

The Corporation of the
CITY OF WHITE ROCK



Governance and Legislation Committee
AGENDA

Monday, April 26, 2021, 5:00 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

The City of White Rock is committed to the health and safety of our community. In keeping with Ministerial Order No. M192 from the Province of British Columbia, City Council meetings will take place without the public in attendance at this time until further notice.

T. Arthur, Director of Corporate Administration

Pages

1. CALL TO ORDER

Councillor Trevelyan, Chairperson

2. MOTION TO CONDUCT GOVERNANCE AND LEGISLATION
COMMITTEE MEETING WITHOUT PUBLIC IN ATTENDANCE

RECOMMENDATION

WHEREAS COVID-19 has been declared a global pandemic;

WHEREAS the City of White Rock has been able to continue to provide the public access to the meetings through live streaming;

WHEREAS holding public meetings in the City Hall Council Chambers, where all the audio/video equipment has been set up for the live streaming program, would not be possible without breaching physical distancing restrictions due to its size, and holding public meetings at the White Rock Community Centre would cause further financial impact to City Operations due to staffing resources and not enable live streaming;

WHEREAS Ministerial Orders require an adopted motion in order to hold public meetings electronically, without members of the public present in person at the meeting;

THEREFORE BE IT RESOLVED THAT the Governance and Legislation

Committee (including all members of Council) authorizes the City of White Rock to hold the April 26, 2021 meeting to be video streamed and available on the City's website, and without the public present in the Council Chambers.

3. ADOPTION OF AGENDA

RECOMMENDATION

THAT the Governance and Legislation Committee adopt the agenda for April 26, 2021 as circulated.

4. ADOPTION OF MINUTES

10

RECOMMENDATION

THAT the Governance and Legislation Committee adopt the April 7, 2021 meeting minutes as circulated.

5. POLICY REVIEW

5.1. General Administration

19

Admin Policy 200

Note: It is recommended that this policy be rescinded. The policy is now outdated and addressed through other means / legislation (*Community Charter, Employment Standards Act, Human Rights Code, Collective Bargaining and Human Resources Policies*).

RECOMMENDATION

THAT the Governance and Legislation Committee recommend Council rescind Admin Policy No. 200 - General Administration, as the function is addressed through legislation, collective bargaining and Human Resource policy.

5.2. Lighting of the White Rock Pier

20

Council Policy 168

Note: Introduction of a new policy and process in regard to lighting of the pier.

RECOMMENDATION

THAT the Governance and Legislation Committee recommend Council endorse Council Policy 168 - Lighting of the White Rock Pier as circulated.

5.3. Corporate Process Regarding Requirements for City Issued Cell Phone Text Messages and Email Records and Back Up Data

23

Administration Policy 213

Note: The policy was initiated in 2014, it has not been reviewed since 2015. The changes that are included on the document have been brought forward to help clarify the policy.

RECOMMENDATION

THAT the Governance and Legislation Committee recommend Council endorse Admin Policy 213 - Corporate Process Regarding Requirements for City Issued Cell Phone Test Messages and Email Records and Back Up Data as circulated.

5.4. City of White Rock Flag Policy 27

Council Policy 167 City of White Rock Flag Policy (New)
Council Policy 146 Use of City Flag Pole (Previous)

Note: The new policy addresses the matter of flags in a more expansive manner including half mast procedure / process.

RECOMMENDATION

THAT the Governance and Legislation Committee recommend Council:

- Rescind Council Policy 146 Use of City Flag Pole; and
- Endorse Council Policy 167 City of White Rock Flag Policy as circulated.

5.5. Photos of Council at City Events 33

Council Policy 169

Note: A new Council policy as per request by the Committee at the June 29, 2020 meeting.

RECOMMENDATION

THAT the Governance and Legislation Committee recommend Council endorse Council Policy 169 - Photos of Council at City Events as circulated.

5.6. Coat of Arms and City Logo 35

Admin Policy 201

Note: Staff have no suggested amendments for this policy.

RECOMMENDATION

THAT the Governance and Legislation Committee recommend Council endorse Admin Policy 201 - Coat of Arms and City Logo, as circulated.

5.7. Mourning the Passing of a Member of the Royal Family 38

Council Policy - 170

Note: Introduction of a new policy and process to address the passing of a Member of the Royal Family due to Canada being a constitutional monarchy.

RECOMMENDATION

THAT the Governance and Legislation Committee recommend Council endorse Council Policy 170 - Mourning the Passing of a Member of the Royal Family as circulated.

5.8. White Rock Outstanding Canadians on the Peninsula Legacy Program 40

Council Policy 125

Note: Minor amendments have been suggested by staff and are noted as tracked changes.

RECOMMENDATION

THAT the Governance and Legislation Committee recommend Council endorse Council Policy 125 - White Rock Outstanding Canadians on the Peninsula Legacy Program as circulated.

6. Environmental Advisory Committee (Council Representative - Councillor Johanson) 43

The following item was referred to the Committee from Council at their February 22, 2021 Regular Council meeting:

Recommendation #1 - Draft Resolution for Council's Consideration: White Rock Tree Protection Bylaw 1831 and Tree Management on City Lands Policy

THAT Council refer the following recommendations to the Governance and Legislation Committee:
Recognizing the critical role played by trees on both private and public lands in maintaining the health of ecosystems and the quality of human habitats in urban settings,
Concerned by the loss of trees and decline of tree canopy that have occurred over the past decades in White Rock, particularly on private lands,
Determined to strengthen the City's efforts to protect its trees and preserve and enhance its tree canopy, and
Having considered the Report of the Environmental Advisory Committee titled "Updating and Strengthening White Rock's Protection and Management of Trees",
Directs staff to prepare for Council's consideration a proposed revision of *Tree Management Bylaw 1831*, based on the EAC's recommendations, to:

1. Change the title of the Bylaw to "*White Rock Tree Protection Bylaw*". [R3]
2. Reduce the minimum size for the definition

- of “*protected tree*” to a trunk DBH of 20 cm or less. [R5]
3. Provide that “significant trees” on private or City lands, to be defined pursuant to a “Significant Tree Policy” to be developed and presented to Council by Staff, will not be removed for other than safety reasons or as approved by Council. [R6]
 4. Remove fruit trees, alders and cottonwoods from the definition of “lower value trees”. [R7]
 5. Authorize the utilization of tree replacement security and deposit revenues for a broadened range of activities to enhance and protect the City’s tree canopy. [R12]
 6. Incorporate Policy 510’s provisions regarding notice to adjacent property owners and applicant appeals for Type 2 permit applications and extend these provisions to Type 3 applications, as well as incorporate Planning Procedures Bylaw 2234’s appeal provisions. [R14(a), R18(a)].
 7. Require that notice of, and opportunity to comment on, any application or proposal to remove a “City tree” be provided to property owners within 100 metres of the affected tree at least 14 days in advance of a decision. [R15]
 8. Establish International Society of Arboriculture (ISA) certification as the sole and exclusive credential in the definition of “arborist”. [R16(a)]
 9. Require that City Arborists visit and inspect all sites under consideration for a tree permit. [R16(b)]
 10. Provide that only City Staff or agents are allowed to remove or plant trees on City lands. [R16(c)]
 11. Establish explicit criteria for approval of Type 2 and Type 3 permits and to govern decisions by officials regarding the management of trees on City land, taking into account the provisions of Policy 510 and best practices in other jurisdictions. [R17(a)]
 12. Incorporate any amendments, consistent with the EAC’s recommendations, that may be needed to ensure currency and clarity and consistency with other bylaws and policies. [R19]
- Directs staff to prepare for Council’s consideration a proposed revision of *Tree Management on City Lands Policy 611*, based on the EAC’s recommendations, to:
1. Change the title of the Policy to “*Tree Protection, Canopy Enhancement and Management on City Lands*”. [R4(a)]

2. Revise the Section 1 Policy Statement to read as follows: “Policy: In managing trees on City land, it is the priority of the City of White Rock to protect existing trees and increase the number of healthy trees and amount of tree canopy and thus enhance and ensure the sustainability of the City’s urban forest and realization of the environmental and esthetic benefits it provides. In this context, the interest of property owners in preserving or restoring private views obstructed by City trees will be addressed through a procedure described in Annex I to this Policy.” [R4(b)]
3. Insert in Section 3 “Management of City Trees”, a new clause 3(a)1 specifying an additional statement of purpose to read as follows: “For the overriding purposes of protecting existing trees and increasing the number of healthy trees and amount of tree canopy”. [R4(c)]
4. Transfer the provisions of Sections 5, 6, 7 and 8 to an Annex to the Policy. [R4(d)]
5. Limit the criteria under which applications for pruning, crown thinning, or width reductions are approved to those where the property owner has clearly demonstrated that the tree has increased in size to completely obscure a previously existing view from the applicant’s property. [R4(e)]
6. Prohibit the topping or removal of city trees for the re-establishment of views. [R4(f)]
7. Remove references to "narrow corridor" and "single object" views in the definition of “view/view corridor”. [R4(g)]
8. Allow for the siting, species selection, and planting of new or replacement trees on City lands in all locations where future growth is not expected to completely obscure established views. [R4(h)]
9. Provide that “significant trees” on City lands, to be defined pursuant to a “Significant Tree Policy” to be developed and presented to Council by Staff, will not be removed for other than safety reasons or as approved by Council. [R6]
10. Require that, when the City is evaluating initiatives that might result in tree removal on City lands, all possible ways to protect the trees should be considered, and specify ambitious replacement requirements for trees that must be removed. [R8]

11. Require that notice of, and opportunity to comment on, any application or proposal to remove a “City tree” be provided to property owners within 100 metres of the affected tree at least 14 days in advance of a decision. [R15]
12. Require that City Arborists visit and inspect all sites under consideration for a tree permit. [R16(b)]
13. Incorporate criteria established in the revised Bylaw 1831 to govern decisions taken by officials regarding the management of trees on City lands. [R17(b)]
14. Incorporate any amendments, consistent with the EAC’s recommendations, that may be needed to ensure currency and clarity and consistency with other policies and bylaws. [R19]

Result: CARRIED

2021-091

THAT Council refers the following recommendations to staff:
Further directs staff to:

1. Develop proposals to give tree preservation and canopy enhancement greater and more explicit priority in zoning and planning regulations and procedures throughout the City. [R1]
2. Develop proposals for the adoption of an explicit canopy recovery target (eg, 27% canopy coverage by 2045), for increasing the currently projected maximum number of trees (2500) that can be planted on City land, and for increasing lands on which the City can plant additional trees to help meet the target. [R2(a)]
3. Investigate and report to Council on means to prevent the removal of or interference with trees, and to facility the planting of trees, by the City and BNSF on BNSF lands. [R2(c)]
4. Review regulations and policies concerning “significant trees” and “heritage trees” and establish a consolidated definition of “significant tree”, a “Significant Tree Policy” and a “Significant Tree Registry”. [R6]
5. Review fees, securities, cash-in lieu requirements, replacement values and quotas, and fines to ensure they are commensurate with best practices conducive to preserving and increasing the number of healthy trees and the amount of tree canopy in the City. [R9]
6. Review and present any appropriate advice to Council regarding methods and resources employed to ensure effective enforcement of Bylaw 1831 and Policy 611.

[R10]

7. Maintain a record of contractors that contravene Bylaw 1831 or Policy 611 and take steps to ensure that such contractors are not hired by the City, that relevant fines are levied on them, and/or that their business licences are suspended or revoked. [R11]
8. Review and improve methods by which residents and property owners are informed of the importance of tree preservation and the requirements of Policy 611 and Bylaw 1831, and how to notify the City when they believe the Policy and Bylaw are being contravened.

[R13]

9. Establish International Society of Arboriculture (ISA) certification as the sole and exclusive credential required for a business licence as an arborist. [R16(a)]
10. Develop amendments to Planning Procedures Bylaw 2234 to require that all corporate and Advisory Design Panel reports and recommendations to Council regarding planning and development on private lands include a description of implications for tree protection and canopy enhancement. [R18(b)]
11. Develop revisions to City policies and procedures, including Policy 611, to prescribe that:
 - (i) All corporate reports and recommendations presented to Council regarding works to be conducted on City lands include a section describing any implications for tree protection and canopy enhancement.
 - (ii) All members of Council be informed at least 14 days before the proposed removal of any "City tree".
 - (iii) Any member of Council objecting to measures arising under subparagraphs (i) and (ii) may request a Council discussion and decision on the matter. [R18(c)]

Decides to:

1. Monitor progress in achieving canopy recovery targets and tree planting goals through annual Tree Canopy Reports to Council that include statistics regarding tree permit applications; actions taken by the City in the management of tree on City lands including the use of revenues from tree permits and tree protection securities; and an analysis of trends and implications for the effectiveness of the City's tree protection and enhancement efforts. [R2(b), R14(b) R18(d)]
2. Conduct, on an annual basis, a public discussion of Tree Canopy Reports prepared by staff. [R18(d)]

**7. CONCLUSION OF THE APRIL 26, 2021 GOVERNANCE AND
LEGISLATION COMMITTEE MEETING**



Governance and Legislation Committee

Minutes

April 7, 2021, 5:00 p.m.

City Hall Council Chambers

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

PRESENT: Mayor Walker
Councillor Chesney
Councillor Johanson
Councillor Kristjanson
Councillor Manning
Councillor Trevelyan

ABSENT: Councillor Fathers

STAFF: Guillermo Ferrero, Chief Administrative Officer
Tracey Arthur, Director of Corporate Administration
Jim Gordon, Director of Engineering and Municipal Operations
Carl Isaak, Director of Planning and Development Services
Jacquie Johnstone, Director of Human Resources
Colleen Ponzini, Director of Financial Services
Eric Stepura, Director of Recreation and Culture
Ed Wolfe, Fire Chief
Chris Zota, Manager of Information Technology
Greg Newman, Manager of Planning
Debbie Johnstone, Deputy Corporate Officer
Donna Kell, Manager of Communications and Government Relations

1. **CALL TO ORDER**

Councillor Trevelyan, Chairperson

The meeting was called to order at 5:01 p.m.

2. **ADOPTION OF AGENDA**

Motion Number: 2021-G/L-012 It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopt the agenda for April 7, 2021 as circulated.

Absent (1): Councillor Fathers

Motion CARRIED (6 to 0)

3. **ADOPTION OF MINUTES**

Motion Number: 2021-G/L-013 It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopt the meeting minutes for February 22, 2021 as circulated.

Absent (1): Councillor Fathers

Motion CARRIED (6 to 0)

4. **CITY ADVISORY BODY / COMMITTEE TERMS OF REFERENCE AND WORK ITEM DISCUSSION**

In accordance with Council direction at the March 15, 2021 Special Council meeting the following Advisory Body/ Committee (AC) Terms of Reference have been brought forward with draft mandates for review and discussion.

1. **Discussion on each Terms of Reference with a focus on the new mandates for consideration by the Committee ; and**
2. **Discussion on possible work plan items for consideration by the Committee to forward to the AC's in order to help draft their work plan.**

It was noted by the consultant that it would be beneficial for Council to assist the committees in the development of their work plan items (tying in with the mandate). The work plan should be limited to a few items given that the majority of the ACs meet monthly. Example: in most cases, approximately ten (10) times per year (there would be approximately 20 hours of time per year for them to advance their work plan).

- Arts and Culture Advisory Committee
- Economic Development Advisory Committee
- Environmental Advisory Committee
- History and Heritage Advisory Committee
- Housing Advisory Committee
- Public Art Advisory Committee

Note: The 2021/ 2022 Strategic Priorities have been included as reference material.

Note: The staff liaison will be available to offer suggestions as to their work plans have been based on the Strategic Priorities. It was further noted by the consultant that the ACs can also act as a "sounding board" for staff in relation to their work in developing and updating policy, plans and projects.

The following discussion points were noted:

- A template for the workplans would be helpful
- Use of the word Ambassadors is a concern, the Chairperson (now a member of Council) would be better suited for this
- Workplan items to be discussed at a further / future meeting

Motion Number: 2021-G/L-014 It was MOVED and SECONDED

THAT The Governance and Legislation Committee directs there be a general orientation for all committee members conducted, at the same time, prior to the initial Committee meetings being scheduled.

Absent (1): Councillor Fathers

Motion CARRIED (6 to 0)

Motion Number: 2021-G/L-015It was MOVED and SECONDED

THAT the Governance and Legislation Committee request staff in regard to Policy 143 Terms of Reference: Arts and Cultural Advisory Committee mandate to incorporate more of the vision that has been noted verbally by the Director of Recreation and Culture at this time.

Voted in the Negative (4): Mayor Walker, Councillor Chesney, Councillor Manning, and Councillor Trevelyan

Absent (1): Councillor Fathers

Motion DEFEATED (2 to 4)

Motion Number: 2021-G/L-016 It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommend Council endorse Policy 143 Terms of Reference: Arts and Cultural Advisory Committee as circulated.

Voted in the Negative (2): Councillor Johanson, and Councillor Kristjanson

Absent (1): Councillor Fathers

Motion CARRIED (4 to 2)

Motion Number: 2021-G/L-017It was MOVED and SECONDED

THAT The Governance and Legislation Committee direct Policy 137 Terms of Reference: Economic Development Advisory Committee mandate be amended as follows:

- Replace the third bullet to now read as follows: *Members bring the strengths of their individual networks to improve the Committee outcomes. This may include members connecting with personal / business networks such as business operators, government and non-profit agencies, and potential partners, to improve and receive information on economic conditions and initiatives by the City*

Voted in the Negative (2): Councillor Johanson, and Councillor Trevelyan

Absent (1): Councillor Fathers

Motion CARRIED (4 to 2)

Motion Number: 2021-G/L-018 It was MOVED and SECONDED

THAT The Governance and Legislation Committee recommend Council endorse Policy 137 Terms of Reference: Economic Development Advisory Committee, as amended (third bullet of mandate).

Voted in the Negative (2): Councillor Johanson, and Councillor Kristjanson

Absent (1): Councillor Fathers

Motion CARRIED (4 to 2)

Motion Number: 2021-G/L-019 It was MOVED and SECONDED

THAT The Governance and Legislation Committee endorse for Policy 138 Terms of Reference: Environmental Advisory Committee (Committee) mandate be amended where the first paragraph of the previous mandate for the Committee, with the following amendments, be noted as the Committee mandate:

The Environmental Advisory Committee will advise City Council and staff on Environmental issues in the City. The Environmental Advisory Committee will also review the City's Integrated Storm-Water Management Plan, Environmental Strategic Plan, the Climate Action Revenue Incentive Program, Energy Step Code, Review of the Official Community Plan (changes to tree canopy and the tree bylaw) and the City's water quality monitoring. The Committee may make representation to Council on Environmental matters.

Absent (1): Councillor Fathers

Motion CARRIED (6 to 0)

Motion Number: 2021-G/L-020 It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommend Council endorse Policy 138 Terms of Reference: Environmental Advisory Committee, as amended (the full mandate).

Absent (1): Councillor Fathers

Motion CARRIED (6 to 0)

Motion Number: 2021-G/L-021 It was MOVED and SECONDED

THAT the Governance and Legislation Committee direct Policy 159 Terms of Reference: History and Heritage Advisory Committee mandate point h) be replaced with the following:

The committee will endeavor to engage through staff liaison and/or Council the

Semiahmoo First Nation (SFN) and other Ingenious groups in order to celebrate White Rock and the history of the SFN and other indigenous groups.

Absent (1): Councillor Fathers

Motion CARRIED (6 to 0)

Motion Number: 2021-G/L-022 It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommend Council endorse Policy 159 Terms of Reference: History and Heritage Advisory Committee, as amended (mandate Item h).

Voted in the Negative (1): Councillor Fathers

Motion CARRIED (6 to 1)

Motion Number: 2021-G/L-023It was MOVED and SECONDED

THAT the Governance and Legislation Committee direct Policy 164 Terms of Reference: Housing Advisory Committee mandate final bullet, the first sentence be replaced to state as follows:

Members bring the strengths of their community networks to support committee outcomes.

Final Bullet will now read as follows:

Members bring the strengths of their individual networks to improve the Committee outcomes. This may include consulting with community stakeholders, government and non-profit agencies, potential partners and the public to develop strategic goals and actions to protect and maintain the City's rental housing stock while creating new opportunities along a housing continuum (e.g., homeless shelters, transitional housing, affordable (non-market) rental housing, market rental and ownership housing, etc.).

Voted in the Negative (2): Councillor Johanson, and Councillor Kristjanson

Absent (1): Councillor Fathers

Motion CARRIED (4 to 2)

Motion Number: 2021-G/L-024 It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommend Council endorse Policy 164 Terms of Reference: Housing Advisory Committee, as amended (final bullet of mandate).

Voted in the Negative (1): Councillor Johanson

Absent (1): Councillor Fathers

Motion CARRIED (5 to 1)

Motion Number: 2021-G/L-025 It was MOVED and SECONDED

THAT the Governance and Legislation Committee directs Policy 147 Terms of Reference: Public Art Advisory Committee mandate be amended by adding the following wording:

They will make efforts to buy local artwork and from local artists when possible.

Absent (1): Councillor Fathers

Motion CARRIED (6 to 0)

Motion Number: 2021-G/L-026 It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommend Council endorse Policy 147 Terms of Reference: Public Art Advisory Committee, as amended (mandate in regard to buying local when available).

Absent (1): Councillor Fathers

Motion CARRIED (6 to 0)

5. PETITIONS TO COUNCIL

Councillor Johanson requested this item be placed on the agenda for discussion.

The *Community Charter* in regard to petitions:

Petitions to Council, Section 82

(1) A petition to a council is deemed to be presented to council when it is filed with the corporate officer.

(2) A petition to a council must include the full name and residential address of each a petitioner.

Previously Council adopted the following in the City Council and Committee Procedure Bylaw in regard to petitions:

Section (8) Every petition presented to Council by a Delegation, or otherwise, must include:

- (a) the date of the petition;
- (b) legible full names of each signatory petitioner with their address; and,
- (c) a statement at the top of the page clearly indicating why signatures have been collected.

Section (9) All petitions addressed to Council will be placed on the Council agenda for receipt. Petitions must be received by 8:30 a.m. on the Monday prior to the next regular scheduled meeting. Petitions received after this agenda deadline will be automatically placed on the next regular scheduled meeting agenda. *(Amended by Bylaw 2284).*

Motion Number: 2021-G/L-027It was MOVED and SECONDED

THAT the Governance and Legislation Committee request the Council and Committee Procedure Bylaw be amended to reflect wording in regard to petitions be the same as *Community Charter* (date not required).

Voted in the Negative (1): Councillor Trevelyan

Absent (1): Councillor Fathers

Motion CARRIED (5 to 1)

6. HIRING OF CONSULTANTS

Councillor Trevelyan requested this item be placed on the agenda in order to review the City's current procedures and guidelines for hiring consultants.

The Chief Administrative Officer gave examples of when / why consultants would be utilized. There would be rationale or past experience with the City used during the selection process for a consultant.

It was noted that the keeping of metrics as to the consultants performance would be helpful for Council.

7. FUTURE GOVERNANCE AND LEGISLATION TOPICS

Discussion regarding topics for future Governance and Legislation Committee meetings.

- Councillor Johanson requested financial planning polices in regard to process that can implemented for the 2022 budget onward (including a consistent way to address Department Budgets)**Noted:** The Cities of Victoria and Coquitlam have the policies in this regard
- Councillor Kristjanson requested the creation of a Excellence Service Delivery Community Advisory Panel, opportunity for feedback (more information will be provided)

8. CONCLUSION OF THE APRIL 7, 2021 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

The meeting was concluded at 6:51 p.m.

Mayor Walker

Tracey Arthur, Director of Corporate Administration

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



**POLICY TITLE: GENERAL ADMINISTRATION –
 CHIEF ADMINISTRATIVE OFFICER**

POLICY NUMBER: ADMIN - 200

<i>Date of Council Adoption:</i> September 11, 2000	<i>Date of Last Amendment:</i> September 14, 2015
<i>Council Resolution Number:</i> 2013-082, 2015-309	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 27, 2015

Policy:

Responsibility for preparing and implementing the following Policies is delegated to the Chief Administrative Officer (CAO). The CAO will ensure the policies are in keeping with Council’s general direction, and will provide periodic reports to Council on changes, as required . Additionally, Council will review the policies at appropriate intervals.

- Exempt Staff - Gratuity Pay
- Salary
- Expenses
- Benefits
- City Employees - Vacations
- Attendance at Courses, Seminars, Conventions
- Use of Municipal Vehicles
- Employment - Status during long term disability
- Physically challenged persons

It is the policy of the City of White Rock that Exempt Staff compensation is commensurate with other municipalities in the region. This City will remain competitive with other municipalities – in doing so it will have neither the “best” nor the “worst” remuneration and benefits.

Rationale:

The City has to compete with other municipalities to attract and retain staff. In order to do so it must be able to provide an appropriate level of compensation including benefits. At the same time, the finances of the City are such that the City is not in a position to offer the best salary or the best benefits.

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



POLICY TITLE: LIGHTING THE WHITE ROCK PIER

POLICY NUMBER: COUNCIL – 168

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i>	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 26, 2021

Policy:

- The City of White Rock’s Mission is “Building community excellence through effective stewardship of all community resources.”
- The City of White Rock will use the White Rock Pier’s coloured lights to build awareness for non-political, registered, national charitable events or causes and to recognize events important to White Rock, to British Columbia and to Canada.
- The City will light the Pier to recognize the Strategic Messages approved in Council Policy 135, Recognition and Strategic Messages, currently are for:
 - New Year’s Day: January 1
 - Black History Month: February
 - Family Day: February
 - International Women’s Day: March
 - Easter: April
 - National Volunteer Week: April
 - National Indigenous Peoples Day—June
 - Canada Day: July 1
 - BC Day—August
 - Pride Week—June or July
 - Remembrance Day: November 11
 - Hanukkah—December
 - Christmas Day: December 25
- The City of White Rock invites qualifying organizations to schedule one (1) day or more of coloured lights on the Pier to assist with that organization’s promotional efforts. The amount of time the Pier will be lit will be based on programming and availability.

- Organizations will be asked to submit requests annually using a form on the City’s website at least 30 days prior to the requested date. Staff will program the lights monthly, or as required. If a request form is not submitted by the deadline, it may impede the City’s ability to meet the request.
- Staff will consider the applications on a first-come, first-served basis.
- The request form will include a component regarding colour, which the City will try to match.
- The Manager of Communications and Government Relations will ensure media relations and social media are used to inform the community that requests can be made, based on specific criteria, to light the White Rock Pier with meaningful colours.
- The Communications Department will post a monthly calendar of those colours and the reasons for the lights on the City’s website at a new user-friendly website link, whiterockcity.ca/pierlights, and will share the information on the City’s Twitter feed as each requested colour is displayed.
- All lighting confirmations are made barring any unforeseen circumstances. The City may need to make last-minute changes to the lighting schedule for a variety of reasons. In these circumstances, the City will try to communicate this to the individual or organization that submitted the request as quickly as possible and offer another illumination date, if possible.
- Lighting requests not identified in this policy may be decided at the Call of the Mayor.
- Lighting for the following types of requests will be declined:
 - Commercial, individual, recognition or personal occasions
 - Religious, political events, institutions or professions
 - Requests made via petitions or social media campaigns

Rationale

- The White Rock Pier is a popular attraction for people from the Lower Mainland and beyond. In June 2018, the City added coloured lights to Canada’s Longest Pier, lighting them for seasonal events that include Valentine’s Day and St. Patrick’s Day. In 2020, a flashing show of lights was added to recognize frontline workers during the pandemic.
- The Pier lights can be programmed in a variety of colours. There are some requests from not-for-profit organizations to light the Pier in branded colours to recognize specific causes, events or celebrations.
- Private sector companies, crown corporations and other local governments light assets that range from bridges to buildings and rooftops. Lighting requests for these assets are

consistently free of charge. Lighting is considered a community service that is offered based on availability and with a period of advanced notice expected.

- Samples of lighting policies referenced to develop this policy include:
 - BC Place: [The Northern Lights Display](#)
 - Resort Municipality of Whistler: [Requests to Light a Landmark](#)
 - City of Coquitlam: [Special Lighting Features](#)
 - City of Vancouver: [Light Up City Hall](#)
 - Calgary Tower: [Light Shows](#)
 - CN Tower: [Night Lighting](#)

DRAFT

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



POLICY TITLE: **CORPORATE PROCESS REGARDING REQUIREMENTS FOR CITY ISSUED CELL PHONE TEXT MESSAGES AND EMAIL RECORDS AND BACK-UP DATA SCHEDULE**

POLICY NUMBER: **ADMIN – 213**

<i>Date of Council Adoption: September 29, 2015</i>	<i>Date of Last Amendment: September 14, 2015</i>
<i>Council Resolution Number: 2014-295, 2015-309</i>	
<i>Originating Department: Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: July 27, 2015</i>
<i>Corresponding Staff Directive: Admin 213</i>	

Policy:

- 1) All email records of City of White Rock (“City”) personnel (including Mayor and Council) are to be deemed as either corporate records or transitory items. Corporate records are to be maintained in accordance with the City’s records retention policy. Transitory items should be regularly deleted from in-boxes and folders.
 - An email record shall be deemed to be a corporate record when it is created or received in the conduct of City business, makes policy or strategy statements, records City decisions, supports a financial or legal claim or obligation, or has fiscal or legal value (See Appendix A).
 - An email record shall be deemed to be a transitory item when it has only short-term value to the City. Such records may be purely informational or only be useful for a limited period of time for the completion of an action or the preparation of an ongoing record. They generally are not about professional activities in the workplace or have no permanent value as a record of the City’s activities (See Appendix A).

Appendix A attached to and forming part of this policy is a quick reference guide to help make the determination between a corporate record that must be maintained and a transitory item that is to be discarded.

- 2) ~~The originator or staff initially receiving an e-mail and any attachment,~~ City staff who create or receive an email record that is determined to be a corporate record, will be responsible for saving the email and ~~its trail~~ any attachments ~~in~~ to the electronic document

and records management system by designated department file code or, if that is not feasible, making a hard-physical copy and filing it.

~~and should be regularly deleted from in-boxes and folders.~~

- 3) Be aware that email data is not encrypted / not secure; ~~e~~Confidential, sensitive (credit card, passwords, driver license etc.) and ~~personally identifiable information~~third-party personal information should only be included in an email and/or its attachments ~~only~~ when it is required or necessary.
- 4) The ~~e~~City owns all data stored on its network and systems including within email records. Use of the City's Information Technology infrastructure is neither private nor confidential and can be monitored or recorded without notice.
- 5) Personal email accounts shall not be used for City business.
- 6) City-issued e-mail accounts are only to be ~~utilized~~used only when conducting for City business. ~~Personal email accounts are generally not to be used to conduct business of the City for City business.~~ ~~In the circumstances where City-related correspondence is exchanged within a personal email account, either inadvertently or by necessity, the correspondence this is not feasible as soon as it is possible any e-mails regarding City business must be forwarded copied to the work to a City-issued email account as soon as possible and saved in accordance with the departmental file code system.~~
- 7) All email records ~~messages, corporate records or transitory documents that are on the City's system are considered to that are under the City's care and control may~~ ~~be~~ ~~information that is~~ subject to public release. ~~All employees~~City staff are expected to exercise the same judgement in the use of email as they would in the use of paper memos or letters etc.
- 8) Electronic back up of email records, as kept by the City's Information Technology Department ("IT"), will be retained only as follows:
 - Email records backed-up on tapes or similar mediums by IT will be overwritten or destroyed after (12) months from the date of the backup routine.
 - Email records (mailbox) of City staff will be deleted six (6) months following their last day of employment, contractual term, or elected term(s) of office with the City. For elected officials this would apply when they are no longer an Elected Official.
 - IT will not automatically back up a departing or departed City employee's email records onto a disk or flash drive. Access to the records may be provided to a Department Director upon request and in accordance with the B.C. privacy legislation, with notice to Corporate Administration (the Records Manager). A schedule will be drawn up so the information can be retrieved and destroyed six (6)

month following access.

Note: Email records, which have been deleted, are backed up in accordance with this Policy. Retrieving records from backups is a time-sensitive process and deleted records may not be restored except in the most critical of circumstances and when the timeline for destruction has not passed.

- 9) Email records that have been “shift deleted” will not be captured by the backup routine.
- 10) No email that would be considered a corporate record (See Appendix A) ~~are is~~ to be maintained exclusively on a desktop/PC, flash drive or unsanctioned cloud storage like Dropbox, iCloud, etc. In circumstances where corporate records are temporarily or inadvertently stored in this manner, a copy of the record must be moved to an appropriate City server file according to the departmental file code system as soon as possible. Data stored on flash drives and cloud storage must be ~~promptly and properly~~ deleted promptly after use.
- 11) City staff are to consider whether any information in a record (personal information in particular) is protected under the *Freedom of Information and Protection of Privacy Act* prior to any public release or disclosure. Any uncertainty should be clarified with a Supervisor or Corporate Administration staff.
- 12) ~~Text messages City provided cell phones, text messages~~ on a City provided cell phone may be applicable to Freedom of Information and Protection of Privacy (FOI) requests.

(a) – City staff and Elected Officials using Apply devices must ensure that Mail and Messages (under iCloud settings) are not turned ON. Doing so, will result in City data being stored outside of Canada. This would be in breach of the B.C. legislation.







Rationale:

Managing email records enables the City to meet its administrative needs, adhere to legal obligations, and retain its corporate memory. All records management activities including management of email records and electronic files are a significant part of daily workflow.

A large component of City business is conducted through email correspondence. Microsoft Outlook is not designed to be a records management software application and is therefore unsuitable to be used for long-term storage of email records. Email records must be reviewed as possible corporate records and all corporate records must be retained in the City’s electronic document and records management system to ensure efficient and secure maintenance, use, and future access of the records.

This policy is established as a corporate procedure regarding the proper retention and disposal of email records and electronic back-ups for City email accounts. **In addition, notification of process in regard to text messages on City provided devices.**

APPENDIX "A"
IS IT A RECORD OR IS IT A TRANSITORY ITEM?

STEP 1		STEP 2		STEP 3		
<p>Does the e-mail provide evidence of a business activity, decision or transaction related to the functions and activities of the organization?</p>	<p align="center">YES</p> <p align="center"></p>	<p>Does the e-mail contain information that is of short-term business value and will not be required in the future?</p> <p align="center">OR</p> <p>Is the e-mail a duplicate that was circulated strictly for reference purposes?</p> <p align="center">OR</p> <p>Is the e-mail a draft document that will have no further value once a final version is produced?</p>	<p align="center">NO</p> <p align="center"></p>	<p>Is the e-mail needed to support business activities?</p> <p align="center">OR</p> <p>Does the e-mail protect the rights of citizens and the City?</p> <p align="center">OR</p> <p>Will the e-mail have some future business, financial, legal, research or historical value to the City and its citizens?</p>	<p align="center">YES</p> <p align="center"></p>	<p>It is an official Corporate Record. File it.</p>
<p align="center">- NO -</p> <p align="center"></p>		<p align="center">- YES -</p> <p align="center"></p>		<p align="center">- NO -</p> <p align="center"></p>		
<p align="center">Transitory item. Not an official Corporate Record. Please Delete it.</p>						



POLICY TITLE: CITY OF WHITE ROCK FLAG POLICY

POLICY NUMBER: COUNCIL – 167

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i>	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 26, 2021

Policy:

The purpose of this policy is to ensure that all flags flown at City Hall and other City locations are displayed in a consistent and appropriate manner. The policy includes flag-raising and half-masting as well as displaying of the flags and respect for the flag.

Rationale

The City of White Rock flies the Canadian flag, the Province of British Columbia flag and the flag of the City of White Rock on designated poles at various buildings and properties throughout the city, including at City Hall.

The flags of Canada and British Columbia flown at the west side of City Hall, the flag of Canada flown at the White Rock Fire Hall and the flag of Canada flown at the White Rock Pier do not change.

On the north side of City Hall, at the main entrance, a flagpole is used to host guest flags.

Flag-Raising

The City of White Rock will fly flags on City properties on a permanent basis and a temporary basis to mark special occasions. Special occasions include national days, multicultural events, fundraising drives. They encourage support from the community and benefit and enrich White Rock.

A flag-raising is the ceremonial raising of either a flag that can take place with or without a ceremony,

City Hall Single Flagpole

Requests maybe made in writing to the Mayor and Council for consideration of a flag to be flown on the single flagpole in front of City Hall.

Requesting organizations must be not-for-profit with a noted affiliation with the City of White Rock. The affiliation must be indicated for Council to make a decision. The flag-raising information will be posted on a dedicated web page on the City of White Rock’s website and will be shared on social media.

The following flags have annual Council approval and do not require a request:

Flag-raising at City Hall Single Flagpole	Affiliation
Scouts Canada Flag	10 th White Rock Scout Group, in honour of Scout Week, held each year in February.
Day of Mourning flag	CUPE Local 402-01 in honour of those who have been injured or lost their lives on a jobsite, flown annually on April 28.
Multiple Sclerosis (MS) Flag	Multiple Sclerosis Society, in honour of MS Awareness month in May.
National Indigenous Peoples Day	June 21, featuring the flag of the Semiahmoo First Nation.
Pride flag	White Rock Business Improvement Association (BIA), in honour of Pride Week, flown annually in July. A flag-raising ceremony will be planned in partnership with the BIA.
Canadian Association of Retired Persons	CARP, Chapter 11, in honour of National Seniors Day each year on October 1.

Flag Half-Masting

Flags are flown at half-mast as a sign of respect and mourning for an individual or to mark a special day. Flags to be flown at half-mast include all flags at City Hall and all flags at City-operated properties that are capable of half-masting. Properties owned by the City but operated by a third party are exempt from this policy.

All flags flown together must be half-masted. Flags honouring someone who has passed will be half-masted from the time of notification to sunset the day of the funeral.

In exceptional circumstances, flag half-masting may be ordered at the Call of the Mayor, subject to discussion with the Chief Administrative Officer.

The following are occasions when individuals who have passed will be recognized with the half-masting of City flags.

Honoured with Half-Mast
Immediate member of the Royal Family
Current Governor-General
Current or former Prime Minister
Current or former South Surrey-White Rock Member of Parliament
Current or former Lieutenant-Governor of British Columbia
Current or former Premier of British Columbia
Current or former Surrey-White Rock Member of Legislative Assembly
Current or former White Rock Mayor
Current or former White Rock Councillor
White Rock firefighter, City of White Rock employee or White Rock RCMP member who has perished in the line of duty
Additional heads of state or community leaders as indicated by White Rock Council

Annual Schedule

The City of White Rock annually honours those who have lost their lives in the workplace, in the line of duty, who have served in the Canadian Armed Forces or with its allies or who have been the victims of terrorism or violence against women. Here is the planned annual schedule.

Date of Half-Masting	Occasion
April 28	Day of Mourning (Workers)
June 23	National Day of Remembrance for Victims of Terrorism
Second Sunday in September	Firefighters' National Memorial Day
Last Sunday in September	Police and Peace Officers' National Memorial Day
November 11	Remembrance Day
December 6	National Day of Remembrance and Action on Violence Against Women

Position of Flags

The City of White Rock follows the flag etiquette issued by the Government of Canada, found here, [Position of Honour of the National Flag of Canada](#) and honours the [Flag Protocol](#) for the Province of British Columbia.

The order of precedence for flags is:

- The National Flag of Canada
- The flags of other sovereign nations in alphabetical order (if applicable)
- The flags of the provinces of Canada ([in the order in which they joined Confederation](#))
- The flags of the territories of Canada ([in the order in which they joined Confederation](#))
- The flags of municipalities/cities
- Banners of organizations
- [Historical flags](#)

It is important to note that the following flags take precedence over the National Flag on buildings where one of the dignitaries are in residence or where they are attending a function:

- Her Majesty’s Personal Canadian Flag;
- the standards of members of the Royal Family;
- the standard of the Governor General; and
- the standard of the Lieutenant Governor (in his or her province of jurisdiction and when assuming the duties of the representative of the Queen).

Quality of Flags

Flags flown must be in good condition, with no tears or fading. This includes flags provided by a community group for a National Day or fundraising effort. The flag can be no larger than the flag of Canada.

Disposal of Flags

When a flag becomes tattered and is no longer in a suitable condition for use, it must be destroyed in a dignified way. See [Disposal of the Canadian Flag](#) on the Government of Canada’s website.

Links to Resources:

- [Government of Canada](#)
- [Government of BC](#)
- [City of Vancouver](#)
- [City of Langley](#)
- [City of Ottawa](#)

THE CORPORATION OF THE
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POLICY TITLE: USE OF CITY FLAG POLE AT CITY HALL
POLICY NUMBER: COUNCIL - 146

<i>Date of Council Adoption: November 6, 2017</i>	<i>Last Amendment: June 11, 2018</i>
<i>Council Resolution Number: Motion # 2015-214, 2016-282, 2017-489, 2018-076, 2018-157, 2018-230</i>	
<i>Originating Department: Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: - June 11, 2018</i>

Policy:

Requests must be made in writing to Mayor and Council for consideration of a flag to be flown outside City Hall on the single flag pole in front of the City Hall facility.

The organization making the request must be not for profit with a noted affiliation with the City of White Rock. The request must clearly indicate the affiliation in order for Council to make a fully informed decision.

Exceptions:

The Day of Mourning flag, purchased by CUPE Local 402-01, in honour of those who have been injured or lost their lives on a jobsite, is an exception that will have the flag flown without further Council approval.

The Pride flag, donated by the Business Improvement Association (BIA), in honour of Pride Week, is an exception that will have the flag flown without further Council approval. The flag raising ceremony will be planned by the City in partnership with the BIA.

The Canadian Association of Retired Persons (CARP) flag, provided by CARP, Chapter 11, in honour of National Senior’s Day, is an exception that will have the flag flown without further Council approval.

The Scouts Canada Flag, provided by the 10th White Rock Scout Group, in honour of Scout Week, is an exception that will have the flag flown without further Council approval.

The Multiple Sclerosis (MS) Flag, provided by the Multiple Sclerosis Society, in honour of MS Awareness month, will be flown during the month of May without further Council approval.

National Indigenous People’s Day, in honour of National Indigenous Peoples Day, a flag will be flown annually on June 21 without further Council approval.

Advertising of the annual flag rising for these noted exemptions will be conducted through the City's usual forms of communication.

Rationale:

The City receives a number of requests annually to fly flags outside City Hall. This policy establishes the types of organizations that the City would consider having their flag flown in front of the City Hall facility.



POLICY TITLE: PHOTOGRAPHY OF COUNCIL AT CITY EVENTS

POLICY NUMBER: COUNCIL – 169

<i>Date of Council Adoption:</i> May 10, 2021	<i>Date of Last Amendment:</i>]
<i>Council Resolution Number:</i>	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 26, 2021

Policy:

Photos of Members of Council will be taken at all key City-hosted events. The photos will be used to promote current and future events and will be posted on the City’s website and shared on the City’s social media accounts. The events will be identified by the Recreation and Culture department’s annual report to Council.

All Members of Council will be invited to attend photos scheduled and taken at all key City-hosted events.

Photos of Council in different settings at key events may help to demonstrate the commitment each Council member has to this community and the importance the City of White Rock places on events. Events are fun and meaningful for the community and visitors and generate revenue and economic spinoff effects for local businesses.

Currently, the photo of City Council most often used in Strategic Advertisements approved by Council in Policy 135 is Council’s inaugural group photo. Use of that photo will be augmented by new photos of all members of Council.

Some events already have funding in place for group photos of City Council. Photography of Council will be paid for by the Special Events team for existing events, such as Canada Day and the White Rock Sea Festival.

Photography will be paid for in a variety of ways. Some events hosted by the White Rock BIA will include a group photo of City Council if all members are in attendance and the photo is scheduled in advance, with the photography provided by the White Rock Business Improvement Association (BIA) at its cost. Examples may include the Five Corners Buskers and Comedy Festival and fundraising events for the White Rock Pier.

Events that do not have budget for photography, but are recommended for group photos of Council, include National Indigenous Peoples Day and Remembrance Day. Unplanned events may also be opportunities for Council group photos.

Costs range from \$150 to \$200 for one hour with a professional photographer. Some group photos of City Council can be taken by City Communications staff with smart phone cameras, depending on the availability of staff and the intended uses of the photo.

With these considerations, the Communications department will use a combination of White Rock BIA and City of White Rock Recreation and Culture budgets, as well as the Communications advertising budget in 2022, to arrange for up to four (4) full group shots of Council at key City-hosted events.

Rationale:

This policy will help ensure there will be photo opportunities arranged ahead of time whereby all members of Council will be scheduled to attend at one (1) time to be photographed at the event.

Staff will continue to work the White Rock BIA to engage for further opportunities of photos of all members of Council to be taken during BIA events held in White Rock.

The purpose of this policy is to ensure there are photos scheduled and taken during these important events to show Council's support for events, which are important for the community, visitors and local businesses.

THE CORPORATION OF THE
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POLICY TITLE: COAT OF ARMS AND CITY LOGO

POLICY NUMBER: ADMIN - 201

<i>Date of Council Adoption: December 14, 2009</i>	<i>Date of Last Amendment: February 6, 2017</i>
<i>Council Resolution Number: 2009-590; 2010-365; 2013-082; 2014-014, 2015-309, 2017-063</i>	
<i>Originating Department: Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: January 30, 2017</i>

Policy:

1. Coat of Arms

The Coat of Arms and all its elements is an official symbol of the Corporation of the City of White Rock.

- A. Council is the custodian of the Coat of Arms, directing and controlling its use.
- B. Council/Committee agendas, corporate reports, milestone City birthday marketing material, and City Bylaws will include the Coat of Arms.
- C. A mounted reproduction of the Coat of Arms may be presented to:
 - o Those citizens recognized by Council for their distinguished contributions to the community;
 - o Long-service employees with the City;
- D. All other uses of the Coat of Arms require Council approval.

2. City of White Rock Logo

The City’s logo mark is designed to reflect the City’s brand attributes with the wave graphic and with the following three different versions of the tag line:

- My City by the Sea!
- Our City by the Sea!
- City by the Sea!

Specific information is detailed in the City’s Brand Communications Guidelines document. Non-commercial use of the City logo will be permitted only for events where the City of White Rock is a major participant at the discretion of the Chief Administrative Officer or where Council have provided approval.

3. Stationary, Notices, Forms, and Other Administrative Paper

The Mayor and Councillors stationary as well as business cards for Mayor and Councillors may display a full colour or black and white version of the Coat of Arms. Business cards for senior staff will display the City's logo. Official printed documents may display a black and white version of the Coat of Arms. A full detailed colour or black and white version is required if the logo is 3.5" by 5" inches or larger in size. If the logo is smaller than 3.5" by 5", the reduced detail version is to be used.

4. Civic Property Identification

Signage for municipal buildings should feature the City logo and may be surrounded by a legend band similar to that on the Corporate Seal.

Insignia for uniforms: Fire Department as approved by the Chief Herald of Canada displays a portion of the Coat of Arms in full colours. All other insignia for uniforms will feature the full coat of arms in colour and may be surrounded by a legend band similar to that on the Corporate Seal. Any other request for insignia will have to be approved by City Council with the advice of the Chief Herald of Canada.

City vehicles may feature the City's logo.

5. Chain of Office

The central medallion on the Chain of Office will be displayed in the front of the chain and will depict the City's full coat of arms either in colour or monochrome line engraving. The coat of arms may also be accompanied by the City's name or approved logo. Where possible the City's official colours will be incorporated into the Chain of Office. The Chain of Office may be worn by the Mayor of the City of White Rock on official occasions such as the inaugural Council Meeting, official Council portraits, and other special ceremonies and events.

6. Flag

The City has a second coat of arms for its flag as granted. The original hand sewn flag is kept by the City, but duplicates will be available for loan to community groups and organizations on request and submission of a \$100 refundable deposit on return in good condition. The coat of arms flag may be purchased for current retail price plus 10%.

7. Shield

Colour representation of the shield of the arms can appear on ties, scarves, badges, etc.

8. Decorative Uses

Lapel pins, key chains, pens, commemorative plates, medallions, etc. for use by members of Council, senior staff and presentation to visitors, etc. can feature the Coat of Arms, Shield, or the City's logo. It is permissible to include the city's name in a line beneath or in a circle around the design.

9. Commercial Uses

The City of White Rock Coat of Arms will not be made available for use in commercial enterprises.

City's logo may be used in commercial enterprises subject to the following conditions:

- a) Prior approval from Council;
- b) Submission of a sample product containing the reproduction of the City's logo.

Rationale:

As the Coat of Arms is a Registered Trademark, this Policy will ensure the Coat of Arms is only used in a manner that City Council is aware of and have approved.

Coat of Arms:



City of White Rock Logo:





POLICY TITLE: MOURNING THE PASSING OF A MEMBER OF THE ROYAL FAMILY

POLICY NUMBER: COUNCIL – 170

<i>Date of Council Adoption:</i> May 10, 2021	<i>Date of Last Amendment:</i> xx
<i>Council Resolution Number:</i>	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 26, 2021

Policy:

Canada is a constitutional monarchy. As a constitutional monarch, The Queen, [Canada's Head of State](#), remains a fundamental part of Canada's system of government and our sense of identity.

As the living embodiment of [the Crown](#), Her Majesty unites Canadians giving a collective sense of belonging to our country and anchors our sense of national identity and pride. New Canadians swear allegiance to The Queen, as do Members of Parliament and the Legislatures, military and police officers.

The Royal Family

Members of the Royal Family support The Queen in her many state and national duties, as well as carrying out important work in the areas of public and charitable service and helping to strengthen national unity and stability.

The Queen's close family are her children, grandchildren and their spouses, and The Queen's cousins (the children of King George VI's brothers) and their spouses.

Process:

The City of White Rock will offer condolences on behalf of Council in the event of the passing of a member of the Royal Family, as defined at this link: [The Role of The Royal Family | The Royal Family](#).

Below are the approaches the City would take on behalf of residents to express the sense of loss for the Royal Family member and gratitude for the role played by that member:

Letter of Condolence

This letter would be written from the Mayor of White Rock on behalf of White Rock City Council and sent to the lead reigning member of the Royal Family.

[Royal Mail: How to Write to the Royal Family
www.royal.uk/contact](http://www.royal.uk/contact)

City Hall Flags at Half-Mast

At City Hall and flags at other City buildings would be brought to half-mast from the news of the passing of a member of the Royal Family until sunset the day of the funeral. That will be communicated using social media and reflected in the City's media release, posted on the City's website.

News release

The City will issue a media release offering condolences, gratitude for service and a quote from White Rock's Mayor.

Royal Standard colours on the Pier

The City will light the White Rock Pier with the colours of the Royal Standard, appropriate for the member of the Royal Family that has passed, or in royal blue. This would last for at least two (2) days—the day of announcement of the passing and until sunset the day of the funeral.



Queen Elizabeth II's standard

Social media

The City would express its sympathy using social media channels, using the official account and hashtags related to the Royal Family.

twitter.com/royalfamily
[instagram.com/theroyalfamily](https://www.instagram.com/theroyalfamily)

Virtual Book of Condolences

The City would establish a Virtual Book of Condolences using the Talk White Rock platform or link to a book created by the Royal Family. The link would be posted on the City's website, available from the home page.

Sources

<https://www.royal.uk/canada>
<https://www.royal.uk/royal-standard>
<https://www.canada.ca/en/canadian-heritage/services/crown-canada/monarch.html>

Rationale:

The purpose of this policy is to provide direction to City of White Rock staff in the event of the passing of a member of the Royal Family. It also gives the public an understanding as to the various steps that will be taken during this time and why.



POLICY TITLE: WHITE ROCK OUTSTANDING CANADIANS ON THE PENINSULA LEGACY PROGRAM

POLICY NUMBER: COUNCIL -125

<i>Date of Council Adoption:</i> December 6, 2010	<i>Date of Last Amendment:</i> June 15, 2015
<i>Council Resolution Number:</i> 2010-533, 2013-082, 2015-214	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

1. White Rock Outstanding Canadians on the Peninsula Legacy Program is the primary program for recognizing the contributions of citizens in making White Rock a successful, vibrant and harmonious community.
2. The number of recipients is 0 - 4 people per term based on nominations received.
3. The announcement of successful nominees will be made during Canada Day festivities on July 1) ~~of every year~~ unless otherwise authorized by City Council.-
4. A selection committee of at least three (3) people will be made up of a citizen appointed by Council, a City Council member, and a representative from the White Rock Museum and Archives (staff or board member). The selection process will focus on the contributions the nominee has made on the establishment, success, health, wellbeing and/or liveability of White Rock. Decisions of the selection committee shall be final.
5. Nominations will come from the general public. Nominees must either currently reside on the Semiahmoo Peninsula or have resided on the Semiahmoo Peninsula in the past.
6. The public will be notified of the nomination process and must have nominees submitted by May 1 for inclusion into the program.
7. Nominations must be submitted with a completed nomination form and an accompanying biography of the nominee of approximately 250 words.

8. Nomination forms and the announcement of successful recipients will be made available on the City of White Rock website. Nomination forms will also be available at City of White Rock facilities. (Appendix A)
9. The Manager of Communications and Government Relations ~~Officer~~ will manage the program, develop public notices, support materials and media relations and will include the White Rock Museum and Archives staff for historical nominees and support materials.
10. The White Rock Living Legacies Book will be housed in the City of White Rock City Hall and will be updated with new recipients. ~~on an annual basis.~~
11. Individuals awarded the “Freedom of the City” will automatically be inductees in the White Rock Living Legacies Book.

Eligibility/Criteria:

1. Open to all current or former residents of the Semiahmoo Peninsula who have made a contribution of an outstanding nature to the well-being of White Rock. Contributions may be related to arts, culture, environment, business and commerce, humanities, recreation, community service, education, health or medical fields.
2. The contribution must be voluntary, but can be related to a matter in which the individual has expertise through training, work experience, or education.
3. Employees of the City of White Rock and individuals on City of White Rock committees, boards, and agencies are eligible provided their contribution is not an extension of their role as an employee.
4. Self-nominations will not be accepted.

Rationale:

This policy for the White Rock Outstanding Canadians on the Peninsula Legacy Program is established to ensure that the City of White Rock has processes in place for this valuable citizen recognition program. It includes methods by which the public will be informed and encouraged to participate, the nomination process, the criteria for nominees and the principals involved in the selection committee. Recipients of the White Rock Outstanding Canadians on the Peninsula Legacy Program can be publically recognized at a prominent event, Canada Day, for the important contributions they have made to White Rock. The award will be offered once a term to continue the prestige of the program.



White Rock Outstanding Canadians on the Peninsula Legacy Program Nomination Form

Name of Nominee(s): _____

Address: _____

Phone Number: _____ Email address: _____

Number of years residing on Semiahmoo Peninsula: _____ Is this award posthumous? _____

Is the nominee a community historical figure? _____

Please explain why you are nominating this person: _____

What is their major contribution made to White Rock? _____

What is the current age of the nominee? _____ Are they aware of this nomination? _____

Please attach a 250 word (approx.) biography of the nominee and include their educational background, number of years residing in White Rock, what brought them to the community, work and volunteer backgrounds and their contributions made to the community.

Nominations are required to be submitted to the City of White Rock by May 1st to be included in the selection process. Recipients will be announced on Canada Day, July 1st.

Name of Nominator: _____

Phone number: _____ Email: _____

Date: _____ Signature: _____

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(Attn: Communications Officer) Phone for info: 604.541.2114

UPDATING & STRENGTHENING WHITE ROCK'S TREE PROTECTION & MANAGEMENT

EXECUTIVE SUMMARY

In July 2019, Council requested the Environmental Advisory Committee (EAC) to review White Rock's principal tree management instruments, *Tree Management Bylaw 1831 and Tree Management on City Lands Policy 611*. The record of this referral underscores Councillors' concerns regarding both decision-making processes and the effectiveness of the City's tree protection efforts – the latter against the background of City and Metro assessments documenting a serious decline in White Rock's tree canopy over the past two decades.

Over the course of 18 meetings beginning in September 2019 (interrupted by a 6 month recess due to COVID-19) the Committee has developed 19 recommendations designed to:

- Clarify the stated purposes of the City's tree management regulations and policies,
- Update and strengthen the norms or standards in place to achieve those purposes, and
- Improve, and enhance transparency in, procedures for implementation of the norms, including through arrangements to strengthen Council oversight and accountability.

In sum, the Committee has concluded that a comprehensive approach, including important changes to existing regulations and policies, underpinned by sustained attention from City officials and elected representatives, offers the only realistic hope of reversing the loss of trees and canopy in White Rock.

Consequently, most recommendations contemplate amendments to Bylaw 1831 or Policy 611: any such amendments would require preparation by City Staff of formal drafts for consideration by Council. Others recommend that Staff undertake further work and prepare possible additional proposals, including measures to strengthen tree protection through zoning and planning regulations and procedures.

The *Draft Resolution for Council's Consideration*, at pages 2 to 4, is hereby presented as a possible Council decision document, providing a framework for Council to:

- a) Review the Committee's recommendations, with a clear focus on the ultimate decisions it is being invited to consider, ie, Bylaw or Policy amendments;
- b) Direct Staff to initiate implementation steps for those recommendations with which it agrees.

The *Background, Analysis and Recommendations* beginning at page 5 provide a detailed account of the Committee's review and thus constitute essential reference material for Council. Consequently, the EAC has requested that the full report be placed before Council when it considers this matter. [Square-bracket citations R1 to R19 in the Draft Resolution refer to the full text of the recommendations as provided in EAC's Report.]

Final Council decisions on any proposed Bylaw or Policy amendments will of course be taken only if and when Council adopts the draft instruments eventually prepared by staff.

The EAC stands ready to provide any further advice Council might request as it considers this matter.

In concluding, the EAC expresses its appreciation to City Staff for the support and advice they have provided throughout this review process. The exceptional expertise and commitment they have demonstrated should stand Council in excellent stead as it undertakes to strengthen White Rock's tree protection and canopy enhancement efforts.

DRAFT RESOLUTION FOR COUNCIL'S CONSIDERATION

White Rock City Council:

Recognizing the critical role played by trees on both private and public lands in maintaining the health of ecosystems and the quality of human habitats in urban settings,

Concerned by the loss of trees and decline of tree canopy that have occurred over the past decades in White Rock, particularly on private lands,

Determined to strengthen the City's efforts to protect its trees and preserve and enhance its tree canopy, and

Having considered the Report of the Environmental Advisory Committee titled "Updating and Strengthening White Rock's Protection and Management of Trees",

1. Directs staff to prepare for Council's consideration a proposed revision of *Tree Management Bylaw 1831*, based on the EAC's recommendations, to:

- a) Change the title of the Bylaw to "*White Rock Tree Protection Bylaw*". [R3]
- b) Reduce the minimum size for the definition of "*protected tree*" to a trunk DBH of 20 cm or less. [R5]
- c) Provide that "significant trees" on private or City lands, to be defined pursuant to a "Significant Tree Policy" to be developed and presented to Council by Staff, will not be removed for other than safety reasons or as approved by Council. [R6]
- d) Remove fruit trees, alders and cottonwoods from the definition of "lower value trees". [R7]
- e) Authorize the utilization of tree replacement security and deposit revenues for a broadened range of activities to enhance and protect the City's tree canopy. [R12]
- f) Incorporate Policy 510's provisions regarding notice to adjacent property owners and applicant appeals for Type 2 permit applications and extend these provisions to Type 3 applications, as well as incorporate Planning Procedures Bylaw 2234's appeal provisions. [R14(a), R18(a)].
- g) Require that notice of, and opportunity to comment on, any application or proposal to remove a "City tree" be provided to property owners within 100 metres of the affected tree at least 14 days in advance of a decision. [R15]
- h) Establish International Society of Arboriculture (ISA) certification as the sole and exclusive credential in the definition of "arborist". [R16(a)]
- i) Require that City Arborists visit and inspect all sites under consideration for a tree permit. [R16(b)]
- j) Provide that only City Staff or agents are allowed to remove or plant trees on City lands. [R16(c)]
- k) Establish explicit criteria for approval of Type 2 and Type 3 permits and to govern decisions by officials regarding the management of trees on City land, taking into account the provisions of Policy 510 and best practices in other jurisdictions. [R17(a)]
- l) Incorporate any amendments, consistent with the EAC's recommendations, that may be needed to ensure currency and clarity and consistency with other bylaws and policies. [R19]

2. Directs staff to prepare for Council’s consideration a proposed revision of *Tree Management on City Lands Policy 611*, based on the EAC’s recommendations, to:

- a) Change the title of the Policy to *"Tree Protection, Canopy Enhancement and Management on City Lands"*. [R4(a)]
- b) Revise the Section 1 Policy Statement to read as follows: “Policy: In managing trees on City land, it is the priority of the City of White Rock to protect existing trees and increase the number of healthy trees and amount of tree canopy and thus enhance and ensure the sustainability of the City’s urban forest and realization of the environmental and esthetic benefits it provides. In this context, the interest of property owners in preserving or restoring private views obstructed by City trees will be addressed through a procedure described in Annex I to this Policy.” [R4(b)]
- c) Insert in Section 3 “Management of City Trees”, a new clause 3(a)1 specifying an additional statement of purpose to read as follows: “For the overriding purposes of protecting existing trees and increasing the number of healthy trees and amount of tree canopy”. [R4(c)]
- d) Transfer the provisions of Sections 5, 6, 7 and 8 to an Annex to the Policy. [R4(d)]
- e) Limit the criteria under which applications for pruning, crown thinning, or width reductions are approved to those where the property owner has clearly demonstrated that the tree has increased in size to completely obscure a previously existing view from the applicant’s property. [R4(e)]
- f) Prohibit the topping or removal of city trees for the re-establishment of views. [R4(f)]
- g) Remove references to "narrow corridor" and "single object" views in the definition of “view/view corridor”. [R4(g)]
- h) Allow for the siting, species selection, and planting of new or replacement trees on City lands in all locations where future growth is not expected to completely obscure established views. [R4(h)]
- i) Provide that “significant trees” on City lands, to be defined pursuant to a “Significant Tree Policy” to be developed and presented to Council by Staff, will not be removed for other than safety reasons or as approved by Council. [R6]
- j) Require that, when the City is evaluating initiatives that might result in tree removal on City lands, all possible ways to protect the trees should be considered, and specify ambitious replacement requirements for trees that must be removed. [R8]
- k) Require that notice of, and opportunity to comment on, any application or proposal to remove a “City tree” be provided to property owners within 100 metres of the affected tree at least 14 days in advance of a decision. [R15]
- l) Require that City Arborists visit and inspect all sites under consideration for a tree permit. [R16(b)]
- m) Incorporate criteria established in the revised Bylaw 1831 to govern decisions taken by officials regarding the management of trees on City lands. [R17(b)]
- n) Incorporate any amendments, consistent with the EAC’s recommendations, that may be needed to ensure currency and clarity and consistency with other policies and bylaws. [R19]

3. Further directs staff to:

- a) Develop proposals to give tree preservation and canopy enhancement greater and more explicit priority in zoning and planning regulations and procedures throughout the City. [R1]
- b) Develop proposals for the adoption of an explicit canopy recovery target (eg, 27% canopy coverage by 2045), for increasing the currently projected maximum number of trees (2500) that can be planted on City land, and for increasing lands on which the City can plant additional trees to help meet the target. [R2(a)]
- c) Investigate and report to Council on means to prevent the removal of or interference with trees, and to facilitate the planting of trees, by the City and BNSF on BNSF lands. [R2(c)]
- d) Review regulations and policies concerning “significant trees” and “heritage trees” and establish a consolidated definition of “significant tree”, a “Significant Tree Policy” and a “Significant Tree Registry”. [R6]
- e) Review fees, securities, cash-in lieu requirements, replacement values and quotas, and fines to ensure they are commensurate with best practices conducive to preserving and increasing the number of healthy trees and the amount of tree canopy in the City. [R9]
- f) Review and present any appropriate advice to Council regarding methods and resources employed to ensure effective enforcement of Bylaw 1831 and Policy 611. [R10]
- g) Maintain a record of contractors that contravene Bylaw 1831 or Policy 611 and take steps to ensure that such contractors are not hired by the City, that relevant fines are levied on them, and/or that their business licences are suspended or revoked. [R11]
- h) Review and improve methods by which residents and property owners are informed of the importance of tree preservation and the requirements of Policy 611 and Bylaw 1831, and how to notify the City when they believe the Policy and Bylaw are being contravened. [R13]
- i) Establish International Society of Arboriculture (ISA) certification as the sole and exclusive credential required for a business licence as an arborist. [R16(a)]
- j) Develop amendments to Planning Procedures Bylaw 2234 to require that all corporate and Advisory Design Panel reports and recommendations to Council regarding planning and development on private lands include a description of implications for tree protection and canopy enhancement. [R18(b)]
- k) Develop revisions to City policies and procedures, including Policy 611, to prescribe that:
 - (i) All corporate reports and recommendations presented to Council regarding works to be conducted on City lands include a section describing any implications for tree protection and canopy enhancement.
 - (ii) All members of Council be informed at least 14 days before the proposed removal of any “City tree”.
 - (iii) Any member of Council objecting to measures arising under subparagraphs (i) and (ii) may request a Council discussion and decision on the matter. [R18(c)]

4. Decides to:

- a) Monitor progress in achieving canopy recovery targets and tree planting goals through annual Tree Canopy Reports to Council that include statistics regarding tree permit applications; actions taken by the City in the management of tree on City lands including the use of revenues from tree permits and tree protection securities; and an analysis of trends and implications for the effectiveness of the City’s tree protection and enhancement efforts. [R2(b), R14(b) R18(d)]
- b) Conduct, on an annual basis, a public discussion of Tree Canopy Reports prepared by staff. [R18(d)]

BACKGROUND

On July 22, 2019, Council requested the EAC to review the City's two principal tree management instruments. This referral originated in a July 8 Governance and Legislation Committee meeting in which Councillors **expressed two basic concerns:** First, discussing a recent controversial tree removal on City land, Councillors raised questions about the **process** of tree management decision making, and particularly the adequacy of consultations or communications with Council when staff takes significant or potentially high-profile tree removal decisions. Council thus requested EAC views and recommendations "*in regard to Council oversight of trees before they are taken down.*" Second, this discussion quickly expanded into concerns and calls for "serious rethinking" about the **effectiveness and outcomes** of current tree management legislation and policy as evidenced by City's declining tree canopy coverage and the impact thereof on drainage, slope stability and overall environmental conditions. Council, therefore, also requested recommendations "*from an environmental perspective/protecting our environment*".

Council's environmental concerns were subsequently validated in the Tree Canopy Plan presented to Council on September 9 (updated November 4), 2019, which cited a **decrease in canopy, mostly on private lands, from 25% in 1997 to 19% in 2014.** A 2019 Metro Vancouver report cited higher figures (23%, due to acknowledged methodological differences), but the significant downward trend was the same. White Rock held the 13th least enviable position among Metro's 21 municipalities as regards both tree canopy coverage (23% versus 32% regional average) **and impervious surface area** -- a critical indicator of ecological health and vulnerability to the impact of extreme weather and climate change -- 61% impervious coverage versus 50% regional average.

The instruments specifically referred to the EAC are

Tree Management Bylaw 1831, which regulates the treatment of trees on private property.

- As in most municipalities, this is done primarily by requiring homeowners or developers to obtain a permit to cut or remove "protected trees" -- currently defined as those larger than 30 cm. (approx. 12 in.) in diameter at breast height (DBH), plus certain species and nesting trees of any size.
- Permits entail a sliding scale of application fees and a range of tree replacement or protection conditions with corresponding security deposits, depending on the nature of the application: removal of a dead or hazardous tree (Type 1 Permit), removal of an "unwanted" tree (Type 2), or cutting or removal of a tree or critical roots in connection with an application for a Demolition or Building Permit (Type 3).
- A subsidiary policy, *Planning and Services Policy 510*, elaborates on criteria for considering Type 2 applications ("unwanted" trees). On 9 March 2020, Council adopted staff-initiated amendments to tighten these criteria.

Tree Management on City Lands Policy 611, which outlines the City's approach to managing trees on City lands, proclaimed the exclusive reserve of City staff or agents.

- The basic policy is to trim, prune or remove trees only for health or safety reasons, to maintain slope stability, to control invasive species, or as part of a parks or right-of-way redevelopment.
- However, the policy also authorizes steps to maintain views from City viewpoints and defines terms and conditions under which citizens may request the City to consider pruning or removing such trees to restore a previously established view from their property.
- *Operations Department Policy 612* provides additional elaboration on City practice regarding Dangerous Tree Removal. In late 2019, the City was advised of new WorkSafe BC requirements for more immediate action to address risks created by dangerous trees. As a result, the Committee was informed that an updated Policy 612: Dangerous Tree Removal would be brought forward to Council. This policy includes procedures for dealing with property owners in cases where high risk situations have been identified.

Policy Context: A crucial touchstone for any review of tree management legislation or policy in BC is a municipality's Official Community Plan (OCP). White Rock's current OCP (adopted in 2017) includes a number of principles, policies and guidelines focussed on tree protection. These include:

- Commitments to various measures to enhance tree canopy (Principle 6, Policy 15.2),
- The objectives of "adopting and adhering to an Urban Forest Management Plan (UFMP) and requiring development projects to be designed with the intent of preserving and protecting mature, healthy trees." (Policy 12.2.2); and
- Development Permit Area (DPA) Guidelines to increase the quantity and/or enhance the protection of trees in all DPAs.

As part of the OCP Review initiated following the 2018 municipal elections, Council's Land Use and Planning Committee directed staff in September 2020 to propose implementing mechanisms for a number of recommendations to promote the greening of the Town Centre. These included the establishment of site requirements for tree canopy coverage, species mix, pervious areas, and continuous soil coverage as well as green building standards. Due to delays and resource challenges caused by the COVID-19 crisis, the scope of the OCP review exercise was recently reduced to exclude further immediate work on the "Greening of the City [beyond the Town Centre]" among other themes. At the same time though, Council adopted an updated set of Strategic Priorities among which "improving environmental stewardship" was introduced as the second of six new priorities for the balance of Council's term. Within that context, this EAC review, focused on "protect[ing] and increas[ing] tree canopy and enhanc[ing] greenspace, was specified as a "high priority".

ANALYSIS AND RECOMMENDATIONS

The EAC considered this referral, often as its leading or only substantive agenda item, over the course of 18 meetings from 5 September 2019 to 21 January 2021. The analysis and recommendations outlined in the following pages attempt to come to grips with three fundamental sets of questions:

- A. **Purposes and priorities:** Are the purposes of our tree management legislation and policies consistent with and achievable in the context of broader City goals and policies? Are the purposes, and the relative priorities among them, appropriately and clearly conveyed in the language of the instruments? The recommendations here address aspects of higher-level or broader City strategies and issues including zoning and planning regulations and procedures, UFMP and the OCP Review, and trees on railway lands, and propose clearer and stronger statements of purpose for Bylaw 1831 and Policy 611.
- B. **Norms: Are the rules and standards** established by the instrument adequate to advance or achieve the agreed purposes and priorities? Recommendations here address approaches to "protected", "significant", "heritage" and "lower value" trees as well as tree replacement requirements.
- C. **Implementation:** Are the practices and procedures employed to advance the purposes and apply the norms effective and appropriate? Recommendations here address compliance and enforcement measures (fees, fines, securities), use of revenues, public education, notice requirements and decision-making procedures and criteria including the role of Council.

A: PURPOSES AND PRIORITIES (Analysis and Recommendations)

1. Higher Level and/or Broader Policy Directions and Instruments

- **Strengthening Tree Protection in Zoning and Development Regulations and Procedures**

The objectives and proposed actions reflected in both the current OCP and the ongoing OCP Review exercise underscore the importance assigned by the City's government and citizens to the goals of tree protection and preventing or reversing tree canopy loss in White Rock. And with most of the City's canopy loss attributed to private development (cf. the September 2019 Tree Canopy Plan), they also highlight the critical reality that **Bylaw 1831 and Policy 611 cannot alone meet these challenges**. Against this background, Council's Land Use and Planning Committee has approved a number of measures to promote greening of the Town Centre through zoning and planning regulations that might also be extended to other Development Permit Areas. Accordingly, while the Committee has not given detailed consideration to the City's zoning bylaw or procedures in the course of this review:

R1. The EAC recommends that, in the context of the ongoing OCP and Zoning Bylaw Reviews, staff be directed to develop proposals to:

- (a) **give greater and more explicit priority to tree preservation in the requirements set by zoning and planning regulations across all Development Permit Areas.**
- (b) **give more explicit attention to tree preservation and canopy enhancement in the procedures governing the application of planning and zoning requirements. This could be achieved by amending Planning Procedures Bylaw 2234 to require mandatory consideration -- and written record -- of implications for tree protection and canopy enhancement in all relevant Advisory Design Panel and Planning Department deliberations, decisions and recommendations to Council.**

- **Urban Forest Management Plan/OCP Review/Canopy Recovery Targets/Trees on Railway Lands**

The goal of an Urban Forest Management Plan (UFMP) was identified in OCP 2017 (Section 20.2) as a short-term priority to be completed in 1 to 2 years. The process of developing such a plan had actually been launched in June 2015: the published report of a consultant-led workshop at that time is very instructive on the benefits of urban trees, the distribution of our current tree canopy, and strong public support for policies and laws to increase canopy; and it proposed a target of 27% canopy coverage for White Rock by 2045. Since 2015 however, no further work to develop a UFMP appears to have been done, and completing the exercise was identified as only a “low priority” in Council’s recent update of its Strategic Priorities for 2021-22 .

The EAC recognizes that resource strains in the wake of COVID-19 militate against resuming a conventional standalone UFMP strategy exercise. However this should not necessarily preclude adopting the basic principles and targets generated by the 2015 exercise.

Finally, in light of concerns about past actions affecting trees on federally regulated railway lands within City boundaries, the Committee encourages steps to promote the protection of trees and enhancement of tree canopy on such lands in the future.

Against this background,

R2. The EAC recommends that:

(a) Council endorse the key objectives and targets developed in the 2015 UFMP exercise by:

- (i) recognizing that trees on both private and public lands are essential components of the urban forest and ecology of the City;**
- (ii) setting an explicit canopy recovery target (eg, 27% canopy coverage by 2045);**
- (iii) committing to increase the currently projected maximum number of trees (2500) that can be planted on City land; and**
- (iv) directing staff to develop strategies for increasing lands on which the City can plant additional trees to help meet the target.**

(b) Progress in achieving these objectives and targets should be monitored through the presentation of annual Tree Canopy Reports to Council (see Recommendation R14b and R18d).

(c) Council direct staff to investigate and report to Council on means to prevent the removal of or interference with trees, and to facilitate the planting of trees, by the City and BNSF on BNSF lands.

2. Purposes and Priorities of Bylaws and Policies

- **Clarifying Purpose of Bylaw 1831**

Bylaw 1831 is currently entitled “White Rock Tree Management Bylaw”. This report includes a number of substantive amendments to strengthen the Bylaw’s effectiveness in protecting trees. At the same time, EAC believes the far-reaching importance of tree preservation, as reflected in the OCP and recognized by environmental science, could be better conveyed at the outset through a simple rebranding amendment mirroring practice in many other jurisdictions:

R3. The EAC recommends that the title of Bylaw 1831, currently entitled "White Rock Tree Management Bylaw", be changed to "White Rock Tree Protection Bylaw".

- **Clarifying and Aligning Purposes and Priorities of Policy 611**

The Committee suggests a similar update of the title of Policy 611, currently entitled “Tree Management on City Lands”. At the same time, the EAC recommends updating the stated purposes of Policy 611 to establish a more appropriate balance between the dual stated purposes of tree protection and preservation of private views:

- The Policy statement in 611 currently reads: *It is the policy of the City of White Rock to manage, preserve and enhance trees on City lands while taking into consideration established views from White Rock properties and scenic views in the City. The long-term objective is to ensure the sustainability of the City's urban forest assets by increasing the number of healthy trees and amount of tree canopy in the City, without negatively impacting established views that are important to City of White Rock property owners and the City.*
- It is an important challenge for any municipal tree protection regime to find an appropriate balance between the public interest and environmental imperative of protecting trees and private rights to the use and enjoyment of private property. The Committee recognizes the importance of efforts to protect views in White Rock. OCP 2017 commits to "celebrating views" as a central element of the City's distinctive character and outlines some appropriate measures to protect sea views through building permit restrictions and street planting species.
- The Policy 611 procedure for citizens to request pruning or removal of trees on City land to restore a view from a private property is rarely invoked (1 case in the past 2 years). However, the primacy of the goals of tree preservation and canopy enhancement, as underlined in the OCP and recognized by environmental science, is not well reflected in the Policy's current text, which characterizes the goals of tree and canopy preservation as "long-term objectives" and gives undue profile to the procedure to restore private views.
- Furthermore, and quite inappropriately, the current procedure entails less stringent criteria than those applicable to property owners wishing to remove a tree on their own property to restore a view: Policy 510, as amended by Council in March 2020, specifies that such a view must be completely obstructed to qualify for consideration of a permit.

Against this background,

R4. The EAC recommends that Policy 611 "Tree Management on City Lands" be amended as follows:

- Change its title to "Tree Protection, Canopy Enhancement and Management on City Lands."**
- Amend Section 1 to read as follows: "Policy: In managing trees on City land, it is the priority of the City of White Rock to protect existing trees and increase the number of healthy trees and amount of tree canopy and thus enhance and ensure the sustainability of the City's urban forest and realization of the environmental and esthetic benefits it provides. In this context, the interest of property owners in preserving or restoring private views obstructed by City trees will be addressed through a procedure described in annex 1 to this Policy."**
- In Section 3 "Management of City Trees" insert an additional clause (a.1) as follows: "(a) The City manages trees on city lands: 1. For the overriding purposes of protecting existing trees and increasing the number of healthy trees and amount of tree canopy."**
- Move Sections 5, 6, 7 and 8 to an annex to the Policy.**
- Limit the criteria under which applications for pruning, crown thinning, or width reductions are approved to those where the property owner has clearly demonstrated that the tree has increased in size to completely obscure a previously existing view from the applicant's property.**
- Prohibit the topping or removal of city trees for the re-establishment of views.**
- Remove references to "narrow corridor" and "single object" views in the definition of "view/view corridor".**
- Allow for the siting, species selection, and planting of new or replacement trees on City lands in all locations where future growth is not expected to completely obscure established views.**

B. DO THE NORMS ADEQUATELY ADVANCE THE PURPOSES AND PRIORITIES?

(Analysis and Recommendations)

1. Trees Protected by Bylaw and Policy

- **Size Standard for Protected Trees**

On private property, Bylaw 1831 requires owners to secure permits to remove “protected trees”, defined as trees with trunks greater than 30 cm (approx. 12 in.) in diameter at breast height (DBH); trees with nests used by certain bird species; and certain special tree species. The 30 cm criterion is still used in some municipalities and appears to have been a widely used historical standard. However, the only municipalities now using this standard in Metro Vancouver are White Rock, Surrey, North Vancouver District and Langley Township. A 20 cm standard (8 in.) is used in at least 9 Metro municipalities including Vancouver, Coquitlam, Burnaby, Delta, New Westminster and Richmond. Port Coquitlam uses 15 cm (6 in.) and Port Moody protects trees larger than 10 cm (4 in.) in many zoning areas including all stratas. The Committee recognizes that reducing our current size limit would increase costs to residents and the City. However, noting that it takes at least 20 years for most trees to add appreciably to the canopy and considering the relatively poor and declining state of our canopy, we do not believe that the existing 30 cm standard is consistent with the City's goal of reversing canopy loss. Accordingly,

R5. The EAC recommends that the minimum size for the definition of "protected tree" in Bylaw 1831 be reduced to a trunk DBH of 20 cm or less.

- **Significant Trees**

A “*significant tree*” is defined in Policy 611 “as any tree on City land that is of particular significance to the City, due to landmark value, cultural, historical, ecological or social import and has been included in the Significant Tree Registry of the Significant Tree Policy.” The Policy appropriately declares that no “significant tree” nor any tree on City parkland will be pruned or removed in response to a view restoration request. However, Bylaw 1831 includes no provisions mandating protection of “significant trees”. At the same time, there is no apparent record of any Significant Tree Policy, Registry, procedure for designating a “significant tree”, nor indeed of any tree having been so designated. Bylaw 1831 does provide for the designation of “heritage trees ... of cultural or historical value to the City”, and in 2001, the City adopted *Heritage Tree Policy 607* including criteria and a procedure for designating such trees. However, the procedure appears to be widely unknown and even less employed: in almost 20 years, only one tree has received heritage designation. Addressing this issue has been identified as a “high priority” in Council’s recently updated Strategic Priorities. Against this background,

R6. The EAC recommends that the regulations and policies concerning “significant trees” and “heritage trees” be reviewed and rationalized by establishing a consolidated definition of “significant tree”, a “Significant Tree Policy” and a “Significant Tree Registry” applicable to trees on both public and private lands. These should draw on criteria and procedures derived from best practices in other municipalities and relevant provincial guidelines. Bylaw 1831 and Policy 611 should be amended to make clear that “significant trees” of any size will not be removed for other than safety reasons or as approved by Council.

- **Lower Value Trees**

Bylaw 1831 includes a definition of “lower value trees” - those with structural or health issues as well as any fruit trees, alders or cottonwoods - for which reduced tree replacement requirements apply when a removal permit is issued. Following discussions with the City Arborist, the Committee agrees there is no convincing arboricultural need or justification for designating healthy trees of any species as “lower value”. Accordingly,

R7. The EAC recommends that Bylaw 1831 be revised by removing fruit trees, alders and cottonwoods from the definition of “lower value trees”.

2. Tree Replacement Requirements

- **On Private Lands**

As noted above, under Bylaw 1831, in most cases where “protected trees” are removed from private lands, there is a requirement to plant new, “replacement trees” and/or to make cash-in-lieu payments for the City to plant trees elsewhere. **The Committee supports this policy. However, the City Arborist has acknowledged that, once a tree is planted, it will in most cases take over 20 years before it can actually add significantly to the tree canopy and yield the environmental benefits provided by the removed mature tree. This underscores the crucial, over-riding importance of pursuing ambitious canopy enhancement goals and maximizing the normative protections for existing trees through the various means suggested elsewhere in this report.**

- **On City Lands**

Policy 611 includes applicant-funded replacement requirements when requests to restore a private view are approved. There is however no requirement for replacement when the City decides it must remove a City tree for other reasons, such as construction of a public facility or road reconstruction. Therefore,

R8. The EAC recommends that Policy 611 be revised to:

- (a) require that, when the City is evaluating initiatives that might result in tree removal on City lands, all possible ways to protect the trees should be considered; and**
- (b) if they must be removed, ambitious replacement requirements should be specified.**

C. APPLICATION AND IMPLEMENTATION OF NORMS AND POLICIES

(Analysis and Recommendations)

1. Encouraging and Securing Compliance by Private Property Owners and Contractors

Any regulatory regime designed to influence private behaviour requires a careful **calibration of both the costs of compliance and the consequences of non-compliance**. High costs associated with compliance may discourage some people from adhering to the bylaw, and lax enforcement or low fines may not be sufficient deterrents. Bylaw 1831 is enforced, and violations identified, by Bylaw Officers, City Arborists and other staff. It is unknown, however, how many violations go undetected, and it would be helpful for residents to know who to call if they observe what appears to be a violation. In addition, if private firms are caught cutting or removing a tree illegally, there should be significant consequences such as revocation and/or non-renewal of their business licence. The EAC has not conducted an in-depth analysis of the adequacy and effectiveness of the fees, fines and security requirements associated with the application of Bylaw 1831 or Policy 611, or of the methods and resources employed for their enforcement. But a review of these elements should accompany the updating of the purposes and norms underpinning of these instruments. Accordingly,

R9. The EAC recommends that Council direct staff to review the current fees, securities, cash-in-lieu requirements, replacement values and quotas, and fines related to tree removal and replacements to ensure they are commensurate with best practices conducive to achieving the goals of maintaining and increasing the number of healthy trees and the amount of tree canopy in the City.

R10. The EAC recommends that Council direct staff to review the sufficiency of the methods and resources employed to ensure effective enforcement of Bylaw 1831 and Policy 611.

R11. Considering the central role played by private contractors in the management of trees on private property, the EAC recommends that staff maintain a record of contractors that contravene Bylaw 1831 or Policy 611 and take steps to ensure that such contractors are not hired by the City, that relevant fines are levied on them, and/or that their business licences are suspended or revoked.

- **Utilization of Revenues from Tree Replacement Securities and Deposits**

Bylaw 1831 (Part 7, para 7) currently provides that revenues from tree replacement cash-in-lieu arrangements and from forfeited tree replacement securities may be used by the City to plant and/or maintain trees on City lands. Staff indicated that it is sometimes a challenge to find sufficient tree planting opportunities on City lands to utilize all available revenues, but there are other activities to enhance and protect the tree canopy that could in some circumstances benefit from the utilization of available revenues. While planting of new trees on city lands should remain the priority, other qualified activities could include: care and maintenance of trees on City lands, the development of programs to encourage and support the planting of additional trees on private lands, and public education on the importance of enhancing and protecting trees and the tree canopy.

R12. The EAC recommends that Bylaw 1831 be amended to permit the utilization of tree replacement security and deposit revenues for a range of activities to enhance and protect the City’s tree canopy, including: the planting of trees on City lands, care and maintenance of trees on City lands, programs to encourage and support the planting of additional trees on private lands, and public education on the importance of enhancing and protecting trees and the tree canopy.

- **Public Education**

Public education can also play a role in securing compliance with tree protection regulations. Unfortunately, many people do not have an adequate appreciation for the importance of preserving trees, know about or understand the relatively complex regulations and policies, or know how to report bylaw violations that they observe. Although the City has user-friendly brochures, such as “Guide to the Tree Management Bylaw” and “Tree Protection Guidelines”, information about tree protection and City requirements might reach a broader audience through the City website or publications such as inserts in property tax notices. Such information could include the personal health benefits to individuals and their families from maintaining trees on their private property as well as the City’s bylaw enforcement hotline. To these ends,

R13. The EAC recommends that Council direct staff to review and improve the methods by which residents and property owners are informed of the importance of tree preservation and the requirements of Policy 611 and Bylaw 1831, including the use of new tools for dissemination and for residents to notify the City when they believe Bylaw 1831 or Policy 611 are being contravened.

2. Notice and Communications with Interested Third Parties on Specific Cases

- **Public Notice and Third-Party Communications regarding Trees on Private Land**

Existing Requirements: Bylaw 1831 (Part 6, paras 2, 3, 4) requires that applications for permits affecting “shared trees” include a letter from the adjacent property owner agreeing to the proposed removal. The Committee considers that this requirement is appropriate and should be retained. For trees situated entirely on an applicant’s land:

- Prior to deciding on a Type 2 application (“unwanted trees”), Policy 510 (para 3) prescribes that the City write adjacent property owners seeking their comments by a specified date. This affords useful input for City staff in considering the merits of an application, but implies no third party rights to appeal the issuance of a duly approved permit.
- Prior to deciding on a Type 3 application: the application is considered alongside the associated demolition or building permit application and is thus subject to all public notice and/or consultation requirements entailed in the City’s Planning Procedures Bylaw 2234.
- Once a permit of any type is issued, Bylaw 1831 (Part 5, para 2) requires the posting of a notice (including a copy of the permit) on the property line of the concerned lot for the duration of the approved work. This publicly signifies that a property owner has met the legal requirements to secure a permit, but it does not imply any third-party rights to contest the work in question. Neither Bylaw 1831 nor Policy 611 establishes any third-party rights to appeal the issuance of a permit.
- When a permit application is refused, Policy 510, para 6 specifies that Type 2 permit decisions may be appealed to Council within 14 days -- but only by the applicant.

The Committee understands that the above-noted practices regarding public and third-party notice are consistent with those of other Metro Vancouver municipalities, and recognizes that creating additional third-party legal rights to oppose or appeal the issuance of a permit would likely be neither practical nor legally sustainable. However, to increase transparency and to bring City practice into line with the BC Community Charter (requiring that all municipal regulation of trees be done through bylaws), we recommend spelling out the notice and appeal provisions of Policy 510 in Bylaw 1831. At the same time, these provisions should be extended to Type 3 (in addition to Type 2) permit procedures.

Additionally, the Committee believes **transparency and accountability in the administration of the tree management permit system might be enhanced by requiring annual reporting to Council** on the numbers of permit applications received, approved, and refused. Such reporting could be included in the previously suggested Annual Tree Canopy Report and would provide a vehicle for Council and the public to monitor the effectiveness of the Bylaw and consider possible improvements when and as warranted. Accordingly,

R14. The EAC recommends that:

- (a) **The Policy 510 provisions regarding notice to adjacent property owners (para 3) and applicant appeals (para 6) be spelled out in Bylaw 1831 and extended to Type 3 (as well as Type 2) applications.**
- (b) **The annual Tree Canopy Report to Council (see R2b and R18d) include statistics regarding tree permit applications (of all Types) received, and approved or refused plus analysis of the consequent trends and implications for the effectiveness of the City's tree protection and canopy preservation and enhancement efforts.**

- **Public Notice and Third-Party Communications regarding Trees on City Land**

Existing Requirements:

- Under Policy 611 (para 6.3.a), applications to trim, prune or remove a tree on City land to re-establish a private view are mailed by the City to all property owners within 30 metres of the tree, along with a form through which recipients may express support or opposition to the application. Para 6.4 specifies that, if clear support is expressed in 65% of responses received within 2 weeks, an application may be approved.
- Policy 611 (para 8) also specifies that requests to prune or remove City trees as part of an application for rezoning, or for development, demolition or building permits, will be treated as Type 3 permit applications pursuant to Bylaw 1831. Notice of such proposals is thus presumably included in any public notice required under the Planning Procedures Bylaw; and, once granted, any permit will be posted for the duration of the permitted work.
- As regards City proposals or decisions taken to remove a tree on City land in any situation other than the foregoing: neither Bylaw 1831 nor Policy 611 specifies any requirements for third party or public notice or consultation.

Recommendation R6 above proposes the development of a new regulation and/or policy concerning “significant trees”, and staff is preparing a revision of *Operations Department Policy 612* regarding Dangerous Tree Removal in light of recent provincial guidance. These instruments should include explicit provisions on public notice and the Committee has no additional comments in this regard. The Committee believes however that **consistent, across-the-board notice requirements should apply to all situations in which removal of a City tree (larger than 6 cm) is contemplated**. In addition, notifying residents within only 30 meters, as is currently set out in Policy 611, is insufficient; instead, a 100 m radius, which is used for many other White Rock city notices, would be appropriate for these notices. Public feedback would then be conveyed by staff to Council when it is advised of the prospective removal as proposed in recommendation R18(c). Consequently,

- R15. The EAC recommends that Policy 611, Bylaw 1831 and the Planning Procedures Bylaw be reviewed and revised as necessary to ensure that notice of, and an opportunity to comment on, any application or proposal to remove a “City tree” for any reason is provided to property owners within 100 metres of the affected tree at least 14 days in advance of a decision.**

3. Roles of Arborists in Decision Making

Bylaw 1831 requires that all private applications for tree management permits be supported by a tree assessment report and recommendation prepared by a private arborist. The current credentials specified for private arborists in the Bylaw include International Society of Arboriculture (ISA) certification, Tree Risk Assessor (TRAQ) certification or membership in the Association of BC Forest Professionals, the latter two of which do not in and of themselves signify the training or skills of a professional arborist. The exclusive credential required in other jurisdictions examined is ISA certification.

The City Arborist plays a critical role in the permit issuance process by reviewing the application and advising the Director of Planning and Development Services on whether and under circumstances a permit should be issued. Bylaw 1831 (Part 10, para 1) authorizes the City to enter and inspect any site that is subject to the Bylaw. While not explicitly required by the Bylaw or city policies, the City Arborist currently does in fact visit all sites that are under permit applications. The Committee believes this practice, including site visits to inspect tree protection barriers, should be explicitly required under the Bylaw 1831 and Policy 611.

Finally, while Policy 611, para 3(b) provides that pruning or removal of a city tree is the sole responsibility of the City or its agents, this restriction is not contained in Bylaw 1831, which the Committee considers necessary to lawfully prohibit unauthorized private actions on City lands.

Against this background,

R16. The EAC recommends that:

- (a) City requirements for a business license as an arborist and the definition of arborist in Bylaw 1831 be amended to provide that International Society of Arboriculture (ISA) certification is the sole and exclusive credential required.**
- (b) Procedures in Bylaw 1831 and Policy 611 be amended to require that City Arborists visit and inspect all sites under consideration before a tree permit is approved.**
- (c) Bylaw 1831 be revised to only allow City staff or agents to remove or plant trees on City lands.**

4. Role of City Officials in Decision Making: Authority and Criteria to Approve Permits

• Decisions re Trees on Private Land

Current Situation:

- Under Bylaw 1831 (Part 4, para 1), the Director of Planning and Development Services enjoys delegated authority to approve or deny applications for Type 1, 2 and 3 permits “if the application complies with the requirements... under Part 6.”
- Part 6 specifies procedural requirements including a range of documents that must accompany applications for each permit type, such as a tree assessment report and a statement of rationale for removal.
- Substantive (as opposed to strictly procedural) criteria for granting a permit are specified only for Type 1 (hazardous tree) permit applications.
- Bylaw 1831 provides no substantive criteria on which basis Type 2 or 3 permit applications may be assessed and a permit approved or denied. *Policy 510 - Criteria for Type 2 Tree Removal Requests on Private Lands* does specify some criteria for positive consideration, which boil down to preventing property damage or complete obstruction of a view.

The Policy 510 criteria for Type 2 decisions seem appropriate -- as far as they go. However, some other jurisdictions employ more extensive and exacting criteria, including some that apply to Type 3-like situations (applications associated with demolition or building licence applications). For instance, the City of Vancouver allows removal of a tree to satisfy building envelope or other design preferences only if re-siting or alternative design approaches allowing retention of the tree are not possible. Furthermore, the BC Community Charter requires that all regulation of trees must be established by Bylaw: any criteria for assessing tree permit applications should thus be specified in Bylaw 1831 rather than merely in policy statements.

- **Decisions re Trees on City Lands**

Policy 611 (para 6.6) asserts that decisions regarding applications to remove a City tree to restore a private view will be made by the Director of Engineering and Municipal Operations “whose decision is final”. At the same time, Policy 611 (para 8) provides that applications to prune or remove a city tree associated with a rezoning, development, demolition or building permit application will be reviewed as type 3 requests under Bylaw 1831. Finally, all other activities regarding the management of City trees fall under the responsibility of the Director of Engineering and Municipal Operations, subject only to the general (unlegislated) oversight of Council. In discussions with the Committee, the Director of Engineering and Municipal Operations has expressed the view, which the Committee supports, that criteria governing any decisions he might take regarding City trees should, like those for private trees, be specified in the Bylaw.

Against this background,

R17. The EAC recommends that:

(a) Bylaw 1831 be amended to establish:

- (i) explicit criteria for approval of Type 2 and Type 3 tree management permits taking into account the provisions of Policy 510 and best practices in other jurisdictions including City of Vancouver.**
- (ii) appropriate criteria to govern decisions by City officials regarding the management of trees on City land.**

(b) Existing City policies, including 510 and 611, be revised to bring them into line with any bylaw amendments introduced pursuant to R17(a) above.

5. Council Oversight

- **Oversight re Trees on Private Lands**

Routine Applications: In the normal course of events, permit applications affecting trees on private lands come before Council for decision only on appeals against a decision by the Director of Planning and Development Services to deny a permit (Bylaw 2234 s. 23; Policy 510, para 6). This applies to Type 1 (hazardous), Type 2 (unwanted), and routine Type 3 (conforming building or demolition permit) applications. Council involvement in decisions on such matters in the first instance would not in EAC’s view be practical or necessary. However, transparency and accountability in the administration of Bylaw 1831 would be enhanced through annual reporting to Council on the numbers of permit applications received, approved, and refused. Such reporting could be included in the previously suggested Annual Tree Canopy Report and would provide a vehicle for Council and the public to monitor the effectiveness of the Bylaw and consider possible improvements when and as warranted.

Non-routine Applications: Only Type 3 applications associated with significant planning or development applications are presented for Council consideration in the first instance, pursuant to Planning Procedures Bylaw 2234. The Committee considers Council’s role in this regard appropriate, but notes that impacts on trees may often be obscured in the context of the many other factors that go into planning and development proceedings. Building on recommendation R1, the recommendations below seek to mitigate that tendency and ensure Council’s planning and development decisions are fully and transparently informed regarding their implications for tree protection and canopy enhancement.

- **Oversight re Trees on City Lands**

Council of course has general oversight of the actions taken and policies and procedures followed by officials managing all operations on City lands. Under Policy 611, Council is currently advised of officials’ final decisions on applications to prune or remove a City tree to restore a private view (para 6.6) and considers Type 3 requests to prune or remove trees on City lands (para 8) in connection with a development proposal. Beyond these limited

circumstances, there are no City Bylaw or Policy provisions expressly requiring a role for Council in decisions on the management of City trees. However, it is the current practice of the Director of Engineering and Municipal Operations to advise and consult Council:

- regarding the removal of a hazardous or dangerous City tree at least 7 days in advance of removal – unless more urgent action is necessary for public safety;
- before undertaking any other operations (eg, sidewalk, road, park works) involving removal of a City tree (6 cm. diameter or larger).

The Committee commends staff's proactive approach to engaging Council on decisions affecting City trees, but also believes that the public interest warrants a more explicit, mandatory role for Council in such matters. In this respect, staff is currently preparing an update to the City's *Dangerous Tree Removal Policy 612*; and in R6 above, the Committee has recommended establishment of a "significant tree" regime whereunder only Council could approve removal of such a tree. The recommendations below address all other circumstances in which we believe the Council should be more actively engaged in decisions affecting trees on City lands.

• Ongoing Monitoring of Tree Protection and Canopy Enhancement

While it is important to ensure an appropriate role for Council in decisions on significant actions affecting individual trees, the Committee believes it is also vital for Council to play an ongoing proactive role in monitoring the effectiveness of the City's tree protection regulations and canopy enhancement efforts. Without determined and sustained attention from City officials and elected representatives, there can be little realistic prospect of truly improving the effectiveness of White Rock's tree protection efforts and reversing the decline of our tree canopy. The Committee has thus recommended in R2(c) that Council regularly monitor progress achieved in protecting trees and enhancing the tree canopy in White Rock by reviewing annual Tree Canopy Reports from City staff.

Recommendations re Council Oversight: Against all the foregoing background, the following recommendations are designed to enhance Council's role in the application of policies and regulations and in ongoing monitoring of overall efforts to strengthen tree protection on both City and private lands and to protect and enhance the City's tree canopy.

R18. The EAC recommends that:

- (a) The provisions of Policy 510 and Planning Procedures Bylaw 2234 establishing a right of appeal against negative decisions on private tree permit applications also be incorporated into Bylaw 1831.**
- (b) Planning Procedures Bylaw 2234 be amended to require that all corporate and Advisory Design Panel reports and recommendations to Council regarding planning and development on private lands include a description of implications for tree protection and canopy enhancement. This requirement should apply whether or not a given matter is accompanied by a Type 3 tree permit application.**
- (c) City Policies and procedures be revised to prescribe that:**
 - (i) All corporate reports and recommendations presented to Council regarding works to be conducted on City lands include a section describing any implications for tree protection and canopy enhancement.**
 - (ii) All members of Council be informed at least 14 days in advance of the proposed removal of any non-hazardous "City tree" (a tree located on city lands with a trunk diameter at breast height (DBH) greater than 6 cm.).**
 - (iii) Any member of Council objecting to measures arising under subparagraphs (i) and (ii) may request a Council discussion and decision on the matter.**
- (d) Council conduct, on an annual basis, a public discussion of a Tree Canopy Report (see R2b and R14b) prepared by staff and including: statistics regarding tree permit applications (of all Types) received, and approved or refused; actions taken by the City in the management of trees on City lands including the use of revenues from tree permit fees and tree protection securities; and an analysis of the consequent trends and implications for the effectiveness of the City's tree protection and canopy preservation and enhancement efforts.**

D. GENERAL/MISCELLANEOUS

During its review, the Committee has noted a number of inconsistencies and disconnects among various definitions, other terminology and procedures in the existing tree management Bylaw and Policy documents. Staff has also made a number of technical observations and suggestions in this regard. Finally, the Committee recognizes that the numerous changes it is recommending will necessitate a thorough technical review of these instruments to ensure their currency, clarity and consistency. Accordingly,

R19. The EAC recommends that Council direct staff to conduct a technical review and update of the texts of the Bylaws and Policies addressed in this report in order to identify any amendments, consistent with the EAC's recommendations, that may be needed to ensure the currency, clarity and consistency of these documents.

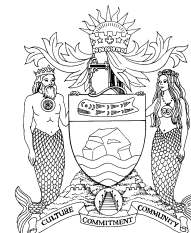
CONSOLIDATED FOR CONVENIENCE ONLY

This Bylaw is a consolidation of the bylaws amending "White Rock Tree Management Bylaw, 2008, No. 1831." Efforts are made to ensure that this consolidation is current; however, accuracy and completeness cannot be guaranteed. Original bylaws should be consulted for all interpretations and applications of the bylaw regarding this subject.

Consolidation includes:

- Bylaw 2073 (December 18, 2014)
- Bylaw 2161 (September 12, 2016)
- Bylaw 2215 (October 23, 2017)

THE CORPORATION OF THE CITY OF WHITE ROCK BYLAW 1831



A Bylaw to regulate and prohibit the cutting, removal and damage of trees, the issuance of permits for the same, and the requirement for replacement trees and of securities for their provision and maintenance.

WHEREAS pursuant to Sections 8(3) (c) and 50 to 52 of the *Community Charter*, a city may, by bylaw, exercise certain powers to preserve and protect trees within the city, regulate the removal of trees and require their replacement;

AND WHEREAS trees provide an essential environmental function contributing to a clean air environment as well as providing habitat for birds and wildlife;

AND WHEREAS Council considers it is in the public interest to provide for the conservation and propagation of trees, and the regulation of their removal and replacement;

Under its statutory powers, including Sections 8(3) (c) and 50 to 52 of the *Community Charter*, the Council of the Corporation of the City of White Rock, in open meeting assembled, enacts the following provisions:

Part 1 –Introductory Provisions

Title

1. This Bylaw may be cited as “White Rock Tree Management Bylaw, 2008 No. 1831.”

Purpose

2. This Bylaw is intended to:
 - (a) Protect trees on private property and City-owned properties within the City;
 - (b) Prohibit the removal of protected trees in the City of White Rock without a permit;
 - (c) Prohibit the damaging of protected trees;
 - (d) Regulate and establish requirements for the removal, preservation, protection and replacement of protected trees through a permit process; and,
 - (e) Set forth inspection and enforcement provisions for protected tree conservation, removal and replacement, and penalties for damaging or removing protected trees without a permit.

Definitions

3. In this Bylaw,
“arborist” or “Project Arborist”
means a person who is:

- (a) a Certified Arborist by the International Society of Arboriculture, or a Certified Tree Risk Assessor (TRAQ); or,
- (b) a Registered member of the Association of BC Forest Professionals with a specialization in urban forestry.

"caliper"

means the trunk size of a deciduous replacement tree, measured at 15 cm above the ground at the base of the tree.

"City"

means the Corporation of the City of White Rock.

"City Arborist"

means a person retained and / or designated by the City as the City's arborist.

"City-Owned Properties"

means all properties owned by the City of White Rock, plus all road rights-of-way and dedications under jurisdiction of the City of White Rock.

"coordinated site development plan (CSDP)"

means a site development plan for a proposed project that has been coordinated with all project consultants and reviewed, approved and signed by the owner (or authorized agent), project Architect, Landscape Architect, Project Arborist, and Builder (the "Project Team"), where appropriate.

The CSDP must clearly identify all site works proposed within or immediately adjacent to the critical root zones of all protected trees, and clearly state when the project arborist is required to be on-site to supervise work. Site works to address include but are not limited to building location, excavation, site grading, site servicing, driveway location, sidewalks, retaining walls, and tree removals. Specific construction techniques must be outlined that will minimize potential impacts to protected trees, where appropriate.

"Council"

means the municipal Council of the Corporation of the City of White Rock.

"critical root zone"

means the area of land surrounding the trunk of a tree contained within a circle of radius equal to the DBH of the tree multiplied by 6, or one meter beyond the drip line of the tree, whichever is the greater distance.

"cut"

means to cut down a tree and shall include to pull up, push or pull over or otherwise fall a tree.

“damage”

means any action which will cause a tree to die or to decline, including, but not limited to: girdling, ringing, removing bark from a tree, dent, gouge, puncture or damage a tree trunk, poisoning, burning, undermining structural roots within the critical root zone, excessive pruning, excessive crown lifting, topping, or pruning in a manner not in accordance with the most recent edition of the “American National Standards Institute Publication A300” and the most recent edition of the companion publication “Best Management Practices – Tree Pruning”, published by the International Society of Arboriculture.

“diameter at breast height” (DBH)

means the diameter of the trunk of a tree at 1.4 metres above the base of a tree. For multi-trunk trees, each trunk shall be measured 1.4 metres above the highest point of the natural grade of the ground measured from grade and the DBH of the tree shall equal the cumulative total of the three largest trunks.

“Director of Planning and Development Services”

means the person appointed by Council as the Director of Planning and Development Services or the duly authorized designate.

“drip line”

means a circle on the ground around the trunk of a tree, the radius of which is the distance between the outermost twigs of the tree and the centre point of the trunk, or its vertical extension.

“hazardous tree”

means a tree identified in writing by a Certified Tree Risk Assessor as having significant structural defects and an extreme hazard risk which could lead to part or all of the tree falling and causing personal injury or significant property damage.

“hedge”

means four or more trees or shrubs 6 metres high or less, planted 1 metre or less apart, that forms a continuous, linear screen of vegetation that provides privacy, fencing, wind breaking, and/or boundary definition.

“heritage tree”

means a tree that is of cultural or historical value to the City and that has been designated as a heritage tree.

“live crown ratio”

means the height of the part of a tree with live branches divided by the total height of the tree.

“lot”

means land designated as a separate and distinct parcel on a legally recorded subdivision plan or description filed in the records of the New Westminster Land Titles Office.

“lower value tree”

means a protected tree with significant structural issues from past pruning or due to natural events, or a severely diseased protected tree with limited life expectancy, as determined at the sole discretion of the City. Fruit trees, alders, and cottonwoods also qualify as lower value trees.

“natural causes”

means death or decline of a tree as a result of natural diseases, pests, climactic, hydrological and geotechnical conditions, inherent structural defects or ageing.

“Official Community Plan”

means the Official Community Plan of the City of White Rock, No. 2220, as may be amended or replaced from time to time.

"off-site tree"

means a tree of any size planted either on the property line or on neighbouring properties.

"on-site tree"

means a protected tree located within the boundary of the lot.

“owner”

means the registered owner in fee simple of a lot upon which a tree is located; or their authorized agent.

“protected tree”

means a woody plant with roots and branches that has a trunk DBH of 30cm or greater, as well as:

- (a) a replacement tree of any size planted as a requirement of a tree management permit;
- (b) a tree, hedge, or shrub of any size on City-owned properties;
- (c) a tree with evidence of nesting or use by raptors as defined in the *Wildlife Act*, R.S.B.C. 1996, c. 488 or the nest of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl; or
- (d) an Arbutus (*Arbutus menziesii*), Garry Oak (*Quercus garryana*), or Pacific Dogwood (*Cornus nutalii*) of any size.

Invasive species (including holly trees) and hedges on private property are not considered protected trees.

“replacement tree”

means a tree required in accordance with this Bylaw, to replace a tree cut, removed or damaged. Deciduous replacement trees must have a minimum caliper of 6cm, and coniferous replacement trees must be at least 3 metres in height. Hedges will not be considered as replacement trees.

“remove”

means to cut a tree and/or to remove it from the lot where it exists, or the elimination of any tree from its present location.

"structural root"

means large, woody, tree roots that anchor and support the trunk and crown; roots characterized by secondary thickening and relatively large diameter (greater than 2 cm diameter) giving form to the root system and functioning in anchorage and support.

“tree assessment report” or “arborist report”

means a report prepared by an arborist, that documents the size (dbh), height, location, species, live crown ratio, health, and structure of all protected trees on a lot and on the property adjacent thereto. A photo of each protected tree must also be included.

The report must include a recommendation to retain or remove each protected tree, based on the details of the proposed works. If a protected tree proposed for removal is a member of a stand of trees, the report must comment on the impact of tree removal on the health of the remaining trees in the stand.

The report must include a plan that shows the location of all protected trees proposed for removal or preservation, the extent of canopy/critical root zone for each protected tree, the location of all proposed buildings, and the location of all required tree protection barriers. A separate plan must also be included that identifies all protected trees that are to be retained as well as the species and location of all proposed replacement trees.

A report remains valid for six months from the date it is signed and dated by the project arborist.

“tree barrier confirmation letter”

means a letter prepared by the project arborist confirming that all required tree protection barriers have been constructed and located correctly. The letter must include photos of the tree protection barriers and a plan showing the approved location of the tree protection barriers.

“tree management permit”

means the written authority granted by the City pursuant to Parts 6 and 7 of this Bylaw to regulate the protection and retention of protected trees, the removal of

protected trees, and/or the removal of structural roots within the critical root zone of protected trees.

“tree protection barrier”

means a barrier constructed around a tree in accordance with the most current requirements of the City to protect the tree from damage during site work or construction. Tree protection barriers shall be constructed in accordance to Schedule A, with the locations as recommended by the project arborist and approved by the City based on the critical root zones of protected trees.

“tree protection zone”

means the area within a tree protection barrier.

“tree protection and replacement report”

means a report prepared by the project arborist upon completion of all works on a site that confirms that all requirements related to tree protection outlined in the tree management permit and CSDP have been followed. The report must clearly state when the arborist was on site and identify the works that were supervised, and include comments on the health and long-term survivability of all retained protected trees. Photos of the work that was supervised must be included in the report.

The report must also identify the size and species of all replacement trees, and include a plan showing the location of all replacement trees. The project arborist must comment on the health of the replacement trees, and confirm that all replacement trees have been planted correctly and are expected to survive long-term. A photo of each replacement tree must also be included.

“tree survey”

means a survey plan prepared by a BC Land Surveyor that illustrates the tree number and location, size, and species of all protected on-site trees and off-site trees within 4 meters of the property lines. The tree survey shall also show the dripline of each tree, the existing base elevation of each tree, and the footprint of the existing and proposed buildings.

"topping"

means an inappropriate pruning technique to remove the top portion of a tree's main leader(s), resulting in an overall reduction in the tree's height, size and potential health or life expectancy.

“Zoning Bylaw”

means White Rock Zoning Bylaw No. 2000, as may be amended or replaced from time to time.

Part 2 – Application and Exemptions

1. This Bylaw applies to protected trees within the municipal boundaries of the City of White Rock.
2. This Bylaw does not apply to protected trees that are cut, removed or damaged, pursuant to the *Railway Safety Act*, R.S. 1985, c. 32 (4th Supp.), the *Hydro and Power Authority Act*, R.S.B.C. 1996, c. 212 or the *Pipeline Act*, R.S.B.C. 1996, c. 364.
3. This Bylaw does not apply to protected trees on City-owned properties that are cut or removed by the City or its authorized agents as part of the City's operations. Requests by residents for the trimming, pruning or removal of protected trees on City-owned properties require separate approval through the City's Department of Engineering and Municipal Operations.

Part 3 – Prohibitions

1. No person shall cut, remove or damage any protected tree or cause, suffer or permit any such tree to be cut, removed or damaged, except where permitted by and in accordance with the terms of this Bylaw.
2. No person shall fail to comply with the terms and conditions of a tree management permit issued pursuant to this Bylaw.
3. An arborist that submits any report to the City as a requirement of this Bylaw, cannot also cut, remove or damage any tree that the arborist included in the report.
4. In the event that a protected tree is in imminent danger of falling due to natural causes, and it is not possible to obtain a tree cutting permit prior to the tree falling, the owner may cut the tree or have it cut, but shall report the cutting of the tree to the City within the next business day. The owner shall not remove the tree from the property until the City has visited the property and confirmed that the tree was in imminent danger of falling due to natural causes and injuring people or property. If the City determines that the tree was not in eminent danger, or was in eminent danger due to reasons other than natural causes, the City may consider the filing of an offense in accordance with Part 11 of this bylaw.

Part 4 – Delegation of Council Authority and Appeal to Council

1. Council hereby delegates to the Director of Planning and Development Services the authority but not the duty to:
 - (a) administer the provisions of this Bylaw; and
 - (b) approve or deny an application for a Type 1, Type 2, and Type 3 tree management permit, if the application complies with the requirements for the applicable permit under Part 6.

2. Council hereby delegates to the Director, Planning and Development Services the authority to grant exemptions in respect of a provision of this Bylaw, in circumstances where:
 - (a) the presence of utility and/or City infrastructure, as well as sight-line areas for the safe operation of motor vehicles and safe passage of cyclists and pedestrians, impacts the ability to fully implement the provisions of this Bylaw;
 - (b) existing subject property configuration, slope and geotechnical characteristics, and constraints on the subject property by the configuration, slope and geotechnical characteristics of immediately adjacent properties, impacts the ability to fully implement the provisions of this Bylaw; or
 - (c) replacement trees having the size specified in this Bylaw are not reasonably available from area suppliers, subject to confirmation of this lack of availability, and smaller-sized trees are available for replacement purposes, to the satisfaction of the Director, Planning and Development Services.

Part 5 – Tree Management Permits

3. A person applying for a Demolition Permit or a Building Permit or a person wishing to cut or remove a protected tree or cut and remove roots within the critical root zone of a protected tree, must apply to the Director of Planning and Development Services for a tree management permit. The tree management permit must be approved prior to the issuance of the Demolition or Building Permit. A tree management permit is not required if it is confirmed through a tree survey and a site visit by City staff that no protected trees or critical root zones of protected trees are present within the boundaries of the lot.
4. A notice shall be posted at the property line of the lot for which a tree management permit has been issued, in a location visible to the public and facing the street, prior to the commencement of any cutting or removal of a protected tree or roots and shall remain posted until the completion of all work related to the cutting or removal of protected trees or portion thereof on the lot. The notice shall include a copy of the tree management permit, identify by species and location the trees which are to be cut or removed and provide a contact number for the permit holder and the City.
5. A tree management permit is not required for the pruning of a protected tree provided that the pruning is conducted in accordance with the standards and recommendations of the International Society of Arboriculture. Pruning shall not include:
 - (c) the lift pruning of lower limbs to the extent that the live crown ratio is less than 50%,
 - (d) the removal of more than 25% of the crown in one season,
 - (e) topping
 - (f) the pruning or removal of a structural root within the critical root zone of a protected tree
6. The pruning and treatment of diseased trees shall be practiced where possible and practical as an alternative to the cutting or removal of a protected tree. A tree

management permit will be required for the re-topping of protected trees when a safety hazard is identified and confirmed in a report by an arborist.

7. The fee for a tree management permit shall be as set out in City of White Rock Planning Procedures Bylaw, and shall be paid upon application for the permit.

Part 6 – Types of Tree Management Permit Applications, Application Submission and Approval Requirements

1. The owner of a lot where a protected tree is located shall apply for one of the following types of tree management permits to remove a protected tree or prune or remove structural roots within the critical root zone of a protected tree, and shall provide the documentation described as Application Submission Requirements at the time of application.

2. Type 1 - Tree Management Permit to Remove a Dead or Hazardous Protected Tree
 - (a) Application Submission Requirements
 - (i) Complete application form
 - (ii) Title Search
 - (iii) Tree Assessment Report confirming the tree is a hazardous tree (not required if documentation/photos provided confirming that the tree is an imminent hazard to the public, as indicated in Part 3 of this Bylaw)
 - (iv) Letter from property owner with rationale for removal of protected tree
 - (v) If applicable, letter from adjacent property owner agreeing to proposed removal (for shared trees)
 - (b) Tree Management Permit Issuance Requirements
 - (i) No replacement tree requirements

3. Type 2 - Tree Management Permit to Remove an Unwanted Protected Tree
 - (a) Application Submission Requirements
 - (i) Complete application form
 - (ii) Application fee
 - (iii) Title Search
 - (iv) Tree Assessment Report
 - (v) Letter from property owner with rationale for tree removal and commitment to plant and maintain replacement trees.
 - (vi) If applicable, letter from adjacent property owner agreeing to proposed removal (for shared trees)

- (vii) Photos and plan showing the tree proposed for removal
 - (b) Tree Management Permit Issuance Requirements
 - (i) Tree replacement securities or cash-in-lieu
4. Type 3 - Tree Management Permit for a property under application for a Demolition Permit or a Building Permit
- (a) Application Submission Requirements
 - (i) Complete application form
 - (ii) Application fee
 - (iii) Title Search
 - (iv) Tree Assessment Report
 - (v) Tree Survey
 - (b) Tree Management Permit Issuance Requirements (if applicable)
 - (i) Tree protection and replacement securities or cash-in-lieu
 - (ii) Coordinated Site Development Plan (CSDP)
 - (iii) Tree Barrier Confirmation Letter
 - (iv) Letter from adjacent property owner(s) agreeing to proposed removals and acknowledging work around trees that are to be retained (for shared trees)
5. The City may revoke a tree management permit if the terms and conditions of the permit have been breached or the information supplied by the applicant in support of the permit is found by the City to have been inaccurate, incomplete or erroneous.

Part 7 – Permit Fees and Securities

1. The application fee for a tree management permit shall be made in accordance with the City of White Rock Planning Procedures Bylaw.
2. Any amendment requested or required for a tree management permit that has been issued will require payment of a new application fee.
3. A security deposit payable by the owner of the subject lot will be required for:
 - (a) The provision and maintenance of replacement trees that will be planted after site development and construction is completed; and
 - (b) The maintenance of preserved protected trees.
4. The owner shall provide to the City the security deposit in cash or irrevocable letter of credit in a form satisfactory to the City in an amount determined under this bylaw and for the period and terms specified in this Bylaw.

5. Any irrevocable letter of credit required to be provided under this Bylaw shall be a clean, unconditional and irrevocable letter of credit drawn from a Canadian financial institution acceptable to the City. If, for any reason, the irrevocable letter of credit may cease to be effective security or become unenforceable so as to remove or reduce its purpose as full security for the due and proper performance of the requirements of this Bylaw, the owner shall replace it with a further letter of credit acceptable to the City within 21 days prior to the expiry of the letter of credit then held by the City. If the owner fails to do so, the City will draw down on the current letter of credit without notice or restriction and hold the monies in lieu thereof as security.
6. If at any time an owner fails to comply with the provisions of this Bylaw relating to requirements for retention of existing trees or replacement trees and their maintenance, the City may by its employees or others under its direction enter upon the lands that are the subject of the requirements, at all reasonable times and after notification to the owner, to plant replacement trees or maintain protected trees and for such purposes may draw upon the security provided and expend the funds to cover all costs and expenses of doing so.
7. Where conditions on a lot will make it impractical to plant replacement trees an applicant may make a proposal for cash-in-lieu of the planting of replacement trees. The City will use the cash-in-lieu funds to plant trees elsewhere in the City on City-owned properties. If replacement trees are not planted within one year of the issuance of a Type 2 tree management permit, or within three years of the issuance of a Type 3 tree management permit, the applicant will forfeit the tree protection securities to the City to be used to plant and maintain trees on City-owned properties.
8. The amount of the security for the provision and maintenance of replacement trees, or proposed cash-in-lieu of planting replacement trees, shall be \$1,500 per replacement tree.
9. The number and size of the replacement trees is dependent upon the size of the protected tree removed. Replacement trees shall be required according to the following:
 - (a) Less than 50 cm DBH protected tree removed – Two replacement trees
 - (b) 51 cm to 65 cm DBH protected tree removed – Three replacement trees
 - (c) 66 cm to 75 cm DBH protected tree – Four replacement trees
 - (d) 76 cm to 85 cm DBH protected tree – Five replacement trees
 - (e) Greater than 85 cm DBH protected tree – Six replacement trees
10. Notwithstanding Part 7, Item 9 above, two replacement trees shall be required for the removal of a *lower value tree* regardless of size (dbh).
11. The amount of security for the protection and maintenance of protected trees proposed to be retained shall be:
 - (a) \$2,500 per retained protected tree with a DBH of less than 50cm;
 - (b) \$4,500 per retained protected tree with a trunk DBH of 51-65cm; or,

- (c) \$10,000 per retained protected tree with a trunk DBH greater than 65 cm.
12. Notwithstanding Part 7, Item 11 above, the amount of security required for a *lower value tree* of any size (dbh) shall be \$2,500.
 13. The total amount of security deposited under Part 7, Items 8, 9, 10, 11, and 12 above will be held by the City for a period of one year after submission of an acceptable tree protection and replacement report and final building approval (if applicable), to ensure that the protected trees are properly protected and maintained in accordance with this Bylaw and the tree management permit.
 14. Securities for tree replacement may be retained by the City if the applicant does not plant a sufficient number of replacement trees, or if the replacement trees that have been planted do not meet the minimum size requirements, are planted incorrectly, have not been maintained properly, are in poor health, or have been planted in inappropriate locations. It will be a condition of release of any security provided in accordance with this Bylaw that the City will be satisfied that the owner/applicant has complied with the tree replacement and maintenance requirements of this Bylaw and the tree management permit.
 15. Securities for tree protection may be retained by the City if the applicant damages or removes a protected tree contrary to the terms and conditions of their tree management permit, or if the applicant fails to provide required information from the project arborist confirming that all terms and conditions of the tree management permit and CSDP were met. It will be a condition of release of any security provided in accordance with this Bylaw that the City will be satisfied that the owner/applicant has complied with the tree protection requirements of this Bylaw and the tree management permit.

Part 8 – Replacement Trees

1. The required number of replacement trees may be reduced by 50 percent, provided that the DBH or height of replacement trees to be planted is increased by 75 percent or more, if so recommended by the Project Arborist and approved by the City.
2. Replacement tree species are to be proposed by the Project Arborist. The City encourages replacement trees that are of a species that will not grow to screen or block views of neighbouring properties.
3. A minimum of one replacement tree must be planted on each lot that is the location of a protected tree subject to an application.
4. Replacement Trees must meet the plant condition and structure requirements set out in the latest edition of the “Canadian Landscape Standard” published jointly by the Canadian Society of Landscape Architects and the Canadian Landscape Association to be considered acceptable by the City.
5. Replacement Trees must be planted and maintained in accordance with the requirements set out in the latest edition of the “Canadian Landscape Standard” published jointly by the Canadian Society of Landscape Architects and the Canadian Landscape Association.

Part 9 – Tree Protection

1. All protected trees to be retained shall have a designated tree protection zone, based on the critical root zone, protected with tree protection barriers during demolition and building. The size of the tree protection zone will only be reduced where the full critical root zone cannot be protected and the reduced tree protection zone will still allow the tree to be retained. The final location of the tree protection barriers must be proposed by the project arborist and approved by the City in the tree management permit.
2. No demolition permit, building permit or tree management permit shall be issued for work on the lot where the protected tree is located until a tree protection barrier has been installed and confirmed by an approved tree barrier confirmation letter from the Project Arborist.
3. Tree protection barriers must remain in place throughout demolition and building, unless otherwise approved in the tree management permit and CSDP. Tree protection barriers are only removed and relocated under the supervision of the project arborist.
4. The Project Arborist is to submit reports to the City upon completion of the demolition and building stages, confirming when they were on site and whether conditions of the tree management permit and CSDP were followed. Reports from the project arborist may be required more frequently, as outlined in the tree management permit.
5. Site disturbance within a tree protection zone is prohibited including, unless specifically permitted in the tree management permit and CSDP and supervised by the project arborist. Prohibited site disturbance includes but is not limited to, site grading, excavation, deposition or storage of soil or any other material, disposal of any toxic material, access by any vehicle or heavy equipment, use of the area as an amenity space during construction, or use of tree trunks as a winch support, anchorage, or temporary power.

Part 10 - Inspection and Assessment

1. The City is authorized to enter, at all reasonable times and after notification to the owner, any lot that is subject to the Bylaw to ascertain whether the regulations, prohibitions and requirements of this Bylaw or any tree management permit are being met or to assess or inspect any tree or tree remains on the lot.
2. Where a protected tree has been cut or damaged on a lot in violation of this Bylaw, without a tree management permit, or in excess of any permission or in violation of any terms and conditions of a tree management permit, the trunks, limbs, roots and remains of the cut or damaged tree shall not be removed from the lot until an investigation and assessment by the City is completed and the removal is expressly authorized by the City.
3. Upon completion of all works and once all replacement trees required under a tree management permit have been planted, the owner shall submit a tree protection and replacement report from the project arborist.

Part 11 – Offences

1. Offences against this Bylaw are subject to fines in accordance with the Ticketing for Bylaw Offences Bylaw. Offences include but are not limited to:
 - (a) cuts, removes or damages a protected tree contrary to this Bylaw or contrary to the terms and conditions of a tree management permit;
 - (b) violates any of the provisions of this Bylaw or a tree management permit;
 - (c) suffers or permits any act or thing to be done in contravention or violation of any provision of this Bylaw or a tree management permit; or
 - (d) omits to do or refrains from doing anything required to be done by any of the provisions of this Bylaw or a tree management permit.
2. For the purposes of this Bylaw, each tree cut, removed or damaged in violation of this Bylaw and each day that a violation of this Bylaw is caused or permitted to continue shall constitute a separate offence.

Part 12 – Penalties

1. In the event that a person who commits an offense against this Bylaw fails to pay the fine before the 31st day of December in the year following the year that the fine was effected by the City, the costs shall be added to and form part of the taxes payable on the lot as taxes in arrears.
2. Prosecution of a person pursuant to Part 11 of this Bylaw does not exempt the person from the provisions of Part 12 of this Bylaw.

Part 13 – Schedules

1. Schedule “A” forms part of this Bylaw.

Part 14 – General Provisions

1. “*White Rock Tree Management Bylaw No. 1567*”, consolidated with amendments is hereby repealed.
2. This Bylaw shall come into force on the date of final adoption hereof.

RECEIVED FIRST READING on the	26 th day of	April, 2010
RECEIVED SECOND READING on the	26 th day of	April, 2010
RECEIVED THIRD READING on the	26 th day of	April, 2010
RECONSIDERED AND FINALLY ADOPTED on the	3 rd day of	May, 2010

Catherine V. Ferguson

MAYOR

Arthur.

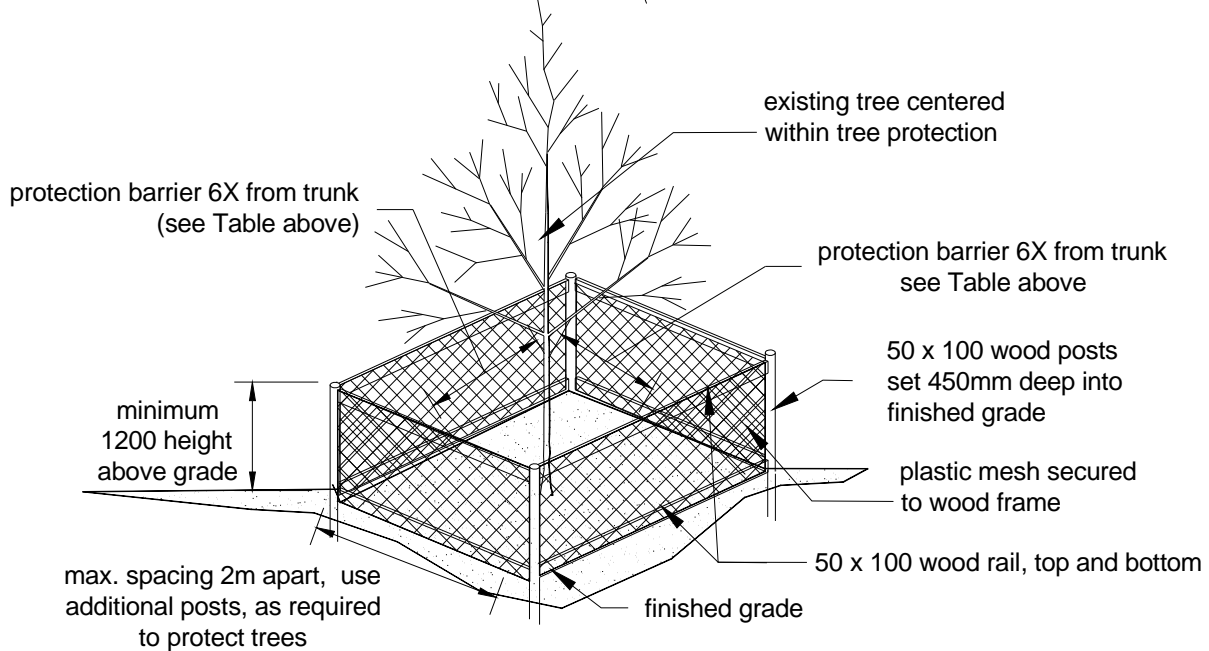
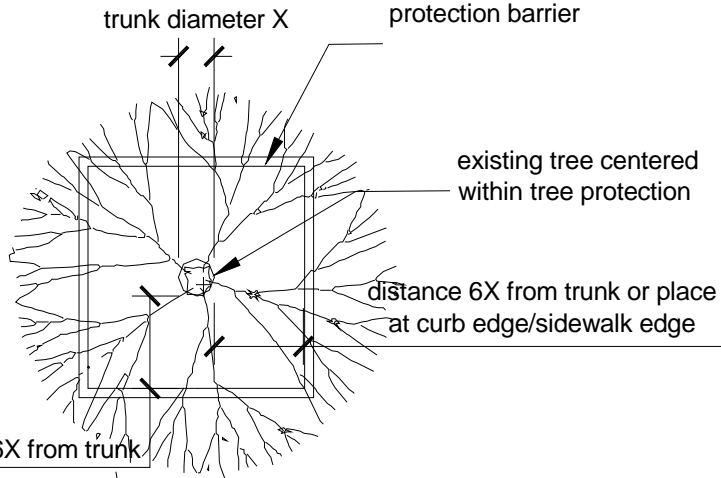
CITY CLERK

SCHEDULE "A"

Specifications for Tree Protection Barriers

TABLE: PROTECTION BARRIER DISTANCE

TRUNK DIAMETER (CM)	MINIMUM PROTECTION DISTANCE (M FROM TRUNK)
X	6X
20	1.2
25	1.5
30	1.8
35	2.1
40	2.4
45	2.7
50	3.0
55	3.3
60	3.6
75	4.5
90	5.0
100	6.0



NOTES

Install tree protection barrier before construction begins and keep in place until landscape installation is complete.

Storage of building materials & litter within or against protection barrier is prohibited. Developer/Owner responsible for maintenance within Tree Protection Barrier.

Damaged trees will be replaced at Developer/Owner's cost.

Maintain existing grades at protection barrier for all protected retained and existing trees.

Regrading outside of protection barrier should not adversely compromise protected retained and existing trees.



POLICY TITLE: TREE MANAGEMENT ON CITY LANDS

POLICY NUMBER: OPERATIONS / ENG. - 611

<i>Date of Council Adoption:</i> June 28, 2010	<i>Date of Last Amendment:</i> July 25, 2016
<i>Council Resolution Number:</i> 2012-008, 2013 – 134, 2016-282	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 11, 2016

1. Policy

It is the policy of the City of White Rock to manage, preserve and enhance trees on City lands while taking into consideration established views from White Rock properties and scenic views in the City. The long-term objective is ensure the sustainability of the City’s urban forest assets by increasing the number of healthy trees and amount of tree canopy in the City, without negatively impacting established views that are important to City of White Rock property owners and the City.

2. Definitions

City Land - includes City property, *City Parkland*, public rights-of-way and easements, and property under lease to the City of White Rock.

City Parkland – means Bryant Park, Columbia & Balsam Hillside Park, Coldicutt Park, Memorial Park, Bayview Park, Oxford Street Park, Gage Park, Stager Park, Emerson Park, Upper Finlay (Davey) Park, Lower Finlay Park, Dolphin/Cliff Park, Five Corners Park, Ash Street Steps Park, Barge Park, Bergstrom Entrance Park, Hughes Park, Marine Drive Linear Park, Maccaud Park, Marine & Cypress Hillside Park, Prospect & Blackwood Hillside Park, Sanford Park, Stayte Road Entrance Park, Hodgson Park, Gogg’s Park, Totem Park, Peace Arch Elementary Park, Rotary Park, Vidal & Beachview Park.

City Tree – a living, woody plant with roots and branches that has a trunk DBH greater than 6 centimeters.

DBH (Diameter at Breast Height) - means the diameter of the trunk of a tree at 1.4 metres above the base of a tree. For multi-trunk trees, each trunk shall be measured 1.4 metres above the highest point of the natural grade of the ground measured from grade and the DBH of the tree shall equal the cumulative total of the three largest trunks.

Hazardous Tree - means a tree identified in writing by a Certified Tree Risk Assessor as having significant structural defects and an extreme hazard risk which could lead to part or the entire tree falling and causing personal injury or significant property damage.

Significant Tree – means any tree on *City land* that is of particular significance to the City, due to landmark value, cultural, historical, ecological or social import and has been included in the Significant Tree Registry of the Significant Tree Policy.

Tree Topping – means an inappropriate pruning technique to remove the top portion of a tree's main leader(s), resulting in an overall reduction in the tree's height, size and potential health or life expectancy.

View/View Corridor - A three dimensional area extending out from a viewpoint. The width and depth of the view corridor depends on the focus of the view. The focus of the view may be a single object, such as a mountain, which would result in a relatively narrow corridor, or a group of objects, such as a downtown skyline, which would result in a wide corridor. Panoramic views, such as areas of ocean, have wider corridors.

3. Management of City Trees

- a) The City manages trees on City lands:
 1. for the trimming and removal of trees for health reasons, such as thinning, spacing, pruning and treatment of diseased trees;
 2. for the trimming, pruning or removal of trees for safety reasons such as hazardous, dead or diseased trees that cannot be treated;
 3. for the trimming or removal of trees and vegetation that interfere with visibility at intersections and driveway entrances, the illumination of City lands by street lighting, or pose a risk for damage to infrastructure such as water, sanitary, storm, sidewalks, power lines, etc.;
 4. for the control of invasive species;
 5. for the maintenance of views from City viewpoints;
 6. for the maintenance of slope stability and other geotechnical purposes;
 7. for the planting of replacement and new trees; and
 8. for the removal and replanting of trees as part of a parks or right-of-way (ROW) redevelopment plan.
- b) The pruning or removal of a City tree is the sole responsibility of the City of White Rock and its authorized agents. The pruning or removal of a City tree without a City permit is subject to fines as detailed in Section 9 of this Policy.
- c) The planting of trees, shrubs or other vegetation on City lands by White Rock property owners, residents or visitors is prohibited, unless authorized by a City Boulevard Improvement Permit. The City reserves the right to remove vegetation that has been planted on City property without a permit.
- d) Trees are considered to be joint property of the City and a property owner when any part of the tree trunk crosses a shared property line.

4. Exemptions

This policy does not apply to trees on City lands that are cut, removed or damaged, pursuant to the *Railway Safety Act*, R.S. 1985, c. 32 (4th Supp.), the *Hydro and Power Authority Act*, R.S.B.C. 1996, c. 212 or the *Pipeline Act*, R.S.B.C. 1996, c. 364.

5. Refusal of Requests to Prune or Remove Trees on City Lands

The following types of requests to remove a tree on City land will not be considered:

- a) A tree will not be pruned or removed from City lands due to concerns related to size, shade or leaf, flower, pitch or seed litter. These are naturally occurring situations inherent to a tree and will not be considered as justification for tree pruning or removal.
- b) A tree will not be pruned or removed from City lands:
 - i) during bird nesting season from February 1 to August 31,
 - ii) which has evidence of active nesting, or
 - iii) has evidence of use by raptors, as defined in the *Section 34* of the *Wildlife Act*, R.S.B.C. 1996, c. 488.
- c) A *significant tree* on City lands will not be pruned or removed.
- d) A tree on *City parkland* will not be pruned or removed.
- e) A tree in a City ravine area will not be pruned or removed in contradiction to the federal *Fisheries Act* and the provincial *Riparian Areas Regulations*.
- f) A tree will not be pruned or removed from City lands to establish a new view.
- g) A tree on City land will not be topped. The topping of a tree can cause permanent damage by promoting decay as well as leading to hazardous conditions due to unnatural, dense and weak branching structure. Previously topped trees may be considered for re-topping, provided that the re-topping, in the opinion of the City Arborist, will not result in future hazardous conditions for the tree.

6. Applications to Permit the Pruning or Removal of a Tree on City Lands

- a) City policy is to retain trees on City lands where practical. However, residents may apply for the trimming, pruning or removal of trees on City lands as outlined below. (Application Form- Appendix A)
- b) Applications are made to the City's Department of Engineering and Municipal Operations.

- c) The pruning or removal of a healthy tree on City land is a private benefit to the property owner. All costs necessary for the approved pruning or removal of a tree on City land, as determined by the Director of Engineering and Municipal Operations, will be at the expense of the applicant.
- d) Applications to trim, prune or remove a tree on City land to re-establish a view will be considered only in those instances in which a White Rock property owner is able to clearly demonstrate that a City tree has grown over a period of time to obscure an established view from their White Rock property.

6.1 Applicant Requirements

- a) Applicants must be an owner of a property in White Rock within 30 metres of the tree under application.
- b) Applicants must have owned the property for which the application has been made for a continuous period of not less than 2 years.
- c) No more than 1 application to prune or remove a specific tree(s) will be considered from a the same property owner within a 2 year period.

6.2 Application Submission Requirements

- a) Completed tree trimming/pruning/removal application.
- b) Written rationale describing the manner in which a view has been obscured by tree growth, and the manner in which the applicant wishes to have the tree pruned or removed in order to re-establish a view.
- c) Non-refundable fee as outlined in the City of White Rock Planning and Procedures Bylaw, 2009, No. 1869.
- d) Property title demonstrating 2 years of continuous property ownership prior to the date of application.
- e) Photographic and/or graphic information that clearly demonstrates the manner in which a view has become obscured by tree growth. City staff may require a site visit to substantiate the information submitted. Refusal to allow City staff to access a property may result in the closing of the application.
- f) Funds for geotechnical/hydrological assessments, as deemed necessary by the Director of Engineering & Municipal Operations in order to review the application.

6.3 Notification Prior to Decision

The City will provide notification as follows:

- a) The City will mail letters, with an attached response form, to all White Rock property owners within 30 metres of the tree under application, notifying the property owners of the application, the rationale provided for tree pruning or removal, providing a recent photograph of the tree, and requesting that the White Rock property owners complete the response form and submit it to the Engineering and Municipal Operations Department, indicating either support or opposition to the application.
- b) Response forms indicating support or opposition to the proposed tree pruning or removal are to be received within 2 weeks of the letter delivery. Any response forms received after this time period will not be considered.

6.4 Criteria for Decision

- a) The tree under application must be clearly demonstrated to have increased in size to obscure an established view from the application property, as determined by the Director of Engineering and Municipal Operations.
- b) 65% of the response forms received by the Engineering and Municipal Operations Department from White Rock property owners within 30 metres of the tree must indicate support for the proposed tree pruning or removal. A maximum of one property owner response form will be considered from each White Rock address. Only response forms clearly indicating support or opposition to the proposed tree pruning or removal will be considered. Responses or surveys submitted on behalf of nearby property owners or residents will not be considered.

6.5 Application Approval Requirements

- a) Submission of funds for retaining systems and hydrological improvements, as determined by the Director of Engineering & Municipal Operations.
- b) Submission of tree pruning, tree removal and cleanup costs.
- c) Submission of funds for tree replacement, as follows:
 - (a) 6 – 50 cm DBH tree removed - \$2,000
 - (b) 51 cm to 65 cm DBH tree removed - \$9,000
 - (c) 66 cm to 75 cm DBH tree - \$12,000
 - (d) 76 cm to 85 cm DBH - \$15,000
 - (e) Greater than 85 cm DBH tree - \$18,000

6.6 Application Decision

- a) The approval or denial of an application to prune or remove a tree on City lands will be made by the Director of Engineering & Municipal Operations, whose decision is final.
- b) A final decision on an application to prune or remove a tree on City lands will be provided in a timely manner, and in any case within 60 days of the date of application, unless extended by mutual agreement between the applicant and the Director of Engineering and Municipal Operations.
- c) Written confirmation of the decision will be provided to the applicant, all White Rock property owners within 30 metres of the tree, and Council.

7. Tree Pruning, Removal and Planting

- a) All tree pruning, removal and replacement resulting from an approved application to prune or remove a tree on City lands will be conducted by City staff and/or their designated agents.
- b) A minimum of 2 trees will be planted on City property as replacements for each tree removed as a result of an approved tree removal application, except as detailed in the following sections c) and d).
- c) Securities submitted for tree replacement may be applied to the installation of any form of vegetation, including trees, on City lands, as determined by the Director of Engineering & Municipal Operations.
- d) Trees planted as new or replacement trees will be sited and of a species such that they will not grow to obscure established views from White Rock properties.

8. Trees on City Lands Impacted by Development

Requests to prune or remove City trees that are the result of applications for rezoning, development permit, demolition permit, building permit, or subdivision of properties within 30 metres of the tree will be reviewed as Type 3 requests under Tree Management Bylaw No. 1831, in conjunction with the development proposal and forwarded to Council for decision simultaneous with the development proposal. Application fees, securities, proposals for cash-in-lieu, replacement trees, tree protection, and inspection and assessment shall be as outlined in Parts 7 to 10 of Bylaw No. 1831.

9. Fines

Any person who willfully prunes, damages or removes a tree from City lands is guilty of an offense and is liable to the fines and penalties as set forth in the City of White Rock *Ticketing for Bylaw Offences Bylaw*, 2011, No. 1929, as amended, and any penalties imposed by the Offense Act R. S. B. C. 1996, C. 338.