

The Corporation of the  
CITY OF WHITE ROCK



Regular Council Meeting  
AGENDA

Monday, April 26, 2021, 7:00 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](http://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

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Pages

1. CALL MEETING TO ORDER

1.1. FIRST NATIONS LAND ACKNOWLEDGEMENT

*We would like to recognize that we are standing/working/meeting on the traditional unceded territory of the Semiahmoo First Nation, and also wish to acknowledge the broader territory of the Coast Salish Peoples.*

2. ADOPTION OF AGENDA

**RECOMMENDATION**

**THAT** the Corporation of the City of White Rock Council adopt the agenda for its regular meeting scheduled for April 26, 2021 as circulated.

**RECOMMENDATION**

THAT the Corporation of the City of White Rock Council adopt the following meeting minutes:

- April 12, 2021 - Regular Council Meeting;
- April 19, 2021 - Public Meeting (DVP 436, 1273 Fir Street);
- April 19, 2021 - Public Hearing (Bylaw 2376 - White Rock Zoning Bylaw, 2012, No. 2000, Amendment (CR-1 Town Centre Revisions); and,
- April 21, 2021 - Special Council Meeting.

## 4. QUESTION AND ANSWER PERIOD

Due to the COVID-19 global pandemic, in-person Question and Answer Period has been temporarily suspended until further notice. You may forward questions and comments to Mayor and Council by emailing ClerksOffice@whiterockcity.ca with Question and Answer Period noted in the subject line. Your questions and comments will be noted along with answers and placed on the City's website. You will be notified directly once this has been completed.

As of 8:30 a.m., April 21, 2021, there were no Question and Answer period submissions received.

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

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

**RECOMMENDATION**

THAT Council receive for information the correspondence submitted for Question and Answer Period by 8:30 a.m, April 21, 2021 including "On-Table" information provided with staff responses that are available at the time.

## 5. DELEGATIONS AND PETITIONS

## 5.1. DELEGATIONS

**5.1.a. STEPHEN CROZIER, NEW WESTMINSTER & DISTRICT LABOUR COUNCIL - DAY OF MOURNING**

Stephen Crozier, New Westminster & District Labour Council, to provide a presentation in recognition for Day of Mourning, as well as the impacts of the COVID-10 pandemic on health and safety for workers, their families and our communities.

Following this presentation Council will be asked to observe one minute of silence for workers killed and injured on the job.

**5.2. PETITIONS**

**6. PRESENTATIONS AND CORPORATE REPORTS**

**6.1. PRESENTATIONS**

**6.1.a. WHITE ROCK RCMP QUARTERLY REPORT (Q1) FOR JANUARY - MARCH 2021**

Staff Sergeant Kale Pauls to give a presentation to update Council regarding their January - March 2021 Quarterly report.

**6.2. CORPORATE REPORTS**

**6.2.a. COVID-19 GLOBAL PANDEMIC VERBAL UPDATE**

The Fire Chief to provide a verbal update regarding the COVID-19 global pandemic.

**6.2.b. CREATIVE CITY BY THE SEA - CULTURAL STRATEGIC PLAN 2021**

53

Corporate report dated April 26, 2021 from the Director of Recreation and Culture titled "Creative City by the Sea - Cultural Strategic Plan 2021".

**Note:** A presentation will be provided from the Director of Recreation and Culture, the Manager of Cultural Development and the Chairperson for the Arts and Cultural Advisory Committee.

**Note:** The Arts and Cultural Advisory Committee have a recommendation to Council to endorse this plan under item 7.2.b.a

## **RECOMMENDATION**

**THAT Council:**

1. Approve and endorse the Creative City by the Sea Cultural Strategic Plan as presented by City staff and the Arts and Culture Advisory Committee; and
2. Endorse the funding requests outlined in the Creative City by the Sea Cultural Strategic Plan to be brought forward for consideration in the City's 2022-2026 Financial Plan.

### **6.2.c. DEVELOPMENT APPROVALS PROGRAM - FUNDING APPLICATION TO UBCM**

77

Corporate report dated April 26, 2021 from the Director of Planning and Development Services titled "Development Approvals Program - Funding Application to UBCM".

## **RECOMMENDATION**

**THAT Council:**

1. Pass a resolution indicating support for the proposed project under the Local Government Development Approvals Program (LGDAP) and willingness to provide overall grant management if awarded funding; and
2. Authorize staff to finalize and submit the application package to the Union of BC Municipalities as presented in principle in Appendix A to this corporate report.

### **6.2.d. COLDICUTT PARK RAVINE - PERMANENT CLOSURE**

95

Corporate report dated April 26, 2021 from the Director of Engineering and Municipal Operations titled "Coldicutt Park Ravine - Permanent Closure".

## **RECOMMENDATION**

**THAT Council:**

1. Approve the permanent closure of the public crossing to the ravine at Coldicutt Park; and
2. Approve the installation of a 2.5m high chain link fence with signage and a maintenance access gate at the northern access to the Coldicutt Park ravine and a 2.5m high chain link fence with signage and a maintenance access gate near the storm culvert at the bottom of the ravine in Coldicutt Park to facilitate the closure.

### **6.2.e. COSMIC ALLEY SIGNAGE**

100

Corporate report dated April 26, 2021 from the Director of Engineering and Municipal Operations titled "Cosmic Alley Signage".



## **RECOMMENDATION**

**THAT Council consider selecting:**

1. One of the following three options for the renaming of the lane to “Cosmic Alley” north of Marine Drive:
  - a. The lane from Martin Street to Finlay Street;
  - b. The lane from Martin Street to Cypress Street; or
  - c. The walkway north of Marine Drive between Cypress and Balsam Streets.
2. One of the following two options for “Cosmic Alley” signage:
  - a. Signage Option A from Appendix B; or
  - b. Signage Option B from Appendix B.

### **6.2.f. MARINE DRIVE LANE CLOSURES**

106

Corporate report dated April 26, 2021 from the Director of Engineering and Municipal Operations titled "Marine Drive Lane Closures".

## **RECOMMENDATION**

**THAT Council receive this corporate report for consideration and potential direction to staff.**

### **6.2.g. 2021-2025 FINANCIAL PLAN BYLAW, 2021, NO. 2377**

119

Corporate report dated April 26, 2021 from the Director of Financial Services titled "2021 – 2025 Financial Plan Bylaw, 2021, No. 2377".

**Note:** Bylaw 2377 is placed on the agenda as Item 8.1.b for Council consideration at that time (for three (3) readings).

## **RECOMMENDATION**

**THAT Council receive the April 26, 2021 corporate report from the Director of Financial Services titled "2021 – 2025 Financial Plan Bylaw, 2021, No. 2377".**

### **7. MINUTES AND RECOMMENDATIONS OF COMMITTEES**

**RECOMMENDATION**

**THAT** Council receive for information the following standing and select committee meeting minutes as circulated:

- Governance and Legislation Committee - April 7 2021;
- Tour de White Rock Committee - March 11, 2021;
- Arts and Cultural Advisory Committee - March 23, 2021;
- Housing Advisory Committee - March 24, 2021;
- Public Art Advisory Committee - March 25, 2021; and
- Water Community Advisory Panel - April 13, 2021

## 7.2. STANDING AND SELECT COMMITTEE RECOMMENDATIONS

## 7.2.a. Governance and Legislation Committee (Council Representative Councillor Trevelyan)

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The following Terms of Reference have been recommended. with noted amendments, by the Governance and Legislation Committee from their April 7, 2021 meeting as follows:

- Arts and Cultural Advisory Committee - Council Policy 143;
- Economic Development Advisory Committee - Council Policy 137;
- Environmental Advisory Committee - Council Policy 138;
- History and Heritage Advisory Committee - Council Policy 159;
- Housing Advisory Committee - Council Policy 164; and
- Public Art Advisory Committee - Council Policy 147.

## **RECOMMENDATION**

**THAT** Council endorse the following Terms of Reference as recommended by the Governance and Legislation Committee from their April 7, 2021 meeting as circulated:

- Arts and Cultural Advisory Committee - Council Policy 143;
- Economic Development Advisory Committee - Council Policy 137;
- Environmental Advisory Committee - Council Policy 138;
- History and Heritage Advisory Committee - Council Policy 159;
- Housing Advisory Committee - Council Policy 164; and
- Public Art Advisory Committee - Council Policy 147.

## **RECOMMENDATION**

**THAT** Council endorse the following appointments for Chairperson and Vice-Chairperson for each of the Advisory Bodies / Committees (2021-2022 Committee Term):

<b>Committee</b>	<b>Chairperson</b>	<b>Vice-Chairperson</b>
<b>Environmental Advisory Committee</b>	<b>Councillor Johanson</b>	<b>Councillor Kristjanson</b>
<b>History and Heritage Advisory Committee</b>	<b>Councillor Chesney</b>	<b>Councillor Trevelyan</b>
<b>Arts and Cultural Advisory Committee</b>	<b>Councillor Kristjanson</b>	<b>Councillor Johanson</b>
<b>Public Art Advisory Committee</b>	<b>Councillor Trevelyan</b>	<b>Councillor Chesney</b>
<b>Housing Advisory Committee</b>	<b>Councillor Manning</b>	<b>Councillor Fathers</b>
<b>Economic Development Advisory Committee</b>	<b>Councillor Fathers</b>	<b>Councillor Manning</b>

**Note:** As per the Terms of Reference, positions for Chairperson and Vice-Chairperson would switch between the two (2) Council members January 2022.

**7.2.b. Arts and Cultural Advisory Committee (Council Representative - Councillor Johanson)**

**7.2.b.a. Recommendation #1 - Cultural Strategic Plan**

205

**Note:** Corresponding corporate report on this agenda, Item 6.2.b

### **RECOMMENDATION**

THAT Council endorse the adoption of the Creative City by the Sea Cultural Plan.

#### **7.2.c. Public Art Advisory Committee (Council Representative - Councillor Trevelyan)**

##### **7.2.c.a. Recommendation #1 - Public Art Installation**

### **RECOMMENDATION**

THAT Council consider, based on their location, adjacent positions, length, current condition, and potential for upgrades, the following walkways should be among the first to have public art installations:

- Centre Street
- Cypress Street (if funding allows)
- Dolphin Street
- Martin Street (subject to plans for development)

##### **7.2.c.b. Recommendation #2 - Public Art Policy 708**

### **RECOMMENDATION**

THAT Council direct staff to review and revise the Public Art Policy 708 to include placemaking and mural guidelines for review by the Public Art Advisory Committee, followed by a recommendation to Council.

#### **7.2.d. COVID-19 Recovery Task Force (Council Chairperson - Councillor Kristjanson)**

##### **7.2.d.a. Recommendation #1 - Presentation from the Community Health and Social Innovation (CHASI) Hub**

**Note:** Updated Information on the Community Health Social Innovation (CHASI) Hub will be provided "On-Table".

Staff note there may be budget considerations to discuss in relation to the recommendation.

### **RECOMMENDATION**

THAT Council defer the following recommendation to the next meeting:

*THAT Council consider endorsing the Community Health and Social Innovation proposal for a study as a way of examining the needs of the senior population in respect to how they have been impacted by COVID-19.*

#### **8. BYLAWS AND PERMITS**

## 8.1. BYLAWS

### 8.1.a. BYLAW 2363 - WHITE ROCK ZONING BYLAW, 2012, NO. 2000, AMENDMENT (CD-64 - 1485 FIR STREET)

216

#### REQUEST FOR RECONSIDERATION:

Bylaw 2363 - A bylaw to amend the "White Rock Zoning Bylaw, 2012, No. 2000" as amended to permit the construction of a six-storey 80-unit rental residential building over two (2) levels of underground parking. The project / bylaw was given first and second reading at the October 19, 2020 Regular Council meeting. The public hearing was held January 18, 2021. The bylaw was defeated at third reading and has now been asked to be placed on the agenda for reconsideration by Councillors Manning and Trevelyan.

The Director of Planning and Development Services will review the proposed amendment by the applicant as follows:

#### *Maximum Increased Density:*

*Despite section 7.64.3, the reference to the maximum gross floor area of "1.5 times the lot area" is increased to a higher density of a maximum of 5,700 m<sup>2</sup> (61,356.85 ft<sup>2</sup>) of gross floor area (2.8 FAR; or gross floor area ratio) and 80 apartment dwelling units where a housing agreement has been entered into and filed with the Land Title Office to secure eighty (80) dwelling units as rental tenure for the life of the building, **with eight (8) of these dwelling units being secured for a period of 10 years as having rents 10 percent below the market rent for a similar unit.***

**Note:** Corporate report dated October 19, 2020 provided for information purposes.

\*If the reconsideration is adopted, Council will consider rescinding second reading at this time. If this is Council direction an amended bylaw will be brought forward by the Planning and Development Services department to the next scheduled Council meeting for consideration of second reading, as amended, and direction will be given to staff regarding the scheduling of a public hearing.

#### RECOMMENDATION

**THAT Council endorses reconsideration of the item "White Rock Zoning Bylaw, 2012, No. 2000, Amendment (CD-64 - 1485 Fir Street)" that was defeated at third reading at the January 25, 2021 Regular Council meeting.**

#### RECOMMENDATION

**THAT Council rescinds second reading for Bylaw 2363 "White Rock Zoning Bylaw, 2012, No. 2000, Amendment (CD-64 - 1485 Fir Street)".**

- 8.1.b. **BYLAW 2377 - WHITE ROCK FINANCIAL PLAN (2021-2025) BYLAW, 2021, NO. 2377** 241
- A Bylaw to adopt a Financial Plan for 2021 to 2025. The Bylaw was originally presented at the March 29, 2021 Regular Council meeting, a decision regarding the bylaw was not made at that time. The bylaw was discussed and amended at the April 12, 2021 Regular Council meeting. It is on the agenda for consideration of first, second and third reading at this time.
- RECOMMENDATION**  
**THAT Council give three readings and adoption to the White Rock 2021 – 2025 Financial Plan Bylaw, 2021, No. 2377.**
- 8.1.c. **BYLAW 2376 - WHITE ROCK ZONING BYLAW, 2012, NO. 2000, AMENDMENT (CR-1 TOWN CENTRE REVISIONS) BYLAW, 2021, NO. 2376** 246
- Bylaw 2376 - A bylaw to amend Schedule A - Text of the Zoning Bylaw by deleting the existing Section 6.16 CR-1 Town Centre Area Commercial / Residential Zone in its entirety and replacing it with a new Section 6.16 CR-1 Town Centre Area Commercial / Residential Zone. This bylaw was given first and second reading at the February 22, 2021 Regular Council meeting, and went to Public Hearing on April 19, 2021. The bylaw is being provided for consideration of third reading at this time.
- RECOMMENDATION**  
**THAT Council give third reading to “*White Rock Zoning Bylaw, 2012, No. 2000, Amendment (CR-1 Town Centre Revisions) Bylaw, 2021, No. 2376*”.**
- 8.2. **PERMITS**
- 8.2.a. **1273 FIR STREET, WHITE ROCK ELEMENTARY SCHOOL EXPANSION - DEVELOPMENT VARIANCE PERMIT 436** 252
- Development Variance Permit 436, if approved, would allow relief from the maximum height standard of the P-1 Zone (i.e., 10.7 metres) to allow a maximum height of 12.4 metres sought in support of an eight (8)-classroom expansion to White Rock Elementary School, located at 1273 Fir Street.
- RECOMMENDATION**  
**THAT Council approve of the issuance of Development Variance Permit No. 436 for 1273 Fir Street, White Rock Elementary School expansion.**
9. **CORRESPONDENCE**

## **9.1. CORRESPONDENCE - RECEIVED FOR INFORMATION**

**Note:** Council Policy No. 109 notes that the City of White Rock does not make official proclamations. Item 9.1.c has been included under correspondence for public information purposes only.

**Note:** Council may wish to refer this matter to staff for consideration and response.

### **RECOMMENDATION**

**THAT Council receive the correspondence as circulated as items 9.1.a - 9.1.d.**

<b>9.1.a.</b>	<b>METRO VANCOUVER BOARD IN BRIEF - MARCH 26, 2021</b>	<b>256</b>
<b>9.1.b.</b>	<b>PROCLAMATION REQUEST FOR 2021 FALUN DAFA DAY</b>	<b>267</b>
	Correspondence from the Falun Dafa Association of Vancouver requesting Council recognition of Falun Dafa Day on May 13, 2021.	
<b>9.1.c.</b>	<b>CITY OF PRINCE GEORGE - BC HYDRO: 2020 STREET LIGHTING RATE APPLICATION</b>	<b>271</b>
	Correspondence from the City of Prince George dated March 17, 2021 requesting the City also consider opposing BC Hydro's proposed 2020 Street Lighting Rate Application (monthly rate increase charge per street light including a surcharge to recover the costs incurred to convert existing high pressure sodium light fixtures to LED fixtures).	
<b>9.1.d.</b>	<b>CITY OF PORT MOODY - HELPING CITIES LEAD PROGRAM</b>	<b>272</b>
	Correspondence dated March 29, 2021 from the City of Port Moody requesting the City support their resolution submitted to the Union of British Columbia (UBCM) for consideration regarding the program titled "Helping Cities Lead" an advocacy campaign related to building greenhouse gas emissions reductions in British Columbia.	
<b>10.</b>	<b>MAYOR AND COUNCILLOR REPORTS</b>	
<b>10.1.</b>	<b>MAYOR'S REPORT</b>	
<b>10.2.</b>	<b>COUNCILLORS REPORTS</b>	
<b>11.</b>	<b>MOTIONS AND NOTICES OF MOTION</b>	
<b>11.1.</b>	<b>MOTIONS</b>	
<b>11.2.</b>	<b>NOTICES OF MOTION</b>	

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS
13. OTHER BUSINESS
14. CONCLUSION OF THE APRIL 26, 2021 REGULAR COUNCIL MEETING



## Regular Council Meeting of White Rock City Council

### Minutes



April 12, 2021, 7:00 p.m.

City Hall Council Chambers

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

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

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  
Kale Pauls, Staff Sargent  
Shannon Johnston, Manager of Budgets and Accounting  
Donna Kell, Manager of Communications and Government Relations  
Debbie Johnstone, Deputy Corporate Officer

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#### 1. **CALL MEETING TO ORDER**

The meeting was called to order at 7:00 p.m.

##### 1.1 **FIRST NATIONS LAND ACKNOWLEDGEMENT**

*We would like to recognize that we are standing/working/meeting on the traditional unceded territory of the Semiahmoo First Nation, and also wish to acknowledge the broader territory of the Coast Salish Peoples.*

**2. ADOPTION OF AGENDA**

**Motion Number: 2021-180 It was MOVED AND SECONDED**

**THAT the Corporation of the City of White Rock Council adopt the agenda for its regular meeting scheduled for April 12, 2021 as amended to include:**

- **Amended March 29, 2021 Regular Council meeting minutes (in regard to the Environmental Advisory Committee recommendations on the Official Community Plan); and**
- **"On-Table" petition in regard to Item 13.2 Maccaud Park Courts.**

**Motion CARRIED (7 to 0)**

**3. ADOPTION OF MINUTES**

**Motion Number: 2021-181 It was MOVED AND SECONDED**

**THAT the Corporation on the City of White Rock adopt the March 29, 2021 Regular Council minutes as amended (Environmental Advisory Committee recommendations on the Official Community Plan) and review of the motion numbers.**

**Motion CARRIED (7 to 0)**

**3.1 SPECIAL PRESENTATION**

In honor of April being "National Poetry Month" Mayor Walker introduced local student, Sanjana Karthik.

Sanjana is a Grade 11 student from Semiahmoo Secondary. She read two (2) of her poems:

- The End is the Beginning
- Remembering

**4. QUESTION AND ANSWER PERIOD**

Due to the COVID-19 global pandemic, in-person Question and Answer Period has been temporarily suspended until further notice. You may forward questions and comments to Mayor and Council by emailing [ClerksOffice@whiterockcity.ca](mailto:ClerksOffice@whiterockcity.ca)

with Question and Answer Period noted in the subject line. Your questions and comments will be noted along with answers and placed on the City's website. You will be notified directly once this has been completed.

The following correspondence was received by 8:30 a.m., April 7, 2021 with respect to Question and Answer period:

**a) P. Kealy, expressing concerns regarding the allocation of \$50,000 towards batting cages in relation to resident taxes.**

Response from Director of Financial Services attached for information.

**b) N. Newton, enquiring on COVID-19 vaccination protocol for patients at Peace Arch Hospital.**

Response from Cathy Wiebe, Executive Director White Rock/ South Surrey and Delta Health Services & Peace Arch and Delta Hospitals attached for information.

**c) J. Leszczynski, asking Council and city staff to review holiday greetings noted in the City Connects e-newsletter to ensure that it encompasses the diversity of the community.**

Response from Manager of Communications attached for information.

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

**Motion Number: 2021-182 It was MOVED AND SECONDED**

**THAT Council receive for information the correspondence submitted for Question and Answer Period by 8:30 a.m., April 12, 2021, information provided with staff responses that are available at the time.**

**Motion CARRIED (7 to 0)**

## **5. DELEGATIONS AND PETITIONS**

### **5.1 DELEGATIONS**

#### **5.1.a AMY DA COSTA AND FRED KLINE - ADDRESSING SPEEDS ON ROPER AVENUE BETWEEN STAYTE ROAD AND JOHNSTON ROAD**

Amy Da Costa attended as a delegation in regard to concerns with speeds on Roper Avenue between Stayte Road and Johnson

Road; and to request that Council evaluate the feasibility of improving the 30 km/hr speed limit signage at the Alan Hogg Park entrance.

**Motion Number: 2021-183 It was MOVED AND SECONDED**

**THAT Council endorse staff review, via the Master Transportation Plan, the following requests:**

- 1. Review of speeds on Roper Avenue between Stayte Road and Johnson Road; and**
- 2. Feasibility for improving the 30 km speed limit signage at the Alan Hogg Park entrance.**

**Motion CARRIED (7 to 0)**

## **5.2 PETITIONS**

None

## **6. PRESENTATIONS AND CORPORATE REPORTS**

### **6.1 PRESENTATIONS**

None

### **6.2 CORPORATE REPORTS**

#### **6.2.a COVID-19 GLOBAL PANDEMIC VERBAL UPDATE**

The Fire Chief provided a verbal update regarding the COVID-19 global pandemic.

Concern with the current Health Order / Pandemic and the impact on restaurants at the waterfront:

The following discussion points were noted:

- Additional tables and benches could be added keeping in mind social distancing where the City would work with the BIA
- Enforcement considerations, limited hours
- Work with the BIA for plastic take out cups to help identify where food / alcohol came from

**Motion Number: 2021-184 It was MOVED AND SECONDED**

**THAT Council endorse the bylaw and information regarding regulations in relation to businesses for take out food with alcohol within Memorial Park, be brought back for Council consideration.**

Voted in the negative (3): Councillor Chesney, Councillor Fathers, and Councillor Johanson

**Motion CARRIED (4 to 3)**

**Motion Number: 2021-185 It was MOVED AND SECONDED**

**THAT Council endorse a Special meeting be called for Monday, April 19, 2021 (earlier start time - 4:30 p.m.).**

Voted in the negative (3): Councillor Fathers, Councillor Johanson, and Councillor Manning

**Motion CARRIED (4 to 3)**

**6.2.b CONTRACT AWARD - 2020 WATER UTILITY CAPITAL WORKS CONSTRUCTION**

Corporate report dated April 12, 2021 from the Director of Engineering and Municipal Operations titled "Contract Award - 2020 Water Utility Capital Works Construction Contract".

**Motion Number: 2021-186 It was MOVED AND SECONDED**

**THAT Council:**

- 1. Approve the 2020 Water Main Upgrade – Chestnut, Blackburn to North Bluff budget of \$289,000, as well as the 2020 Water Main Upgrade - 1500 Blk Stevens budget of \$399,000 which are in the 2021 – 2025 Financial Plan; and**
- 2. Approve the award of the 2020 Water Utility Capital Works Construction Contract to Brighthouse Civil Contracting DTM Ltd. in the amount of \$454,576 (excluding GST).**

**Motion CARRIED (7 to 0)**

## **7. MINUTES AND RECOMMENDATIONS OF COMMITTEES**

### **7.1 STANDING AND SELECT COMMITTEE MINUTES**

**Motion Number: 2021-187 It was MOVED AND SECONDED**

**THAT Council receive for information the following standing and select committee meeting minutes as circulated:**

- **Land Use and Planning Committee - March 29, 2021; and**
- **COVID-19 Recovery Task Force - March 16, 2021.**

**Motion CARRIED (7 to 0)**

### **7.2 STANDING AND SELECT COMMITTEE RECOMMENDATIONS**

#### **7.2.a Land Use and Planning Committee (Chairperson - Councillor Kristjanson)**

##### **7.2.a.a Recommendation #1 - 1588 Johnston Road, Soleil – Development Variance Permit No. 439 (21-004)**

**Motion Number: 2021-188 It was MOVED AND SECONDED**

**THAT Council:**

- 1. Direct planning staff to obtain public input through a public meeting conducted as an electronic meeting with notice of the meeting given in accordance with Section 466 of the *Local Government Act*, including notice in newspapers and distribution by mail to property owners / occupants within 100 metres of the subject property; and**
- 2. Following the electronic public meeting, consider approval of Development Variance Permit No. 439.**

**Motion CARRIED (7 to 0)**

**7.2.a.b Recommendation #2 - Early Review of Rezoning  
Application – 877 Kent Street (21-011)**

**Motion Number: 2021-189 It was MOVED AND  
SECONDED**

**THAT Council direct staff to advance the zoning  
amendment Application at 877 Kent Street to the  
next stage in the application review process.**

**Motion CARRIED (7 to 0)**

**7.2.a.c Recommendation #3 - 14989 Roper Avenue  
Development Variance Permit No. 438 (19-023)**

**Motion Number: 2020-190 It was MOVED AND  
SECONDED**

**THAT Council:**

- 1. Direct planning staff to obtain public input through a  
public meeting conducted as an electronic meeting  
with notice of the meeting given in accordance with  
Section 466 of the *Local Government Act*, including  
notice in newspapers and distribution by mail to  
property owners / occupants within 100 metres of the  
subject property;**
- 2. Following the electronic public meeting, approve  
issuance of Development Variance Permit No. 438.**

**Motion CARRIED (7 to 0)**

**7.2.b Water Community Advisory Panel (Council Representative -  
Councillor Trevelyan)**

**Note: The recommendation provided by the Water Community  
Advisory Panel in regard to requesting "alternatives" be brought  
forward appears to be outside previous Council direction. Staff at  
this time are acting on Council direction given at the December 2,  
2019 Regular Council meeting (currently working on bringing  
forward information in relation to a phased approach to  
consumption based water utility rates).**

This item was deferred from the March 29, 2021 Regular Council meeting. Meeting minutes from the March 9, 2021 Panel meeting are attached for information purposes.

**7.2.b.a Recommendation #1 - Proposed Water Rate Model**

**Motion Number: 2021-191 It was MOVED AND SECONDED**

**THAT Council direct staff to continue to work on finalizing a water rate structure with alternatives with the Panel and report back to Council.**

**Motion CARRIED (7 to 0)**

**7.2.c COVID-19 Recovery Task Force (Council Chairperson - Councillor Kristjanson)**

**7.2.c.a Recommendation #1 - Presentation from the Community Health and Social Innovation (CHASI) Hub**

**Note:** Information on the Community Health Social Innovation (CHASI) Hub attached for reference purposes.

Staff note there may be budget considerations to discuss in relation to the recommendation.

It was noted that staff can bring forward more detail in regard to the proposal to the next meeting.

**Motion Number: 2021-192 It was MOVED AND SECONDED**

**THAT Council defer the following recommendation to the next meeting:**

***THAT Council consider endorsing the Community Health and Social Innovation proposal for a study as a way of examining the needs of the senior population in respect to how they have been impacted by COVID-19.***

**Motion CARRIED (7 to 0)**



## 8. **BYLAWS AND PERMITS**

### 8.1 **BYLAWS**

#### 8.1.a **BYLAW 2377 - WHITE ROCK FINANCIAL PLAN (2021-2025) BYLAW, 2021, NO. 2377**

A Bylaw to adopt a Financial Plan for 2021 to 2025. The Bylaw was originally presented at the March 29, 2021 Regular Council meeting, a decision regarding the bylaw was not made at that time. The bylaw is on the agenda for consideration of first, second and third reading at this time.

**Note:** The following reports regarding the bylaw are attached for reference purposes:

- December 2, 2020 Finance and Audit Committee report;
- January 25, 2021 Finance and Audit Committee report;
- March 8, 2021 Finance and Audit Committee report; and,
- March 29, 2021 Regular Council report.

It was noted a 4.28% tax increase would equal an average of \$90 per taxpayer and approximately \$200 for commercial properties.

It was further noted that for next budget process there would like to be the opportunity for review the budget further in regard to the department budgets.

Following the endorsed amendment to the Financial Plan the result is a proposed tax increase is: 3.83%.

**Motion Number: 2021-193 It was MOVED AND SECONDED**

**THAT Council directs the following be removed from the proposed budget:**

- **The noted Parks Staff at an amount of \$249,000 with an impact of a 1.06% tax increase.**

Voted in the negative (4): Mayor Walker, Councillor Fathers, Councillor Johanson, and Councillor Kristjanson

**Motion DEFEATED (3 to 4)**

**Motion Number: 2021-194 It was MOVED AND SECONDED**

**THAT Council directs the following be removed from the proposed budget:**

- **The noted HR Advisor at an amount of \$104,400 with an impact of a 0.45% tax increase.**

Voted in the negative (2): Councillor Fathers, and Councillor Johanson

**Motion CARRIED (5 to 2)**

**Motion Number: 2021-195 It was MOVED AND SECONDED**

**THAT Council request staff bring forward information before consideration of three (3) reading of the Financial Plan Bylaw, that outlines the capital projects be spread over six (6) years instead of five (5) years.**

Voted in the negative (5): Mayor Walker, Councillor Chesney, Councillor Fathers, Councillor Johanson, and Councillor Manning

**Motion DEFEATED (2 to 5)**

**Motion Number: 2021-196 It was MOVED AND SECONDED**

**THAT Council directs staff to bring forward Financial Planning policies, similar to what the Cities of Victoria and Coquitlam have in place; and include information that outlines best practice policies throughout the Lower Mainland.**

**Motion CARRIED (7 to 0)**

**Motion Number: 2021-197 It was MOVED AND SECONDED**

**THAT Council directs staff to draft a new Financial Plan Bylaw with a 3.83% tax increase for 2021 which is achieved by removing the HR Advisor.**

Voted in the negative (3): Councillor Kristjanson, Councillor Manning, and Councillor Trevelyan

**Motion CARRIED (4 to 3)**

## 8.2 PERMITS

None

## 9. CORRESPONDENCE

### 9.1 CORRESPONDENCE - RECEIVED FOR INFORMATION

**Motion Number: 2021-198 It was MOVED AND SECONDED**

**THAT Council receive correspondence circulated in the agenda as Item 9.1.a. and 9.1.b.**

**Motion CARRIED (7 to 0)**

#### 9.1.a Proposed RCAF Snowbird Story Board on White Rock Pier

Correspondence dated March 17, 2021 regarding a proposed story board on the White Rock Pier as a commemorative tribute to the Canadian Forces Snowbirds (431 Air Demonstration Team).

**Note:** *Council may wish to consider a motion for staff to review and bring forward information in regard to a commemorative tribute to the Canadian Forces Snowbirds (431 Air Demonstration Team) / a storyboard from the City of White Rock, including budget implications.*

**Motion Number: 2021-0199 It was MOVED AND SECONDED**

**THAT Council directs staff to review and bring forward information regarding on a commemorative plaque / story board for the Canadian Forces Snowbirds (431 Air Demonstrations Team); included would be other possible locations from the pier.**

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

**Motion CARRIED (5 to 2)**

#### 9.1.b 2020 RESOLUTION REFERRED TO UNION OF BRITISH COLUMBIA OF MUNICIPALITIES - VACANCY TAX

Letter dated February 26, 2021 from Union of British Columbia Municipalities (UBCM) to notify the following City's resolution has been endorsed with an Amendment: NR69 Vacancy Tax:

*Whereas the City of Vancouver has authority through the Vancouver Charter to implement and Annual Vacancy Tax;*

*And whereas other municipalities are governed through the Community Charter where there is no current authority to implement a Vacancy Tax;*

*Therefore be it resolved that UBCM work with the Province of British Columbia to amend the authority given to municipalities through the Community Charter permitting municipalities the authority to impose, by bylaw, an annual vacancy tax on taxable residential properties.*

**Resolutions Committee Comments Amendment:**

*Therefore be it resolved that UBCM work with the Province of British Columbia to amend the authority given to municipalities through the Community Charter permitting municipalities the authority to impose, by bylaw, an annual vacancy tax on taxable residential ~~and commercial~~ properties.*

**Note:** *This is included on the agenda for information purposes.*

**10. MAYOR AND COUNCILLOR REPORTS**

**10.1 MAYOR'S REPORT**

Mayor Walker noted the following community events / information:

- March 30, South Surrey and White Rock Chamber of Commerce "Chamber Chat"
- March 30, Facebook Live with Councillor Kristjanson
- April 1, TransLink Mayor's Council
- April 7, Regional call with Minister of Municipal Affairs & Housing and the BC Mayors and Regional District Chairs for the South West Region
- April 8, Metro Vancouver Board of Directors Budget Workshop
- April 9, Call with Local MLA, Kerry-Lynne Findlay and MP Trevor Halford

**Note:** April 11 - 17 "Prevention of Violence Against Women's Week"

## 10.2 COUNCILLORS REPORTS

Councillor Chesney noted the following community events / information:

- Food Program still being conducted at Russell Avenue and Johnston Road, also now being supported by local business A Little Bud

Councillor Johanson noted the following community events / information:

- March 22 TransLink Handi Dart Modernization
- March 24, 26 & 27 Participated in "High Ground 2021"
- Mar 31, Peace Arch Hospital Foundation Healthy Community Grants Community

## 11. MOTIONS AND NOTICES OF MOTION

### 11.1 MOTIONS

#### 11.1.a OFFICIAL COMMUNITY PLAN AMENDMENT - ELM STREET

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

**Note:** *Staff note that it is likely that amendments pertaining to building heights within the Waterfront Village designation could be presented in tandem with changes to the boundaries of this designation (along Elm Street). It would be advantageous to receive direction from Council as it relates to this potential designation change as staff would need time to evaluate the appropriateness of such in the context of the property(ies) to which the amendment would apply. Although please note this could add time to the on-going review of building heights outside the Town Centre.*

**Motion Number: 20121-200 It was MOVED AND SECONDED**

**THAT Council: Whereas the Official Community Plan (OCP) includes Elm Street as part of the Waterfront Village; and**

**Whereas Elm Street is the only street off Marine Drive that is part of the Waterfront Village; and**

**Whereas Elm Street has no commercial activity; and**

**Whereas Elm Street is in fact part of a mature neighbourhood,**

**Amends the OCP be amended to remove Elm Street from the Waterfront Village designation.**

**Motion CARRIED (7 to 0)**

**11.1.b MARINE DRIVE GARBAGE - EAST AND WEST BEACH**

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

**Note:** *There are five (5) photos in relation to the motion provided for information.*

Whereas take-out trash and other garbage has been increasing on Marine Drive and the Promenade due to the COVID-19 pandemic:

It was noted that the additional funds to address the requested would be approximately \$60,000 per season, this can be funded from the COVID grant funds,

Staff noted the hire of an afternoon shift for this year will address additional garbage pick up requirements.

**Motion Number: 2021-201 It was MOVED AND SECONDED**

**THAT Council directs staff to explore further options that are available to the City in order to keep the waterfront clean and free of overflowing garbage cans, including but not limited to increased pickups, more garbage cans, an advertising campaign; and further information, given that the increase in garbage is due directly to the impact of COVID restrictions, that the Federal / Provincial Grant be used to support garbage pickup.**

**Motion CARRIED (7 to 0)**

**11.1.c MEETING EXTENSION**

THAT Council endorse the Regular Council meeting of April 12, 2021 be extended past 9:30 p.m.

**Motion Number: 2021-202 It was MOVED AND SECONDED**

**THAT Council endorse the Regular Council meeting of April 12, 2021 be extended past 9:30 p.m.**

Voted in the negative (1): Councillor Manning

**Motion CARRIED (6 to 1)**

**11.1.d EXTENSION FOR WATER COMMUNITY ADVISORY PANEL MEMBER APPOINTMENTS**

At the March 15, 2021 Special Council meeting, Council endorsed a motion to extend the Water Community Advisory Panel for at least three (3) meetings in order to finish their work on the water rate structure. The Panel appointments expired on March 31, 2021.

**Motion Number: 2021-203**

**THAT Council extend the term of appointments for the existing Water Community Advisory Panel in order for additional three (3) meetings to be held to complete discussion in regard to water utility user rates.**

**Motion CARRIED (7 to 0)**

**11.1.e COVID RECOMMENDATIONS FOR THE WATERFRONT**

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

Given the rapidly increasing COVID cases in the Fraser Health Region;

This past long Easter week-end our waterfront parking was full;

All the patios were packed and the massive lineups for take-out service have caused great concern for many of our taxpaying residents;

One of the Provincial health guidelines is to stay home; and  
I understand people want to get out and get some fresh air and exercise.

Therefore I Recommend:

**Motion Number: 2021-204 It was MOVED AND SECONDED**

**THAT Council direct staff to report what measures the City should put in place, if any, to help address keeping with Health Orders during the pandemic at the waterfront.**

**Motion CARRIED (7 to 0)**

## **11.2 NOTICES OF MOTION**

### **12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS**

### **13. OTHER BUSINESS**

#### **13.1 2021 GRANTS-IN-AID COMMITTEE APPOINTMENTS**

Mayor Walker informed of the appointments of the following members to serve on the Grants-in-Aid Sub Committee (Standing Committee ) for 2021:

- Councillor Kristjanson, Chairperson
- Councillor Fathers
- Councillor Manning; and
- Councillor Johanson (Alternate)

#### **13.2 MACCAUD PARK COURTS**

Councillors Johanson and Trevelyan requested that this item be added to the agenda for reconsideration / discussion.

The following motion was considered and defeated at the March 29, 2021 Regular Council meeting. At this time it is being requested that this item be reconsidered:

*"THAT Council no longer consider tennis and pickleball courts at Maccaud Park".*



Councillor Trevelyan provided an "On-table petition with 100 signatures, with the statement *"I believe that Maccaud Park in White Rock BC should remain a public green space, and therefore I am opposed to the City of White Rock installing pickleball or tennis court in Maccaud Park"*.

**Motion Number: 2021-205 It was MOVED AND SECONDED**

**THAT Council no longer consider tennis and pickleball courts at Maccaud Park.**

**Motion CARRIED (7 to 0)**

**Motion Number: 2021-206 It was MOVED AND SECONDED**

**THAT Council receive the petition supplied "On-Table" petition with 100 signatures, with the following statement**

***"I believe that Maccaud Park in White Rock BC should remain a public green space, and therefore I am opposed to the City of White Rock installing pickleball or tennis court in Maccaud Park"*.**


**Motion CARRIED (7 to 0)**

**14. CONCLUSION OF THE APRIL 12, 2021 REGULAR COUNCIL MEETING**

The Chairperson concluded the meeting at 9.43 p.m.

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Mayor Walker



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Tracey Arthur, Director of Corporate Administration

## Public Meeting of White Rock City Council

### Minutes



April 19, 2021, 5:00 p.m.

City Hall Council Chambers

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

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

STAFF: Guillermo Ferrero, Chief Administrative Officer  
Tracey Arthur, Director of Corporate Administration  
Carl Isaak, Director of Planning and Development Services  
Greg Newman, Manager of Planning  
Debbie Johnstone, Deputy Corporate Officer  
Donna Kell, Manager of Communications and Government Relations

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#### 1. CALL MEETING TO ORDER

#### 2. MEETING DETAILS

##### **DEVELOPMENT VARIANCE PERMIT 436**

**CIVIC ADDRESS: 1273 Fir Street, White Rock**

**PURPOSE:** Development Variance Permit (DVP) 436 proposes to allow relief from the maximum height standard of the P-1 Zone (i.e., 10.7 metres) to allow a maximum height of 12.4 metres sought in support of an eight (8)-classroom expansion to White Rock Elementary School, located at 1273 Fir Street.

3. **DIRECTOR OF CORPORATE ADMINISTRATION READS A STATMENT REGARDING THE PROCEDURE TO BE FOLLOWED FOR THE PUBLIC MEETING**

4. **DIRECTOR OF CORPORATE ADMINISTRATION ADVISES HOW THIS PUBLIC MEETING HAS BEEN PUBLICIZED**

- Notice was published in the April 8 and 15 editions of the Peace Arch News
- 281 notices were mailed to owners and occupants within 100 metres of the subject property.
- A copy of the notice was placed on the public notice posting board on March 30, 2021

5. **THE CHAIRPERSON INVITES THE DIRECTOR OF PLANNING AND DEVELOPMENT SERVICES TO PRESENT THE PROPOSED APPLICATION**

**Note:** Corporate report dated March 8, 2021 and minutes extract provided for information purposes.

6. **THE CHAIRPERSON WILL REQUEST THE DIRECTOR OF CORPORATE ADMINISTRATION TO ADVISE OF ANY CORRESPONDENCE OR SUBMISSIONS RECEIVED**

As of 8:30 a.m. on Wednesday, April 14, 2021 there have been **27** submissions.

**Note:** Submissions received between 8:30 a.m., April 14, 2021 and 12:00 p.m., April 19, 2021 will be presented "On Table" at the Public Meeting.

Author	Date Received	Civic Address	Status	Item #
J. Corenblum	April 7, 2021	301-1221 Johnston Road, White Rock	Support	C-1
J. Pallet	April 12, 2021	Undisclosed	Support	C-2
Miranda	April 12, 2021	Undisclosed	Support	C-3
C. Pasco	April 12, 2021	Undisclosed	Support	C-4
H. Kowalski	April 13, 2021	Undisclosed	Support	C-5
L. King	April 13, 2021	Undisclosed	Support	C-6
K. Saddington	April 13, 2021a	Undisclosed	Support	C-7
A. Da Costa	April 13, 2021	White Rock	Support	C-8
M. Tatto	April 13, 2021	Undisclosed	Support	C-9
L. Tatto	April 13, 2021	Undisclosed	Support	C-9
K. Li Chen	April 13, 2021	White Rock	Support	C-10
S. Oh	April 13, 2021	Undisclosed	Support	C-11
C. Barclay	April 13, 2021	Undisclosed	Support	C-12

D. Manhas	April 13, 2021	Undisclosed	Support	C-13
D. Braun	April 13, 2021	15557 Thrift Avenue, White Rock	Support	C-14
J. Braun	April 13, 2021	15557 Thrift Avenue, White Rock	Support	C-14
C. Wilke	April 13, 2021	Undisclosed	Support	C-15
C. Denter	April 13, 2021	White Rock	Support	C-16
B. Ferguson	April 13, 2021	White Rock Resident	Support	C-17
S. Walters	April 13, 2021	Undisclosed	Support	C-18
D. Schinkel	April 13, 2021	Undisclosed	Support	C-19
E. Santos	April 13, 2021	Undisclosed	Support	C-19
M. Coulas	April 14, 2021	15500 Oxenham Avenue, White Rock	Support	C-20
P. Strauss	April 13, 2021	White Rock resident	Support	C-21
D. Blake	April 13, 2021	Undisclosed	Support	C-22
L. Lempriere	April 13, 2021	Undisclosed	Support	C-23
D. Blake	April 13, 2021	White Rock Resident	Support	C-24

C. Adamson	April 13, 2021	Undisclosed	Support	C-25
M. Bray-Russell	April 13, 2021	Undisclosed	Support	C-26
M. Beedle	April 13, 2021	15295 Roper Avenue, White Rock	Support	C-27

**Summary of Submissions for Development Variance Permit 436 (Not Including Phone-In for the Evening):**

- On Table Submissions were received up until 12:00 p.m. (noon) today (Monday, April 19, 2021).
- There have been **twenty-six (26)** "On-Table" submissions: All in support. It was noted that in the "On-Table" correspondence package one (1) submission was noted as being in opposition, but it has since been clarified that they were voting in support.
- For those who phoned in today not wanting to speak to the item but wanting to register their vote there have been two (2) votes registered - one (1) in support and one (1) opposed.

**7. THE CHAIRPERSON INVITES THOSE IN ATTENDANCE TO PRESENT THEIR COMMENTS**

- T.J. Dhillon, Victoria Avenue, White Rock, spoke in support to the application noting the proposed expansion is important and stated it will create more space and keep a cohesive look.
- J. Findlay, 1154 Findlay Street, White Rock, spoke in support of the application stating there has been a plan in place for this expansion for quite some time.
- A. Kuroyama, Surrey School District, Project Manager, stated the school is a long time asset for the City, the design has been done as way to ensure the form / ridgeline is kept.

There were no other registered speakers as of 5:23 p.m. instructions for anyone wanting to call in at this time were noted and displayed.

- K. McNaulty, 413, 21 Fir Street, White Rock. not in support of the application stated the addition does not need to go in this location it could be placed to

the west of the school resulting in no view impacts. Understand the infrastructure is in place for this but there may be ways to explore expansion in another part of the property that would be a solution for the entire neighbourhood. There are several ridgelines on the existing building that may be followed.

After waiting additional time it was determined there were no further speakers.

8. **IF REQUIRED, THE CHAIRPERSON INVITES THE DIRECTOR OR PLANNING AND DEVELOPMENT SERVICES TO SUMMARIZE THE PROPOSED APPLICATION**

None

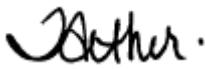
Unapproved

9. **CONCLUSION OF THE APRIL 19, 2021 PUBLIC MEETING**

The public meeting for Development Variance Permit 436 was concluded at 5:32 p.m.

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Mayor Walker



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Tracey Arthur, Director of  
Corporate Administration

Unapproved



## Public Hearing of White Rock City Council

### Minutes



April 19, 2021, 6:00 p.m.

City Hall Council Chambers

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

#### PRESENT:

Mayor Walker  
Councillor Chesney  
Councillor Fathers  
Councillor Johanson  
Councillor Kristjanson (arrived at 6:12 p.m.)  
Councillor Manning  
Councillor Trevelyan

#### 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  
Debbie Johnstone, Deputy Corporate Officer  
Donna Kell, Manager of Communications and Government Relations

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#### 1. **CALL HEARING TO ORDER**

The Public Hearing was called to order at 6:02 p.m.

#### 2. **BYLAW NO: 2376 - White Rock Zoning Bylaw, 2012, No. 2000, Amendment (CR-1 Town Centre Revisions), Bylaw, 2021, No. 2376**

**PURPOSE:** Bylaw 2376 would amend Schedule A – Text of the Zoning Bylaw by deleting the existing Section 6.16 CR-1 Town Centre Area Commercial/ Residential Zone in its entirety and replacing it with a new Section 6.16 CR-1 Town Centre Area Commercial / Residential Zone.

Changes in this zoning amendment, if approved, will include:

- Reducing maximum density
- Encouraging more affordable housing choices and employment uses
- Requiring more green spaces as part of development
- Lowering overall building heights (current maximum height is 80.7 metres, approx. 25-26 storeys). Proposed heights are indicated in yellow circles on map in number of storeys.
- Reinforcing the lower-scale, pedestrian-focused experience on Johnston Road
- Requiring adaptable, accessible-ready housing

3. **DIRECTOR OF CORPORATE ADMINISTRATION READS A STATEMENT REGARDING THE PROCEDURE TO BE FOLLOWED FOR THE PUBLIC HEARING**

4. **DIRECTOR OF CORPORATE ADMINISTRATION ADVISES HOW THIS PUBLIC HEARING HAS BEEN PUBLICIZED**

- Notice was published in the April 8 and 15 editions of the Peace Arch News
- 10,974 postcards were mailed out to all residents in White Rock
- A copy of the notice was placed on the public notice posting board on March 31, 2021

5. **THE CHAIRPERSON INVITES THE DIRECTOR OF PLANNING AND DEVELOPMENT SERVICES TO PRESENT THE PROPOSED BYLAW**

**Note:** Information package for this item provided for reference purposes.

**Councillor Kristjanson arrived at the meeting at 6:12 p.m.**

6. **THE CHAIRPERSON WILL REQUEST THE DIRECTOR OF CORPORATE ADMINISTRATION TO ADVISE OF ANY CORRESPONDENCE OR SUBMISSIONS RECEIVED**

As of 8:30 a.m. on Wednesday, April 14, 2021 there have been **36** submissions.

**Note:** Submissions received between 8:30 a.m., April 14, 2021 and 12:00 p.m., April 19, 2021 will be presented "On Table" at the Public Meeting.

Author	Date Received	Resident Address	Status	Item #
L. Gom	April 8, 2021	Undisclosed	Opposed	C-1
A. Shah	April 9, 2021	1558 Victoria Avenue White Rock, BC	Opposed	C-2
D. Evoy	April 9, 2021	White Rock	Opposed	C-3
I. Campbell	April 9, 2021	White Rock	Opposed	C-4
M. Mallot	April 10, 2021	White Rock	Opposed	C-5
L. Swanson	April 10, 2021	White Rock	Opposed	C-6
J. Vye	April 10, 2021	White Rock	Opposed	C-7
G. A.	April 10, 2021	Undisclosed	Opposed	C-8
C. Fast	April 10, 2021	1130 Finlay Street White Rock, BC	Opposed	C-9
L. Nielsen	April 10, 2021	1480 Foster Street	Opposed	C-10
T. Scott	April 10, 2021	14716 Thrift Avenue White Rock, BC V4B 2J5	Opposed	C-11
G. Boutilier	April 10, 2021	208 - 1280 Merklin St. White Rock, BC	Opposed	C-12

S. Butterfly	April 10, 2021	Suite 30015176 Buena Vista Ave.White Rock, B.C	Opposed	C-13
S. Bergen	April 10, 2021	602 - 15015 Victoria AveWhite Rock, BC	Opposed	C-14
J. Hampson	April 10, 2021	15858 Roper AvenueWhite Rock, BC	Opposed	C-15
P. Glabush	April 10, 2021	1130 Finlay Street White Rock, BC	Opposed	C-16
A. Currie	April 11, 2021	Undisclosed	Support	C-17
S. Willis	April 11, 2021	Undisclosed	Opposed	C-18
P. Chang	April 11, 2021	Undisclosed	Opposed	C-19
D. Lewis	April 11, 2021	Undisclosed	Opposed	C-20
R. Green	April 11, 2021	White Rock	Opposed	C-21
S. Green	April 11, 2021	White Rock	Opposed	C-21
S. Mare	April 12, 2021	Undisclosed	Opposed	C-22
A. McCorkell	April 12, 2021	15586 Goggs AvenueWhite Rock,	Opposed	C-23

T. Bishop	April 12, 2021	215 - 1280 Fir Street White Rock, BC	Support Opposed*	C-24
V. Mair	April 12, 2021	305 - 1369 George St. White Rock, BC	Opposed	C-25
T. Moore	April 12, 2021	204 - 1020 Parker Street White Rock, BC	Undetermined	C-26
D. Darts	April 12, 2021	14855 Thrift Avenue White Rock, BC	Opposed	C-27
V. Darts	April 12, 2021	14855 Thrift Avenue White Rock, BC	Opposed	C-27
D. Taylor	April 12, 2021	Undisclosed	Opposed	C-28
G. Dawson	April 10, 2021	309-1280 Merklin Street	Opposed	C-29
F. Old	April 12, 2021	White Rock	Opposed	C-30
J. Babb	April 12, 2021	306 1437 Foster Street White Rock	Opposed	C-31
B. Johnston	April 12, 2021	#504 White Rock Square	Opposed	C-32
C. Blacklaws	April 13, 2021	Undisclosed	Opposed	C-33
A. MacDonald	April 13, 2021	301-1351 Martin Street, White Rock	Opposed	C-34

D. Manuel	April 14, 2021	Undisclosed	Opposed	C-35
D. Dakstader	April 12, 2021	White Rock	Opposed	C-36

**Summary of Submissions for Bylaw 2376 (Not Including the Phone-In for the Evening):**

- On Table Submissions were received up until 12:00 p.m. (noon) today (Monday, April 19, 2021).
- There have been 243 On Table Submissions received: 223 opposed, 10 in support and 10 with comments
- For those who phoned in today not wanting to speak to the item but wanting to register their vote there have been 95 votes registered: 92 opposed and 3 in support.

**7. THE CHAIRPERSON INVITES THOSE IN ATTENDANCE (VIA TELEPHONE) TO PRESENT THEIR COMMENTS**

- S. Crozier, 1351 Martin Street, White Rock, not in support of the proposal, stating the majority do not want more buildings at this time. White Rock is rated ninth as a City with highest density in Canada. More density does not mean more tax dollars. Affordable housing and green space are positive goals but this should not mean you need the higher buildings to achieve it. Found the information on the postcard confusing.
- F. Spencer, 1480 Foster Street, White Rock, not in support of the proposal, stating concern that there was a lot of material provided however it was missing a summary of floor space and height for existing vs. proposed. Documents show FAR increase for property across the street and other information notes it would be reduced.
- N. Stone, Landmark Premier Properties Vancouver (building the Foster Martin properties and owners of Central Plaza mall), spoke in support of the proposal. Gave an outline of their involvement with the community and stated concern with limiting height and density and the impact it has in order to create interesting spaces and housing options for the specific community. Community Amenity Contributions (CACs) are revenues, and the

business community need people to maintain and grow, the right height and density could help with this.

- G. Schoberg, 1400 George Street, White Rock, spoke in support of the proposal, stating local residents have the Town Centre and Semiahmoo Town Centre (Surrey recently approved their plan across North Bluff Road and it includes high rises). The Town Centre could be an exciting community (as noted in the Official Community Plan (OCP). CACs are important revenues; the Town Centre is where growth should be encouraged shaping the future for upcoming generations.
- C. Vanputten, 1581 Foster Street, White Rock, not in support of the proposal, stating creativity is not tied to the height of the building. Lesser building heights - allowing for 18 stories etc. blocks sunshine. High rises do not offer affordable housing. Climate change by 2025 to be considered (wood vs. concrete).
- P. Lapenia, Chamber of Commerce 15158 Roper Avenue, White Rock, spoke in support of the proposal nothing representation for the local business community. Considerations include smart development of growth allowing for affordable housing access, employment, green space, and pedestrian friendly planning. Limiting building height is a concern would suggest looking at each project independently in order to promote a unique and welcoming City.
- P. Byer, 15015 Victoria Avenue, White Rock, stated current CR zoning needs to be replaced almost all proposed changes need to be adopted (increased green space, reduced densities, and height). In support of a revised CR-1 with those improvements without heights above 10 stories. Concern noted with the maximum heights of 18, 23 and 29. Permitted heights should be reviewed with the fit of the area (consider existing developments) and the impact on the area. Two (2) sites along North Bluff suitable for more than 10 stories as well consider that at the corner of Russell Avenue and Johnston Road. Encourage Council to revise the OCP where increases above 10 stories permitted on some lots in exchange for Community space and require zoning amendments for specific development with possible community space.
- G. Wolgemuth, 1520 Vidal Street, White Rock, not in support of the proposal stating concern with proposing 18, 23 and 29 storey buildings. A compromise would be 8 - 12 stories, would like to see lower heights over all.
- W. Shalagan, 14825 Prospect Avenue, White Rock, not in support of the proposal although in agreement with some aspects (green space, affordable housing). Concerned with increased density, sustainable growth, additional

traffic / noise, parking, overload of infrastructure. Would like to see change occur at a slower rate and 10 - 12 stories set as a maximum height.

- B. Ohi, 1521 George Street, White Rock, noted concern with the proposal as it downsizes the building she lives in, it is an older concrete building requiring much repair, if it were downsized to 10 stories concern no one would want the site thus cutting their property value down. Those living in high rises would state it is fine, would like to see options / leaving the existing zoning as it is.
- S. Keddy, 15917 Cliff Avenue, White Rock (Town Centre Business Owner), not in agreement with changing the zoning in the Town Centre area, stating that by limiting heights it does not permit consideration of exchange for more open areas at ground level. Limiting to an arbitrary number of height impacts decisions (developers and businesses can offer interesting aspects for the uptown area). Businesses want to come to White Rock but need affordable leasing spaces - smaller buildings will drive higher costs. More people attract more service business. In exchange for height there needs to be more green space - increase to 15%. The City of Surrey have approved larger heights across North Bluff Road.
- E. Ross, 1589 Martin Street, White Rock, not in support of the proposal, noting concern with the City's direction in proposing the building heights noted, stating concern with lack of infrastructure to accommodate it and the blockage of sunlight.
- M. Morrison, Burnaby BC, Urban Planner, spoke in support of the proposal, stating some of the positive aspects (amenities from CACs, walkable neighbourhoods, concrete vs. wood construction, affordable housing component(s), growth of tax base) and requested Council to consider each application of their own merits / what each can offer.
- S. Crawford, 1550 Blackwood Street, White Rock, not in support of the proposal, stating high rises do not support "social capital", concern with high rise living as it promotes living in isolation and disconnection further high rises are not energy efficient.

No further speakers were waiting at 7:32, and call-in instructions were placed on screen:

- F. McDermid, 1520 Vidal Street, White Rock not in support of the proposal noting concern that there are already 14 building / towers currently under construction. This does not leave any green space and does not have a positive impact on taxes (taxes have instead gone up).



- J Bergin, 1501 Vidal Street, White Rock, not in support of the proposal, due to height, lack of space and atmosphere. Does not see the reason(s) for allowance of 18 - 29 stories. Suggested to complete the 14 buildings under construction and then review their impact.
- L. Atitlan, 15445 Pacific Avenue, White Rock, not in support of the proposal stating concern with anything higher than 12 stories / does not see benefits to local residents (taxes raised, congestion, construction traffic and barriers, infrastructure strain). Stated that most of the new plan is good (reducing density, more green space etc.), would see 8 - 10 stores with a 12-story maximum.
- K. Jones, 15761 Goggs Avenue White Rock, not in support of the proposal, stating concern with anything over 10 stories. Encourages Council to look at proposal with an eye to what the original Community Work Shops found (reduce density and heights and an extension of Bryant Park to Johnston Road Plaza adjoining a maximum 10 storey building). Properties along George Street and Martin Avenue no higher than six (6) stories, the properties along Thrift Avenue no higher than four (4) stories. Concern with higher taxes, more congestion, continued construction and no real green areas.
- S. Crozier, 1351 Martin Street, White Rock, (speaking a second time) not in support of the proposal stating developers / those involved have one (1) opinion differing from the residents. Stated that high rises do not help small businesses and does not agree there must be a "trade off" for the public to get what they want for their community.
- G. Wolgemuth, 1520 Vidal Street, White Rock, (speaking a second time) not in support of the proposal, referred to as a positive example was the Sussex at 9 - 10 stories and offers garden and public park space. Concern with new proposals lack of green space and stated that there is not affordable housing in high rises, people want 10 - 12 stories.
- S. Green, 1220 Everall Street, White Rock, does not support of the proposal stating that a range of heights through the Town Centre appears erratic, building heights should taper down along Johnston Road from North Bluff Avenue. The OCP is a living document. Concern if the density is changed from 5.4. to 4 (if there is not enough being built only the wealthy will be able to live in the community).

At 8:02 p.m. there were no further speakers, information was again read out and displayed as to how to call into the meeting.

It was confirmed and noted that staff were informed of one (1) additional piece of correspondence that was sent to the office today at 9:30 a.m. that was not accepted by the City's system. C. Bridges of White Rock, not in support of the proposal. The item will be distributed to Council and placed on the City's website.

At 8:05 p.m. it was determined that there were no further speakers.

8. **IF REQUIRED, THE CHAIRPERSON INVITES THE DIRECTOR OR PLANNING AND DEVELOPMENT SERVICES TO SUMMARIZE THE PROPOSED BYLAW**

None

9. **CONCLUSION OF THE APRIL 19, 2021 PUBLIC HEARING**

The public hearing for Bylaw 2376 was concluded at 8:05 p.m.



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Mayor Walker

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Tracey Arthur, Director of  
Corporate Administration

## Special Meeting of White Rock City Council

### Minutes



April 21, 2021, 5:00 p.m.

City Hall Council Chambers

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

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

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  
Colleen Ponzini, Director of Financial Services  
Eric Stepura, Director of Recreation and Culture  
Ed Wolfe, Fire Chief  
Kale Pauls, Staff Sargent  
Debbie Johnstone, Deputy Corporate Officer  
Donna Kell, Manager of Communications and Government Relations

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#### 1. **CALL MEETING TO ORDER**

The meeting was called to order at 5:02 p.m.

#### 2. **MOTION TO CONDUCT A SPECIAL COUNCIL MEETING WITHOUT THE PUBLIC IN ATTENDANCE**

**Motion Number: 2021-214 It was MOVED and SECONDED**

**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 Council authorizes the City of White Rock to hold the April 21, 2021 Special Council meeting to be video streamed and available on the City's website, and without the public present in the Council Chambers.**

**Motion CARRIED (7 to 0)**

**3. ADOPTION OF AGENDA**

**Motion Number: 2021-215 It was MOVED and SECONDED**

**THAT the Corporation of the City of White Rock Council adopt the agenda for its special meeting scheduled for April 21, 2021 as circulated.**

**Motion CARRIED (7 to 0)**

**4. ADOPTION OF MINUTES**

**Motion Number: 2021-216 It was MOVED and SECONDED**

**THAT the Corporation of the City of White Rock adopt the April 19, 2021 special meeting minutes as circulated.**

**Motion CARRIED (7 to 0)**

**5. COVID-19 Proposed Prevention Measures**

**Corporate report dated April 19, 2021 from the Fire Chief titled "COVID-19 Proposed Prevention Measures".**

**Note:** Discussion on this topic required additional time, Council requested this Special meeting to be scheduled in order to continue.

The following discussion point was noted:

- It was requested that staff ensure further communications be conducted that identifies a phone number and/or website information, prominently displayed on the City website landing page, for when anyone sees a COVID violation as to who to contact.

**Motion Number: 2021-217 It was MOVED and SECONDED**

**THAT Council directs staff to develop a comprehensive communications plan including the following:**

- **LED signs**
- **Replacement of missing COVID related signage at the waterfront**
- **Website update**
- **Social media posts - Twitter, Facebook**
- **Information for staff**
- **News release**
- **Facebook/Instagram advertising**
- **Information for community partners**
- **Signage on site**
- **Banner at the Pier arch**

Voted in the negative (1): Councillor Johanson

**Motion CARRIED (6 to 1)**

**Motion Number: 2021-218 It was MOVED and SECONDED**

**THAT Council endorse the following:**

- **Adjustment of the bylaw staff schedule to allow for more flexibility with hours to assist with enforcement efforts (shifts to be adjusted to reflect coverage of the busiest days and times - typically weekend afternoons and evenings); and**
- **Hire additional Bylaw Enforcement Officers - casual position(s)**

**Motion CARRIED (7 to 0)**

**Motion Number: 2021-219 It was MOVED and SECONDED**

**THAT Council endorse staff to initiate communications with Burlington Northern Santa Fe (BNSF) police regarding the need for uniformed officers from their organization to assist with enforcement efforts along with railway and initiate communication with the province for enforcements at the beach.**

**Motion CARRIED (7 to 0)**

**Motion Number: 2021-220 It was MOVED and SECONDED**

**THAT Council directs a statement be issued by the City that the following options are not being considered by Council at this time, subject to Provincial Health Orders:**

- **Fence off the entire Promenade in order to keep people from using the Promenade; and**
- **Closure of waterfront parking lots**

**Amendment: Motion Number: 2021-221 It was MOVED and SECONDED**

**AMENDING MOTION:**

**THAT Council endorse adding the follow as clarification that it too is not being considered by Council at this time, subject to Provincial Heath Orders:**

- **Closure of the Pier.**

Voted in the negative (3): Mayor Walker, Councillor Fathers, and Councillor Kristjanson

**Motion CARRIED (4 to 3)**

**Question was called on the Main Motion as Amended and it was  
Motion CARRIED (5 to 2)**

Voted in the negative (2): Mayor Walker, and Councillor Fathers

**Motion with Amendment Now Reads as Follows:**

*THAT Council directs a statement be issued by the City that the following options are not being considered by Council at this time, subject to Provincial Health Orders:*

- *Fence off the entire Promenade in order to keep people from using the Promenade; and*
- *Closure of waterfront parking lots; and*
- *Closure of the Pier.*

**Motion Number: 2021-222 It was MOVED and SECONDED**

**THAT Council endorse there be a request made of the Province that they consider the City of White Rock for a community vaccination program.**

Voted in the negative (2): Mayor Walker, and Councillor Fathers

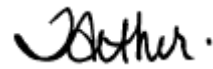
**Motion CARRIED (5 to 2)**

6. **CONCLUSION OF THE APRIL 21, 2021 SPECIAL COUNCIL MEETING**

The meeting was concluded at 6:19 p.m.

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Mayor Walker



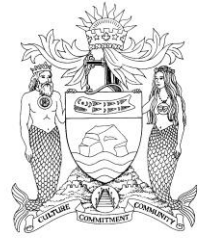
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Tracey Arthur, Director of Corporate  
Administration

Unapproved



THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
**CORPORATE REPORT**



**DATE:** April 26, 2021

**TO:** Mayor and Council

**FROM:** Eric Stepura, Director, Recreation & Culture

**SUBJECT:** Creative City by the Sea – Cultural Strategic Plan 2021

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**RECOMMENDATIONS**

THAT Council:

1. Approve and endorse the Creative City by the Sea Cultural Strategic Plan as presented by City staff and the Arts and Culture Advisory Committee; and
  2. Endorse the funding requests outlined in the Creative City by the Sea Cultural Strategic Plan to be brought forward for consideration in the City's 2022-2026 Financial Plan.
- 

**EXECUTIVE SUMMARY**

The Terms of Reference of the Arts and Culture Advisory Committee (ACAC) included a review of the City's 2014-2018 Cultural Strategic Plan, and to make recommendations to Council for updates to reflect the Community's current and future cultural aspirations.

Through a series of facilitated meetings, the ACAC and City staff drafted an updated Cultural Strategic Plan. The Creative City by the Sea Cultural Strategic Plan (Plan) is attached as Appendix A for Council's consideration.

The updated Plan articulates a vision and a series of goals and objectives that have been incorporated into a recommended implementation section of the document. Resources needed to deliver the Plan are identified in the implementation plan section and are recommended to be considered as part of the City's 2022-2026 Financial Plan deliberations.

The Committee sought input from the Public Art Advisory Committee, BIA representatives and the Peninsula Arts and Culture Alliance members before finalizing the recommendations.

**PREVIOUS COUNCIL DIRECTION**

<b>Motion # &amp; Meeting Date</b>	<b>Motion Details</b>
<i>March 9, 2020</i>	Mandate of the Arts and Cultural Advisory Committee confirmed as: <i>The Arts and Cultural Advisory Committee will collaborate with stakeholders in the community to develop and implement a Cultural Strategic Plan which will make the arts a mainstay of the City's economic base and advance arts and culture in White Rock.</i>

## **INTRODUCTION/BACKGROUND**

The City of White Rock values the importance of strategic planning to gain clarity of direction and support for arts and cultural development. In 2013, the Arts Economic Strategy and Implementation Plan was developed which resulted in Council approval of the Manager, Cultural Development position.

In 2014 the City's first Cultural Strategy 2014-2018 was created. This five year strategic plan has resulted in many accomplishments for the cultural sector and the City, mainly in the areas of streamlined event management, improved process for public art projects and policies, development of a film strategy and more. The five year term of this Cultural Strategy expired, and in 2019, Council appointed an Arts and Culture Advisory Committee to collaborate with City staff and stakeholders in the community to develop and implement a new strategic plan in order to make the arts a mainstay of the City's economic base and advance arts and culture in White Rock.

The Arts and Culture Advisory Committee and City staff have now drafted a new strategic plan. The first piece of work the Committee attended to was to articulate a vision for arts and culture in the community, which is:

“White Rock connects & engages the whole community by integrating arts & culture into the daily life of the City!”

The draft Plan lists three goals, acknowledges the partners that are critical to achievement of the Plan, and identifies how the City will monitor its own accountability and optimize resources.

At its meeting on March 23, 2021, the ACAC endorsed the draft “Creative City by the Sea Cultural Strategic Plan” and made a recommendation to Council to receive and endorse the Plan.

## **FINANCIAL IMPLICATIONS**

Resources are identified and recommended to be considered as part of the City's 2022-2026 Financial Plan deliberations.

## **LEGAL IMPLICATIONS**

Not applicable.

## **COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS**

The draft Plan was endorsed by the Public Art Advisory Committee and the Peninsula Arts and Culture Alliance. Input into the Plan was also sought from representatives of the local business community including the BIA.

## **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

The realization of the Creative City by the Sea Cultural Strategic Plan is not be possible without inter-department cooperation and collaboration. The vision, “White Rock connects & engages the whole community by integrating arts & culture into the daily life of the City,” will only come to life if all City staff embrace how their work can contribute to making White Rock a showcase of arts and cultural public facilities, amenities, celebration and vibrancy.

## **CLIMATE CHANGE IMPLICATIONS**

Not applicable.

### **ALIGNMENT WITH STRATEGIC PRIORITIES**

Adoption of the Plan will help support Council as they look to achieve the following strategic priorities:

- Guide land use decisions of Council to reflect the vision of the Community.
- Continue to nurture a respectful, trusting partnership with the Semiahmoo First Nation.
- Attract visitors and residents to the Town Centre and waterfront.
- Support a vibrant, year-round environment where businesses can thrive.
- Partner with the White Rock BIA, South Surrey & White Rock Chamber of Commerce, Tourism White Rock Association, and the local business community to attract business to the community.

### **OPTIONS / RISKS / ALTERNATIVES**

The following option may be considered:

1. Council not approve the Creative City by the Sea Cultural Strategic Plan and send comments back to the Arts and Culture Advisory Committee for revision.

### **CONCLUSION**

The Creative City by the Sea Cultural Strategic Plan focuses on serving all residents, not just local artists. It recognizes that a thriving arts sector, including professional and not for profit organizations, brings many benefits to a community through economic development, community connection, beautification, celebration and increased resident and visitor engagement. A lively arts community reflects the City's values and sense of pride.

The Plan is a living document, which is meant to be monitored and reviewed regularly. The three key visionary goals are:

- Facilitate Economic Development Through the Arts.
- Address the Lack of Arts & Cultural Infrastructure.
- Sustain Diverse Arts Programs and Festivals.

Achievement of these strategic goals requires the City to partner with local community groups and the cultural sector to leverage collective resources. The accountability mechanism of an annual report card will ensure that the vision of being a "Creative City by the Sea" can be realized.

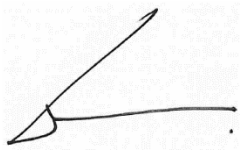
Respectfully submitted,



Eric Stepura  
Director, Recreation & Culture

**Comments from the Chief Administrative Officer**

I concur with the recommendations of this corporate report.

A handwritten signature in black ink, consisting of a stylized 'G' followed by a horizontal line and a small upward stroke at the end.

Guillermo Ferrero

## **Appendix A: “Creative City by the Sea” Cultural Strategic Plan**

## APPENDIX A

### Our Creative City by the Sea: An Arts and Culture Road Map for White Rock

#### Acknowledgements

The City of White Rock thanks the following for their dedication and support in the creation of *Our Creative City by the Sea - An Arts and Culture Road Map for White Rock:*

#### Cultural Advisory Committee 2019-2021 Members:

- J Adams, Chair 2019/20
- M Partridge, Chair 2020/21
- P Petrala, Vice-Chair 2020/21
- M Bali
- K Breaks
- E Cheung
- J Davidson
- P Higinbotham
- M Pederson
- D Thompson
- Councilor A Manning
- Councilor S Kristjanson (alternate)
- Councilor D Chesney

#### Non-Voting and Staff

- K Bjerke-Lisle, WR Museum & Archives
- D Kendze, WR Library
- E Stepura, Director Recreation & Culture
- E Keurvorst, Manager Cultural Development

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## Executive Summary

*Our Creative City by the Sea: An Arts and Culture Road Map for White Rock* is an aspirational yet practical plan providing guidance to leaders for realizing the City's potential as a desirable place to live, work and visit.

The vision of this plan is aspirational: ***“White Rock connects & engages the whole community by integrating arts & culture into the daily life of the City!”***

The goals, objectives, and workplan are practical. They are a result of several meetings with the Arts and Culture Advisory Committee (ACAC) who designed the roadmap to be achievable. It supports Council to set priorities for arts and culture services and for staff to develop workplans. It began with a review of the City's first Cultural Strategic Plan created in 2014.

The COVID-19 pandemic limited the ability to hold forums and open houses during the creation of the updated Cultural Strategic Plan. Undaunted, the Committee members brought back feedback from their various community networks such as the Peninsula Arts and Culture Alliance (PACA), Semiahmoo Arts Society (SAS) and the Business Improvement Association (BIA). Members from other Committees, such as Economic Development and Public Art, also weighed in, as did staff from various civic departments and agencies (i.e. Recreation & Culture, Planning, Library, White Rock Museum & Archives).

The Committee focused on three goals:

1. Facilitate Economic Development through the Arts
2. Address the Lack of Arts and Cultural Infrastructure
3. Sustain Diverse Arts Programs and Festivals

Each goal has a set of broad Objectives and the workplan lays out timing, resources, and specific tasks to success. Implementing the workplan means the City will broaden its role in arts and culture service delivery, maximize partnerships, and foster collaboration within the creative and business sectors. Measuring success through an annual report card is a key accountability recommended in the plan for Council to monitor and recalibrate as required.

Discussion after discussion, the Committee identified hiring a Cultural Services Program Coordinator to increase cultural programming and marketing as a “Priority Objective.” This is placed at the top of the list because this action supports achievement in all three goal areas. It is recommended to be considered no later than during the 2022 operational budget deliberations.

When it comes to special events, the City does remarkably well for its size. The Plan recommends the City sustain existing events and add new events if resourced appropriately. Along the way the City will increase community participation and grow the capabilities of organizers while increasing the visibility of arts and culture in new and existing activities.



The City of White Rock is arguably one of the most creative settings in North America! The natural beauty of the mountains are a backdrop to the ocean, the mild climate, the creative industries located nearby and a population who, according to Environics Analytics, show a desire for cultural activities and value community involvement above the national average, means it makes sense to focus on cultural development as the City grows. The creative sector continues to thrive here: our café culture, small brew pubs, studios, the performing arts, along with year-round celebrations, stimulate the economy and make us a desirable place to live, work and create!

The roadmap's goals, objectives and workplan challenges all of us to integrate arts & culture into the daily life of the City and realize our vision of a "Creative City by the Sea!"

## Context, Definitions & Time Horizon

### *Definitions:*

*Art:* The expression or application of human creative skill and imagination. What we do.

*Culture:* The collective result of our diverse experiences and imagination. Who we are.

A Cultural Strategic Plan (CSP) helps Council set priorities for arts and culture services and helps staff develop workplans. It is a guide. It details specific deliverable objectives for resource planning but also leaves room to explore new opportunities as they present themselves.

In 2014 the City of White Rock unveiled a five-year CSP. As a direct result, the City's cultural services have grown each year, and the arts community is working more collaboratively. There also has been an increase in public art projects, special events and arts programming.

### *Time Horizon and Monitoring Accomplishment*

The CSP is a living document. Some priorities will take years to realize, such as establishing a physical hub for the arts in White Rock, while other tasks will be shorter projects such as implementing a volunteer management system. Plans traditionally include an end date however, this plan's vision, ***Our Creative City by the Sea***, is aspirational – it will never be "done". To ensure progress, a CSP update report will be reviewed by Council annually, using a report card style to show how well objectives are being met and may include new objectives or even goals toward achieving the Vision. Staff will prepare the report card with community input. See an example template in Appendix A.

### *Current Services*

The Committee reviewed the current City services to identify the gaps, including:

### *Policies and Processes*

- Event Protocol Guidelines
- Special Event Policy
- Filming Policy
- Public Art Policy

#### *Services and Facilities*

- Special Events (see Appendix B for 2020 Report to Council)
- Public Art Program
- City Website and social media used to promote Cultural activities
- Film Coordination
- White Rock Community Centre Gallery Room and Exhibition Halls
- Landmark Pop-Uptown Gallery (leased)
- Black Box Theatre in Centennial Park (leased to Peninsula Productions to December 2021)

#### *Arts and Culture Staff*

- Cultural Development Manager (1 FTE)
- Special Events and Filming Coordinator (1 FTE)
- Part-Time Special Events Assistant (.5 FTE) on hold due to COVID-19

#### *Arts Grants*

- Annual Grants-In-Aid program is \$20,000 for Not-for-Profit Organizations presenting new Arts and Culture Initiatives.

### One Big Vision for Impact

The Vision for Arts and Culture in White Rock is:

*“White Rock connects & engages the whole community by integrating arts & culture into the daily life of the City!”*

#### *Imagining the benefits*

The statement, *Our Creative City by the Sea*, means...

- Arts are a priority for Council and the Community
- Artists are visible and engaging with the public
- The community supports arts and artists
- Council decision-making reflects consideration and support for the arts
- Future civic development considers the arts
- Partnerships are facilitated and encouraged
- The City makes “it” happen
- People are connecting and gathering here because it’s desirable and inspiring to experience the arts
- There is a balance of planned festivals and creative activities
- Long- term solutions for enhancing the arts are a priority
- The City is ready to leverage and optimize arts
- The creative economy is incented
- There is room for everyone – inclusive
- The City has “spots of delight”

## Three Key Goals

The 2021 CSP focuses on three key goals to help achieve *Our Creative City by the Sea* Vision. Goals are necessary for contextualizing workplans so resources are allocated efficiently. The Committee focused on three key goals to provide guidance to Council and staff. Research shows that when there are too many goals, achievement goes down; by focusing tightly on a few achievable goals, greater impact is expected.

### *Goal 1. Facilitate Economic Development through the Arts*

Increased economic development is desirable and the potential for White Rock to leverage its creative economy needs to be better facilitated. The term creative economy describes a range of activities from digital technology, café / small brew-house culture, the film industry, tourism/festivals, and traditional ideas of arts businesses such as dance, concert venues, galleries, and theatre.

To facilitate economic development through the arts, so that White Rock's brand is desirable to businesses, visitors and residents, ***the City will broaden its role in arts and culture service delivery, maximize partnerships, and foster collaboration within the creative and business sectors.***

### *Goal 2. Address the Lack of Arts and Cultural Infrastructure*

Currently White Rock owns only one building dedicated for arts purposes (Black Box Theatre currently leased to Peninsula Productions). There are some recreation spaces that are shared with the arts, but this is a short-term solution. On the plus side, the City's thriving public art program is well supported by policy and budget and the presence of a strong arts community is seen as a key advantage to choosing White Rock to locate a business. Both reclaimed and new facilities are useful. It is a wonderful thing how the arts community can create something out of what may appear to be a non-descript space. Creating a variety of authentically unique arts spaces gives a City character along with purpose-built space. Once the arts have a physical home or hub, a City can then reap the benefits of exponential growth. Linked also to economic development, this goal supports expanding community arts programs and could also be tied to addressing adequate programming spaces for seniors.

To address the lack of arts and cultural infrastructure, ***the City will build on its strengths and develop and implement a cultural infrastructure plan as a high priority.*** This will build our brand of *Our Creative City by the Sea* so that livability can thrive and people will be attracted for more reasons than the beach.

### Goal 3. Sustain Diverse Arts Programs and Festivals

In 2019, the City hosted forty-six (46) community special events plus monthly opening receptions at the Landmark Pop-Uptown Gallery and a variety of special events at Kent Street Activity Centre. In 2020, the City and event organizers were on track to present over fifty-one (51) special events. This is considerable relative to the size of the City's events budget and staff levels. The City can accomplish this level of activity due to highly engaged community volunteers and supportive sponsors. Success indicators include number of visitors, efficient use of resources including sponsorship relations, safety, environmental protection, and volunteer engagement.

To sustain diverse arts programs and festivals, so that White Rock continues to be desirable for residents and visitors, ***the City will continue resourcing existing events, including the 1.5 FTE dedicated events staff allocated, add new events only if resourced appropriately, increase community participation, grow the capabilities of organizers, increase the visibility of arts and culture in new and existing activities and focus more on the Uptown Arts District.***

### Ten Objectives

Objectives can be near, medium, or long-term. They are typically narrow in scope and, broken out in a workplan layout. The workplan includes specific outcomes for each objective including budgets and timeframes and potential partners. The achievement of the objectives will be measured each year on the annual report card.

#### One Overall Priority Objective

The City needs to activate the CSP to benefit from the achievement of its goals and ultimately the Vision. To do this best, the Committee identified one priority objective above all others: that is the need to hire a Cultural Services Program Coordinator to [Increase Cultural Programming and Marketing](#). The benefits of economic impact and increased community connection cannot be accomplished without facilitation. In addition to cultural programs, marketing, and outreach, staff resources are required to pave the way for deeper community volunteerism. Volunteers are valuable but without support, volunteerism is not a sustainable growth strategy for cultural development.

#### Three Objectives for Each Goal

##### Goal One: Facilitate Economic Development through the Arts

The City will broaden its role in arts and culture, maximize partnerships, and foster collaboration within the creative and business sectors by achieving the following objectives:

- 1.1 Objective: Facilitate ongoing business development skills for artists
- 1.2 Objective: Facilitate systemized promotion and marketing for White Rock arts community and creative industries
- 1.3 Objective: Facilitate sustainable community arts and cultural organizations

## Goal Two: Address the Lack of Arts and Cultural Infrastructure

The City will build on its strengths and develop and implement a cultural infrastructure plan as a high priority by achieving the following objectives:

- 2.1 Objective: Address the need for a physical hub for the arts to thrive
- 2.2 Objective: Maintain and grow the Public Art program
- 2.3 Objective: Include consideration of arts and culture in City planning

## Goal Three: Sustain Diverse Arts Programs and Festivals

The City will increase community participation and grow the capabilities of organizers, as well as increase the visibility of arts and culture in new and existing activities and do more “beyond the beach” by achieving the following objectives:

- 3.1 Objective: Maintain and grow diverse special events
- 3.2 Objective: Mobilize event partners and volunteers
- 3.3 Objective: Support a thriving Uptown arts district "Beyond the Beach"

## Workplan - Outcomes

The implementation of the CSP is the accountability of the City through the Recreation and Culture Department’s workplan as well as other City departments as required. Where it makes sense, community partners, volunteers, and contractors will participate in the achievement of the outcomes.

<b>GOALS:</b> 1. Facilitate Economic Development through the Arts 2. Address the Lack of Arts and Cultural Infrastructure 3. Sustain Diverse Arts Programs and Festivals  <b>PRIORITY OBJECTIVE:</b> Hire a Cultural Services Program Coordinator to increase cultural programming and marketing	TIME HORIZON	COMMUNITY PARTNERS	ONE TIME BUDGET	New OPERATIONAL BUDGET
Recruitment of a Cultural Services Program Coordinator to support the achievement of the CSP and realize the benefits of economic impact and increased community connection including volunteerism.	2022-2022	n/a	0	\$80,000.00

<b>GOAL 1: Facilitate Economic Development through the Arts</b> <b>Objective 1.1:</b> Facilitate ongoing business development skills for artists <b>Objective 1.2:</b> Facilitate systemized promotion and marketing for Community Organizations and Creative Industries <b>Objective 1.3:</b> Facilitate sustainable community arts and cultural organizations		TIME HORIZON	COMMUNITY PARTNERS	ONE TIME BUDGET	New OPERATIONAL BUDGET
1.1.1	Develop artists in business workshops, lectures, programming through the library and others, such as development workshops for arts & business (budget for honoraria) to build capabilities	2022-ongoing	Library	0	\$3000
1.1.2	Maintain an inventory of talent/artists list, connect artists and businesses to facilitate art displays, artists in residence programs and sponsorship of cultural events.	2022-ongoing	SAS, ArtsCan	0	In-house
1.2.1	Liaise with staff from South Surrey and Semiahmoo First Nation to explore ways to cross-promote and optimize outreach to promote artists.	2022-ongoing	South Surrey/SFN	0	In-house
1.2.2	Create an annual Business and the Arts event with a clear purpose to recognize businesses that support the in White Rock or look at options for being part of SSWRCC.	2023-ongoing	SSWRCC	0	In-house
1.2.3	Create and implement an annual arts marketing plan to effectively market and promote White Rock as an arts and cultural destination and promote WR artists.	2021 - ongoing	PACA, BIA	0	10,000
1.2.4	Encourage local businesses to display, purchase and/or sponsor local arts and crafts (e.g., empty storefront initiative) to encourage placemaking elements engagement with arts and business	2022-ongoing	PACA BIA	0	In-house
1.2.5	Implement the Film Industry Attraction Strategy to attract film industry productions	2021-ongoing	BC Creative, BIA	0	In-house
1.2.6	Collaborate with Economic Development, Tourism, and Arts and Culture (Staff/Committee), leverage opportunities such as Sister City La Connor and other promotion to increase visits	2022-ongoing	BIA, SSWRCC, TOURISM, PACA	0	In-house
1.3.1	Explore the options for creating an Arts Endowment Fund to provide a pool of arts development money available to groups.	2024-2025	Foundations, ARTSCAN	0	In-house
1.3.2	Maintain Civic memberships with outside organizations to facilitate information flow, access grants, professional development, etc. (e.g. Alliance for Arts, Creative City Network of Canada, Metro Van Culture Network, BC Public Art Network, Americans for the Arts, HeritageBC, etc.)	2021-ongoing		0	\$2500
1.3.3	Review the Grants in Aid Arts and Culture Fund to recommend improvements	2022-2022	Finance Dept	0	In-house

<b>GOAL 2: Address the Lack of Arts and Cultural Infrastructure</b> <b>Objective 2.1:</b> Address the need for a physical hub for the arts to thrive/cultural corridor <b>Objective 2.2:</b> Maintain and grow the Public Art program <b>Objective 2.3:</b> Include consideration of arts and culture in City Planning		TIME HORIZON	COMMUNITY PARTNERS	ONE TIME BUDGET	New OPERATIONAL BUDGET
2.1.1	Conduct an Arts and Culture Opportunity and Needs <b>Assessment</b> (including City owned, leased or privately owned dedicated arts spaces). As well as the possibility of merging a new seniors programming facility with arts and cultural needs. Access grants if possible.	2022-2023	Fed & Prov Gov't	\$25,000 (Contractor)	In-house
2.1.2	Follow up the Needs Assessment with a concept plan and construction drawings for the provision of an <b>Arts and Cultural Facility</b> to meet community requirements including the possibility of merging a new seniors programming facility with arts and cultural needs. Be shovel ready and access grants and create budget.	2023 - 2024	Fed & Prov Gov't	\$50,000 (Contractor)	In-house
2.2.1	Incorporate the Public Art Workplan objectives into the Cultural Services workplan and include in the Cultural Strategic Plan annual report card.	2021-ongoing	PAAC	0	Existing Public Art funding formula
2.2.2	Retain a public art specific focused committee to provide guidance for the ongoing sustainability of the Public Art Program	2021-ongoing	PAAC	0	In-house
2.3.1	Ensure that planners for all future municipal-owned infrastructure projects consider integrating arts and cultural space, whether public art and/or arts programming space. Discuss arts and culture infrastructure needs with Planning department to leverage private development projects and explore input into the Official Community Plan	2021-ongoing	City Planners and Private Developers	0	In-house



<b>Goal 3: Sustain Diverse Arts Programs and Festivals</b>		<b>TIME HORIZON</b>	<b>COMMUNITY PARTNERS</b>	<b>ONE TIME BUDGET</b>	<b>New OPERATIONAL BUDGET</b>
<b>Objective 3.1:</b> Maintain and grow diverse special events					
<b>Objective 3.2:</b> Mobilize event partners and volunteers					
<b>Objective 3.3:</b> Support a thriving Uptown Arts District "Beyond the Beach"					
<b>3.1.1</b>	Seek out partnerships to increase the number and variety of children and youth-oriented arts programs offered in the community and in more diverse locations.	2023-ongoing	SAS	0	In-house
<b>3.1.2</b>	Create a large, annual, inclusive White Rock Arts Festival (e.g., International Artist Day, Culture Days) to engage the community	2024-2025	SAS, Culture Days	0	\$35,000
<b>3.1.3</b>	Research and develop a business plan for a winter film festival to promote local industry and engage the community	2025-2025	SAS, BIA, CreativeBC	\$10,000	In-house
<b>3.2.1</b>	Optimize the volunteers interested in A level City Events and use an event planning canvas tool to build engagement and capabilities of volunteers.	2021-ongoing	Various	0	In-house
<b>3.2.2</b>	Explore with Semiahmoo First Nation more cultural events at Semiahmoo Park to enrich our relationship	2022 - ongoing	SFN	0	In-house
<b>3.2.3</b>	Implement volunteer management software, policies and processes to realize efficiencies.	2021-2022		2021 Budget	In-house
<b>3.3.1</b>	Scope a project plan to establish a cultural arts district (cultural corridor) along Johnston Road to get people to see "beyond the beach" (clustering of creative business and animated activity, public art, buskers, etc.) including integrating with Public Art, planning to achieve meaningful placemaking	2022	BIA, WRSSCC, PAAC, City Planners, Developers	0	In-house
<b>3.3.2</b>	Create art banners every second year to enhance the vibrancy of the Uptown District.	2022 – biannually ongoing	PAAC	0	\$13,000
<b>3.3.4</b>	Talk to Farmers Market & Miramar & Saltaire Management about adding arts activities to enhance the vibrancy of the Uptown District.	2022 - 2022	WRFM, Strata	0	In-house



## Conclusion

The United Nations has designated 2021 as the International Year of the Creative Economy for Sustainable Development. In light of how the COVID-19 pandemic has paralyzed the creative economy, revealing and worsening the pre-existing vulnerabilities within the culture sector, this is the right time for the City of White Rock to take a bold stand and embrace the vision and objectives found in this renewed Cultural Strategic Plan.

Implementing *Our Creative City by the Sea* Vision means we will hear people say, “in White Rock, the arts are a priority, and people connect and gather here because they have inspiring artistic experiences.”

We anticipate that people are drawn to return because of a vibrant cultural community like public art, festivals, art galleries and the performing arts, resulting in the livability and economic benefits increasing. We imagine a community where artists, cultural workers, and creative economy employers thrive.

Arts and cultural activities and organizations existing naturally in White Rock’s beauty supported from both inside City Hall and in the neighbourhood - from developers to businesses to citizen volunteers - that’s *Our Creative City by the Sea*. Achieving the vision of “White Rock connects & engages the whole community by integrating arts & culture into the daily life of the City!”, requires agreement, commitment, and support at all levels of City leadership.

## Appendix A - Example Report Card

<b>Date of Report Card:</b> MONTH/YEAR
<b>Goal:</b> Facilitate Economic Development Through the Arts

<b>Example Objective</b>	<b>What was done?</b>	<b>What resulted?</b>	<b>Next Steps – Recommendation</b>
1.2 Facilitate systemized promotion and marketing for Community Organizations and Creative Industries	1.2.5. Film Industry Attraction Strategy tasks implemented: <ul style="list-style-type: none"> <li>a) Newsletter to location managers</li> <li>b) Improved web site</li> <li>c) Etc.</li> </ul>	<ul style="list-style-type: none"> <li>a) An increase in % of filming inquiries</li> <li>b) An increase in % of filming permits.</li> <li>c) An increase in % of White Rock registered on CreativeBC</li> <li>d) An increase in % of White Rock business registered on CreativeBC</li> </ul>	Staff to continue to be pro-active

## Appendix B

### THE CORPORATION OF THE CITY OF WHITE ROCK CORPORATE REPORT



**DATE:** January 25, 2021

**TO:** Mayor and Council

**FROM:** Eric Stepura, Director, Recreation & Culture

**SUBJECT:** 2020 Special Events Review and Special Events for 2021

#### RECOMMENDATIONS

THAT Council approved the following new Special Events for 2021:

1. Chalk Art Festival, May 29-30, 2021, organized by the White Rock BIA; and
2. Summer Busker Series, June 5 to August 28, 2021 from 12:00 p.m. (noon) to 4:00 p.m. at various busker locations throughout the City, organized by the White Rock BIA.

#### EXECUTIVE SUMMARY

Special events in White Rock support community connection and cultural development. They provide a wide variety of entertainment choices, and encourage community gathering opportunities for residents while attracting visitors and tourists, contributing to the City's local economy. This report provides a review of 2020 events, a year that was impacted by the COVID19 pandemic, and an update on 2021 new special events applications. The report also provides information on two new events for Council approval and category designation as laid out in Special Event Policy #710.

#### PREVIOUS COUNCIL DIRECTION

Application guidelines and selection criteria for special events held at White Rock owned or leased facilities or properties are governed by Special Event Policy #710. Community special events are defined for the purposes of this Policy as:

"assemblies or activities ranging in time from hours to days, produced by the City of White Rock, non-profit organizations, private businesses or a combination of partnerships, for community and/or visitor participation, or to attract a significant potential audience."

According to Policy #710, (attached as Appendix C), the City's role in the delivery of community special events falls into three (3) categories:

- Category A - City Produced Event: events where all details are organized and/or coordinated by City staff, usually working with a community volunteer committee to ensure the highest level of community engagement.
- Category B – City as a Producing Partner: events where a high level of staff support is required to work with organizers ensuring that the event content optimizes civic engagement, planning and productions details, as well as marketing needs are sufficient to achieve strategic objectives.
- Category C – City as a Supporter: events where the role of staff is to provide advice and assistance with basic operations and logistical planning such as public safety considerations, coordinating the use of City staff, facilities, property and/or equipment such as tents, stage, barricades, parking lots, community centres, road use, etc.

#### INTRODUCTION/BACKGROUND

2019

In 2019, the City hosted forty-six (46) community special events plus monthly opening receptions at the Landmark Pop-Uptown Gallery and a variety of special events at Kent Street Activity Centre.

## 2020

In 2020, the City and event organizers were on track to present over fifty-one (51) special events. However, the COVID-19 global pandemic and provincial orders prevented in-person gatherings. Despite this, the City found innovative ways to connect:

- A “what’s open” initiative reached out to local businesses across sectors so an interactive map could be built and shared online.
- A [Public Art Story Map](#) was built to encourage folks to get outside.
- Brightly painted banners were erected across the City featuring local artists.
- Beach Food Vendors, Art Walk at the Beach and the Landmark Pop-Uptown Gallery programs were adjusted to meet COVID-19 safety protocols in order to reopen successfully in the summer.
- Research on gamification such as a local online Bingo and Scavenger Hunts was completed to be ready for launch subject the 2021 Financial Plan.
- A new landing page: [whiterockcity.ca/connect](http://whiterockcity.ca/connect) was built with a variety of online activities and resources for residents and visitors to stay connected to White Rock’s cultural life through community events that had gone online. Activities such as online concerts, heritage quizzes and online recreation classes kept our community engaged.
- In preparation for a return to in-person special events, a new wheelchair lift for the City’s SL50 stage was purchased.
- The following 2020 Special Events were held in person:
  - Jan 1, 2020 Polar Bear Plunge – 50<sup>th</sup> Anniversary; o Coldest Night of the Year;
  - Farmer’s Market, Sundays from May through October; o Modified Pride Flag Raising event; o Modified CARP Flag Raising event; and o Festival of Lights, Light Display at Memorial Park.
- Although it required converting to new virtual technology for most community event organizers, the City was able to support them to keep celebrating the following virtual events:
  - National Indigenous People’s Day (video);
  - Canada Day By the Bay Concert and Museum online market (using a Story Map);
  - Remembrance Day (online); o Christmas on the Peninsula (online); o Menorah Lighting for Chanukah at White Rock Beach (online); and o Jan 1, 2021 Plunge at Home – Virtual Polar Plunge.

## Recommendations for 2021 Special Events

Given the ongoing challenge of COVID-19, the Provincial Ministry of Health continues to restrict large gatherings. While the distribution of the vaccine currently underway brings hope for future in-person celebrations, the City’s financial planning process is assuming limits on gatherings will continue throughout 2021. During the interim, there are ways for the City to continue to facilitate connecting, celebrating and building our rich cultural heritage.

Anticipating the continuation of limitations to social gatherings, applicants were asked if their 2021 events could be modified, if needed. The following table summarizes the 2021 status of previously approved events, followed by information about two new special events.

## Existing Special Events 2021

The events team will continue to adapt and innovate with our existing community event partners, using online technology, as follows:

Name of Event	Proposed Date	Policy #710 - Category	How would this Event be Modified if Restrictions Continue through 2021
Virtual Coldest Night of the Year	Feb 15 – 22, 2021	C	Organizers have already converted it to a virtual version.

PAHF Gala	May 1, 2021	C	Organizers plan to postpone their event.
RCMP Open House	May 1, 2021	C	Organizers plan to postpone their event.
Walk with Your Doc	May 7, 2021	C	Organizers plan to postpone or present virtual version.
Buskers & Comedy Festival	May 21 – 23, 2021	C	Organizers plan to postpone their event.
RCMP Torch Run	June 1, 2021	C	Organizers plan to postpone their event.
Summer Movie Nights	June 3, 10 and 17, 2021	C	Organizers plan to postpone the series.
Summer Concert Series	June 24, July 8, July 17, July 22, August 19, August 26, 2021	B	Organizers plan to postpone the series.
National Indigenous Peoples Day	June 21, 2021	B	This event can go virtual again and be enhanced in partnership with Semiahmoo First Nation
Canada Day By the Bay	July 1, 2021	A	Virtual Canada Day (building on 2020 success)
SFN Canada Day Rock 10k	July 1, 2021	C	Organizers plan to postpone.
Tour de White Rock	July 17 and 18, 2021	A	The organizing Committee plans to postpone, along with other Super Week cycle race hosts.
Canadian Snowbirds – C.H.I.L.D. Foundation	July 18, 2021	B	This event last took place successfully in White Rock in 2017 and was approved for 2020 but due to the tragic accident had to be carried-forward to 2021.

Sea Festival and Semiahmoo Days	July 30-Aug 1	A	2021 Committee and staff to discuss adapting to a virtual and limited in-person experience (e.g. strolling buskers/actors themed to the event to help animate the city, themed installations throughout the city and potential other programming in collaboration with Semiahmoo First Nation).
Picnic on the Pier	August 5 or 12, 2021	C	Organizers plan to postpone.
Global Block Party	August 14, 2021	B	Organizers planning a virtual version for 2021.
Craft Beer Festival	September 11, 2021	C	Organizers plan to postpone their event.
Parkinson's Superwalk	September 12, 2021	C	Organizers plan to go virtual again.
Canadian Walk for Veterans	September 25, 2021	C	Organizers plan to go virtual again.
Remembrance Day	November 11, 2021	C	Organizers plan to go virtual again.
Christmas on the Peninsula	November 27, 2021	C	Organizers plan to go virtual again.
Chanukah Menorah Lighting Party & Display	November 28 – December 6, 2021	C	Organizers plan to go virtual again.
Polar Bear Plunge	January 1, 2022	C	Organizers plan to go virtual again.

*White Rock Farmer's Market – May 2 – October 24, 2021* With the new expanded Miramar Plaza and a "through road" completed through the plaza between Thrift Avenue and Russell Avenue, a new Farmers Market site plan is required along with a discussion with the Miramar Plaza Committee regarding this year's Market. Staff will work with the White Rock Farmer's Market Society and the Miramar Plaza Committee and bring forward a separate corporate report with recommendations outlining new details for 2021.

*White Rock Festival of Lights – October 30, 2021 – February 26, 2022*

The White Rock Festival of Lights Society (WRFL) set up holiday light displays in 2019 and

2020. As a new event last year, it was supported by a Grant-in-Aid of \$5,000 in 2019. In-kind City services in the amount of roughly \$9,000 were provided in both years.

Organizers have submitted a new event application for 2021 and have applied to the City asking for an increase support in both cash and in-kind services and be considered a B Level special event, City as a Producing Partner. As the WRFL is considered a light display, rather than a special event, and most of the operational and logistical support for this display was provided by the Engineering and Municipal Operations Department not Recreation & Culture, a separate joint report dealing with the 2021 WRFL request and application will be brought forward for Council's consideration.

New Special Events 2021

The following two new special event applications were received, and the applications are attached as Appendices. As C level events, the City is being asked only to participate as a supporter.

Proposed Dates	Name and Description	Organizer	Policy #710 - Category
May 29 – 30	Chalk Art Festival - Street Activation where chalk artists will design murals on sidewalks throughout the City (see Appendix A).	White Rock BIA	C
June 5 – August 28	Summer Busker Series - Street Activation from Noon – 4 on Saturdays at various locations: Five Corners, Memorial Park and Uptown (see Appendix B).	White Rock BIA	C

#### FINANCIAL IMPLICATIONS

The City's 2021-2025 Financial Plan includes funding for the delivery of existing community events as modified.

The White Rock Festival of Lights financial request will be addressed and presented to Council in a separate corporate report.

#### LEGAL IMPLICATIONS

Not applicable.

#### COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

Seeking out opportunities to connect with other people is more important than ever during a time of social isolation and a continuing stream of "bad news" brought on by the COVID-19 pandemic. Special events and celebrations encourage excitement and cheers up the community.

Recreation and Culture staff work closely with event organizers and the City's Communication Department and IT Department to maximize communication about the benefits of events. Social and traditional media, signage and use of innovative technology, such as Story Maps are some of the ways to keep our residents connected.

#### INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

The Recreation & Culture Events Team has the privilege of working closely with most departments. A systematic way of communicating production impacts well in advance has been created. Other department teams impacted include Economic Development, Human Resources,

Engineering & Municipal Operations, Parks, Library, Museum, Finance, Information

Technology, Communications, By-Laws, RCMP, Fire Rescue, and Corporate Administration.

#### CLIMATE CHANGE IMPLICATIONS

The events team prioritizes green initiatives when celebrating in person, including filling stations for water, recycling bins at events, etc.

#### ALIGNMENT WITH STRATEGIC PRIORITIES

Council Corporate Vision is to provide a high quality of life where arts and culture flourish and our heritage is celebrated, where we can all live, work and play in an enjoyable atmosphere and where the community feels safe, secure and friendly. Special Events support the cultural development needed to build that kind of community.

#### OPTIONS / RISKS / ALTERNATIVES

There are risks to not doing anything to engage and encourage community residents to connect and celebrate, including social isolation, depression, anxiety and reduced community pride. By innovatively working with our community partners to offer virtual events, we can continue to celebrate community milestones and traditions until in-person special events return to White Rock.

#### CONCLUSION

Special events in White Rock support and build community connection, community pride and cultural development. They provide a wide variety of entertainment choices, and, in a typical year, encourage community gathering opportunities for residents and visitors.

Given the ongoing challenge of COVID -19, the Provincial Ministry of Health continues to restrict large gatherings. In anticipation that these restrictions on group gatherings will continue for some time in 2021, the staff will continue to adapt and innovate with our existing community event partners using online technology to provide several community celebrations in 2021.

Staff recommend that Council direct staff to work with the White Rock BIA to deliver two new special events, the Chalk Art Festival and Summer Busker Series, as part of the City's 2021 special events line-up.

Respectfully submitted,

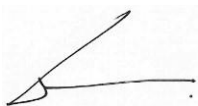


Eric Stepura

Director, Recreation & Culture

Comments from the Chief Administrative Officer

I concur with the recommendations of this corporate report.



Guillermo Ferrero

Chief Administrative Officer

Appendix A: Chalk Art Festival Application

Appendix B: Summer Busker Series Application

Appendix C: Special Events Policy #710



THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
CORPORATE REPORT



**DATE:** April 26, 2021

**TO:** Mayor and Council

**FROM:** Carl Isaak, Director, Planning and Development Services

**SUBJECT:** Development Approvals Program – Funding Application to UBCM

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**RECOMMENDATIONS**

THAT Council:

1. Pass a resolution indicating support for the proposed project under the Local Government Development Approvals Program (LGDAP) and willingness to provide overall grant management if awarded funding; and
  2. Authorize staff to finalize and submit the application package to the Union of BC Municipalities as presented in principle in Appendix A to this corporate report.
- 

**EXECUTIVE SUMMARY**

The purpose of this corporate report is to introduce Council to a funding opportunity offered by the Union of BC Municipalities (UBCM) to assist local governments across British Columbia in addressing the challenges of the development approvals process, and obtain Council's support in making a grant application. The development approvals process refers to all operational steps and decision making in relation to a local government's consideration of approving development, from the pre-application phase to the issuance of the building permit. This grant program, administered by UBCM and funded through the Ministry of Municipal Affairs, is one of the outcomes of the Ministry of Municipal Affairs Development Approvals Process Review, which was completed in 2019. The total amount of funding available to municipalities is \$15M, with a suggested maximum of \$500,000 for an individual program. A copy of the program guide is attached to this report as Appendix B.

This corporate report includes a draft copy of the completed 2021 Application Form (see Appendix A). Staff are working with a grant consultant to further refine the wording of the application and an updated version may be provided as an on-table item at this meeting. The Application Form includes an overview of the project, and project budget. There are four main components to the application, all of which relate to technology upgrades to improve the efficiency and customer experience of application processes related to development.

1. Creating an online application ("eApply") option for Plumbing/Sprinkler Permits issued by the Planning and Development Services Department;
2. Creating an online application ("eApply") option for Highway Use Permits issued by the Engineering and Municipal Operations Department;

3. Providing custom training for staff on the interdepartmental collaborative tools within the City's Tempest Prospero system, to improve the efficiency and accuracy of interdepartmental review of development applications; and
4. Upgrading the City's development application webpage (i.e. Building Permit and Plumbing Permits) to provide a more streamlined customer experience from pre-inquiry to issuance and reduce the number of inquiries for basic questions that could be answered online.

Of the four activities proposed under this application, the first is currently in the draft 2021-2025 Financial Plan (General Fund Capital) and the receipt of grant funding would reduce the contribution required by the City. The eApply for Plumbing Permits (#1 on the above list) is in the budget at \$43,000.

The submission deadline for this funding is May 7, 2021, and in order to submit the application there is a requirement for Council to pass a resolution indicating support for the proposed project and willingness to provide overall grant management.

### **PREVIOUS COUNCIL DIRECTION**

Not applicable.

### **INTRODUCTION/BACKGROUND**

This corporate report introduces Council to a grant funding opportunity offered by the Union of BC Municipalities (UBCM) to assist local governments across British Columbia in addressing the challenges of the development approvals process, and requests Council's support in making a grant application.

Details regarding the grant program are provided in a program guide attached to this corporate report as Appendix B. Additional information regarding the Provincial process that led to the creation of the grant program can be reviewed in the Final Report on the Development Approvals Process Review at the following link: [https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/planning-land-use/dapr\\_2019\\_report.pdf](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/planning-land-use/dapr_2019_report.pdf).

The draft application focuses on opportunities to improve "information technology to facilitate development application processing," which is noted in the Program Guide as an eligible activity for funding, including the following elements:

- Undertaking assessments to support future implementation of digital application platform or digital permitting software.
- Purchasing and implementing new or upgraded digital platforms or software
- Training staff on software or platform, or on process changes required to adopt software or platform.

There are other potentially eligible activities in the Program Guide which may be beneficial, for example, a broader review of development application processes. A Building Permit Process Review is still intended to occur and is in Council's Strategic Priorities, however the Manager of Building and Bylaw position is currently being recruited for and this review will have to be undertaken once there are adequate resources to complete the review in addition to the meeting the operational requirements of the Building Division.

Given current resources and the application deadline, it was determined that the information technology improvements, which were already under consideration and require fewer internal

resources, would be the most appropriate activities for the grant application and achievable under the program requirements.

Further details regarding the proposed activities are provided in the application attached as Appendix A.

### **FINANCIAL IMPLICATIONS**

Appendix A to this corporate report includes a project budget. The budget identifies the role of City staff in addition to the role of consultants to be retained for this undertaking. It is anticipated that the cost of the consultants (implementing the eApply modules in the City's existing Tempest Prospero software platform, as well as providing Prospero training and upgrading the City's development application webpages) will be approximately \$124,000, and the grant application includes a request for the entire amount. A minor component of this includes wages for backfilling the staff positions that would be primarily involved in implementing the eApply modules in Planning and Development Services and Engineering and Municipal Operations.

As noted earlier in this report, the eApply for Plumbing Permits project is currently in the draft Financial Plan (General Capital Fund) for \$43,000, and any grant received through this program would reduce the contribution required by the City.

The custom training for staff on the Prospero software collaborative tools is not specifically allocated in the current draft Financial Plan, and may not proceed without grant funding. The comprehensive upgrade to the City's development applications webpage similarly is not in the current draft Financial Plan and may not proceed without grant funding, however minor updates (links) may be made to reflect any changes that come out of implementing eApply options.

### **LEGAL IMPLICATIONS**

Not applicable.

### **COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS**

The improvement of the City's development application webpage as proposed in this grant application would improve communication with property owners and applicants in the City.

### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

Staff in the Engineering and Municipal Operations Department, Financial Services Department, and Information Technology were consulted in the preparation of the grant application.

### **CLIMATE CHANGE IMPLICATIONS**

Not applicable.

### **ALIGNMENT WITH STRATEGIC PRIORITIES**

The "Our Community" theme in Council's includes the following related objectives:

- Manage the delivery of City services efficiently and effectively.
- Advocate on behalf of the community to senior levels of government and other stakeholder groups.

The "Our Economy" theme also includes the following related objective: to "improve provision of efficient and cost-effective services." A previous action under this objective was the implementation of an eApply option for business licences, which was completed in December

2020. The Building Permit Process Review action also under this objective is still intended to occur and is in Council's Strategic Priorities, however the Manager of Building and Bylaw position is currently being recruited for and this review will have to be undertaken once there are adequate resources to complete the review in addition to the meeting the operational requirements of the Building division.

### **OPTIONS / RISKS / ALTERNATIVES**

The following options are available for Council's consideration:

1. Direct staff to revise the grant application and provide support for the application as amended;  
or
2. Direct staff not to proceed with the grant application.

### **CONCLUSION**

In 2019 the Ministry of Municipal Affairs completed a review of development application processes, and in order to support local governments in making improvements to the process, the Province has made funding available through the administration of UBCM. This corporate report presents Council with a draft funding application package that, if successful, will help offset the costs of improvements to aspects of the City's development application review process, specifically improvements to information technology to facilitate development application processing.

It is recommended that the City authorize staff to submit the enclosed application package (or the application package as amended and provided on-table to Council with changes from the grant consultant) to UBCM and that a resolution be passed indicating support for the work plan, and oversight of the project budget.

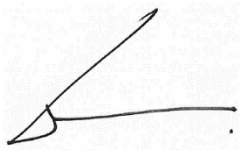
Respectfully submitted,

A handwritten signature in black ink, reading "Carl Isaak". The signature is written in a cursive, flowing style.

Carl Isaak, RPP, MCIP  
Director, Planning and Development Services

**Comments from the Chief Administrative Officer**

I concur with the recommendations of this corporate report.

A handwritten signature in black ink, consisting of a stylized 'A' followed by a horizontal line and a small dot.

Chief Administrative Officer

Appendix A: UBCM 2021 Funding Application –Development Approvals Program

Appendix B: UBCM Local Government Development Approvals Program Guide

**NOTE:** Updated version of this document provided  
On Table

## Local Government Development Approvals Program 2021 Application Form

Please complete and return the application form and all required attachments. All questions are required to be answered by typing directly in this form. If you have any questions, contact [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or (250) 356-0930.

<b>SECTION 1: Applicant Information</b>	<b>AP-</b> <span style="float: right;"><i>(for administrative use only)</i></span>
Local Government: City of White Rock	Complete Mailing Address: 15322 Buena Vista Avenue, White Rock BC, V4B 1Y6
Contact Person: Carl Isaak	Position: Director, Planning and Development
Phone: 604-541-2293	E-mail: <a href="mailto:cisaak@whiterockcity.ca">cisaak@whiterockcity.ca</a>

\*Contact person must be an authorized representative of the applicant.

<b>SECTION 2: Project Information</b>
<p><b>1. Project Information</b></p> <p>A. Project Title: Information Technology Upgrades and Training for Development Application Processing</p> <p>B. Proposed start and end dates. Start: July 1, 2021    End: August 31, 2022</p> <p>C. Total proposed project budget: \$124,215</p> <p>D. Total proposed grant request: \$124,215</p> <p>E. Have you applied for, or received, funding for this project from any other sources? No</p>
<p><b>2. Project Summary.</b> Provide a summary of your project in 150 words or less.</p> <p>Technology Upgrades to the City's Customer Facing Applications and Internal Collaboration Software</p> <ul style="list-style-type: none"> <li>Digital application platform: implementing an online plumbing permit and Road and Right of Way Permit application/payment platform (Tempest's e-Apply) to facilitate remote application submission and payment and improve the speed of permit issuance and screen for quality of applications</li> <li>Training staff on software platform (Tempest's Prospero) used for interdepartmental review of development applications, this would include training for Engineering and Planning and Development Services staff to improve the efficiency and effectiveness of interdepartmental collaboration and processes.</li> <li>Updating the City development application webpage to provide enhanced guidance to the public/applicants on steps in submitting and managing permit applications</li> </ul>

### SECTION 3: Detailed Project Information

**3. Local Development Context:** Please provide the following information:

- A. Current population (2016 census):  
19,952
- B. Population growth rate (2011 – 2016 Census, Stats Can):  
3.2%
- C. Description of the development trends in your community in last 5 years. This could include scale and typical type of developments, number and type of applications and permits, and/or type of applicants (large developers, builders or contractors, property owners):  
  
Steady amount of single family home Building Permits (30-80 per year). Range of experienced and inexperienced builders/contractors and homeowners.  
  
Significant increase in multi-family developments - approximately 1,400 unit housing starts in past 5 years (averaging 275 per year).  
  
For Highway Use Permits (associated with development/construction; sometimes multiple are required per project), there were 179 issued in 2017, 120 issued in 2018, and 209 issued in 2019.  
  
High volume of property inquiries from realtors, owners and prospective purchasers looking to redevelop existing properties due to desirable location.
- D. General community awareness or engagement regarding development processes:  
  
High community involvement in development issues particularly surrounding building height and growth.

**4. Rationale for Proposed Activities.** Based on the local development context identified in Question 3, identify the current challenges facing your local government regarding development approvals.

The current paper-based application system for trades (plumbing and mechanical) permits, as well as Highway Use Permits associated with development (typically required prior to Building Permit issuance), is inefficient and requires contractors to enter City Hall or mail their documents (during the pandemic). Staff time spent processing these permits manually and is not available for processing and managing Building Permit applications and Servicing Agreements which increases the approval timelines for Building Permit applications.

The large number of complex multi-family development applications requires significant interdepartmental coordination in reviewing the proposals and impacts on City infrastructure and other regulations. The City does have a platform (Tempest Prospero) for providing interdepartmental referral comments but this platform is underutilized and better workflow and information sharing could occur with enhanced training.

The high volume of development inquiries, which impacts the workflow of staff processing development applications, could be mitigated by enhancing the City's website to proactively share more information with prospective applicants about how to make and manage their applications, so that staff do not have to spend additional time on the phone and in person providing verbal guidance on application requirements and processes.

**5. Evidence and Readiness.** Based on the challenges identified above provide an overview of any additional evidence for making changes to the development approval processes. This may be derived from existing internal development approval process review, strategic plan, other relevant staff report, increase in development applications, projected increase in housing need

based on recent housing needs assessment. *Copies of documents should not be submitted with the application.*

Due to the high volume of development applications in the past five years, particularly multi-family permits (275 starts per year in past 5 years, versus approximately 100 starts per year from 2011-2015), existing staff resources are challenged to continue to simultaneously process the trades (Plumbing/Sprinkler) permits for both single-family, multi-family and commercial permits in a timely manner. By implementing eApply for plumbing permits this will allow staff to focus resources and attention on Building Permits, which will improve the timeline to issuance for those permits as well.

For Highway Use Permits, moving to eApply from manual/paper system will ensure processes and procedures are in place to facilitate clear communication and understanding for all engineering permit applicants. This will lead to greater efficiencies in the permit application review and implementation processes and respond to the development community's requests for enhanced customer services (timing, information, online services).

Staff have previously implemented eApply for dog licenses and found the platform to greatly improve the speed of processing high volume applications with relatively low complexity (such as Plumbing Permits)

For training staff on the use of the Prospero platform for interdepartmental review of development applications, this will enable a more efficient and robust use of this platform to process zoning and development permit applications, as well as a better use of the platform overall which staff use for Building Permit and other permit file management.

For improving the City website in relation to providing guidance to applicants and allowing online submissions, while some PDF documents related to applications are downloadable, the customer experience/journey is not laid out in a user-friendly format and could be much improved (e.g. City of Calgary: <https://www.calgary.ca/pda/pd/home-building-and-renovations/new-backyard-suite.html>) to offer a more seamless application process and reduce the number of questions staff are needed to answer

**6. Proposed Activities.** Refer to Sections 4 to 6 of the *Program & Application Guide* for funding requirements and eligibility and provide the following information:

A. Describe the specific activities you plan to undertake:

Implementation of eApply module for Plumbing Permits and Highway (Road and Right of Way) Use Permits including acquisition and training of staff on platform

Custom training for both Planning and Development Services and Engineering and Municipal Operations staff from Tempest Development Group on utilizing the Prospero platform's functionality to a higher capacity. This would be for four sessions (8 persons per session).

Hiring a consultant to undertake a webpage update to enhance the City's development application page with user-friendly step-by-step workflow of the application process including instructions of how to apply online where applicable.

B. How will the proposed activities meet the intent of the funding program and the challenges identified in Question 4:

The proposed activities all are intended to utilize information technology to facilitate development application processing and improve the timelines for application review by improving the interdepartmental collaboration of staff.



**7. Outcomes & Performance Measures.** Please describe the proposed outcomes and performance measures.

- A. What outcomes will indicate project success (addressing challenges identified in Question 4):

Improved customer satisfaction with the clarity of application requirements and the timeliness of Highway Use and Plumbing Permit issuance.

Decreased time from complete application of Plumbing Permit, Highway Use Permit, and Building Permit to issuance.

Reduced number of building permit applicants contacting staff with questions regarding how to submit a complete application (as the improved website will answer these questions)

- B. What performance measures will be used to assess these outcomes:

Prior to implementing the eApply system, the most recent 25 issued permits (both Plumbing and Highway Use) will be used as a benchmark for the timeline from application to issuance; following implementation, the timeline for the first 25 applications of each type will be reviewed to see if there is an improvement.

Staff handling these permit applications will also be requested to rate their satisfaction with the efficiency of the permit application process both before and after implementation.

**8. Internal & External Partnerships.** Please indicate how you intend to consult, engage, or collaborate with the following and what specific role they will play in the proposed activities. If possible, please identify the specific agencies or organizations you intend to work with.

Internal partners (i.e. local government departments):

Planning and Development Services - lead department for Plumbing Permits and use of Prospero system for obtaining interdepartmental comments on Planning applications (i.e. rezonings, development permits, etc.)

Engineering and Municipal Operations - lead department for Highway Use Permits, and primary contributor of interdepartmental comments to Planning applications

External partners (i.e. development community, provincial Ministry, other local governments):

For eApply modules: the development community (i.e. recent applicants) may be solicited to provide input on transitioning to the eApply system.

For Tempest/Prospero platform training, staff have previously obtained information from other local governments such as the Township of Langley which also use the same platform. Staff at the Township of Langley may be contacted to offer specific advice on their use of the system for interdepartmental referrals.

Note these are informal partnerships with minimal participation requirements, and specific written confirmation has not been sought to confirm this role. If deemed necessary during the application evaluation process staff can seek confirmation.

Other:

**9. Additional Information.** Please share any other information you think may help support your submission.

#### SECTION 4: Required Attachments

Please submit the following with the completed Application Form:

- ☐ Detailed project budget
- ☐ Council or Board, or Local Trust Committee resolution that indicates support for the proposed project and a willingness to provide overall grant management
- ☐ For projects with external partners: written confirmation from the external partner confirming their role and willingness to participate.

Submit the completed Application Form and all required attachments as an e-mail attachment to [lgps@ubcm.ca](mailto:lgps@ubcm.ca) and note "2021 LGDAP" in the subject line.

**SECTION 5: Signature.** Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC.

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place).

Name: Carl Isaak

Title: Director, Planning and Development Services

Signature:

Date: April 27, 2021

**White Rock - LGDAP - Detailed Budget (rev. Apr. 15, 2021)**

	Responsible	Grant-Funded Cost	Description / Additional Notes
<b>I. eApply for Plumbing/Sprinkler Permits</b>			
Software licence for eApply in Prospero	City staff	\$ 7,700	This cost is also for Highway Use Permit eApply
Annual Fee for eApply in Prospero	City staff	\$ 1,540	This cost is also for Highway Use Permit eApply
Scoping and Plumbing Permit Journey Implementation	City staff / Tempest	\$ 44,100	Costs based on recent experience of similar sized jurisdiction with this process
Backfilling Permits Clerk Position during implementation (approximately 2 months)	City staff	\$ 2,000	
<b>II. eApply for Highway (Road and Right of Way) Use Permits</b>			
Scoping and Highway Use Permit Journey Implementation	City staff / Tempest	\$ 42,875	
Backfilling Engineering Clerk/Staff during Implementation	City staff	\$ 2,000	
<b>III. Custom Training on Prospero Collaboration Platform</b>			
Training Sessions via Tempest Development Group Consulting on Demand Services	Consultant	\$ 9,000	8 hour Training sessions cost \$1,800 for maximum 8 attendees. Est. 5 sessions needed
<b>IV. Evaluation Site Development and Applications Workshops</b>			
Consultant review of existing website recommendations for change and implementation	City staff / IT Consultant	\$ 15,000	This would occur following eApply implementation if approved
Sub-Total		\$ 124,215	
		<b>Total Grant-Funded Costs</b>	

# Local Government Development Approvals Program

## 2021 Program & Application Guide

### 1. Introduction

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In 2019, the Ministry of Municipal Affairs initiated the Development Approvals Process Review (DAPR). The Ministry engaged local governments and a broad range of stakeholders to discuss the challenges of current development approvals processes in B.C., to identify opportunities for addressing those challenges, and to develop an informed list of ideas about how to improve the efficiency and effectiveness of processes. A [summary report](#) of engagement findings identified several key themes. The Ministry intends to move forward on initiatives that draw upon these, which may include work on development finance tools, public input processes and provincial referrals, in collaboration with local governments, the development sector and other stakeholders.

The Local Government Development Approvals Program, a component of the Canada-BC Safe Restart Agreement, is one element in addressing the DAPR Report findings.

#### Local Government Development Approvals Program

The development approvals process refers to all operational steps and decision making in relation to a local government's consideration of approving development, from the pre-application phase to the issuance of the building permit. The local government's review process ensures that development applications conform to policies, plans, and regulations for building and development.

The intent of the Local Government Development Approvals Program is to support the implementation of established best practices and to test innovative approaches to improve development approvals processes while meeting local government planning and policy objectives.

The Local Government Development Approvals Program is not intended to support projects where proposed deliverables require or are directly focused on provincial legislative changes.

The Ministry of Municipal Affairs has provided \$15 million in funding and UBCM is administering the program.

### 2. Eligible Applicants

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All local governments (municipalities, regional districts, and the Islands Trust) in BC are eligible to apply. Eligible applicants can submit one application per intake.

### 3. Grant Maximum

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The Program can contribute a maximum of 100% of the cost of eligible activities – to a suggested maximum of \$500,000.

Funding permitting, applications for projects that exceed the suggested maximum may be considered for funding provided that applicants are able to provide rationale for the request. If the total funding request

exceeds the available funding, applicants that have requested additional funds may be asked to reduce their funding request.

In order to ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the Local Government Development Approvals Program.

#### **4. Eligible Projects**

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To be eligible for funding, applications must demonstrate that proposed activities will meet the intent of the program and:

- Include new activities or represent a new phase of an existing project (retroactive funding is not available).
- Be capable of completion by the applicant within two years of the date of grant approval.
- For projects that are dependent on external partnerships, provide evidence that external partners (e.g. development community, provincial Ministry, other local governments) are willing to participate

#### **5. Requirements for Funding**

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As part of the approval agreement, approved projects must meet the following requirements for funding:

- Any in-person activities, meetings, or events meet physical distancing and other public health guidance in relation to COVID-19.
- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

#### **6. Eligible & Ineligible Costs & Activities**

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Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Table 1 identifies examples of activities that are eligible for funding. Please note that an internal review of current development approvals may be valuable before undertaking specific projects but is not a pre-requisite for funding. However, evidence of readiness and/or rationale to undertake proposed activities is required in the application form and may contribute to higher application scores.

It is expected that proposed activities may involve internal or external partnerships. Please refer to Section 4 for funding requirements for working with external partners. Eligible activities must be cost-effective.

**Table 1: Activities Eligible for Funding**

- A. Conducting internal reviews of current development approvals processes to identify opportunities for greater efficiency and effectiveness.
- B. Updating or creating specific internal approvals procedures that will result in more effective and efficient development approvals processes. Examples include but are not limited to:
  - Creating or updating a development approvals process guide for use by staff
  - Updating the development approval procedures bylaw(s) to clarify or improve the process for applicants to apply for amendments to a bylaw or request the issuance of a permit (for consideration by Council or Board)
- C. Supporting efficient and effective decision making in order to further local government planning and development objectives. Examples include but are not limited to:
  - Developing policies to determine the types of bylaw amendments for which the local government would or would not waive the public hearing (for consideration by Councils and Boards),
  - Updating development permit guidelines to specify clear decision-making parameters to support delegation of such decisions to staff (for consideration by Council and Board).
  - Developing amendments to a zoning bylaw to reduce the need for commonly requested variances (for consideration of adoption by Council and Board)
- D. Facilitating collaboration or coordination with external partners (e.g. development community, provincial Ministry, other local governments). Examples include but are not limited to:
  - Developing guidelines that clarify to applicants the requirements that an application must meet to be accepted by staff and expectations of local government-applicant interaction throughout the application process.
  - Establishing a pre-application process, including, for example, pre-application developer meetings.
  - Development of enhanced communication materials/training for subdivision
  - Review and development of guidelines/processes to improve provincial referrals and enhanced communications of provincial regulatory requirements
- E. Improving information technology to facilitate development application processing. Examples include but are not limited to:
  - Undertaking assessments to support future implementation of digital application platform or digital permitting software.
  - Purchasing and implementing new or upgraded digital platforms or software
  - Training staff on software or platform, or on process changes required to adopt software or platform
- F. Training and capacity building for staff, elected officials (e.g. change management training), or external partners (e.g. application processes) in order to support the project.
- G. Other activities that support the improvement of the local government development approval process and that meet the intent of the program may be considered for funding.

## **Additional Eligible Costs & Activities**

In addition to the activities identified in Table 1, the following expenditures are also eligible provided they relate directly to eligible activities:

- Incremental applicant staff and administration costs (i.e. creating a new position or adding new responsibilities to an existing position)
- Consultant costs (e.g. change management consultant, software consultant)
- Public information costs (e.g. FAQs for the public, guidance on how to participate in the public process, role of the decision-maker in the process)

## **Ineligible Costs & Activities**

Any activity that is not outlined in Table 1 or is not directly connected to activities approved in the application is not eligible for grant funding. This includes:

- Development of funding application package
- Development of architectural, engineering, or other design drawings for the construction or renovation of facilities
- Routine or ongoing operating and/or planning costs or activities, including service subscriptions, or membership fees
- Capital costs (including computer hardware)
- Audit fees, interest fees, or fees to incorporate a society
- Fundraising, lobbying, or sponsorship campaigns
- Regular salaries and/or benefits of applicant staff or partners
- Project-related fees payable to the eligible applicant(s) (e.g. permit fees, community amenity contribution, etc.)
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members.
- Costs being claimed under any other government programs

## **7. Application Requirements & Process**

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### **Application Deadline**

The application deadline is May 7, 2021. Applicants will be advised of the status of their applications within 90 days of the application deadline.

### **Required Application Contents**

All applicants are required to submit an electronic copy of the complete application, including:

- Completed Application Form with all required attachments.
- Detailed budget that indicates the proposed expenditures from Local Government Development Approvals Program funding and that aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified.
- Council, Board or Local Trust Committee resolution indicating support for the current proposed activities and willingness to provide overall grant management.

- For projects with external partners: written confirmation from the external partner confirming their role and willingness to participate.

### **Submission of Applications**

Applications should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

### **Review of Applications**

UBCM will perform a preliminary review of all applications to ensure the required application contents have been submitted and to ensure that eligibility criteria have been met.

Following this, an Evaluation Committee will assess and score all eligible applications. Higher application review scores will be given to projects that:

- Demonstrate alignment with intent of the Local Government Development Approvals Program
- Are outcome-based and include performance measures
- Provide evidence of readiness to undertake proposed activities
- Include internal local government cross-departmental collaboration and/or collaboration with one or more external partners (e.g. development community, provincial Ministry, other local governments, etc.)
- Demonstrate cost-effectiveness

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will consider the population and provincial, regional, and urban/rural distribution of proposed projects. Recommendations will be made on a priority basis and preference may be given to local governments with growth rates higher than 1% (2016 Census, Statistics Canada) between 2011 and 2016. All funding decisions will be made by UBCM.

All application materials will be shared with the Province of BC.

## **8. Grant Management & Applicant Responsibilities**

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

### **Notice of Funding Decision & Payments**

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants are awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM and 50% when the project is complete and UBCM has received and approved the required final report and a financial summary.



Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

### **Progress Payments**

To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date
- Description of funds expended to date
- Written rationale for receiving a progress payment

### **Changes to Approved Projects**

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from UBCM will be required for any significant variation from the approved project.

To propose changes to an approved project, applicants are required to submit:

- Amended application package, including updated, signed application form, updated budget, and an updated Council, Board, or Local Trust Committee resolution.
- Written rationale for proposed changes to activities and/or expenditures

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

### **Extensions to Project End Date**

All approved activities are required to be completed within the time frame identified in the approval agreement and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed six months.

## **9. Final Report Requirements & Process**

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Final reports are required to be submitted within 30 days of completion of the project. Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments
- Detailed financial summary that indicates the actual expenditures from the Local Government Development Approvals Program funding and other sources (if applicable) and that aligns with the actual activities outlined in the final report form
- Copies of any materials that were produced with grant funding (e.g. guidance material, reports on results of performance measurement)
- Optional: any photos or media related to the funded project

### **Submission of Final Reports**

Final reports should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

## Review of Final Reports

UBCM will perform a preliminary review of all final reports to ensure the required report elements have been submitted.

All final report materials will be shared with the Province of BC.
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## 10. Additional Information

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For enquiries about the application process or general questions regarding the program, please contact UBCM at [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or (250) 356-0930.

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
CORPORATE REPORT



**DATE:** April 26, 2021

**TO:** Mayor and Council

**FROM:** Jim Gordon, P.Eng., Director of Engineering and Municipal Operations

**SUBJECT:** Coldicutt Park Ravine – Permanent Closure

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**RECOMMENDATIONS**

THAT Council:

1. Approve the permanent closure of the public crossing to the ravine at Coldicutt Park; and
  2. Approve the installation of a 2.5m high chain link fence with signage and a maintenance access gate at the northern access to the Coldicutt Park ravine and a 2.5m high chain link fence with signage and a maintenance access gate near the storm culvert at the bottom of the ravine in Coldicutt Park to facilitate the closure.
- 

**EXECUTIVE SUMMARY**

Transport Canada expressed concern about the number of people trespassing on the Burlington Northern and Santa Fe (BNSF) right of way and railway tracks in order to access/egress the beach via the Coldicutt Park staircase. The City received Notices from Transport Canada ordering that the current access conditions be remediated, attached as Appendix A. BNSF also noted safety concerns about the trespasses.

Semiahmoo First Nation (SFN) advised that they are concerned about large numbers of people accessing the area at the foot of the ravine and specifically concerned about any excavations as this is an important archaeological site.

The purpose of this report is to seek Council approval for the permanent closure of the public crossing at Coldicutt Ravine Park.

**PREVIOUS COUNCIL DIRECTION**

Not applicable.

**INTRODUCTION/BACKGROUND**

At inspections on Friday, May 30, 2014 and on Monday June 2, 2014, Transport Canada observed large numbers of people trespassing at the Burlington Northern Santa Fe (BNSF) track at mile point 123.20 (the Coldicutt Park staircase).

Transport Canada noted that these conditions could reasonably be expected to develop into a situation in which a person could be injured or made to be ill or damage could be caused to the environment or property.

Subsequently, the City received a Notice from Transport Canada on June 6, 2014 (refer to Appendix A) citing:

“The unlawful trespassing and existing number of trains is putting persons at risk, this location is a major facilitator of excessive trespassing to and from the White Rock promenade.”

On February 10, 2021, Transport Canada safety inspectors met with City staff and reaffirmed that the Notice relating to Coldicutt Ravine will remain in force until the City of White Rock permanently restricts access so that pedestrians cannot access the tracks.

Transport Canada’s order provides two options for remediation:

1. Close the public crossing by installing a fence, minimum 6ft high, removable only to facilitate access for emergency services at any time; and
2. Close the public crossing and install a swing gate that can be opened at the discretion of the City to move a vehicle over and clear of the Railway. This option involves the installation of two 8ft high chain link fences with signage and maintenance access gates: one located at the Marine Drive entrance, and one located near the storm culvert in Coldicutt Ravine Park.

As public safety is paramount, it is recommended that Council approve the permanent closure of Coldicutt Ravine as outlined in Option 2.

### **FINANCIAL IMPLICATIONS**

It is estimated that the fences and gates will cost \$25,000. Funds for this project are available from the Parks operating budget.

### **LEGAL IMPLICATIONS**

Although staff has not requested a legal opinion of the consequences of ignoring the Transport Canada order, Transport Canada has advised that they will request BNSF to begin train whistling if the City does not take remedial action.

### **COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS**

Coldicutt Ravine Park is an archaeologically sensitive area. Any works, including fence installation, needs to be done in consultation with SFN.

Notification about the closure can be communicated through the City’s website, social media, and an advertisement in the local newspaper.

### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

Not applicable.

### **CLIMATE CHANGE IMPLICATIONS**

Closing the Coldicutt Park ravine to public access will minimize maintenance activities to include only those activities necessary to maintain emergency and maintenance access. Less tree pruning, brush trimming and stairway maintenance will result in lower greenhouse gas emissions and a more natural Park condition.

### **ALIGNMENT WITH STRATEGIC PRIORITIES**

Closure of access to the ravine at Coldicutt Park is in alignment with the Council New Strategic Priority of “Our Environment” and consistent with the Value of Responsibility.

### **OPTIONS / RISKS / ALTERNATIVES**

The following alternative options are available for Council’s consideration:

1. Close the public crossing by installing a fence at the top of the ravine, minimum 2.5m high, removable only to facilitate access for emergency services at any time. This option would only provide access for emergency services. The City would not be able to access the ravine and culvert for maintenance.
2. Ignore the Transport Canada order. There are unknown legal implications to ignoring this order as well as the consequence that train whistling will occur.

### **CONCLUSION**

Transport Canada issued a Notice to the City because they observed “unlawful trespassing” on the BNSF railway south of the Coldicutt Park staircase that caused them safety concerns. The Notice relating to the ravine in Coldicutt Park will remain in force until such time access is permanently restricted so that pedestrians cannot access the tracks.

The Coldicutt Park ravine is also an archaeologically sensitive area that is best left with minimal disturbance.

For reasons of public safety, staff recommends that Council approve the permanent closure of the access to the ravine at Coldicutt Park.

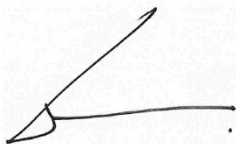
Respectfully submitted,



Jim Gordon, P.Eng.  
Director, Engineering and Municipal Operations

### **Comments from the Chief Administrative Officer**

I concur with the recommendations of this corporate report.



Guillermo Ferrero  
Chief Administrative Officer

Appendix A: Transport Canada Notice



Pacific Region  
Surface Branch  
Room 225, 625 Agnes Street  
New Westminster, B.C  
V3M 5Y4

*Your file*

*Our file*

June 06, 2014

RDIMS ACTIVE

Michael Shircliff  
Regional Vice President  
North Operations - BNSF  
2650 Lou Menk Drive  
Fort Worth, Texas  
USA 76131-2830

Dan Bottrill  
Chief Administration Officer  
City of White Rock  
877 Keil Street  
Whiterock, BC  
V4B 4V6

**NOTICE- BY REGISTERED MAIL**

Dear Sirs,

I am a railway safety inspector designated by the Minister of Transport under section 27(1) of the Railway Safety Act [RSA].

An inspection was conducted on Friday, May 30<sup>th</sup>, 2014 and Monday June 2<sup>nd</sup>, 2014 at an unlawful crossing and access point to the Burlington Northern Santa Fe track at mile point 123.20 (Pedestrian Crossing). The railway crossing cited has no warning devices; access for pedestrians is facilitated from the upper city levels by steps commonly known as “the staircase” or Coldicutt Ravine.

As a result of these observations, this Notice is being issued under 31.(2) of the *RSA* to inform you that, in my opinion, a threat to safe railway operations exists. Pursuant to subsection 4(4.1) of the *RSA*, “a threat is a hazard or condition that could reasonably be expected to develop into a situation in which a person could be injured or made to be ill or damage could be caused to the environment or property.”

**Hazard or Condition**

Huge numbers of are people were noted trespassing is at this location. The unlawful trespassing and existing number of trains is putting persons at risk, this location is a major facilitator of excessive trespassing to and from the White Rock promenade. These conditions could reasonably be expected to develop into a situation in which a person could be injured or made to be ill or damage could be caused to the environment or property.

Please advise this office in writing, no later than Friday, June 20, 2014, how you intend to resolve these conditions. Should you require additional information on this matter, please contact me at (604) 666-9922

Sincerely,



Dennis Maskell  
Signal Systems Officer  
Badge #30056  
Transport Canada -Surface  
Pacific Region

Cc. CN Police

Cc. RCMP White Rock Detachment

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
CORPORATE REPORT



**DATE:** April 26, 2021

**TO:** Mayor and Council

**FROM:** Jim Gordon P.Eng, Director, Engineering and Municipal Operations

**SUBJECT:** Cosmic Alley Signage

---

**RECOMMENDATIONS**

THAT Council consider selecting:

1. One of the following three options for the renaming of the lane to “Cosmic Alley” north of Marine Drive:
    - a) The lane from Martin Street to Finlay Street;
    - b) The lane from Martin Street to Cypress Street; or
    - c) The walkway north of Marine Drive between Cypress and Balsam Streets.
  2. One of the following two options for “Cosmic Alley” signage:
    - a) Signage Option A from Appendix B; or
    - b) Signage Option B from Appendix B.
- 

**EXECUTIVE SUMMARY**

Council endorsed renaming the lane north of Marine Drive to Cosmic Alley, starting at Martin Street and extending eastward.

This report provides three options for the extent of the renaming and two options for signage.

**PREVIOUS COUNCIL DIRECTION**

<b>Motion # &amp; Meeting Date</b>	<b>Motion Details</b>
2021-132 March 8, 2021	THAT Council endorses the renaming of the alleyway, behind the building on Marine Drive (starting at Martin Street and running eastward), to Cosmic Alley.  <div style="text-align: right;"><b>CARRIED</b></div>

**INTRODUCTION/BACKGROUND**

Council approved renaming the lane north of Marine Drive to Cosmic Alley.

There is no clear historical record as to where Cosmic Alley begins and ends; as well, there are varying stories regarding the history of the lane. Some residents believe Cosmic Alley is the



walkway north of Marine Drive between Cypress and Balsam Streets while others believe it extends the entire distance between Martin and Finlay Streets.

This report provides a map shown as Appendix A outlining three potential options for the extent of the new name, Cosmic Alley:

1. Marine Lane from Martin Street to Finlay Street;
2. Marine Lane from Martin Street to Cypress Street; or
3. Walkway north of Marine Drive between Cypress and Balsam Streets

Also provided for Council consideration as Appendix B are two “Cosmic Alley” signage options.

### **FINANCIAL IMPLICATIONS**

There will be a cost of approximately \$2,500 funded from the Engineering & Municipal Operations signage budget to move forward with the renaming and installation of signage.

### **LEGAL IMPLICATIONS**

Not applicable.

### **COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS**

Not applicable.

### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

An amendment to the Street Naming and House Numbering By-law 1934 will need to be made to officially rename “Marine Lane” to “Cosmic Alley” by the Planning and Development Department. Once Council chooses an option for the extent of the renaming, a bylaw amendment will be brought to Council for approval.

### **CLIMATE CHANGE IMPLICATIONS**

Not applicable.

### **ALIGNMENT WITH STRATEGIC PRIORITIES**

Not applicable.

### **OPTIONS / RISKS / ALTERNATIVES**

The following options for extent of renaming are available for Council’s consideration:

1. Marine Lane from Martin Street to Finlay Street;
2. Marine Lane from Martin Street to Cypress Street; or
3. Walkway north of Marine Drive between Cypress and Balsam Streets.

Council is also requested to considering selecting either Option A or Option B from Appendix B for the type of signage to be installed.

Alternatively, Council may decide not to proceed with renaming the lane to “Cosmic Alley.”

### **CONCLUSION**

Council approved renaming the lane north of Marine Drive to “Cosmic Alley.” Three options to designate the stretch of area to be renamed and two options for new signage are provided for Council consideration.

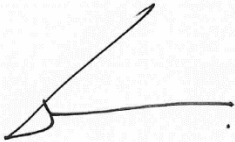
Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Jim Gordon', written over a light gray rectangular background.

Jim Gordon  
Director, Engineering and Municipal Operations

### **Comments from the Chief Administrative Officer**

I concur with the recommendation(s) of this corporate report.

A handwritten signature in dark ink, appearing to read 'Guillermo Ferrero', written over a light gray rectangular background.

Guillermo Ferrero  
Chief Administrative Officer

Appendix A: Cosmic Alley Location Choices  
Appendix B: Heritage Marker Design Choices

## Cosmic Alley Location Choices

Option 1: from Martin Street to Finlay Street

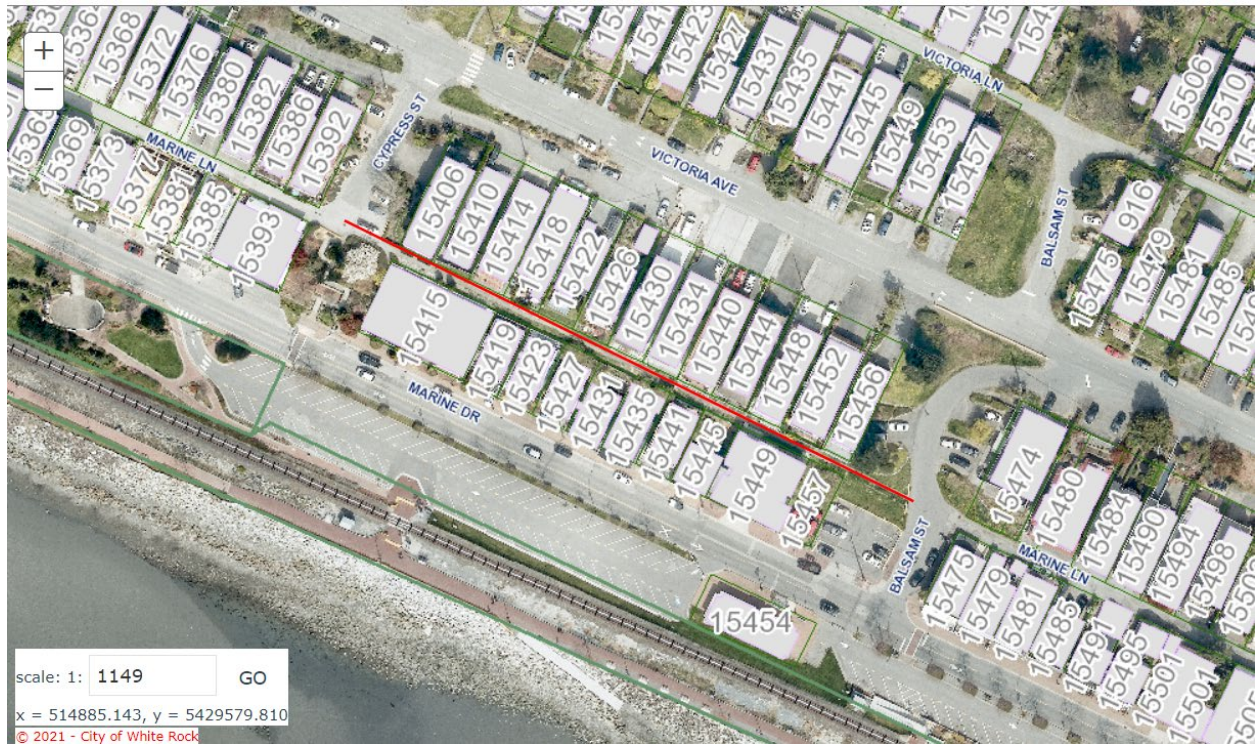


Option 2: from Martin Street to Cypress Street





Option 3: Walkway north of Marine Drive between Cypress and Balsam Streets







# COSMIC ALLEY

THE CORPORATION OF THE CITY OF WHITE ROCK HERITAGE MARKER



# COSMIC ALLEY

THE CORPORATION OF THE CITY OF WHITE ROCK HERITAGE MARKER

HERITAGE  
MARKER



# COSMIC ALLEY

HERITAGE  
MARKER



# COSMIC ALLEY

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
CORPORATE REPORT



**DATE:** April 26, 2021

**TO:** Mayor and Council

**FROM:** Jim Gordon. P.Eng., Director, Engineering & Municipal Operations

**SUBJECT:** Marine Drive Lane Closure

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**RECOMMENDATION**

THAT Council receive this corporate report for consideration and potential direction to staff.

---

**EXECUTIVE SUMMARY**

Marine Drive is an important collector route serving more than the restaurant areas along the beach, as it connects East and West White Rock and provides access to the beach for residents and visitors. Council requested that staff investigate options for lane closures and one way traffic along Marine Drive to provide opportunities for restaurants to offer expanded outdoor patio dining and to provide expanded socially distant space for pedestrians.

This report considers both eastbound and westbound closures. Details during the investigation revealed numerous challenges. These challenges pose barriers for potential closure due to safety concerns, impact on residents, reduction in available parking for visitors, logistical challenges for loading restaurant supplies and unbudgeted costs. If lane closures are desired, closing the westbound lane will have fewer negative consequences than closing the eastbound lane. Staff would work to mitigate impacts presented by a closure.

If Marine Drive to westbound traffic were to close, important details including permitting for expanded patios, boundaries for temporary expanded liquor service areas, and permitting and liability insurance for closed travel lanes need to be concluded with individual merchants and with the White Rock Business Improvement Association (BIA). Staff will follow up at the next Council meeting with these details, should the westbound closure concept be approved.

### **PREVIOUS COUNCIL DIRECTION**

<b>Motion # &amp; Meeting Date</b>	<b>Motion Details</b>
2021-210 April 19, 2021	THAT Council requests for a staff corporate report, for the next Council meeting, regarding Marine Drive temporarily being changed to a one (1) way with one lane closed to traffic; allowing for restaurants to expand their patio use area and there to be more area for pedestrians to social distance; included would be safety & liability elements.  Carried.

### **INTRODUCTION/BACKGROUND**

Staff investigated options for lane closures and one way traffic along Marine Drive to provide opportunities for East Beach and West Beach restaurants to provide expanded outdoor patio dining that may assist with social distancing measures. The following options were considered:

1. Eastbound Lane Closure (refer to Appendix A).
2. Westbound Lane Closure (refer to Appendix B).

#### **Eastbound Lane Closure**

This option involves closing the eastbound travel lane and reallocating that space for westbound traffic, thereby providing pedestrian space in the lane adjacent to the north sidewalk. The existing sidewalk along the northside of Marine Drive would be used for the expanded patio space. The westbound lane would need to transition to the south shortly after Ash Street and return to the northside before Balsam Street. A second transition to the south side will be after Foster Street and then return before Vidal Street. Proposed alterations to traffic can only occur west of Finlay because eastbound Marine Drive east of Finlay is within the City of Surrey's municipal boundary.

The eastbound travel lanes were closed between Cypress Street and Johnston Street during the recent closure of Marine Drive for road stabilization. This closure was extremely difficult to manage due to the likelihood of drivers refusing to comply with traffic control measures. Extra barricades and extended on site traffic control staffing were required to maintain safe conditions.

Eastbound and Westbound closures share significant challenges; however, the following concerns specific to an Eastbound closure preclude its selection as an option:

- The relocation of the westbound travel lane to the south side of the street to facilitate patio space adjacent to restaurants poses a serious safety risk both at the transition points and along its full length. This would be especially significant during nighttime hours when drivers could become disoriented.
- Access and egress from a shifted lane would not be possible for the West Beach parking lots south of Marine Drive and east of Elm Street due to the tight turning radius required for the southern (westbound) lane of Marine Drive.
- Parking lot access and egress in East Beach would also be made difficult to impossible by the shifting of the westbound travel lane to the south to accommodate restaurant patios.
- Pedestrians could be confused and look the wrong way when crossing the street not expecting that westbound vehicles are shifted to the usual eastbound lanes.

For the reasons described, staff do not recommend an eastbound lane closure.

### **Westbound Lane Closure**

A westbound lane closure would have fewer challenges and consequences and could provide opportunities for increased patio dining and socially distant pedestrian space. If the westbound travel lane is to be closed, it is recommended that this closure extend between Maple and Vidal Streets, as a parking lane closure west of Vidal Street should suffice for patio expansion in this area.

While the concept of a westbound lane closure between Oxford and Vidal Streets presents challenges, it could more easily accommodate expansion of restaurant and pedestrian space than an eastbound closure.

Challenges and concerns for a westbound lane closure include:

- A lane closure through the commercial areas of East and West beach would complicate access for Police and Fire during medical emergencies.
- Westbound traffic blocked at Maple Street would reroute via Victoria and Columbia Avenues potentially causing congestion, parking, and traffic disruptions for residents along these streets.
- Many residents on Marine Drive between Cypress and Balsam Streets (the “Hump”) park either along the north side of Marine Drive or access parking garages along the north side of the roadway. Their access would be impacted..
- Restaurants rely on delivery vehicles blocking one lane of traffic while they unload. Arrangements would need to be made to temporarily open the closed lane for delivery vehicles to park and unload. Pedestrians, furniture etc. would need to be cleared and barricades removed for every delivery. This could potentially be scheduled for early morning hours but would require coordination to remove barricades. Unlike East Beach, West Beach does have a loading bay south of Marine Drive, but it is not likely to be available for all deliveries.
- Buses would need to be rerouted, as was done during the Hump construction.
- Arrangements for access to the closed lane would need to be made with individual strata properties for garbage collection.

### **Westbound Lane Closure – East Beach and Hump Residents**

East Beach and Hump residents will be able to access their parking garages by travelling in the open eastbound lane and crossing over the closed westbound lane. This could potentially cause delays and backups when pedestrian volumes are heavy.

Residents approaching from the east will likely want to use Victoria Avenue and then Balsam Street to access Marine Drive if they live on East Beach. Travel access could occur along the eastbound lane to access their parking. Balsam is a steep, narrow street and not suitable for heavy traffic use and would easily become congested due to lane closures.

It is proposed to leave Marine Drive between Balsam and Cypress Streets as a two way street and have concrete closure barriers placed at Cypress. This will enable access to the Cypress Parking Lot for those travelling from the East via Balsam Street.

A major concern with the Westbound lane closure is that residents that park along the Hump will not have parking access other than to parking garages accessed from the eastbound travel lanes.



Approximately 60 residential on street parking spaces will be lost. Consideration was given to leaving this section of road open for local on street parking access, but it is not a safe option, as it would result in residents (and those who would ignore the local access restriction) making unsafe three point turns and U turns into the eastbound travel lane. In addition to these serious safety concerns, such maneuvers would contribute to congestion and conflict during peak times.

Hump residents could be given parking passes for the Cypress parking lot, however, this is not likely to meet their needs and will fill the approximate 60 spaces in the lot reducing visitor parking availability as well as impacting City revenue.

A westbound lane closure in East Beach would also result in the loss of approximately 20 on street parking spaces affecting nearby businesses, such as the liquor store, that rely on this parking. This would impact visitors, businesses, and City parking revenue.

### **Marine Drive Access Limitations**

A suggestion was made about the feasibility of Closing Marine Drive from Oxford Street to Maple Street when parking capacity is reached during the following hours:

- Fridays, from 4:00 p.m. -10:00 p.m.
- Saturday and Sunday, 10:00 a.m. – 10:00 p.m.

This is possible with staffed barricades at Maple Street in the east and Oxford Street in the west and someone monitoring capacity of the parking lots. When the lots are full or determined that the area is at capacity, further vehicle entry would be blocked. Staffed barricades would also be needed at the intersections of Columbia Avenue/Victoria Avenue; Victoria Avenue and Balsam Avenue; and Johnston Road and Victoria Avenue to prevent bypassing.

The cost for monitoring access restriction during each weekend is estimated to be \$30K to \$40K.

### **Alternatives, Challenges and Consequences**

Lane closures are not recommended due to potential safety concerns, impact on residents, reduction in available parking spaces for visitors, logistical challenges for loading restaurant supplies and unbudgeted costs. If lane closures do not proceed, this would negate opportunities for patio expansions.

Closure of the eastbound lanes is strongly not recommended due to the safety reasons outlined in this report.

Closure of the westbound lane is also not recommended; however, subject to resolution of logistical challenges, permitting and insurance details, this closure could result in increased outdoor dining opportunities and additional socially distant pedestrian space. Impact and consequences to consider include:

- Significant parking and traffic volume increases and disruption to residents along Victoria and Columbia Avenues.
- Disruption for over 226 residential properties.
- Removal of 60 on street parking spaces on the Hump.
- Loss of 20 on street parking spaces in the East Beach commercial area, as these are only accessed by westbound traffic.
- Challenges for coordinating restaurant deliveries via the closed lane.
- Access challenges for Canada Post.

- Emergency access challenges for Police and Fire during medical emergencies.
- Traffic congestion and potential safety issues on Balsam Street.
- No visitor spaces in Cypress parking lot due to accommodation of 60 Hump parking spaces.
- Expanded seating on the sidewalk area and limited vehicular access may make take-out and delivery food services from restaurants difficult to access, as well as limit the amount of queuing space for patio patrons while they wait for their table to be ready.
- Buses would need to be rerouted, as was done during the Hump construction.
- Arrangements for access to the closed lane would need to be made with individual strata properties for garbage collection.
- Unbudgeted costs, although these could possibly be recovered from COVID funding.

### **Next Steps if Council Decides to Close Westbound Lanes**

The cost of enacting the closure of the westbound lanes is estimated at \$50K. As the traffic control devices are rented, the costs will increase depending on the duration of the closure. Cost recovery through the COVID-19 funding would need to be confirmed. Additional costs for 24-hour flagging services (minimum \$1,000/day), and digital messaging boards may be necessary if motorists disobey signage and ignore barricades as was the case during the Hump construction.

If Council wishes to proceed, staff will need to commission a traffic management plan (\$1,000), refine the cost estimate, develop a communications plan and ultimately install the necessary signage and barricades for the closure.

Expansion of individual patio permits and spaces, if exclusive to a particular restaurant, would likely need to include staff review of the individual proposals to confirm sufficient delineation for temporary expanded liquor services areas (a Provincial requirement), accessibility/curb ramps, and distance from City infrastructure, etc. These new seating areas would also need to meet any configuration requirements from WorkSafe BC, Fraser Health, the Liquor and Cannabis Regulation Branch, and the Provincial Health Officer, which may limit the number of additional seats possible in the expanded sidewalk area. Given the average frontage of a business is 9.14m, and the sidewalk width is approximately 2m, the expanded seating area may accommodate up to four seats per business. Approximately 20 restaurants could benefit from this arrangement if they all decide to participate.

### **FINANCIAL IMPLICATIONS**

A preliminary estimate of the costs is \$50K.

### **LEGAL IMPLICATIONS**

Not applicable.

### **COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS**

A communications plan is an integral part of any significant change, including changes in traffic flow, access and disruption to residents and visitors. Some potential communication approaches include messages on the three LED signs at the Waterfront, information at [www.whiterockcity.ca](http://www.whiterockcity.ca), social media posts, media relations, advertising, an update for community partners, signage at the Waterfront and a new banner on the White Rock Pier. Residents and businesses affected by traffic changes will require direct outreach.

## **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

This report was prepared in consultation with Planning and Development Services, Communications, Financial Services, White Rock RCMP, and White Rock Fire Services.

### **Comments from Fire Chief Wolfe**

Marine Drive is an emergency response route, and any closure of the westbound lane may negatively impact accessibility and response times.

Any emergency response required within the westbound lane closure area would result in a complete closure of Marine Drive due to staging of apparatus for the duration of an incident.

Events such as medical emergencies, motor vehicle accidents or mechanical breakdowns occurring within the westbound lane closure area would result in a total closure of Marine Drive creating grid lock and potentially blocking and/or trapping emergency response vehicles.

### **Comments from Staff Sergeant Kale Pauls- White Rock RCMP**

The impact to response times and emergency vehicles potentially blocking the travel lane without the ability for personal vehicles to maneuver past are the same as mentioned by Chief Wolfe.

The potential impact of driver's choosing to disobey traffic control devices and/or flaggers, as seen at a low level during the recent hump construction, will place greater expectation on the police to monitor and enforce. This will create an additional demand on policing resources where the community has already identified other priority areas that they would like more police road safety enforcement.

If the one-way is approved, great consideration to robust protection of pedestrians with physical barriers in the areas with restaurants should be implemented. Although the majority of driver's can operate a vehicle safely, a very small minority may be impaired by alcohol/drugs, temporarily confused, experiencing a medical condition, or willfully neglectful.

## **CLIMATE CHANGE IMPLICATIONS**

More congestion would equate to increased climate change implications.

## **ALIGNMENT WITH STRATEGIC PRIORITIES**

Improving opportunities for restaurants is consistent with the Strategic Priority of Our Economy

## **OPTIONS / RISKS / ALTERNATIVES**

If closures do not occur, this would negate opportunities for patio expansions.

Staff do not recommend closure of the eastbound lanes for the safety reasons outlined in this report.

Closure of the westbound lanes is possible, while having to address the challenges and in consideration of the consequences noted.

## **CONCLUSION**

Staff investigated options for closing travel lanes to facilitate expansion of patio space for restaurant business and increased socially distant pedestrian space. If lane closures are directed by Council, staff would need to commission a traffic plan, refine the estimate, develop a communications plan and ultimately install the necessary signage and barricades for the closure. Management of access for restaurant deliveries would need to be carried out externally. Staff

suggest reaching out to the White Rock BIA and the South Surrey and White Rock Chamber of Commerce.

Following the development of a transportation logistics plan, staff would need to review individual patio proposals to confirm sufficient delineation for temporary expanded liquor services areas (a Provincial requirement), accessibility/curb ramps, and distance from City infrastructure, etc. These new seating areas would also need to meet potential configuration requirements from WorkSafe BC, Fraser Health Authority, the Liquor and Cannabis Regulation Branch, and the Provincial Health Officer, which may limit seating capacity in the expanded sidewalk areas.

The Marine Drive lane closures are not recommended due to potential safety concerns described, impacts on residents, reduction in available parking spaces for visitors, logistical challenges for loading restaurant supplies and unbudgeted costs. If lane closures are desired, the westbound lane closure would have fewer negative consequences than closing the eastbound lane and staff will work to mitigate impacts presented by the closure.

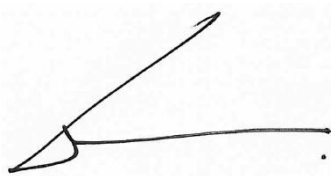
Respectfully submitted,



Jim Gordon, P.Eng.,  
Director of Engineering & Municipal Operations.

#### **Comments from the Chief Administrative Officer**

This corporate report is provided for information purposes.



Guillermo Ferrero  
Chief Administrative Officer













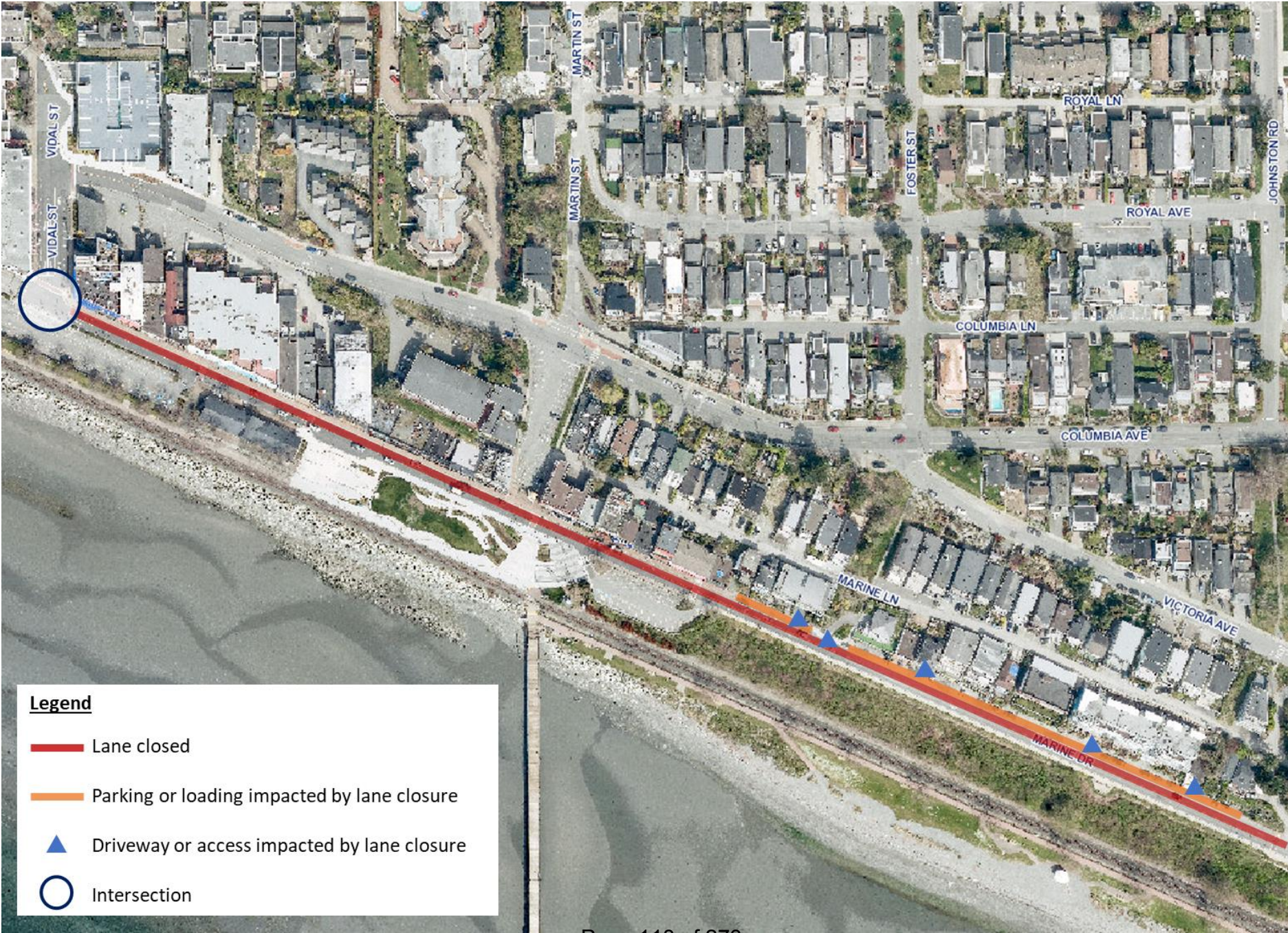














THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
**CORPORATE REPORT**



**DATE:** April 26, 2021

**TO:** Mayor and Council

**FROM:** Colleen Ponzini, Director, Financial Services

**SUBJECT:** 2021 – 2025 Financial Plan Bylaw, 2021, No. 2377

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**RECOMMENDATION**

THAT Council give three readings and adoption to the White Rock 2021 – 2025 Financial Plan Bylaw, 2021, No. 2377.

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**EXECUTIVE SUMMARY**

This report seeks Council's approval for the City's 2021 – 2025 Financial Plan Bylaw.

**PREVIOUS COUNCIL DIRECTION**

<b>Motion # &amp; Meeting Date</b>	<b>Motion Details</b>
2021-F&A-050 March 8, 2021	That the Finance and Audit Committee direct staff to prepare the consolidated 2021 – 2025 Financial Plan Bylaw
2021-197 April 12, 2021	THAT Council directs staff to draft a new Financial Plan Bylaw with a 3.83% tax increase for 2021 which is achieved by removing the HR Advisor.

**INTRODUCTION/BACKGROUND**

On March 8, 2021, the Finance and Audit Committee directed staff to prepare the consolidated 2020 – 2025 Financial Plan Bylaw that would incorporate the General Fund and Utility Funds five-year plans as presented, as part of the public consultation process that evening.

On April 12, 2021, Council directed staff to modify the 2021 – 2025 Financial Plan Bylaw by removing the requested Human Resources Advisor which would reduce the 2021 tax rate increase to 3.83%.

Staff have also made minor changes to reflect carry forwards that have been confirmed through the preparation of the 2020 Financial Statements, which are currently being audited. Additionally, the figures also include recent changes approved by Council in separate reports such as the Community Amenity Contributions towards the Centennial Park Batting Cage and the Centre Street Walkway.

Appendix A presents the City's 2021 – 2025 Financial Plan Bylaw, 2021, No. 2377 prepared in accordance with Section 165 of the *Community Charter*. Schedule A to the Bylaw provides the consolidated Financial Plan for 2021 through 2025. Schedules B and C provide supplementary detailed information regarding the City's capital program and reserves, respectively.

### **FINANCIAL IMPLICATIONS**

The Financial Plan includes a tax rate increase of 3.83% for 2021, a 4.5% increase for the Drainage Utility rates, and a 6.5% increase for the Water Utility. There are no increases in the Sewer or Solid Waste Utility rates for 2021. The 2021 Tax Rates Bylaw, which must be adopted by May 15, 2021, will come forward to Council at the next Council meeting. The Water Utility rates bylaw was adopted by Council in December of 2020.

### **LEGAL IMPLICATIONS**

The City must adopt 2021 – 2025 Financial Plan Bylaw by May 15, 2021.

### **COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS**

A process of public consultation regarding the development of the Financial Plan was conducted as per section 166 of the *Community Charter*.

### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

All City departments have been involved throughout the entire budget process.

### **CLIMATE CHANGE IMPLICATIONS**

Not applicable.

### **ALIGNMENT WITH STRATEGIC PRIORITIES**

Not applicable.

### **OPTIONS / RISKS / ALTERNATIVES**

The City must have its Financial Plan Bylaw adopted by May 15, 2021.

### **CONCLUSION**

Under the provisions of the *Community Charter*, the City is required to adopt annually a five-year financial plan bylaw prior to May 15. It is recommended that the White Rock 2021 – 2025 Financial Plan Bylaw, 2021, No. 2377 be considered for three readings and adoption.

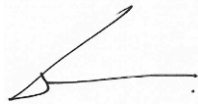
Respectfully submitted,



Colleen Ponzini, CPA, CGA  
Director, Financial Services

**Comments from the Chief Administrative Officer**

I concur with the recommendation of this corporate report.

A handwritten signature in black ink, consisting of a stylized 'G' followed by a horizontal line and a small dot.

Guillermo Ferrero  
Chief Administrative Officer

Appendix A: White Rock 2021 – 2025 Financial Plan Bylaw, 2021, No. 2377

**THE CORPORATION OF THE  
CITY OF WHITE ROCK  
BYLAW 2377**



A Bylaw to adopt a Financial Plan for 2021 to 2025

WHEREAS the City Council of the Corporation of the City of White Rock is empowered by the provisions of Section 165 of the "Community Charter" to adopt a Financial Plan for the five-year period ending the thirty-first day of December 2025.

AND WHEREAS it is necessary for such Financial Plan to be adopted before the annual property tax rate bylaw is adopted.

The CITY COUNCIL of The Corporation of the City of White Rock in open meeting assembled, ENACTS as follows:-

1. Schedules "A", "B", and "C" attached hereto and forming part of this Bylaw are hereby adopted as the Financial Plan of the Corporation of the City of White Rock for the five-year period ending December 31, 2025.
2. All payments already made from City Revenue for the current year are hereby ratified and confirmed.
3. This Bylaw may be cited for all purposes as the "White Rock Financial Plan (2021-2025) Bylaw, 2021, No. 2377".

RECEIVED FIRST READING on the                      day of                      , 2021

RECEIVED SECOND READING on the                      day of                      , 2021

RECEIVED THIRD READING on the                      day of                      , 2021

ADOPTED on the                      day of                      , 2021

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DIRECTOR OF  
CORPORATE ADMINISTRATION

**CORPORATION OF THE CITY OF WHITE ROCK**  
**CONSOLIDATED FINANCIAL PLAN**  
**Schedule 'A' to Bylaw No. 2377, 2021**

	2021	Budget Projections			
		Budget	2022	2023	2024
REVENUE					
Municipal Taxation (see below)	\$ 26,493,400	\$ 28,487,200	\$ 29,597,700	\$ 30,613,300	\$ 31,535,700
Utility Rates	13,326,800	13,978,600	14,663,300	15,458,600	16,296,400
Sale of Services	1,413,400	2,432,300	2,481,000	2,530,700	2,581,600
Grants from Other Governments (1)	16,620,900	558,100	526,200	859,500	865,500
Contributions (2)	5,447,200	442,300	1,321,900	1,657,200	1,364,300
Other Revenue	8,710,500	11,627,900	8,308,100	7,398,300	10,220,600
Interest and Penalties	1,284,402	1,749,663	1,761,675	1,752,830	1,810,732
Total Revenues	73,296,602	59,276,063	58,659,875	60,270,430	64,674,832
EXPENSES					
Operating Expenses	40,476,562	40,009,357	40,025,677	40,823,900	42,192,600
Interest and Bank Charges	694,700	694,700	687,000	681,300	681,300
Utility Purchases and Levies	1,832,400	2,033,700	2,273,400	2,557,300	2,966,100
Amortization	7,305,000	8,524,000	8,965,000	9,178,000	9,420,000
Total Expenses	50,308,662	51,261,757	51,951,077	53,240,500	55,260,000
EXPENSES					
General Services					
Protective Services	12,667,600	13,072,500	13,391,600	13,731,500	14,078,600
Parks, Recreation and Culture	8,525,100	9,300,900	9,495,900	9,579,500	9,775,500
Transportation, Engineering and Operations	9,890,800	8,970,300	9,161,500	9,259,300	9,438,400
General Government	8,677,600	8,998,400	9,106,500	9,352,900	9,570,600
	39,761,100	40,342,100	41,155,500	41,923,200	42,863,100
Utilities Services					
Sanitary Sewer Utility	3,432,162	3,282,157	3,540,777	3,864,800	4,322,400
Drainage Utility	1,159,400	1,303,800	1,319,400	1,351,100	1,396,100
Solid Waste Utility	1,348,300	1,305,100	1,327,600	1,348,500	1,368,800
Water Utility	3,913,000	4,333,900	3,920,800	4,071,600	4,628,300
	9,852,862	10,224,957	10,108,577	10,636,000	11,715,600
Fiscal Expenses					
Interest on Debt	694,700	694,700	687,000	681,300	681,300
Total Expenses	50,308,662	51,261,757	51,951,077	53,240,500	55,260,000
INCREASE IN TOTAL EQUITY	22,987,940	8,014,306	6,708,798	7,029,930	9,414,832
Reconciliation to Financial Equity					
Amortization of Tangible Capital Assets	7,305,000	8,524,000	8,965,000	9,178,000	9,420,000
Capital Expenses (Schedule B)	(57,114,000)	(13,120,000)	(15,027,000)	(12,475,000)	(19,964,000)
Debt Retirement	(725,400)	(749,000)	(773,400)	(780,600)	(805,800)
Internal Charges	(2,044,600)	(2,086,300)	(2,128,200)	(2,169,900)	(2,212,700)
Internal Recoveries	2,044,600	2,086,300	2,128,200	2,169,900	2,212,700
CHANGE IN FINANCIAL EQUITY (Reserves)	(27,546,460)	2,669,306	(126,602)	2,952,330	(1,934,968)
Financial Equity, beginning of year	83,921,157	56,374,697	59,044,003	58,917,401	61,869,731
FINANCIAL EQUITY (Reserves), end of year	\$ 56,374,697	\$ 59,044,003	\$ 58,917,401	\$ 61,869,731	\$ 59,934,763

Notes:

(1) Includes capital grants noted on Schedule B.

(2) Includes capital contributions and DCCs noted on Schedule B.

<b>Municipal Taxation</b>					
Property Taxes	\$ 26,202,400	\$ 28,190,500	\$ 29,300,400	\$ 30,310,100	\$ 31,226,400
Parcel Taxes	5,200	5,200	-	-	-
Grant-in-Lieu of Taxes	263,000	268,200	273,500	278,900	284,500
Utilities 1%-in-Lieu of Taxes	22,800	23,300	23,800	24,300	24,800
	<b>\$ 26,493,400</b>	<b>\$ 28,487,200</b>	<b>\$ 29,597,700</b>	<b>\$ 30,613,300</b>	<b>\$ 31,535,700</b>

**CORPORATION OF THE CITY OF WHITE ROCK**  
**CONSOLIDATED FINANCIAL PLAN**  
**Schedule 'A' to Bylaw No. 2377, 2021**

(continued)

**Proportion of Revenues By Funding Source:**

The following table shows the proportion of total revenue purposed to be raised from each funding source. Property taxes form the largest portion of revenues. They provide a stable and consistent source of revenues to pay for many services, such as police and fire protection, that are difficult or undesirable to fund on a user-pay basis.

Utilities' rates are the City's second largest reliable component of planned revenues. These revenues pay for services including water, sewer, drainage and solid waste and are charged on a user-pay basis. This basis attempts to fairly apportion utility service costs to those that make use of these services.

Other revenue sources, including sale of services, interest and penalties, government grants and contributions make up the remainder of total revenues. These revenues fluctuate due to economic conditions and City initiatives and in the case of government grants, require approval by senior governments.

Revenue Source	% Total Revenue
Taxation	36%
Utility Rates	18%
Sale of Services	2%
Gov't Grants	23%
Contributions	7%
Other Revenue	12%
Interest & Penalties	2%
	100%

**Distribution of Property Taxes Between Property Classes:**

The following table provides the distribution of property tax revenue between property classes. The City's primary goal is to set tax rates that are sufficient, after maximizing non-tax revenues, to provide for service delivery; city assets; and maintain tax stability. This is accomplished by maintaining the historical relationship between the property classes and applying the same annual tax rate increase across all Classes. A secondary goal is to set tax rates that are competitive within the region.

Class No	Property Class	% Tax Burden
1	Residential	91%
2	Utilities	<1%
5	Light Industry	<1%
6	Business	8%
8	Recreation/Non-Profit	<1%
		100%

**Use of Permissive Exemptions:**

The City's Annual Municipal Report contains a list of permissive exemptions granted for the year and the amount of tax revenue foregone. Permissive tax exemption is granted to not-for-profit institutions as per City policy and includes exemptions for religious institutions, service organizations and cultural institutions that form a valuable part of our community. Each year organizations can make an application for permissive exemption which are reviewed on a case-by-case basis.



**CORPORATION OF THE CITY OF WHITE ROCK  
CONSOLIDATED CAPITAL PROGRAM**

**Schedule 'B' to Bylaw No. 2377, 2021**

Note: This Schedule has been provided as an addendum to Schedule A. The figures in this Schedule are included in the consolidated figures in Schedule A.

	2021 Budget	Budget Projections			
		2022	2023	2024	2025
CAPITAL EXPENSES					
Municipal Engineering and Operations	\$ 8,594,000	\$ 2,411,000	\$ 3,387,000	\$ 2,955,000	\$ 6,332,000
Facilities	1,430,000	2,439,000	3,086,000	702,000	4,839,000
Vehicles	2,824,000	337,000	45,000	153,000	584,000
Parks	18,902,000	435,000	211,000	185,000	185,000
Protective Services	566,000	35,000	45,000	-	-
Information Technology	804,000	1,480,000	230,000	205,000	205,000
Parking	236,000	205,000	1,075,000	80,000	80,000
Capital Contingencies	1,100,000	1,200,000	1,300,000	1,400,000	1,400,000
Drainage Infrastructure	16,002,000	1,028,000	1,562,000	1,800,000	1,886,000
Sewer Infrastructure	2,960,000	675,000	2,223,000	2,070,000	2,023,000
Water Infrastructure	3,696,000	2,875,000	1,863,000	2,925,000	2,430,000
Total Capital Expenses	\$ 57,114,000	\$ 13,120,000	\$ 15,027,000	\$ 12,475,000	\$ 19,964,000
FUNDING SOURCES					
Reserve Funds	35,861,200	12,715,100	13,760,100	10,539,500	18,341,400
Development Cost Charges	897,100	129,800	1,055,900	1,302,200	1,089,300
Grants from Other Governments	16,070,400	37,600	-	333,300	333,300
Contributions	4,285,300	237,500	211,000	300,000	200,000
Total Funding Sources	\$ 57,114,000	\$ 13,120,000	\$ 15,027,000	\$ 12,475,000	\$ 19,964,000

**CORPORATION OF THE CITY OF WHITE ROCK**  
**CONSOLIDATED STATEMENT OF RESERVES AND DEVELOPMENT COST CHARGES**  
**Schedule 'C' to Bylaw No. 2377, 2021**

Note: This Schedule has been provided as an addendum to Schedule A. The reserve figures in this Schedule are included in the consolidated figures in Schedule A.  
Development Cost Charges are provided for information, but are deferred charges rather than reserves.  
Statutory reserves were established by bylaw in accordance with BC Municipal Legislation.

**FINANCIAL EQUITY (RESERVES)**

	2021 Budget	Budget Projections			
		2022	2023	2024	2025
Transfers (to) from:					
Operating Program	8,314,740	15,384,406	13,633,498	13,491,830	16,406,432
Capital Program	(35,861,200)	(12,715,100)	(13,760,100)	(10,539,500)	(18,341,400)
Change in Financial Equity (Reserves)	(27,546,460)	2,669,306	(126,602)	2,952,330	(1,934,968)
Change in Financial Equity (Reserves)	(27,546,460)	2,669,306	(126,602)	2,952,330	(1,934,968)
Financial Equity, Beginning of Year	83,921,157	56,374,697	59,044,003	58,917,401	61,869,731
<b>Financial Equity, End of Year</b>	<b>56,374,697</b>	<b>59,044,003</b>	<b>58,917,401</b>	<b>61,869,731</b>	<b>59,934,763</b>

**CHANGE IN FINANCIAL EQUITY (RESERVES)**

Accumulated Surplus Funds	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Non-Statutory Reserves	(20,881,888)	463,121	1,058,199	1,615,730	(6,918,344)
Statutory Reserves					
Land Sale Reserve	4,349	4,435	4,524	4,614	4,707
Equipment Replacement Reserve	(1,492,678)	354,446	752,802	699,777	602,363
Capital Works Reserve	(1,121,254)	(944,608)	(1,405,678)	1,180,088	1,148,342
Local Improvement Reserve	673	687	701	714	729
Community Amenity Reserve	(4,090,662)	2,756,225	(572,150)	(583,593)	3,192,235
<b>Change in Financial Equity (Reserves)</b>	<b>\$ (27,546,460)</b>	<b>\$ 2,669,306</b>	<b>\$ (126,602)</b>	<b>\$ 2,952,330</b>	<b>\$ (1,934,968)</b>

**FINANCIAL EQUITY (RESERVES) BALANCES**

Accumulated Surplus	\$ 8,806,060	\$ 8,841,060	\$ 8,876,060	\$ 8,911,060	\$ 8,946,060
Non-Statutory Reserves	29,003,925	29,467,046	30,525,245	32,140,975	25,222,631
Statutory Reserves					
Land Sale Reserve	221,762	226,197	230,721	235,335	240,042
Equipment Replacement Reserve	3,846,401	4,200,847	4,953,649	5,653,426	6,255,789
Capital Works Reserve	5,425,939	4,481,331	3,075,653	4,255,741	5,404,083
Local Improvement Reserve	34,338	35,025	35,726	36,440	37,169
Community Amenity Reserve	9,036,272	11,792,497	11,220,347	10,636,754	13,828,989
Total Statutory Reserves	18,564,712	20,735,897	19,516,096	20,817,696	25,766,072
<b>Total Financial Equity (Reserves)</b>	<b>\$ 56,374,697</b>	<b>\$ 59,044,003</b>	<b>\$ 58,917,401</b>	<b>\$ 61,869,731</b>	<b>\$ 59,934,763</b>

**DEVELOPMENT COST CHARGES (DCC RESERVES)**

Change in Statutory DCC Reserves					
Highways DCC	\$ (112,922)	\$ 157,115	\$ (282,526)	\$ (357,766)	\$ (418,552)
Drainage DCC	(340,204)	145,568	(104,222)	(141,556)	(154,487)
Parkland DCC	468,202	487,666	507,520	517,669	517,924
Sanitary DCC	29,647	40,340	(198,729)	(252,698)	(72,922)
Water DCC	80,639	92,351	104,299	12,454	96,534
<b>Change in Statutory DCC Reserves</b>	<b>\$ 125,362</b>	<b>\$ 923,040</b>	<b>\$ 26,342</b>	<b>\$ (221,897)</b>	<b>\$ (31,503)</b>
Statutory DCC Reserves					
Highways DCC	\$ 3,392,530	\$ 3,549,645	\$ 3,267,119	\$ 2,909,353	\$ 2,490,800
Drainage DCC	2,745,545	2,891,113	2,786,890	2,645,334	2,490,847
Parkland DCC	6,653,108	7,140,774	7,648,294	8,165,963	8,683,887
Sanitary DCC	911,488	951,828	753,100	500,402	427,481
Water DCC	1,370,451	1,462,802	1,567,101	1,579,555	1,676,089
<b>Total Statutory DCC Reserves</b>	<b>\$ 15,073,122</b>	<b>\$ 15,996,162</b>	<b>\$ 16,022,504</b>	<b>\$ 15,800,607</b>	<b>\$ 15,769,104</b>



## **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  
Carl Isaak, Director of Planning and Development Services  
Jacquie Johnstone, Director of Human Resources  
Eric Stepura, Director of Recreation and Culture  
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-015** It 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-017** It 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-023** It 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-027** It 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 consultant's 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 policies in regard to process that can be 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

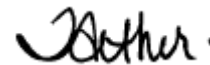
- Councillor Kristjanson requested the creation of a Excellence Service Delivery Community Advisory Panel, opportunity for feedback (more information will be provided)

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

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

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Councillor Trevelyan, Chairperson



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Tracey Arthur, Director of  
Corporate Administration



## **Tour de White Rock Committee**

### **Minutes**

March 11, 2021, 6:00 p.m.

Via Microsoft Teams

PRESENT:	A. Vigoda, Chairperson L. Taylor, Vice-Chairperson A. Anderson, Committee Member B. Coates, Committee Member (entered the meeting at 6:28 p.m.) F. MacDermid, Committee Member V. Thomas, Committee Member L. Xu, Committee Member S. McQuade, Committee Member
COUNCIL:	Councillor E. Johanson (non-voting)
ABSENT:	R. Wright, Committee Member D. O'Hagan, Race Director
STAFF:	E. Stepura, Director of Recreation and Culture J. Stech, Recreation Programmer K. Sidhu, Committee Clerk C. Richards, Committee Clerk

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#### **1. CALL TO ORDER**

The Chairperson called the meeting to order at 6:02 p.m.

2. **ADOPTION OF AGENDA**

**Motion Number: 2021-TDWR-03** It was MOVED and SECONDED

THAT the Tour de White Rock Committee adopt the agenda for the March 11, 2021 meeting as circulated.

**Motion CARRIED**

3. **ADOPTION OF MINUTES**

**Motion Number: 2021-TDWR-04** It was MOVED and SECONDED

THAT the Tour de White Rock Committee adopts the minutes of the February 11, 2021 meeting as circulated.

**Motion CARRIED**

4. **TOUR DE WHITE ROCK 2022 WORK PLAN**

The Committee discussed their experience and their suggested areas of improvement with the previous Tour De White Rock Events.

Some suggestions that were discussed for future events included:

- Involving youth in the planning of Tour De White Rock
- Community engagement with White Rock residents
- Funding sponsorships
- Engaging more local businesses
- The importance of marketing and advertising the event early to gain more exposure
- Utilizing story board software for wayfinding

B. Coates entered the meeting at 6:28 p.m.

5. **OTHER BUSINESS**

The Committee discussed the idea of utilizing additional bleachers along the race path. Staff confirmed this is very labour intensive but noted there are some select corner spots that will have bleachers.

The Committee discussed forming a working group to work on marketing materials for Tour De White Rock.

6. **INFORMATION**

6.1 **COMMITTEE ACTION TRACKING**

Corporate Administration provided an action-tracking document to the Committee for information. This spreadsheet will be updated after each meeting and provided to members for information.

The Committee went through each item on the Committee Action Tracking document and updated all outstanding items.

7. **2021 MEETING SCHEDULE**

No scheduled meetings at this time.

8. **CONCLUSION OF THE MARCH 11, 2021 TOUR DE WHITE ROCK COMMITTEE MEETING**

The Chairperson declared the meeting concluded at 7:20 p.m.



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A. Vigoda, Chairperson

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K. Sidhu, Committee Clerk



## **Arts and Cultural Advisory Committee**

### **Minutes**

March 23, 2021, 3:00 p.m.

Via Microsoft Teams

**PRESENT:** M. Partridge, Chairperson  
P. Petrala, Vice-Chairperson  
E. Cheung, Committee Member  
J. Davidson, Committee Member  
M. Pederson, Committee Member  
D. Thompson, Committee Member  
K. Bjerke-Lisle, Executive Director of the White Rock Museum  
(non-voting) (entered the meeting at 3:57 p.m.)

**COUNCIL:** Councillor A. Manning (non-voting)

**GUESTS:** Mayor D. Walker  
J. Leighton, White Rock Concerts Society  
C. Skepasts, White Rock Concerts Society

**ABSENT:** J. Adams, Committee Member  
M. Bali, Committee Member  
K. Breaks, Committee Member  
P. Higinbotham, Committee Member

**STAFF:** E. Stepura, Director of Recreation and Culture  
E. Keurvorst, Manager of Cultural Development  
C. Richards, Committee Clerk  
K. Sidhu, Committee Clerk

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1. **CALL TO ORDER**

The meeting was called to order at 3:01 p.m.

2. **ADOPTION OF AGENDA**

**2021-ACAC-006:** It was MOVED and SECONDED

THAT the Arts and Cultural Advisory Committee adopt the agenda for March 23, 2021 as circulated.

**Motion CARRIED**

3. **ADOPTION OF MINUTES**

**2021-ACAC-007:** It was MOVED and SECONDED

THAT the Arts and Cultural Advisory Committee adopts the minutes of the February 23, 2021 meeting as circulated.

**Motion CARRIED**

4. **WHITE ROCK CONCERTS SOCIETY PRESENTATION**

Guest speakers, J. Leighton and C. Skepasts, gave a presentation on the White Rock Concerts Society.

- An overview of the non-profit society was provided.
- All concerts are performed at the White Rock Baptist Church.
- Lately, the White Rock Concerts Society has been facing many challenges. Membership renewals have been decreasing every year. The average audience ranges from people in their 70s to 80s.
- Due to the COVID-19 Pandemic, there has been no revenue since Spring 2020, however, unavoidable costs associated to the White Rock Concerts Society have continued.
- When concert series begin, the society would like to promote more through White Rock communication channels.

Councillor Manning suggested that the society reach out to the White Rock Business Improvement Association (WRBIA) regarding possibly asking the White Rock Concert Series performers participate in the next WRBIA concert series.



## 5. **CULTURAL STRATEGIC PLAN DOCUMENT REVIEW AND DISCUSSION**

The Committee continued their discussion from last meeting on this topic.

E. Keurvorst, Manager of Cultural Development, presented the final Cultural Strategic Plan.

- The priority objective of hiring a Cultural Services Program Coordinator to increase cultural programming and marketing could facilitate three desirable outcomes:
  - Facilitate Economic Development
  - Address Cultural Infrastructure
  - Sustain Diverse Programs & Festivals

A roundtable discussion took place.

- Councillor Manning noted that it may be too late to add it as a recommendation for 2021 funding specific to the Cultural Strategic Plan.

K. Bjerke-Lisle entered the meeting at 3:57 p.m.

- Mayor Walker noted that Community Amenity Contributions (CAC) funding could be allocated towards cultural strategic priorities.

The Committee turned to discussing the work plan associated to the Cultural Strategic Plan.

**2021-ACAC-008:** It was MOVED and SECONDED

That the Arts and Cultural Advisory Committee endorse the 2021 Creative City by the Sea Cultural Strategic Plan.

**Motion CARRIED**

**2021-ACAC-009:** It was MOVED and SECONDED

That the Arts and Cultural Advisory Committee recommend that Council endorse the adoption of the Creative City by the Sea Cultural Plan.

**Motion CARRIED**

**6. CULTURAL STRATEGIC PLAN NEXT STEPS**

The Committee discussed the upcoming steps pertaining to the Cultural Strategic Plan in Item 5. Cultural Strategic Plan Document Review and Discussion.

**7. OTHER BUSINESS**

E. Keurvorst, Manager of Cultural Development, presented the final draft of the Welcome to White Rock welcome package.

It was suggested that copies of the welcome package be distributed to public places such as the library and museum.

**8. INFORMATION**

**8.1 COMMITTEE ACTION TRACKING**

The Committee discussed outstanding and accomplished items on the Committee Action Tracking document.

**9. 2021 MEETING SCHEDULE**

No scheduled meetings at this time.

**10. CONCLUSION OF THE MARCH 23, 2021 ARTS AND CULTURAL ADVISORY COMMITTEE MEETING**

The meeting concluded at 4:55 p.m.

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M. Partridge, Chairperson



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Chloe Richards, Committee Clerk



## **Housing Advisory Committee**

### **Minutes**

March 24, 2021, 3:30 p.m.

Via Microsoft Teams

**PRESENT:** C. Bowness, Committee Member  
C. Harris, Committee Member (entered the meeting at 3:33 p.m.)  
U. Maschaykh, Committee Member (entered the meeting at 3:34 p.m.)  
M. Sabine, Committee Member  
G. Duly, Committee Member  
A. Mamgain, Committee Member

**COUNCIL:** Councillor A. Manning, Chairperson (non-voting)  
Councillor E. Johanson (non-voting)

**GUESTS:** Mayor D. Walker (non-voting)  
L. Van Meer-Mass, Community Planner for City Spaces (departed the meeting at 4:42 p.m.)  
J. Basi, Principal for City Spaces (departed the meeting at 4:42 p.m.)

**STAFF:** G. Newman, Manager of Planning  
K. Sidhu, Committee Clerk  
C. Richards, Committee Clerk

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#### **1. CALL TO ORDER**

The Chairperson called the meeting to order at 3:32 p.m.

**2. ADOPTION OF AGENDA**

**Motion Number: 2021-HAC-005** It was MOVED and SECONDED

THAT the Housing Advisory Committee adopt the agenda for March 24, 2021 as circulated.

**Motion CARRIED**

**3. ADOPTION OF MINUTES**

**Motion Number: 2021-HAC-006** It was MOVED and SECONDED

THAT the Housing Advisory Committee adopts the minutes of the February 24, 2021 meeting as circulated.

**Motion CARRIED**

C. Harris entered the meeting at 3:33 p.m.

U. Maschaykh entered the meeting at 3:34 p.m.

**4. PRESENTATION FROM CITY SPACES**

J. Basi, Principal, City Spaces and L. Van Meer-Mass, Community Planner, City Spaces attended the meeting and provided an introduction and an overview of their assessment on the Housing Report Data prepared by Metro Vancouver and the results of the City of White Rock Housing Needs Survey. *City Spaces* then facilitated a brainstorm session where committee members discussed and shared their feedback on the observations of the consultant as it relates to the data and preliminary survey findings.

L. Van Meer-Mass and J. Basi departed the meeting at 4:42 p.m.

**5. OTHER BUSINESS**

Councillor Manning, Chairperson, shared an update on the outcome of the Committee Review.

**6. INFORMATION**

**6.1 COMMITTEE ACTION TRACKING**

Corporate Administration provided an action-tracking document to the Task Force for information. This spreadsheet will be updated after each meeting and provided to members for information.

7. **2021 MEETING SCHEDULE**

The following meeting schedule was approved by the Committee and is provided for information purposes:

- April 28, 2021
- May 26, 2021
- June 23, 2021
- July 28, 2021
- September 22, 2021
- October 27, 2021
- November 24, 2021

**Note:** Councillor Manning, Chairperson noted that the Housing Advisory Committee meetings would be put on hold following the April 28, 2021 meeting due to the results of the Committee Review.

8. **CONCLUSION OF THE MARCH 24, 2021 HOUSING ADVISORY COMMITTEE MEETING**

The Chairperson declared the meeting concluded at 4:45 p.m.



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Councillor A. Manning, Chairperson

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K. Sidhu, Committee Clerk



## **Public Art Advisory Committee**

### **Minutes**

March 25, 2021, 4:00 p.m.

Via Microsoft Teams

**PRESENT:**

- B. West, Chairperson
- B. Cooper, Vice-Chairperson
- J. Adams, Committee Member
- Y. Everson, Committee Member
- G. Kennedy, Committee Member
- U. Maschaykh, Committee Member
- P. Stasieczek, Committee Member

**COUNCIL:** Councillor C. Trevelyan (non-voting)

**STAFF:**

- E. Stepura, Director of Recreation and Culture (entered the meeting at 4:04 p.m.)
- E. Keurvorst, Manager of Cultural Development
- C. Richards, Committee Clerk
- K. Sidhu, Committee Clerk

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#### **1. CALL TO ORDER**

The Chairperson called the meeting to order at 4:03 p.m.

#### **2. ADOPTION OF AGENDA**

**Motion Number: 2021-PAAC-008:** It was MOVED and SECONDED

THAT the Public Art Advisory Committee remove the following item from the March 25, 2021 agenda:

- Item 8 - Road Ends Project Discussion;

AND THAT the agenda be adopted as amended.

**Motion CARRIED**

**3. ADOPTION OF MINUTES**

**Motion Number: 2021-PAAC-009:** It was MOVED and SECONDED

THAT the Public Art Advisory Committee adopts the minutes of the February 25, 2021 meeting as circulated.

**Motion CARRIED**

**4. OUTCOME OF THE MARCH 15, 2021 COUNCIL MEETING ON WHITE ROCK COMMITTEES**

Outcomes of the March 15, 2021 Council Meeting on White Rock Committees were discussed.

E. Stepura entered the meeting at 4:04 p.m.

It was noted that the Public Art Advisory Committee would continue next term.

**5. INTERSECTION ART PLAN PROJECT UPDATE**

The Manager of Cultural Development provided an update on the Intersection Art Plan Project:

- The funding was put aside by a developer for the Intersection Art Plan Project.
- The City has posted the request for proposal, and are already seeing an interest in the bid.
- The public art bid for a Public Art Consultant is expected to open in April 2021, with project commencement estimated to start in May 2021.
- The selected Public Art Consultant will be working closely with the Public Art Advisory Committee. They are expected to develop an art plan that reflects an understanding of the contextual location and history of White Rock. They must also have experience working with First Nations artists and emerging artists.
- The project will support the continual evolution of how the City engages and connects with residents and visitors through public art,

and will be a key component for White Rock to realize the potential of a creative Uptown district/cultural corridor location.

- The unveiling of the intersection Art Plan is targeted to be for August 2022.

## **6. DISCUSSION ON THE PARKS ROLE IN PUBLIC ART**

B. Cooper, Vice-Chairperson, discussed the Parks role in Public Art with the Committee.

**Motion Number: 2021-PAAC-010:** It was MOVED and SECONDED

THAT the Public Art Advisory Committee recommends to Council that, based on their location, adjacent positions, length, current condition, and potential for upgrades, the following walkways should be among the first to be considered for public art installations:

- Centre Street
- Cypress Street (if funding allows)
- Dolphin Street
- Martin Street (subject to plans for development)

AND THAT the Parks Manager and Director of Engineering and Municipal Operations be invited to attend the next Public Art Advisory Committee meeting to layout plans for Council-approved walkway projects, and to discuss how to move forward with integrating public art into parks planning and other public spaces.

**Motion CARRIED**

It was noted by the Committee that while Dolphin Street is not currently a priority for council, it falls between Centre Street and Cypress Street, and should be considered at the same time as the other public art hillside enhancements.

## **7. MURAL POLICY DISCUSSION/POLICY UPDATE**

The Manager of Cultural Development and B. Cooper, Vice-Chairperson provided an update on the Mural Policy.

After reviewing the Public Art Policy, the need for another policy seems redundant. There is a need to provide further guidelines, specific to mural needs.



It was noted that the scope of Community Public Art section is not broad enough for the policy, and that *Placemaking* could be a better term to encapsulate the idea of engaging the community as well as engaging art into the public realm.

**Motion Number: 2021-PAAC-011:** It was MOVED and SECONDED

THAT the Public Art Advisory Committee recommend that Council direct staff to review and revise the Public Art Policy 708 to include placemaking and mural guidelines for review by the Public Art Advisory Committee, followed by a recommendation to Council.

**Motion CARRIED**

**8. OTHER BUSINESS**

The Manager of Cultural Development shared the Cultural Strategic Plan presentation with the Committee.

**8.1 ART BASED HEALING PROJECT REQUEST**

The Committee discussed an Art Based Healing Project request that was received.

Staff will further review the request with the information the Committee has provided.

**9. INFORMATION**

**9.1 COMMITTEE ACTION TRACKING**

Corporate Administration provided an action-tracking document to the Task Force for information. This spreadsheet will be updated after each meeting and provided to members for information.

**10. 2021 MEETING SCHEDULE**

No scheduled meetings at this time.

**11. CONCLUSION OF THE MARCH 25, 2021 PUBLIC ART ADVISORY COMMITTEE MEETING**

The Chairperson declared the meeting concluded at 5:12 p.m.

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B. West, Chairperson



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C. Richards, Committee Clerk

UNAPPROVED



## **Water Community Advisory Panel**

### **Minutes**

April 13, 2021, 4:00 p.m.

City Hall Council Chambers

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

**PRESENT:**

- K. Jones, Chairperson
- D. Bower, Vice-Chairperson
- S. Doerksen, Panel Member
- I. Lessner, Panel Member (entered the meeting at 4:15 p.m.)
- D. Stonoga, Panel Member (entered the meeting at 4:05 p.m.)
- J. Holm, Committee Member
- M. Pedersen, Committee Member

**COUNCIL:** Councillor C. Trevelyan (non-voting)

**STAFF:**

- J. Gordon, Director of Engineering and Municipal Operations
- C. Ponzini, Director of Financial Services
- J. Brierley-Green, Manager of Revenue Services
- K. Sidhu, Committee Clerk
- C. Richards, Committee Clerk

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#### **1. CALL TO ORDER**

The Chairperson called the meeting to order at 4:01 p.m.

2. **ADOPTION OF AGENDA**

**Motion Number: WCAP-2021-12** It was MOVED and SECONDED

THAT the Water Community Advisory Panel adopt the agenda for April 13, 2021 as circulated.

**Motion CARRIED**

3. **ADOPTION OF MINUTES**

**Motion Number: WCAP-2021-13** It was MOVED and SECONDED

THAT the Water Community Advisory Panel adopts the minutes of the March 9, 2021 meeting as circulated.

**Motion CARRIED**

4. **UPDATE ON WATER TREATMENT PLANT**

The Director of Engineering and Municipal Operations summarized water data results. A private testing company runs the tests twice a month and the City receives the results.

D. Stonoga entered the meeting at 4:05 p.m.

5. **WATER UTILITY RATES DISCUSSION**

The Water Community Advisory Panel continued their discussion on the Water Utility Rates. The Panel compared and discussed ideas from a proposed Water Rate Structure Model provided by Panel Member, J. Holm.

I. Lessner entered the meeting at 4:15 p.m.

**Motion Number: WCAP-2021-14** It was MOVED and SECONDED

THAT the Water Community Advisory Panel recommend that Council direct staff along with the report provided by the Director of Financial Services to consider a base of 20% on a unit basis and the remaining would be consumption-based.

**Motion DEFEATED**

**Panel members D. Bower, J. Holm,  
M. Pedersen, and I. Lessner voted in the negative**

**Motion Number: WCAP-2021-15** It was MOVED and SECONDED

THAT the Water Community Advisory Panel request that staff draft a model that is meter-based with a fixed cost higher than the administrative cost that is currently in place.

**Motion CARRIED**

**Panel members K. Jones, D. Stonoga and S. Doerksen voted in the negative**

**6. OTHER BUSINESS**

None

**7. INFORMATION**

**7.1 COMMITTEE ACTION TRACKING**

Corporate Administration provided an action-tracking document to the Panel for information. This spreadsheet is updated after each meeting and provided to members for information.

**8. 2021 MEETING SCHEDULE**

At the March 15, 2021 Special Council Meeting, Council endorsed a recommendation to extend the current term of the Water Community Advisory Panel for three (3) additional meetings.

The following tentative meeting schedule was provided for consideration:

- April 13, 2021
- May 11, 2021
- June 8, 2021

**Note:** Council has noted that these meetings would focus only on the water utility rates discussion. Once this item has been completed, the Panel will no longer be required to meet.

**Motion Number: WCAP-2021-16** It was MOVED and SECONDED

THAT the Water Community Advisory Panel adopt the following 2021 meeting schedule:

- April 13, 2021
- May 18, 2021
- June 8, 2021

**Motion CARRIED**

9. **CONCLUSION OF THE APRIL 13, 2021 WATER COMMUNITY ADVISORY PANEL MEETING**

The Chairperson declared the meeting concluded at 6:02 p.m.



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K. Jones, Chairperson

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K. Sidhu, Committee Clerk

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



**POLICY TITLE:** **TERMS OF REFERENCE:**  
**ARTS AND CULTURAL ADVISORY COMMITTEE**  
**POLICY NUMBER:** **COUNCIL POLICY 143**

<i>Date of Council Adoption:</i> April 26, 2021	<i>Date of Last Amendment:</i> April 7, 2021
<i>Council Resolution Number:</i> 2015-043, 2015-214, 2016-483, 2018-150; 2019-044; 2019-371; 2020-155, 2021-	
<i>Originating Department:</i> Recreation and Culture	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 7, 2021

## **1. Mandate**

The Arts and Cultural Advisory Committee will make recommendations for updates to the City's Cultural Strategic Plan (CSP) to ensure the CSP reflects best practices and community values for deriving socio-economic benefits from an active arts and culture sector. The Cultural Development Workplan will be updated and monitored as well to ensure Cultural Development activities support achievement of the CSP's goals and objectives.

The Committee may consider, inquire into, report, and make recommendations to Council about matters referred to the Committee by Council, the Chief Administrative Officer, Staff Liaison, or items brought forward by Committee members that are aligned with the Committee's mandate/Terms of Reference (if there is time for the committee to discuss or add to their agenda working within their regular meeting schedule).

## **2. Annual Work Plan**

Council will participate in a workshop with staff prior to the Advisory Body/ Committee (AC) appointments being made where they will give input that would be developed to bring forward to the AC regarding elements of work that the AC would include in it as annual work plan to support Council's Strategic Priorities. This would not be intended to limit the AC from undertaking other initiatives that are in line with Council's Strategic Priorities but rather to assist the AC in more efficiently developing an effective work plan that would assist Council in accomplishing their Strategic Priorities in a timely manner.

The annual work plan will be prepared by the AC for their term and submitted to Council within two (2) months of its appointment by Council. It is recognized that other work items may arise during the course of the term and that additions to the work plan may be recommended by Council, staff or the AC itself. Additional items requested to be added to the work plan by the AC should not require additional meetings from their meeting schedule. The purpose of the AC

is to advise Council on items linked directly within their mandate, which correlate to Council's Strategic Priorities.

Any amendment to the AC's approved work plan must be approved by Council.

### **3. General Terms**

Appointments will be made by Council for a two (2) year term. The term appointments will not exceed the current Council term.

Subsequent appointments by Council to the AC's will be preferred to address the replacement of members who resign mid-term. The Chairperson and Vice-Chairperson will determine if it is necessary that further recruiting is required for anything other than mid-term appointments.

### **4. Membership**

The Arts and Cultural Advisory Committee will consist of up to seven (7) voting members; some of which will bring expertise / experience in the area of the mandate of the AC and some will be representatives of local arts, cultural agencies, businesses, or the arts community-at-large. These members would be in addition to the two (2) Councillors, who will be named as Chairperson and Vice-Chairperson (non-voting members).

The membership will include members from community-based organizations where the mandate of the organization aligns with the mandate of the AC (non-voting members).

The following considerations will be made by Council when appointing members to the AC's: diversity including age, gender, ethnicity, etc.

**Note:** Anyone that has been removed from an AC, due to a breach in the Code of Conduct will not be considered for future appointments to an AC, under the current Council term,

### **5. Chairperson/ Vice-Chairperson**

The two (2) members of Council on the Committee will serve as the Chairperson and Vice-Chairperson. The positions of Chairperson and Vice-Chairperson will alternate on an annual basis between the two (2). Councillors and will serve as non-voting members on the AC.

### **6. Meetings**

- a) The AC will meet on a monthly basis.
- b) Corporate Administration will distribute a meeting schedule at the first meeting to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.



- c) The agenda will be created and distributed by Corporate Administration, including a standing item with a review of the AC's progress toward completion of its current term work plan, as endorsed by Council.
- d) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the meeting will be cancelled. The Committee Clerk will inform the Chairperson, Vice-Chairperson, staff liaison(s) followed by committee members.
- e) Staff will inform the Chairperson and Vice-Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the AC. A meeting may be called, cancelled or rescheduled by the Chairperson. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- f) AC members must advise the Committee Clerk of their intent to attend or to be absent from a meeting. If the majority of members indicate that they will not be attending the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson, Vice-Chairperson and staff liaison(s), followed by informing all members.
- g) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following notification of the Chairperson and staff liaison, followed by all members.
- h) At the initial Arts and Cultural Advisory Committee meeting:

An orientation process for new members will be prepared for presentation at the first meeting after appointments are made by Council. Including but not limited to within the orientation:

- Summary of the mandate;
  - Overview of the current or previous work plan;
  - Recent successes;
  - How the AC fits within the broader organization of the City;
  - Overview of the correlating supplemental material (ex: Master or Strategic Plans);
  - Summary of Council's Priorities in relation to the mandate;
  - Process and procedures in meeting conduct; and
  - Overview of the City's Code of Conduct, Respectful Workplace Policy and Anti-Racial Discrimination and Anti-Racism Policy;
- i) Due to the COVID-19 pandemic, meetings will be held only through electronic means. Once the COVID-19 pandemic/ related Provincial Health Orders permit then all meetings will be open to the public and held in person, unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*, and held in person.
  - j) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.

- k) When deemed relevant to the discussion of a particular item of business under consideration, the AC will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comment(s) within a limited time as determined by the Chairperson.
- l) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- m) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson where there have been three (3) consecutive absences without knowledge/ reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- n) Any person with particular expertise, including staff, may be invited by the Chairperson or staff liaison(s) to attend a meeting in order to provide information or advice.
- o) An AC must hear and consider representations by any individual, group or organization on matters referred to the AC by Council.
- p) An AC does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- q) An AC cannot direct staff to act without the endorsement of Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
  - i. Any such action must be referred to Council for consideration and adoption; and
  - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- r) On broader matters, such as organizing or setting up major/ unusual events or projects which do not have budget implications, the AC must receive prior approval from Council.
- s) Where a Member, their family, employer, or business associates have any interest in any matter being considered by the AC, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest. In this circumstance they are not to participate in any discussion nor the vote on the matter.
- t) Members are not permitted to speak directly with the media on behalf of the AC.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

## **7. Meeting Quorum**

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

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

- 7 members (majority) = four (4) voting members
  - 6 members (majority) = four (4) voting members
  - 5 members (majority) = three (3) voting members
  - 4 members (majority) = three (3) voting members
  - 3 members (majority) = two (2) voting members
- b) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
- i. Record the names of the members present, and those absent; and
  - ii. Conclude the meeting until the next scheduled meeting.

## **8. Meeting Minutes**

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

## **9. Staff Support**

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
- i. Participate in the orientation of AC members at the beginning of each term, and to new members as they are appointed, in regard to the mandate, work plan suggestions of Council or adopted work plan, previous successes, how the AC fits within the organization and supplemental materials given for information purposes;
  - ii. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and to post on the Public Notice Posting Place;
  - iii. Prepare reports on behalf of the AC;
  - iv. Review and return draft minutes to Corporate Administration prior to adoption;
  - v. Report back with status updates agenda items as required; and
  - vi. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the AC prior to going to Council so their feedback can be considered.

- b) Corporate Administration will provide meeting management and recording support. Support functions include:
- i. Provide members with orientation at the beginning of each term, and to new members as they are appointed, in regard to meeting process and procedures including review of the City's Code of Conduct, Respectful Workplace and Anti-Racial Discrimination and Anti-Racism Policies;
  - ii. Receive and prepare correspondence;
  - iii. Maintain a list of outstanding issues for action (Action Tracking);
  - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson and staff liaison
  - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
  - vi. Distribute agenda packages to members;
  - vii. Post all notices, agendas and minutes for the public record;
  - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
  - ix. Provide minutes, with recommendations, to Council;
  - x. Update the Terms of Reference policy; and
  - xi. Create, amend and post, as needed, the AC meeting calendar.

## **10. Procedures**

Unless otherwise provided for in these Terms of Reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

### **Sub-Committees and Working Groups (as noted in the City's Council and Committee Procedure Bylaw)**

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted as a AC meeting held by the City of White Rock.

**Note:** Dedication of resources may be difficult to provide in view of competing priorities by staff.

- b) Working Groups: A committee or sub-committee may form a working group (2 or 3 persons) as an alternate to sub-committees for the limited purpose of:
- i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
  - ii. Carrying out a specific prescribed activity (e.g. parade float production, taking available information and placing it into a specified format for the originating AC).

- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, an AC then may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (i.e. no agenda, meeting minutes, meeting notice is required).

## **11. Code of Conduct**

AC members will be required to sign a statement agreeing that they have read, understood, and will conform to the City's Code of Conduct as defined in the Council policy regarding Code of Conduct for Committee Members, the Respectful Workplace and Anti-Racial Discrimination and Anti-Racism policies. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

**Note:** Anyone that has been removed from an AC due to a breach in the Code of Conduct, under the current Council term, will not be considered for future appointments to an AC.

## **CITY OF WHITE ROCK COMMITTEE CODE OF CONDUCT STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_  
\_\_\_\_\_ (DATE), I have read the following policies adopted by City Council:

- Policy AC No and AC Name\_\_\_\_\_, Committee Terms of Reference;
- Policy 120, Code of Conduct for Committee Members;
- Policy 405 Respectful Workplace Policy; and
- Policy 406 Anti-Racial Discrimination and Anti-Racism.

I understood the policies and I will conform to the City's Code of Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

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



**POLICY TITLE:** **TERMS OF REFERENCE:  
ECONOMIC DEVELOPMENT ADVISORY  
COMMITTEE**  
**POLICY NUMBER:** **COUNCIL POLICY 137**

<i>Date of Council Adoption:</i> April 26, 2021	<i>Date of Last Amendment:</i> April 7, 2021
<i>Council Resolution Number:</i> 2012-107, 2013-082; 2015-129, 2015-307, 2016-483, 2019-091; 2020-155; 2020; 2021-	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 7, 2021

## 1. Mandate

The Economic Development Advisory Committee will provide input to Council on matters regarding economic investment in the City. The work of the Committee will include:

- Reviewing draft policies, reports, and other materials prepared by the Planning and Development Services Department related to economic development, as they are brought forward in alignment with Council's Strategic Priorities. This may include a review of updates to the Economic Development Strategic Plan, Business Licence Bylaw, Sidewalk Use Licence Bylaw, Sign Bylaw, and Council Policies related to economic issues;
- Assisting in implementing the Economic Development Strategic Plan, as applicable;
- 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. Acting as economic ambassadors for the City of White Rock with a particular focus towards supporting outcomes that will improve economic conditions in the community. This may include members connecting with personal/business networks such as business operators, government and non-profit agencies, and potential partners, to provide and receive information on economic conditions and initiatives by the City.

The Committee may also be tasked with evaluating other economic-related matters referred to it by Council, the Chief Administrative Officer, or Staff Liaison(s).

## 2. Annual Work Plan

Council will participate in a workshop with staff prior to the Advisory Body/ Committee (AC) appointments being made where they will give input that would be developed to bring forward to the AC regarding elements of work that the AC would include in it as annual work plan to

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support Council's Strategic Priorities. This would not be intended to limit the AC from undertaking other initiatives that are in line with Council's Strategic Priorities but rather to assist the AC in more efficiently developing an effective work plan that would assist Council in accomplishing their Strategic Priorities in a timely manner.

The annual work plan will be prepared by the AC for their term and submitted to Council within two (2) months of its appointment by Council. It is recognized that other work items may arise during the course of the term and that additions to the work plan may be recommended by Council, staff or the AC itself. Additional items requested to be added to the work plan by the AC should not require additional meetings from their meeting schedule. The purpose of the AC is to advise Council on items linked directly within their mandate, which correlate to Council's Strategic Priorities.

Any amendment to the AC's approved work plan must be approved by Council.

### **3. General Terms**

Appointments will be made by Council for a two (2) year term. The term appointments will not exceed the current Council term.

Subsequent appointments by Council to the AC's will be preferred to address the replacement of members who resign mid-term. The Chairperson and Vice-Chairperson will determine if it is necessary that further recruiting is required for anything other than mid-term appointments.

### **4. Membership**

The Economic Development Advisory Committee will consist of up to seven (7) voting members; some of which will bring expertise /experience in the area of the mandate of the AC and some will be representatives of the community-at-large. These members would be in addition to the two (2) Councillors, who will be named as Chairperson and Vice-Chairperson (non-voting members).

The membership will include members from community-based organizations where the mandate of the organization aligns with the mandate of the AC (non-voting members).

The following considerations will be made by Council when appointing members to the AC's: diversity including age, gender, ethnicity, etc.

Members of the Committee with backgrounds in the following fields / sectors would be considered an asset:

- Current or former business operators in the City;
- Realtor or other professional engaged in the commercial site selection / brokerage / development sector;
- Financial sector with focus on business development/financing;
- Tourism / hospitality sector (e.g., visitor accommodation operator, food/beverage operator, events promoter, etc.); and



- Representative of large local employers in institutional sector (e.g., Peace Arch Hospital/Fraser Health Authority, post-secondary education, etc.)

**Note:** Anyone that has been removed from an AC, due to a breach in the Code of Conduct will not be considered for future appointments to an AC, under the current Council term.

## **5. Chairperson/ Vice-Chairperson**

The two (2) members of Council on the Committee will serve as the Chairperson and Vice-Chairperson. The positions of Chairperson and Vice-Chairperson will alternate on an annual basis between the two (2) Councillors and will serve as non-voting members on the AC.

## **6. Meetings**

- a) The AC will meet on a monthly basis.
- b) Corporate Administration will distribute a meeting schedule at the first meeting to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- c) The agenda will be created and distributed by Corporate Administration, including a standing item with a review of the AC's progress toward completion of its current term work plan, as endorsed by Council.
- d) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the meeting will be cancelled. The Committee Clerk will inform the Chairperson, Vice-Chairperson, staff liaison(s) followed by committee members.
- e) Staff will inform the Chairperson and Vice-Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the AC. A meeting may be called, cancelled or rescheduled by the Chairperson. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- f) AC members must advise the Committee Clerk of their intent to attend or to be absent from a meeting. If the majority of members indicate that they will not be attending the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson, Vice-Chairperson and staff liaison(s), followed by informing all members.
- g) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following notification of the Chairperson and staff liaison, followed by all members.
- h) At the initial Economic Development Advisory Committee meeting:

An orientation process for new members will be prepared for presentation at the first meeting after appointments are made by Council. Including but not limited to within the orientation:

- Summary of the mandate;
- Overview of the current or previous work plan;

- Recent successes;
  - How the AC fits within the broader organization of the City;
  - Overview of the correlating supplemental material (ex: Master or Strategic Plans);
  - Summary of Council's Priorities in relation to the mandate;
  - Process and procedures in meeting conduct; and
  - Overview of the City's Code of Conduct, Respectful Workplace Policy and Anti-Racial Discrimination and Anti-Racism Policy;
- i) Due to the COVID-19 pandemic, meetings will be held only through electronic means. Once the COVID-19 pandemic/ related Provincial Health Orders permit then all meetings will be open to the public, and held in person unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*, and held in person.
- j) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- k) When deemed relevant to the discussion of a particular item of business under consideration, the AC will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comment(s) within a limited time as determined by the Chairperson.
- l) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- m) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson where there have been three (3) consecutive absences without knowledge/ reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- n) Any person with particular expertise, including staff, may be invited by the Chairperson or staff liaison(s) to attend a meeting in order to provide information or advice.
- o) An AC must hear and consider representations by any individual, group or organization on matters referred to the AC by Council.
- p) An AC does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- q) An AC cannot direct staff to act without the endorsement of Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
- i. Any such action must be referred to Council for consideration and adoption; and
  - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.

- r) On broader matters, such as organizing or setting up major/ unusual events or projects which do not have budget implications, the AC must receive prior approval from Council.
- s) Where a Member, their family, employer, or business associates have any interest in any matter being considered by the AC, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest. In this circumstance they are not to participate in any discussion nor the vote on the matter.
- t) Members are not permitted to speak directly with the media on behalf of the AC.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

## **7. Meeting Quorum**

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

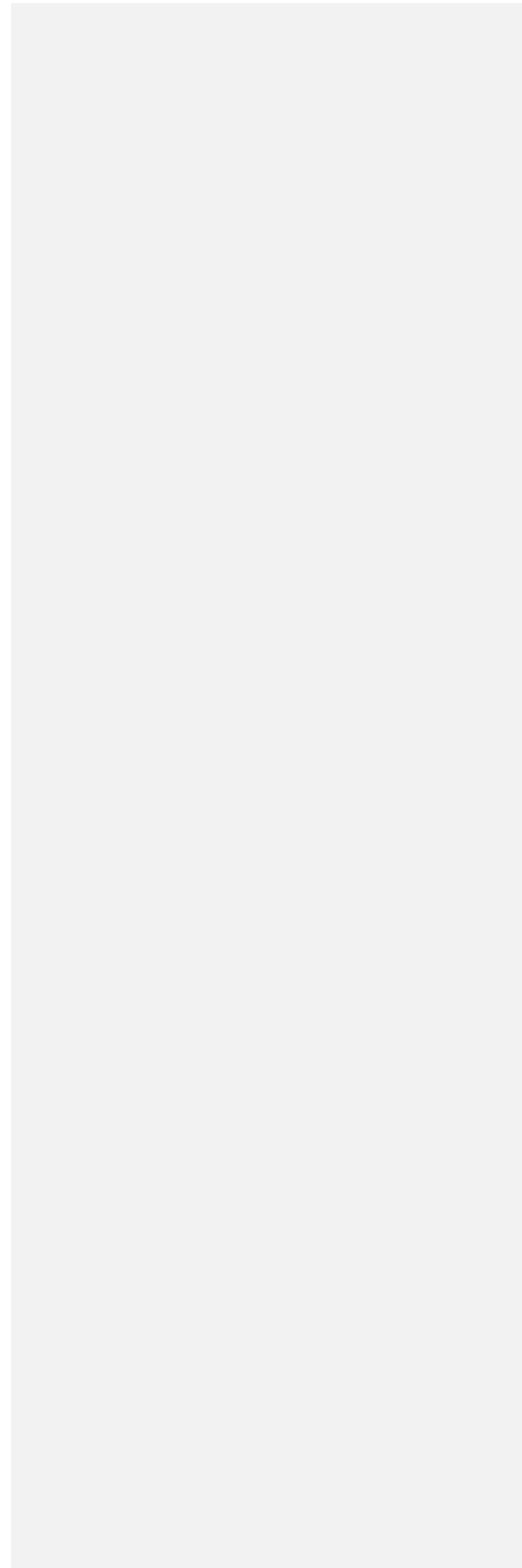
If during the meeting the Chairperson is aware that there is no longer a quorum present then they must announce the fact that quorum has been lost before taking a vote or presenting another motion and conclude the meeting.

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

- b) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
  - i. Record the names of the members present, and those absent; and
  - ii. Conclude the meeting until the next scheduled meeting.

## **8. Meeting Minutes**

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



## **9. Staff Support**

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
  - i. Participate in the orientation of AC members at the beginning of each term, and to new members as they are appointed, in regard to the mandate, work plan suggestions of Council, or adopted work plan, previous successes, how the AC fits within the organization and supplemental materials given for information purposes;
  - ii. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and to post on the Public Notice Posting Place;
  - iii. Prepare reports on behalf of the AC;
  - iv. Review and return draft minutes to Corporate Administration prior to adoption;
  - v. Report back with status updates agenda items as required; and
  - vi. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the AC prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
  - i. Provide members with orientation at the beginning of each term, and to new members as they are appointed, in regard to meeting process and procedures including review of the City's Code of Conduct, Respectful Workplace Policy and the Anti-Racial Discrimination and Anti-Racism Policy;
  - ii. Receive and prepare correspondence;
  - iii. Maintain a list of outstanding issues for action (Action Tracking);
  - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson and staff liaison
  - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
  - vi. Distribute agenda packages to members;
  - vii. Post all notices, agendas and minutes for the public record;
  - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
  - ix. Provide minutes, with recommendations, to Council;
  - x. Update the Terms of Reference policy; and
  - xi. Create, amend and post, as needed, the AC meeting calendar.

## **10. Procedures**

Unless otherwise provided for in these Terms of Reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

**Sub-Committees and Working Groups (as noted in the City's Council and Committee Procedure Bylaw)**

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted as a AC meeting held by the City of White Rock.

**Note:** Dedication of resources may be difficult to provide in view of competing priorities by staff.

- b) Working Groups: A committee or sub-committee may form a working group (2 or 3 persons) as an alternate to sub-committees for the limited purpose of:
- i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
  - ii. Carrying out a specific prescribed activity (e.g. parade float production, taking available information and placing it into a specified format for the originating AC).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, an AC then may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (i.e. no agenda, meeting minutes, meeting notice is required).

**11. Code of Conduct**

AC members will be required to sign a statement agreeing that they have read, understood, and will conform to the City's Code of Conduct as defined in the Council policy regarding Code of Conduct for Committee Members, the Respectful Workplace and Anti-Racial Discrimination and Anti-Racism policies. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

**Note:** Anyone that has been removed from an AC due to a breach in the Code of Conduct, under the current Council term, will not be considered for future appointments to an AC.

**CITY OF WHITE ROCK  
COMMITTEE CODE OF CONDUCT  
STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_ (DATE), I have read the following policies adopted by City Council:

- Policy AC No. and AC Name\_\_\_\_\_, Committee Terms of Reference;
- Policy 120, Code of Conduct for Committee Members;
- Policy 405 Respectful Workplace Policy; and
- Policy 406 Anti-Racial Discrimination and Anti-Racism.

I understood the policies and I will conform to the City's Code of Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

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



**POLICY TITLE:** **TERMS OF REFERENCE:**  
**ENVIRONMENTAL ADVISORY COMMITTEE**  
**POLICY NUMBER:** **COUNCIL POLICY 138**

Date of Council Adoption: April 26, 2021	Date of Last Amendment: April 7, 2021
Council Resolution Number: 2012-107, 2013-082, 2015-130, 2015-2014, 2016-483; 2019-045; 2019-158; 2019-363; 2020-155, 2021-	
Originating Department: Corporate Administration	Date last reviewed by Governance and Legislation Committee: April 7, 2021

## 1. 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.*

*The Committee may consider, inquire into, report and make recommendations to Council about matters referred to Committee by Council, the Chief Administrative Officer, Staff Liaison or items brought forward by Committee members that are aligned with the Committee's mandate/Terms of Reference.*

~~The Committee may also be tasked with evaluating other matters referred to it by Council, the Chief Administrative Officer, or Staff Liaison.~~

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## 2. Annual Work Plan

Council will participate in a workshop with staff prior to the Advisory Body/ Committee (AC) appointments being made where they will give input that would be developed to bring forward to the AC regarding elements of work that the AC would include in it as annual work plan to support Council's Strategic Priorities. This would not be intended to limit the AC from undertaking other initiatives that are in line with Council's Strategic Priorities but rather to assist the AC in more efficiently developing an effective work plan that would assist Council in accomplishing their Strategic Priorities in a timely manner.

The annual work plan will be prepared by the AC for their term and submitted to Council within two (2) months of its appointment by Council. It is recognized that other work items may arise during the course of the term and that additions to the work plan may be recommended by Council, staff or the AC itself. Additional items requested to be added to the work plan by the



AC should not require additional meetings from their meeting schedule. The purpose of the AC is to advise Council on items linked directly within their mandate, which correlate to Council's Strategic Priorities.

Any amendment to the AC's approved work plan must be approved by Council.

### **3. General Terms**

Appointments will be made by Council for a two (2) year term. The term appointments will not exceed the current Council term.

Subsequent appointments by Council to the AC's will be preferred to address the replacement of members who resign mid-term. The Chairperson and Vice-Chairperson will determine if it is necessary that further recruiting is required for anything other than mid-term appointments.

### **4. Membership**

The Environmental Advisory Committee will consist of up to seven (7) voting members; some of which will bring expertise /experience in areas applicable to the mandate of the AC and some will be representatives of the community-at-large. Members of the Committee with backgrounds in the following fields / sectors would be considered an asset:

- Wildlife and Conservation;
- Professionals engaged in the land sale / development sector; and/or
- Professionals experienced with water conservation, resource management, building and construction (energy) efficiencies, sustainable design, and related fields.

In addition, the City would welcome a representative of Semiahmoo First Nation to bring their voice to the Committee.

These members would be in addition to the two (2) Councillors, who will be named as Chairperson and Vice-Chairperson (non-voting members).

The membership will include members from community-based organizations where the mandate of the organization aligns with the mandate of the AC (non-voting members).

The following considerations will be made by Council when appointing members to the AC's: diversity including age, gender, ethnicity, etc.

**Note:** Anyone that has been removed from an AC, due to a breach in the Code of Conduct will not be considered for future appointments to an AC, under the current Council term.

### **5. Chairperson/ Vice-Chairperson**

The two (2) members of Council on the Committee will serve as the Chairperson and Vice-Chairperson. The positions of Chairperson and Vice-Chairperson will alternate on an annual basis between the two (2) Councillors and will serve as non-voting members on the AC.

## **6. Meetings**

- a) The AC will meet on a monthly basis.
- b) Corporate Administration will distribute a meeting schedule at the first meeting to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- c) The agenda will be created and distributed by Corporate Administration, including a standing item with a review of the AC's progress toward completion of its current term work plan, as endorsed by Council.
- d) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the meeting will be cancelled. The Committee Clerk will inform the Chairperson, Vice-Chairperson, staff liaison(s) followed by committee members.
- e) Staff will inform the Chairperson and Vice-Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the AC. A meeting may be called, cancelled or rescheduled by the Chairperson. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- f) AC members must advise the Committee Clerk of their intent to attend or to be absent from a meeting. If the majority of members indicate that they will not be attending the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson, Vice-Chairperson and staff liaison(s), followed by informing all members.
- g) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following notification of the Chairperson and staff liaison, followed by all members.
- h) At the initial Environmental Advisory Committee meeting:

An orientation process for new members will be prepared for presentation at the first meeting after appointments are made by Council. Including but not limited to within the orientation:

- Summary of the mandate;
- Overview of the current or previous work plan;
- Recent successes;
- How the AC fits within the broader organization of the City;
- Overview of the correlating supplemental material (ex: Master or Strategic Plans);
- Summary of Council's Priorities in relation to the mandate;
- Process and procedures in meeting conduct; and

- Overview of the City's Code of Conduct, Respectful Workplace Policy and Anti-Racial Discrimination and Anti-Racism Policy;
- i) Due to the COVID-19 pandemic, meetings will be held only through electronic means. Once the COVID-19 pandemic/ related Provincial Health Orders permit then all meetings will be open to the public, and held in person unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*, and held in person.
  - j) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
  - k) When deemed relevant to the discussion of a particular item of business under consideration, the AC will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comment(s) within a limited time as determined by the Chairperson.
  - l) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
  - m) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson where there have been three (3) consecutive absences without knowledge/ reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
  - n) Any person with particular expertise, including staff, may be invited by the Chairperson or staff liaison(s) to attend a meeting in order to provide information or advice.
  - o) An AC must hear and consider representations by any individual, group or organization on matters referred to the AC by Council.
  - p) An AC does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
  - q) An AC cannot direct staff to act without the endorsement of Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
    - i. Any such action must be referred to Council for consideration and adoption; and
    - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
  - r) On broader matters, such as organizing or setting up major/ unusual events or projects which do not have budget implications, the AC must receive prior approval from Council.

- s) Where a Member, their family, employer, or business associates have any interest in any matter being considered by the AC, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest. In this circumstance they are not to participate in any discussion nor the vote on the matter.
- t) Members are not permitted to speak directly with the media on behalf of the AC.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

## **7. Meeting Quorum**

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

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

- 7 members (majority) = four (4) voting members
  - 6 members (majority) = four (4) voting members
  - 5 members (majority) = three (3) voting members
  - 4 members (majority) = three (3) voting members
  - 3 members (majority) = two (2) voting members
- b) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
  - i. Record the names of the members present, and those absent; and
  - ii. Conclude the meeting until the next scheduled meeting.

## **8. Meeting Minutes**

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

## **9. Staff Support**

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
  - i. Participate in the orientation of AC members at the beginning of each term, and to new members as they are appointed, in regard to the mandate, work plan suggestions of Council, or adopted work plan, previous successes, how the AC fits within the organization and supplemental materials given for information purposes;
  - ii. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and to post on the Public Notice Posting Place;
  - iii. Prepare reports on behalf of the AC;
  - iv. Review and return draft minutes to Corporate Administration prior to adoption;
  - v. Report back with status updates agenda items as required; and
  - vi. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the AC prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
  - i. Provide members with orientation at the beginning of each term, and to new members as they are appointed, in regard to meeting process and procedures including review of the City's Code of Conduct, Respectful Workplace Policy and the Anti-Racial Discrimination and Anti-Racism Policy;
  - ii. Receive and prepare correspondence;
  - iii. Maintain a list of outstanding issues for action (Action Tracking);
  - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson and staff liaison
  - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
  - vi. Distribute agenda packages to members;
  - vii. Post all notices, agendas and minutes for the public record;
  - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
  - ix. Provide minutes, with recommendations, to Council;
  - x. Update the Terms of Reference policy; and
  - xi. Create, amend and post, as needed, the AC meeting calendar.

## **10. Procedures**

Unless otherwise provided for in these Terms of Reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

### **Sub-Committees and Working Groups (as noted in the City's Council and Committee Procedure Bylaw)**

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are

items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted as a AC meeting held by the City of White Rock.

**Note:** Dedication of resources may be difficult to provide in view of competing priorities by staff.

- b) Working Groups: A committee or sub-committee may form a working group (2 or 3 persons) as an alternate to sub-committees for the limited purpose of:
  - i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
  - ii. Carrying out a specific prescribed activity (e.g. parade float production, taking available information and placing it into a specified format for the originating AC).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, an AC then may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (i.e. no agenda, meeting minutes, meeting notice is required).

## **11. Code of Conduct**

AC members will be required to sign a statement agreeing that they have read, understood, and will conform to the City's Code of Conduct as defined in the Council policy regarding Code of Conduct for Committee Members, the Respectful Workplace and Anti-Racial Discrimination and Anti-Racism policies. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

**Note:** Anyone that has been removed from an AC due to a breach in the Code of Conduct, under the current Council term, will not be considered for future appointments to an AC.

**CITY OF WHITE ROCK  
COMMITTEE CODE OF CONDUCT  
STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_ (DATE), I have read the following policies adopted by City Council:

- Policy AC No and AC Name\_\_\_\_\_, Committee Terms of Reference;
- Policy 120, Code of Conduct for Committee Members;
- Policy 405 Respectful Workplace Policy; and
- Policy 406 Anti-Racial Discrimination and Anti-Racism.

I understood the policies and I will conform to the City's Code of Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

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



**POLICY TITLE:** **TERMS OF REFERENCE:  
HISTORY AND HERITAGE ADVISORY  
COMMITTEE**  
**POLICY NUMBER:** **COUNCIL POLICY 159**

<i>Date of Council Adoption:</i> <b>April 26, 2021</b>	<i>Date of Last Amendment:</i> April 7, 2021
<i>Council Resolution Number:</i> 2019-091, 2019-158; 2019-312; 2020-155, 2021-	
<i>Originating Department:</i> Recreation and Culture	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 7, 2021

## 1. **Mandate**

The History and Heritage Advisory Committee shall act as an advisory body to Council on matters relating to White Rock's built, natural, and cultural heritage resources. The History and Heritage Advisory Committee may consider, inquire into, report and make recommendations to Council about matters referred to the Committee by Council, the Chief Administrative Officer, Staff Liaison or items brought forward by Committee members that are aligned with the Committee's mandate/Terms of Reference (if there is time for the committee to discuss or add to their agenda working within their regular meeting schedule).

The Committee may also:

- a) Advise Council on heritage conservation programs and projects, including:
  - i. identify sites of historical significance relating to White Rock's built, natural, and cultural heritage; and
  - ii. inspect and make maintenance recommendations of existing heritage markers such as heritage stones, storyboards, and memorial plaques.
- b) Recommend opportunities to support the preservation and sharing of the Semiahmoo First Nations language, culture, and history;
- c) Review and submits recommendations to Council on land use and planning matters which have heritage implications and may impact culturally sensitive and archaeological areas;
- d) Support activities and programs undertaken by the City or community organizations in the areas of built, environmental and cultural heritage that seek to benefit and advance awareness, preservation, and interpretation of heritage in the City;
- e) Support heritage education, tourism, and public awareness through programs such as Heritage Week displays, newsletters, etc.;
- f) Promote and enhances the City's owned heritage resources;
- g) Request expenditures for heritage purposes; and
- h) ~~The Committee will endeavor to engage with the Semiahmoo First Nation and other indigenous groups in order to celebrate White Rock and the history of the Semiahmoo First Nation/ other indigenous groups.~~ The committee will endeavor to engage, through

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staff liaison and/or Council, with the Semiahmoo First Nation (SFN) and other Indigenous groups in order to celebrate White Rock and the history of the SFN and other indigenous groups.-

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## **2. Annual Work Plan**

Council will participate in a workshop with staff prior to the Advisory Body/ Committee (AC) appointments being made where they will give input that would be developed to bring forward to the AC regarding elements of work that the AC would include in it as annual work plan to support Council's Strategic Priorities. This would not be intended to limit the AC from undertaking other initiatives that are in line with Council's Strategic Priorities but rather to assist the AC in more efficiently developing an effective work plan that would assist Council in accomplishing their Strategic Priorities in a timely manner.

The annual work plan will be prepared by the AC for their term and submitted to Council within two (2) months of its appointment by Council. It is recognized that other work items may arise during the course of the term and that additions to the work plan may be recommended by Council, staff or the AC itself. Additional items requested to be added to the work plan by the AC should not require additional meetings from their meeting schedule. The purpose of the AC is to advise Council on items linked directly within their mandate, which correlate to Council's Strategic Priorities.

Any amendment to the AC's approved work plan must be approved by Council.

## **3. General Terms**

Appointments will be made by Council for a two (2) year term. The term appointments will not exceed the current Council term.

Subsequent appointments by Council to the AC's will be preferred to address the replacement of members who resign mid-term. The Chairperson and Vice-Chairperson will determine if it is necessary that further recruiting is required for anything other than mid-term appointments.

## **4. Membership**

The History and Heritage Advisory Committee will consist of up to seven (7) voting members; some of which will bring expertise /experience in the area of the mandate of the AC and some will be representatives of the community-at-large. These members would be in addition to the two (2) Councillors, who will be named as Chairperson and Vice-Chairperson (non-voting members).

The membership will include members from community-based history and heritage organizations (including White Rock Museum & Archives) where the mandate of the organization aligns with the mandate of the AC (non-voting members).

The following considerations will be made by Council when appointing members to the AC's: diversity including age, gender, ethnicity, etc.

**Note:** Anyone that has been removed from an AC, due to a breach in the Code of Conduct will not be considered for future appointments to an AC, under the current Council term.

## **5. Chairperson/ Vice-Chairperson**

The two (2) members of Council on the Committee will serve as the Chairperson and Vice-Chairperson. The positions of Chairperson and Vice-Chairperson will alternate on an annual basis between the two (2) Councillors and will serve as non-voting members on the AC.

## **6. Meetings**

- a) The AC will meet on a quarterly basis.
- b) Corporate Administration will distribute a meeting schedule at the first meeting to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- c) The agenda will be created and distributed by Corporate Administration, including a standing item with a review of the AC's progress toward completion of its current term work plan, as endorsed by Council.
- d) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the meeting will be cancelled. The Committee Clerk will inform the Chairperson, Vice-Chairperson, staff liaison(s) followed by committee members.
- e) Staff will inform the Chairperson and Vice-Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the AC. A meeting may be called, cancelled or rescheduled by the Chairperson. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- f) AC members must advise the Committee Clerk of their intent to attend or to be absent from a meeting. If the majority of members indicate that they will not be attending the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson, Vice-Chairperson and staff liaison(s), followed by informing all members.
- g) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following notification of the Chairperson and staff liaison, followed by all members.
- h) At the initial History and Heritage Advisory Committee meeting:

An orientation process for new members will be prepared for presentation at the first meeting after appointments are made by Council. Including but not limited to within the orientation:

- Summary of the mandate;

- Overview of the current or previous work plan;
  - Recent successes;
  - How the AC fits within the broader organization of the City;
  - Overview of the correlating supplemental material (ex: Master or Strategic Plans);
  - Summary of Council's Priorities in relation to the mandate;
  - Process and procedures in meeting conduct; and
  - Overview of the City's Code of Conduct, Respectful Workplace Policy and Anti-Racial Discrimination and Anti-Racism Policy;
- i) Due to the COVID-19 pandemic, meetings will be held only through electronic means. Once the COVID-19 pandemic/ related Provincial Health Orders permit then all meetings will be open to the public, and held in person unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*, and held in person.
- j) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- k) When deemed relevant to the discussion of a particular item of business under consideration, the AC will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comment(s) within a limited time as determined by the Chairperson.
- l) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- m) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson where there have been three (3) consecutive absences without knowledge/ reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- n) Any person with particular expertise, including staff, may be invited by the Chairperson or staff liaison(s) to attend a meeting in order to provide information or advice.
- o) An AC must hear and consider representations by any individual, group or organization on matters referred to the AC by Council.
- p) An AC does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- q) An AC cannot direct staff to act without the endorsement of Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
- i. Any such action must be referred to Council for consideration and adoption; and

- ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- r) On broader matters, such as organizing or setting up major/ unusual events or projects which do not have budget implications, the AC must receive prior approval from Council.
- s) Where a Member, their family, employer, or business associates have any interest in any matter being considered by the AC, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest. In this circumstance they are not to participate in any discussion nor the vote on the matter.
- t) Members are not permitted to speak directly with the media on behalf of the AC.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

## **7. Meeting Quorum**

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

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

- 7 members (majority) = four (4) voting members
  - 6 members (majority) = four (4) voting members
  - 5 members (majority) = three (3) voting members
  - 4 members (majority) = three (3) voting members
  - 3 members (majority) = two (2) voting members
- b) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
  - i. Record the names of the members present, and those absent; and
  - ii. Conclude the meeting until the next scheduled meeting.

## **8. Meeting Minutes**

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

- v. Recommendations that were directed or adopted by the AC

## **9. Staff Support**

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
  - i. Participate in the orientation of AC members at the beginning of each term, and to new members as they are appointed, in regard to the mandate, work plan suggestions of Council, or adopted work plan, previous successes, how the AC fits within the organization and supplemental materials given for information purposes;
  - ii. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and to post on the Public Notice Posting Place;
  - iii. Prepare reports on behalf of the AC;
  - iv. Review and return draft minutes to Corporate Administration prior to adoption;
  - v. Report back with status updates agenda items as required; and
  - vi. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the AC prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
  - i. Provide members with orientation at the beginning of each term, and to new members as they are appointed, in regard to meeting process and procedures including review of the City's Code of Conduct, Respectful Workplace Policy and the Anti-Racial Discrimination and Anti-Racism Policy;
  - ii. Receive and prepare correspondence;
  - iii. Maintain a list of outstanding issues for action (Action Tracking);
  - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson and staff liaison
  - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
  - vi. Distribute agenda packages to members;
  - vii. Post all notices, agendas and minutes for the public record;
  - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
  - ix. Provide minutes, with recommendations, to Council;
  - x. Update the Terms of Reference policy; and
  - xi. Create, amend and post, as needed, the AC meeting calendar.

## **10. Procedures**

Unless otherwise provided for in these Terms of Reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

**Sub-Committees and Working Groups (as noted in the City's Council and Committee Procedure Bylaw)**

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted as a AC meeting held by the City of White Rock.

**Note:** Dedication of resources may be difficult to provide in view of competing priorities by staff.

- b) Working Groups: A committee or sub-committee may form a working group (2 or 3 persons) as an alternate to sub-committees for the limited purpose of:
- i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
  - ii. Carrying out a specific prescribed activity (e.g. parade float production, taking available information and placing it into a specified format for the originating AC).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, an AC then may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (i.e. no agenda, meeting minutes, meeting notice is required).

**11. Code of Conduct**

AC members will be required to sign a statement agreeing that they have read, understood, and will conform to the City's Code of Conduct as defined in the Council policy regarding Code of Conduct for Committee Members, the Respectful Workplace and Anti-Racial Discrimination and Anti-Racism policies. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

**Note:** Anyone that has been removed from an AC due to a breach in the Code of Conduct, under the current Council term, will not be considered for future appointments to an AC.

**CITY OF WHITE ROCK  
COMMITTEE CODE OF CONDUCT  
STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_ (DATE), I have read the following policies adopted by City Council:

- Policy AC No and AC Name\_\_\_\_\_, Committee Terms of Reference;
- Policy 120, Code of Conduct for Committee Members;
- Policy 405 Respectful Workplace Policy; and
- Policy 406 Anti-Racial Discrimination and Anti-Racism.

I understood the policies and I will conform to the City's Code of Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

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



**POLICY TITLE:** **TERMS OF REFERENCE:**  
**HOUSING ADVISORY COMMITTEE**  
**POLICY NUMBER:** **COUNCIL POLICY 164**

<i>Date of Council Adoption:</i> <b>April 26, 2021</b>	<i>Date of Last Amendment:</i> April 7, 2021
<i>Council Resolution Number:</i> 2019-316; 2020-155. 2021-	
<i>Originating Department:</i> Planning and Development Services	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 7, 2021

## 1. **Mandate**

The White Rock Housing Advisory Committee will provide input to Council regarding local-level policies, programs, and incentives that may be used to support a range of housing options and affordability levels in the City. The work of the Committee will include:

- Collecting and evaluating information made available by federal, provincial, and regional agencies (e.g., Statistics Canada, Canada Mortgage and Housing Corporation, Ministry of Municipal Affairs and Housing, BC Housing, Metro Vancouver, etc.) as they relate to housing and potential trends applicable to the City of White Rock.
- Identifying municipal approaches to supporting housing initiatives through measures such as policy incentives (e.g., density bonusing), alternative zoning standards (e.g., parking reductions), direct municipal contributions, and private-public partnerships.
- Preparing summary materials for discussion including options that identify the underlying issue, opportunities to address the issue, and potential constraints or resource needs.
- Reviewing draft policies, reports, and other materials prepared by the Planning and Development Services Department. This may include a review of updates to the Official Community Plan, Council Policies related to housing matters (e.g., Community Amenity Contribution, Secondary Suites, Tenant Relocation, Renovation and Relocation, etc.), alternative regulatory controls such as residential rental tenure zoning, and emerging strategies (actions) that may be used to address areas of local housing need as identified in the preparation of a White Rock Housing Needs Report.
- ~~Acting as a housing ambassador for the City of White Rock with a particular focus towards supporting outcomes that will improve housing conditions for all current and future residents~~ 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.).



The Committee may also be tasked with evaluating other housing-related matters referred to it by Council, the Chief Administrative Officer, or Staff Liaison.

## **2. Annual Work Plan**

Council will participate in a workshop with staff prior to the Advisory Body / Committee (AC) appointments being made where they will give input that would be developed to bring forward to the AC regarding elements of work that the AC would include in it as annual work plan to support Council's Strategic Priorities. This would not be intended to limit the AC from undertaking other initiatives that are in line with Council's Strategic Priorities but rather to assist the AC in more efficiently developing an effective work plan that would assist Council in accomplishing their Strategic Priorities in a timely manner.

The annual work plan will be prepared by the AC for their term and submitted to Council within two (2) months of its appointment by Council. It is recognized that other work items may arise during the course of the term and that additions to the work plan may be recommended by Council, staff or the AC itself. Additional items requested to be added to the work plan by the AC should not require additional meetings from their meeting schedule. The purpose of the AC is to advise Council on items linked directly within their mandate, which correlate to Council's Strategic Priorities.

Any amendment to the AC's approved work plan must be approved by Council.

## **3. General Terms**

Appointments will be made by Council for a two (2) year term. The term appointments will not exceed the current Council term.

Subsequent appointments by Council to the AC's will be preferred to address the replacement of members who resign mid-term. The Chairperson and Vice-Chairperson will determine if it is necessary that further recruiting is required for anything other than mid-term appointments.

## **4. Membership**

The Housing Advisory Committee will consist of up to seven (7) voting members some of which will bring expertise / experience in areas applicable to the mandate of the AC and some will be representatives of the community-at-large. Members of the Committee with backgrounds in the following fields / sectors would be considered an asset:

- Non-market (not-for-profit) housing provider / developer;
- For-profit developer;
- Realtor or other professional engaged in the land sale / development sector;
- Supportive services sector (e.g., care to seniors, supports for those with developmental disabilities, etc.); and
- Institutional sector (e.g., employee of Peach Arch Hospital, medical services provider, etc.)

In addition, the City would welcome a representative of Semiahmoo First Nation to bring their voice to the Committee.

These members would be in addition to the two (2) Councillors, who will be named as Chairperson and Vice-Chairperson (non-voting members).

The membership will include members from community-based organizations where the mandate of the organization aligns with the mandate of the AC (non-voting members).

The following considerations will be made by Council when appointing members to the AC's: diversity including age, gender, ethnicity, etc.

**Note:** Anyone that has been removed from an AC, due to a breach in the Code of Conduct will not be considered for future appointments to an AC, under the current Council term.

## **5. Chairperson/ Vice-Chairperson**

The two (2) members of Council on the Committee will serve as the Chairperson and Vice-Chairperson. The positions of Chairperson and Vice-Chairperson will alternate on an annual basis between the two (2) Councillors and will serve as non-voting members on the AC.

## **6. Meetings**

- a) The AC will meet on a monthly basis.
- b) Corporate Administration will distribute a meeting schedule at the first meeting to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- c) The agenda will be created and distributed by Corporate Administration, including a standing item with a review of the AC's progress toward completion of its current term work plan, as endorsed by Council.
- d) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the meeting will be cancelled. The Committee Clerk will inform the Chairperson, Vice-Chairperson, staff liaison(s) followed by committee members.
- e) Staff will inform the Chairperson and Vice-Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the AC. A meeting may be called, cancelled or rescheduled by the Chairperson. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- f) AC members must advise the Committee Clerk of their intent to attend or to be absent from a meeting. If the majority of members indicate that they will not be attending the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson, Vice-Chairperson and staff liaison(s), followed by informing all members.

- g) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following notification of the Chairperson and staff liaison, followed by all members.

- h) At the initial Housing Advisory Committee meeting:

An orientation process for new members will be prepared for presentation at the first meeting after appointments are made by Council. Including but not limited to within the orientation:

- Summary of the mandate;
  - Overview of the current or previous work plan;
  - Recent successes;
  - How the AC fits within the broader organization of the City;
  - Overview of the correlating supplemental material (ex: Master or Strategic Plans);
  - Summary of Council's Priorities in relation to the mandate;
  - Process and procedures in meeting conduct; and
  - Overview of the City's Code of Conduct, Respectful Workplace Policy and Anti-Racial Discrimination and Anti-Racism Policy;
- i) Due to the COVID-19 pandemic, meetings will be held only through electronic means. Once the COVID-19 pandemic/ related Provincial Health Orders permit then all meetings will be open to the public, and held in person unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*, and held in person.
- j) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- k) When deemed relevant to the discussion of a particular item of business under consideration, the AC will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comment(s) within a limited time as determined by the Chairperson.
- l) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- m) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson where there have been three (3) consecutive absences without knowledge/ reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- n) Any person with particular expertise, including staff, may be invited by the Chairperson or staff liaison(s) to attend a meeting in order to provide information or advice.

- o) An AC must hear and consider representations by any individual, group or organization on matters referred to the AC by Council.
- p) An AC does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- q) An AC cannot direct staff to act without the endorsement of Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
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  - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- r) On broader matters, such as organizing or setting up major/ unusual events or projects which do not have budget implications, the AC must receive prior approval from Council.
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- t) Members are not permitted to speak directly with the media on behalf of the AC.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

## **7. Meeting Quorum**

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

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

- 7 members (majority) = four (4) voting members
  - 6 members (majority) = four (4) voting members
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- b) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
  - i. Record the names of the members present, and those absent; and

- ii. Conclude the meeting until the next scheduled meeting.

## **8. Meeting Minutes**

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

## **9. Staff Support**

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
  - i. Participate in the orientation of AC members at the beginning of each term, and to new members as they are appointed, in regard to the mandate, work plan suggestions of Council, or adopted work plan, previous successes, how the AC fits within the organization and supplemental materials given for information purposes;
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  - vi. Distribute agenda packages to members;
  - vii. Post all notices, agendas and minutes for the public record;
  - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
  - ix. Provide minutes, with recommendations, to Council;

- x. Update the Terms of Reference policy; and
- xi. Create, amend and post, as needed, the AC meeting calendar.

## **10. Procedures**

Unless otherwise provided for in these Terms of Reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

### **Sub-Committees and Working Groups (as noted in the City's Council and Committee Procedure Bylaw)**

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted as a AC meeting held by the City of White Rock.

**Note:** Dedication of resources may be difficult to provide in view of competing priorities by staff.

- b) Working Groups: A committee or sub-committee may form a working group (2 or 3 persons) as an alternate to sub-committees for the limited purpose of:
  - i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
  - ii. Carrying out a specific prescribed activity (e.g. parade float production, taking available information and placing it into a specified format for the originating AC).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, an AC then may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (i.e. no agenda, meeting minutes, meeting notice is required).

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**Note:** Anyone that has been removed from an AC due to a breach in the Code of Conduct, under the current Council term, will not be considered for future appointments to an AC.

## **CITY OF WHITE ROCK COMMITTEE CODE OF CONDUCT STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_ (DATE), I have read the following policies adopted by City Council:

- Policy AC No and AC Name\_\_\_\_\_, Committee Terms of Reference;
- Policy 120, Code of Conduct for Committee Members;
- Policy 405 Respectful Workplace Policy; and
- Policy 406 Anti-Racial Discrimination and Anti-Racism.

I understood the policies and I will conform to the City's Code of Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)



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



**POLICY TITLE:** **TERMS OF REFERENCE:**  
**PUBLIC ART ADVISORY COMMITTEE**  
**POLICY NUMBER:** **COUNCIL POLICY 147**

<i>Date of Council Adoption:</i> <b>May 10, 2021</b>	<i>Date of Last Amendment:</i> <i>April 7, 2021</i>
<i>Council Resolution Number:</i> 2015-214, 2016-483, 2020-155	
<i>Originating Department:</i> Recreation and Culture / Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 7, 2021

## 1. **Mandate**

The Public Art Advisory Committee will make recommendations for updates to the City's Public Art Policy to ensure it reflects best practices and community values for the selection, placement, funding, and maintenance of the City's Public Art Program, and will update and monitor the Public Art workplan to ensure Public Art activities align with the Public Art Policy.

The Committee may consider, inquire into, report, and make recommendations to Council about matters referred to Committee by Council, the Chief Administrative Officer, Staff Liaison, or items brought forward by Committee members that are aligned with the Committee's mandate/Terms of Reference (if there is time for the committee to discuss or add to their agenda working within their regular meeting schedule).

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

## 2. **Annual Work Plan**

Council will participate in a workshop with staff prior to the Advisory Body/ Committee (AC) appointments being made where they will give input that would be developed to bring forward to the AC regarding elements of work that the AC would include in it as annual work plan to support Council's Strategic Priorities. This would not be intended to limit the AC from undertaking other initiatives that are in line with Council's Strategic Priorities but rather to assist the AC in more efficiently developing an effective work plan that would assist Council in accomplishing their Strategic Priorities in a timely manner.

The annual work plan will be prepared by the AC for their term and submitted to Council within two (2) months of its appointment by Council. It is recognized that other work items may arise during the course of the term and that additions to the work plan may be recommended by Council, staff or the AC itself. Additional items requested to be added to the work plan by the AC should not require additional meetings from their meeting schedule. The purpose of the AC is to advise Council on items linked directly within their mandate, which correlate to Council's Strategic Priorities.

Any amendment to the AC's approved work plan must be approved by Council.

### **3. General Terms**

Appointments will be made by Council for a two (2) year term. The term appointments will not exceed the current Council term.

Subsequent appointments by Council to the AC's will be preferred to address the replacement of members who resign mid-term. The Chairperson and Vice-Chairperson will determine if it is necessary that further recruiting is required for anything other than mid-term appointments.

### **4. Membership**

The Public Art Advisory Committee will consist of up to seven (7) voting members; some of which will bring expertise /experience in the area of the mandate of the AC, and some will be representatives of the community-at-large. These members would be in addition to the two (2) Councillors, who will be named as Chairperson and Vice-Chairperson (non-voting members).

The membership will include members from community-based arts and culture organizations where the mandate of the organization aligns with the mandate of the AC (non-voting members).

A member of the Public Art Advisory Committee is to be appointed to the City's Advisory Design Panel (ADP) as a non-voting member who will be invited to ADP meetings when there is a public art component proposed or expected based on Council Policy 511 Density Bonus / Amenity Contribution.

The following considerations will be made by Council when appointing members to the AC's: diversity including age, gender, ethnicity, etc.

**Note:** Anyone that has been removed from an AC, due to a breach in the Code of Conduct will not be considered for future appointments to an AC, under the current Council term.

### **5. Chairperson/ Vice-Chairperson**

The two (2) members of Council on the Committee will serve as the Chairperson and Vice-Chairperson. The positions of Chairperson and Vice-Chairperson will alternate on an annual basis between the two (2) Councillors and will serve as non-voting members on the AC.

## **6. Meetings**

- a) The AC will meet on a monthly basis.
- b) Corporate Administration will distribute a meeting schedule at the first meeting to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- c) The agenda will be created and distributed by Corporate Administration, including a standing item with a review of the AC's progress toward completion of its current term work plan, as endorsed by Council.
- d) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the meeting will be cancelled. The Committee Clerk will inform the Chairperson, Vice-Chairperson, staff liaison(s) followed by committee members.
- e) Staff will inform the Chairperson and Vice-Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the AC. A meeting may be called, cancelled or rescheduled by the Chairperson. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- f) AC members must advise the Committee Clerk of their intent to attend or to be absent from a meeting. If the majority of members indicate that they will not be attending the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson, Vice-Chairperson and staff liaison(s), followed by informing all members.
- g) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following notification of the Chairperson and staff liaison, followed by all members.
- h) At the initial Public Art Advisory Committee meeting:

An orientation process for new members will be prepared for presentation at the first meeting after appointments are made by Council. Including but not limited to within the orientation:

- Summary of the mandate;
- Overview of the current or previous work plan;
- Recent successes;
- How the AC fits within the broader organization of the City;
- Overview of the correlating supplemental material (ex: Master or Strategic Plans);
- Summary of Council's Priorities in relation to the mandate;
- Process and procedures in meeting conduct; and
- Overview of the City's Code of Conduct, Respectful Workplace Policy and Anti-Racial Discrimination and Anti-Racism Policy;

- i) Due to the COVID-19 pandemic, meetings will be held only through electronic means. Once the COVID-19 pandemic/ related Provincial Health Orders permit then all meetings will be open to the public, and held in person unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*, and held in person.
- j) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- k) When deemed relevant to the discussion of a particular item of business under consideration, the AC will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comment(s) within a limited time as determined by the Chairperson.
- l) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- m) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson where there have been three (3) consecutive absences without knowledge/ reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- n) Any person with particular expertise, including staff, may be invited by the Chairperson or staff liaison(s) to attend a meeting in order to provide information or advice.
- o) An AC must hear and consider representations by any individual, group or organization on matters referred to the AC by Council.
- p) An AC does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- q) An AC cannot direct staff to act without the endorsement of Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
  - i. Any such action must be referred to Council for consideration and adoption; and
  - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- r) On broader matters, such as organizing or setting up major/ unusual events or projects which do not have budget implications, the AC must receive prior approval from Council.
- s) Where a Member, their family, employer, or business associates have any interest in any matter being considered by the AC, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest. In this circumstance they are not to participate in any discussion nor the vote on the matter.

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

## **7. Meeting Quorum**

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

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

- 7 members (majority) = four (4) voting members
  - 6 members (majority) = four (4) voting members
  - 5 members (majority) = three (3) voting members
  - 4 members (majority) = three (3) voting members
  - 3 members (majority) = two (2) voting members
- b) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
  - i. Record the names of the members present, and those absent; and
  - ii. Conclude the meeting until the next scheduled meeting.

## **8. Meeting Minutes**

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

## **9. Staff Support**

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
  - i. Participate in the orientation of AC members at the beginning of each term, and to new members as they are appointed, in regard to the mandate, work plan suggestions of Council, or adopted work plan, previous successes, how the AC fits within the organization and supplemental materials given for information purposes;
  - ii. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and to post on the Public Notice Posting Place;
  - iii. Prepare reports on behalf of the AC;
  - iv. Review and return draft minutes to Corporate Administration prior to adoption;
  - v. Report back with status updates agenda items as required; and
  - vi. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the AC prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
  - i. Provide members with orientation at the beginning of each term, and to new members as they are appointed, in regard to meeting process and procedures including review of the City's Code of Conduct, Respectful Workplace Policy and the Anti-Racial Discrimination and Anti-Racism Policy;
  - ii. Receive and prepare correspondence;
  - iii. Maintain a list of outstanding issues for action (Action Tracking);
  - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson and staff liaison
  - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
  - vi. Distribute agenda packages to members;
  - vii. Post all notices, agendas and minutes for the public record;
  - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
  - ix. Provide minutes, with recommendations, to Council;
  - x. Update the Terms of Reference policy; and
  - xi. Create, amend and post, as needed, the AC meeting calendar.

## **10. Procedures**

Unless otherwise provided for in these Terms of Reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

### **Sub-Committees and Working Groups (as noted in the City's Council and Committee Procedure Bylaw)**

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted as a AC meeting held by the City of White Rock.

**Note:** Dedication of resources may be difficult to provide in view of competing priorities by staff.

- b) Working Groups: A committee or sub-committee may form a working group (2 or 3 persons) as an alternate to sub-committees for the limited purpose of:
- i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
  - ii. Carrying out a specific prescribed activity (e.g. parade float production, taking available information and placing it into a specified format for the originating AC).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, an AC then may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (i.e. no agenda, meeting minutes, meeting notice is required).

## **11. Code of Conduct**

AC members will be required to sign a statement agreeing that they have read, understood, and will conform to the City's Code of Conduct as defined in the Council policy regarding Code of Conduct for Committee Members, the Respectful Workplace and Anti-Racial Discrimination and Anti-Racism policies. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

**Note:** Anyone that has been removed from an AC due to a breach in the Code of Conduct, under the current Council term, will not be considered for future appointments to an AC.

## **CITY OF WHITE ROCK COMMITTEE CODE OF CONDUCT STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_ (DATE), I have read the following policies adopted by City Council:

- Policy AC No and AC Name\_\_\_\_\_, Committee Terms of Reference;
- Policy 120, Code of Conduct for Committee Members;
- Policy 405 Respectful Workplace Policy; and
- Policy 406 Anti-Racial Discrimination and Anti-Racism.

I understood the policies and I will conform to the City's Code of Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)





# OUR CREATIVE CITY BY THE SEA



# ACKNOWLEDGEMENTS

Thank you:

Cultural Advisory Committee 2019-2021 Members:

- M Partridge, Chair 2020/21
- P Petrala, Vice-Chair 2020/21
- J Adams, Chair 2019/20
- M Bali - K Breaks - E Cheung - J Davidson
- P Higinbotham - M Pederson - D Thompson
- Councilor A Manning 2019/21
- Councilor S Kristjanson (alternate)
- Councilor D Chesney 2019/20

Non-Voting and Staff

- K Bjerke-Lisle, WR Museum & Archives
- D Kendze, WR Library
- E Stepura, Director Recreation & Culture
- E Keurvorst, Manager Cultural Development



OUR CREATIVE CITY BY THE SEA:  
AN ARTS AND CULTURE ROAD  
MAP FOR WHITE ROCK IS AN  
ASPIRATIONAL YET PRACTICAL  
PLAN PROVIDING GUIDANCE TO  
LEADERS FOR REALIZING THE  
CITY'S POTENTIAL AS A DESIRABLE  
PLACE TO LIVE, WORK AND VISIT.



# THE VISION



## White Rock connects & engages the whole community by integrating arts & culture into the daily life of the City!

The goals, objectives, and workplan are practical. They are a result of several meetings with the Arts and Culture Advisory Committee (ACAC) who designed the roadmap to be achievable. It supports Council to set priorities for arts and culture services and for staff to develop workplans. It began with a review of the City's first Cultural Strategic Plan created in 2014.

Each goal has a set of broad Objectives and the workplan lays out timing, resources, and specific tasks to success. Implementing the workplan means the City will broaden its role in arts and culture service delivery, maximize partnerships, and foster collaboration within the creative and business sectors. Measuring success through an annual report card is a key accountability recommended in the plan for Council to monitor and recalibrate as required.



# THREE KEY GOALS

Goals are necessary for contextualizing workplans so resources are allocated efficiently. The Committee focused on three key goals to provide guidance to Council and staff. Research shows that when there are too many goals, achievement goes down; by focusing tightly on a few achievable goals, greater impact is expected.



1. FACILITATE  
ECONOMIC  
DEVELOPMENT  
THROUGH THE  
ARTS

2. ADDRESS THE LACK  
OF ARTS & CULTURAL  
INFRASTRUCTURE



3. SUSTAIN DIVERSE  
ARTS PROGRAMS &  
FESTIVALS



# ONE PRIORITY OBJECTIVE TO FACILITATE THE 3 OUTCOMES

To activate the CSP and benefit from the achievement of its goals and ultimately the Vision, the Committee identified one priority objective above all others: hire a Cultural Services Program Coordinator to Increase Cultural Programming and Marketing. The benefits of economic impact and increased community connection cannot be accomplished without facilitation. In addition to cultural programs, marketing, and outreach, staff resources are required to pave the way for deeper community volunteerism. Volunteers are valuable but without support, volunteerism is not a sustainable growth strategy for cultural development.



FACILITATE  
ECONOMIC  
DEVELOPMENT



ADDRESS CULTURAL  
INFRASTRUCTURE



SUSTAIN DIVERSE ARTS  
PROGRAMS &  
FESTIVALS



# FACILITATE ECONOMIC DEVELOPMENT THROUGH THE ARTS

Means the City will broaden its role in arts and culture service delivery, maximize partnerships, and foster collaboration within the creative and business sectors.



# ADDRESS THE LACK OF ARTS AND CULTURAL INFRASTRUCTURE



Means the City will build on its strengths and develop and implement a cultural infrastructure plan as a high priority.

# SUSTAIN DIVERSE ARTS PROGRAMS AND FESTIVALS

Means the City will continue resourcing existing events and will add new events if they are resourced appropriately; increase community participation; grow the capabilities of organizers; increase the visibility of arts and culture in new and existing activities; and, focus more on the Uptown Arts District.





## *FACILITATE ECONOMIC DEVELOPMENT THROUGH THE ARTS*



- 1.1: Facilitate ongoing business development skills for artists
- 1.2: Facilitate systemized promotion and marketing for White Rock arts community and creative industries
- 1.3: Facilitate sustainable community arts and cultural organizations

# THREE OBJECTIVES FOR EACH GOAL



## *ADDRESS THE LACK OF ARTS & CULTURAL INFRASTRUCTURE*

- 2.1: Address the need for a physical hub for the arts to thrive
- 2.2: Maintain and grow the Public Art program
- 2.3: Include consideration of arts and culture in City planning



## *SUSTAIN DIVERSE ARTS PROGRAMS AND FESTIVALS*

- 3.1: Maintain and grow diverse special events
- 3.2: Mobilize event partners and volunteers
- 3.3: Support a thriving Uptown arts district

# THE WORKPLAN

The recommended activities are itemized and align to the objectives which support the Vision.



## TIME HORIZON

When tasks are targeted to start and if there is an end date or if they are ongoing



## COMMUNITY PARTNERS

Who the City may tap to assist in the achievement of activities



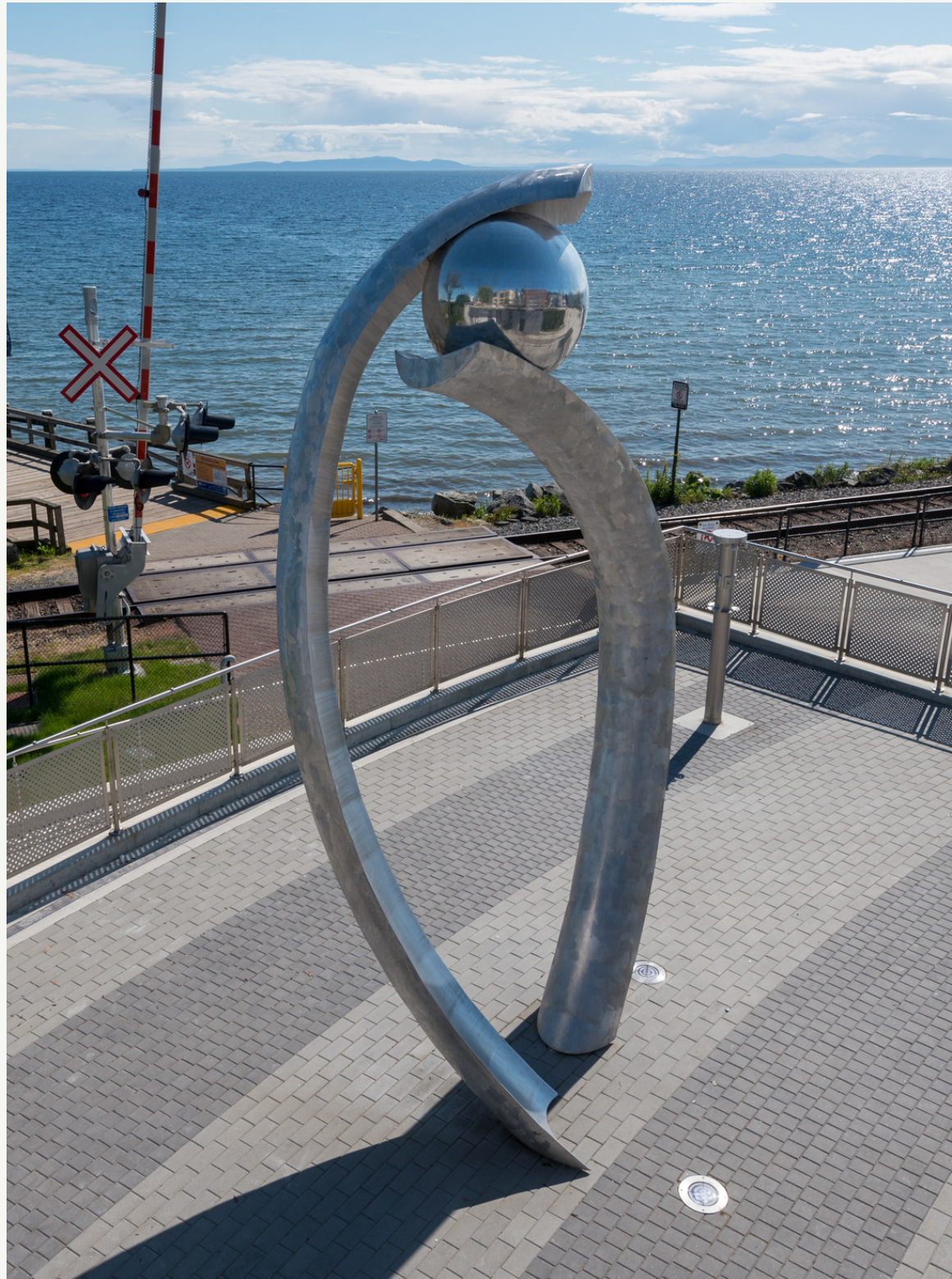
## RESOURCES/BUDGET

What resources are required to achieve the activity and whether this would be a one-time or ongoing budget.



# SUMMARY

White Rock connects & engages the whole community by integrating arts & culture into the daily life of the City!



The United Nations has designated 2021 as the International Year of the Creative Economy for Sustainable Development. In light of how the COVID-19 pandemic has paralyzed the creative economy, revealing and worsening the pre-existing vulnerabilities within the culture sector, this is the right time for the City of White Rock to take a bold stand and embrace the vision and objectives found in this renewed Cultural Strategic Plan.

Implementing Our Creative City by the Sea Vision means we will hear people say, “in White Rock, the arts are a priority, and people connect and gather here because they have inspiring artistic experiences.”

We anticipate that people are drawn to return because of a vibrant cultural community like public art, festivals, art galleries and the performing arts, resulting in the livability and economic benefits increasing. We imagine a community where artists, cultural workers, and creative economy employers thrive.

Arts and cultural activities and organizations existing naturally in White Rock’s beauty supported from both inside City Hall and in the neighbourhood - from developers to businesses to citizen volunteers - that’s *Our Creative City by the Sea*. Achieving the vision of “White Rock connects & engages the whole community by integrating arts & culture into the daily life of the City!”, requires agreement, commitment, and support at all levels of City leadership.

**The Corporation of the  
CITY OF WHITE ROCK  
BYLAW No. 2363**



A Bylaw to amend the  
"White Rock Zoning Bylaw, 2012, No. 2000" as amended

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The CITY COUNCIL of the Corporation of the City of White Rock in open meeting assembled ENACTS as follows:

1. THAT Schedule C of the *White Rock Zoning Bylaw, 2012, No. 2000* as amended is further amended by rezoning the following lands:

Lot 16 Section 11 Township 1 New Westminster District Plan 15362  
PID: 001-331-931  
(1485 Fir Street)

Lot 17 Section 11 Township 1 New Westminster District Plan 15362  
PID: 001-331-965  
(1485 Fir Street)

Lot 18 Section 11 Township 1 New Westminster District Plan 15362  
PID: 001-331-981  
(1485 Fir Street)

as shown on Schedule "1" attached hereto, from the 'RM-2 Medium Density Multi-Unit Residential Zone' to 'CD-64 Comprehensive Development Zone (1485 Fir Street).'

2. THAT *White Rock Zoning Bylaw, 2012, No. 2000* as amended is further amended:
  - (1) by adding to the Table of Contents for 'Schedule B (Comprehensive Development Zones)', Section 7.64 CD-64 Comprehensive Development Zone';
  - (2) by adding the attached Schedule "2" to 'Schedule B (Comprehensive Development Zones)' Section 7.64 CD-64 Comprehensive Development Zone'.
3. This bylaw may be cited for all purposes as "*White Rock Zoning Bylaw, 2012, No. 2000, Amendment (CD-64 – 1485 Fir Street) Bylaw, 2020, No. 2363*".

PUBLIC INFORMATION MEETING on the	12 <sup>th</sup>	day of	December, 2019
RECEIVED FIRST READING on the	19 <sup>th</sup>	day of	October, 2020
RECEIVED SECOND READING on the	19 <sup>th</sup>	day of	October, 2020
PUBLIC HEARING held on the	18 <sup>th</sup>	day of	January, 2021
RECEIVED THIRD READING on the		day of	
RECONSIDERED AND FINALLY ADOPTED on		day of	
the			

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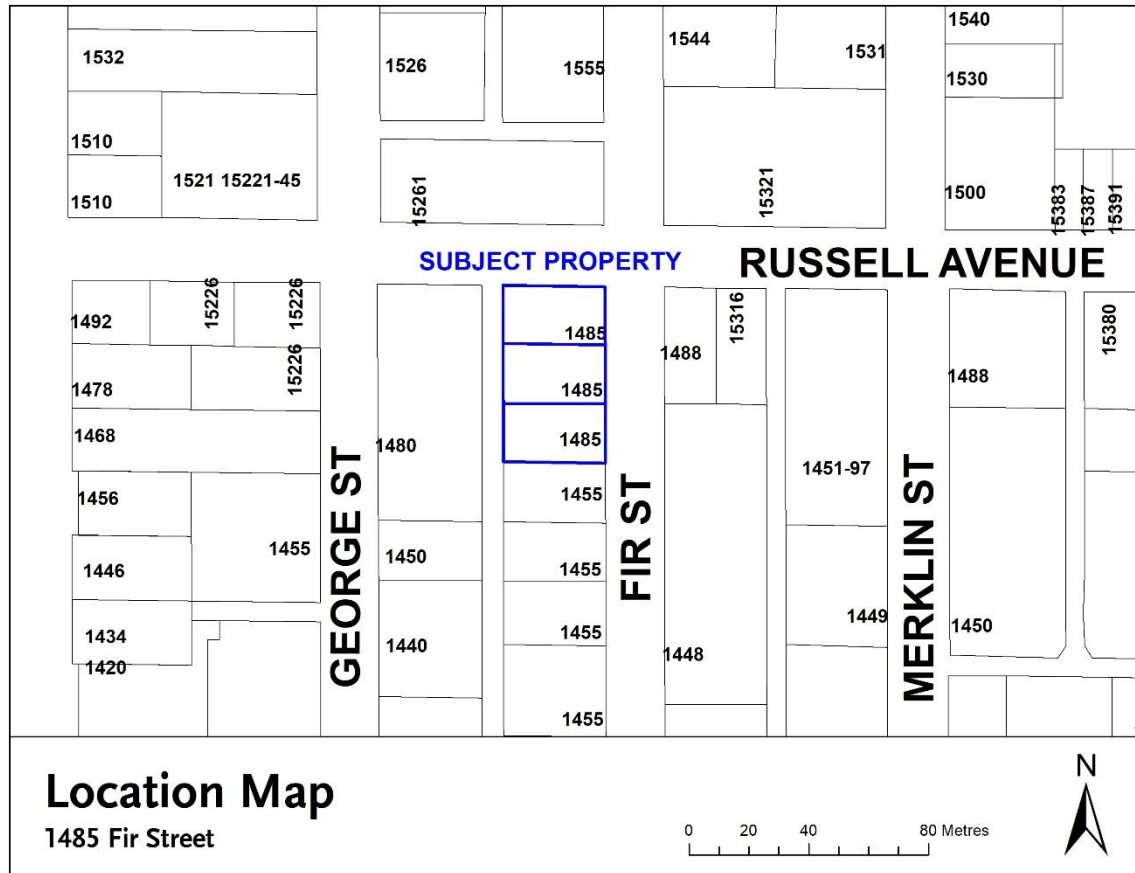
Mayor

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Director of Corporate Administration



Schedule “1”



## 7.64 CD-64 COMPREHENSIVE DEVELOPMENT ZONE

### INTENT

The intent of this zone is to accommodate the development of a multi-unit residential building on a site of approximately 2,036 square metres, with the provision of affordable housing and a housing agreement bylaw in accordance with section 482 of the *Local Government Act*.

1. Permitted Uses:

- (1) *multi-unit residential use; and*
- (2) *accessory home occupation* use in accordance with the provisions of section 5.3 and that does not involve clients directly accessing the *principal building*

2. Lot Coverage:

- (a) For *multi-unit residential uses*, *lot coverage* shall not exceed 49%

3. Maximum Base Density:

The following base density regulation applies generally for the zone:

Maximum *residential floor area* shall not exceed 1.1 times the lot area, and maximum *gross floor area* shall not exceed 1.5 times the lot area.

4. Maximum Increased Density:

Despite section 7.64.3, the reference to the maximum *gross floor area* of “1.5 times the lot area” is increased to a higher density of a maximum of 5,700 m<sup>2</sup> (61,356.85 ft<sup>2</sup>) of *gross floor area* (2.8 FAR; or gross floor area ratio) and 80 apartment dwelling units where a housing agreement has been entered into and filed with the Land Title Office to secure eighty (80) dwelling units as rental tenure for the life of the building.

5. Building Height:

- (a) The *principal buildings* for *multi-unit residential uses*, inclusive of elevator shafts, stair housing, and all mechanical equipment, shall not exceed a *height* of 129.2 metres geodetic; and
- (b) *Ancillary buildings* and *structures* for *multi-unit residential uses* shall not exceed a height of 5.0 metres from *finished grade*.

6. Siting Requirements:

- (a) Minimum setbacks for *multi-unit residential uses* are as follows:
  - (i) Setback from north lot line = 5.05 metres
  - (ii) Setback from south lot line = 5.25 metres
  - (iii) Setback from west lot line = 3.08 metres
  - (iv) Setback from east lot line = 3.47 metres

- (b) *Ancillary structures* may be located on the subject property in accordance with the Plans prepared by Billard Architecture dated August 11, 2020 that are attached hereto and on file at the City of White Rock, with the exception that no *ancillary buildings* or *structures* are permitted within a 1.0 metre distance from a lot line.

7. Parking:

Parking for *multi-unit residential uses* shall be provided in accordance with Sections 4.14 and 4.17, with the minimum number of spaces required as follows:

- (a) A minimum of ninety-six (96) spaces shall be provided for residents of the *multi-unit residential use*;
- (b) A minimum of twenty-four (24) spaces shall be provided for visitors and marked as “visitor”;
- (c) A minimum of three (3) of the required one hundred and eight (108) spaces shall be provided as accessible parking spaces, shall be clearly marked, and shall have a minimum length of 5.5 metres. Of the three accessible parking spaces, one space shall be provided as a van-accessible loading space with a minimum width of 2.8 metres, and the other two spaces shall have a minimum width of 2.5 metres, provided that the three parking spaces have a shared or non-shared access aisle with a minimum width of 1.5 metres; and
- (d) The minimum height clearance at the accessible parking spaces and along the vehicle access and egress routes from the accessible parking spaces must be at least 2.3 metres to accommodate over-height vehicles equipped with a wheelchair lift or ramp.

8. Bicycle Parking:

Bicycle parking shall be provided in accordance with Section 4.16, with the minimum number of spaces required as follows:

- (a) A minimum of 94 Class I spaces shall be provided; and
- (b) A minimum of 16 Class II spaces shall be provided

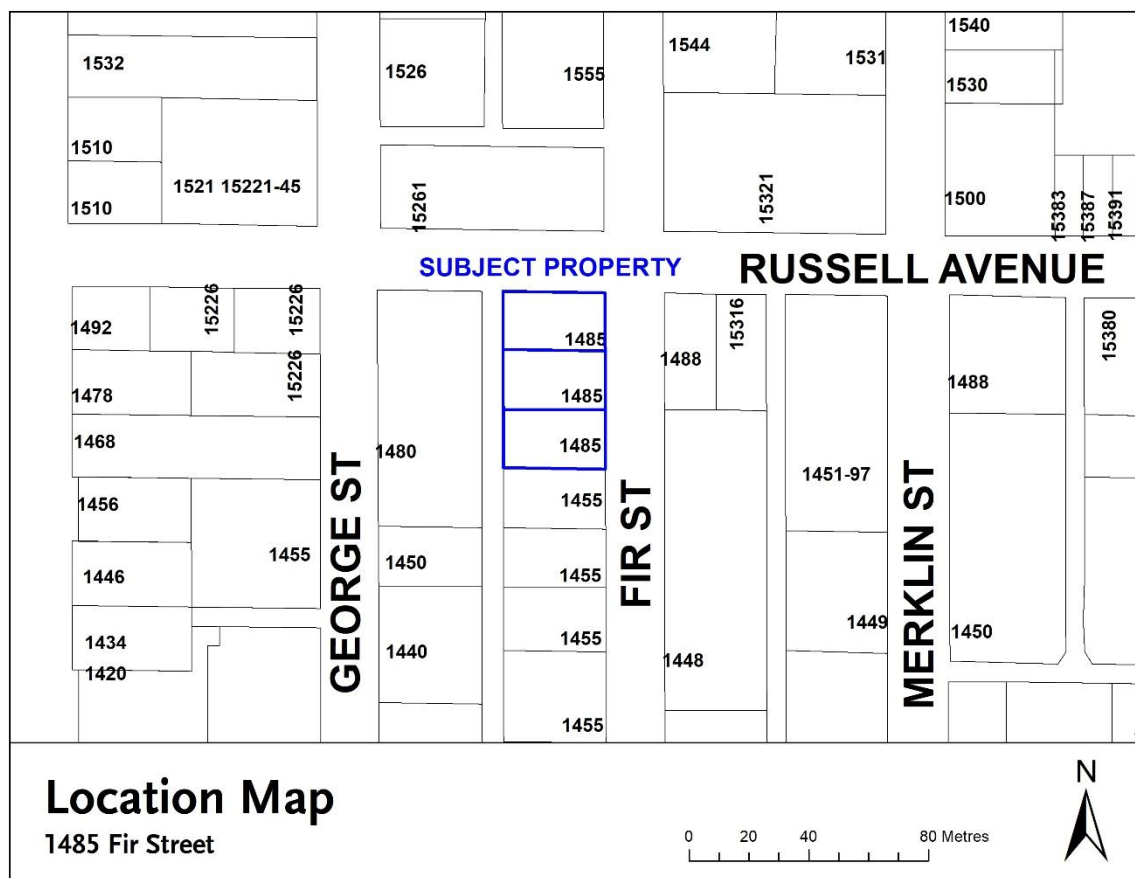
9. Loading:

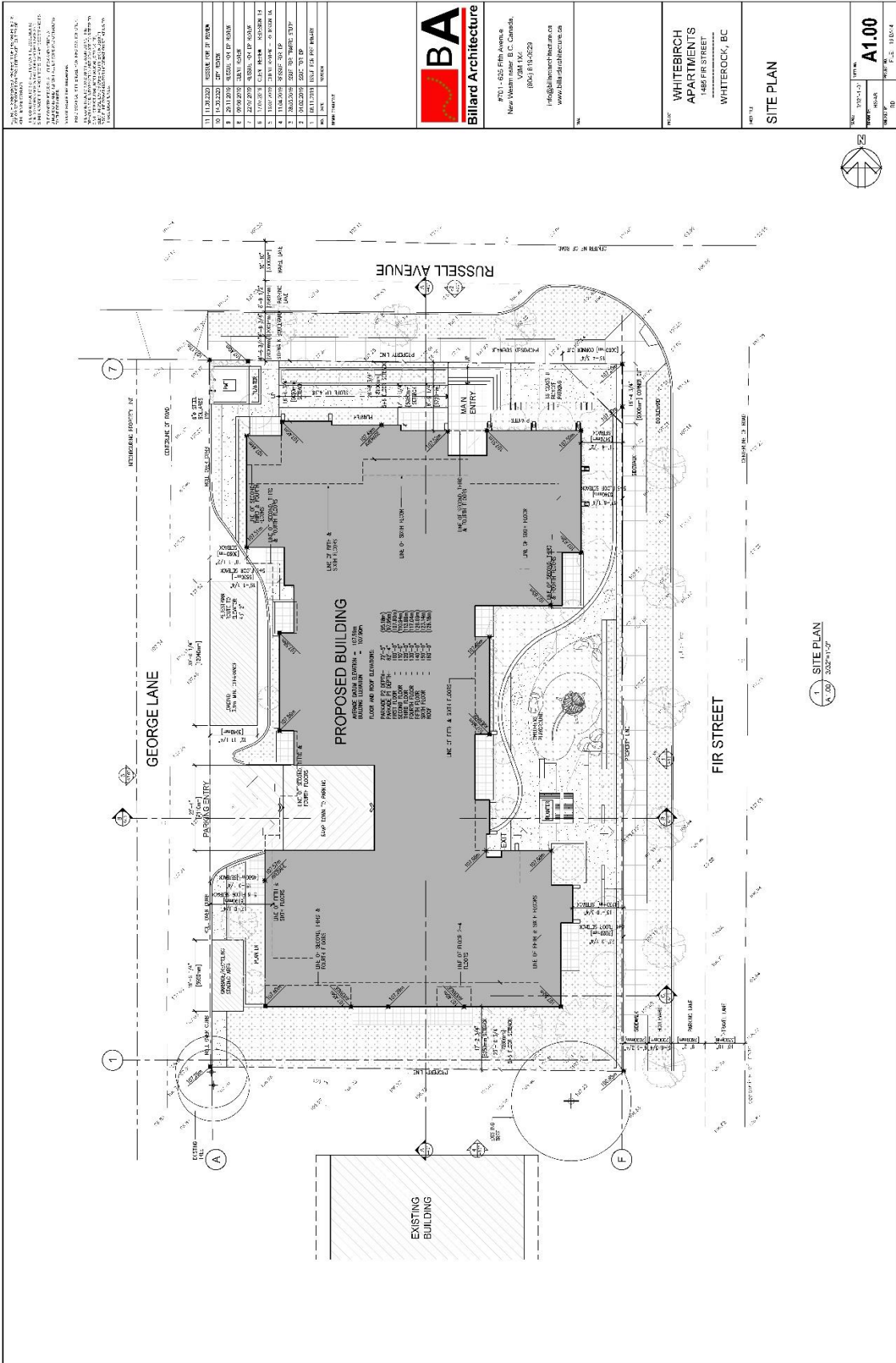
- (a) One loading space shall be provided for a *multi-unit residential use* in accordance with Section 4.15

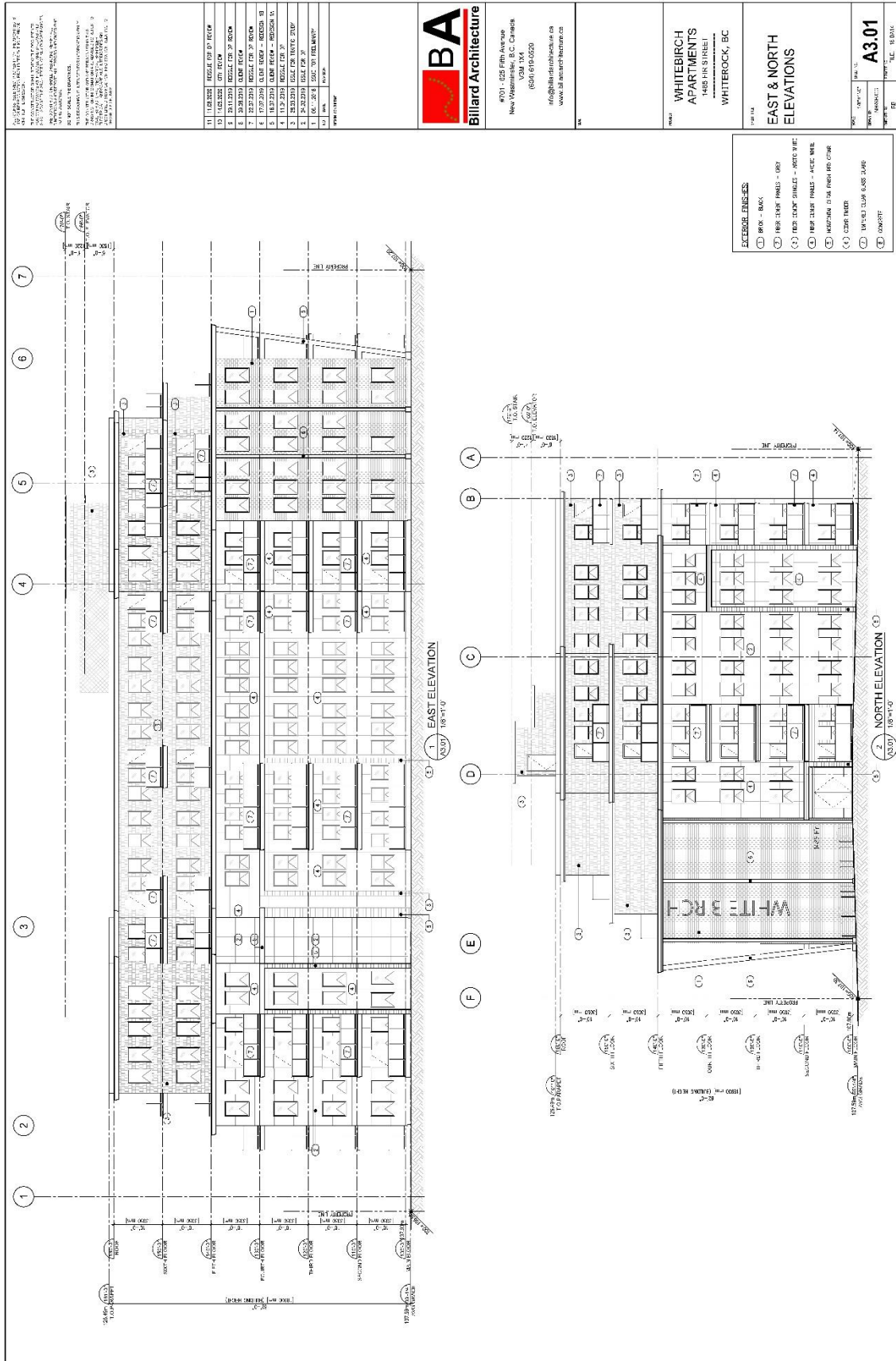
10. General:

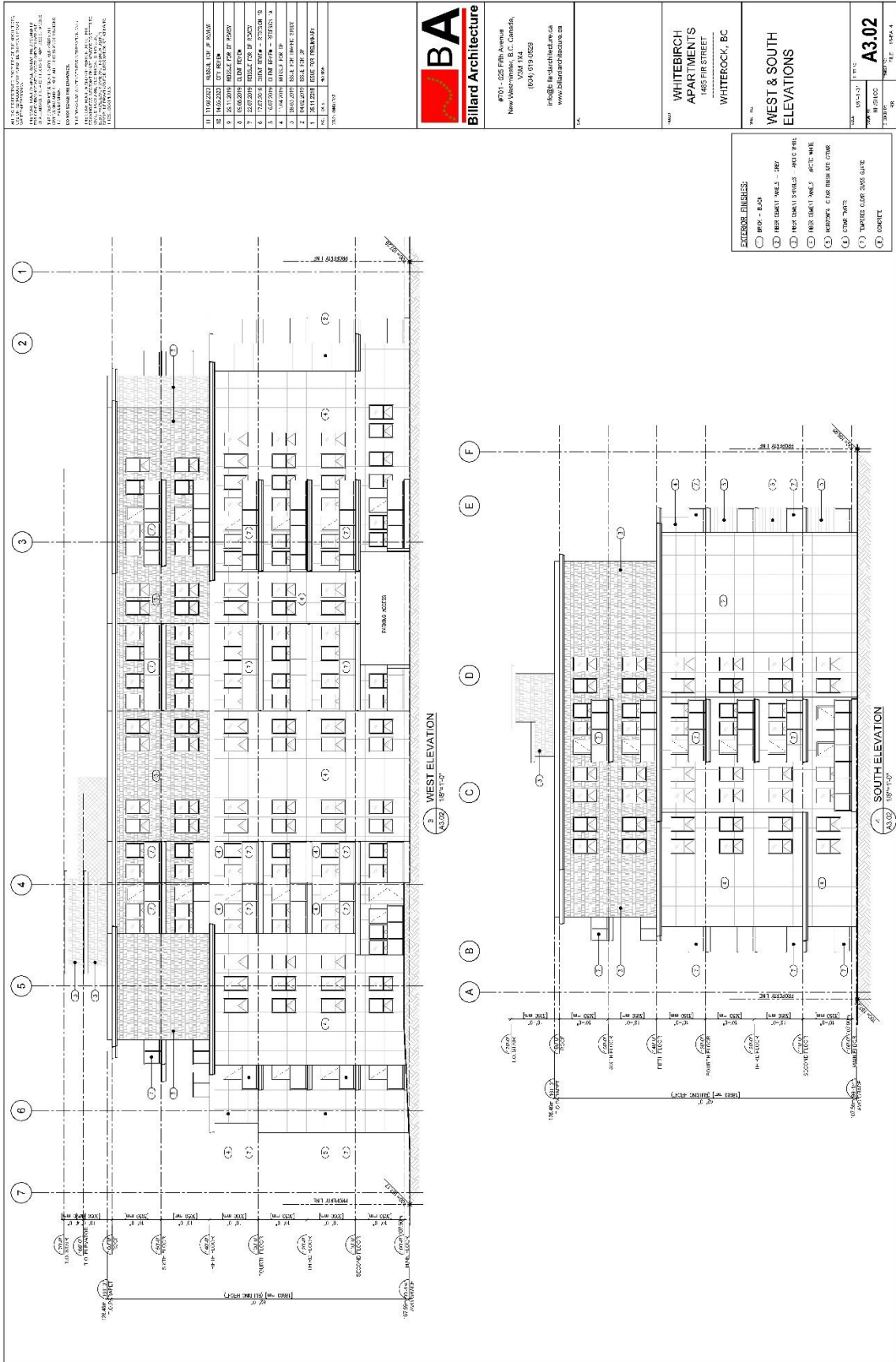
Development in this zone that includes the additional (bonus) density referred to in Section 4 shall substantially conform to the Plans prepared by Billard Architecture dated August 11, 2020 that are attached hereto and on file at the City of White Rock















THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
CORPORATE REPORT



**DATE:** October 19, 2020

**TO:** Land Use and Planning Committee

**FROM:** Carl Isaak, Director, Planning and Development Services

**SUBJECT:** Rezoning and Major Development Permit Application – 1485 Fir Street  
(ZON/MJP 19-009)

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**RECOMMENDATIONS**

THAT the Land Use and Planning Committee recommends:

1. That Council give first and second readings to “White Rock Zoning Bylaw, 2012, No. 2000, Amendment (CD-64 -1485 Fir Street) Bylaw, 2020, No. 2363 as presented, and direct staff to schedule the required Public Hearing;
  2. That Council direct staff to resolve the following issues prior to final adoption, if Bylaw No. 2363 is given Third Reading after the Public Hearing:
    - a) Ensure that all engineering requirements and issues, including dedication of a 5.0 metre by 5.0 metre corner cut on the corner of the site at Fir Street and Russell Avenue, intersection improvements including ‘watch for pedestrian’ signage as well as tactile paving on the northwest and northeast corners of George Lane and Thrift Avenue, and completion of a servicing agreement, are addressed to the satisfaction of the Director of Engineering and Municipal Operations;
    - b) A Tenant Relocation Plan and adoption of a Housing Agreement Bylaw are finalized; and
    - c) The consolidation of existing three lots and the demolition of the existing residential building occurs; and
  3. That, pending adoption of “White Rock Zoning Bylaw, 2012, No. 2000, Amendment (CD-64 – 1485 Fir Street) Bylaw, 2020, No. 2363,” Council consider issuance of Development Permit No. 432 for 1485 Fir Street.
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**EXECUTIVE SUMMARY**

The Land Use and Planning Committee (LUPC) received a corporate report dated July 8, 2019 from the Director of Planning and Development Services, titled “Initial OCP Amendment Application Report – 1485 Fir Street (19-009 OCP/ZON/MJP).” The application at the time required an increase in gross floor area ratio (or ‘FAR’) density above what was permitted in the Official Community Plan (OCP) which would have required an OCP amendment and did not provide the number of three-bedroom units (10%) required in the OCP.

Council subsequently directed staff to work with the applicant on a revised application that did not require an OCP amendment. There was also discussion at the LUPC meeting regarding the adequacy of the applicant’s Tenant Relocation Plan. A subsequent report dated September 30,

2019 from the Director of Planning and Development Services, titled “Information Report Update and Revised Tenant Relocation Plan – 1485 Fir Street (ZON/MJP 19-009)” was prepared and provided a brief update including the applicant’s enhanced Tenant Relocation Plan and an overview of the changes to the form of the development which was revised to not require an OCP amendment and proceeded as a rezoning and major development permit application.

A separate corporate report on proposed revisions to Council Policy 511: Density Bonus / Amenity Contribution and Council Policy 514: Tenant Relocation Policy, is included earlier in the Land Use and Planning Committee agenda and would have an impact on this development application.

The application has been further revised to incorporate changes that follow the endorsement from the Governance and Legislation Committee to the Tenant Relocation Plan, discussed in the sections below. The proposal for 1485 Fir Street now presents a six-storey, 80-unit building, for which all units would be rental units. The rezoning, if approved, would create a Comprehensive Development (CD) zone largely designed to implement the height and density allowed within the Official Community Plan. A major development permit for form and character, energy and water conservation and the reduction of greenhouse gases is also required. Location and ortho photo maps of the subject property are attached as Appendix C.

#### **PREVIOUS COUNCIL DIRECTION**

<b>Resolution # and Date</b>	<b>Resolution Details</b>
LUPC July 8, 2019 2019-LU/P-022	<p>THAT the Land Use and Planning Committee:</p> <ol style="list-style-type: none"> <li>1. Receives for information the corporate report dated July 8, 2019 from the Director of Planning and Development Services, titled "Initial OCP Amendment Application Report- 1485 Fir Street (19-009 OCP/ZON/MJP);" and</li> <li>2. Recommends that Council refuse the OCP amendment application, and direct staff to work with the applicant on a revised rezoning and Major Development Permit application, for a secured rental housing development that includes a reduced FAR (2. 8 gross floor area ratio consistent with the OCP), and amended building and site design.</li> </ol>
LUPC September 30, 2019 2019-LU/P-025	<p>THAT the Land Use and Planning Committee refers the report back to staff for a revision that permits existing tenants to return to the building after construction at the same rent they are currently paying, subject to the per annum increases permitted by the province; and</p> <p>THAT the proposed Community Amenity Contributions (CACs) be reduced further in recognition for current tenants being able to keep their current rent amounts.</p>
2019-LU/P-026	<p>THAT the Land Use and Planning Committee receives for information the corporate report dated September 30, 2019 from the Director of Planning and Development Services, titled “Information Report Update and Revised Tenant Relocation Plan – 1485 Fir Street (ZON/MJP 19-009).”</p>

## **INTRODUCTION/BACKGROUND**

*White Rock Official Community Plan 2017, No. 2220* (OCP) designates the subject property as ‘Town Centre Transition’, characterized by residential uses that provide a gradual height transition between the Town Centre area and surrounding lower density single-family neighbourhoods. Building heights in the Town Centre Transition area are encouraged to develop within the range presented in Figure 10 of the OCP. For the subject site, this is shown as a continuum between 18 storeys at North Bluff Road and 6 storeys at Thrift Avenue, suggesting that between ~6-10 storeys would be a supportable transitional height at this location.

Under OCP Policy 8.2.3, properties in the Town Centre Transition area including 1485 Fir Street, are identified as being eligible for additional density (up to 40% above the base density) where at least half this additional floor area is dedicated to and secured as residential rental units. The base density for this property is 2.0 FAR, therefore the total maximum density permitted, including the rental bonus density, is 2.8 FAR, of which 0.4 FAR would need to be comprised of rental units. There is no additional bonus available for projects that consist entirely of rental units. Policy 11.2.1(f) requires that a minimum one-to-one replacement of existing rental units be provided when an existing rental building is proposed for redevelopment, with an average unit size of the replacement units at least 80% of the units being replaced. The proposal for 1485 Fir Street would consist of a six-storey, 80-unit building, for which all units would be rental units; the size and number of units is sufficient to satisfy the replacement requirements of the OCP.

The development is subject to a Major Development Permit being within the ‘Multi-Family’ Development Permit Area (DPA). The DPA Guidelines, outlined in Section 22.6 of the OCP have been applied to the proposal to ensure the form and character of the development fits within the established character of the neighbourhood. The project has been reviewed by City staff and the City’s Advisory Design Panel. Staff believe the rezoning to be consistent with the applicable policies of the OCP and the City’s Multi-Family DPA Guidelines. The following sections give greater merit to the factors considered in evaluating this proposal.

## **ANALYSIS**

### **Current Zoning and Land Use Context**

The subject property is located at 1485 Fir Street, on the corner of Fir Street and Russell Avenue (see Appendix C for Location Map and Ortho Photo). The property is occupied by a 25-unit rental apartment building (“The Firs,” building address of 1475 Fir Street) which was constructed in 1965. The existing building is located on three separate parcels and straddles the shared property lines. The subject properties are currently zoned ‘RM-2 Medium Density Multi-Unit Residential Zone’, which permits townhouse or apartment complexes with a 10.7 metre (35.1 feet) maximum height.

The subject site is surrounded by a mix of commercial, institutional and residential uses. To the west across a lane is St. John’s Presbyterian Church and Daycare Centre, to the north across Russell Avenue is a three storey office building (Russell Professional Building), and to the south and east are existing multi-unit residential buildings (one storey building on the east side of Fir Street, and three storey buildings to the south).

### **Previous Design Proposals**

The initial report titled "Initial OCP Amendment Application Report- 1485 Fir Street (19-009 OCP/ZON/MJP);" on July 8, 2019 to the Land Use and Planning Committee (see Appendix D) included an overview of a new development application submitted on May 9, 2019, for a proposed development with a total of 84 rental residential units in a six (6) storey building. The proposed density for the apartment site exceeded the OCP maximum density by 0.53 FAR (3.23



FAR proposed; 2.8 FAR allowed). Council subsequently directed staff to work with the applicant on a revised application that did not require an OCP amendment (i.e. that did not exceed the maximum density in the OCP).

Following Council’s direction, the applicant submitted drawings for the rezoning and development permit application on August 15, 2019. An additional report on September 30, 2019 confirmed that the new proposal did not exceed the maximum density allowed in the OCP and therefore did not require an OCP amendment. The major changes that were proposed included:

- Reducing the amount of floor area density and increasing the number of three-bedroom units so that an OCP amendment is no longer necessary;
- Building massing was addressed by recessing the fifth and sixth storeys of the building to reduce the total floor area and the visual impact of the building height;
- Lot coverage was decreased to below 50%;
- Balconies were added to the homes along Fir Street; and
- The outdoor play area was relocated to the front of the building along Fir Street instead of in the rear along George Lane.

Table 1 below provides a summary of changes to the site statistics from the two previous proposals, in comparison to the current proposal. Design changes that have occurred following receipt of the last information report will be discussed in the sections that follow. Of note, there have been no changes to the number of units or building height and only minor reductions to lot coverage and floor area. Parking has been further reduced to 108 spaces, representing a 10% reduction to the required 120 spaces.

**Table 1: Comparison of Original Development Proposal Statistics, Second Revised Proposal, and Current Proposal**

	Original Proposal (May 9, 2019)	Revised Proposal (August 15, 2019)	Current Proposal (October 19, 2020)
Number of Units	84 (all secured rental)	80 (all secured rental)	80 (all secured rental)
Gross Floor Area	6,586.9 m <sup>2</sup> (70,900.4 ft <sup>2</sup> )	5,706.7 m <sup>2</sup> (61,426.8 ft <sup>2</sup> )	5,700 m <sup>2</sup> (61,356.85 ft <sup>2</sup> )
Floor Area Ratio (Gross)	3.23	2.8	2.8
Lot Coverage	56%	49.9%	48.7%
Height (to top of roof)	Six storeys (18.9 metres)	Six storeys (18.9 metres)	Six storeys (18.9 metres)
Parking Spaces	115 (1.37 per unit)	112 (1.4 per unit)	108 (1.35 per unit)

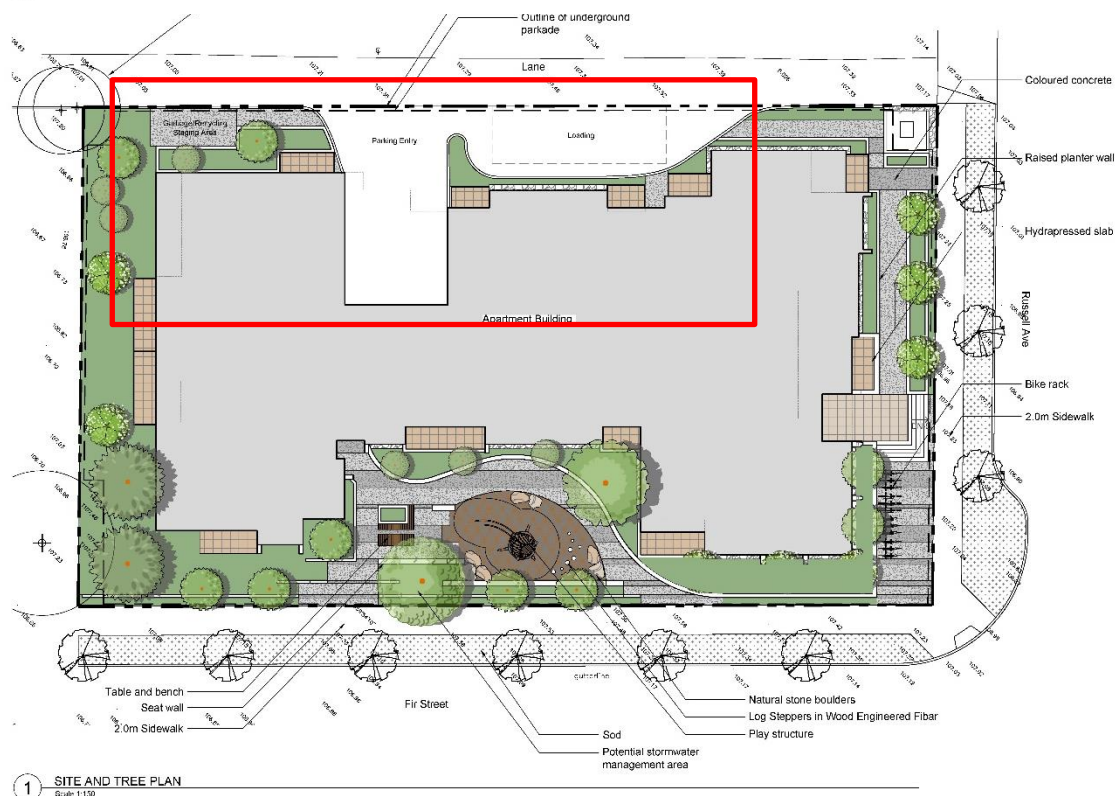
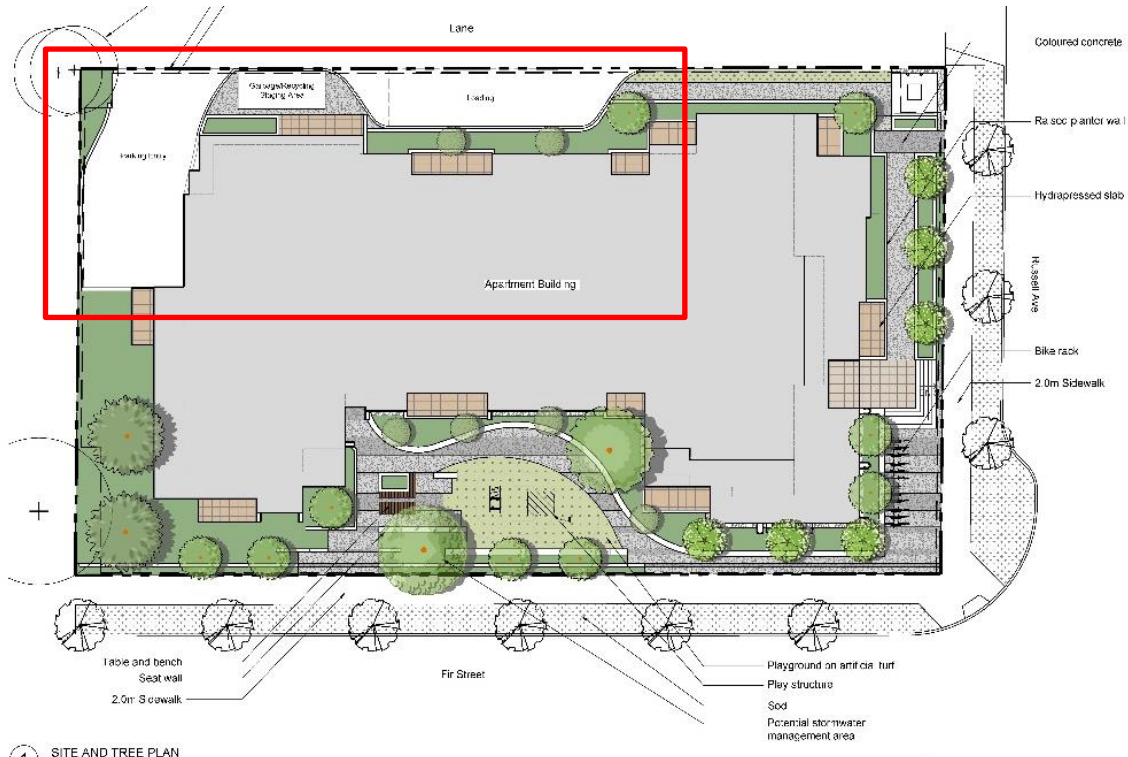
### **Current Proposal**

The current development proposal would include a total of 80 units within a six-storey residential rental building. Unit sizes proposed range between 420 ft<sup>2</sup> – 520 ft<sup>2</sup> for a studio, 540 ft<sup>2</sup> – 625 ft<sup>2</sup> for a one-bedroom, 680 ft<sup>2</sup> – 990 ft<sup>2</sup> for a two-bedroom, and 980 ft<sup>2</sup> – 1010 ft<sup>2</sup> for a three-bedroom unit. It is important to note that the proposal now conforms to various elements of the OCP’s “Family-Friendly” housing policies, with 40 percent of the units containing either two or three bedrooms (32 units) and 12.5 percent of the units having three bedrooms (10 units).

Much of the design reflects the proposal in the information report presented to the LUPC from September 30, 2019 included as Appendix E. The major changes reflected in the current proposal pertain to the location of the parkade access which has been relocated to the middle of the site along George Lane, and a slight change in the configuration of the loading bay (see Figure 1). Access through an internal corridor has also been provided from the loading bay to the main elevator, so residents who are moving can easily access the building. A revision in the type of

play structure proposed in the communal courtyard area has also been accommodated in order to provide a more naturalized feel to the space with a ‘tree house’ structure instead of a more traditional playset; this latter revision stems from the feedback of the Advisory Design Panel. The revised parkade access location accommodates more green space on the south end of the site to provide a buffer between the proposed development and the existing property to the south.

**Figure 1: Site Plan Comparison between September 30, 2019 version and Current Proposal**



### **Public Information Meeting and Public Feedback**

The applicant (Billard Architecture) held a public information meeting (PIM) on December 12, 2019, at ThirdSpace Community Café, Unit 1 - 1381 George Street) from 5:30 p.m. - 7:00 p.m. Approximately five-hundred and fifty (550) letters were circulated notifying owners within 100 metres of the subject property of the proposal. The meeting was also advertised in consecutive publications of the Peace Arch News in advance of the PIM. Appendix F to this report includes the PIM sign-in sheet, completed comment forms, and PIM summary submitted by the applicant. There was a total of 25 paper feedback forms submitted and 11 emails written to staff pertaining to the proposal. A total of 19 of the respondents were in favor of the application, 12 were in opposition of the proposal, and 2 were undecided about the proposal.

Support for the proposal was outlined through comments relating to:

- The rental aspect of the project;
- Elevators in the proposed building helping tenants/visitors to overcome mobility issues;
- Financial issues with maintaining the existing building and requirement for higher density on the site in order to meet the costs of owning the building; and
- The benefit that a new building and amenity space would provide to existing and new tenants as well as the surrounding neighbourhood considering the existing building is 60 years old.

Major concerns that were brought up during the meeting included the following:

- Compromised views for existing residents with the increase in building height;
- Several comments related to the increase in traffic congestion related to the proposed development and how City infrastructure will handle this;
- Not enough greenspace proposed on the site;
- Concerns with the proposed architectural style of the building;
- Concern expressed by existing building residents about the loss of their homes;
- Rental rates being too high to afford; and
- Many of the existing tenants being elderly and it being difficult for them to find alternative housing at an affordable rate.

### **Planning Review**

As noted, the original proposal has undergone a series of revisions to address early concerns expressed by Council as well as feedback received through the PIM. The design has also been modified in response to technical issues identified by City staff and feedback received from the City's Advisory Design Panel (ADP). The project is now consistent with the OCP's Town Centre Transition policies. These policies contemplate development in the form of multi-unit residential buildings transitioning in height from 18 storeys at North Bluff Road down to six (6) storeys at Thrift Avenue. The following sections describe details of the proposal and key land use planning considerations made in preparing the staff recommendation outlined in this report.

The proposed multifamily building is rectangular in shape and is situated in the middle of the subject site. Building setbacks are greatest along Russell Avenue (north) and the residential lands to the south, being approximately 5 metres (16 feet) in width. Setbacks along Fir Street (east) and George Lane (west) are slightly less at approximately 3 metres (10 feet) in width. The lands within the yard setbacks are to be programmed with a mixture of trees and shrubs to ensure

adequate privacy and screening for neighbouring residents, and to help create a pleasant interface between the building and pedestrian realm / streetscape.

Since the original submission, the massing of the building has been stepped back on the fifth and sixth levels to reduce the impact of the structure as experienced at the ground level (i.e., opening up pedestrian views to the sky) while also reducing the impact of shadows on abutting properties. Further, the project has been enhanced with the creation of an outdoor amenity space on the east portion of the site, formerly situated off the laneway along the western side of the property. This amenity space offers an open, publicly-visible, play area for young children and a space for residents to enjoy the outdoors; this design enhancement is becoming increasingly important in light of the on-going COVID-19 pandemic and efforts to support social distancing while enabling access to private open-air green spaces. Finally, access to the parkade, space for loading, and a space for garbage and recycling pick-up, has been situated off of George Lane, being the western limit of the property. This design helps lessen breaks in the pedestrian realm (sidewalk) while helping to “hide” the operational needs of the project.

Table 2 below provides a comparison of the existing and proposed zoning standards tied to the property and project. As noted, the CD Zone is largely intended to implement the height and density permissions contemplated in the OCP.

**Table 2: Existing Zoning Provisions versus Proposed Zoning**

<b>Existing Zoning Provisions: RM-2 Medium Density Multi-Unit Residential</b>	<b>Proposed Zoning Provisions: CD 64 - Comprehensive Development Zone</b>
<b>Permitted Uses</b>	<b>Permitted Uses</b>
Townhouse or apartment complexes with densities not exceeding 50 units per acre	Multi-unit residential use with accessory home occupation use
<b>Number of Dwelling Units</b>	<b>Number of Dwelling Units</b>
25 units (50 units / 0.4 hectares) Existing Lot Area: 2,036 m <sup>2</sup>	80 dwelling units (10 three-bedroom units, 22 two-bedroom units, 41 one-bedroom units, and 7 studio units)
<b>Minimum Lot Requirements</b>	<b>Lot Dimensions</b>
Lot Width: 18.0 m (59.04 ft) Lot Depth: 30.5 m (100.4 ft) Lot Area: 742.0 m <sup>2</sup> (7,986.82 ft <sup>2</sup> )	Lot Width: 34.48 m (113.12 ft) Lot Depth (averaged): 59.04 m (193.69 ft) Lot Area: 2,036 m <sup>2</sup> (21,917 ft <sup>2</sup> )
<b>Lot Coverage</b>	<b>Lot Coverage</b>
45% 916 m <sup>2</sup> (9,962.9 ft <sup>2</sup> )	48.7% 991 m <sup>2</sup> (10,667 ft <sup>2</sup> )
<b>Gross Floor Area</b>	<b>Gross Floor Area</b>
1.1 times the lot area 2,240 m <sup>2</sup> (24,109 ft <sup>2</sup> )	2.8 times the lot area 5,700 m <sup>2</sup> (61,357 ft <sup>2</sup> )
<b>Building Height</b>	<b>Building Height</b>
10.7 m (35.1 ft) for principal buildings	Six Storeys – 18.9 metres to top of parapet measured from average natural grade (62 feet) Geodetic height: 126.49 metres top of parapet and 129.2 metres top of elevator shaft

Minimum Setback	Setback
Front Lot Line: 6 m (19.68 ft)	Front Lot Line: 3.47 m (11.38 ft)
Rear Lot Line: 6 m (19.68 ft)	Rear Lot Line: 3.08m (10.1 ft)
Interior Side Lot Line: 5.0 m (16.4 ft)	Interior Side Lot Line: 5.25 m (17.22 ft)
Exterior Side Lot Line: 3.8 m (12.47 ft)	Exterior Side Lot Line: 5.05 m (16.57 ft)

### Public Realm and Streetscape Improvements

The project includes short-term bicycle parking at the pedestrian entrance and an extended sidewalk / queuing space at the corner of Russell Avenue and Fir Street. These measures lessen the need for private automobile use while supporting improved overall pedestrian safety, respectively. Further, plantings are proposed along the sidewalk to, over time, support the growth of a tree canopy along streets. These measures support the objectives and policies of Section 13.1 of the OCP as they relate to “Transportation + Mobility”.

The dedication of land has been sought by the City’s Engineering and Operations Department to enable the creation of improvements to the City’s boulevard (e.g., additional on-street parking, sidewalks, street tree planting, etc.) thereby contributing to a more “complete” street. Efforts to design streets for all users can reduce collision rates (particularly for vulnerable road users, such as pedestrians and cyclists), better support adjacent land uses, support shifts to sustainable transportation methods of travel (walking, cycling, and transit), and improve the quality of the street as a positive space that is a destination and thoroughfare where residents, visitors, and passersby can feel safe.

### Multi-Family DPA Guidelines

The applicant has submitted a response to the Multi-Family Development Permit Area Guidelines, which are applicable to the proposal pursuant to OCP Policy 22.1. The response to the guidelines is attached as Appendix G. Staff consider the submitted response to be in conformance with the Development Permit Guidelines. Figure 2 below provides a rendering of the current proposal, the form and character of which remains largely the same as the previous proposal considered in the report dated September 30, 2019.



Figure 2: Rendering of the Proposal from the corner of Russell Avenue and Fir Street Looking Southwest



The applicant has adequately identified how the proposed development meets the development permit guidelines by providing the following key aspects:

- a) A transition from high-rise buildings in the Town Center neighbourhood with much of the density located on the first to fourth level. The upper levels are then recessed back on all four sides of the building to reduce shadow and view impacts on neighbouring sites.
- b) Repetitive architectural details continue around all elevations of the building to create visual interest at all angles. The front entrance is clearly indicated with linear framework to create a vibrant space for residents and pedestrians to gather and connect in a safe, comfortable environment that is fully accessible with an integrated gradual access from the sidewalk.
- c) Natural materials will be used on the building's exterior including brick, exposed red cedar, fiber cement and natural metals such as aluminum. Natural tones are incorporated into the project to reflect the natural landscape with one dominate accent colour.
- d) The public realm will be improved by providing sidewalks and a boulevard that is 2m wide. An extra wide front entrance pathway is provided for bicycles, wheelchairs and scooters as well as a curb let-down at the intersection. Planting along the street fronting property lines will be provided to deter pedestrians from accessing the property on the grass and provide privacy from private patios that face the street.
- e) A light-coloured roof that is low in albedo will be used to reduce heat and energy efficient light fixtures will be used to conserve energy. Water efficient plumbing fixtures along with an abundance of zero-irrigation landscaping will be used to conserve water. A stormwater management plan will be set in place to alleviate heavy flooding from rainfall due to climate change.

### **Advisory Design Panel Review**

During the Advisory Design Panel (ADP) meeting on July 21, 2020, the panel recommended that the application for the development proposal at 1485 Fir Street be referred to Council once the applicant had the opportunity to consider comments pertaining to the following items (see Appendix H for related ADP meeting minutes):

- a) Stormwater management plan must go to the Engineering Department – efforts to minimize the amount of stormwater going to the storm system;  
*Design Response: The stormwater is managed in a combined strategy between the civil and landscape designs. Raised planter beds are provided with soil to absorb water for uptake by the plant material. The excess water is collected in drains that connect to a storage tank located inside the parkade. The stormwater tank is sized so as to retain water and slowly release this water into the municipal storm sewer.*
- b) Rooftop to be designed to reduce solar gain;  
*Design Response: It was confirmed that the roof would be light coloured and low albedo to reduce heat.*
- c) Efforts to increase the number of electrical charging stations  
*Design Response: The addition of 12 electrical charging stations was incorporated into the design of the parkade.*

- d) Efforts to increase the number of accessible parking spaces

*Design Response: One more accessible parking space was incorporated into the design of the parkade for a total of three parking spaces*

- e) Design of the children's play space – naturalization of the space

*Design Response: The playground was naturalized by using a form inspired by a tree house with earth toned materials and wood grain panels. Feature boulders were also introduced to blend the playground to the surrounding landscape treatment.*

Staff believe the applicant has provided a satisfactory response to the comments noted above.

### **Tree Management**

The Arborist Report prepared by Woodridge Tree Consulting Arborists Ltd. identifies that a total of three (3) “protected trees”, being those subject to City of White Rock Tree Management Bylaw, 2008, No. 1831, within the site area. One of the trees is a City tree and the other two are off-site trees. The Report recommends that all trees be retained as they are in good condition.

City staff have reviewed the recommendations of the Project Arborist and are comfortable with their retention subject to the posting of securities (i.e., \$9,500) for the three (3) offsite trees as required by the Tree Management Bylaw. Twenty-seven (27) trees are proposed as part of the development. Appendix B includes the proposed landscape plan which will be further reviewed upon receipt of an application for a Tree Management Permit (TMP), likely to accompany a future request for demolition of the existing building.

### **Traffic Study Review**

The applicant has submitted a Traffic Study that analyses existing traffic volumes at the intersection of Fir Street and Russell Avenue. The peak traffic conditions (weekday morning and afternoon hours) for four different time frames – 2019 (existing), 2022 (full build-out), 2027 (5 years after build-out), and 2045 (the end of future timeframe for the White Rock OCP). A summary of the expected trip generation is shown in Table 3: Daily Trip Generation Statistics below:

**Table 4: Daily Trip Generation Statistics**

Peak Periods	Inbound Traffic	Outbound Traffic
Morning Hours: 8:00 a.m. to 9:00 a.m.	8 (28%)	21 (72%)
Afternoon Hours: 3:00 p.m. to 4:00 p.m.	22 (61%)	14 (39%)

The proposed development is estimated to add a total of 21 additional trips in the morning and 26 additional trips in the evening, which takes the total number from each category above (29 and 36 inbound and outbound trips respectively) and subtracts the number of existing trips made by residents in the current building. No major traffic issues are expected along this length of Russell Avenue and Fir Street. No major intersection improvements are proposed as a result of the study, however, additional ‘watch for pedestrian’ signage is suggested at the corner of George Lane and Thrift Avenue as well as tactile paving on the northwest and northeast corners of this intersection. The traffic study is attached as Appendix I.

### **Parking Standards and Requested Variance**

The total number of required parking spaces for the proposed development equates to 120 spaces. A total of 96 spaces would be provided for residents and 24 parking spaces for visitors, totalling 108 spaces. This would be a 10% total reduction to the requirements of the Zoning Bylaw. CTS Traffic Consultants analyzed the peak parking demand using the Institute of



Transportation Engineers (ITE) Parking Generation Manual 5<sup>th</sup> Edition. Using representational data in the mid-rise multi-family category, the consultants estimated that 80 dwelling units would require 1.31 spaces per dwelling unit, or a total of 105 spaces to meet the peak average demand. The 108 spaces proposed for the development exceeds the estimated peak travel demand by three spaces. To supplement the request for a 10% parking variance, residents would be provided with a \$100.00 compass card to encourage the use of public transportation, with several routes located in close proximity to the development; the nine (9) routes include the 321, 345, 351, 354, 361, 362, 363, 375, and 531.

Further to the information provided above, under Zoning Bylaw No. 2000, a maximum of 40% of the stalls can be provided as small car spaces. The development is proposing a total of 33 small car spaces, equivalent to 30% of the total spaces. A total of two handicapped spaces are required as part of the proposed development. A total of three handicapped spaces will be provided, all located near the elevator. Electric vehicle (EV) charging is required as per Zoning Bylaw No. 2000, with a requirement of one charging station per every 10 parking spaces. The development proposes a total of 36 EV stations, significantly over the 18-space requirement. In consideration of the recommendations of the parking analysis prepared by CTS Traffic Consultants and the information noted above, City staff are supportive of the requested variance to parking.

### **Tenant Relocation Plan**

In the original Tenant Relocation Plan, the applicant proposed to give the option to existing tenants to return to the new building at rents that would be 10% below the market rent that was being charged at that time for other similar units, which is consistent with the City's Tenant Relocation Policy No: 514. Due to concerns that were raised during the discussion at LUPC regarding the large increase that even 10% below market rent would be for existing tenants, the applicant then offered to reduce the rents charged to returning tenants to 20% below projected market rent for the building, which was estimated at \$2.80 per square foot. The rents at this rate for returning residents would have been \$2.24 per square foot, equating to:

- \$1,232 for an average size (550 square foot) one-bedroom unit
- \$1,859 for an average size (830 square foot) two-bedroom unit

Since this approach was discussed the City's Governance and Legislation Committee has advanced further discussions regarding potential amendments to Policy No. 514. These amendments were presented in a report to the Committee on January 27, 2020 titled "Options for Tenant Assistance During Redevelopment and Renovation". Stemming from this meeting, the developer has agreed to revise the Tenant Relocation Plan further to align with the draft amendments as presented in the noted report.

Per the draft policy amendments, for existing tenants compensation would be provided on a sliding scale dependent on the length of tenancy (number of years) of the resident. For example, someone who has lived in the building for 10 years and is currently paying \$1,540 for a one-bedroom unit would receive \$36,960 to be used towards alternative housing costs (i.e., 24 months times the monthly rent rate). Note that at the time of preparing this report alternative mechanisms to control the disposition of monies to tenants (i.e. via an annuity or Guaranteed Investment Fund or alternative) are under review and not yet solidified by way of amendments to the policy, and are discussed further in a previous corporate report on this LUPC agenda. That said, there exist opportunities to implement such controls by way of a Housing Agreement Bylaw if Council directs staff to further advance the review of this proposal.

For those who choose to move back into the building, the developer has also agreed to follow the recommendations of the January 27, 2020 report by significantly reducing the rate of the initial rent for returning tenants. The rental rates in the new building would be in accordance with the table below, outlining a rate between 21-30% below market depending on the length of tenancy.

**Table 3: Length of Tenancy and Application Rent Reduction**

Length of Tenancy (Years)	% Below Market Rent
1	21%
2	22%
3	23%
4	24%
5	25%
6	26%
7	27%
8	28%
9	29%
10 or more	30%

Based on a market rental rate of \$2.80 per square foot, the rents for returning residents at the rates identified above would equate to:

- Between \$1,078 (30%) and 1,216 (21%) for a one-bedroom unit (550 square foot); and
- Between \$1,627 (30%) and \$1,835 (21%) for two-bedroom unit (830 square foot)

These rents would be inclusive of a parking space and hot water, and following occupancy the owner would be permitted to increase rents in accordance with the annual increases regulated by the Residential Tenancy Branch. Finally, if a tenant did not opt to move back into the building, this unit would be available to a new tenant at a 10% reduced rental rate which would be formalized in the Housing Agreement Bylaw. Please see the financial section below for a discussion of how the Community Amenity Contribution could be reduced or waived to support the rental compensation, rent reduction, and reduced 10% rental rate if a tenant does not opt to move back into the building.

### **Amenity Contribution**

Policy 511 provides Council with the opportunity to consider waiving all or a portion of the applicable amenity contribution for developments that provide either affordable (non-market) or market rental developments, recognizing that these developments offer a needed form of housing which is in itself a form of amenity to the community. The target contribution rate for properties in the 'Town Centre Transition' land use designation is a rate of \$430 per square metre over 1.5 FAR/gross floor area ratio as per the recommendations in the Governance and Legislation Committee Report dated January 27, 2020 (and discussed in the separate corporate report on this Land Use and Planning Committee agenda). The expectation would be that the full contribution could be reduced through the provision of housing for displaced tenants as well as the whole development being offered as purpose-built rental housing. Staff are supportive of this approach based on the additional compensation and rate of below market rent proposed for returning tenants as identified above.

### **Housing Agreement**

The Housing Agreement Bylaw is the formal binding agreement between the Developer and the City that regulates and secures the rental rates based on the recommendations and discussion provided above. The Housing Agreement will be finalized pending the completion of third

reading of the associated bylaw. All 80 residential units would be secured as rental in perpetuity through the Housing Agreement Bylaw. Additional controls tied to the disposition of monies to support tenant relocation may also be incorporated into the terms of a future agreement.

### **FINANCIAL IMPLICATIONS**

The Rezoning and Major Development Permit, if approved, will not result in any additional costs to the City. Development cost charges will apply to the redevelopment.

Previously and in accordance with existing Council Policy 511: ‘Density Bonus / Amenity Contribution’, a community amenity contribution of \$922,000 would have been anticipated based on the target rates for the Town Centre (this site is in close proximity to the Town Centre and a similar target rate was considered appropriate). This rate would be increased under the proposed changes considered by the Governance and Legislation Committee report submitted on January 27, 2020 titled “Options for Tenant Assistance During Redevelopment and Renovation”, to a rate of \$430 square foot over 1.5 FAR.

As the project proposed a FAR of 2.8, the total contribution would equate to \$1,137,780 (i.e., Additional floor area from 1.5 to 2.8 {[lot area x 2.8] – [lot area x 1.5]} = 2,646 m<sup>2</sup> x \$430). The proposed changes to Policy 511 would establish a further reduction (up to 50%) of an applicable amenity contribution as the housing would be provided to displaced tenants in accordance with the Tenant Relocation Policy (i.e. compensation being provided to tenants and reduced rents are available), and where the initial rents for rental replacement units where the tenants are not returning are 10% below market and available for the general public. Council Policy 511 currently allows a reduction of up to 50% of an applicable amenity contribution for secured market rental floor space, which would amount to \$568,873 and could be further waived up to 100%.

### **LEGAL IMPLICATIONS**

A Housing Agreement Bylaw would be prepared for Council’s consideration, based on the applicable provisions in Council Policy 511: Density Bonus / Amenity Contribution and Council Policy 514: Tenant Relocation, as directed by Council. A draft of this Housing Agreement Bylaw would be made available as part of the materials available prior to the Public Hearing.

### **COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS**

This application has received a Public Information Meeting, and if Council provides 1<sup>st</sup> and 2<sup>nd</sup> reading to the draft zoning amendment bylaw, the public would have an opportunity to comment on this application via a Public Hearing.

### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

The Rezoning and Major Development Permit applications were circulated to internal City departments and comments requiring a response / resolution by the proponent have been addressed.

### **CLIMATE CHANGE IMPLICATIONS**

The application will enable the intensification of the ‘Town Centre Transition’ designation, thereby lessening the demand for outward sprawl otherwise necessary to accommodate growth. The applicant has also proposed several initiatives to address climate change, which include the following:

- Water, electric and gas will be individually metered to increase self-imposed conservation.
- Landscaping includes a variety of permeable surface areas and decreases consumption of irrigation water by the use of native, drought resistant planting.
- Lighting and plumbing fixtures to be energy/water efficient as well as the provision of Energy Star® rated appliances.
- High efficiency windows and doors with effective blinds will be preinstalled.
- Materials used in construction or finishing such as cabinets and floors will be made from renewable resources and sourced locally where possible
- Flooring, paint and other finishes will be non-toxic with low volatile organic compounds (VOCs)

### **ALIGNMENT WITH STRATEGIC PRIORITIES**

The proposal is generally aligned with the Corporate Vision established as part of Council's Strategic Priorities, particularly with respect to supporting a community where people can live, work and play in an enjoyable atmosphere.

### **OPTIONS / RISKS / ALTERNATIVES**

As an alternative to the staff recommendation provided at the outset of this corporate report (to move the application forward to Public Hearing), Council may alternately:

1. Reject "White Rock Zoning Bylaw, 2012, No. 2000, Amendment (CD-64 – 1485 Fir Street), 2020, No. 2363" and Development Permit No. 432; or
2. Defer consideration of "White Rock Zoning Bylaw, 2012, No. 2000, Amendment (CD-64 – 1485 Fir Street), 2020, No. 2363" and Development Permit No. 432 pending further information to be identified.

Staff recommend proceeding with the application to Public Hearing, which is incorporated into the recommendations of this corporate report.

### **CONCLUSION**

The proposal for an 80-unit rental building at 1485 Fir Street is consistent with the objectives and policies of the 'Town Centre Transition' OCP land use designation and Development Permit Area Guidelines. Staff consider the proposed changes to the six-storey multi-unit residential building as improvements to the design and its impact on the surrounding neighbourhood from the original OCP amendment proposal, and have brought forward a draft Zoning Amendment Bylaw and draft Development Permit to move the application forward to a Public Hearing. The Tenant Relocation Plan requirements of the proposal would provide additional compensation and reduced rental rates outlining an additional benefit to those residents impacted by the redevelopment proposal. The proposed variance to parking is minor and supported by a rigorous analysis by the consultant. Staff recommend that the Zoning Amendment Bylaw be given first

and second reading, and that a Public Hearing be scheduled to receive additional input from the community on the proposal.

Respectfully submitted,



Carl Isaak, MCIP, RPP.  
Director of Planning and Development Services

**Comments from the Chief Administrative Officer**

I concur with the recommendations of this corporate report.



Guillermo Ferrero  
Chief Administrative Officer

- Appendix A: Draft Zoning Amendment Bylaw No. 2363
- Appendix B: Draft Development Permit No. 432
- Appendix C: Location and Ortho Photo Maps
- Appendix D: LUPC Report "Initial OCP Amendment Application Report- 1485 Fir Street (19-009 OCP/ZON/MJP)" dated July 8, 2019
- Appendix E: LUPC Report "Information Report Update and Revised Tenant Relocation Plan 1485 Fir Street (ZON/MJP 19-009)" dated September 30, 2019
- Appendix F: Public Information Meeting Sign-in Sheet, Comment Forms, and Summary
- Appendix G: DPA Guidelines Response Table
- Appendix H: ADP Minutes dated July 21, 2020
- Appendix I: CTS Traffic Study dated November 25, 2019

**THE CORPORATION OF THE  
CITY OF WHITE ROCK  
BYLAW 2377**



A Bylaw to adopt a Financial Plan for 2021 to 2025

WHEREAS the City Council of the Corporation of the City of White Rock is empowered by the provisions of Section 165 of the “Community Charter” to adopt a Financial Plan for the five-year period ending the thirty-first day of December 2025.

AND WHEREAS it is necessary for such Financial Plan to be adopted before the annual property tax rate bylaw is adopted.

The CITY COUNCIL of The Corporation of the City of White Rock in open meeting assembled, ENACTS as follows:-

1. Schedules “A”, “B”, and “C” attached hereto and forming part of this Bylaw are hereby adopted as the Financial Plan of the Corporation of the City of White Rock for the five-year period ending December 31, 2025.
2. All payments already made from City Revenue for the current year are hereby ratified and confirmed.
3. This Bylaw may be cited for all purposes as the “White Rock Financial Plan (2021-2025) Bylaw, 2021, No. 2377”.

RECEIVED FIRST READING on the                      day of                      , 2021

RECEIVED SECOND READING on the                      day of                      , 2021

RECEIVED THIRD READING on the                      day of                      , 2021

ADOPTED on the                      day of                      , 2021

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DIRECTOR OF  
CORPORATE ADMINISTRATION

**CORPORATION OF THE CITY OF WHITE ROCK**  
**CONSOLIDATED FINANCIAL PLAN**  
Schedule 'A' to Bylaw No. 2377, 2021

	2021	Budget Projections			
	Budget	2022	2023	2024	2025
<b>REVENUE</b>					
Municipal Taxation (see below)	\$ 26,493,400	\$ 28,487,200	\$ 29,597,700	\$ 30,613,300	\$ 31,535,700
Utility Rates	13,326,800	13,978,600	14,663,300	15,458,600	16,296,400
Sale of Services	1,413,400	2,432,300	2,481,000	2,530,700	2,581,600
Grants from Other Governments (1)	16,620,900	558,100	526,200	859,500	865,500
Contributions (2)	5,447,200	442,300	1,321,900	1,657,200	1,364,300
Other Revenue	8,710,500	11,627,900	8,308,100	7,398,300	10,220,600
Interest and Penalties	1,284,402	1,749,663	1,761,675	1,752,830	1,810,732
<b>Total Revenues</b>	<b>73,296,602</b>	<b>59,276,063</b>	<b>58,659,875</b>	<b>60,270,430</b>	<b>64,674,832</b>
<b>EXPENSES</b>					
Operating Expenses	40,476,562	40,009,357	40,025,677	40,823,900	42,192,600
Interest and Bank Charges	694,700	694,700	687,000	681,300	681,300
Utility Purchases and Levies	1,832,400	2,033,700	2,273,400	2,557,300	2,966,100
Amortization	7,305,000	8,524,000	8,965,000	9,178,000	9,420,000
<b>Total Expenses</b>	<b>50,308,662</b>	<b>51,261,757</b>	<b>51,951,077</b>	<b>53,240,500</b>	<b>55,260,000</b>
<b>EXPENSES</b>					
<b>General Services</b>					
Protective Services	12,667,600	13,072,500	13,391,600	13,731,500	14,078,600
Parks, Recreation and Culture	8,525,100	9,300,900	9,495,900	9,579,500	9,775,500
Transportation, Engineering and Operations	8,890,800	8,970,300	9,161,500	9,259,300	9,438,400
General Government	8,677,600	8,998,400	9,106,500	9,352,900	9,570,600
	<b>39,761,100</b>	<b>40,342,100</b>	<b>41,155,500</b>	<b>41,923,200</b>	<b>42,863,100</b>
<b>Utilities Services</b>					
Sanitary Sewer Utility	3,432,162	3,282,157	3,540,777	3,864,800	4,322,400
Drainage Utility	1,159,400	1,303,800	1,319,400	1,351,100	1,396,100
Solid Waste Utility	1,348,300	1,305,100	1,327,600	1,348,500	1,368,800
Water Utility	3,913,000	4,333,900	3,920,800	4,071,600	4,628,300
	<b>9,852,862</b>	<b>10,224,957</b>	<b>10,108,577</b>	<b>10,636,000</b>	<b>11,715,600</b>
<b>Fiscal Expenses</b>					
Interest on Debt	694,700	694,700	687,000	681,300	681,300
<b>Total Expenses</b>	<b>50,308,662</b>	<b>51,261,757</b>	<b>51,951,077</b>	<b>53,240,500</b>	<b>55,260,000</b>
<b>INCREASE IN TOTAL EQUITY</b>	<b>22,987,940</b>	<b>8,014,306</b>	<b>6,708,798</b>	<b>7,029,930</b>	<b>9,414,832</b>
<b>Reconciliation to Financial Equity</b>					
Amortization of Tangible Capital Assets	7,305,000	8,524,000	8,965,000	9,178,000	9,420,000
Capital Expenses (Schedule B)	(57,114,000)	(13,120,000)	(15,027,000)	(12,475,000)	(19,964,000)
Debt Retirement	(725,400)	(749,000)	(773,400)	(780,600)	(805,800)
Internal Charges	(2,044,600)	(2,086,300)	(2,128,200)	(2,169,900)	(2,212,700)
Internal Recoveries	2,044,600	2,086,300	2,128,200	2,169,900	2,212,700
<b>CHANGE IN FINANCIAL EQUITY (Reserves)</b>	<b>(27,546,460)</b>	<b>2,669,306</b>	<b>(126,602)</b>	<b>2,952,330</b>	<b>(1,934,968)</b>
<b>Financial Equity, beginning of year</b>	<b>83,921,157</b>	<b>56,374,697</b>	<b>59,044,003</b>	<b>58,917,401</b>	<b>61,869,731</b>
<b>FINANCIAL EQUITY (Reserves), end of year</b>	<b>\$ 56,374,697</b>	<b>\$ 59,044,003</b>	<b>\$ 58,917,401</b>	<b>\$ 61,869,731</b>	<b>\$ 59,934,763</b>

Notes:

(1) Includes capital grants noted on Schedule B.

(2) Includes capital contributions and DCCs noted on Schedule B.

<b>Municipal Taxation</b>					
Property Taxes	\$ 26,202,400	\$ 28,190,500	\$ 29,300,400	\$ 30,310,100	\$ 31,226,400
Parcel Taxes	5,200	5,200	-	-	-
Grant-in-Lieu of Taxes	263,000	268,200	273,500	278,900	284,500
Utilities 1%-in-Lieu of Taxes	22,800	23,300	23,800	24,300	24,800
	<b>\$ 26,493,400</b>	<b>\$ 28,487,200</b>	<b>\$ 29,597,700</b>	<b>\$ 30,613,300</b>	<b>\$ 31,535,700</b>



**CORPORATION OF THE CITY OF WHITE ROCK  
CONSOLIDATED FINANCIAL PLAN**

**Schedule 'A' to Bylaw No. 2377, 2021**

(continued)

**Proportion of Revenues By Funding Source:**

The following table shows the proportion of total revenue purposed to be raised from each funding source. Property taxes form the largest portion of revenues. They provide a stable and consistent source of revenues to pay for many services, such as police and fire protection, that are difficult or undesirable to fund on a user-pay basis.

Utilities' rates are the City's second largest reliable component of planned revenues. These revenues pay for services including water, sewer, drainage and solid waste and are charged on a user-pay basis. This basis attempts to fairly apportion utility service costs to those that make use of these services.

Other revenue sources, including sale of services, interest and penalties, government grants and contributions make up the remainder of total revenues. These revenues fluctuate due to economic conditions and City initiatives and in the case of government grants, require approval by senior governments.

Revenue Source	% Total Revenue
Taxation	36%
Utility Rates	18%
Sale of Services	2%
Gov't Grants	23%
Contributions	7%
Other Revenue	12%
Interest & Penalties	2%
	100%

**Distribution of Property Taxes Between Property Classes:**

The following table provides the distribution of property tax revenue between property classes. The City's primary goal is to set tax rates that are sufficient, after maximizing non-tax revenues, to provide for service delivery; city assets; and maintain tax stability. This is accomplished by maintaining the historical relationship between the property classes and applying the same annual tax rate increase across all Classes. A secondary goal is to set tax rates that are competitive within the region.

Class No	Property Class	% Tax Burden
1	Residential	91%
2	Utilities	<1%
5	Light Industry	<1%
6	Business	8%
8	Recreation/Non-Profit	<1%
		100%

**Use of Permissive Exemptions:**

The City's Annual Municipal Report contains a list of permissive exemptions granted for the year and the amount of tax revenue foregone. Permissive tax exemption is granted to not-for-profit institutions as per City policy and includes exemptions for religious institutions, service organizations and cultural institutions that form a valuable part of our community. Each year organizations can make an application for permissive exemption which are reviewed on a case-by-case basis.

**CORPORATION OF THE CITY OF WHITE ROCK  
CONSOLIDATED CAPITAL PROGRAM**

**Schedule 'B' to Bylaw No. 2377, 2021**

Note: This Schedule has been provided as an addendum to Schedule A. The figures in this Schedule are included in the consolidated figures in Schedule A.

	<b>2021 Budget</b>	<b>Budget Projections</b>			
		<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>CAPITAL EXPENSES</b>					
Municipal Engineering and Operations	\$ 8,594,000	\$ 2,411,000	\$ 3,387,000	\$ 2,955,000	\$ 6,332,000
Facilities	1,430,000	2,439,000	3,086,000	702,000	4,839,000
Vehicles	2,824,000	337,000	45,000	153,000	584,000
Parks	18,902,000	435,000	211,000	185,000	185,000
Protective Services	566,000	35,000	45,000	-	-
Information Technology	804,000	1,480,000	230,000	205,000	205,000
Parking	236,000	205,000	1,075,000	80,000	80,000
Capital Contingencies	1,100,000	1,200,000	1,300,000	1,400,000	1,400,000
Drainage Infrastructure	16,002,000	1,028,000	1,562,000	1,800,000	1,886,000
Sewer Infrastructure	2,960,000	675,000	2,223,000	2,070,000	2,023,000
Water Infrastructure	3,696,000	2,875,000	1,863,000	2,925,000	2,430,000
<b>Total Capital Expenses</b>	<b>\$ 57,114,000</b>	<b>\$ 13,120,000</b>	<b>\$ 15,027,000</b>	<b>\$ 12,475,000</b>	<b>\$ 19,964,000</b>
<b>FUNDING SOURCES</b>					
Reserve Funds	35,861,200	12,715,100	13,760,100	10,539,500	18,341,400
Development Cost Charges	897,100	129,800	1,055,900	1,302,200	1,089,300
Grants from Other Governments	16,070,400	37,600	-	333,300	333,300
Contributions	4,285,300	237,500	211,000	300,000	200,000
<b>Total Funding Sources</b>	<b>\$ 57,114,000</b>	<b>\$ 13,120,000</b>	<b>\$ 15,027,000</b>	<b>\$ 12,475,000</b>	<b>\$ 19,964,000</b>

**CORPORATION OF THE CITY OF WHITE ROCK**  
**CONSOLIDATED STATEMENT OF RESERVES AND DEVELOPMENT COST CHARGES**  
**Schedule 'C' to Bylaw No. 2377, 2021**

Note: This Schedule has been provided as an addendum to Schedule A. The reserve figures in this Schedule are included in the consolidated figures in Schedule A.  
Development Cost Charges are provided for information, but are deferred charges rather than reserves.  
Statutory reserves were established by bylaw in accordance with BC Municipal Legislation.

**FINANCIAL EQUITY (RESERVES)**

	2021 Budget	Budget Projections			
		2022	2023	2024	2025
Transfers (to) from:					
Operating Program	8,314,740	15,384,406	13,633,498	13,491,830	16,406,432
Capital Program	(35,861,200)	(12,715,100)	(13,760,100)	(10,539,500)	(18,341,400)
Change in Financial Equity (Reserves)	(27,546,460)	2,669,306	(126,602)	2,952,330	(1,934,968)
Change in Financial Equity (Reserves)	(27,546,460)	2,669,306	(126,602)	2,952,330	(1,934,968)
Financial Equity, Beginning of Year	83,921,157	56,374,697	59,044,003	58,917,401	61,869,731
<b>Financial Equity, End of Year</b>	<b>56,374,697</b>	<b>59,044,003</b>	<b>58,917,401</b>	<b>61,869,731</b>	<b>59,934,763</b>

**CHANGE IN FINANCIAL EQUITY (RESERVES)**

Accumulated Surplus Funds	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Non-Statutory Reserves	(20,881,888)	463,121	1,058,199	1,615,730	(6,918,344)
Statutory Reserves					
Land Sale Reserve	4,349	4,435	4,524	4,614	4,707
Equipment Replacement Reserve	(1,492,678)	354,446	752,802	699,777	602,363
Capital Works Reserve	(1,121,254)	(944,608)	(1,405,678)	1,180,088	1,148,342
Local Improvement Reserve	673	687	701	714	729
Community Amenity Reserve	(4,090,662)	2,756,225	(572,150)	(583,593)	3,192,235
<b>Change in Financial Equity (Reserves)</b>	<b>\$ (27,546,460)</b>	<b>\$ 2,669,306</b>	<b>\$ (126,602)</b>	<b>\$ 2,952,330</b>	<b>\$ (1,934,968)</b>

**FINANCIAL EQUITY (RESERVES) BALANCES**

Accumulated Surplus	\$ 8,806,060	\$ 8,841,060	\$ 8,876,060	\$ 8,911,060	\$ 8,946,060
Non-Statutory Reserves	29,003,925	29,467,046	30,525,245	32,140,975	25,222,631
Statutory Reserves					
Land Sale Reserve	221,762	226,197	230,721	235,335	240,042
Equipment Replacement Reserve	3,846,401	4,200,847	4,953,649	5,653,426	6,255,789
Capital Works Reserve	5,425,939	4,481,331	3,075,653	4,255,741	5,404,083
Local Improvement Reserve	34,338	35,025	35,726	36,440	37,169
Community Amenity Reserve	9,036,272	11,792,497	11,220,347	10,636,754	13,828,989
Total Statutory Reserves	18,564,712	20,735,897	19,516,096	20,817,696	25,766,072
<b>Total Financial Equity (Reserves)</b>	<b>\$ 56,374,697</b>	<b>\$ 59,044,003</b>	<b>\$ 58,917,401</b>	<b>\$ 61,869,731</b>	<b>\$ 59,934,763</b>

**DEVELOPMENT COST CHARGES (DCC RESERVES)**

Change in Statutory DCC Reserves					
Highways DCC	\$ (112,922)	\$ 157,115	\$ (282,526)	\$ (357,766)	\$ (418,552)
Drainage DCC	(340,204)	145,568	(104,222)	(141,556)	(154,487)
Parkland DCC	468,202	487,666	507,520	517,669	517,924
Sanitary DCC	29,647	40,340	(198,729)	(252,698)	(72,922)
Water DCC	80,639	92,351	104,299	12,454	96,534
<b>Change in Statutory DCC Reserves</b>	<b>\$ 125,362</b>	<b>\$ 923,040</b>	<b>\$ 26,342</b>	<b>\$ (221,897)</b>	<b>\$ (31,503)</b>
Statutory DCC Reserves					
Highways DCC	\$ 3,392,530	\$ 3,549,645	\$ 3,267,119	\$ 2,909,353	\$ 2,490,800
Drainage DCC	2,745,545	2,891,113	2,786,890	2,645,334	2,490,847
Parkland DCC	6,653,108	7,140,774	7,648,294	8,165,963	8,683,887
Sanitary DCC	911,488	951,828	753,100	500,402	427,481
Water DCC	1,370,451	1,462,802	1,567,101	1,579,555	1,676,089
<b>Total Statutory DCC Reserves</b>	<b>\$ 15,073,122</b>	<b>\$ 15,996,162</b>	<b>\$ 16,022,504</b>	<b>\$ 15,800,607</b>	<b>\$ 15,769,104</b>

# **The Corporation of the CITY OF WHITE ROCK BYLAW 2376**



A Bylaw to amend the  
"White Rock Zoning Bylaw, 2012, No. 2000" as amended

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The CITY COUNCIL of the Corporation of the City of White Rock in open meeting assembled ENACTS as follows:

1. Schedule A - Text of the *White Rock Zoning Bylaw, 2012, No. 2000* as amended is further amended by deleting the existing Section 6.16 CR-1 Town Centre Area Commercial/Residential Zone in its entirety and replacing it with a new Section 6.16 CR-1 Town Centre Area Commercial/Residential Zone as follows:

## **6.16 CR-1 Town Centre Area Commercial / Residential Zone**

The intent of this zone is to accommodate a mix of uses and activities, including residential and commercial development along with cultural and civic facilities, to support the ability of residents to walk to meet their daily needs. Containing the greatest concentration and variety of employment-generating uses, this zone establishes this area as the City's pedestrian and transit-focused growth area, consistent with the objectives and policies of the Official Community Plan.

### **6.16.1 Permitted Uses:**

The following uses are permitted in one (1) or more principal buildings:

- 1) *retail service group 1 uses*;
- 2) *subject to section 9 b), licensed establishments, including liquor primary, food primary, liquor store, agent store, u-brew, u-vin, and licensed manufacturer*;
- 3) *hotel*;
- 4) *civic use*;
- 5) *medical or dental clinic*;
- 6) *multi-unit residential use*;
- 7) *accessory home occupation* in conjunction with a *multi-unit residential use* and in accordance with the provisions of Section 5.3, and that does not involve clients of the home occupation accessing the building in person;
- 8) *one-unit residential use* accessory to a *retail service group 1 use* and limited to a storey above the portion of a building used for the *retail service group 1 use*.
- 9) *adult entertainment use* in accordance with the following provisions:
  - a) the *adult entertainment use* has a valid business license;
  - b) the *adult entertainment use* shall not operate in conjunction with a liquor licence in the same establishment;
  - c) the *adult entertainment use* shall not be located within 500 metres of a school;

- d) despite Section 6.16.2 Lot Size, the minimum *lot* width of a *lot* accommodating an *adult entertainment use* shall not be less than 45 metres;
- e) a *lot* accommodating an *adult entertainment use* must have a *lot line* common with North Bluff Road;
- f) a *building* accommodating an *adult entertainment use* must be set back a minimum of 50 metres from Johnston Road and 30 metres from any other public road; and despite Section 4.14.1 Off-Street Parking Requirements, parking for *adult entertainment use* shall be provided as follows: 1 parking space per every 18.6 m<sup>2</sup> (200 ft<sup>2</sup>) of commercial floor area.

#### 6.16.2 Lot Size:

- 1) Subject to section 9 c), minimum lot width, lot depth and lot area in the CR-1 zone are as follows:

<i>Lot width</i>	18.0m (59.0ft)
<i>Lot depth</i>	30.48m (100.0ft)
<i>Lot area</i>	548.64m <sup>2</sup> (5,905.5ft <sup>2</sup> )

#### 6.16.3 Lot Coverage:

- 1) *Lot coverage* per fee simple lot shall not exceed 65%.
- 2) Despite section 6.16.3(1), on a *lot* exceeding 3,035m<sup>2</sup> (0.75 acres) in area, the area of impermeable materials on the *lot* shall not exceed 90 percent of the total lot area, and the minimum horizontal (length or width) dimensions for any permeable areas included toward this calculation is 4.0m (13.1 ft).
- 3) For the purposes of section 6.16.3(2), the following materials are impermeable: asphalt, concrete, brick, and stone. Gravel, river rock less than 5 cm in size, wood chips, bark mulch, and other materials which have fully permeable characteristics when in place installed on grade with no associated layer of impermeable material (such as plastic sheeting) that would impede the movement of water directly into the soil below are excluded from the area of impermeable materials.

#### 6.16.4 Density:

The permitted maximum density is varied throughout this zone.

- 1) The maximum *gross floor area* shall not exceed 1.75 times the *lot area*.
- 2) Despite Section 6.16.4.1, maximum *gross floor area* may be increased if:
  - a) the owner of the *lot*
    - (i) provides a community amenity described in the City's *Community Amenity Reserve Fund Bylaw, 2017, No. 2190*, as amended, or
    - (ii) elects to pay to the City cash in lieu of the provision of the amenity under that bylaw in the amount of \$430 per square metre of *gross floor area* above 1.75 times the *lot area* in accordance with an amenity agreement

and a section 219 covenant granted to the City by the owner of the subject real property to secure the amenity;

b) the *lot* size meets the minimums in the table below; and

Minimum Lot Area	Maximum density ( <i>gross floor area</i> )
3,035m <sup>2</sup> (0.75 acres)	2.3 times the <i>lot</i> area
5,058m <sup>2</sup> (1.25 acres)	3.5 times the <i>lot</i> area
8,094m <sup>2</sup> (2.0 acres)	4.0 times the <i>lot</i> area*

\*maximum density may exceed 3.5 times the *lot* area only for lots north of Russell Avenue

c) the uses within a principal building on a *lot* include:

- i. a minimum of 30% of the dwelling units secured through a housing agreement registered on title as residential rental tenure for the life of the building; or
- ii. a minimum of 10% of the dwelling units secured through a housing agreement registered on title as residential rental tenure for the life of the building at rents 10% below the average rents for the primary rental market in the City as determined by Canada Mortgage and Housing Corporation; or
- iii. only non-residential uses.

3) Despite Section 6.16.4.1 and 6.16.4.2, if a development permit allowing density above 1.75 times the lot area for a *lot* has been issued for the construction of a *principal building* prior to December 31, 2020, the maximum *gross floor area* for that *lot* is the maximum *gross floor area* that applied at the time of development permit issuance.

#### 6.16.5 Building Heights:

The permitted maximum building height is varied throughout this zone.

- 1) *Principal buildings* shall not exceed a *height* of 10.7m (35.1ft).
- 2) Despite Section 6.16.5.1, maximum *heights* may be increased to a maximum of 13.7m (44.95ft) and a maximum of four (4) *storeys*, if the building is set back a minimum 7.0m from the *lot line* adjacent to Johnston Road, and the exterior wall of the top *storey* of a building facing Johnston Road is set back a minimum 2.0m from the exterior wall of the *storey* below it.
- 3) Despite Section 6.16.5.1, if a *lot* qualifies for the increased density described in section 6.16.4.2, the maximum permitted number of *storeys* for a *principal building* on the *lot* shall be in accordance with the number of *storeys* indicated by the following diagram, and in no case shall a *principal building* exceed a *height* of 90.0m (295.3ft).
- 4) Despite Section 6.16.5.1, if a development permit allowing a *principal building* with a maximum *height* over 10.7 metres for a lot has been issued for the construction of a *principal building* prior to December 31, 2020, the maximum *height* for that *lot* is the maximum *height* that applied at the time of development permit issuance.





6.16.6 Minimum Setback Requirements:

- 1) *Principal buildings and structures* in the CR-1 zone shall be sited in accordance with the following minimum *setback* requirements:

Setback	Principal Building	Structures
Front lot line (abutting Johnston Road)	15.24m (50ft) from the street centreline	0.0m (0.0ft) See s. 6.16.7
Front lot line (not abutting Johnston Road)	3.0m (9.84ft)	0.0m (0.0ft) See s. 6.16.7
Exterior side lot line (abutting Johnston Road)	15.24m (50ft) from the street centreline	0.0m (0.0ft) See s. 6.16.7
Exterior side lot line (not abutting Johnston Road)	3.0m (9.84ft)	0.0m (0.0ft) See s. 6.16.7
Interior side lot line	0.0m (0.0ft)	0.0m (0.0ft)
Rear lot line (abutting a street)	3.0m (9.84ft)	Not permitted
Rear lot line (abutting a lane)	0.0m (0.0ft)	Not permitted
Rear lot line (abutting another lot)	0.0m (0.0ft)	Not permitted

- 2) Where the *lot line* abuts another *lot* zoned CR-1 or CD and permitting a principal building that exceeds a height of 13.7 m (44.95ft), the portion of the *principal building* above 13.7m (44.95ft) shall be located a minimum of 12.2m (40.0ft) from the *lot line* to ensure a minimum separation distance of 24.4m (80.0ft) between buildings above 13.7m (44.95ft) in height.

6.16.7 Ancillary Buildings and Structures:

Except as otherwise provided in Section 4.13 and in addition to the provisions of sub-section 6.16.6 above, the following also applies:

- 1) *ancillary buildings* are not permitted.
- 2) *ancillary structures* shall not be sited less than 3.0m from a *principal building* on the same *lot*.
- 3) despite sub-sections 6.16.6 and 6.16.7 (2), patios and awnings are permitted in the front and exterior side yard areas in accordance with White Rock License Agreement (Sidewalk Café / Business License) Bylaw requirements.

6.16.8 Accessory off-street parking shall be provided in accordance with the provisions of Section 4.14.

6.16.9 Accessory off-street loading spaces shall be provided in accordance with the provisions of Section 4.15.

6.16.10 Bicycle parking facilities shall be provided in accordance with the standards of Section 4.16.2 and in the quantities indicated in Section 4.16.3.

6.16.11 Adaptable Units:

In a building containing a multi-unit residential use, a minimum of 50% of the dwelling units shall be adaptable housing units that are constructed to comply with the Adaptable Housing standards prescribed in the *British Columbia Building Code*.

2. This bylaw may be cited for all purposes as “*Zoning Amendment Bylaw, 2021, No. 2376*”.

Read a first time this                      22        day of                      February, 2021

Read a second time this                      22        day of                      February, 2021

Considered at a Public Hearing this    19        day of                      April, 2021

Read a third time this                                      day of                      , 2021

Adopted this                      day of                      , 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Corporate Administration

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



**DEVELOPMENT VARIANCE PERMIT NO. 436**

1. This Development Variance Permit No. 436 is issued to **BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 36 (SURREY)** as the owner and shall apply only to ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the City of White Rock, in the Province of British Columbia, and more particularly known and described as:

Legal Description: Lot 1, Plan BCP15882, Section 11, Township 1, New Westminster Land District, White Rock Elem & Semiahmoo Sr Sec

PID: 026-188-899

As indicated on Schedule A

2. This Development Variance Permit No. 436 is issued pursuant to the authority of Section 498 of the *Local Government Act, R.S.B.C. 2015, Chapter 1* as amended, and in conformity with the procedures prescribed by "White Rock Planning Procedures Bylaw, 2017, No. 2234," as amended.
3. The provisions of the "City of White Rock Zoning Bylaw, 2012, No. 2000," as amended, is varied as follows:
  - (a) Section 6.22.4 is varied to permit a *principal building* having a maximum height 12.4 metres, being measured to the "top of ridge" of the roof.
  - (b) Pursuant to Section 4.13.4 of the Zoning Bylaw, the "cupolas", having a maximum height of 15.7 metres, are deemed to be exempt from the maximum height of buildings subject to any specified limit on roof coverage.
4. Said lands shall be developed in accordance with all terms, conditions, and provisions of this permit and any plans and specifications attached to this permit which shall form a part hereof.
5. Terms and Conditions:
  - (a) The development shall generally conform to the drawings attached hereto as Schedule B.
6. Where the holder of this Development Variance Permit does not receive final approval of a building permit for the proposed development within two (2) years after the date this Permit was issued, the Permit shall lapse, unless the Council, prior to the date the Permit is scheduled to lapse, has authorized the extension of the Permit.
7. This permit does not constitute a Sign Permit, a Tree Management Permit or a Building Permit.

Authorizing Resolution passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_ 2021.

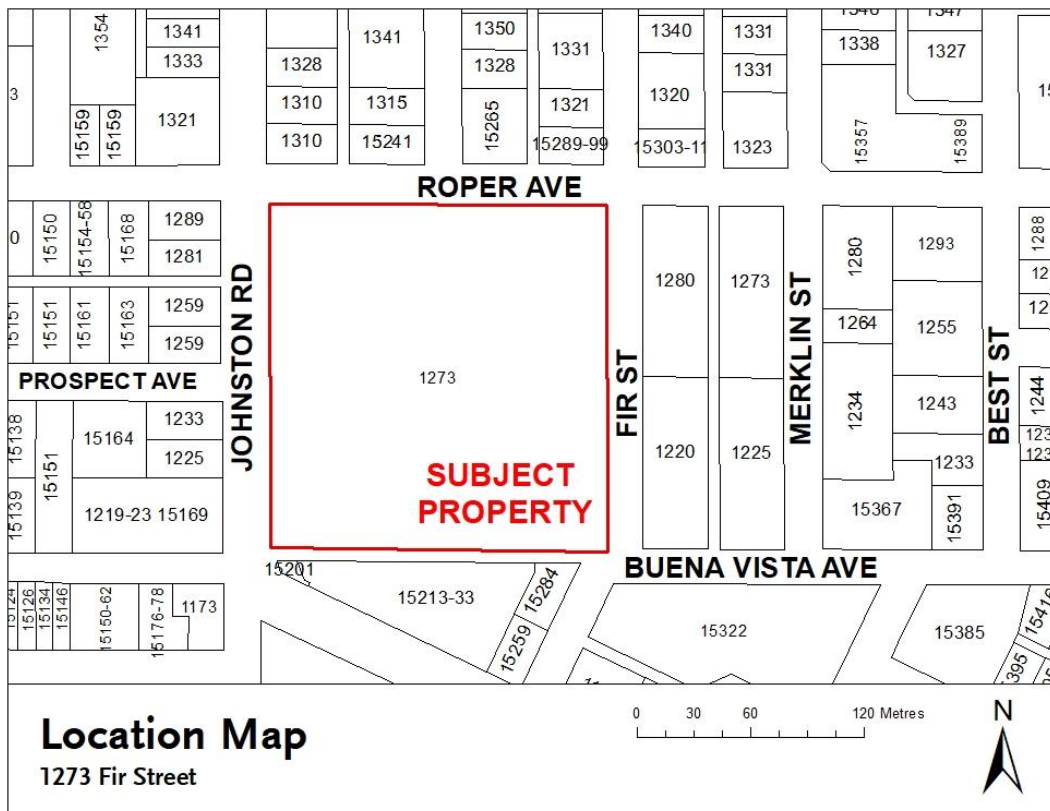
This development variance permit has been executed at White Rock, British Columbia, the \_\_\_\_\_ day of \_\_\_\_\_ 2021.

The Corporate Seal of THE CORPORATION  
OF THE CITY OF WHITE ROCK was hereunto  
affixed in the presence of:

\_\_\_\_\_  
Mayor – Darryl Walker

\_\_\_\_\_  
Director of Corporate Administration – Tracey Arthur

## Schedule A Location Map



**Schedule B**  
**Architectural Drawings**  
[cover page]

**For Metro Vancouver meetings on Friday, March 26, 2021**

*Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact:*

[Greg.Valou@metrovancover.org](mailto:Greg.Valou@metrovancover.org).

**Metro Vancouver Regional District****E1.1 Draft Clean Air Plan****APPROVED**

This report presented the draft Clean Air Plan, Metro Vancouver's plan to reduce greenhouse gas emissions and improve air quality in our region over the next 10 years. The draft plan was developed based on feedback received in 2019 and 2020, as well as recent modelling work. The draft plan presents actions to reduce air contaminant emissions (including health-harming air contaminants and greenhouse gases) from transportation, buildings and industry, and will support engagement and development of the final Clean Air Plan. The draft plan also outlines a process to introduce equity considerations. The Clean Air Plan will support Climate 2050's vision of a carbon neutral region by identifying the initial actions needed to meet the region's 2030 greenhouse gas target.

The Board authorized staff to proceed with engagement on the draft Clean Air Plan.

**E1.2 Draft Climate 2050 Buildings Roadmap****APPROVED**

This report presented the draft Climate 2050 Buildings Roadmap, the first in a series of 10 Climate 2050 Roadmaps that will guide Metro Vancouver's policies and collective actions to transition to a carbon neutral, resilient region by 2050. The draft Buildings Roadmap lays out strategies and actions that will accelerate the transition to a zero emissions and resilient building stock by 2050. Preliminary modelling results estimate that completing these aggressive but achievable actions will have a significant impact on greenhouse gas emissions, but over time more work will need to be done to identify and undertake additional actions in order to reach our 2030 and 2050 climate targets. Future work will include establishing methods and key data sources to quantify the impact of the resiliency actions in the Buildings Roadmap. The draft will inform further engagement, with the intention to bring an updated Buildings Roadmap for endorsement by the MVRD Board in fall 2021.

The Board authorized staff to proceed with engagement on the draft Climate 2050 Buildings Roadmap, as presented.

**E2.1 Metro 2050 Draft Policy Language – Goals 1 and 2****RECEIVED**

Metro Vancouver, working with the Metro 2050 Intergovernmental Advisory Committee, has drafted content for Metro 2050's goals 1 and 2 as part of the update to the regional growth strategy. The content has been prepared using the MVRD Board endorsed policy recommendations for each of the 11 themed Metro 2040 policy reviews. The draft policies reflect requested input from member jurisdictions, TransLink, and other regional stakeholders.



The proposed changes to goals 1 and 2 focus on:

- new and enhanced policies that support focusing residential and employment growth in close proximity to public transit using a new regional tool called the “Major Transit Growth Corridors”
- expanding the types of Urban Centres and Frequent Transit Development Areas to give member jurisdictions greater flexibility to identify areas of growth potential versus more stable neighbourhoods
- new tools that help member jurisdictions continue to build complete communities
- enhancing the protection of the region’s industrial areas
- providing greater clarity around the role of employment and rural areas

The draft content for Metro 2050 goals 3, 4, and 5 and the implementation section is being drafted and will be presented to the Regional Planning Committee and Board for information at the April and May meetings. A complete draft of Metro 2050 will be presented to the Regional Planning Committee and MVRD Board in July for referral for comment between August and December 2021.

The Board received the report for information.

## **E2.2 Social Equity and Regional Growth Study**

**RECEIVED**

This report conveyed the results of the *Social Equity and Regional Growth Study: Considerations for Integrating Social Equity into Regional Planning and Metro 2050*. The purpose of this study was to explore and help Metro Vancouver staff develop a greater understanding of social equity considerations in the region as they relate to regional planning efforts, and to develop guidance on how best to evaluate the policies of the regional growth strategy from a social equity perspective.

The study includes:

- a set of 49 social equity indicator maps
- a proposed refined definition of social equity
- a set of recommended areas for priority action in land use and transportation planning
- recommended performance measures to use in Metro 2050

Additionally, a suggested social equity analysis tool was prepared as part of the project, and staff will evaluate the tool in terms of effectiveness and assess potential future use.

The Board received the report for information and directed staff to send this report to member jurisdictions for review and comment back to Metro Vancouver.

**E2.3 Metro 2050 Phase 1 Engagement Report****RECEIVED**

Following direction from the MVRD Board in September 2019, Regional Planning staff began implementing the Metro 2050 Engagement Plan in support of Phase 1 of the update to Metro 2040, the regional growth strategy. The focus of Phase 1 was to review Metro 2040 by topic area, consider what is working well, and to identify opportunities for improvement. Engagement has focused on four audiences: the strategy's signatories, non-signatory regional interests, First Nations and the broader public.

Through public events that attracted 600 participants, email newsletters, social media promotions including videos, 8,000 visits to the web resources, and 30,000 responses to a survey on values pertaining to regional growth, the reach of the engagement to date is about 120,000 people. This is in addition to working directly with member jurisdictions and other signatories. The input received to date is being considered as staff work with signatories and other stakeholders on draft Metro 2050 content. A six-month comment period is planned for the latter half of 2021, where the focus of engagement will be with member Councils, other signatory Boards, First Nations and the public.

The Board received the report for information.

**E3.1 Vancouver Police Department's Mental Health Program****APPROVED**

At its March 5, 2021 meeting, the Mayors Committee received a presentation from Vancouver Police Department Superintendent Fiona Wilson and Sgt. A.J. Benefield, and considered the presentation titled "Vancouver Police Department Mental Health Unit."

The Committee discussed challenges facing Metro Vancouver communities from individuals struggling with mental health issues and associated impacts on police services. Members recognized limitations for local jurisdictions and the need to advocate for provincial funding to improve community-based mental health programs across Metro Vancouver.

The Board resolved to write a letter to the Province and the Special Committee on Reforming the Police Act requesting increased regional access to mental health services to partner and support police in all Metro Vancouver communities.

**E4.1 Regional Parks Plan Update****APPROVED**

Metro Vancouver is undertaking an update of the Regional Parks Plan which describes the strategic vision for Regional Parks. The update will confirm Metro Vancouver's existing "protect and connect" mandate for regional parks and ensure the plan addresses the key issues of climate change, social equity, and human health and wellness. The updated plan will guide delivery of the Regional Parks Service in a growing region for the next 30 years and provide a 10-year implementation plan and updated performance metrics. Input from member jurisdictions, other government agencies, First Nations, stakeholders, subject matter experts and the public is important to the completion of the Regional Parks Plan update.

The Board authorized staff to proceed with Phase 1 of the Regional Park Plan update as presented.

**E5.1 Allocation of COVID-19 Safe Restart Grant****APPROVED**

As part of the Provincial and Federal government response to the COVID-19 pandemic, a funding stream was established to provide direct grants to local governments. This funding stream is called “COVID-19 Safe Restart Grants for Local Government” and provides \$425 million for local operations impacted by COVID-19.

Metro Vancouver received a total one-time grant of \$2,325,000 in November 2020 and proposes to apply \$1,737,322 to extraordinary costs incurred in 2020, with the remainder reserved for use in 2021.

The Board approved the allocation of COVID-19 Safe Restart Grant funding per the Schedule – Allocation of COVID-19 Safe Restart Grant as presented.

**G1.1 Metro Vancouver Regional District Dedication of Land as Regional Park Bylaw No. 1319, 2021****APPROVED**

The Local Government Act authorizes a regional district to dedicate land as regional park by way of a bylaw. The bylaw presented in this report dedicated land acquired in 2020 by MVRD for use as regional parks, particularly as part of Aldergrove Regional Park, Burns Bog Ecological Conservancy Area, Crippen Regional Park and Kanaka Creek Regional Park.

Work is in progress in 2021 to review regional park land that is not currently not dedicated for inclusion in a future bylaw.

The Board gave first, second and third readings to Metro Vancouver Regional District Dedication of Land as Regional Park Bylaw No. 1319, 2021; then passed and finally adopted the aforementioned bylaw.

**G2.1 Indemnification Authorization Bylaw Updates – MVRD Amending Bylaw 1318, GVWD Amending Bylaw 254, and GVS&DD Amending Bylaw 343****APPROVED**

Local government indemnification bylaws provide coverage for elected officials, officers, employees and volunteers for actions taken in the performance of duties or functions. The indemnification bylaws enacted in 2002 are based on older legislation that has since been revised.

The Board gave first, second and third readings to Metro Vancouver Regional District Indemnification Authorization Amending Bylaw No. 1318, 2021, then passed and finally adopted said bylaw. Furthermore, the Board resolved that the Board’s resolution of November 27, 2020 relating to indemnification for all regional district officials in relation to the Cleveland Dam spillway gate event of October 1, 2020 ceases to have any force and effect.

**I 1 Committee Information Items and Delegation Summaries****RECEIVED**

The Board received an information item from a Standing Committee.

**Finance and Intergovernment Committee – March 10, 2021**

Information Items:

**5.2 Alternate Models for Single Sewerage Area Allocation**

The 2019-2022 Board Strategic Plan includes an action to evaluate the implications of moving to a single sewerage area over the long term. A single sewerage area would ensure that costs for Liquid Waste Services are allocated across GVS&DD members following user-pay principles, improve predictability and reduce volatility of rates and enable the implementation of significant regionally beneficial environmental, climate change and resilience improvements.

While a single sewerage area provides long-term benefits, there needs to be consideration of previous cost allocations for treatment plant upgrades and combined sewer elimination. These past practices will make immediate transition to a single sewerage area difficult and a long-term staged approach is contemplated. Options for long-term staged transition to a single sewerage area will be developed with the assistance and advice of the Regional Engineers and Regional Finance Advisory Committees.

**Greater Vancouver Water District****E1.1 Corrosion Control Program: Copper Pipes Protection****RECEIVED**

The Greater Vancouver Water District drinking water supply is naturally low in pH, resulting in accelerated corrosion of building plumbing systems, including copper piping, brass fixtures and similar appurtenances. With the completion of the major water treatment infrastructure upgrades, further pH and alkalinity adjustments can be made for water entering the transmission system. This will help reduce leaks in pipes caused by copper corrosion and preserve the lifespan of pipes and hot water tanks.

The pH and alkalinity adjustments are planned for spring 2021, and the new target levels will be 8.3 to 8.5 for pH and 20.0 mg/L as calcium carbonate (CaCO<sub>3</sub>) for alkalinity. These changes will have no impact the water's taste or smell, and assures continued compliance with the Guidelines for Canadian Drinking Water Quality. Metro Vancouver will provide notification of these changes to key end users that may be impacted.

The Board received the report for information.

**E1.2 Capital Funding Redirection for Water Services Projects****APPROVED**

Water Services has identified that seven projects were approved in previous capital budgets by the Board, but not captured in the 2021 Capital Budget. Water Services has also identified two projects approved in the 2021 Capital Budget experiencing delays that will result in spending shortfalls adequate to cover the identified cash flow deficiencies from the seven additions.

The Board approved the addition of seven Water Services projects to the 2021 Capital Budget, totalling \$5.3 million, to be funded from existing approved cash flow.

**G1.1 Indemnification Authorization Bylaw Updates – MVRD Amending Bylaw 1318, GVWD Amending Bylaw 254, and GVS&DD Amending Bylaw 343****APPROVED**

Local government indemnification bylaws provide coverage for elected officials, officers, employees and volunteers for actions taken in the performance of duties or functions. The indemnification bylaws enacted in 2002 are based on older legislation that has since been revised.

The Board gave first, second and third readings to Greater Vancouver Water District Indemnification Authorization Amending Bylaw No. 254, 2021, then passed and finally adopted said bylaw. Furthermore, the Board resolved that the Board's resolution of November 27, 2020 relating to indemnification for all regional district officials in relation to the Cleveland Dam spillway gate event of October 1, 2020 ceases to have any force and effect.

**I 1 Committee Information Items and Delegation Summaries****RECEIVED**

The Board received information items from Standing Committees.

**Water Committee – March 11, 2021**

Information Items:

**5.1 GVWD Electrical Energy Use, Generation and Management**

The GVWD Electrical Energy Use, Generation and Management report outlines electrical energy use by the water utility, energy generation and energy management projects. GVWD avoids electricity purchases of between \$400,000 to \$600,000 annually by generating electrical energy at four facilities. Energy management projects completed since 2015 provide an additional estimated annual savings of 2.7 gigawatt hours or \$180,000.

**5.3 Drinking Water Management Plan Update**

The Drinking Water Management Plan (DWMP) sets the direction for GVWD and will help guide strategic decision making in a defensible and transparent way. It has been almost 10 years since the DWMP was updated and a current update is needed to reflect the evolution of our regional drinking water system and how it will adapt to future challenges such as population growth, financial constraints and climate change impacts. Unlike the previous versions of the DWMP, Metro Vancouver is working to produce a set of measurable outcomes and benefits that will make the plan more effective and efficient.

Water Services and Liquid Waste Services will develop a “One Water” approach, uniting the management of all water in the form of drinking water, stormwater and wastewater in areas where synergies and overlap exist. The plan is scheduled for development over three years for endorsement by the Board.

## **Greater Vancouver Sewage and Drainage District**

### **E1.1 Grant Funding Application for Northwest Langley Digestion and Biogas Facilities Ground Improvements**

**APPROVED**

On December 1, 2020, the Provincial and Federal governments announced a new \$80.29-million COVID-19 Resilience Infrastructure Stream under the Investing in Canada Infrastructure Program with an application deadline of January 27, 2021. The new stream — created in response to the effects of COVID-19 on communities across the province — specifically targets eligible projects (up to \$10 million in total costs) starting before September 30, 2021 and completing by December 31, 2021.

A grant application for the Northwest Langley Digestion and Biogas Facilities Ground Improvements project was submitted January 27, 2021. This project was the only project identified in Metro Vancouver as meeting the grant funding requirements. Response from the Province is expected in late spring 2021. Funding for the project is currently included in Metro Vancouver 2022 Capital Budget.

The Board supported the Northwest Langley Digestion and Biogas Facilities Ground Improvements and supported the application for grant funding of \$9,999,995 for the project through the Investing in Canada Infrastructure Program, and if the application is successful, committed to financing the project’s eligible costs until associated federal and provincial government contributions are received, and funding any ineligible costs and potential costs overruns associated with the project.

### **E2.1 Liquid Waste Heat Recovery Policy Amendments to Expand Opportunities for Sewer Heat Recovery**

**APPROVED**

Metro Vancouver has the opportunity to reduce greenhouse gas emissions by enabling the provision of capital funding for new facilities that will provide renewable, fossil fuel-free heat extracted from sewage to residents and businesses in the region. Staff proposed an amendment to the Liquid Waste Heat Recovery Policy to expand the scope of allowed investments in such projects.

Four clean energy projects are under development. There is enough excess heat in the liquid waste collection system to heat 700 high-rises throughout the region, so future opportunities exist for providing energy to additional district energy systems. If this change is approved, cost-effective capital investments in collection system-based heat recovery projects with participation of municipalities will be brought to the Board for consideration.

A related proposal is under consideration by the Finance and Intergovernment Committee to amend the Cost Apportionment Bylaw — to apply Tier III Project cost apportionment (100 per cent regional allocation) — to regional wastewater resource recovery projects, because of the regional and global benefits these projects provide.



The Board approved the revised Liquid Waste Heat Recovery Policy as presented and directed staff to work with members to assess the range of options available for carbon accounting for liquid waste heat recovery projects, and if appropriate, develop a framework for allocation of carbon offset credits among members and report back to the Board by the end of 2021.

### **E3.1 Award of Contract Resulting from Request for Proposal No. 20-143: Inspection Services at Solid Waste Regional Facilities**

**APPROVED**

Metro Vancouver received and evaluated three proposals in response to Request for Proposal No. 20-143: Inspection Services at Solid Waste Regional Facilities. Stasuk Testing and Inspection Ltd. submitted the highest overall ranked proposal. With increased hourly inspection costs compared to the previous contract, the recommended award was based on slightly reduced annual inspection hours to fit within the available budget. The paperless inspection process now in place has increased inspection efficiency and staff are exploring options to reduce inspection requirements over time while ensuring waste reduction and recycling efforts are not compromised.

The Board approved award of a three-year contract in the amount of up to \$3,674,026 (exclusive of taxes) to Stasuk Testing and Inspection Ltd., resulting from Request for Proposal No. 20-143: Inspection Services at Solid Waste Regional Facilities, subject to final review by the Commissioner.

### **G1.1 Tier III Cost Apportionment Bylaw Amendments**

**APPROVED**

Metro Vancouver has the opportunity to reduce greenhouse gas emissions by enabling the provision of capital funding for new facilities that will provide renewable, fossil fuel-free heat extracted from sewage to residents and businesses in the region. There is enough excess heat in the liquid waste collection system to heat 700 high-rises throughout the region. These clean energy projects become viable when the value of carbon is reflected in the initial capital investment.

The Board approved the amendments to the Greater Vancouver Sewerage and Drainage District Cost Apportionment Bylaw No. 283, 2014 as presented, which will allocate all future sewer heat project costs as 100 per cent regional allocation; gave first, second and third readings to Greater Vancouver Sewerage and Drainage District Cost Apportionment Amending Bylaw No. 342, 2021, then passed and finally adopted said bylaw.

### **G1.2 Indemnification Authorization Bylaw Updates – MVRD Amending Bylaw 1318, GVWD Amending Bylaw 254, and GVS&DD Amending Bylaw 343**

**APPROVED**

Local government indemnification bylaws provide coverage for elected officials, officers, employees and volunteers for actions taken in the performance of duties or functions. The indemnification bylaws enacted in 2002 are based on older legislation that has since been revised.

The Board gave first, second and third readings to Greater Vancouver Sewerage and Drainage District Indemnification Authorization Amending Bylaw No. 343, 2021, then passed and finally adopted said bylaw.

**I 1 Committee Information Items and Delegation Summaries****RECEIVED**

The Board received information items from Standing Committees.

**Liquid Waste Committee – March 11, 2021**

Information Items:

**5.1 Alternate Models for Single Sewerage Area Allocation**

The 2019-2022 Board Strategic Plan includes an action to evaluate the implications of moving to a single sewerage area over the long term. A single sewerage area will ensure that costs for the Liquid Waste Services are allocated across GVS&DD members following user-pay principles, improve predictability and reduce volatility of rates and enable the implementation of significant regionally beneficial environmental, climate change and resilience improvements.

While a single sewerage area provides long-term benefits, there needs to be consideration of previous cost allocations for treatment plant upgrades and combined sewer elimination. These past practices will make immediate transition to a single sewerage area difficult and a long term staged approach is contemplated. Options for long-term staged transition to a single sewerage area will be developed with the assistance and advice of the Regional Engineers and Regional Finance Advisory Committees.

**Zero Waste Committee – March 12, 2021**

Information Items:

**5.3 United Boulevard Recycling and Waste Centre Opening Plan**

The United Boulevard Recycling and Waste Centre will be one of the most comprehensive solid waste facilities in North America, with recycling opportunities significantly enhanced compared to the current facility. An opening plan has been developed to ensure a smooth transition from the current Coquitlam Recycling and Waste Centre to the new facility and communicate the importance of the new facility within Metro Vancouver's solid waste management system to the public, facility users and other stakeholders. This report outlines the opening plan for the new facility along with communications activities. The facility is expected to open in late spring 2021.

**5.4 2020 Waste Composition Study Results**

Metro Vancouver conducts regular waste composition studies to better understand the types of material disposed in the region and assess trends over time. The 2020 Waste Composition Study reflects atypical disposal habits likely influenced by the ongoing COVID-19 pandemic such as the disposal of personal protective equipment. A decrease in commercial/institutional waste disposal accompanied by an increase in residential waste disposal resulted in a shift in overall waste composition, including a notable decrease in compostable organics. Some single-use items (such as retail bags and takeout containers) increased while others (such as utensils and cups) decreased. Subsequent annual waste composition studies will allow Metro Vancouver to evaluate any lasting disposal trends. The study results highlight the importance of new initiatives such as the alternative fuel and recyclables recovery project that targets wood from small loads as well as ongoing initiatives to reduce single-use items.



### 5.5 Create Memories Not Garbage 2020 Campaign Results

The holidays can be a heavy consumption season resulting in unnecessary waste and 2020 was no exception due to a dramatic increase in shipping waste from online purchases. To address shipping waste, the “Create Memories, Not Garbage” campaign promoted low-waste gift and wrapping tips while also offering tips to help residents dispose of their shipping packaging. A region-wide, three-phased media promotion delivered relevant messages at each buying and disposing stage. The campaign continues to achieve strong reach and engagement with the top-performing digital tactic reaching 15 per cent more people than 2019, a 1,000-per-cent increase in Pinterest clicks compared to 2019, and 25 per cent of website traffic coming from Google Search. The campaign’s website survey revealed that low-waste wrap continues to be the most likely way residents will reduce their waste. While a similar campaign approach is planned for 2021, the increase in online competition will result in more focused, high-performing digital tactics.

## Metro Vancouver Housing Corporation

### E1.1 Energy Management Update – Metro Vancouver Housing

**RECEIVED**

Energy use represents one of Metro Vancouver Housing’s largest operating costs and is the primary source of its greenhouse gas (GHG) emissions. Energy is used to heat, light and ventilate its portfolio of residential buildings, to manage solid waste generated at those buildings, and to operate its small fleet of vehicles. In 2016, Metro Vancouver Housing implemented a capital investment methodology that incorporates life cycle costing analyses into the capital maintenance upgrade process to assist Housing in managing energy costs and GHG emissions. Since 2016, projects implemented have reduced natural gas use by 14 per cent, reduced energy costs by \$81,407, and reduced GHG emissions by 14 per cent. The life cycle net present value savings that will be achieved will exceed the cost of the capital investments by \$1 million.

The Board received the report for information.

### E1.2 Pembina Reframed – Housing Retrofit Evolution

**RECEIVED**

Metro Vancouver Housing is a core member of the Reframed Initiative, a joint initiative with the Pembina Institute, BC Housing, BC Non-Profit Housing Association and the City of Vancouver. Members will work together to demonstrate the technical and economic feasibility of whole-building, replicable, deep retrofits that include significant reduction of total energy use from the pre-retrofit baseline, decarbonisation, and upgrades relating to climate adaptation, seismic, and fire safety.

The Reframed Initiative will conduct an exploration lab to define deep retrofits followed by demonstration retrofits with technical experts. The exploration lab and the demonstration retrofits will involve innovative construction methods being used elsewhere in Ontario and in Europe. With the demonstrated results and ongoing monitoring of the building, the core members aim to accelerate development and adoption of emergent retrofit technologies.

Reframed intends to increase uptake of design and construction of deep retrofits by engaging a wide range of stakeholders such as municipalities, financiers, insurers, contractors, suppliers, and ultimately property owners.

The Board received the report for information.

**From:** [Debbie Johnstone](#)  
**To:** [Debbie Johnstone](#)  
**Subject:** Proclamation or Greeting Letter/Video Request for 2021 Falun Dafa Day  
**Date:** April 7, 2021 9:52:13 AM

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**From:** Falun Dafa <[fldf.van@gmail.com](mailto:fldf.van@gmail.com)>  
**Sent:** April 2, 2021 4:19 PM  
**To:** Darryl Walker <[DWalker@whiterockcity.ca](mailto:DWalker@whiterockcity.ca)>  
**Subject:** Proclamation or Greeting Letter/Video Request for 2021 Falun Dafa Day

*CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.*

Dear Mayor Darryl Walker,

Hope you and your loved ones have been safe and well.

We are writing today to respectfully request a proclamation or greeting letter/video in recognition of Falun Dafa Day for this year (May 13, 2021). This is an annual celebration of the contributions of the Falun Dafa community in Canada and to honor the values of truthfulness, compassion, and forbearance.

[Falun Dafa](#) (also known as Falun Gong) is a spiritual practice for mind and body, rooted in the ancient schools of cultivation in China. It consists of meditative exercises, and a moral philosophy aimed at the promotion of virtue. At the core of Falun Dafa's teachings are the tenets of "Truthfulness, Compassion, and Forbearance."

Tens of millions of people from diverse cultural backgrounds in over 100 countries, including Canada, benefit from practicing Falun Gong, where the [free teachings](#) help people improve their [mental, moral, and physical wellbeing](#) and contribute to a more healthy and harmonious society.

Falun Dafa practitioners have also helped Canadians during these difficult times, by offering free meditation exercise instruction in [communities](#) and [online classes](#). As traditional Chinese culture believes, and [scientific studies](#), as well as [survey results](#), are now proving, the connection between mind and body is key for a healthy immune system and to combat illness and stress.

As you may be aware, for the past 22 years, major [human rights](#) organizations have documented the nation-wide campaign of hatred, torture, mass imprisonment, and killing of people who practice Falun Gong in China, including [evidence](#) of practitioners [being murdered for their vital organs](#) that are being sold by the Chinese Communist Party (CCP). International legal experts say that [crimes against humanity](#), and [genocide](#), have occurred.

Facing two decades of unspeakable atrocities, the Falun Dafa community, both within China and abroad, have endured with resolute non-violence and persistence to uphold freedom and universal values. This has garnered worldwide recognition, including thousands of greetings and proclamations from governments and officials.

By sending a proclamation/greeting to mark Falun Dafa Day, you help affirm Canada's commitment to human rights, freedom of conscience, and to the values of truthfulness, compassion and tolerance and its benefits to Canadians.

We would truly appreciate if you could please send it to us by May 10th, 2021. Should you have questions, please don't hesitate to contact us. For more information, please visit <https://faluninfo.net>

Sincerely,

Sue Zhang

on behalf of Falun Dafa Association of Vancouver  
604-401-2797

\*\*\*\*\*

**Greetings, proclamations for Falun Dafa Month Celebration 2020 (excerpt, 102 greetings):**

This wonderful celebration is an opportunity to recognize the enduring teachings of Falun Dafa. Through the promotion of the universal principles of truthfulness, compassion and tolerance, this traditional Chinese practice has attracted a loyal following around the world. On behalf of Canada's Official Opposition, I am proud to salute the Falun Dafa Association of Canada for their diligent efforts to share this beneficial practice with Canadians. **–Hon. Andrew Scheer, Leader of the Official Opposition, Greetings for Falun Dafa Celebration 2020**

As peaceful practitioners in more than 100 nations mark the occasion, I am honoured to add my endorsement to your efforts, as you strive to help advance the values of openness, tolerance and freedom of conscience and religion here in Canada and globally. Today as we raise our voices in a united call for openness, tolerance and freedom of conscience and religion, please know there are those of us within the Liberal Party, who stand with you as friends **–Hon. Judy Sgro, MP, Co-Chair of Parl Friends for Falun Gong, Greetings for Falun Dafa Celebration 2020**

Regret we can't celebrate World Falun Dafa Day/Month on the Hill or Toronto City Hall this year...but millions around world reflecting on founding principles of Truthfulness, Compassion, Tolerance. I along the millions of Canadians dream a day...after all, when the tenet of Falun Dafa can be spoken out aloud in TianAnMen Square, Zhen, Shan, Ren. **–Hon. Peter Kent, MP, Co-Chair of Parl Friends for Falun Gong, twitter and video on May 13<sup>th</sup> Falun Dafa Day celebration, 2020**

The history of the world would have been profoundly in different in a more positive way had more people practiced Falun Gong. Knowing that and believing in the good will and leaders of the current members I am encouraged in how members of Falun Dafa will contribute to our communities into the future.

**–Kevin Lamoureux, MP, greetings for Falun Dafa Month 2020**

It is my sincere pleasure to extend greetings on behalf of Her Majesty Queen Elizabeth II, Queen of Canada,..., the world is facing the challenges of the COVID-19 pandemic,... The beautiful tenants of your practice – truthfulness, compassion and forbearance – are more relevant than ever. Thank you for promoting peace and harmony in the world.

**–Hon. W. Russell Mirasty, Lieutenant Governor, Saskatchewan, Greetings for 2020**

As Parliamentary Leader of the Green Party of Canada and Member of Parliament for Saanich-Gulf Islands, I am pleased to extend my warmest congratulations to the Falun Dafa community as you gather to celebrate Falun Dafa Day. I have great respect for the principles of Truth, Benevolence and Forbearance.

**–Elizabeth May, MP, Parliamentary Leader of the Green Party, greetings for 2020**

Due to the unprecedented and exceptional circumstances brought on by the Covid-19 pandemic this year, we are unable to come together to mark this occasion on the Hill. Nevertheless, I would like to convey my continued and wholehearted support for the Falun Dafa Association of Canada and their positive contributions to our society. **–Thanh Hai Ngo, Senator, greetings for Falun Dafa Month 2020**

As you celebrate another amazing year of work dedicated to promoting harmony and goodwill in society. Thank you for your continued commitment to peace around the world. This has been exemplified through your efforts in improving individual spiritual, mental and physical wellbeing.

**–Nathaniel Erskine-Smith, MP, greetings for Falun Dafa Month 2020**

The Falun Dafa community promotes the practice of Truthfulness, Compassion and Forbearance. I stand with you in emphasizing the importance of these universal human values and their benefit to individual practitioners and to the world. **–Garnett Genuis, MP, greetings for Falun Dafa Month 2020**

To celebrate what you stand for, for peace, for justice, for freedom and human rights.....To all those celebrating the 28th year of #FalunDafa I wish you a joyous anniversary! On this auspicious day, I reiterate my commitment to stand with you in your struggle against violence, tyranny, oppression, and dictatorship.

**–James Bezan, MP, Twitter and Video for Falun Dafa Month 2020**

**We also received greetings from:** MP Jenica Atwin, MP Rachael Harder, MP Kyle Seebach, MP John Brassard, MP Eric Duncan, MP Ted Falk, MP Brad Vis, MP Tamara Jansen, MP Marc Dalton, MP David Sweet, MP Michael Barrett, MP Scott Reit, MP Colin Carrie, MP Stephanie Kusie, MP Pat Kelly, MP Tom Kmiec, MP Len Webber, MP Jag Sahota, MP Heather McPherson, MP Kerry Diotte, MP Mike Lake, MP Kelly McCauley, MP Ziad Aboultaif, MP Dane Lloyd, MP Michael Cooper, MP Chris Warkentin, MP Shannon Stubbs, Former Senator Con Di Nino, MP Hon. Pierre Poilievre

Hon. Leela Aheer, MLA, AB, Hon. Peter Bethlenfalvy, MPP Mike Schreiner, MPP Lucille Collard, MPP France Gelin, MPP Daisy Wai, MPP Chris Glover, MPP Sheref Sabawy, MPP Stephen Crawford, MPP Lindsey Park, MPP Sam Oosterhoff, MPP Bhutla Karpoche, MPP Rudy Cuzzetto, MPP Suze Morrison, MPP Amarjot Sandhu, MPP Kaleed Rasheed, MPP Christine Hogarth, MPP Amy Fee, MPP Robin Martin, Sarah Stoodley MHA

2020Municipal Proclamation of Falun Dafa Day	2020Greetings from Mayors
Mayor Mike Savage, Halifax, NS	Mayor Brian Bowman, Winnipeg, MB
Mayor Lisa Helps, Victoria, BC	Mayor Darren Ellis, George's Brook-Milton, NL
Mayor Charlie Clark, Saskatoon, SK	Mayor Daniel Conway, St. George's, NL
Mayor Michael Fougere, Regina, SK	Mayor Maurizio Bevilacqua, Vaughan, ON
Mayor Gordon Krantz, Milton, ON	Mayor Ed Holder, London, ON
Mayor Steve Clarke, Orillia, ON	Mayor Dan Carter, Oshawa, ON
Mayor Aldo Dicarlo, Amherstburg, ON	Mayor Walter Sendzik, St. Catharines, ON
Mayor Craig Copeland, Cold Lake, AB	Mayor Jeff Lehman, Barrie, ON
Mayor Maja Tait, Sooke, BC	Mayor Mike Bradley, Sarnia, ON
Mayor Leonard Krog, Nanaimo, BC	Mayor Gary McNamara, Tecumseh, ON
<b>2020 Greetings from Mayors</b>	Mayor Jamie McGarvey, Parry Sound, ON
Mayor Ray Ralph, Devon, AB	Mayor Jonathan X. Côté, New Westminster, BC
Mayor Bill Given, Grand Prairie, AB	Mayor Brad West, Port Coquitlam, BC
Mayor Stuart Houston, Spruce Grove, AB	Mayor Jack Froese, Langley, BC
Mayor John Stewart, Beaumont, AB	Mayor Rob Vagramov, Port Moody, BC
Mayor Maja Tait, Sooke, BC	Mayor Don Scott, Wood Buffalo, AB

Richmond Hill Deputy Mayor Joe DiPaola, Richmond Hill Councillor Tom Muench, Toronto Councillor James Pasternak, London Councillor Arielle Kayabaga, Toronto Councillor Josh Matlow, Toronto Councillor Brad Bradford, Markham Councillor Andrew Keyes, Hamilton Councillor Jason Farr, Niagara Falls Councillor Wayne Campbell, New Market Councillor Bob Kwapis, Kingsville Councillor Laura Lucier, Calgary Councillor Jeromy Farkas, Calgary Councillor Gian-Carlo Carra, Richmond Hill Councillor Karen Cilevitz,

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**OFFICE OF THE MAYOR**

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9  
p: 250.561.7600 | [www.princegeorge.ca](http://www.princegeorge.ca)

March 17, 2021

By email: [commission.secretary@bcuc.com](mailto:commission.secretary@bcuc.com)

BC Utilities Commission  
Suite 401, 900 Howe Street  
Vancouver, BC V6Z 2N3

**RE: British Columbia Hydro and Power Authority (BC Hydro): 2020 Street Lighting Rate Application**

To Whom It May Concern:

On behalf of the City of Prince George Council, please accept this letter in opposition to BC Hydro's proposed 2020 Street Lighting Rate Application (Application).

The Application, submitted by BC Hydro in November 2020, seeks approval for an increase in the monthly rate charged per street light which includes a surcharge to recover the costs incurred by BC Hydro to convert existing High Pressure Sodium (HPS) light fixtures to LED fixtures.

While the City of Prince George supports the environmental benefits that will result from the conversion to LED technology, we are not in support of a surcharge rate downloaded to municipalities to cover the disposal of existing lights and their associated depreciation costs.

As such, we respectfully request that the City's concerns be considered in the evaluation of BC Hydro's Street Lighting Rate Application.

Sincerely,

Mayor Lyn Hall

cc: All UBCM Member Local Governments

March 29, 2021  
Sent via Email

To British Columbia Municipalities,

**RE: Helping Cities Lead Campaign**

On March 2, 2021 Port Moody City Council passed the attached resolution.

I am writing to you today on behalf of Port Moody City Council, requesting your endorsement for the Help Cities Lead Campaign. Endorsing the Help Cities Lead Campaign is an opportunity to support an advocacy campaign related to building greenhouse gas emissions reductions in British Columbia. Supporting this campaign will result in completing an action related to advocacy under the Buildings focus area in the 2020 Climate Action Plan.

The Help Cities Lead campaign presents a suite of climate policy initiatives that support emissions reductions from new and existing buildings in British Columbia. I have included a copy of the Council report dated January 25, 2021 from the Community Development Department – Policy Planning Division regarding Endorsement of Advocacy Campaign Help Cities Lead to provide further information on this topic.

Taking on climate change and making a difference will take the dedication and commitment of all levels of government and the support of BC municipalities.

We hope that you will join our City in endorsing the Help Cities Lead campaign, showing support for a very important legislative change to expand climate action powers in order to meet very important targets in reducing greenhouse gas emissions in British Columbia.

Sincerely,



Mayor Rob Vagramov  
City of Port Moody

Attachment:

1. Resolution from the City of Port Moody – Helping Cities Lead Campaign





City of Port Moody  
**Council Resolution**  
March 2, 2021

CW21/020

*Moved, seconded, and CARRIED*

*THAT Council formally endorse the Help Cities Lead campaign as recommended in the report dated January 25, 2021 from the Community Development Department – Policy Planning Division regarding Endorsement of Advocacy Campaign “Help Cities Lead”, and take the following actions:*

- a) write a letter to the following provincial ministers to voice support for the five policies detailed in this report:*
  - Minister of Environment and Climate Change Strategy;*
  - Minister of Municipal Affairs;*
  - Minister of Energy, Mines, and Low-Carbon Innovation;*
  - Minister of Finance; and*
  - Attorney General and Minister responsible for Housing;*
- b) request a meeting with the Ministers listed above;*
- c) write a letter to Metro Vancouver requesting regional endorsement of the campaign; and*
- d) write letters to all BC local governments asking them to endorse the campaign;*

*AND THAT Council authorize staff to participate in activities supporting the Help Cities Lead campaign, including information sharing presentations to other municipal Councils.*