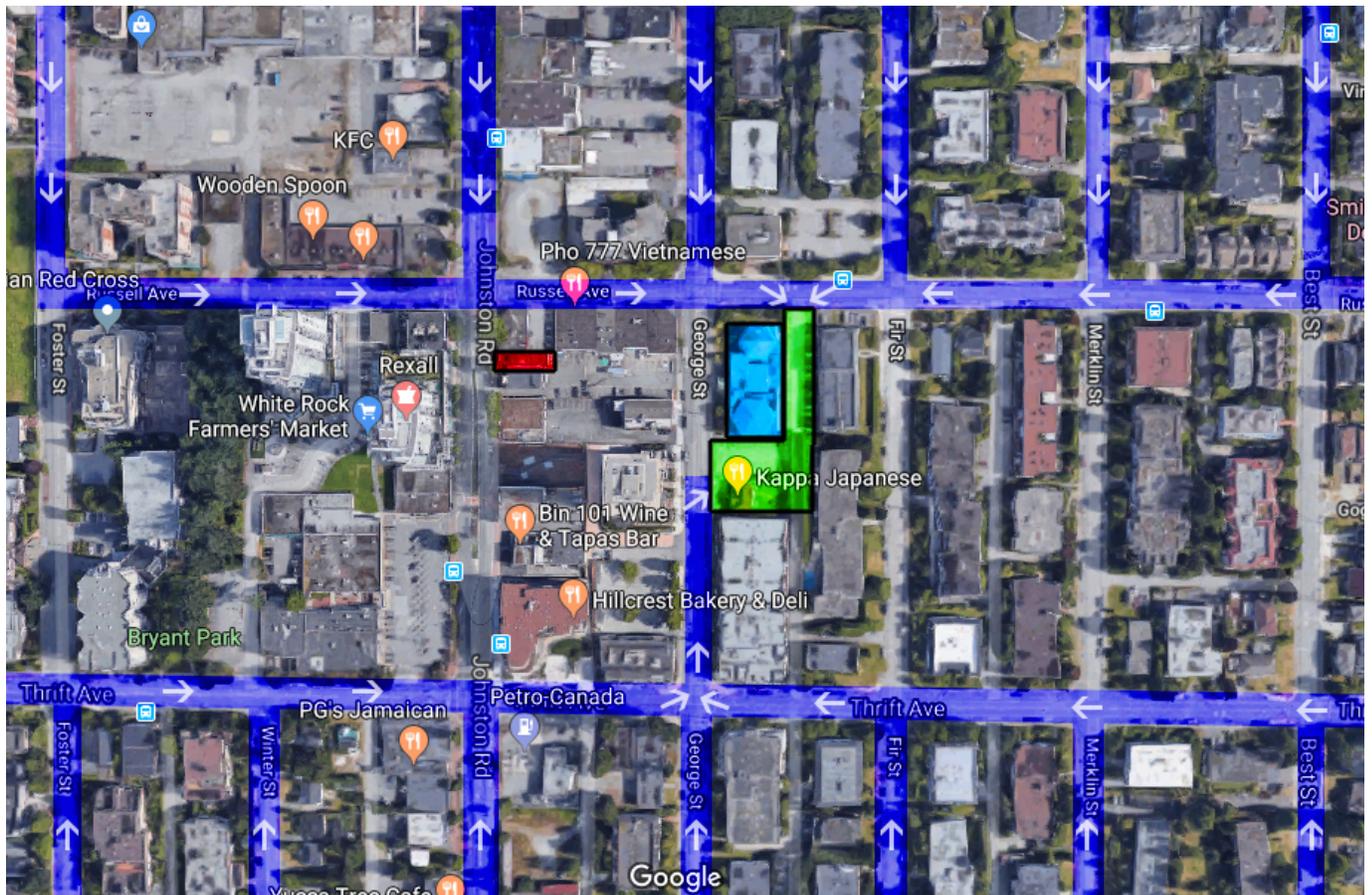
- Comprehensive parking plan to minimise vehicle congestion in the surrounding area.
- Additional educational initiative including detailed map with where customers can and cannot park displayed upon entry into A Little Bud's age verification area.
- Reduced A Little Bud store hours to facilitate pick-up and drop-off time at the daycare.
- To ensure our operations have a minimal impact on the existing child care facility we propose the opening time of 10AM in lieu of the standard 9AM opening time for cannabis and liquor stores in British Columbia.

In addition to the outlined potential problems and solutions, we wish to express a continual willingness to work with the City of White Rock and daycare facility to mitigate or resolve any unforeseen issues that may arise.

Assessment on how we will Minimize Impact on Child Care Facility - Continued

After carefully reviewing driving and walking routes to St.John's Daycare at the Presbyterian Church in Canada at 1480 George St White Rock, it appears unlikely that such traffic would pass by the proposed store on the way to the daycare. Any vehicles coming from the North will most likely drive to Russell Ave and then over to the parking lot access at the church. Any vehicles coming from the South will most likely drive to Thrift ave and then up George St to the parking lot access at the church. Any route that takes the driver down Johnston Rd to get to the Presbyterian Church in Canada would be inefficient and unlikely.

The drop-off time for the St.John's Daycare at the church is 7:30AM-9:00AM. The vast majority of vehicles dropping young children off at the care centre will have left the neighbourhood prior to the opening of our proposed store at 10AM. This is due to the fact that many of the parents will need to be at their place of employment by 9AM.



Legend:

A Little Bud: **Red**

Presbyterian Church in Canada: **Blue**

Presbyterian Church in Canada Parking Lot: **Green**

There will be no signage on the back of the building at the proposed location and no Cannabis or marijuana icons/photos/emblems on all exterior signage.

**THE CORPORATION OF THE
CITY OF WHITE ROCK**



TEMPORARY USE PERMIT NO. 19-012

1. This Temporary Use Permit No. 19-012 is issued to Wong Yuet Wah Chau and Rosa Kwok Lai Chow as the owner (hereinafter called the “Permittee”) and shall apply only to ALL AND SINGULAR those certain parcels or tracts of land and premises situate, lying and being in the City of White Rock, in the Province of British Columbia, and more particularly known and described as:

Legal Description:

West Half Lot 2 Except: The West 7 Feet; Section 11 Township 1 New Westminster District Plan 8096
PID: 011-426-381
(Civic: 1478 Johnston Road)

As indicated on Schedule A

(hereinafter referred to as "the Lands").

2. This Temporary Use Permit No. 19-012 is issued pursuant to the authority of Sections 492 and 493 of the *Local Government Act, R.S.B.C. 2015, Chapter 1* as amended, the “White Rock Zoning Bylaw, 2012, No. 2000” as amended; and in conformity with the procedure prescribed by the “City of White Rock Planning Procedures Bylaw, 2017, No. 2234” as amended.
3. Except as otherwise authorized by this permit, the terms, conditions and guidelines as set out in the "White Rock Zoning Bylaw, 2012, No. 2000" as amended shall apply to the Lands covered by this Temporary Use Permit:
 - a) Permitted Temporary Uses
 - (i) *A cannabis store*
4. Terms and Conditions:
 - a) Except as otherwise specified in this permit, all siting, construction, and use shall be in accordance with the provisions of the “White Rock Zoning Bylaw, 2012, No. 2000” as amended;
 - b) The permittee must obtain a building permit and comply with the requirements of the BC Building Code for the construction of the interior tenant improvements;
 - c) The premises containing the *cannabis store* use must be no larger than 160 square metres;
 - d) The permittee must obtain a sign permit, and not have any signage promoting the business on the east side of the building;

- e) The driveway access must have a speed hump, stop sign, and pedestrian crossing warning sign installed on the property, in accordance with recommendations of the report dated June 27, 2019 from Aaron Chang, P.Eng, Creative Traffic Solutions, titled “1484 Johnston Road Traffic Engineering Services White Rock, BC, attached hereto as Schedule B;”
 - f) The driveway access must be delineated on the Johnston Road portion of the building to the satisfaction of the Director of Engineering and Municipal Services, in general accordance with recommendations of the report dated June 27, 2019 from Aaron Chang, P.Eng, Creative Traffic Solutions, titled “1484 Johnston Road Traffic Engineering Services White Rock, BC, attached hereto as Schedule B;”
 - g) The permittee must provide a minimum of nine on-site parking spaces for the *cannabis store* use;
 - h) The permittee must maintain a minimum of five off-site parking spaces for the employees of the *cannabis store*;
 - i) The *cannabis store* shall not be open to customers prior to 10:00 AM on any day and shall be closed no later than 11:00 PM from Monday to Saturday and 8:00 PM on Sunday;
 - j) The *cannabis store* shall not sell any goods or things until it has obtained a valid licence issued in accordance with the *Cannabis Control and Licensing Act*, as amended, and a valid business licence;
 - k) This temporary use permit is automatically revoked if the licence issued in accordance with the *Cannabis Control and Licensing Act*, as amended, is suspended or cancelled;
 - l) This temporary use permit is automatically revoked if the property is deemed a *nuisance* property under the White Rock Unsightly Premises and Graffiti Abatement Bylaw, 2013, No. 2019;
 - m) Nothing in this temporary use permit shall be construed as authorization for the carrying out of any activity which is a nuisance due to noise, light, odour, emission, vibration or other cause.
5. All definitions of words and phrases contained in Division 8 of the *Local Government Act, R.S.B.C. 2015, Chapter 1* as amended, and the “White Rock Zoning Bylaw, 2012, No. 2000” as amended, shall apply to this Temporary Use Permit and the attachments herein.
 6. This Permit is valid for a period of three years less a day from the date of the authorizing resolution, unless otherwise approved for further time extension by Council in accordance with the provisions of Section 497 of the *Local Government Act*.
 7. Where the holder of this Permit does not obtain required building permits and commence construction of the development as outlined in this Temporary Use Permit within two years after the date this Permit was authorized by Council, the Permit shall lapse, unless the Council, prior to the date the Permit is scheduled to lapse, has authorized further time extension of the Permit.
 8. This permit does not constitute a subdivision approval, a Tree Management Permit, a Demolition Permit, or a Building Permit.

Authorizing Resolution passed by the Council for the City of White Rock on the 10th day of February, 2020.

This Temporary Use Permit has been executed at White Rock, British Columbia on the 12th day of November 2020.

The Corporate Seal of THE CORPORATION OF THE CITY OF WHITE ROCK was hereunto affixed in the presence of:



Mayor - Authorized Signatory



Director of Corporate Administration - Authorized Signatory

Schedule B – Report dated June 27, 2019 from Aaron Chang, P.Eng, Creative Traffic Solutions, titled
“1484 Johnston Road Traffic Engineering Services White Rock, BC



84a moody street
port moody, british columbia
canada v3h 2p5
☎ 604.936.6800
☎ 604.936.6175
🌐 www.cts-bc.com

MEMORANDUM

TO: Randy Tingskou, A Little Bud
FROM: Aaron Chan, P.Eng., CTS
DATE: 27 June 2019
RE: 1484 Johnston Road Traffic Engineering Services
White Rock, BC
FILE NO: 7082-061



Aaron Chan
28 June 2019

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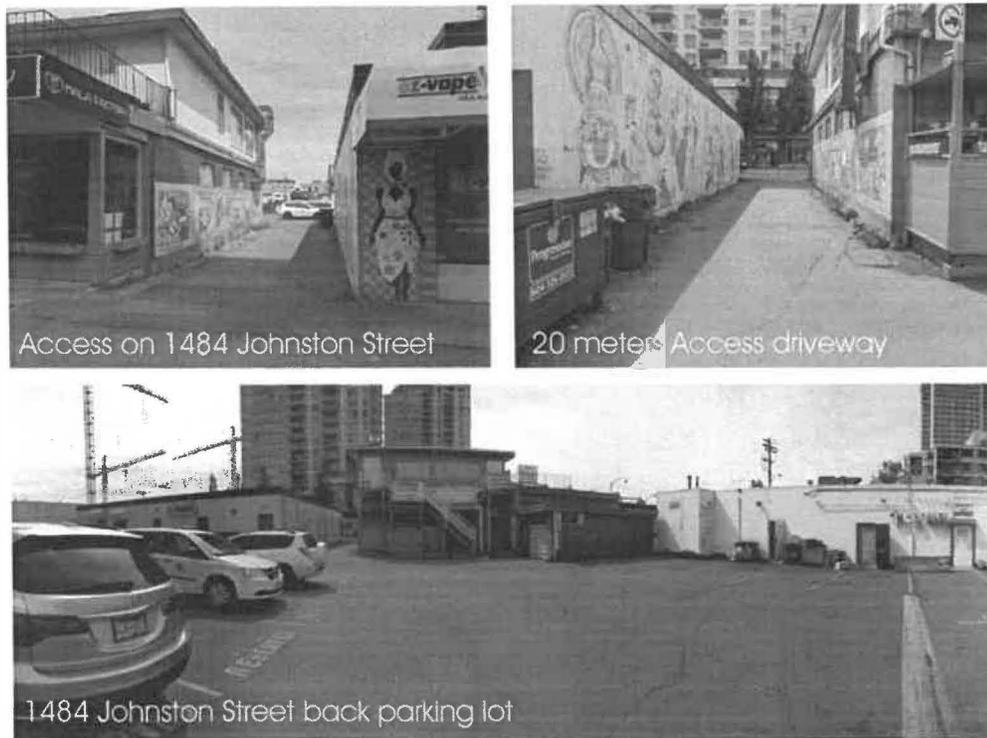
innovative. functional. comprehensive.

established 1993

- Motorist sight distances to the pedestrian on the sidewalk are limited by the buildings on both side of the access driveway when exiting the access;
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FIGURE 1 illustrated the photos of study access, access driveway and parking lot behind the building of 1484 Johnston Road.

FIGURE 1
STUDY ACCESS, ACCESS DRIVEWAY AND BACK PARKING LOT



2.0 DISCUSSION AND RECOMMENDATION

2.1 Discussion

From the observation documented in the section above, we noticed that the usage of the study access and parking lot is not significant. No capacity issues were identified. Also, no vehicle was observed to use the parking lot as short-cut through the accesses from/to George Street to/from Johnston Road during the survey period. It is expected that some motorists may use either the access on George Street or Johnston Road to access both the 1478 Johnston Road parking lot and 15226 Russel Avenue parking lot.

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2.2 Recommendation

Based on the findings, CTS recommended that:

- Installing the speed hump, "Stop" sign, "Pedestrian Crossing" Warning sign to the access driveway;
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FIGURE 2 illustrated the proposed locations of the fences/delineators and speed hump

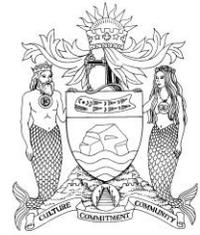
**FIGURE 2
PROPOSED LOCATION OF THE FENCES/DELINEATORS AND SPEED HUMP**



Temporary Use Permit: for cannabis store use only

- (a) Applicants may request a pre-application meeting with staff to review the proposal and gather early input on issues to inform application preparation, and obtain staff's direction on whether the proposal meets the criteria for cannabis stores.
- (b) Complete application materials as indicated in the minimum submission requirements table below submitted by the owner/Applicant.
- (c) Staff receive a referral from the Liquor and Cannabis Regulation Branch.
- (d) Staff prepare information package and distribute for circulation.
- (e) Applicant is required to install a Public Notification Sign on the property, as outlined in Section 36 of the Planning Procedures Bylaw.
- (f) Applicant conducts Public Information Meeting according to requirements of Schedule "E" of the Planning Procedures Bylaw.
- (g) At any time during the preceding, staff may, depending on the application, prepare written correspondence to the Applicant based on initial comments from the referral and public feedback, advising the Applicant of revisions required to gain the support of the Director for recommendation of approval.
- (h) Staff prepares a report and report package that includes staff evaluation of the application and draft permit for the Land Use and Planning Committee (LUPC). The LUPC may recommend Council consider the application and authorize staff to schedule a Public Meeting in conjunction with the Public Hearing required for the related cannabis license resolution request application, refer the application back to staff with direction for more information, or reject the application. The LUPC may consider more than one application at the same meeting.
- (i) Staff prepare and submit notification to adjacent property owners and tenants within 100 metres of subject property plus advertisement in City section of local newspaper for scheduling of Public Meeting.
- (j) Public Meeting held in Council Chambers or an appropriate public venue (in conjunction with the Public Hearing required for the related cannabis license resolution request application).
- (k) Permit submitted with LUPC recommendation and response to public notification for Council consideration.
- (l) Staff notify owner/Applicant of Council's decision and, if approved, notice of the City's recommendation for a cannabis store licence is provided to the BC Liquor and Cannabis Regulation Branch.
- (m) If the BC Liquor and Cannabis Regulation Branch issues a cannabis store licence, or conditional approval for a licence to the applicant, the applicant may proceed to the Building Permit and Business License application stage.

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: May 13, 2024
TO: Mayor and Council
FROM: Corrine Haer, P. Eng., Manager, Engineering
SUBJECT: TransLink 2024 Cost-Share Funding Agreements

RECOMMENDATIONS

THAT Council receive the corporate report dated May 13, 2024, from the Manager of Engineering, titled “TransLink 2024 Cost-Share Funding Agreements;” and

1. Endorse that the 2024 Consolidated Five-Year Financial Plan be updated accordingly to reflect the grant contributions for Buena Vista – Johnston to Best Bike Path and the Oxford/Russell Crosswalk; and
 2. Authorize the Director of Engineering and Municipal Operations to execute the funding agreement for the Buena Vista – Johnston to Best Bike Path.
-

EXECUTIVE SUMMARY

Each year, municipalities are invited to submit road, pedestrian and bicycle related projects for funding consideration from TransLink’s cost-share funding programs. This corporate report provides an update to Council on those submissions and seeks Council’s approval to execute the funding agreement for the Buena Vista – Johnston to Best Bike Path.

INTRODUCTION/BACKGROUND

TransLink Cost-Share Programs

TransLink provides cost-share funding to municipalities for multi-modal infrastructure projects via the following suite of programs:

- Major Road Network and Bike (MRNB) Upgrade Program: Allocated funding for capital improvements to roads that comprise the Major Road Network (MRN) and the construction of bicycle facilities both on and off the MRN.
- Bicycle Infrastructure Capital Cost-Sharing (BICCS) Program: Allocated and competitive funding for the construction of bicycle facilities.
- Bicycle Infrastructure Capital Cost-Sharing (BICCS) Recovery Program: Competitive funding for the construction of bicycle facilities that can be completed within one year.
- Walking Infrastructure to Transit (WITT) Program: Allocated and competitive funding for pedestrian facility upgrades within walking distance of frequent stops, stations, and exchange to promote the seamless integration of walking and cycling with transit.

- **Bus Speed and Reliability (BSR) Program:** Competitive funding for feasibility studies and capital projects that support improved bus speed reliability.

The call for applications related to the above noted programs commenced on September 15, 2023 with a deadline of October 31, 2023. Staff prepared two applications and submitted them to TransLink by the deadline.

The projects that received funding from TransLink through the 2024 cost-share program are identified in Table 1 and further described below.

Table 1 – 2024 Municipal Funding Program White Rock

Project	MRNB Allocated	BICSS Allocated	WITT Allocated	BICCS Competitive	Total Translink Contribution
Buena Vista – Johnston to Best Bike Path	\$125,000	\$83,000		\$350,000	\$558,000
Oxford & Russell crosswalk			\$52,000		\$52,000

Buena Vista – Johnston to Best Bike Path

Buena Vista – Johnston to Best Bike Path is a comprehensive initiative that includes the construction of a two-way bike lane along Buena Vista Avenue, stretching from Johnston Road to Best Street and was approved by Council through the 2024 Financial Plan. This project is also a high priority in the City's Integrated Transportation & Infrastructure Management Plan (ITIMP) and coincides with significant sanitary and drainage improvements in the area. The project is divided into three key segments:

1. A 200-meter long, two-way protected bike lane between Fir Street and Best Street.
2. A 100-meter long, two-way shared-use bike lane west of Fir Street.
3. A 100-meter long, multi-use pathway east of Johnston Road.

These segments are designed to connect seamlessly, providing continuous two-way cycling access within the larger network of the City. In addition to the construction of the bike path, the project includes associated road and utility upgrades ensuring a comprehensive upgrade to the city's transportation and utility networks.

This project is currently in the conceptual design phase and will require full public engagement before moving forward to detailed design and construction. TransLink requires a portion of funding to be spent on promotion for walking, cycling, and transit integration, which supports TransLink's mandate to create "complete" (active transportation and transit-friendly) communities. This is also in alignment with the City's ITIMP. Staff anticipate, with Council's support, that this project could proceed to public engagement in 2025, detailed design in 2026 and construction in 2027. This aligns with TransLink's requirement to construct the project by December 31, 2027.

Staff are seeking Council's approval to enter into the funding agreements with TransLink for this project.

Oxford/Russell Crosswalk

The Oxford/Russell Crosswalk project is a crucial safety initiative aimed at enhancing pedestrian safety at the intersection of Russell Avenue and Oxford Street as identified in the corporate report “Speed and Traffic Calming Update,” dated February 12, 2024.

Currently, there is no marked crosswalk on Oxford Street, which has raised public concerns. A traffic warrant was conducted and recommended a pedestrian activated crosswalk supplemented with a zebra crosswalk. This project reflects the city's commitment to improving infrastructure for the safety and well-being of its residents.

In alignment with the City’s purchasing policy, staff have signed the funding agreement with TransLink for this project and have moved forward to detailed design. Construction is anticipated later this year.

FINANCIAL IMPLICATIONS

The Buena Vista – Johnston to Best Bike Path and the Oxford/Russell Crosswalk both have approved funding in the 2024 Consolidated Financial Plan. Staff are seeking Council’s endorsement to update the 2024 Consolidated Five-Year Financial Plan accordingly to reflect the grant contributions.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

Buena Vista – Johnston to Best Bike Path is currently in the conceptual design phase and will require full public engagement before moving forward to detailed design and construction.

TransLink requires a portion of funding to be spent on promotion for walking, cycling, and transit integration, which supports TransLink’s mandate to create “complete” (active transportation and transit-friendly) communities. This is also in alignment with the City’s ITIMP. Staff anticipate, with Council’s support, that this project could proceed to public engagement in 2025.

IMPLICATIONS FOR TREE PRESERVATION AND TREE CANOPY ENHANCEMENT

Staff will ensure existing trees within the project areas are protected, thereby enhancing and ensuring the sustainability of the City’s urban forest and recognizing the environmental and esthetic benefits trees provide. Typical city tree management will follow the City’s Tree Protection Bylaw No. 2407.

ALIGNMENT WITH STRATEGIC PRIORITIES

This project is in alignment with the Infrastructure Strategic Priority that identifies that the City plan, build and maintain infrastructure to enhance quality of life and civic service delivery while mitigating and adapting to environmental impacts. Specifically, this project ensures future infrastructure resiliency by making decisions through a long-term lens.

OPTIONS / RISKS / ALTERNATIVES

The following option is available for Council’s consideration:

1. Not authorize staff to enter into the funding agreement with TransLink for the Buena Vista – Johnston to Best project. This in turn would delay the project and impact the overall project timeline.

CONCLUSION

The City has received funding from TransLink through the 2024 cost-share program reflecting the City's commitment to improving infrastructure for the safety and well-being of its residents. Staff is seeking Council's approval to enter into the funding agreements with TransLink for the Buena Vista – Johnston to Best Bike Path as outlined in this corporate report and supported by the City's Integrated Transportation & Infrastructure Management Plan.

Respectfully submitted,



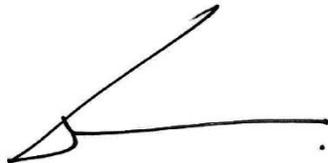
Corrine Haer, P.Eng.
Manager, Engineering



Jim Gordon, P.Eng.
Director, Engineering & Municipal Operations

Comments from the Chief Administrative Officer

I concur with the recommendations of this corporate report.



Guillermo Ferrero
Chief Administrative Officer

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: May 13, 2024

TO: Mayor and Council

FROM: Jim Gordon, P.Eng., Director, Engineering and Municipal Operations

SUBJECT: Pier Accessibility Improvement Options

RECOMMENDATIONS

THAT Council can:

1. Approve funding of up to \$115K for the installation of a semi-permanent mat to improve accessibility on the Pier and direct staff to issue a Request for Proposals for a semi-permanent mat, evaluate proposals, and report to Council; or
2. Direct staff to continue researching grant opportunities for Pier accessibility improvements and to include a funding request for consideration during 2025 Financial Plan discussions; or
3. Direct staff to focus on other accessibility improvements.

EXECUTIVE SUMMARY

On April 23, 2024, the Accessibility Advisory Committee (AAC) discussed different options to improve accessibility on the White Rock Pier (Pier). The report, titled “White Rock Pier Accessibility Update” (Appendix A) provided background information that the AAC considered along with information provided by AAC members and the public.

It was concluded by the AAC that a semi-permanent mat option six to six and half feet wide would be preferred over permanent options as the mat could be lifted for Pier plank repairs and repurposed after the Pier is reconstructed. Committee members and the public noted successful installations of various mat options.

The AAC recommended that Council approve funding of up to \$115K for the project.

PREVIOUS COUNCIL AND COMMITTEE DIRECTION

Motion # & Meeting Date	Motion Details
2024-054 February 12, 2024	That Council: Directs staff to prepare a comprehensive report detailing the feasibility, costs, and maintenance requirements associated with the installation of an accessible mat at the Pier, including funding options, and refers this report to the Accessibility Committee for comments.

<p>2024-001 April 23, 2024</p>	<p>THAT the Accessibility Advisory Committee recommends that Council:</p> <ul style="list-style-type: none"> • direct staff to explore semi-permanent, 6- to 6.5-foot-wide mat options, subject to approval by the Committee; and, • approve funding of up to \$115,000 for this project.
------------------------------------	---

INTRODUCTION/BACKGROUND

On April 23, 2024 the Accessibility Advisory Committee (AAC) discussed different options to improve accessibility on the White Rock Pier (Pier). The report titled “White Rock Pier Accessibility Update” (Appendix A) provided background information along with information provided by AAC members and the public.

It was concluded by the AAC that a semi-permanent mat option six to six and half feet wide would be preferred over permanent options as the mat could be lifted for Pier plank repairs and repurposed after the Pier is reconstructed. Funding of up to \$115K is needed for the project to proceed.

Next Steps

Following consideration of options Council may:

1. approve funding of up to \$115K for the installation of a semi-permanent mat to improve accessibility on the Pier and direct staff to issue a Request for Proposals for a semi-permanent mat, evaluate the proposals, and report to Council or,
2. direct staff to continue researching grant opportunities for Pier accessibility improvements and to include a funding request for consideration during 2025 Financial Plan discussions or,
3. direct staff to focus on other accessibility improvements.

If Council approves moving forward with a Pier mat installation, several items need to be addressed. These include:

1. Funding of up to \$115K Required – AAC committee members and the public in attendance at the meeting were not aware of any funding source for the project.
2. Pier Heritage – Council will need to consider the Pier designation as a Municipal Heritage Site and approve an installation consistent with the heritage designation (Appendix B).
3. Mat Location – Consideration will need to be given to benches, plaques and other potential impediments to a mat.
4. Request for Proposals (RFP) – If funding is approved, staff will issue an RFP
5. Evaluation of Proposals – Staff need to evaluate the proposals including an onsite demonstration and report to Council
6. Council Approval of Installation – Council will need to consider the heritage implications of a Pier mat installation and approve the installation by resolution.

FINANCIAL IMPLICATIONS

Funding of approximately \$115K would be needed for mat purchase and installation. There may be additional annual operating costs related to temporarily removing the mat for Pier plank

replacements and possibly some events. These costs are unknown at this time and will be reported back to Council in the event that they cannot be absorbed by existing operating budgets.

The longevity of the mats is not known; however, most products will come with a 5-year limited warranty and it is expected that there would be periodic replacement costs at the end of an accessibility mats service life should Council endorse moving forward with the installation.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

Staff will continue to engage with residents and through the AAC.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

Engineering and Municipal Operations staff will continue to engage with Recreation and Culture staff with respect to cultural and special event implications.

ALIGNMENT WITH STRATEGIC PRIORITIES

Improving accessibility to the Pier is in alignment with the Community and Waterfront Priorities. The Community Priority identifies that we foster a livable city with connected residents enjoying distinctive places and activities and the Waterfront Priority identifies that the City support a prosperous and vibrant waterfront.

OPTIONS / RISKS / ALTERNATIVES

The following options are available for Council's consideration:

1. approve funding of up to \$115K for the installation of a semi-permanent mat to improve accessibility on the Pier and direct staff to issue a Request for Proposals for a semi-permanent mat, evaluate the proposals, and report to Council,
2. direct staff to continue researching grant opportunities for Pier accessibility improvements and to include a funding request for consideration during 2025 Financial Plan discussions or,
3. direct staff to focus on other accessibility improvements.

If Council selects option 1, there is the outcome of initial capital costs plus ongoing maintenance costs. Additionally, there is risk that an installation would affect some special events and Pier aesthetics. However, Pier access would be improved for all users.

If Council selects either option 2 or 3, there is the outcome that the concerns about improving accessible access to the Pier are not addressed in the most timely manner.

CONCLUSION

On April 23, 2024 the Accessibility Advisory Committee (AAC) discussed different options to improve accessibility on the White Rock Pier (Pier).

The AAC concluded that a semi-permanent mat option six to six and half feet wide would be preferred over permanent options as the mat could be lifted for Pier plank repairs and repurposed after the Pier is reconstructed. Members of the AAC did not support the concept of fund raising for the mat.

The AAC recommended that Council provide funding of up to \$115K.

Council may decide to provide funding immediately, defer until 2025 Financial Plan discussions or direct staff to focus on other accessibility improvements.

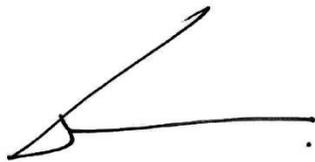
Respectfully submitted,



Jim Gordon, P.Eng.,
Director, Engineering and Municipal Operations

Comments from the Chief Administrative Officer

This corporate report is provided for information purposes and Council's direction to staff.



Guillermo Ferrero
Chief Administrative Officer

Appendix A: Accessibility Advisory Committee Pier Accessibility Update Report
Appendix B: Pier Heritage Bylaw No. 854

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



DATE: April 23, 2024

TO: Accessibility Advisory Committee

FROM: Corrine Haer, P.Eng., Manager, Engineering

SUBJECT: White Rock Pier Accessibility Update

RECOMMENDATION

THAT the Accessibility Advisory Committee recommends that Council direct staff to continue researching grant opportunities for Pier accessibility improvements and to include a funding request for consideration during 2025 Financial Plan discussions.

EXECUTIVE SUMMARY

The purpose of this report is to update and receive feedback from the Accessibility Advisory Committee (AAC) on different mat options to improve accessibility on the White Rock Pier (Pier). It is intended that this feedback will help determine an appropriate scope of work for 2025 Financial Plan consideration.

INTRODUCTION

The main objective of the City's Accessibility Action Plan (Plan) is to recognize, prevent and eliminate accessibility obstacles that restrict the full participation of individuals with disabilities in daily activities in White Rock.

There are concerns that it is difficult to navigate strollers and wheelchairs on the Pier. Based on this concern from community members, and in alignment with the Plan, staff reviewed potential options to improve accessibility on the Pier and are seeking feedback from the Accessibility Advisory Committee.

ANALYSIS

Staff reviewed temporary and permanent accessible options as outlined in Table 1 and are seeking feedback from the AAC.

Table 1 – Accessible Options for the Pier

Option	Mat type	Installation details	Budgetary estimates
Mobi Mat (Appendix A)	Semi-permanent	- Comes in 5' or 6' widths - Must be nailed down to the Pier	\$70,000 - \$86,000

		- Comes in two colours (golden sand or blue jay) - Can be lit up	
AccessMat (Appendix B)	Semi-permanent	- Comes in 5' width - Fastened to the Pier	\$95,000
Beach Trax Access Mat (Appendix C)	Temporary	- Lightweight, each panel weighs 5lbs - 10 panels accordion fold to stack under 3" flat - Easy set up	\$85,000
Resurfacing half of the Pier (Appendix D)	Permanent	- Comes in any width - Comes in any design/colour - No risk of tripping hazard - Less ongoing maintenance	\$124,000

Other considerations that will need to be included in the scope of work include:

- Material delivery time frame
- Installation convenience
- Maintenance consideration
- Availability of extra parts
- Warranty
- Products resiliency to west coast climate
- Expected life span
- Width of mat
- Surface details
- Visual considerations
- Additional features (light up, etc)
- Additional accessibility considerations

FINANCIAL IMPLICATIONS

There are no funds currently identified for Pier accessibility upgrades. Although not yet identified, grant funding may be available.

A budget request for funding could be submitted for discussion as part of the Financial Plan process for 2025.

ALIGNMENT WITH STRATEGIC PRIORITIES

Improving accessibility to the Pier is in alignment with the Community and Waterfront Priorities. The Community Priority identifies that we foster a livable city with connected residents enjoying distinctive places and activities and the Waterfront Priority identifies that the City support a prosperous and vibrant waterfront.

OPTIONS / RISKS / ALTERNATIVES

The AAC could recommend to Council that staff focus on other accessibility issues; however, this would not address the needs of those wishing for Pier accessibility access.

CONCLUSION

Staff are seeking feedback from the Accessibility Advisory Committee on the potential accessible mat options presented in this corporate report to determine an appropriate scope of work to incorporate into the 2025 Financial Plan process.

Respectfully submitted,



Corrine Haer, P.Eng.
Manager, Engineering

Approved by,

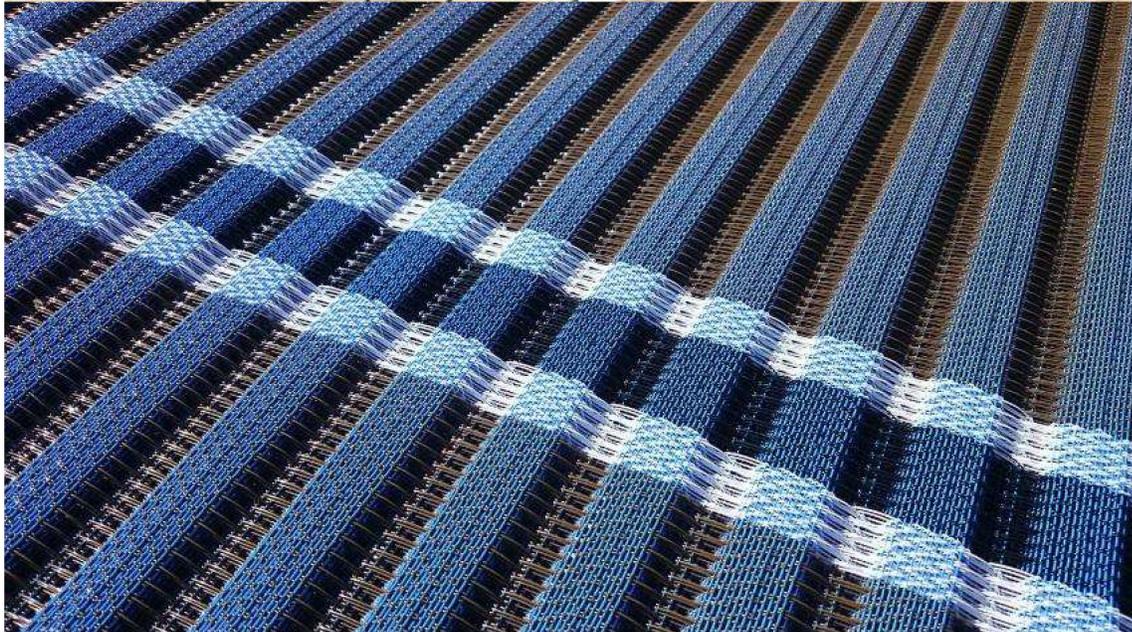


Jim Gordon, P.Eng.,
Director of Engineering & Municipal Operations

- Appendix A: Mobi Mat Example
- Appendix B: AccessMat Example
- Appendix C: Beach Trax Access Mat Example
- Appendix D: Permanent Resurfacing Example



Photo credit © Deschamps SAS & Deschamps Mats Systems Inc.



Appendix B: AccessMat Example



Appendix C: Beach Trax Access Mat Example



Appendix D: Permanent Resurfacing Example



THE CORPORATION OF THE CITY OF WHITE ROCKBY-LAW NO. 854

A By-law to designate the
Pier as a Heritage Site.

WHEREAS pursuant to the provisions of Part III of the "Heritage Conservation Act" of the Province of British Columbia, the Council may, by By-law, designate a structure as a Municipal Heritage Site.

AND WHEREAS the 'Pier' is one of the oldest structures in the City of White Rock.

THEREFORE, the Council of The Corporation of the City of White Rock in open Meeting assembled, ENACTS as follows:

1. The structure known as the 'Pier' located at the southern most end of Martin Street, at Marine Drive, in the City of White Rock, is hereby designated as a Municipal Heritage Site.
2. No person shall demolish a structure or alter the facade or exterior of a structure designated as a Municipal Heritage Site under this by-law without the prior approval, by resolution, of the Council of the City of White Rock.
3. This by-law shall come into force and take effect from and after the date of the final adoption thereof.
4. This by-law may be cited for all purposes as "White Rock Heritage Structure (Pier) By-law, 1982, No. 854."

RECEIVED FIRST READING on the *13th* day of *April*, 1982.
 " SECOND " on the *13th* day of *April*, 1982.
 " THIRD " on the *13th* day of *April*, 1982.

RECONSIDERED AND FINALLY ADOPTED on the *26th* day of *April*, 1982.


MAYOR


CLERK/ADMINISTRATOR



Housing Advisory Committee

Minutes

April 18, 2024, 4:00 p.m.
City Hall Council Chambers
15322 Buena Vista Avenue, White Rock, BC, V4B 1Y6

PRESENT: TJ Dhillon, Community Member
Shari Green, Community Member
Sharon Greysen, Community Member
Rick Mann, Community Member

COUNCIL: Councillor Bill Lawrence, Chairperson (non-voting)
Councillor Elaine Cheung, Vice-Chairperson (non-voting)

ABSENT: Greg Duly, Community Member
Bhagwant Virk, Community Member

STAFF: Anne Berry, Director of Planning and Development Services
Neethu Syam, Planning Division Lead
Janessa Auer, Committee Clerk

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 4:06 p.m.

2. **ADOPTION OF AGENDA**

Motion Number 2024-HAC-009: It was MOVED and SECONDED

THAT the Housing Advisory Committee adopts the agenda for the April 18, 2024 meeting as amended to include an update on the potential for a mobile warming shelter to be located at Peace Arch Hospital under Item 6: Other Business.

Motion CARRIED

3. ADOPTION OF MINUTES

Motion Number 2024-HAC-010: It was MOVED and SECONDED

THAT the Housing Advisory Committee adopts the minutes of the March 21, 2024 meeting as circulated.

Motion CARRIED

4. BUSINESS ARISING FROM ACTION AND MOTION TRACKING DOCUMENT

The Director of Planning and Development Services advised that all recent action items and recommendations from the Committee have been completed and/or endorsed. She provided a brief update on three (3) bylaws which received final reading at the April 15, 2024 Regular Council meeting, pertaining to secondary suite permissions, short term rental regulations, and air space parcel subdivision.

5. AFFORDABLE HOUSING FRAMEWORK

5.1 STRATEGIC PRIORITY ONE (1): USE THE CITY'S REGULATORY TOOLS TO ENCOURAGE A DIVERSE MIX OF HOUSING TYPES

Following an initial review during the March 21, 2024 meeting, the Committee engaged in further discussion regarding strategic priority one (1) from the updated Affordable Housing Framework.

As presented in the supporting documents provided in the agenda package, a number of initiatives are outlined under each of the five (5) actions included to promote and accomplish strategic priority one (1). The Committee discussed these initiatives and provided feedback to staff, who will incorporate suggested changes/additions into the Affordable Housing Framework strategy document. Following further discussion and feedback on the remaining five (5) strategic priorities in the framework, staff will present the updated document to the Committee for final review, prior to bringing it forward to Council for endorsement.

5.2 STRATEGIC PRIORITY SIX (6): INCREASE ADVOCACY, AWARENESS AND EDUCATION ROLES

The Committee discussed strategic priority six (6) from the updated Affordable Housing Framework and provided feedback to staff regarding suggested changes/additions to be made going forward.

The Chairperson noted that, if members have any additional feedback regarding strategic priorities one (1) and/or six (6) following this meeting, they are always welcome to send their suggestions to staff.

6. OTHER BUSINESS

6.1 MOBILE WARMING SHELTER UPDATE

The Vice-Chairperson provided an update regarding the potential placement of a mobile warming shelter at Peace Arch Hospital. Mayor Knight and the Chief Administrative Officer (CAO) plan to meet with Fraser Health and Peace Arch Hospital representatives in the coming weeks to discuss this further.

6.2 B.C. GOVERNMENT HOME-FLIPPING TAX

The Chairperson provided a brief overview of the proposed Residential Property (Short-term Holding) Profit Tax Act, commonly referred to as the B.C. home-flipping tax, which will go into effect on January 1, 2025, once legislation is passed. The Committee engaged in a roundtable discussion, sharing their perspectives on the various effects they foresee this tax having.

7. 2024 MEETING SCHEDULE

The following meeting schedule was previously approved by the Committee and was provided for information purposes:

- May 15, 2024;
- June 19, 2024;
- July 17, 2024;
- September 26, 2024;
- October 16, 2024; and,

- November 20, 2024.

All meetings are scheduled to take place in Council Chambers at White Rock City Hall from 4:00 p.m. to 6:00 p.m.

8. **CONCLUSION OF THE APRIL 18, 2024 HOUSING ADVISORY COMMITTEE MEETING**

The Chairperson declared the meeting concluded at 5:30 p.m.



Councillor Bill Lawrence,
Chairperson

Janessa Auer, Committee Clerk

Unapproved

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW 2505**



A Bylaw to amend the “Street and Traffic Bylaw” (minor amendments)

The CITY COUNCIL of the Corporation of the City of White Rock, in an open meeting assembled, ENACTS as follows:

1. This Bylaw may be cited for all purposes as the “*Street and Traffic Bylaw 1999, No. 1529, Amendment No. 10, 2024, No. 2505*”.
2. The Street and Traffic Bylaw, 1999, No. 1529, as amended, is further amended as follows:
 - (a) by deleting Schedule B and substituting Schedule B as attached to this Bylaw.
 - (b) by deleting Subsection 2 (3) and substituting the following:

Schedules A, B, C and D are attached to and form part of this Bylaw.’

- (c) by deleting section 11 and substituting the following:

11 (1) A person must not drive a vehicle in any area, zone or place at a greater rate of speed than the rate of speed shown on a traffic sign located in that area, zone or place, whether shown by stating a speed limit as km/h, or as prominently shown by numerals alone.

(2) Despite subsection (1), where a traffic sign indicates that the area, zone or place is in the vicinity

- (a) of a school, the speed limit applies between the hours of 7 am and 10 pm on any regular school day during any season;
 - (b) of a public playground, the speed limit applies between dawn and dusk.

(3) Schedule C of this Bylaw identifies 30 km/h zones throughout the City.

- (d) by adding to the Bylaw Schedule C and Schedule D in the forms of Schedules C and D as attached to this Bylaw.

3. The following Schedules are attached to and form part of this Bylaw:

Schedule B [*Truck Routes*]

Schedule C [*Speed Zones*]

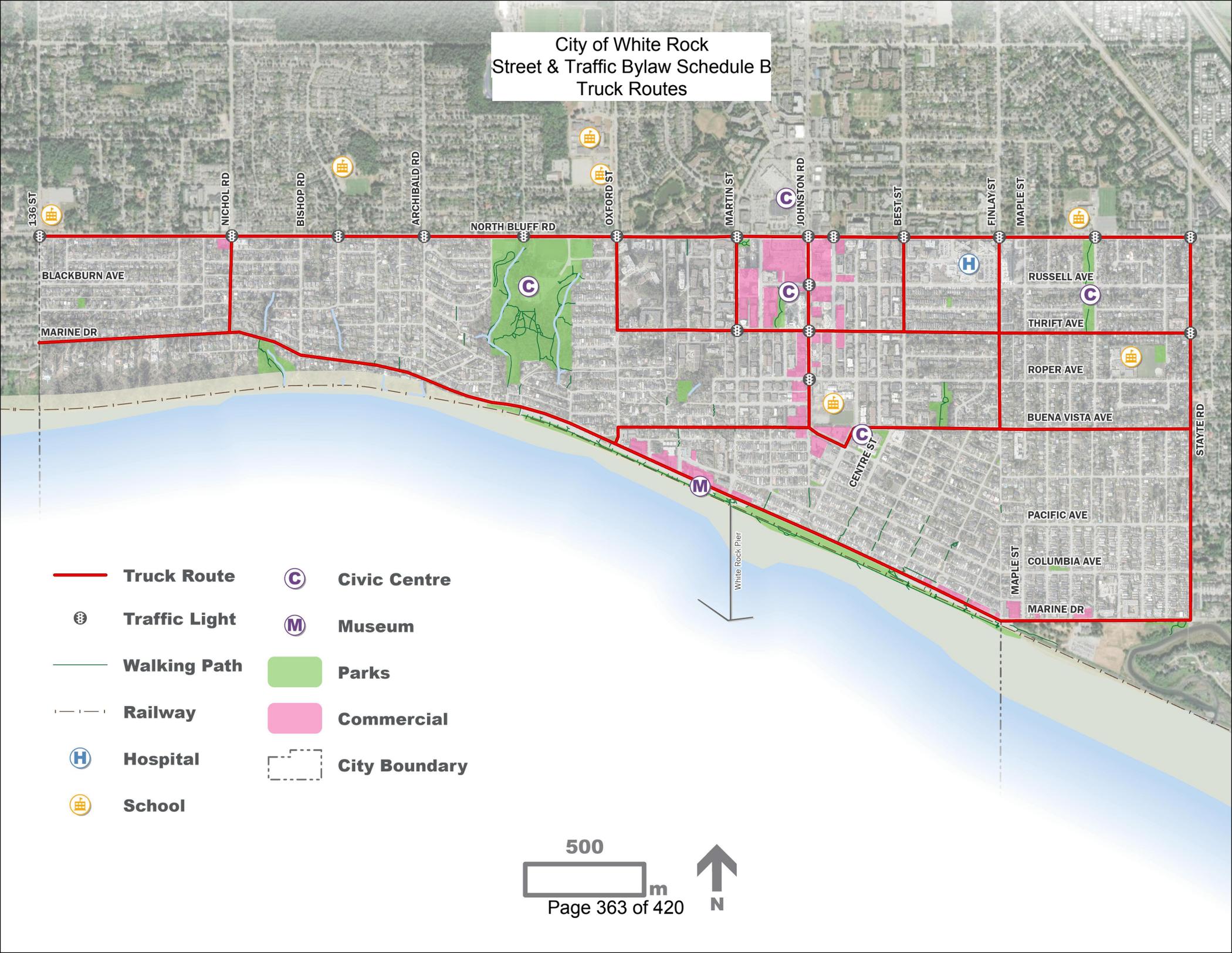
Schedule D [*Road Network Classification*].

RECEIVED FIRST READING on the	29 th	day of	April, 2024
RECEIVED SECOND READING on the	29 th	day of	April, 2024
RECEIVED THIRD READING on the	29 th	day of	April, 2024
ADOPTED on the	th	day of	, 2024

MEGAN KNIGHT, MAYOR

TRACEY ARTHUR, DIRECTOR OF
CORPORATE ADMINISTRATION

City of White Rock Street & Traffic Bylaw Schedule B Truck Routes



- **Truck Route**
- ⊗ **Traffic Light**
- **Walking Path**
- - - **Railway**
- H **Hospital**
- 🏫 **School**
- C **Civic Centre**
- M **Museum**
- Parks**
- Commercial**
- City Boundary**

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City of White Rock
Street and Traffic Bylaw Schedule C
Speed Zones



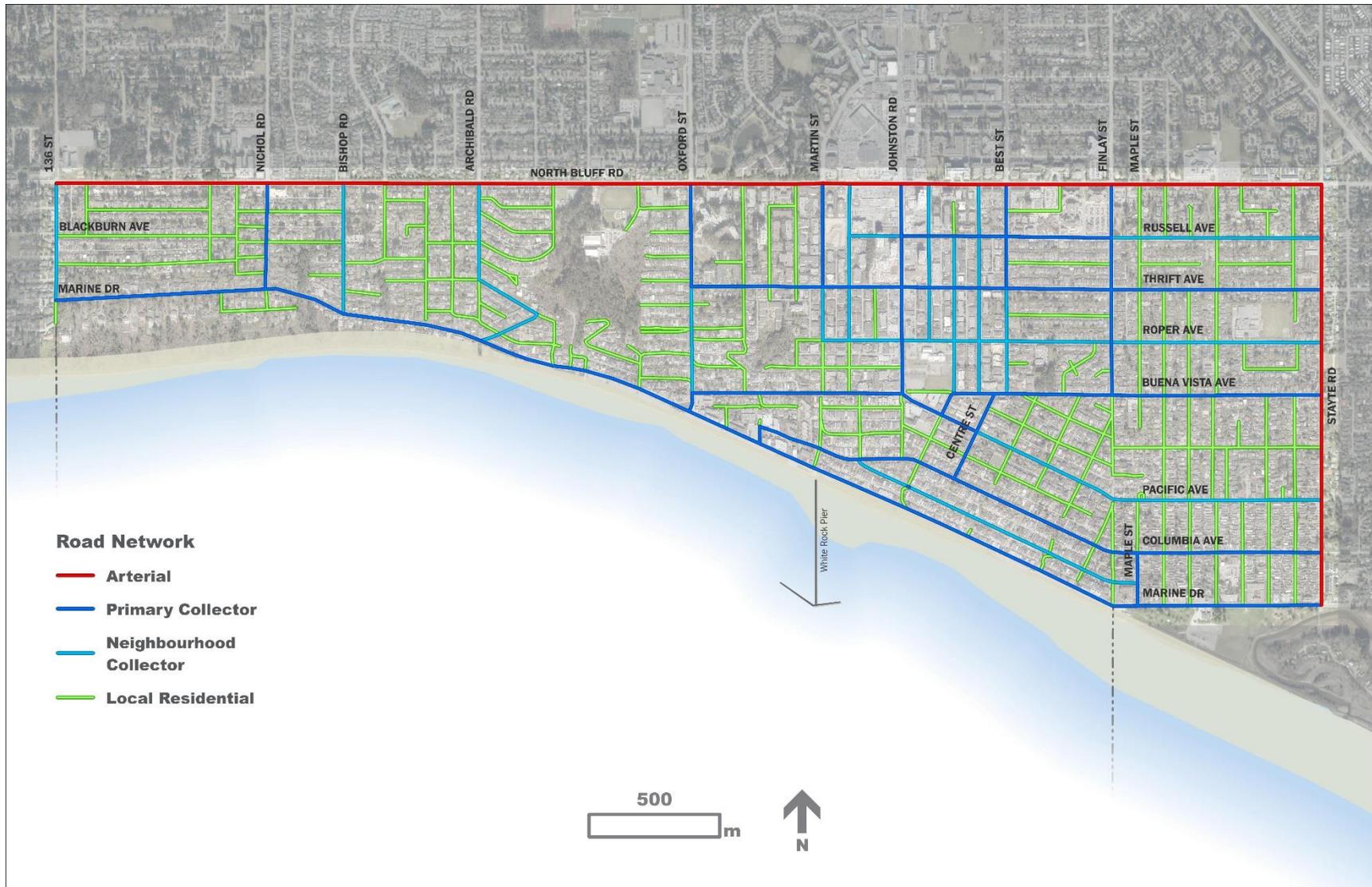
Legend

Speed Zones		 School
	15 km/h	 Parks
	20 km/h	
	30 km/h	
	30 km/h (playground zone)	
	30 km/h (school zone)	



Print Date: Apr 30, 2024

City of White Rock Street & Traffic Bylaw Schedule D Road Network Classification



**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW 2490**



A bylaw for the levying of rates on land and
improvements and to provide for the payment of taxes
and user fees for the year 2024

The Council of the City of White Rock, in open meeting assembled, enacts as follows:

1. Definitions

“Collector” means the municipal officer assigned responsibility as collector of taxes for the municipality.

2. The following rates are hereby imposed and levied for the year 2024:

2.1. For all lawful general purposes of the municipality, on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column A of Schedule 1 attached hereto and forming a part hereof.

2.2. For the purposes of the Fraser Valley Regional Library, on the applicable assessed value of land and improvements taxable for that purpose, the rates appearing in Column B of Schedule 1 attached hereto and forming a part hereof.

2.3. For the purposes of the Metro Vancouver Regional District, on the applicable assessed value of land and improvements taxable for that purpose, the rates appearing in Column C of Schedule 1 attached hereto and forming a part hereof.

2.4. For the purposes of the White Rock Business Improvement Association, on the applicable assessed value of land and improvements taxable for that purpose, the rates appearing in Column D of Schedule 1 attached hereto and forming a part hereof.

3. Property taxes and other fees and charges levied on the property tax notice are due and payable on July 2, 2024. On July 3, 2024, the City Collector shall add to the current year unpaid taxes and other fees and charges levied on the property tax notice, for each parcel and its improvements on the property tax roll, 5% of the amount that remains unpaid after July 2, 2024. On August 16, 2024, the City Collector shall add to the current year unpaid taxes and other fees and charges levied on the property tax notice, for each parcel and its improvements on the property tax roll, an additional 5% of the amount that remains unpaid after August 15, 2024.

4. An owner of residential classification property who is eligible for the provincial home owners grant shall have a period of time between July 2, 2024 and August 15, 2024 to apply for the grant, thus deferring the initial 5% penalty applied to the grant.
5. The municipal tax collection scheme set out in Section 3 and Section 4 above shall apply unless a property owner makes an election under Section 236 of the Community Charter for the general tax collection scheme under Section 234 of the *Community Charter* to apply. Elections can be made, on or before July 2, 2024, in writing to the Director of Financial Services or by email at finance@whiterockcity.ca.
6. This Bylaw may be cited as the "White Rock Annual Rates Bylaw, 2024, No. 2490".

RECEIVED FIRST READING on the 29th day of April, 2024

RECEIVED SECOND READING on the 29th day of April, 2024

RECEIVED THIRD READING on the 29th day of April, 2024

ADOPTED on the _____ day of _____

MEGAN KNIGHT, MAYOR

TRACEY ARTHUR, DIRECTOR OF CORPORATE
ADMINISTRATION

Schedule "A"

Tax Rates (Dollars of tax per \$1,000 Taxable Value)

	A	B	C	D
Property Class	Municipal General Purposes	Fraser Valley Regional Library Purposes	Metro Vancouver Regional District Purposes	Business Improvement Area
01 Residential	2.23217	0.08056	0.05836	N/A
02 Utilities	12.97589	0.46830	0.20426	N/A
05 Light Industry	3.61211	0.13036	0.19842	N/A
06 Business/Other	3.55570	0.12832	0.14298	0.61708
08 Seasonal/Recreation	1.60310	0.05786	0.05836	N/A

THE CORPORATION OF THE
CITY OF WHITE ROCK



TEMPORARY USE PERMIT NO. 23-015

1. This Temporary Use Permit No. 23-015 is issued to **15160 North Bluff Road Ltd. (Inc. No. BC 1076836)** as the owner (hereinafter called the “Permittee”) and shall apply only to ALL AND SINGULAR those certain parcels or tracts of land and premises situate, lying and being in the City of White Rock, in the Province of British Columbia, and more particularly known and described as:

1554 Foster Street, White Rock, BC being a unit in a building located on lands legally described as:

Lot 33 Except: Part Subdivided By Plan 58746; Section 10 Township 1 New Westminster District Plan 32979

PID: 006-760-228

(Civic: 15100 North Bluff Road)

As indicated on Schedule A

(hereinafter referred to as "the Lands").

2. This Temporary Use Permit No. 23-015 is issued pursuant to the authority of Sections 492 and 493 of the *Local Government Act, R.S.B.C. 2015, Chapter 1* as amended, the “White Rock Zoning Bylaw, 2012, No. 2000” as amended; and in conformity with the procedure prescribed by the “City of White Rock Planning Procedures Bylaw, 2017, No. 2234” as amended.
3. Except as otherwise authorized by this permit, the terms, conditions and guidelines as set out in the “White Rock Zoning Bylaw, 2012, No. 2000” as amended shall apply to the Lands covered by this Temporary Use Permit:

- a) Permitted Temporary Uses

- (i) *A cannabis store*

4. Terms and Conditions:

- a) Except as otherwise specified in this permit, all siting, construction, and use shall be in accordance with the provisions of the “White Rock Zoning Bylaw, 2012, No. 2000” as amended;
- b) The permittee must obtain a building permit and comply with the requirements of the BC Building Code for the construction of the interior tenant improvements;
- c) The premises containing the *cannabis store* use must be no larger than 174 square metres;
- d) The permittee must obtain a Sign Permit;
- e) The permittee must provide a minimum of five *off-street parking spaces* for the *cannabis store* use;

- f) The *cannabis store* shall not be open to customers prior to 9:00 AM on any day and shall be closed no later than 11:00 PM on any day;
- g) The *cannabis store* shall not sell any goods or things until it has obtained a valid licence issued in accordance with the *Cannabis Control and Licensing Act*, as amended, and a valid business licence;
- h) The Business Plan in Schedule B including compliance and public safety, and security measures must be adhered to.
- i) This temporary use permit is automatically revoked if the licence issued in accordance with the *Cannabis Control and Licensing Act*, as amended, is suspended or cancelled;
- j) This temporary use permit is automatically revoked if the property is deemed a *nuisance* property under the *White Rock Unsightly Premises and Graffiti Abatement Bylaw, 2013, No. 2019*;
- k) Nothing in this temporary use permit shall be construed as authorization for the carrying out of any activity which is a nuisance due to noise, light, odour, emission, vibration or other cause.

5. All definitions of words and phrases contained in Division 8 of the *Local Government Act, R.S.B.C. 2015, Chapter 1* as amended, and the “White Rock Zoning Bylaw, 2012, No. 2000” as amended, shall apply to this Temporary Use Permit and the attachments herein.

6. This Permit is valid for a period of three years less a day from the date of the authorizing resolution, unless otherwise approved for further time extension by Council in accordance with the provisions of Section 497 of the *Local Government Act*.

7. Where the holder of this Permit does not obtain required building permits and commence construction of the development as outlined in this Temporary Use Permit within two years after the date this Permit was authorized by Council, the Permit shall lapse, unless the Council, prior to the date the Permit is scheduled to lapse, has authorized further time extension of the Permit.

8. This permit does not constitute a subdivision approval, a Tree Management Permit, a Demolition Permit, or a Building Permit.

Authorizing Resolution passed by the Council for the City of White Rock on the _____ day of _____, 2024.

This Temporary Use Permit has been executed at White Rock, British Columbia on the _____ day of _____ 2024.

This permit is valid for a 3-year term beginning on _____, 2024 and ending less a day from _____, 202__.

The Corporate Seal of THE CORPORATION
OF THE CITY OF WHITE ROCK was hereunto
affixed in the presence of:

Mayor - Authorized Signatory

Director of Corporate Administration - Authorized Signatory

Schedule A – Site Plan

(Page 2 of 2)



SITE PLAN - 1554 FOSTER STREET, WHITE ROCK, BC

PROJECT DATA

ADDRESS: UNIT 1554 - FOSTER STREET, WHITE ROCK, BC
 LEGAL DESCRIPTION: LOT 1 SECTION 26 BLOCK 8 NORTH RANGE 2 WEST HMD PLAN R0P33780
 RD:
 PARKING REQUIREMENTS: 1 SPACE PER EVERY 37sq OF COMMERCIAL FLOOR AREA.
 1,079 S.F. (1,74sq) = 8 PARKING STALLS, 4 PARKING STALLS PROVIDED.
 TOTAL PARKING STALLS IN LOT = 00 + 8 HANDICAPPED STALLS

CHRISTOPHER VASSAGO
 ARCHITECTURE
 1100 BROADVIEW
 WHITE ROCK, BC V4A 1A1
 WWW.CVARCHITECTURE.COM

1554
 FOSTER STREET,
 WHITEROCK, BC

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NO.	DATE	REVISIONS

COUNTY:	1554 FOSTER STREET, WHITE ROCK, BC
MUNICIPALITY:	1554 FOSTER STREET, WHITE ROCK, BC
COMMUNITY:	FLOOR PLANS

DATE:	APR. 2023
SCALE:	NTS
PROJECT NO.:	
SHEET NO.:	A-1.1
TOTAL SHEETS:	

SCHEDULE B - BUSINESS PLAN

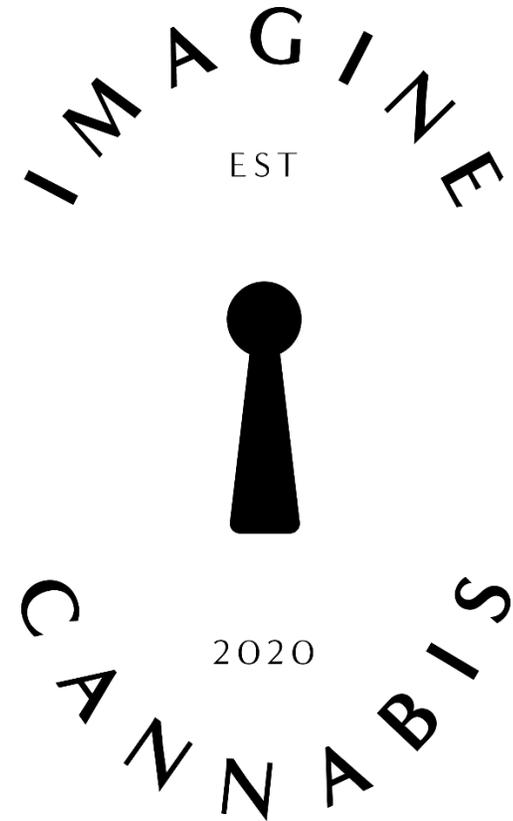
1268236 B.C. Ltd. / dba Imagine Cannabis Co.

Cannabis Retail Store

Site Specific TUP Application

WHITE ROCK, BC

Central Plaza
1554 Foster Street, White Rock, BC



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EXECUTIVE SUMMARY / LETTER OF INTENT

Our core values of family, community, philanthropy, and integrity characterizes the Imagine Cannabis brand. We are submitting a development application for a Temporary Use Permit (TUP) approval from the City of White Rock to open a legal and regulated cannabis retail store in the Central Plaza shopping center located at 1554 Foster Street. There will be no cultivation, manufacturing, or consumption, as Imagine Cannabis will operate solely as a cannabis retail store.

Imagine Cannabis Co (Imagine) is a social corporation owned and operated by a local White Rock businessperson, Harp Hoonjan. Philanthropy and family are both important values to Harp. Harp served on the board of the Peace Arch Hospital Foundation (for 9 years) and supports various charitable organizations throughout the lower mainland. He volunteers, donates, and gives back to the community of White Rock and South Surrey and to other local communities. Harp believes that family is precious, and it provides a legacy of resources, inspiration, imagination, and expertise. Harp has also volunteered and provided his expertise to the City of White Rock Official Community Plan (OCP) working group in 2015-2016.

Harp does not consider this as a one-time transactional approval but a long-term commitment in the community of White Rock. The hard work begins once approval is given to become a valuable addition to this community. In the spirit of being a community asset, we will take a strong role in participating and facilitating regular and ongoing dialogue with the city, the school district, community stakeholders and community policing/business associations. This participation and dialogue will create an open channel for regular feedback and to work on any issues before they arise.

Imagine is a Provincially approved and regulated retail cannabis licence holder in British Columbia with stores located in Vancouver, Tsawwassen, Ladner, Coquitlam, and Courtenay. The City of White Rock is now in a unique position to allow an experienced, reputable, established retail cannabis operator and most importantly a local resident to serve the Community of White Rock.

We will ensure that our retail store influences the community in a positive manner, and will be a leader in delivering secure, safe, and responsible access to legal cannabis today and into the future in White Rock. ***Just Imagine.***

APPLICANT EXPERIENCE

The founders knowledge and experience as a White Rock resident for the past 9 years and a resident of the Peninsula for the past 20 years will be a benefit to this community. Harp's involvement in the development, construction, finance, and the retail cannabis industry will ensure that this Imagine Cannabis retail store will function successfully, responsibly, and in strict compliance within the community (see attachment #1, "Organizational Chart").



Harp Hoonjan

Harp Hoonjan is a proven and successful senior executive. Harp currently owns 5 Licensed Cannabis Retail Stores (Vancouver, Tsawwassen, Ladner, Coquitlam, and Courtenay, BC). His past 3 years has been spent consulting retail cannabis store operators through the municipal and provincial approval process. Several years prior, Harp spent time with a vertically integrated CBD company as a project manager and acquired knowledge and experience in CBD genetics, high quality CBD extracts/formulations and sales. The previous 20 plus years of experience includes land development, consulting and project management roles related to real estate development, multi discipline project sites, multi stakeholder negotiations, governmental approvals and construction for projects ranging from several million dollars to multi million dollars.

Harp holds a Civil and Structural Engineering diploma from BCIT.

Working alongside Harp is his wife and partner, Harinder, they have successfully run their own construction management and real estate development business for the last 20+ years. Harp has 3 adult children that are involved in some of his businesses and ventures. Harp has served on the board of the Peace Arch Hospital Foundation 9 years and has supported the community of White Rock and South Surrey and has given back in many ways. Harp is a firm believer in Family, Philanthropy, and Community.

PROPOSED LOCATION AND RATIONALE

The proposed cannabis retail store is located within a CR1 zoned site in the White Rock Town Centre area. This unit is within one of the largest shopping centers in White Rock, known as the Central Plaza, and is bounded by Johnston Road and North Bluff Road along Foster Street. This shopping centre is a combination of several commercial shadow sites that create a larger mixed use shopping area for the community. This plaza contains a major food anchor, pets store, banks, coffee shop and a liquor store all connected by covered shop front sidewalks that accommodate pedestrians on foot.

Patrons will have an abundance of parking and ease of access from all surrounding streets (North Bluff, Johnston, Foster, and Russell). As the City of White Rock moves forward to develop the Official Community Plan (OCP) into a hub of public, economic, and cultural life, Imagine Cannabis will add to the vibrancy of the Town Centre area and support the areas retail sector. From our experience, in the cannabis retail industry in other communities, we are confident that our retail store will be a good fit for the urban fabric of White Rock and contribute to the economic vitality of the shopping area. We look forward to ongoing collaboration with the White Rock Business Improvement and Community Association(s) to ensure a successful long-term relationship.

Importantly, we meet all requirements of the City's Cannabis Policy and Framework.



Proposed site location

Our site is located within a designated Regional Growth Strategy (RSG) area. The RGS provides direction for growth in the Metro Vancouver region. It designates White Rock Town Centre as a Municipal Town Centre (Urban Centre). This designation denotes the area as a municipal and regional hub, intended to be one of the regions primary focal points for concentrated growth and transit service. Urban Centres are located within 800m of a rapid transit station or 400m of TransLink's Frequent Transit Network (FTN). They are typically characterized by high and medium density housing, **retail**

services, and community and cultural activities oriented to the local needs of surrounding communities (see attachment #2, “Regional Growth Strategy”).

As such, a cannabis retail store along North Bluff Road provides the community and the region with a service in keeping with future commercial growth. This area is currently designated core commercial and in keeping with the established mixed use with retail services. Our retail unit is well suited for this designation in the near and long terms, as it sits on the boundary of both communities and will be able to service an area with a population of approximately 120,000 residents. The overall direction of the community is to encourage local businesses that are walkable, easily accessible by transit, and reflect the scale and character of the neighbourhood. Imagine Cannabis Co (Imagine) meets and exceeds the above requirements and will further provide safe access and create geographic equity to the legal, licensed, and regulated cannabis retail market with its proposed location. Our location provides very good vehicular, pedestrian, and transit access to the residents of White Rock as it provides easy and clear access from North Bluff Road, Johnston Road, Foster Street, and Russell Avenue.



Map of South Surrey and White Rock Surrounding areas

A retail cannabis store at this location will be consistent with the general commerce, function, and flavor of the Central Plaza. The Central Plaza is one of the premier locations within the community as it provides retail and commercial services to a substantial portion of the community already and to its future growth. Our proposed location provides geographical equity to the community of White Rock and South Surrey alike, as it is well located geographically.

White Rock is one of the most compact cities in the lower mainland, with a population of over 21,000. It is worth noting that approximately 11,000 of the White Rock residents are aged between

20 to 64; approximately 8,100 are aged over 65. These age groups benefit from the services of a legal and regulated cannabis retail store. Our proposed retail cannabis location is well positioned to serve this community and the Semiahmoo

area in general. With an evolving economy posing both opportunities and challenges to commercial and retail sectors; The success of this sector into the future will be determined by how we respond to and shape change.

Imagine Cannabis Co will provide consumers with a high quality and boutique community buying experience that is warm, professional, trustworthy, with a high level of service and appealing aesthetics. We will ensure that our operation influences the community in a positive manner.

There are no sensitive land uses we are aware of that are located close to our proposed location. The distances from significant land uses, such as parks and childcare centres, well exceed the city’s minimum requirement (see attachment #3, “Site Context Plan”). The closest elementary school is located on Johnston Road, which is approximately 615m (as the crow flies) from each other’s closest door to door. The walking distance door to door is 1000m. The closest Secondary

School is located on 16th Avenue and 157th Street, which is approximately 1,270m (as the crow flies) and the walking distance is over 1,400m.



Site Context Plan

Our store will be in keeping with the character of the existing Central Plaza along Foster Street. The building is a three-storey commercial building with both rear and front-loading access. Adequate parking is located within the parking lots located along the front, side, and back of the building and within the common surface parking. To visit the cannabis retail store, patrons will be able to park at any of the existing parking stalls onsite as the owner has not restricted the parking for any of the units on this site to any specific locations (see attachment #4, “Existing Site and Surrounding Area Photo’s”).

Imagine Cannabis has the necessary experience as a licenced operator and will be a valuable addition to this center and to the community at large. Retail cannabis stores are a highly regulated business. We feel the negative perception is going to be “a thing of the past” as the stores operate at high aesthetic and service standard established by the likes of Apple, Starbucks, and our current stores in the lower mainland (see attachment #5, “Other Imagine Stores”). As per our store signs and policy, there will be no loitering or smoking near the store.



Tsawwassen Store Interior



Ladner Store Interior



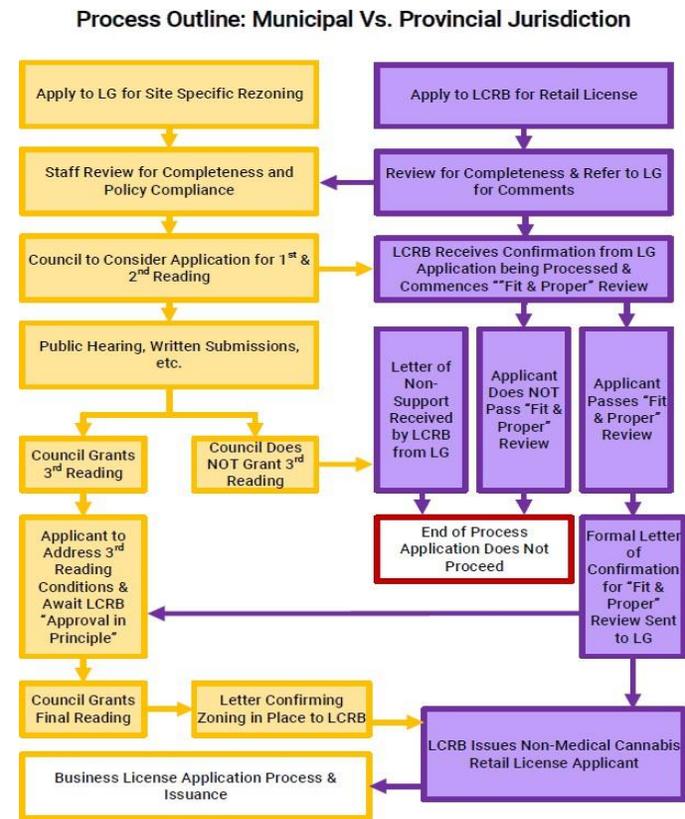
Burquitlam Store Interior

Based on our retail cannabis consulting and operating experience, we note a substantial decrease in the illicit cannabis sales in the communities we operate. Removing the illicit/black market from this community will reduce access to youth in this community. We can provide Health Canada statistics showing the impact the legal stores have on reducing the illicit sales of cannabis when additional legal and safe access is provided to the community. From our experience, almost all customers are thankful that there is alternative choice for safe and legal stores in their community. No person in this community should turn to the illicit marketplace for a legal product available to all Canadians.

We will be a leader in providing controlled, safe, secure, and responsible legal access to cannabis for the adult population in the White Rock community. We consider our retail stores to be an asset rather than a liability as we make the community around us safer by providing 24 hours of video security in and around our location.

The existing retail unit has been vacated by Debbie Mozelle Designer Optical. We will be aesthetically updating the existing unit by installing new flooring and refreshing the paint colours to the walls and ceiling. All lighting will be updated to LED and refreshing the existing millwork with custom high-quality millwork and glass will be installed (see attachment #6, "Site and Floor Plan"). We will be installing high-definition cameras and security systems within and outside of the unit. The proposed time frame to complete this refresh will be 2 to 3 months from issuance of the tenant improvement permit by the City of White Rock. Once the store receives a final inspection from the City of White Rock, the BCLCRB will conduct their final inspection and issue the licence to operate within a few days (see attachment #7, "Flow Chart – Local Government vs. LCRB").

As a part of the evaluation process, we meet all requirements of the City's Cannabis Policy and framework. We would like staff and council to consider the excellent site location for providing the greater Semiahmoo community with a second store and another choice. We would also want you to consider this application is being submitted by a local White Rock resident and business person that has and will keep providing philanthropic services to the community, a high-quality store design, years of experience in this community and years of experience in the cannabis retail sector. We look forward to ongoing collaboration with our retail neighbours, the White Rock Business Improvement Association, the White Rock Residents Community, Community Policing and with the City of White Rock to ensure a successful long-term relationship. We will ensure that our retail store influences the community in a positive manner.



Flow Chart – Local Government vs. LCRB

CHILDCARE PROXIMITY ASSESSMENT

The childcare proximity assessment is an important tool for us to ensure we do not have any adverse impacts to these facilities. We have reviewed all current and future developments at time of this application and in accordance with the City's cannabis policy and bylaws, Imagine exceeds the minimum 100m distance to any known childcare facilities from our proposed store location (see attachment #8, "100m Distance Map"). Our store frontage is located at the basement level of the existing building and approximately four feet below Foster Street sidewalk level. This level is not used by pedestrians and is accessible to patrons visiting the fronting businesses. We see no adverse impact to the childcare centres in the vicinity. We are always looking for ways to improve and/or minimize any adverse impacts in the community.

Little Footprints Academy is located 156m to the south (as the crow flies) from the proposed store. Access to this childcare facility is located off Russell Avenue, which eliminates any intersection with our store. It is highly unlikely that patrons of Little Footprints Academy will walk past our proposed store location at the lower level.

Academics Pre-Kindergarten White Rock is located on Foster Street and will open July 2023. This childcare facility is located 123m south and across the street (as the crow flies) from the proposed store. The driving and walking routes to Academics Pre-Kindergarten White Rock will likely not take patrons in front of our proposed store at the lower level. Imagine customers will not be parking near any of these childcare facilities as the proposed store is located within a large shopping plaza with ample parking spaces off North Bluff Road.

GOOD NEIGHBOUR AGREEMENT

Imagine is committed to maintaining the safety and livability in the community of White Rock by willingly entering into a good neighbour agreement with the City. Imagine welcomes discussion of the agreement to clarify and facilitate best practices to address neighbourhood impacts, nuisances, or impairment issues. We will work together with the City, our commercial neighbours, and residents to address potential concerns and support a positive working relationship. Imagine will follow the agreement in accordance with city policies and bylaws.

EDUCATION INITIATIVES

From a youth and educational perspective, we will be working with the RCMP and its youth-oriented programs to bring about the correct messaging and appropriate educational awareness tailor made for the City of White Rock. We undertake to be committed and positive members of the community by supporting local businesses, community needs, awareness, and education.

Imagine not only emphasizes education for its employee, but also for the community. Imagine employees must successfully complete their Selling It Right training for certification to sell products and educate customers in the community. Imagine stresses the importance of educating safe cannabis use, and the negative effects of cannabis.



Selling it Right Certification Logos

Imagine takes pride in the advancement their employees. Professional development and education are key to upholding a high standard of excellence and providing customers with comprehensive product knowledge when shopping for their cannabis products. Imagine employees are required to participate in any assigned training and education programs offered by the company. Furthermore, our employees go through comprehensive training once hired to work in our retail stores.

SAFETY AND SECURITY COMPLIANCE

Imagine is committed to ensuring that safety and security is our top priority. Our security systems will far exceed what is required for licensed cannabis retail stores in BC. The safety of our neighbours, customers, employees, deliveries, and inventories is of utmost importance. Imagine endeavours to operate as an industry leader and will take the steps and precautions necessary to run our business at the highest standard. We will be in constant touch with the RCMP Community Policing and register with their watch program.

At a minimum, the following security measures will be put in place:

1. *An audible intruder alarm system monitored by a third party*
2. *Locked retail display cases*
3. *Locked storage room*
4. *Secure perimeter door locks*
5. *Security cameras with full unobstructed view of the retail sales area, any product storage, and the interior and exterior of all entrances and exits*
6. *Visibility into and out of the store from the exterior*

In addition to this, we will also utilize the following safety measures specific to this White Rock location:

1. *The lower level is a physical barrier from street level*
2. *Glass break sensors*
3. *Door contact sensors*
4. *360-degree motion sensor cameras*
5. *Security film on all windows and doors with movable metal screens installed at night*
6. *Multiple panic buttons at the counter, in the vault, at the rear exit, and on person for all employees*
7. *Signage at entrances and exits indicating age restrictions and use of closed-circuit television (CCTV)*
8. *A blue strobe light at the front exterior of the store to alert police of an exact location*
9. *Steel doors at our locked inventory storage area*

We will have a surveillance system with high-definition cameras covering the frontages and additional lighting with accessibility to the RCMP.

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN

To ensure that continued safety of the community, Imagine utilizes the following best practices to achieve CPTED:

Interior And Exterior Cameras

Our location will be equipped with interior and exterior High-Definition cameras with 24-hour upload to a secure cloud server. Our support staff will have access to these cameras at all times through an internal website and mobile app.

Secure Cannabis Vault

Cannabis will be stored in a secure area to ensure the security of all cannabis products.

Restricted Access

Secured access will be required in order to enter key areas of the store including the back of house, the secure cannabis area, the IT room and cash safe.

Locked Display Cases

As required by LCRB regulations, display cabinets on the retail sales floor will be kept locked.

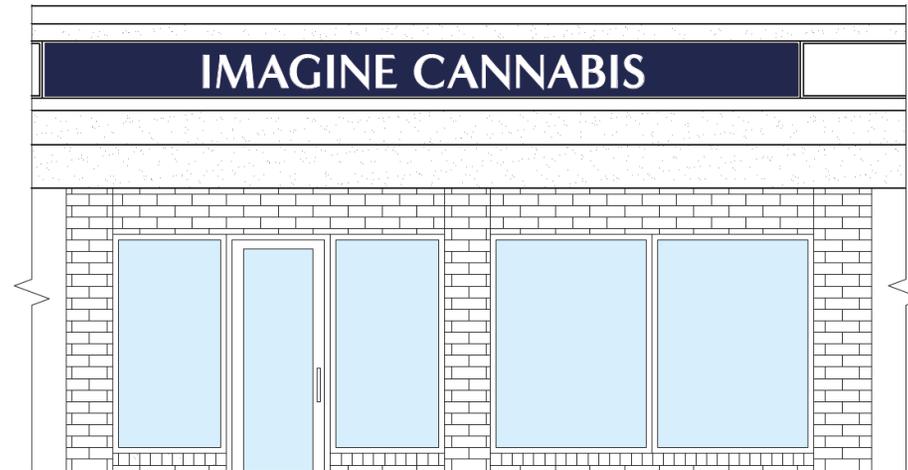
Clear Line Of Sight

Our point of sales counter is strategically placed to ensure a clear view of the retail sales floor.

SIGNAGE AND BRANDING COMPLIANCE

All business names and exterior signage must comply with provincial requirements and be approved by the Liquor and Cannabis Regulation Branch (BCLCRB). All names and signage will not mislead the public to type of business operating and must comply with advertising terms and conditions.

Our proposed signage will be in accordance with the bylaws of the City of White Rock and the BCLCRB. A sample building elevation with a sign plan that is discreet and tasteful has been attached for consideration and discussion (see attachment #9, “Signage Plan”).



Imagine storefront signage

MITIGATION OF ADVERSE IMPACTS ON NEARBY USES

We have completed a preliminary review of adverse impact on nearby sensitive uses and note that we are in compliance with the approved Council Policy and BCLCRB and not in conflict with the categories (see attachment #3, “Site Context Plan”).

Odour Mitigation

We will receive cannabis products from BCLCRB that have been pre-packaged and sealed in smell and leak proof containers/ packaging by licenced producers. No cannabis containers are permitted to be opened in store. Customers will be prohibited from opening products in and around the premises and from loitering or smoking on site. In addition, the stores HVAC system will include and not be limited to a hepa air filtration system.

Keeping Cannabis Away From Youth

We have comprehensive social responsibility material to educate customers on the importance of ensuring youth do not have access to cannabis products. Youth will not be permitted to enter our stores at anytime. A strict 2 -ID check system will be in place, as required by government regulations. Our policy is to check ID for anyone that looks under 35 years of age.

Impact Of Visibility Into Store

As the change to the LCRB regulations just came into effect during our approval process, our store front windows will be transparent and visibility into store will be maintained. The interior of the store is tastefully built to a high standard. We will have interior features in place to meet the LCRB requirements. Our store is located lower than the fronting street level and has minimal street presence.

What Impact Will The Cannabis Store Have On Crime In Neighborhood

The legalization of non-medical cannabis is designed to eliminate illegal activity, illicit sales of cannabis, and ensure that the community has access to secure, safe, responsible, and regulated cannabis products. Health Canada notes that illicit sales of cannabis have reduced progressively since legalization. This is a major benefit to the community at large. Our store is open between 9am and 11pm. The presence of our staff being onsite during these hours creates a safe environment. We also have an existing community policing station located nearby in White Rock (on Pacific Ave) and Surrey (on 152 St.).

MANAGEMENT AND OPERATIONS

From an operational perspective, a secure environment will be maintained through best practise protocols. We have listed some items below and will meet or exceed all federal, provincial, and municipal regulations in the proposed store and surrounding area.

Hours

Imagine Cannabis Co proposes to be open 7 days a week from 9am - 11pm as set out by the BCLCRB.

Product Procurement, Inventory Controls and Management

All non-medical cannabis products must be purchased through the BCLCRB regulations and requirements; the provincial body that vets and purchases products from licensed producers across the country to ensure all products offered wholesale to cannabis retailers in BC are in compliance with Health Canada. Any cannabis accessories (branded clothing, vaporizers, papers, etc.) can and will be purchased through other suppliers.

All non-medical cannabis products will be stored in locked display cases or locked storage areas in our store that only management will have access to.

We can provide the City of White Rock with all products that we intend on selling based on our other 5 store locations.

Customers

Sales of non-medical cannabis, cannabis accessories, gift cards, and shopping bags will be restricted to retail customers that are 19 years of age or older.

All customers will be required to verify their age with 2 pieces of identification that will be closely examined for validity. If the customer cannot produce two pieces of acceptable ID, service will be refused, and the customer will be asked to leave. A comprehensive list of acceptable ID's will be made available.

Record Keeping

SALES

The following records will be retained for a period of at least six years from the date the records were created:

- 1. Non-medical cannabis sales records, including quantity of non-medical cannabis sold and prices charged*
- 2. Non-medical cannabis disposal records*
3. Sales records respecting cannabis accessories and prepaid purchase cards (gift cards) sold by Imagine Cannabis Co.

STAFF

Imagine Cannabis will take all necessary steps to ensure staff is hired from this community. We will have at a minimum 10 staff members. Record of each worker's security verification is available for inspection, including expiration date. There will also be a record keep of staff: names, addresses, salaries, qualification information, primary job responsibilities, shift schedules and dates of employment.

Employee Screening

Employees in our store must be at least 19 years of age and must produce ID for inspectors if requested at any time while working. They must also provide the province with their updated home address, telephone numbers, email or legal name change within ten days of a change.

All employees must maintain their security workers verification every two years (a process completed through the Province of BC). Any adult performing work-related activities in a retail store as an employee, independent contractor or volunteer on a full time or part time basis is required to follow the above screening requirements. This process is separate and distinct from the licensing process.

Training

All employees go through internal training programs and standard procedures to ensure each staff member is well versed in dealing with customers, non-medical cannabis and cannabis accessories, opening and closing procedures, and compliance. In addition, employees will be trained to handle intoxicated patrons, violent or disorderly conduct, and to take preventative measures to prevent disturbances. It is very important for Imagine Cannabis Co that all employees can offer knowledgeable and trustworthy service to its customers.

Compliance Procedures

As a licensee, we are required to:

- 1. Comply with the Cannabis Control and Licensing Act, its Regulations and the terms and conditions in the BC Cannabis Handbook*
- 2. Always allow Liquor and Cannabis Regulation Branch inspectors and/or police officers to enter our establishment. We must never impede their entry in any way*
- 3. Upon request, provide inspectors with any documents and/or records as outlined*
- 4. Never draw attention to inspectors inside our establishment to not affect the inspector's safety*

SOCIAL RESPONSIBILITY / COMMUNITY BENEFIT

Imagine Cannabis is a social corporation committed to a sustainable and caring community and will proactively strive to be a valuable member of the business community. Our core values of philanthropy and community are part of our corporate responsibility policy. We commit to preserve a budget for community based programs, donations, and volunteer time within the city we conduct our business. We do not consider this as a one-time transactional approval but a long-term commitment in the community. The hard work begins once approval is given to become a valuable addition to this community. In the spirit of being a community asset, we will take a strong role in participating and facilitating regular and ongoing dialogue with City staff, community stakeholders and community policing/business associations. This participation and dialogue will create an open channel for regular feedback and to work on any issues that may arise. Imagine Cannabis is committed to a sustainable and caring community and will proactively strive to be valuable members of the business community.

We will be having ongoing discussions with the White Rock Business Improvement Association and the South Surrey/White Rock Chamber of Commerce.



City of White Rock

Proclamation Request

May is Melanoma and Skin Cancer Awareness Month

Hello,

May marks both Melanoma and Skin Cancer Awareness Month and the beginning of summer. It is imperative that communities across Canada be reminded of the importance of sun safety at this time of the year. In order to keep our communities aware, informed, and vigilant about the potential risks of over-exposure to the sun (UV radiation), we ask that you publicly **proclaim May 2024 as Melanoma and Skin Cancer Awareness Month.**

Over-exposure to UV radiation is one of the major causes of melanoma and non-melanoma skin cancers. Though skin cancers should be largely preventable, their diagnosis rates are increasing. Skin cancer is the most common of all cancers. 1 in 6 Canadians born in the 1990s will get skin cancer in their lifetimes.

While most forms of non-melanoma skin cancer can be surgically removed, melanoma is an aggressive form of cancer. The five-year relative survival rate of melanoma that has metastasized is 18%. Despite these figures, many people seek sun without taking the advisable precautionary measures, or believe that only severe burns contribute to one's risk of skin cancer. In fact, any darkening of skin colour, including a tan, is indicative of UV damage.

There are more new cases of skin cancer each year than the number of breast, prostate, lung and colon cancers combined.

We would be most happy to provide you with resources on these matters which you can share with your residents. We would also appreciate discussing providing **free sunscreen dispensers** for your communities or at specific events. This offer especially includes our SunCare initiative which extends free sunscreen to vulnerable communities. We would also be pleased to join you in your communities by hosting events in your local libraries or other community centres using resources from our **Shining a Light on Sun Safety** initiative which includes childrens books and other activities.

Thank you for your consideration. We look forward to working with you.

Sincerely,

Kathleen Barnard, Founder and President

Save Your Skin Foundation



“MELANOMA AND SKIN CANCER AWARENESS MONTH”

WHEREAS It is imperative that communities across Canada be reminded of the importance of sun safety;

AND WHEREAS Over-exposure to UV radiation is one of the major causes of melanoma and non-melanoma skin cancers;

AND WHEREAS Skin cancer is the most common of all cancers. 1 in 6 Canadians born in the 1990s will get skin cancer in their lifetimes;

AND WHEREAS Many people seek sun without taking the advisable precautionary measures and are unaware that any darkening of skin colour, including a tan, is indicative of UV damage;

AND WHEREAS Skin self-examinations should be performed on a monthly basis because skin cancers are highly treatable when detected early;

AND WHEREAS Save Your Skin Foundation is dedicated to the fight against non-melanoma skin cancers, melanoma and ocular melanoma through nationwide education, advocacy, and awareness initiatives:

NOW, THEREFORE the month of May 2024 will hereby be proclaimed as MELANOMA AND SKIN CANCER AWARENESS MONTH

For Metro Vancouver meetings on Friday, April 26, 2024

Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact: media@metrovancover.org.

Metro Vancouver Regional District

E1.1 Regional Greenways 2050 Plan Implementation Update

RECEIVED

The Board received for information a report that summarizes Metro Vancouver’s efforts to advance implementation of the *Regional Greenways 2050* plan. Advancing completion of the regional greenway network requires collaborative action by municipal jurisdictions, TransLink, First Nations, Metro Vancouver, other levels of government, and other regional partners. Since Board adoption of the *Regional Greenways 2050* plan in 2020, Metro Vancouver has advanced 21 projects under seven implementation roles — often in partnership with municipal jurisdictions. Significant projects include hosting the 2023 Regional Greenway Network Implementation Forum and updating the Regional Greenway Network operational status map.

E1.2 Manager’s Report – Regional Parks

RECEIVED

The Board received for information the Manager’s Report for Regional Parks. It included information on the silent trails pilot, community involvement review, and various smaller updates from service areas around the region.

E2.1 Appointment of Enforcement Officers and Assistant District Director

APPROVED

Recent changes in staffing have resulted in a need to update staff appointments as Metro Vancouver Board-designated officers under the *Air Quality Management Bylaw*, the *Environmental Management Act*, and the *Offence Act*.

The Board, pursuant to the *Air Quality Management Bylaw* and the *Environmental Management Act*:

- appointed Metro Vancouver employee Sonny Johal as assistant district director
- rescinded the appointment of Scott Brown as an officer
- appointed Metro Vancouver employees Sonia Ganjehei and Nicole MacDonald as officers

The Board, pursuant to section 28 of the *Offence Act* for the purpose of serving summons for alleged violations under the *Air Quality Management bylaw*:

- rescinded the appointment of Scott Brown
- appointed Metro Vancouver employees Sonia Ganjehei and Nicole MacDonald

E3.1 Where Matters II – Final Report

RECEIVED

Metro Vancouver has been participating in and financially contributing to the *Where Matters* study with other partners — including TransLink, Vancouver Coastal Health, the Real Estate Foundation of BC, and UBC’s Health and Community Design Lab — to better understand the relationship between health outcomes and built environment. Phase 2 of *Where Matters* also included the City of North Vancouver as a partner.

The findings confirm that living in more walkable rather than car-dependent neighbourhoods is associated with positive health and environmental outcomes.

The Board received the report for information and forwarded it to member jurisdictions for information with an offer to present the report findings to councils. Furthermore, the Board directed staff to forward the report to staff at the Ministry of Health including local health authorities, Ministry of Housing, Ministry of Municipal Affairs, and Ministry of Transportation and Infrastructure for information.

E3.2 Tree Canopy Cover and Impervious Surface – 2020 Update

RECEIVED

This report presents the latest figures for tree canopy and impervious surface cover. In 2020, impervious surfaces covered 54 per cent of lands within *Metro 2050*’s Urban Containment Boundary, a four per cent increase over 2014. Meanwhile, tree canopy covered 31 per cent of lands within the Urban Containment Boundary, a one per cent decrease. Loss was primarily associated with greenfield development and densifying urban areas. Increased growth and intensification pressures, as well as implementation of the new provincial housing legislation allowing greater intensification of urban lots, will likely lead to further tree canopy cover losses and impervious surface increases.

However, with the implementation of progressive tree retention and urban forest expansion strategies, it is possible to offset these losses. With the adoption of *Metro 2050*, a regional target was introduced to increase the total regional tree canopy cover within the Urban Containment Boundary to 40 per cent by the year 2050. *Metro 2050* also includes an action for Metro Vancouver to collect tree canopy cover and impervious surface data and share it with member jurisdictions. Regional tree canopy cover, impervious surface, and potential planting area datasets have been updated based on the most recent regional data from 2020 and compared with measurements taken in 2014.

The Board received the report for information and resolved to share the findings and data sets with member jurisdictions with an offer of a staff presentation to Council if desired.

E3.3 Metro Vancouver Tree Regulations Toolkit Update

RECEIVED

This report highlights the updated Metro Vancouver Tree Regulations Toolkit. The findings indicate that as the region develops, it is critical to require adequate space to retain or grow trees post-development, and that regulatory tools such as land-use bylaws, development permit areas, and development, subdivision, and servicing bylaws, can support the foundation for long-term protection and growth of trees.

Originally developed by Diamond Head Consulting in 2021, the toolkit provides guidance on regulatory tools that can be used to protect trees and increase tree canopy cover at the local level.

In response to the ongoing challenges associated with preserving trees in this rapidly growing urban region, and working towards the regional urban tree canopy cover target in *Metro 2050*, Metro Vancouver again retained Diamond Head Consulting in 2023 to update the toolkit with more robust information in the land use-focused sections of the document. That work has now been completed.

The Board received the report for information and forwarded it to member jurisdictions for information with an offer to present to councils upon request.

E3.4 2023 Survey of Licensed Child Care Spaces and Policies in Metro Vancouver

RECEIVED

This report finds that there has been a 35 per cent increase in child care spaces in the region, from 18.6 spaces per 100 children under 12 in 2019 to 25.1 in 2023. The positive results are likely directly related to the significant increase in funding provided from the provincial and federal governments under the ChildCareBC strategy, the notable increase of stand-alone child care strategies in local governments across the region, and other regulatory tools such as zoning and financial incentives.

The 2023 update of the survey reflects the current inventory of the total number of child care spaces in the region. In addition, the municipal mail-out survey that is undertaken in support of the update was expanded to capture a more robust view and a better understanding of the challenges of current child care planning in the region.

The Board received the report for information and resolved to forward it to member jurisdictions for information with an offer for council presentations upon request.

E4.1 Audited 2023 Financial Statements and Annual Financial Results

APPROVED

This report presents the draft Audited 2023 Financial Statements and the 2023 Annual Financial Results.

The 2023 operating surplus was \$12.8 million (1.2 per cent of budget), lower than the four-year average of \$36 million, largely from a challenging economic environment and higher inflation. The surplus is largely attributable to higher water sales related to the warmer spring and summer months and lower consulting and contracted services expenditures in GVWD; slightly higher rental income and lower expenditures in property operations and minor maintenance work in MVHC; and staff vacancies and less spending on consulting and contracted services in the MVRD.

The 2023 Capital expenditures surplus was \$502.4 million, 40.3% of the planned budget of \$1.2 billion. Design and construction delays occurred in projects related to wastewater treatment plants, water mains, and solid waste facilities, as well as and permitting and development delays in housing and parks projects.

Metro Vancouver maintains a healthy liquidity position, with cash 2.5 times higher than its current obligations. This is critical to ensure ongoing capacity to continue to finance infrastructure investments and provide ongoing services.

The Board approve the Audited 2023 Consolidated Financial Statements as presented.

E5.1 UBCM 2024 Community Excellence Awards Nominations

APPROVED

The Union of BC Municipalities (UBCM) Community Excellence Awards recognize members that have implemented projects or programs that demonstrate excellence in meeting the purposes of local government.

The Board supported entries for the UBCM 2024 Community Excellence Award. The nominations include:

- Excellence in Service Delivery: Ferguson Road Upgrades
- Excellence in Asset Management: Earthquake Early Warning System and Strategic Response System
- Excellence in Sustainability: Señákw Development Sewer Heat Recovery District Energy System

E6.1 Proclamation of Clean Transportation Month 2024

APPROVED

The Board proclaimed June 2024 as “Clean Transportation Month” in the Metro Vancouver region.

In 2022 and 2023, Invest Vancouver sought a proclamation of Clean Transportation Month from the Board and the Province of BC to highlight emerging clean tech solutions in the region and to proactively create opportunities for investment and industry growth. More companies and organizations are seeing the value of recognizing June as clean transportation month with events such as Hydrogen International Expo and Conference, Bike to Work Week, and Car Free Days all held in the month of June. Given the number of events and prospective attendees, there is an opportunity to once again promote the clean transportation industry to the general public by designating June 2024 as a month to celebrate and highlight clean transportation.

G1.1 Policy Update: Procurement and Real Property Contracting Authority Policies

APPROVED

The *Procurement and Real Property Contracting Authority Policy* outlines the authorization and competition requirements for the procurement of goods, services, and construction, as well as the authorization and general requirements for the acquisition, disposition, use, or management of real property. The policy was created in 2014 with a minor update in 2017. It is appropriate and best practice for organizations to regularly review policies and delegated authorities to improve accountability and internal controls, risk mitigation, operational efficiency, and overall fairness and transparency related to procurement and real estate activity.

Staff recently conducted a policy review and recommended replacing the policy with two new Board policies and two new corporate policies which take into consideration: benchmarks from other public sector organizations; efficiency impacts; internal financial controls and risk management; business needs and changes in the business; financial and regulatory environment; market conditions; and alignment with the Board strategic priorities.

The Board:

- Adopted the *Procurement and Asset Disposal Authority Policy* and *Real Estate Authority Policy* as presented, effective June 1, 2024
- Rescinded the *Asset Disposal Policy* and the *Procurement and Real Property Contracting Authority Policy* effective May 31, 2024
- Revised the *Fleet Planning and Acquisition Policy* as presented, effective June 1, 2024
- Gave first, second, and third readings to *Metro Vancouver Regional District Officers and Delegation Amendment Bylaw No. 1375, 2024*, then adopted said bylaw

I 1 Committee Information Items and Delegation Summaries

The Board received information items and delegation summaries from standing committees as follows.

Regional Parks Committee – April 3, 2024

Information Items:

E2 Pacific Spirit Regional Park - Wreck Beach Update

Renowned for its natural beauty and its unique social character, Wreck Beach is a popular destination within Pacific Spirit Regional Park. As a result of its remote location and increasing popularity, Metro Vancouver and its partner agencies have been responding to a relatively high number of emergencies and safety incidents in recent years. With input from emergency response providers, strategies have been developed to improve public safety at Wreck Beach. This multipronged action plan uses an integrated approach that takes into consideration site design, education, enforcement, and partnerships.

Climate Action Committee – April 4, 2024

Delegation Summaries:

C1 Joanne McBrinn, Fraser River Community Alliance

Subject: Air quality and human health impacts re: Iona Barge Berth.

C2 Mariko Michasiw, B2E Program Manager, Zero Emissions Innovation Centre (ZEIC)

Subject: Manager’s Report - Retrofit Canada Conference

Information Items:

E2 Regional Multi-Hazard Mapping Project

In March, the Regional Planning Committee and MVRD Board received a report on the Regional Multi-Hazard Mapping Project for information.

Given the content of the report, it is now being presented to the Climate Action Committee for information. The report highlights the results of the Regional Multi-Hazard Mapping project, which includes the completion of regional single-hazard maps, data quality rating maps, and multi-hazard maps for four hazards: coastal flooding, riverine flooding, earthquake, and wildfire. Understanding the region’s at-risk and hazard-exposed areas is critical to making informed land use decisions. The results of the project will allow Metro Vancouver and member jurisdictions to consider and integrate regional-scale hazard information for several hazard types into planning analysis, projects, and models for the first time. The mapping will be shared internally and externally with key partners, and will be made available upon request. Metro Vancouver will update the hazard maps in the future as new data becomes available.

E3 Best Practices in Communicating Climate

Staff are studying emerging research and best practices around climate communications. This research supports engagement and can help to build broad support with the public in this rapidly evolving area. Staff have generated a presentation to highlight some of the learnings for the interest of the committee. The presentation includes examples of some current practices being used at Metro Vancouver.

Regional Planning Committee – April 5, 2024

Information Items:

E6 Regional Affordable Housing Strategy Update (Housing 2050: A Roadmap to Implement Metro 2050’s Housing Goal) – Scope of Work

This report presents the scope of work for the update to the *Regional Affordable Housing Strategy*, including policy context, project tasks, and timelines. The update will identify impactful policy interventions to support the housing policies and actions of *Metro 2050*, focusing on the following key areas of impact:

- Non-market/below-market rental housing delivery and preservation
- Achieving the 15 per cent regional affordable rental housing target
- Regional coordination and advocacy (e.g., housing policy alignment and simplification of regulations, centralized/supportive roles for the region, partnerships, etc.)

Since 2016, when the most recent *Regional Affordable Housing Strategy* was adopted, Metro Vancouver and its member jurisdictions have made significant progress toward the high-level housing objectives of the strategy. There have also been substantial changes to the affordable housing policy landscape across the region, the province, and the country. Despite this, an affordable housing gap remains, and quantifiable and coordinated action will be required to meet regional housing needs, and achieve the high-level housing policies outlined in *Metro 2050*, the regional growth strategy.

The Metro Vancouver *Board Strategic Plan (2022-2026)* directs staff to advance *Metro 2050* housing policies through the creation of an action-oriented roadmap that will support the implementation of *Metro 2050* housing policies, and help achieve the regional target of 15 per cent affordable rental housing for newly completed housing units in Urban Centres and along transit corridors.

E7 Regional Hazard, Risk, and Vulnerability Analysis Options Assessment – Scope of Work

This report provides the scope of work for a project to consider and analyze options for a future regional-scale *Hazard, Risk, and Vulnerability Analysis (HRVA)*. Given the new risk assessment requirements for local authorities outlined in the *Emergency and Disaster Management Act*, alignment with *Metro 2050* and *Climate 2050* policy direction, and the significant resources that would be required to develop a regional HRVA, an options analysis will be undertaken to identify how a coordinated regional approach could most effectively provide value, support both local and regional resilience efforts, and fill implementation gaps. The project is expected to be completed by the end of 2024 and the findings will be provided to the Regional Planning Advisory, Regional Emergency Planners, Regional Planning, Climate Action, and Flood Resiliency committees, and MVRD Board.

E8 Economic Value of Industrial Lands Study Update – Scope of Work

Metro Vancouver is now updating the 2019 Economic Value of Industrial Lands Study to incorporate the latest data available, including employment counts from the 2021 Census and land uses from the 2020 Regional Industrial Lands Inventory.

The MVRD Board approved the *Regional Industrial Lands Strategy (RILS)* in 2020. It sets out 34 actions and recommendations that continue to be implemented. To support the development of RILS, Metro Vancouver commissioned the Industrial Lands: Economic Impact and Future Importance Study completed in 2019 documenting the economic value and employment contribution of industrial lands in the region. The study provided a better understanding for Metro Vancouver and its member jurisdictions of the importance of industrial lands to the regional economy, and informed the completion of the RILS, its ongoing implementation, and the development of *Metro 2050*.

Finance Committee – April 10, 2024

Information Items:

E1 2023 Metro Vancouver Regional District Final Audit Findings Report for the Year Ended December 31, 2023

Under provincial legislation, an external audit must be undertaken annually for all Metro Vancouver Districts and the Housing Corporation. The attached report, prepared by Metro Vancouver’s external auditors, BDO Canada LLP Chartered Professional Accountants, summarizes the results of the annual audit for fiscal year 2023, which was completed using Canadian generally accepted auditing standards. Two new accounting standards were implemented in 2023: the Asset Retirement Obligation and the Financial Instrument standards. These standards had minimal effect on the 2023 financial results. The 2023 financial statements received a clean audit opinion by the external auditors and will be finalized upon approval by the Board on April 26, 2024.

Indigenous Relations Committee – April 12, 2024

Information Items:

E3 Technical Working Groups with Local First Nations

Metro Vancouver Indigenous Relations staff have initiated staff-level technical working groups with several local First Nations. The intent is to improve overall communication about our engagement processes including discussions on specific Metro Vancouver projects, plans, and initiatives. The purpose of the technical working groups is to strengthen our operational relationships with local First Nations.

E4 Quarterly Update Report on Reconciliation Activities

This update report provides a summary of reconciliation events and activities undertaken by the Metro Vancouver Indigenous Relations Department over the last quarter as well as information on upcoming reconciliation events and activities planned for the next quarter.

Metro Vancouver Housing

E1.1 Award of ITT No. 23-435 for Construction Services for Minato West – Building Envelope Rehabilitation APPROVED

Minato West is a multi-family affordable housing site in Metro Vancouver Housing’s portfolio located in Richmond, with 110 rental homes built in 1977. MVH’s Asset Management Program identified Minato West as a site for building envelope renewal. The building envelope renewal project will be completed with tenants remaining in place, and is focused on exterior renovations to renew, revitalize, and extend the serviceable life (50 years) of the existing townhouses and apartment buildings. This renewal project provides an excellent opportunity to significantly improve energy performance and sustainability, which directly impacts tenant comfort and affordability. Upon completion, there will be an estimated reduction in energy use and GHG emissions by 30 per cent.

The Board approve award of entering into a contract for Minato West building envelope rehabilitation in the amount of up to \$6,762,920 (exclusive of taxes) to Signia Construction Ltd, subject to final review by the CAO.

E1.2 Metro Vancouver Housing 10-Year Plan Update – Scope of Work RECEIVED

The Board received for information an overview of the scope of work for an update to the *Metro Vancouver Housing 10-Year Plan*.

In November 2019, the MVHC Board approved the *Metro Vancouver Housing 10-Year Plan*, which sets a vision for how Metro Vancouver Housing (MVH) will provide, preserve, and expand its housing portfolio.

To date, MVH has made significant progress toward its actions and targets, and is on track to exceed its original target of adding 1,350 new and redeveloped units over 10 years, and anticipates being able to deliver 2,000-plus units. MVH is also on target to meet its 2030 energy and greenhouse gas emissions reductions targets, and has made significant expansions to the Tenant Programs and Services function. With some targets accomplished and many others underway, it is an opportune time to refresh MVH’s guiding document to: include ambitious new actions and targets; identify strategic directions for the next 10 years; and ensure that the plan remains up to date.

E2.1 Audited 2023 Financial Statements and Annual Financial Results

APPROVED

This report presents the draft Audited 2023 Financial Statements and the 2023 Annual Financial Results.

The 2023 operating surplus was \$12.8 million (1.2 per cent of budget), lower than the four-year average of \$36 million largely from a challenging economic environment and higher inflation. The surplus is largely attributable to higher water sales related to the warmer spring and summer months and lower consulting and contracted services expenditures in GVWD; slightly higher rental income and lower expenditures in property operations and minor maintenance work in MVHC; and staff vacancies and less spending on consulting and contracted services in the MVRD.

The 2023 Capital expenditures surplus was \$502.4 million, 40.3% of the planned budget of \$1.2 billion. Design and construction delays occurred in projects related to waste-water treatment plants, water mains, and solid waste facilities, as well as and permitting and development delays in housing and parks projects.

Metro Vancouver maintains a healthy liquidity position, with cash 2.5 times higher than its current obligations. This is critical to ensure ongoing capacity to continue to finance infrastructure investments and provide ongoing services.

The Board approved the Audited 2023 Consolidated Financial Statements as presented.

G1.1 Policy Update: Procurement and Real Property Contracting Authority Policies

APPROVED

The *Procurement and Real Property Contracting Authority Policy* outlines the authorization and competition requirements for the procurement of goods, services, and construction, as well as the authorization and general requirements for the acquisition, disposition, use, or management of real property. The policy was created in 2014 with a minor update in 2017. It is appropriate and best practice for organizations to regularly review policies and delegated authorities to improve accountability and internal controls, risk mitigation, operational efficiency and overall fairness and transparency related to procurement and real estate activity.

Staff recently conducted a policy review and recommended replacing the policy with two new Board policies and two new corporate policies which take into consideration: benchmarks from other public sector organizations; efficiency impacts; internal financial controls and risk management; business needs and changes in the business; financial and regulatory environment; market conditions; and alignment with the Board strategic priorities.

The Board:

- Adopted the *Procurement and Asset Disposal Authority Policy* and *Real Estate Authority Policy* as presented, effective June 1, 2024.
- Rescinded the *Asset Disposal Policy* and the *Procurement and Real Property Contracting Authority Policy* effective May 31, 2024.
- Revised the Fleet Planning and Acquisition Policy as presented, effective June 1, 2024
- Gave first, second, and third readings to *Metro Vancouver Regional District Officers and Delegation Amendment Bylaw No. 1375, 2024*, then adopted said bylaw.
- Resolved that the Consent Resolution made with effect on September 1, 2014 regarding *Procurement and Real Property Contracting Authority* ceases to have any force and effect on May 31, 2024 and authorizes the Chief Administrative Officer to:
 - establish policies and procedures for such matters as may be necessary or desirable for the efficient management, administration and operation of the Metro Vancouver Housing Corporation, including the corporate policies
 - negotiate and make, enter into, execute and deliver any contracts, agreements, and other documents and instruments to which the *Procurement and Asset Disposal Authority Policy*, or the *Real Estate Authority Policy*, does not apply
 - authorize other appointed officers and employees of the Metro Vancouver Regional District to negotiate and make, enter into, execute and deliver any contracts, agreements, and other documents and instruments to which the *Procurement and Asset Disposal Authority Policy*, or the *Real Estate Authority Policy*, does not apply

I 1 Committee Information Items and Delegation Summaries

The Board received an information item from a standing committee.

Housing Committee – April 5, 2024

Information Items:

E3 Metro Vancouver Housing Unit and Common Area Renovation Standards – Accessibility Update

Metro Vancouver Housing’s Unit Renovation Standards were created in 2018 to provide consistency and standardization of materials, installation quality, and frequency of renovations across the portfolio. In 2023, MVH updated the standards to include greater direction and detail to enhance accessibility and adaptability in existing buildings. To ensure the standards reflect the latest best practices and opportunities to enhance accessibility and adaptability of existing units and common areas, MVH has aligned with leading industry guidelines and standards. In addition, MVH commissioned Sentis Research to conduct a survey with current residents to better understand which accessibility improvements would best support existing and future tenant households.

Greater Vancouver Water District

E1.1 GVWD 2023 Water Quality Annual Report

RECEIVED

All of the water quality parameters monitored by Metro Vancouver for the regional drinking water supply met or exceeded the provincial water quality regulations and the federal *Guidelines for Canadian Drinking Water Quality*. The 2023 Water Quality Annual Report is required under the provincial Drinking Water Protection Regulation, and Metro Vancouver’s *Drinking Water Management Plan*. The annual report summarizes the analysis of approximately 166,000 tests conducted on samples collected from the GVWD source reservoirs, water treatment plants, and transmission system, as well as microbiological water quality of member jurisdictions’ systems supplied by the GVWD.

The annual report outlines how Metro Vancouver’s water quality monitoring program continues to fulfill its role in confirming that the multiple protection barriers are maintaining high quality drinking water for the region. In 2023, the water quality of the treated drinking water was excellent.

The Board received the report for information.

E1.2 Award of RFP No. 23-415 for Construction of Kennedy Newton Main - Phase 3 North Section

APPROVED

A request for proposal was issued on December 15, 2023 to five prequalified contractors for construction of Phase 3 North Section of the Kennedy Newton Main. The procurement was executed in accordance with the terms and condition of *Metro Vancouver’s Procurement Policy*.

The Board approved award of a contract in the amount of up to \$26,215,200 (exclusive of taxes) to Matcon Civil Constructors Inc., subject to final review by the Commissioner.

E2.1 Audited 2023 Financial Statements and Annual Financial Results

APPROVED

This report presents the draft *Audited 2023 Financial Statements* and the *2023 Annual Financial Results*.

The 2023 operating surplus was \$12.8 million (1.2 per cent of budget), lower than the four-year average of \$36 million largely from a challenging economic environment and higher inflation. The surplus is largely attributable to higher water sales related to the warmer spring and summer months and lower consulting and contracted services expenditures in GVWD; slightly higher rental income and lower expenditures in property operations and minor maintenance work in MVHC; and staff vacancies and less spending on consulting and contracted services in the MVRD.

The 2023 Capital expenditures surplus was \$502.4 million, 40.3% of the planned budget of \$1.2 billion. Design and construction delays occurred in projects related to wastewater treatment plants, water mains, and solid waste facilities, as well as and permitting and development delays in housing and parks projects.

Metro Vancouver maintains a healthy liquidity position, with cash 2.5 times higher than its current obligations. This is critical to ensure ongoing capacity to continue to finance infrastructure investments and provide ongoing services.

The Board approved the *Audited 2023 Consolidated Financial Statements* as presented.

G1.1 Policy Update: Procurement and Real Property Contracting Authority Policies APPROVED

The *Procurement and Real Property Contracting Authority Policy* outlines the authorization and competition requirements for the procurement of goods, services, and construction, as well as the authorization and general requirements for the acquisition, disposition, use, or management of real property. The policy was created in 2014 with a minor update in 2017. It is appropriate and best practice for organizations to regularly review policies and delegated authorities to improve accountability and internal controls, risk mitigation, operational efficiency, and overall fairness and transparency related to procurement and real estate activity.

Staff recently conducted a policy review and recommended replacing the policy with two new Board policies and two new corporate policies which take into consideration: benchmarks from other public sector organizations; efficiency impacts; internal financial controls and risk management; business needs and changes in the business; financial and regulatory environment; market conditions; and alignment with the Board strategic priorities.

The Board:

- Adopted the *Procurement and Asset Disposal Authority Policy* and *Real Estate Authority Policy* as presented, effective June 1, 2024
- Rescinded the *Asset Disposal Policy* and the *Procurement and Real Property Contracting Authority Policy* effective May 31, 2024
- Rescinded the *Procurement and Real Property Contracting Authority Policy*, effective May 31, 2024
- Gave first, second and third readings to *Greater Vancouver Water District Officers and Delegation Amendment Bylaw No. 263, 2024*, then adopted the bylaw

I 1 Committee Information Items and Delegation Summaries

The Board received information items from a standing committee.

Water Committee – April 3, 2024

Information Items:

E1 Climate Impacts on the Water Supply Areas

This report underscores the increasing influence of climate change on local weather, with 2023 emerging as the second warmest year on record since 1936. The combination of warm and dry conditions in the spring and summer caused extreme seasonal drought for the third consecutive year. Dry conditions led to an extreme wildfire season nationally, provincially, and locally.

Looking ahead, this report emphasizes the importance of climate resilience in managing regional water resources. With climate change exerting increasing pressure, proactive measures are essential to ensure the sustainability of water supply systems. Water Services continues to invest in climate monitoring programs and technological innovations to inform water supply decision-making and mitigate environmental impacts from the changing climate.

2024 is shaping up to be a slightly drier year with snowpack levels at 65 per cent of the normal average for March 15. Metro Vancouver is watching weather conditions closely and will continue to adjust reservoir operations and watering restrictions as conditions warrant.

E2 2023 Contribution Agreement Annual Reports – Seymour Salmonid Society and Coquitlam River Watershed Roundtable

The Seymour Salmonid Society (SSS) operates the Seymour River Hatchery on GVWD land and conducts stewardship activities in the Seymour River Watershed. The GVWD had a three-year (2021 – 2023) Contribution Agreement with the SSS for \$125,000 per year, and a new agreement is now in place for 2024 – 2026. The SSS released 540,000 juvenile salmonids from their hatchery in 2023 and continued to improve fish habitat conditions in the Seymour River Watershed.

The GVWD has a current four-year (2023 – 2026) contribution agreement with the Coquitlam River Watershed Roundtable (CRWR) for \$34,000 annually (plus three per cent per year). The CRWR continues to focus on community outreach and stewardship activities to enhance environmental protection measures in the Coquitlam River Watershed.

The SSS and CRWR have met the requirements of the respective 2023 GVWD contribution agreements.

E3 Drinking Water Conservation Plan: 2023 Summer Support Program Update

The Drinking Water Conservation Plan (DWCP) Summer Support Program, first implemented in 2022, was offered again in 2023 to assist member jurisdictions with the promotion and monitoring of regional lawn watering restrictions, and it will be implemented again in 2024 to interested member jurisdictions.

In 2023, the 11 participating member jurisdictions found the program complemented their existing education and enforcement programs. Program findings, including automatic versus manual watering observations and relationships between non-compliance and time of day, can be useful in developing or refining members' education and enforcement programs. Metro Vancouver will continue working proactively to promote water conservation through public education while supporting the local enforcement efforts of members. Robust enforcement is key to managing the increased demand on the

drinking water system in summer, which is driven by outdoor use. Members are encouraged to continue using the learnings from the program to build and expand their water conservation education and enforcement programs, as opposed to relying solely on this program.

E4 Drinking Water Conservation Plan: 2024 Communications and Public Outreach

Metro Vancouver delivers drinking water communications and public outreach initiatives to support the understanding of and compliance with water conservation policies and programs in the Drinking Water Conservation Plan. On April 8, Metro Vancouver began communicating Stage 1 watering restrictions that come into effect May 1. Promotional materials will be distributed to member jurisdictions for public education and enforcement purposes.

The campaign will educate residents that our drinking water is a limited resource. With an increasing population and climate change driving increased risk of drought in the summer months, emphasis will be placed on reducing water demand to ensure our drinking water is available all summer for where it's needed most: drinking, cooking, and cleaning. A media buy will include digital, social media, broadcast, and outdoor promotions. The Water Wagon will be engaged for approximately 40 event days, plus 15 days at the PNE.

E5 GVWD Electrical Energy Use, Generation, and Management

This report outlines electrical usage by the water utility, as well as energy generation and energy management projects. In 2023, the GVWD has avoided electricity purchases of \$750,000 annually by generating electrical energy at four facilities. Energy management projects completed since 2015 provide an additional estimated annual savings of \$208,000.

E6 Water Use by Sector in Metro Vancouver: 2000 – 2021 Regional Results

This report outlines the trends in water use in the region. The 2021 report analyzes water rates charged by member jurisdictions, overall water use, water use by sector, and per-capita water use. The report is based on metered water data provided by 19 member jurisdictions.

Residential water use accounted for 65 per cent of total drinking water consumption in the region in 2021. The average residential water use is slightly higher than in 2019, up by 2.3 per cent, possibly due to the 2020 and 2021 pandemic lockdowns, remote or hybrid work arrangements, and peak summer events such as the 2021 heat dome.

Water use per capita has generally declined since 2000, although overall water consumption for the region has increased. This is likely due to population growth and will be monitored closely in the coming years as the population is projected to grow at a faster rate than previously projected. Metro Vancouver has one of the highest per-capita drinking water consumption rates in Canada, so there is more work to do. Water use by sector trends in the region provides valuable information for utility planning and developing water conservation and efficiency programs.

Greater Vancouver Sewerage and Drainage District

E1.1 2022 Integrated Solid Waste and Resource Management Plan Biennial Report APPROVED

This report presents the progress on the implementation of *the Integrated Solid Waste and Resource Management Plan*, as required by the province. This year's report combines the 2021 – 2022 implementation status of initiatives with the 2022 annual summary of recycling and solid waste statistics.

Metro Vancouver is a North American leader in waste reduction and recycling, with a regional recycling rate of 65 per cent and a per-capita disposal rate of 440 kilograms per year: a 23 per cent reduction since the current solid waste management plan was approved in 2011. The source of the majority of waste generated in 2022 continued to shift from the residential sector to the commercial/institutional sector, but decreased overall. The overall recycling rate matches the 2021 rate. Metro Vancouver's is updating the regional solid waste management plan with the goal of identifying and implementing new strategies and actions to continue reducing waste and increasing recycling.

The Board invited feedback on the draft 2022 biennial report from First Nations and interested parties and submitted the report and feedback to the Ministry of Environment and Climate Change Strategy.

E1.2 Waste-to-Energy Facility District Energy System Project Update RECEIVED

Detailed design work is progressing for Phase 1 of the waste-to-energy facility district energy system. Phase 1 includes an energy centre and a hot water piping network to the River District community. The route for the hot water piping system to River District has been selected. The energy centre will be developed within the street allowance immediately adjacent to the Waste-to-Energy Facility. The energy centre will include an education centre and public amenities in addition to the equipment required to convert steam to hot water and pump the hot water to energy users.

Planning for the Phase 2 connection to the Burnaby District Energy Utility at Metrotown and Edmonds is underway. Engagement with the City of Burnaby, the City of Vancouver, First Nations, and the public will continue as the design process proceeds. The district energy service will be provided through GVS&DD, and as such, an application for a British Columbia Utilities Commission exemption is being submitted.

The Board received the report for information.

E1.3 Appointment of Enforcement Officers and Deputy Solid Waste Manager APPROVED

Recent changes in staffing have resulted in a need to update staff appointments Board-designated officers under the *Municipal Solid Waste and Recyclable Material Regulatory Bylaw*, the *Environmental Management Act*, and the *Offence Act*.

The Board, pursuant *GVS&DD Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996* and the *Environmental Management Act*:

- rescinded the appointment of Michelle Jones as the deputy solid waste manager
- appointed Metro Vancouver employee Nicole MacDonald as the deputy solid waste manager
- rescinded the appointment of Scott Brown as an officer
- appointed Metro Vancouver employees Sonia Ganjehei and Nicole MacDonald as officers

The Board, pursuant to Section 28 of the *Offence Act* for the purpose of serving summons for alleged violations under Bylaw No. 181:

- rescinded the appointment of Scott Brown
- appointed Metro Vancouver employees Sonia Ganjehei and Nicole MacDonald

E2.1 Appointment of Enforcement Officers

APPROVED

Recent changes in staffing at Metro Vancouver and the City of Vancouver have resulted in a need to update staff appointments Board-designated officers under the *Sewer Use Bylaw*, the *Environmental Management Act*, and the *Offence Act*.

The Board, pursuant to the *GVS&DD Sewer Use Bylaw No. 299, 2007* and the *Environmental Management Act*:

- rescinded the appointments of former Metro Vancouver employee Scott Brown, and City of Vancouver employee Jason Koepke as officers
- appointed Metro Vancouver employees Sonia Ganjehei and Nicole MacDonald, and City of Vancouver employee Bruna Botti Cruz as officers

Pursuant to section 28 of the *Offence Act* for the purpose of serving summons for alleged violations under Bylaw No. 299:

- rescinded the appointment of former Metro Vancouver employee Scott Brown
- appointed Metro Vancouver employees Sonia Ganjehei and Nicole MacDonald

E3.1 Audited 2023 Financial Statements and Annual Financial Results

APPROVED

This report presents the draft Audited 2023 Financial Statements and the 2023 Annual Financial Results.

The 2023 operating surplus was \$12.8 million (1.2 per cent of budget), lower than the four-year average of \$36 million largely from a challenging economic environment and higher inflation. The surplus is largely attributable to higher water sales related to the warmer spring and summer months and lower consulting and contracted services expenditures in GVWD; slightly higher rental income and lower expenditures in property operations and minor maintenance work in MVHC; and staff vacancies and less spending on consulting and contracted services in the MVRD.

The 2023 capital expenditures surplus was \$744.1 million, 59.7 per cent of the planned budget of \$1.2 billion. Design and construction delays occurred in projects related to waste-water treatment plants, water mains, and solid waste facilities, as well as and permitting and development delays in housing and parks projects.

Metro Vancouver maintains a healthy liquidity position, with cash 2.5 times higher than its current obligations. This is critical to ensure ongoing capacity to continue to finance infrastructure investments and provide ongoing services.

The Board approved the Audited 2023 Consolidated Financial Statements as presented.

G1.1 Greater Vancouver Sewerage and Drainage District Sewerage and Drainage Areas Boundaries Amendment Bylaw No. 376, 2024 – Fraser Sewerage Area – Langley (4276 248 Street) APPROVED

At its March 22, 2024 meeting, the MVRD Board resolved that an amendment to the Fraser Sewerage Area requested by the Township of Langley is generally consistent with the provisions of *Metro 2050*. A Liquid Waste Services technical review indicated no material financial impact and negligible impact on the regional sewer system.

The Board gave first, second, and third readings to a sewerage and drainage areas boundary amending bylaw then passed and finally adopted it.

G2.1 Greater Vancouver Sewerage and Drainage District Development Cost Charge Reserve Fund Expenditure Bylaw No. 377, 2024 APPROVED

The Board must approve a bylaw to enable use of Development Cost Charges (DCCs). *DCC Expenditure Bylaw No. 377, 2024* provides authority for 2023 annual funding applied for growth capital debt servicing amounts and growth capital project expenditures. In total, \$66.5 million of DCCs were applied for growth capital debt servicing in 2023, which is in line the budgeted amount of \$63.6 million over the four defined sewerage areas and there was a further application to fund growth capital expenditures of \$28.7 million equal to approved budget. Total DCCs collected in 2023 was \$82.0 million, up from \$68.9 million in 2022. Total DCCs held in the deferred revenue reserve balances as at December 31, 2023 were \$272.8 million. The DCC rates are reviewed regularly as part of the budget process to ensure that Metro Vancouver stays current and maximizes this revenue stream to reduce rate impacts of the Liquid Waste growth capital program.

The Board gave first, second, and third reading to the bylaw as presented, then adopted the bylaw.

G2.2 Policy Update: Procurement and Real Property Contracting Authority Policies APPROVED

The *Procurement and Real Property Contracting Authority Policy* outlines the authorization and competition requirements for the procurement of goods, services, and construction, as well as the authorization and general requirements for the acquisition, disposition, use, or management of real property.

The policy was created in 2014 with a minor update in 2017. It is appropriate and best practice for organizations to regularly review policies and delegated authorities to improve accountability and internal controls, risk mitigation, operational efficiency, and overall fairness and transparency related to procurement and real estate activity.

Staff recently conducted a policy review and recommended replacing the policy with two new Board policies and two new corporate policies which take into consideration: benchmarks from other public sector organizations; efficiency impacts; internal financial controls and risk management; business needs and changes in the business; financial and regulatory environment; market conditions; and alignment with the Board strategic priorities.

The Board:

- Adopted the *Procurement and Asset Disposal Authority Policy* and *Real Estate Authority Policy* as presented, effective June 1, 2024
- Rescinded the *Asset Disposal Policy* and the *Procurement and Real Property Contracting Authority Policy* effective May 31, 2024
- Revised the *Fleet Planning and Acquisition Policy* as presented, effective June 1, 2024
- Gave first, second, and third readings to *Metro Vancouver Regional District Officers and Delegation Amendment Bylaw No. 1375, 2024*, then adopted said bylaw
- Rescinded the *Procurement and Real Property Contracting Authority Policy* effective May 31, 2024
- Gave first, second, and third readings to *Greater Vancouver Sewerage and Drainage District Officers and Delegation Amendment Bylaw No. 373, 2024*; then adopted it

I 1 Committee Information Items and Delegation Summaries

The Board received information items and delegation summaries from standing committees as follows.

Zero Waste Committee – April 4, 2024

Delegations:

C1 Glen Furtado, Senior Director, Construction Innovation with the Cement Association of Canada

Subject: Concrete Zero: Canada’s cement and concrete industry action plan to net-zero

Information Items:

E3 Zero Waste Collaboration Initiatives – Future Delivery

The Zero Waste Collaboration Initiatives are a program developed by Metro Vancouver over 2011/2012 to support success in the waste prevention goals of the *Integrated Solid Waste and Resource Management Plan*. Waste prevention continues to be a priority for Metro Vancouver, and the Zero Waste Collaboration Initiatives continue to deliver on the scale of collaboration and cross-sector dialogue required to prevent waste before it becomes an end product for local governments to manage.

In late 2023, staff reviewed and analyzed program delivery, including seeking input from external delivery partners and allies in waste prevention from across Canada. As a result, staff will continue to deliver the Zero Waste Initiatives with a recalibration of that delivery. The outcome is a program that aligns with other organizations in the waste prevention space, and delivers on work plans that fit the niche role of the National Zero Waste Council in the national dialogue around preventing waste.

E4 Create Memories, Not Garbage 2023 Campaign Results

To encourage more mindful gift giving and reduce the amount of unnecessary waste entering our landfill, the “Create Memories, Not Garbage” campaign helps to inspire residents to reduce their waste by giving achievable low-waste gift and wrap ideas. In 2023, Metro Vancouver’s region-wide, three-phase media promotion delivered relevant messages for the buying and disposal stages of the holiday season.

The campaign achieved 27.6 million impressions in 12 weeks. Online banner ads remain a top performing tactic and drove 65 per cent of total traffic to the campaign website. Google AdWords had the most clicked content and covered low-waste gifts. Radio DJs were used to help bring life to the experience ideas in the Merry Memory Maker and both radio and television helped the campaign to achieve additional reach and frequency across the region.

Liquid Waste Committee – April 10, 2024

Delegation Summaries:

C1 Moira Stillwell, MD, on behalf of Fraser River Community Alliance

Subject: Concerns regarding the staging of construction materials during the construction of the new Iona Wastewater Treatment Plant

Date: May 13, 2024

To: Mayor and Council

From: Councilor Elaine Cheung

Subject: Dog Walking on White Rock Promenade April to October between 5:30AM to 9AM

RECOMMENDATIONS

THAT Council:

Direct staff to bring forward a bylaw amendment to facilitate a trial period for allowing *dogs* on the promenade from April to October, during the specific hours of 5:30 AM to 9 AM.

EXECUTIVE SUMMARY

This report presents information for consideration of implementing a bylaw permitting leashed dog walking on White Rock Promenade from April to October, specifically between 5:30 AM and 9 AM.

At the October 19th, 2020, Regular Council Meeting, Council endorsed allowing dogs on the promenade for a six-month period from October 1 to March 31 on a yearly basis after considering the results from the Dogs on the Promenade Pilot Project survey, which showed 67% of White Rock residents and visitors expressing support for dogs on the promenade during the off-season.

A recent 2024 survey conducted by Councilor Cheung asked the community if they support having dogs on the promenade from April to October and only between 5:30 AM and 9 AM. The survey results suggest considerable community interest, with 79% of respondents indicating support for the proposed motion.

INTRODUCTION/BACKGROUND

Residents approached Councilor Cheung requesting that dogs be allowed on the promenade during the high season of April to October. Subsequently, Councilor Cheung presented the motion to Council for consideration.

At the regular council meeting on June 29, 2020, a trial program allowing dogs on the promenade from October 1, 2019, to April 31, 2020, was reviewed. The Dogs on the Promenade Task Force (DOTPTF) presented the following findings:

Feedback received included:

- Written correspondence: 70 positive (60%), 46 negative (40%).
- Emails: 113 positive (53%), 35 negative (35%), 24 neutral.
- Online Survey: 1,001 respondents: 555 White Rock (V4B), 196 South Surrey (V4A), 172 other Surrey, 76 Metro Vancouver.
 - Among White Rock respondents: 336 (61%) support dogs on Promenade in off-season, 201 (36%) do not support, 13 (2%) unsure, and 5 (1%) conditionally support.
 - Overall survey results: 67% supportive, 30% non-supportive, 2% unsure.

Other notable findings:

- Bylaws Patrols averaged 2 hours/day, 2-4 times/day.
- Impact on migratory birds: Fewer geese led to decreased geese droppings during the trial.
- They received 47 images of “dog feces,” but it turns out only 2 were actual dog feces; the rest were goose droppings
- Environmental impact: Low E.coli levels, no significant effect from dogs.
- Recommendations from the Dogs on the Promenade committee: 4 out of 5 recommend continuing the pilot.
- In summary, 61% of White Rock respondents support dogs on the promenade in the off-season.

At the October 19th, 2020 Regular Council Meeting, Council endorsed allowing dogs to be permitted on the promenade for a six month period October 1 to March 31 on a yearly basis

CURRENT 2024 SURVEY RESULTS

Councilor Cheung personally created an online survey to gauge the community on the idea, and it was posted on different Facebook community groups:

The White Rock/South Surrey Community Group
South Surrey/White Rock Community Group
South Rock Dog Owners
South Rock Locals
South Rock Moms
South Surrey Secrets

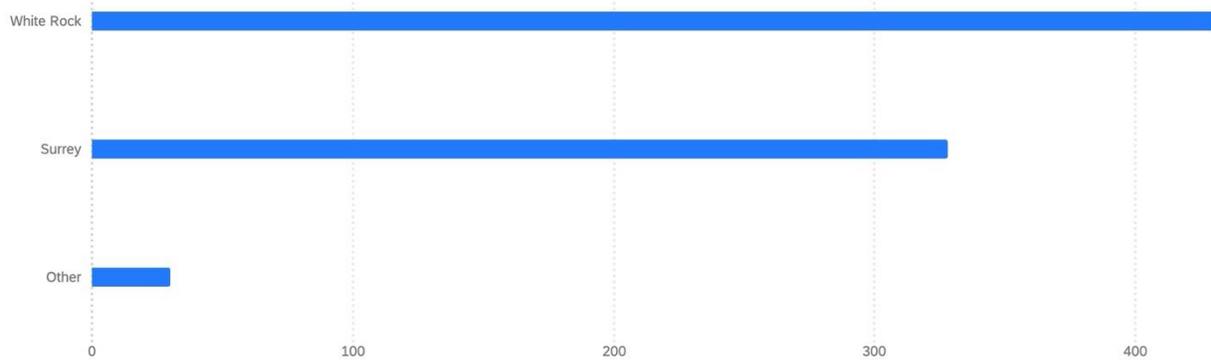
Councilor Cheung also posted the survey on her own personal Facebook account. The survey had three questions: where do you live, do you have dog(s), and would you like to have dogs on the promenade between April – October between 5:30AM -9AM. The survey was posted on Facebook on April 18.

The results as of May 4th:

Total Respondents: 795.

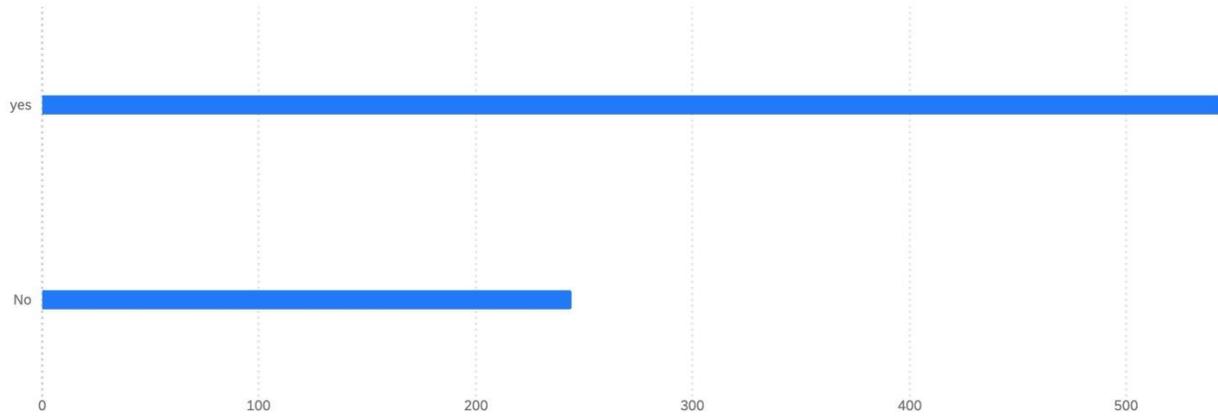
Question 1: Where do you live?

White Rock Residents 430 (55%), Surrey Residents 328 (42%), other 30 (4%)



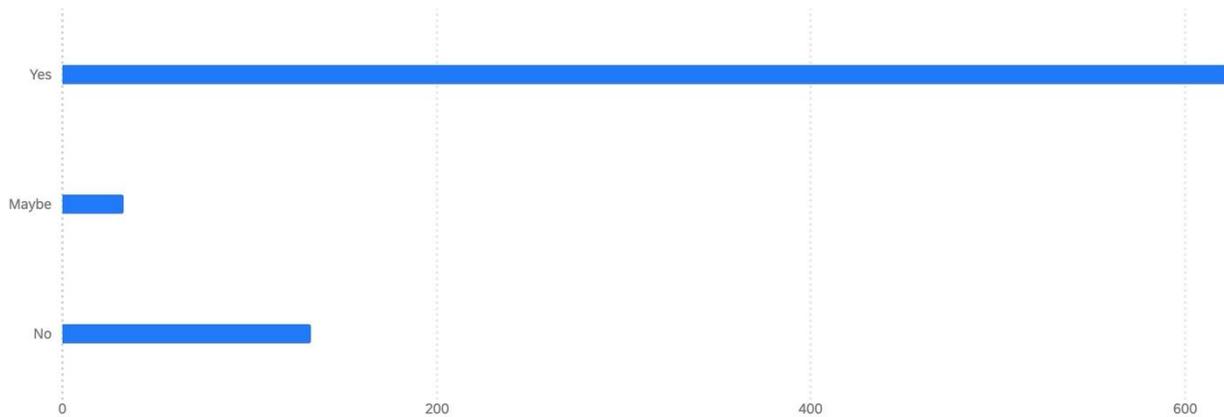
Question 2: Do you have dog(s)?
544 (69%), without dogs 244 (31%)

Do you have dog(s)? 788 ⓘ



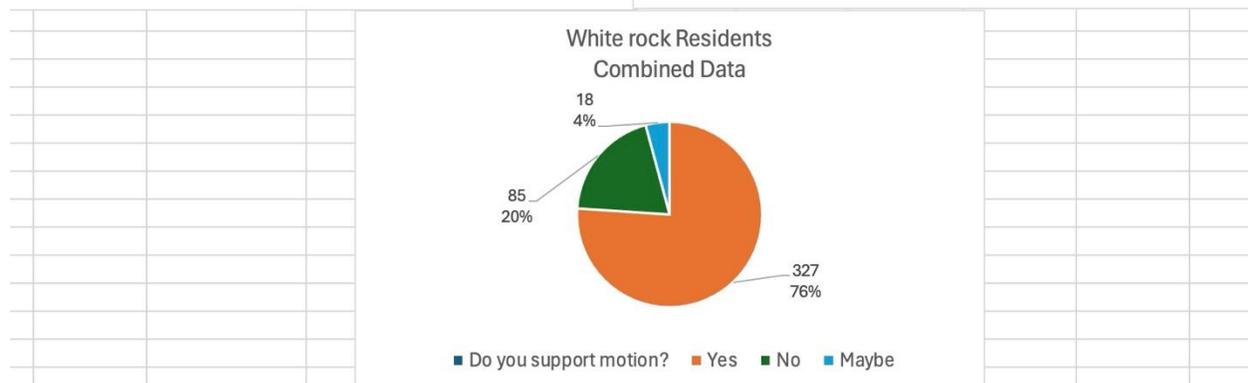
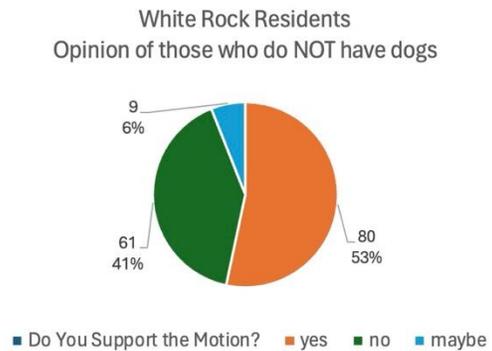
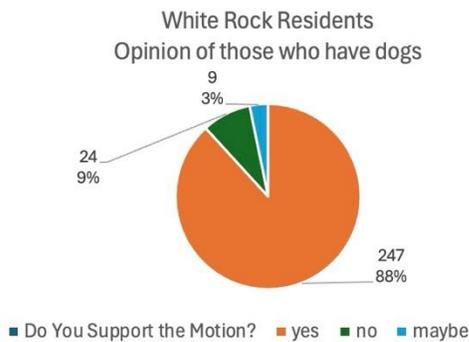
Question 3: Do you support allowing dogs to walk on White Rock Promenade on leash during the months of April to October and only between the hours of 5:30AM - 9AM?
622 (79%), Maybe 33 (4%), No 133 (17%)

Do you support allowing dogs to walk on White Rock Promenade on leash during the months of April to October and only between... 788 ⓘ



Just White Rock Residents Results:

Total White Rock Residents: 430
 Yes: 327 (76%), No 85 (20%), Maybe 18 (4%)



ALIGNMENT WITH STRATEGIC PRIORITIES

- **Livable Environment:**
 - Promotes community engagement and social interaction among residents.

- Provides designated hours for dog walking to enhance livability and inclusivity.
- **Vibrant Waterfront:**
 - Increases foot traffic and activity along White Rock Promenade during specified hours.
 - Supports local businesses and contributes to the economic prosperity of the waterfront area.
- **Healthy Lifestyles:**
 - Encourages regular physical activity through dog walking, promoting better health outcomes for residents.
 - Provides an accessible and enjoyable way for residents to incorporate exercise into their daily routines.
- **Community Connectivity:**
 - Strengthens community bonds by creating shared spaces for residents to interact and connect.
 - Fosters a sense of belonging and enhances the overall quality of life for residents.

CONCLUSION

The creation of a bylaw permitting leashed dog walking on White Rock Promenade from April to October, restricted to the hours between 5:30 AM and 9 AM, aligns with the city's priorities of fostering a livable environment and supporting a prosperous waterfront. This initiative enhances community connectivity, promotes economic prosperity, and encourages healthy lifestyles among residents. By implementing this bylaw, the city demonstrates its commitment to creating an inclusive and vibrant community for all.

APPENDIX

Written Comments from Survey *Comments captured in Facebook posts under the link to the survey*

- Will fill this out. That would be great and it's not too busy at that time anyhow!
- No. Kids play on grass. Some people fear dogs. Dogs sniff & jump. Older people with walkers/cane's can trip or get tangled in leashes. I love dogs - lots of other places to walk & exercise them. Keeping them on a tight leash is cruel.
- I don't have a dog but I think dogs should be allowed on the promenade on a leash as long as the owners have the respect of picking up after their furry ones and controlling them.
- Filled out the survey. Interesting, reading all these comments. I think some people are forgetting that the time that you're asking for is between 5:30 AM and 9 AM. I think it's great to put this restriction for time and not annoying the general public with the ask as most people are not out at this hour. Great idea and a great way to balance, pet owners and non-pet owners with time constraint option.
- I don't have a dog but I wish that this city was more dog inclusive. Look at Whistler where dogs are included everywhere. I think it's brutal that a few people who don't pick up after their animals have ruined it for everyone else.
- We don't kick the people with bad behaviour off the promenade. I think dogs should be free to walk at the beach year round while on a leash. There should be dog bags readily available near the garbage cans at the beach. I wish the hours could extend beyond that, but it's a start.
- I'm happy to live in a community where one of the biggest problems is whether or not dogs can walk on the beach. 12 years ago we ran an event 'Pooch Parade on the Peninsula' that showcased how many dog owners could walk the promenade safely and respectfully. It went without incident, we had a clean up crew that found two poops that may have been there beforehand . It was shortly after that that winter walks with dogs were allowed on the promenade.
- I support the morning time as so many seniors benefit from exercising their dogs and I believe the vast majority are respectful of others.
- Why not all day?
- If dogs are leashed I can't understand why they shouldn't be allowed. Unfortunately too many dog owners disregard signs stating dogs must be leashed. Time for all municipalities to step up patrols and increase fines.
- Thankyou for considering this!
- A great compromise!
- Done. And I'd even say open it up completely. If there were dog walkers all year round WR wouldn't have to worry so much about lone assailants on the abandoned promenade. Safety!
- Done. Hope it goes through!
- Great idea Elaine but way too early for me.
- I'd like it until 10.
- I'd prefer to petition that we can walk our dogs there on a leash, all the time. Not just from 5am to 930am.

- I said no to the 5-9am. Otherwise I'm a yes
- Done! Thank you for doing this
- they should be allowed all the time not just certain hours, imo. Good luck!
- My 2 cents as a dog owner...before 10am is fine year-round. The number of people in the summer makes it just too much of a headache to walk them down there past that. Would love to continue running with my dog in the morning though.
- Why are dog owners discriminated against in this area. Why can't we walk them anytime?
- I am not sure that your survey will get at the information you are trying to get at. If it had asked "would you support dogs having some hours of access to the boardwalk during the summer months?", I would have replied 'yes'. However, I am not keen on 5:30 am to 9 am as that is waaaaay too early for me and my pup, so I replied 'no'. Which makes it seem I am not supportive of dogs on the boardwalk, when in fact I am. I think they should have access all the time.
- I love this. It's a baby step to dogs being allowed! We're closer to Crescent and this a great idea for that as well!
- Yes please I miss my morning dog walks there
- I've done the survey but this still wouldn't help me as I am not up and out that early for a dog walk. This doesn't help me so while I voted for it I don't feel it strikes a balance for all those who aren't early risers.
- I wished there was a question for whether we would use it or not and for timing so the survey could return a fuller snapshot of whether there is a bigger solution that might work for more.
- why not all year! Co-exist with animals!
- I'd love that!!!
- Thank you for trying to modernize the town
- What I don't understand is why all dog owners suffer. The only ones that should be eliminated from these areas is irresponsible dog owners who don't pick up after their pets, aggressive dogs and people who do not keep their dog on a leash.
- irresponsible people in our society always spoil it for the rest of us. Too many dog owners seem to think that rules don't apply to them. Problem is the lack of enforcement and most people know that bylaw is rarely patrolling the promenade and almost zero fines were levied against offenders, even during the dogs on promenade trial period. It is a very contentious issue in our community but dog owners have to realize that not everyone likes dogs for many differing reasons- fears, allergies, nasty confrontations, etc. These residents and taxpayers deserve a place where they know that they will not encounter dogs, just as dog owners feel they should be allowed anywhere they want to be with their pets. Personally, I thought the recommendation by a now former staff member at the end of the trial period was a great compromise. He suggested that the West Beach area should allow dogs year round and that East Beach should be dog free. I thought that as an adjunct to the staff recommendation, a water doggie park at Bayview Park would be worth pursuing. Unfortunately, the members of the task force, who were dog owners didn't want to give up their "turf" since some lived in East Beach and others in West. They didn't/couldn't agree and the suggestion got axed before it even had any chance for success.

- I don't think there should ever be a limit of dogs on promenade. I think you should only be a limit from people that don't pick up after the dogs and for aggressive dogs as well as people that don't have the dogs on a leash but that's just my opinion.
- I have responded to the survey, but I honestly think the times are challenging for anyone who works. Rather than a morning, why not after 7PM? I'm not really in the loop with why people out here are so opposed to dogs at any time as long as they are leashed. If dog owners are responsible, they aren't going to take their pups into a super crowded area, I'm sure they would only go during a quieter time anyways. How about restricting the length of the leash to force owners to be closer to their dogs to control them? I can't stand those long retractable leashes myself. LOL I hope this pans out for whoever can make that time slot, but hope the slot gets reconsidered.
- No. Plenty of places to walk and not get tangled in leashes on the promenade thank you
- I've completed survey. And I fail to understand why this has always been an issue. Just let people take their dogs along for the walk. Anytime!! I don't have a dog but don't have a problem with it whatsoever.