

The Corporation of the  
CITY OF WHITE ROCK

Regular Council Meeting  
AGENDA



Monday, June 28, 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

---

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 June 28, 2021 as circulated.

3. ADOPTION OF MINUTES

16

**RECOMMENDATION**

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

- June 14, 2021 - Regular Council Meeting; and
- June 21, 2021 - Public Hearing (Bylaw 2387).

#### 4. QUESTION AND ANSWER PERIOD

40

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.

As of 8:30 a.m., June 23, 2021, there has been **one (1)** Question and Answer period submissions received.

- Question from S. Misrty - RV's parked in White Rock

**Note:** The City's Street and Traffic Bylaw 1529 has been included on the agenda for reference purposes.

**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 June 28, 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. MICHAEL WEINER - COTTONWOOD TREES ON SOUTH EAST CORNER - 15600 SEMIAHMOO AVENUE

81

Michael Weiner, resident, to appear as a delegation to request permission to have a professional tree service remove self-seeded cottonwood trees at 15600 Semiahmoo Avenue (at the resident's expense).

##### 5.1.b. DOROTHY BOWER - RACQUET FACILITIES AT CENTENNIAL PARK

Dorothy Bower, resident, to appear as a delegation to discuss the future of racquet sports at Centennial Park.

##### 5.2. PETITIONS

None

#### 6. PRESENTATIONS AND CORPORATE REPORTS



**6.1. PRESENTATIONS**

**6.1.a. CITY OF WHITE ROCK INTERACTIVE DASHBOARD - VOTING RECORDS AND CALLS FOR SERVICE**

The Manager of Information and Technology to inform and display the City's new Interactive Dashboard for Council Voting Records and Calls for Service information.

**6.2. CORPORATE REPORTS**

**6.2.a. CITY OF WHITE ROCK'S 2020 ANNUAL REPORT**

100

Corporate report dated June 28, 2021 from the Director of Corporate Administration titled "City of White Rock's 2020 Annual Report".

An opportunity for public participation will be available. Those wishing to submit questions/comments are encouraged to do so by emailing **ClerksOffice@whiterockcity.ca** or mailing/dropping off their submissions in the City Hall Drop Box located at 15322 Buena Vista Avenue (**deadline for written submissions is 12:00 p.m. on Monday, June 28, 2021**).

Notice regarding the 2020 Annual Report was published in the June 10, 17 and 24<sup>th</sup> editions of the Peace Arch News.

As of 8:30 a.m. on Wednesday, June 23, 2021 **no** submissions were received. Further submissions received up to the deadline will be presented to Council "On-Table" at the Council meeting.

**Mayor to call for speakers to the 2020 Annual Report at this time.**

**RECOMMENDATION**

**THAT Council receive the written and verbal submissions regarding the 2020 Annual Report.**

**RECOMMENDATION**

**THAT Council endorse the City of White Rock 2020 Annual Report as circulated.**

**6.2.b. 2020 STATEMENT OF FINANCIAL INFORMATION**

191

Corporate report dated June 28, 2021 from the Director of Financial Services titled "2020 Statement of Financial Information".

**RECOMMENDATION**

**THAT Council approve the 2020 Statement of Financial Information.**

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

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

**6.2.d. WATER UTILITY USER FEE RATE RESTRUCTURE - 2 OPTIONS**

240

Corporate report dated June 28, 2021 from the Director of Financial Services titled "Water Utility User Fee Rate Restructure - 2 Options".

**Note:** The Water Community Advisory Panel has provided a recommendation on this report under Item 7.2.b.a as follows:

*THAT Council implement Option 2 from the Water Fee Structure Based on Meter Sizing Corporate Report dated June 28, 2021.*

**RECOMMENDATION**

**THAT Council direct staff to implement a new water use fee rate structure based on either Option 1 or Option 2 as outlined in the June 28, 2021 corporate report titled "Water utility User Fee Rate Restructure - 2 Options".**

**6.2.e. WHITE ROCK PICKLEBALL REQUEST FOR A DEDICATED COURT AT CENTENNIAL PARK**

250

Corporate report dated June 28, 2021 from the Director of Recreation and Culture and the Director of Engineering and Municipal Operations titled "White Rock Pickleball Request for a Dedicated Court at Centennial Park".

**RECOMMENDATION**

**That Council:**

1. Approve dedicating the northwest tennis/pickleball court at Centennial Park as pickleball only;
2. Authorize White Rock Pickleball (WRPB) to hire an approved contractor, at their cost, to repaint the lines on the northwest court at Centennial Park for pickleball;
3. Approve expand the pickleball priority use hours on the northeast tennis/pickleball court at Centennial Park to 9:00 a.m. to 3:00 p.m. daily (and maintain other court times on this court as shared use, first come, first served for tennis or pickleball as per present court use regulations);
4. Approve the installation of new court use signage to clarify the above changes for the general public;
5. Consider funding in the amount of \$50K in the City's 2022-2026 Financial Plan to construct new permanent pickleball courts, new surfacing, line marking, net posts and other court amenities for the northwest court;
6. Consider allocating \$300K in the City's 2022-2026 Financial Plan for the installation of tennis/pickleball court lighting at Centennial Park tennis courts; and
7. Consider allocating \$1.5K/year for tennis/pickleball court lighting electrical power operating costs in the City's 2022-2026 Financial Plan.

## **RECOGNITION OF CANADIAN FORCES SNOWBIRDS 431 AIR DEMONSTRATION TEAM STORY BOARD ON WHITE ROCK PIER**

Corporate report dated June 28, 2021 from the Director of Recreation and Culture titled "Recognition of Canadian Forces Snowbirds 431 Air Demonstration Team Story Board on White Rock Pier".

### **RECOMMENDATION**

#### **THAT Council:**

1. **Approve the installation of a story board at the south end of the White Rock Pier to recognize White Rock's longstanding relationship with the Canadian Forces Snowbirds 431 Air Demonstration Team; and**
2. **That Council approve funding in the amount of \$1,500 from the City's contingency account to purchase and install the Canadian Forces Snowbirds 431 Air Demonstration Team recognition story board.**

## **STATUS UPDATE OF COUNCIL'S TOP FIVE (5) PRIORITIES**

Council's 2021 - 2022 Top five (5) Priorities with new activity comments provided for information purposes.

- **The Official Community Plan (OCP) Review:**
  - On June 21, 2021, a public hearing for OCP Amendment Bylaw No. 2387 was held regarding building heights and density allowed for new development. Council may consider giving third reading and adopting the bylaw on June 28, 2021, or amending the bylaw (for aspects not related to land use or density) and then giving third reading and adopting the bylaw. Any changes to land use or density after the public hearing would require a new public hearing to be held
- **Solid Waste Pickup for Multi-Family: No New Updates:**
  - No new updates
- **Housing Needs / Affordable Housing:**
  - On June 21, 2021, a public hearing for OCP Amendment Bylaw No. 2387 was held regarding building heights and density allowed for new development, including a density bonus for projects with "affordable rental housing" in the Town Centre Transition area. The definition for "affordable rental housing" was developed with the input of the City's Housing Advisory Committee.
  - Council may consider giving third reading and adopting the bylaw

on June 28, 2021, or amending the bylaw (for aspects not related to land use or density) and then giving third reading and adopting the bylaw. Any changes to land use or density after the public hearing would require a new public hearing to be held.

- **Community Amenity Contribution "Shovel-in-the-Ground" Projects:**
  - **Bay Street Beach Access:** Precast concrete panels are being manufactured and set to arrive in late July or early August. Construction scheduled to start in mid August and be completed by September
  - **Emerson Park Playground Upgrades:** Project coordination assigned to Project Engineer with input from Park Manager
  - **MacCaud park Upgrade:** Consultant is updating the concept plans and cost estimate to include options for adult fitness equipment
  - **Centre Street Walkway Upgrade:** Survey work is to be commissioned as a precursor to sending out notices to owners with encroachments. Staff will follow up with owners and use the survey to delineate the encroachments.
- **The City's Relationship with the Semiahmoo First Nation:**
  - No new updates

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

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

266

#### **RECOMMENDATION**

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

- Governance and Legislation Committee - June 14, 2021;
- Water Community Advisory Panel - June 8, 2021; and
- At-Risk and Vulnerable Population Task Force - June 17, 2021.

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

#### **7.2.a. GOVERNANCE AND LEGISLATION COMMITTEE (CHAIRPERSON COUNCILLOR TREVELYAN)**

7.2.a.a. Recommendation #1 - Lighting the White Rock Pier and Memorial Park Architectural Features

282

RECOMMENDATION  
THAT Council:

1. Endorse Council Policy 168—Lighting of the White Rock Pier and Memorial Park Architectural Features; and
2. Approve funding of \$6,000, plus applicable taxes, from the City's contingency account to purchase technology to enable City staff to program the White Rock Pier and other Memorial Park lighting features from a central point.

7.2.a.b. TERMS OF REFERENCE - SELECT COMMITTEES (COMMUNITY BASED ORGANIZATIONS TO BE INCLUDED)

285

RECOMMENDATION  
Recommendation #1:

THAT Council Policy 143 Terms of Reference: Arts and Cultural Advisory Committee be amended to include, within the membership, representatives from the following community-based organizations to participate at the meetings as non-voting members:

- White Rock Museum and Achieves;
- The White Rock Library; and
- Semiahmoo Arts.

RECOMMENDATION  
Recommendation #2:

THAT Council Policy 137 Terms of Reference: Economic Development Advisory Committee be amended to include, within the membership, representatives from the following community-based organizations to participate at the meetings as non-voting members:

- White Rock Business Improvement Association (BIA);
- South Surrey White Rock Chamber of Commerce; and
- Explore White Rock

RECOMMENDATION  
Recommendation #3:

THAT Council Policy 138 Terms of Reference: Environmental Advisory Committee be amended to include, within the membership, representatives from the following community-based organizations to participate at the

meetings as non-voting members:

- Semiahmoo First Nation; and
- Up to two (2) representatives from the Grassroots Environmental Club at Earl Marriott Senior Secondary.

#### **RECOMMENDATION**

##### **Recommendation #4:**

THAT Council Policy 159 Terms of Reference: History and Heritage Advisory Committee be amended to include, within the membership, representatives from the following community-based organizations to participate at the meetings as non-voting members:

- Semiahmoo First Nation; and
- White Rock Museum and Achieves.

#### **RECOMMENDATION**

##### **Recommendation #5:**

THAT Council Policy 164 Terms of Reference: Housing Advisory Committee be amended to include, within the membership, representatives from the following community-based organizations to participate at the meetings as non-voting members:

- Options (BC Housing);
- Homeless to Housing (Rick Byer);
- Member of Parliament Representative;
- Member of Legislative Assembly Representative; and
- Representative from Seniors Planning Table.

**Note:** In addition, the City would welcome a representative of Semiahmoo First Nation to bring their voice to the Committee.

#### **RECOMMENDATION**

##### **Recommendation #6:**

THAT Council Policy 147 Terms of Reference: Public Art Advisory Committee not be amended to include, within the membership, representatives from community-based organizations to participate at the meetings as non-voting members.

#### **7.2.b. WATER COMMUNITY ADVISORY PANEL (CHAIRPERSON - COUNCILLOR TREVELYAN)**

7.2.b.a. Recommendation #1 - WATER UTILITY RATES RECOMMENDATIONS TO COUNCIL

Note: This recommendation is in relation to Corporate Report Item 6.2.d, at this time the recommendation would be for receipt by Council.

RECOMMENDATION

THAT Council implement Option 2 from the Water Fee Structure Based on Meter Sizing Corporate Report dated June 28, 2021.

7.2.c. AT-RISK AND VULNERABLE POPULATION TASK FORCE (MAYOR WALKER - CHAIRPERSON)

7.2.c.a. Recommendation #1 - Task Force Name Change

RECOMMENDATION

THAT Council change the name for the At-Risk and Vulnerable Population Task Force to be instead the "At-Risk and Priority Population Task Force".

8. BYLAWS AND PERMITS

8.1. BYLAWS

8.1.a. BYLAW 2387 - OFFICIAL COMMUNITY PLAN BYLAW, 2017, NO. 2220, AMENDMENT NO. 2 (HEIGHT AND DENSITY REVIEW), 2021, NO. 2387

329

Bylaw 2387- A Bylaw to amend the Official Community Plan (OCP). Bylaw 2387 was given first and second reading on May 31, 2021 and a Public Hearing was held on June 21, 2021. It is being presented for consideration for third and final reading at this time.

Note: If Council wish to consider any minimal amendment(s) (zoning and density related items would not permit the bylaw to move forward at this time) to the proposed bylaw this must be done at third reading.

RECOMMENDATION

Recommendation #1

THAT Council gives third reading for "*Official Community Plan Bylaw, 2017, No. 2220, Amendment No. 2 (Height and Density Review), 2021, No. 2387*".

RECOMMENDATION

Recommendation #2

THAT Council gives final reading for "*Official Community Plan Bylaw, 2017, No. 2220, Amendment No. 2 (Height and Density Review), 2021, No. 2387*".

8.2. PERMITS

**8.2.a. Major Development Permit Application - 1454 Oxford Street (14-009)**

Consideration of this permit is in regard to the applicable Development Permit Area guidelines for a 121 unit multi-family development including two residential towers (i.e., 21 and 24 storeys) and a shared two-storey podium. The subject development proposal was considered by the City upon receipt of OCP and zoning amendment applications in 2014. These applications, in addition to a Phased Development Agreement, were approved by the City in 2017, including site-specific (CD-46) zoning parameters that determine the location, size and siting of buildings on the property. The Phased Development Agreement also requires the owner to provide 0.92 acres of treed area on the east side of the property to the City for the protection of the natural environment before the issuance of a development permit, and this treed area has now been transferred to the City. This development permit application pertains to the appropriateness of the form and character of the buildings and the protection of the natural environment, as considered against the applicable Development Permit Area guidelines.

**NOTE:** This item was the subject on the Land Use and Planning Committee meeting held earlier in the evening, Council may wish to consider the permit at this time or defer consideration to the next scheduled meeting (July 12, 2021).

**RECOMMENDATION**

**THAT Council authorize the issuance of Development Permit No. 400 for 1454 Oxford Street.**

**9. CORRESPONDENCE**

**9.1. CORRESPONDENCE - RECEIVED FOR INFORMATION**

**Note:** Further action on the following correspondence items may be considered. Council may request that any item be brought forward for discussion, and may propose a motion of action on the matter.

**RECOMMENDATION**

**THAT Council receive correspondence Items 9.1.a - 9.1.c as circulated.**



9.1.a. **TRUTH AND RECONCILIATION COMMISSION'S CALL TO ACTION 75 -  
DISTRICT OF SQUAMISH**

360

Correspondence dated June 9, 2021 from the Mayor of the District of Squamish to the Honourable Justin Trudeau requesting an acceleration for Action 75 in partnership with Aboriginal communities, provincial and local governments as follows:

*Action 75 of the Commission's Calls to Action, as outlined below:*

*We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of appropriate memorial ceremonies and commemorative markers to honour the deceased children.*

**Note:** Council may wish to consider the following motion:

**RECOMMENDATION**

**THAT Council support and encourage the acceleration by the federal government of Action 75 in partnership with Aboriginal communities.**

9.1.b. **MOTION M-84 ANTI-HATE CRIMES AND INCIDENTS & PRIVATE  
MEMBER'S BILL C-313 BANNING SYMBOLS OF HATE ACT - PETER  
JULIAN, MP, NEW WESTMINSTER-BURNABY**

362

Correspondence dated June 17, 2021 from Peter Julian, MP, New Westminster-Burnaby, requesting support for Motion M-84 Anti-Hate Crimes and Incidents.

**Note:** Council may wish to consider the following motion:

**RECOMMENDATION**

On behalf of \_\_\_\_\_ (Number of residents in your city), the Mayor and Council of White Rock endorse MP Peter Julian's private member's motion, Motion M-84 Anti-Hate Crimes and Incidents and his private member's bill Bill-C 313 Banning Symbols of Hate Act.

## COUNCIL RESOLUTION FOR UBCM - INVOICING FOR REQUIRED OFFICER ATTENDANCE AT HOSPITALS

Request from J. Justason, Union of BC Municipalities providing suggested changes for the City of White Rock UBCM Resolution on Invoicing for the Required Officer Attendance at Hospitals.

**Note:** Amendments are noted under the Therefore be it resolved paragraph and noted with strikethrough and bold.

### Original Resolution Submitted:

Whereas the RCMP are required under the Mental Health Act (MHA) to remain at the hospital with a person that has been apprehended under the MHA until they can be presented to a physician;  
And whereas wait times can range from two and one-half (2.5) hours to six (6) hours during which time a person suffering from a mental health condition is in the custody of the police, contributing to further stigmatization, and preventing the police officer from taking any other emergency calls for the provision of their services:  
Therefore be it resolved that UBCM request the Province to endorse a provision where the local governments can invoice the Health Authority for wait times more than 30 minutes, similar to BC Ambulance Services (in 15-minute increments over 30 minutes).

### Proposed Amendment:

Whereas the RCMP are required under the Mental Health Act (MHA) to remain at the hospital with a person that has been apprehended under the MHA until they can be presented to a physician;

And whereas wait times can range from two and one-half (2.5) hours to six (6) hours during which time a person suffering from a mental health condition is in the custody of the police, contributing to further stigmatization, and preventing the police officer from taking any other emergency calls for the provision of their services:

Therefore be it resolved that UBCM request ~~that~~ the Province ~~to endorse~~ **implement** a provision ~~where the~~ **permitting** local governments ~~can to~~ invoice the Health Authority ~~their~~

local health authority for police officers wait times that are required, under the Mental Health Act, to wait with hospital patients for more than 30 minutes, similar to the framework used for BC Ambulance Services (in 15 minute increments over 30 minutes).

**Note:** Council may wish to consider the following motion:

**RECOMMENDATION**

**THAT** Council endorse the requested amendment, for clarification purposes, by the UBCM Resolution Board in regard to Invoicing for Required Officer Attendance at Hospitals as circulated.

**10. MAYOR AND COUNCILLOR REPORTS**

**10.1. MAYOR'S REPORT**

**10.2. COUNCILLORS REPORTS**

**11. MOTIONS AND NOTICES OF MOTION**

**11.1. MOTIONS**

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

*THAT Council endorses the speed limited on all streets in White Rock be lowered to 30 km/hr.*

**11.2. NOTICES OF MOTION**

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

12.1. Released from the June 14, 2021 Closed Council Meeting for Information Purposes

**2021-2022 COMMITTEE APPOINTMENTS**

THAT Council appoint the following community members to the Arts and Cultural Advisory Committee with their term to expire October 31, 2022:

- Jim Adams;
- Elaine Cheung;
- Patryk Stasieczek;
- Louise Taylor; and
- Denice Thompson.

THAT Council appoint the following community members to the Economic Development Advisory Committee with their term to expire October 31, 2022:

- Grace Cleveland;
- Gary Gumley;
- Doug McLean;
- Michele Partridge;
- Aroon Shah;
- Adam Smith; and
- Peter Zheng.

THAT Council appoint up the following community members to the Environmental Advisory Committee with their term to expire October 31, 2022:

- Wilma Boyd;
- Phil Byer;
- Jeff Holm
- Ross Hynes
- John Lawrence;
- Ivan Lessner; and
- David Riley.

THAT Council appoint the following community members to the History and Heritage Advisory Committee with their term to expire October 31, 2022:

- Valerie Adolph;
- Moti Bali;

- Patti Ghuman;
- Gary Gumley;
- Ashok Gupta;
- Toby Pascal; and
- Aroon Shah.

THAT Council appoint the following community members to the Housing Advisory Committee with their term to expire October 31, 2022:

- Stephen Crozier;
- Greg Duly;
- Brian Hagerman;
- Chris Harris;
- Abhishek Mamgain;
- Gary Quinn; and
- Marine Sabine.

THAT Council appoint the following community members to the Public Art Advisory Committee with their term to expire October 31, 2022:

- Jim Adams;
- Barbara Cooper;
- Yvonne Everson;
- Garry Kennedy;
- Patti Ghuman; and
- Patryk Stasieczek.

13. OTHER BUSINESS

14. CONCLUSION OF THE JUNE 28, 2021 REGULAR COUNCIL MEETING

## Regular Council Meeting of White Rock City Council

### Minutes



June 14, 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 (arrived at 7:05 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  
Colleen Ponzini, Director of Financial Services  
Eric Stepura, Director of Recreation and Culture  
Ed Wolfe, Fire Chief  
Kale Pauls, Staff Sargent  
Donna Kell, Manager of Communications and Government Relations  
Debbie Johnstone, Deputy Corporate Officer

---

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

The meeting was called to order at 7:02 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: 2021-211** It was MOVED and SECONDED

**THAT the Corporation of the City of White Rock Council adopt the agenda for its regular meeting scheduled for June 14, 2021 as amended to include the following "On-Table" items:**

- **5.1.b Information dated June 13, 2021 from the White Rock Pickleball Association;**
- **5.2.a Additions to the petition regarding the lane closure on Marine Drive (now 88 signatures including the 57 already printed in the Council agenda); and**
- **6.2.c Membership Agreement for E-Comm Emergency Communications For BC Incorporated.**

**Motion CARRIED (6 to 0)**

**3. ADOPTION OF MINUTES**

**Motion Number: 2021-212**It was MOVED and SECONDED

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

- **May 31, 2021 - Regular Council Meeting; and**
- **June 7, 2021 - Regular Meeting for the purpose of Public Hearing (Bylaw 2386).**

**Motion CARRIED (6 to 0)**

**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.

As of 8:30 a.m., June 14, 2021 there were no Question and Answer period submissions received.

## **5. DELEGATIONS AND PETITIONS**

### **5.1 DELEGATIONS**

Councillor Kristjanson arrived at the meeting at 7:05 p.m.

#### **5.1.a ANNABELLE MACDONALD AND STEPHEN CROZIER - BRITISH COLUMBIA SCHIZOPHRENIA SOCIETY**

Annabelle MacDonald and Stephen Crozier appeared as a delegation to discuss World Schizophrenia and Psychosis Awareness Day and the purple lighting at the White Rock Pier that took place which honoured this day to help promote awareness.

#### **5.1.b DEBBIE LAWRENCE AND JOHN BOGAR - WHITE ROCK PICKLEBALL COMMUNITY**

Debbie Lawrence and John Bogar, White Rock Pickleball Community, appeared as a delegation to request that the upper west court at Centennial Park be designated for pickleball only.

The request by the delegation includes the following:

*The White Rock Pickleball Community (WHPB) would like to have a designated space, the upper west tennis court at Centennial Park to be designated only for pickleball. This would provide space for four (4) permanent pickleball courts, with permanent nets properly painted lines and appropriate signage.*

*It was noted that the costs and transition plans require coordination and consultation. WRPB are prepared to commit resources and work with City of White Rock to ensure a successful outcome for this important community initiative. Including WRPB painting the courts.*

To convert the one (1) tennis court for permanent pickleball use there would be a cost of approximately \$20,000 to \$30,000.

**Motion Number: 2021-213** It was MOVED and SECONDED



**THAT Council direct staff to bring forward a corporate report for June 28, 2021, that addresses the delegation request of making one (1) tennis court (suggested the upper west tennis court at Centennial Park) a permanent pickleball court, using a phased approach. Phase 1 will include a transition of the court on a temporary basis with temporary line painting and use of portable nets. A second corporate report will be brought forward in the future regarding Phase 2 (making the change of the one court for permanent use for pickleball).**

**Motion CARRIED (7 to 0)**

## **5.2 PETITIONS**

### **5.2.a PETITION TO MAINTAIN MARINE DRIVE**

Petition regarding summer Marine Drive westbound lane closure starting June 7, 2021.

Petition with **57** signatures with the statement "*We, the undersigned, are concerned citizens who urge our leaders to act now to Maintain Marine Drive Safety and are opposed to the Westbound Lane Closure*".

Staff noted a new sign for Local Traffic Only" will have to be erected a bit down the road due to logistics.

Staff were also asked to place a speed sign noting 30 km on Maple street due to the one lane closure on Marine Drive.

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

**THAT Council receive the petition provided with 88 signatures in regard to the following: "*We, the undersigned, are concerned citizens who urge our leaders to act now to Maintain Marine Drive Safety and are opposed to the Westbound Lane Closure*".**

**Motion CARRIED (7 to 0)**

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

**THAT Council direct staff to place "local traffic only" signage at corner of Victoria Avenue and Maple Street to encourage**

**traffic to utilize Columbia Street or other routes during the one lane closure on Marine Drive.**

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

**Motion CARRIED (4 to 3)**

**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.

Staff noted that once the new regulations are announced by the province regarding safety plans (now referred as 'communicable disease safety plans') there will be a better understanding of indoor capacity and how that impacts the use of indoor spaces including restaurants and City Hall again being fully open to the public.

**6.2.b Proposed Changes to E-Comm's Members' Agreement**

Corporate report dated June 14, 2021 from the Fire Chief titled "Proposed Changes to E-Comm's Members' Agreement".

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

**THAT Council supports the E-Comm Board of Directors unanimous recommendations on three proposals being brought forward at a Special Meeting of E-Comm Members scheduled to be held June 24, 2021, as described in this corporate report.**

**Motion CARRIED (7 to 0)**

**6.2.c On-Street Temporary Patios Outside of Marine Drive Closure Area**

Corporate report dated June 14, 2021 from the Director of Planning and Development Services titled "On-Street Temporary Patios Outside of Marine Drive Closure Area".

**Councillor Chesney temporarily departed the meeting during discussion and vote on this item.**

The following discussion points were noted:

- Approximate cost of removing the parking spaces for the summer - \$7,000 to \$10,000
- Staff noted there would be an additional cost of approximately \$2,000 to rent and install the needed barriers
- Mayor Walker to speak with the Business Improvement Association Executive Director regarding contacting their members asking about the temporary use permit for patio extensions - those interested to let them know.

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

**THAT Council endorse that food and beverage establishments outside of the Marine Drive one-way closure area, with adjacent on-street parking areas, be eligible for City-supplied traffic barriers to support additional temporary patio areas for outdoor, physically distanced dining.**

Voted in the negative (1): Councillor Fathers

**Motion CARRIED (5 to 1)**

**6.2.d Application for Liquor Primary Licence for 1515 Johnston Road (LL 21-016)**

Corporate report dated June 14, 2021 from the Director of Planning and Development Services titled "Application for Liquor Primary Licence for 1515 Johnston Road (LL 21-016)".

The Director of Planning and Development Services provided a PowerPoint that gave an overview of the application / proposal and process.

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

**THAT Council:**

1. **Direct staff to schedule the required public hearing for the proposed Liquor Primary Licence at 1515 Johnston Road; and**
2. **Authorize staff, pending the results of the public hearing, to forward a copy of the June 14, 2021 report and results of the public hearing to the Liquor and Cannabis Regulation Branch along with a resolution to advise that Council is in favour of the Liquor Primary Licence, subject to the hours of liquor service being maintained at the current hours of liquor service for the lounge endorsement at the premises.**

**Motion CARRIED (7 to 0)**

**6.2.e 2021 Paving Program - Contract Award**

Corporate report dated June 14, 2021 from the Director of Engineering and Municipal Operations titled "2021 Paving Program - Contract Award".

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

**THAT Council approve the award of a contract for the 2021 Paving Program to Mainland Construction Material ULC dba Winvan Paving (Winvan) for \$695,932 (excluding GST).**

**Motion CARRIED (7 to 0)**

**6.2.f STATUS UPDATE OF COUNCIL'S TOP FIVE (5) PRIORITIES**

Updated List with Activity Comments provided for information.

The following discussion points were noted:

- Would prefer this section simply list the top five (5) priorities directly on the agenda with any update(s)
- It was confirmed that the Centre Street Walkway will follow the base design originally done in 2014
- Bay Street Beach Access Ramp work is expected to begin mid-August
- Council to be provided illustrations of the Bay Street Beach Access Ramp

**7. MINUTES AND RECOMMENDATIONS OF COMMITTEES**

**7.1 STANDING AND SELECT COMMITTEE MINUTES**

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

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

- **Governance and Legislation Committee - May 31, 2021; and,**
- **Land Use and Planning Committee - May 31, 2021.**

**Motion CARRIED (7 to 0)**

**7.2 STANDING AND SELECT COMMITTEE RECOMMENDATIONS**

**7.2.a GOVERNANCE AND LEGISLATION COMMITTEE  
(CHAIRPERSON COUNCILLOR TREVELYAN)**

**7.2.a.a Recommendation #1 - STATUS UPDATE OF  
COUNCIL'S TOP FIVE (5) PRIORITIES**

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

**THAT Council endorse amending Council Policy 111 - Order of Proceedings and Business for Council Agendas to add the following as a standing item to Council Policy 111: Status Update of Council's Top Five (5) Priorities.**

Voted in the negative (1): Councillor Manning

**Motion CARRIED (6 to 1)**

**7.2.a.b Recommendation #2 - COMMITTEE WORK PLAN  
TEMPLATE**

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

**THAT Council direct there be an additional column added to the recommended Advisory Body / Committee workplan that would provide - what is Council are expecting from the Task or Activity.**

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

**Motion CARRIED (5 to 2)**

**Motion Number: 2021-223** It was MOVED and  
SECONDED

**THAT Council endorse Option 1 for the Committee Work Plan Template (includes a spreadsheet with a possible trim down of column options - see what is utilized), as amended to include a further column that would provide what is Council expecting from the Task or Activity.**

Voted in the negative (1): Councillor Johanson

**Motion CARRIED (6 to 1)**

**7.2.b LAND USE AND PLANNING COMMITTEE (CHAIRPERSON -  
COUNCILLOR TREVELYAN)**

**7.2.b.a Recommendation #1 - CANNABIS LICENSE  
REFERRAL AND TEMPORARY USE PERMIT, 1421  
JOHNSTON ROAD (21-006)**

Council ratified the following recommendation by the  
Land Use and Planning Committee:

**Motion Number: 2021-224** It was MOVED and  
SECONDED

**THAT Council deny the temporary use permit and  
that staff provide a resolution of non-support for**

the cannabis retail license to the Liquor and Cannabis Regulations Branch.

**Motion CARRIED (7 to 0)**

**8. BYLAWS AND PERMITS**

**8.1 BYLAWS**

**8.1.a BYLAW 2386 - WHITE ROCK ZONING BYLAW, 2012, NO. 2000, AMENDMENT (CD-16 MEZZANINE FLOOR AREA EXEMPTION BYLAW, 2021, NO. 2386)**

Bylaw 2386 - A bylaw to permit the construction of mezzanine space for patrons of 3 Dogs Brewing in their new location in the shops at the recently completed Phase 2 of Miramar Village (Unit 107-15181 Thrift Avenue), by excluding the proposed mezzanine space from the maximum floor area in the CD-16 zone. The mezzanine space would allow an additional 46 seats within the establishment. This bylaw was given first and second reading at the May 10, 2021 Regular Council meeting and went to Public Hearing on June 7, 2021. The bylaw is being presented for third and final reading at this time.

**Motion Number: 2021-225** It was MOVED and SECONDED

**THAT Council gives third and final reading to "*White Rock Zoning Bylaw, 2012, No. 2000, Amendment (CD-16 Mezzanine Floor Area Exemption Bylaw, 2021, No. 2386)*".**

**Motion CARRIED (7 to 0)**

**8.2 PERMITS**

None

**9. CORRESPONDENCE**

**9.1 CORRESPONDENCE - RECEIVED FOR INFORMATION**

**Note:** Further action on the following correspondence items may be considered. Council may request that any item be brought forward for discussion, and may propose a motion of action on the matter.

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

**Motion Number: 2021-226** It was MOVED and SECONDED

**THAT Council receive the following correspondence as circulated under Items 9.1.a - 9.1.f.**

**Motion CARRIED (7 to 0)**

**9.1.a METRO VANCOUVER BOARD IN BRIEF - MAY 28, 2021**

The Metro Vancouver Board in Brief document for May 28, 2021.

**9.1.b OPERATION SMILE CANADA - LONGEST DAY OF SMILES**

Correspondence dated May 28, 2021 requesting recognition of Operation Smile Canada's Longest Day of Smiles in June, 2021.

**9.1.c MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE, OPERATIONS AND RURAL DEVELOPMENT - MODERNIZING FOREST POLICY**

Correspondence dated June 2, 2021 from Minister Conroy, Ministry of Forests, Lands, Natural Resource, Operations and Rural Development providing an update on the Modernizing Forests Policy.

**9.1.d UNION OF BC MUNICIPALITIES - 2021 RESOLUTIONS**

Correspondence dated May 19, 2021 from the Union of BC Municipalities (UBCM) confirming receipt of the City of White Rocks three (3) resolutions to be included in the UBCM Resolution Book for the 2021 UBCM Convention in September, 2021.

**9.1.e UNION OF BC MUNICIPALITIES - REGIONAL MODEL MOBILE CRISES RESPONSE CAR PROGRAM**

Correspondence dated June 3, 2021 from J. Justason, Union of BC Municipalities providing suggested changes for the City of White Rock UBCM Resolution on the Regional Model Mobile Crises Response Car Program.



**Motion Number: 2021-227** It was MOVED and SECONDED

**THAT Council endorse the proposed amendment, by the UBCM representative Committee, to have the following resolution submitted (the requested wording amendment is underlined):**

**Resolution with Proposed Amendment:**

***Whereas a Mobile Crisis Response Car Program, such as is the Car 67 model which pairs an RCMP officer with a mental health care provider to address mental health calls, has been in place for some municipalities for decades and has been well received;***

***And whereas an integrated robust health care regional model would have value, eliminating jurisdictional policy lines (based on local government boundaries) for a regional model that follows Health Authority boundaries:***

***Therefore be it resolved that UBCM request the Province to provide an integrated health care regional model for a Mobile Crisis Response Car Program.***

**Motion CARRIED (7 to 0)**

**9.1.f WHITE ROCK TENNIS CLUB**

Correspondence dated June 7, 2021 from the White Rock Tennis Club regarding the sport of tennis and stating there has been no increase in the court facilities for tennis in decades. The White Rock Tennis Club are supportive of adding lights to the courts at Centennial in order to allow for more overall hours of court availability so that tennis players can enjoy the courts after the Pickleball players have completed, however they are not in support of conversion of any courts to be exclusively made for pickleball use.

**10. MAYOR AND COUNCILLOR REPORTS**

**10.1 MAYOR'S REPORT**

Mayor Walker noted the following information:

- Notify that June 20th is “Longest Day of Smiles
- The week of May 31st, June 1, Federation of Canadian Municipalities Virtual Conference
- June 1, Councillor Trevelyan joined me to co-host the White Rock Facebook Live Session
- June 2, Joint TransLink Mayors’ Council on Regional Transportation meeting
- June 2, Peninsula Pastors’ Network meeting
- June 4, BC Restart Plan Conference call with Minister Josie Osborne and the Deputy Provincial Health Officer, Dr. Brian Emerson to (Province’s four step plan - that began on May 25)
- June 7, Interview with Global News and shortly after, with Fairchild Radio (AM1470) on the topic of the Marine Drive lane closure and restaurant patio expansion
- June 7, South Surrey / White Rock Community Action Team
- June 8, South Surrey & White Rock Chamber of Commerce’s “Chambers Chat”
- June 8, Rotary Club of White Rock’s meeting
- June 10, TransLink introductory meeting with the new CEO, Kevin Quinn
- June 10, Metro Vancouver’s Liquid Waste Committee meeting
- June 10, City of White Rock’s Digital Public Open House – Housing Needs in White - Rock Renter’s Forum
- June 11, City of White Rock’s Digital Public Open House – Housing Needs in White Rock – Non Profit Agency Workshop
- June 11, City of White Rock’s Digital Public Open House – Housing Needs in White Rock – Large (Institutional) Landowners Workshop
- June 13, Interview with News 1130 to discuss the topic of Marine Drive lane closure and the expansion of restaurant patios

## **10.2 COUNCILLORS REPORTS**

Councillor Kristjanson noted the following:

- For the past few weeks has been taking the time to talk to Marine Drive restaurant owners and residents in regard to the One Way Lane closure on Marine Drive

Councillor Manning noted the following:

- June 7, South Surrey / White Rock Community Action Team meeting (creating a Peer Support Network for those struggling with addiction and preparing for International Awareness Day of Drug Addiction - August 31 and creating a specific outreach for those in the trades)

Councillor Johanson noted the following:

- June 1, Federation of Canadian Municipalities Virtual Conference (Prime Minister spoke in regard to affordable housing)
- June 3, Homelessness Workshop / Seminar (what does success look like and getting those in need connected to services, suggestion to have Mayor and Council talk about everyone is important)
- June 4, Metro Vancouver in Housing (the City needs to own a site for affordable housing and spend approximately \$10,000 to develop a concept including financial scenarios)

## 11. **MOTIONS AND NOTICES OF MOTION**

### 11.1 **MOTIONS**

#### 11.1.a **PERMINENT PICKLEBALL NETS AT CENTENNIAL PARK**

Councillor Johanson brought forward the following motion as a notice of motion at the May 31, 2021 Regular Council meeting to be considered at this time.

Due to the topic being discussed earlier in the meeting under Item 5.1.b Councillor Johanson **withdrew** the following motion:

*Whereas pickleball has seen explosive growth in our community; and*

*Whereas the local hub for pickleball play for approximately 300 players is Centennial Park; and*

*Whereas the lower three courts at Centennial Park are exclusively for tennis play and the upper two courts are dual purpose courts (pickleball and tennis); and*

*Whereas the tennis courts at Centennial Park receive modest use for tennis play during the week; and*

*Whereas tennis players have the additional option of joining the White Rock Tennis Club for a modest cost; and*

*Whereas permanent pickleball courts would provide the opportunity for new players not able to play in the mornings; and*

*Whereas providing additional full-time court access will reduce the crowding; and*

*Whereas the White Rock Pickleball Group will fund ongoing maintenance of permanent nets along with providing balls;*

*Be it resolved that Council direct Staff to meet with the White Rock Pickleball Group to discuss cost-sharing options to remove the tennis court lines on one of the upper dual-purpose courts and install permanent pickleball nets on that court; and*

*Be it further resolved that Council direct Staff to relocate the tennis practice board to the three lower tennis courts.*

**11.1.b APPOINTMENTS TO THE FINANCIAL PLANNING POLICIES TASK FORCE**

Mayor Walker requested this item be brought forward for discussion purposes.

**Motion Number: 2021-228** It was MOVED and SECONDED

**THAT Council appoint the following to the Financial Planning Policies Task Force:**

- **Councillor Trevelyan as Chairperson.**

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

**Motion CARRIED (5 to 2)**

**Motion Number: 2021-229** It was MOVED and SECONDED

**THAT Council appoint the following to the Financial Planning Policies Task Force:**

- **Councillor Fathers as Vice-Chairperson.**

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

**Motion CARRIED (5 to 2)**

## **11.2 NOTICES OF MOTION**

None


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

### **13. OTHER BUSINESS**

None

### **14. CONCLUSION OF THE JUNE 14, 2021 REGULAR COUNCIL MEETING**

The meeting was concluded at 9:03 p.m.



---

Mayor Walker

---

Tracey Arthur, Director of Corporate  
Administration

# Regular Council Meeting for the purpose of Public Hearing of White Rock City Council

## Minutes



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

City Hall Council Chambers

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

PRESENT: Mayor Walker  
Councillor Chesney (departed the meeting at 5:59 p.m.)  
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

---

### 1. CALL HEARING/ MEETING TO ORDER

The public hearing was called to order at 5:00 p.m.

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

### 3. HEARING DETAILS

**BYLAW NO: 2387 Official Community Plan Bylaw, 2017, No. 2220, Amendment No. 2, (Height and Density Review), 2021, No. 2387**

**PURPOSE:** Bylaw 2387 is proposed to implement the City's Official Community Plan (OCP) Review and would amend the OCP with changes to the following

sections: Land Use, Housing, Town Centre Development Permit Area Guidelines, Multi-Family Development Permit Area Guidelines, Schedule A - Land Use Plan, and Schedule B - Form and Character Development Permit Areas.

The OCP applies to all lands in city. The primary changes proposed in Bylaw 2387 include reducing maximum building heights for new development proposals in the Town Centre land use designation to between 4 and 12 storeys, in the Town Centre Transition designation to between 4 and 6 storeys, and in the West Beach area of the Waterfront Village designation to 3 storeys. Policy changes are also proposed to the East Side Large Lot Infill designation for the density and height of buildings properties along North Bluff Road. Bylaw 2387 also introduces new policies regarding height and density bonusing (i.e., up to 6 storeys) in the Town Centre Transition designation when an “affordable housing component” is included in an eligible development. Options related to the “affordable housing component” are also being introduced in a new policy in the Housing section; these options include reference to “affordable rental housing” which has also been defined (i.e., 20% below average rent in the White Rock area, as determined by the current Canada and Mortgage Housing Corporation rental market reports).

The properties in the following areas are proposed to have their land use designation change, as follows:

- The properties with the Montecito (1153-1169 Vidal Street) and Silver Moon (1081 Martin Street) multi-unit residential buildings – from “Waterfront Village” to “Urban Neighbourhood”
- South side of Victoria Avenue between Martin Street and Finlay Street (15000-15500 block of Victoria Avenue) – from “Waterfront Village” to “Mature Neighbourhood”
- East side of Finlay Street south of Russell Avenue (1400-block of Finlay Street) – from “East Side Large Lot Infill” to “Mature Neighbourhood”
- West side of Hospital Street north of Vine Street (the gravel parking lot owned by Peace Arch Hospital Foundation) – from “Town Centre Transition” to “Institutional”

In the draft version of Bylaw 2387, the east side of Elm Street (1100-block of Elm Street) was proposed to be changed from “Waterfront Village” to “Mature Neighbourhood”; however, Bylaw 2387 has now been amended to leave the land use designation for these properties as “Waterfront Village” recognizing that amendments to the designation would, if approved, allow multi-unit residential

buildings with a maximum height of 3 storeys at a density of up to 1.5 FAR (gross floor area ratio). Additional amendments to the OCP as it relates to Elm Street would require that development proposals in the area give consideration to the heritage context of existing properties.

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

- Notice was published in the June 10 and 17 editions of the Peace Arch News
- 505 notices were mailed to owners and occupants within 100 meters of Elm Street as well to property owners and occupants where the land use designation would be changing under the amended Official Community Plan
- A copy of the notice was placed on the public notice posting board on June 7, 2021

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

**Note:** Public Information Package was attached for information purposes.

The Director of Planning and Development Services provided a PowerPoint summary of the bylaw proposed amendments.

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, June 16, 2021 there have been **ten (10)** submissions.

**Note:** Submissions received between 8:30 a.m., June 16, 2021 and 12:00 p.m. (noon), June 21, 2021 will be presented "On Table" at the Public Hearing.



Author	Date Received	Civic Address	Status	Item #
C. Cameron and S. Beck, Peace Arch Hospital Foundation	January 15, 2021	N/a	Support	C-1
T. Pearce, Regional Planner, Metro Vancouver	May 27, 2021	N/A	Comments	C-2
A. Nielsen	May 31, 2021	Undisclosed	Comments	C-3
S. Bergen-Henengouwen	June 12, 2021	#602-15015 Victoria Ave.White Rock, BC, V4B 1G2	Comments	C-4
S. Bergen-Henengouwen	June 13, 2021	#602-15015 Victoria Ave.White Rock, BC, V4B 1G2	Support	C-5
N. Kip, TransLink	June 14, 2021	N/A	Comments	C-6
S. MacDonald	June 14, 2021	406-15015 Victoria Avenue White Rock	Support/ Comments	C-7
M. Kassam	June 15, 2021	14955 Victoria Avenue, White Rock	Comments	C-8

P. Byer	June 15, 2021	15015 Victoria Avenue, Unit 404, White Rock	Comments	C-9
T and Y Lallani	June 15, 2021	15581 Marine Drive and 15434 Victoria Avenue White Rock	Comments	C-10

#### Summary of Submissions for Bylaw 2387:

- Ten (10) submissions were included in the agenda package - three (3) in support and seven (7) with comments.
- On Table submissions were received up until 12:00 p.m. (noon) Monday, June 21, 2021.
- There have been forty-one (41) On Table submissions received. Twenty (20) in support, five (5) not in support, and sixteen (16) with comments.
- For those who phoned in today, not wanting to speak to the item but wanting to register their submissions, there have been nineteen (19) phone in submissions: Eighteen (18) in support and one (1) not in support

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

- Dhaliwal, 15620 Russell Avenue, White Rock, not in agreement with the three storey or duplex, this area would work for five (5) to six (6) story condo sites, for the one (1) acre including their property at the corner of 15620/15610 Russell Avenue and 1474/1464/1454/1444 Finlay Street.
- L. Kanuka, 1156 Elm Street, White Rock, supports the waterfront designation (current) not in support of the amendment for this area to Mature Neighbourhood, stating this is a retirement home and does not want to limit the use (devalues the property). Stated that if sold it is not likely to be kept as a cottage.

- T. Valtrie, 14995 Marine Drive, not in support of the amendment with the three (3) storey stating no one will build due to prices as they are.
- B. Laycock, 1148 Elm Street, White Rock, stated would like to see the designation for Elm Street to remain the same and not be amended to Mature Neighbourhood.
- R. Yorke, 14903 Beachview Avenue, White Rock, supports the change in regard to her neighbourhood, in agreement with lower buildings and decreased population. Stated concern that the new designation would decrease property value and views and bring increased demand on infrastructure, population and congestion. The City should consider heritage - saving history.
- R. Ducharme, 1464 Finlay Street, White Rock, not in support of the amendment to Mature Neighbourhood for his area (Russell Avenue and Finlay Street), development has occurred around this area and stated there now needs to be a transition between what has been permitted to develop and the remaining homes. Would like to leave the area as Infill and let the rezoning process work.
- J. Ogden, 1164 Elm Street, White Rock, spoke in support for Official Community Plan (OCP) amendment, believes the public consultation is accurate and should be supported by the neighbourhood.
- P. Byer, 15015 Victoria Avenue, White Rock, stated that overall is supportive of proposed changes of the revised OCP. Referred to the Waterfront Village area and the definitions of Waterfront Village and Urban Neighbourhood and stated that in regard to the area of Martin Street at Marine Drive that it too should be considered Waterfront Village.
- K. Hempill, 1152 Elm Street, White Rock, spoke in support of keeping Elm Street within the Waterfront Village Designation stating an amendment would not allow for future development. If the City wants to discuss heritage designation for the area that would be a future conversation to have.
- A. Neilson, 14856 Buena Vista Avenue, White Rock, noted concern with the Mature Neighbourhood designation due to density, loss of views and traffic congestion. Concern there is possibility for land assembly on Elm Street allowing for major complex. Stated the neighbourhood cannot handle the congestion this would cause.

- J. Hollis, 1474 Finlay Street, White Rock, not in support of changing to Mature Neighbourhood for this area, would like to see the area stay as Large Lot Infill. Stating that keeping two (2) story height does not work with what is in the area now (some development has occurred) would like to see it stay as Large Lot Infill (makes sense due to nearby amenities including transit).

At 5:58 p.m. there were no further speakers, staff noted that this is the opportunity to call in now and the information how to do this was noted and displayed.

- K Jones, 15761 Goggs Avenue, White Rock, stated he was in agreement with downsizing to more of a village community. Suggested further amendments to the bylaw are needed:
  - Change designation on Maple Street and Lee Street
  - Keep downsized at Finlay Street south of Russell Avenue (not in agreement with providing higher density in these areas)
  - Remove designation of Mature Neighbourhood East and Hillside residences
  - In agreement with protecting existing homes, including the homes on Elm Street would like them to be designated as heritage location
  - lower height and density on North Bluff Road East of Finlay Street (maximum height four (4) stores and density of .5. FAR
  - stop land consolidations in residential areas (creates more density)
  - Town Centre on Thrift Avenue there is an eight (8) story designation and it should be no more than four (4) stories all along Thrift Avenue
  - Include component in regard to overhead wiring to be placed underground.
- R. York 14903 Beachview Avenue, White Rock, (speaking a second time) does not want increased density noting parking as an issue of concern with increased density and height in the buildings,

6:09 p.m. there were no further speakers, staff noted that this is the opportunity to call in now and the information how to do this was noted and displayed

- R. Ducharme, 1464 Finlay Street, White Rock (speaking a second time) against proposed changes to the OCP for his neighbourhood, stating due to nearby development their property values have been impacted, now in between higher buildings / higher land value and it does not make sense to leave this area as it is, there needs to be a transitional area.

6:16 p.m. there were no further speakers, staff noted that this is the opportunity to call in now and the information how to do this was noted and displayed.

6:20 p.m. it was determined that there was no further speakers.

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

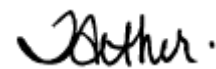
Not Required

9. **CONCLUSION OF THE JUNE 21, 2021 PUBLIC HEARING/MEETING**

As there were no further speakers in regard to Bylaw 2387 the Public Hearing was concluded at 6:20 p.m.

---

Mayor Walker



---

Tracey Arthur, Director of  
Corporate Administration

**From:** [satish.u.mistry@gmail.com](mailto:satish.u.mistry@gmail.com)  
**To:** [Clerk's Office](#)  
**Subject:** QA Period  
**Date:** June 18, 2021 2:22:50 PM  
**Attachments:** [image001.png](#)  
**Importance:** High

---

*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.*

**Hello Mayor,**

Surrey enacted new bylaws to make it illegal for a person to be in a RV parked along a city street between the hours of 10:00 pm and 6:00 am. Additionally, an RV cannot be parked in the same spot for more than 72 hours. Since Surrey enacted this bylaw, **White Rock has become the "official RV Campground"**! I see many RV's parked for weeks at a time on the streets of White Rock. Kindly publish the addresses of all council members so that these RV's can be directed to your residences. Council members will enjoy the garbage and noise that comes with these RV's parked in front of their homes.

Don't like that idea? Perhaps White Rock should enact a bylaw requiring permits to park an RV overnight on city streets. The money from these permits can then be used to clean up after these folks.

I would greatly appreciate what action if any you will be taking to address this issue in an email response.

Regards,



**Mr. Satish U. Mistry, BCom, CPRW**

#204

1327 Best Street

White Rock BC V4B 4E3

**THE CORPORATION OF THE  
CITY OF WHITE ROCK  
BYLAW NO. 1529**

---



A Bylaw to regulate traffic and the use of streets in the City of White Rock.

**DISCLAIMER: THIS BYLAW IS CONSOLIDATED FOR CONVENIENCE ONLY. THE CITY DOES NOT WARRANT THAT THE INFORMATION CONTAINED IN THIS CONSOLIDATION IS CURRENT. IT IS THE RESPONSIBILITY OF THE PERSON USING THIS CONSOLIDATION TO ENSURE THAT IT ACCURATELY REFLECTS CURRENT BYLAW PROVISIONS.**

Consolidated as of June 2021

TABLE OF CONSOLIDATION			
BYLAW	DATE APPROVED	AMENDMENT NO.	SUBJECT MATTER
1625	October 16, 2000	1	2. Definitions/Section 51/Adds Schedule D
1768	April 25, 2005	2	Section 93
1830	March 17, 2008	3	Section 93
1833	April 14, 2008	4	Section 27
2142	April 25, 2016	5	Replaces Schedule D
2269	September 17, 2018	6	New Section 52
2331	March 30, 2020	7	Replace Section 94
2374	February 8, 2021	8	Delete Schedule D and Replace Schedule B

The CITY COUNCIL of The Corporation of the City of White Rock in open meeting assembled,  
ENACTS AS FOLLOWS:

1. This Bylaw is divided into three parts dealing with the following subjects:

**PART I - TRAFFIC CONTROL**

**PART II - USE OF STREETS**

**PART III - REGULATING SIZE & WEIGHTS OF VEHICLES**

2. **DEFINITIONS**

The following terms, whenever used in this bylaw, or in any resolution of the Council dealing with traffic or parking matters, shall have the meanings respectively ascribed to them in this section unless the context otherwise requires.

**"angle parking"** means the parking of a vehicle other than parallel to a curb or lateral lines of the roadway.

**"arterial street"** means a street having controlled vehicular crossing and indicated "arterial" on Schedule "D" attached to and forming a part of this bylaw. *(Added by Bylaw 1625)*

**"axle load"** means the total load transmitted to the road by all wheels whose centres are included between two parallel transverse vertical planes 106 centimetres apart extending across the full width of the vehicle.

**"axle spacing"** means the distance between axles, measured to the nearest centimetre, between the centres of the axles.

**"boulevard"** means that portion of a highway between the curb lines or the lateral lines of a roadway and the adjoining property or roadway, and includes curbs, sidewalks, ditches and improved and unimproved grounds. (see landscaped boulevard)

**"bus"** means a motor vehicle designed to carry more than ten (10) persons.

**"collector street"** means a street where traffic movement and access have similar importance, and indicated "collector" on Schedule "D" attached to and forming a part of this bylaw. *(Added by Bylaw 1625)*

**"combination of vehicles"** means a combination of motor vehicle and trailer, motor vehicle and semi-trailer, or motor vehicle, semi-trailer and trailer.

**"commercial loading zone"** means an area or space on a roadway established for the loading or unloading of materials, to be used exclusively by commercial vehicles.

**"commercial vehicle"** means a vehicle engaged in carrying goods, wares, merchandise or other commodities in the ordinary course of a business undertaking.



**“crossing”** means any crossing of a curb and/or sidewalk provided or to be provided to afford vehicular access from a street to land abutting thereon.

**"crosswalk"** means:

- a. any portion of the roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or other markings on the surface or;
- b. the portion of a highway at an intersection that is included within the connection of the lateral lines of the sidewalks on the opposite sides of the highway, measured from the curbs, or in the absence of curbs, from the edges of the roadway; the portion of a highway at an intersection that is included within the connection of the lateral lines of the sidewalks on the opposite side of the highway, or within the extension of the lateral lines of the sidewalk on one side and the highway, measured from the curbs or, in absence of curbs, from the edges of the roadway.

**“debris”** means rubbish, leaves, broken glass and other waste.

**“driveway”** means an access for vehicles constructed from the edge of the street pavement or if the street is developed to urban standards, from the back of the curb or sidewalk to the property line of the lot fronting on the street.

**"freight vehicle"** includes a public freight vehicle, a limited freight vehicle and a private freight vehicle within the meaning of the Motor Carrier Act.

**"gross axle weight"** or "gross weight carried by a single axle" means the total load transmitted to the road by all axles, the centres of which may be included between two parallel transverse vertical planes, 106 centimetres apart, extending across the entire width of the vehicle.

**"gross weight of tandem axles"** and "gross weight of a group of axles" means the sum of the gross axle weights of all the axles comprising the tandem axles or the group of axles, as the case may be.

**"gross weight of a vehicle or combination of vehicles"** means the sum of the individual gross axle weights of all the axles of the vehicle or combination of vehicles.

**"emergency vehicle"** means any vehicle of the Fire Department, City or Provincial Police Departments, and any municipal or municipally licensed ambulance, and such vehicles of the armed forces or public utility vehicles as are designated as emergency vehicles by the Chief of Police.

**"highway"** includes every highway within the meaning of the "Highway Act", and every road, street, lane or right of way designed or intended for or used by the general public for the passage of vehicles, and every private place or passageway to which the public, for the purpose of the parking or servicing of vehicles, has access or is invited.

**"intersection"** means the area embraced within the prolongation of the lateral property lines of streets which join one another, whether such streets at the junction cross each other or merely meet at an angle without crossing each other.

**"jaywalk"** means to cross the roadway at any place which is not within a crosswalk and which is less than one block from an intersection at which traffic control signals are in operation.

**"landscaped boulevard"** means that portion of the boulevard which has been improved with sod, plants, etc.

~~**"lane"** means any highway not more than 10.5 metres in width. (Deleted by Bylaw 1625)~~

**"lane"** means a street intended for the movement of a single file of vehicles with unrestricted crossings, and indicated "lane" on Schedule "D" attached to and forming a part of this bylaw. *(Added by Bylaw 1625)*

**"loading zone"** means the area of space on a roadway established for the loading or unloading of materials or passengers.

**"local street"** means a street indicated "local residential" on Schedule "D" attached to and forming a part of this bylaw. *(Added by Bylaw 1625)*

**"motor home"** means a motor vehicle designed or used primarily for accommodation during travel or recreation, but does not include a motor vehicle that has attached to it a structure.

**"motor vehicle"** means the same as defined in the Motor Vehicle Act, R.S.B.C. 1996, C. 318.

**"one-way street"** means a street upon which vehicular traffic shall move only in the direction indicated.

**"park"** when prohibited, means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading.

**"pedestrian"** means a person afoot, or a disabled person in a wheelchair or child in a carriage.

**"permit"** means a document in writing issued pursuant to this bylaw.

**"person"** includes any corporation, partnership, firm or association.

**"right-of-way"** means the privilege of the immediate use of the roadway.

**"roadway"** means the portion of the highway that is improved, designed, or ordinarily used for vehicular traffic, but does not include the shoulder; and where a highway includes two or more separate roadways, the term "roadway" refers to any one roadway separately and not to all of the roadways collectively.

**"secondary highways"** comprising such highways of less general importance as, on the recommendation of the Minister approved by Order of the Lieutenant Governor in Council, are classified as secondary highways.

**"semi-trailer"** means a vehicle, other than a trailer, which is drawn by a motor vehicle and which is so constructed that some part of its weight and some part of the weight of its load rests upon, or is carried by the towing vehicle.

**"sidewalk"** means the area between the curb lines or lateral lines of a roadway and the adjacent property lines improved for use of pedestrians.

**"sidewalk crossing"** means that portion of a sidewalk permanently improved or designed for the passage of vehicular traffic.

**"sound truck"** means any vehicle from which the advertising of any commodity or thing, or of any entertainment or sporting or other event is emitted, or from which a public address is made.

**"station wagon"** means a dual purpose vehicle designed for transporting not more than 9 persons, with a rear seat accessible from a side door, and designed so that the seats may be removed or folded out of the way to increase the property carrying space in the vehicle.

**"stop"** means the coming to rest or cessation of movement of a vehicle.

**"stopping"** when prohibited means the coming to rest or the state of being at rest of a vehicle.

**"street"** includes public road, highway, bridge, viaduct, lane and sidewalk, and any other way normally open to the use of the public, but does not include a private right-of-way on private property.

**"street furniture"** shall include waste receptacles, benches, bus shelters, traffic signs or any similar artificial work, structure or equipment and whether or not the same are owned by the City.

**"property line"** when used in this bylaw, or in any resolution passed pursuant thereto, means the dividing line between any private property and the adjoining street.

**"through street"** means any street or portion of street designated by the City Engineer as a through street at which vehicles shall stop before entering thereon.

**"traffic"** includes pedestrians, ridden or herded animals, vehicles, bicycles and other conveyances, either singly or together, while using a street for purposes of travel.

**"traffic control device"** means a sign, signal, line, meter, marking, space, barrier, or device, not inconsistent with this Part, placed or erected by authority of the Minister of Highways or of the Council of the City or person duly authorized by the Minister of Highways or the Council of the City to exercise such authority.

**"traffic control signal"** means a traffic control device, whether manually, electrically or mechanically operated, by which traffic is directed to stop and to proceed.

**"trailer"** means every vehicle with or without motive power designed for carrying person or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.

**"transit route"** means any street which has been designated as a transit route by the Council.

**"truck"** means a vehicle exceeding 5,500 kg GVW used on a highway which is a commercial vehicle defined as such by and licensed under the Commercial Transport Act, and a vehicle not so licensed but which is used for the collection or delivery, or both, of merchandise or other commodity in the ordinary course of a business undertaking. Excluded from this definition are City of White Rock vehicles.

**"vehicle"** means the same as defined in the Motor Vehicle Act, R.S.B.C. 1996, C. 318.

## **PART I**

### **TRAFFIC CONTROL**

3. (1) Pursuant to the authority vested in the Council by Section 120 of the "Motor Vehicle Act", R.S.B.C. 1996, C. 318 as amended, the City Engineer is hereby authorized to exercise the following powers of the municipality:
  - (a) by providing for the placing, erection and maintenance of traffic control devices to give effect to the provisions of this bylaw and the "Motor Vehicle Act" and for such purpose to make orders in respect of those matters in this Section contained, and to rescind, revoke, amend, or vary any conditions prescribed by this bylaw;
  - (b) by providing for the regulation, control, or prohibition of pedestrian traffic, ridden or herded animals, vehicular traffic, and traffic by other conveyances, either singly or together, on sidewalks, walkways, or boulevards or in or on lanes or ways separating the rear property lines of parcels of land fronting on highways;

- (c) by providing for the regulation, control, or prohibition of stopping, standing, or parking of vehicles within the municipality;
- (d) by providing for the setting apart and allotting of portions of highways adjacent to any federal, provincial, or municipal public building for the exclusive use of officials and officers engaged herein for the parking of vehicles, and the regulation of such parking;
- (e) by providing for the establishment and use of loading, commercial, and passenger zones within the municipality and for the designation thereof;
- (f) by providing in respect of any highway in a municipality for the regulation of the width, length, and height of vehicles and the width, length, height, fastenings, and distribution of loads on vehicles driven or operated on any such highway;
- (g) by providing that on any highway where construction, reconstruction, widening, repair, marking, or other work is being carried out, traffic control devices shall be erected or placed indicating that men or equipment are working upon the highway;
- (h) by providing that on any highway where construction, reconstruction, widening, repair, marking, or other work is being carried out, traffic control devices shall be erected or placed to regulate or prohibit traffic in the vicinity of such work;
- (i) by providing for the regulation, control, and prohibition of erection or maintenance, or both, of signs, advertisements, or guideposts on or over any highway, and for the alteration, repainting, tearing down, or removal of any sign, advertisement, or guide posts erected or maintained on or over any such highway without compensation to any person for loss or damage resulting from the alteration, repainting, tearing down, or removal;
- (j) by providing for the regulation or prohibition of pedestrian traffic on highways other than at crosswalks;
- (k) by providing for the prohibition of pedestrian traffic in an unmarked crosswalk designated by a traffic control device;
- (l) by providing for the establishment of school crossings within the municipality and for the regulation and control of pedestrian and vehicular traffic with respect to such crossings;
- (m) by providing for the establishment and use of taxi stands within the municipality and the designation thereof;

- (n) by providing for the regulation and control of processions on highways within the municipality.

#### **Loading Zones**

- 4. (1) No driver of any vehicle shall stop such vehicle in any loading zone except for the purpose of loading or unloading of passengers or materials.
- (2) No driver of any vehicle shall stop such vehicle in any loading zone for a period exceeding three minutes for the loading or unloading of passengers or for a period exceeding thirty minutes for the loading or unloading of materials.

#### **One Way Streets**

- 5. No driver shall operate a vehicle on a one way street except in the direction indicated by a traffic sign.

#### **Funeral and Other Processions**

- 6. (1) No driver of a vehicle shall drive between the vehicles comprising a funeral or other authorized procession while it is in motion. This provision shall not apply at intersections where traffic is being controlled by traffic control signals or police officers.
- (2) Funeral processions shall be identified as such by each vehicle therein having its headlights illuminated.

#### **Limitations on "U" or Reverse Turning**

- 7. (1) No driver of any vehicle shall turn such vehicle so as to proceed in the opposite direction:
  - (a) on any through street;
  - (b) within an intersection at any corner of which a "Stop" sign has been placed, or where a traffic control signal has been installed;
  - (c) at any other intersection unless such movement can be made in safety, without backing, and without interfering with other traffic;
  - (d) on any street between intersecting streets;
  - (e) at any lane intersection.

#### **Control of Vehicle in Motion**

- 8. Every driver or other person in charge of any vehicle conveying goods, wares, or merchandise in or through any of the streets of the city shall remain upon such vehicle, or walk beside the horse or animal drawing the same, so as at all times to control the same while such vehicle is in motion.

### **Driver Must Have Hand on Steering Device**

9. No person shall drive a vehicle without having at least one hand on the steering device, and no person shall operate a bicycle without having at least one hand on the handlebars.

### **Driving on Streets Laned for Traffic**

10. The City Engineer is hereby authorized to mark distinguishing single or double lines on any street, which lines may or may not be in the center of the travelled portion of the street.
11. Where traffic signs are located, established or maintained on any street indicating that the rate of speed of all vehicles is regulated or fixed on any such street in any zone, place or area indicated by the location of such signs, no person shall drive such a vehicle at a greater rate of speed than that shown on the sign, provided however, that wherever such signs are displayed indicating that the zone, place or area is in the vicinity of a school, such restriction of speed shall be applicable between the hours of eight o'clock in the morning and five o'clock in the afternoon of any day on which school is regularly held; and whenever such signs are displayed indicating that the zone, place or area is in the vicinity of a playground, such restriction of speed shall be applicable between dawn and dusk. For the purpose of this section where numerals alone, are prominently displayed on any signs, the maximum speed allowed in the zone shall be that number of kilometres per hour indicated by such numerals.
12. No person shall drive any motor vehicle upon or along any lane at a rate of speed in excess of twenty kilometres per hour.

### **Stop when Traffic Obstructed**

13. No driver of a vehicle shall enter an intersection or a marked crosswalk unless there is sufficient space on the other side of the intersection or crosswalk to accommodate the vehicle he is operating without obstructing the passage of other vehicles or pedestrians, notwithstanding any traffic control signal indicating to proceed.

### **Regulating Sirens, Horns, Bells**

14. Other Sirens Prohibited  
No person shall use any siren, horn, exhaust whistle, calliope, loudspeaker or other noise-making device, on any vehicle in any street.
15. Horn for Warning Only  
No person shall sound the horn of a vehicle except when necessary to warn a person or animal of danger.
16. Bell Required on Bicycle

Every Bicycle shall be equipped with a bell to be used as a warning of danger.

### **Noise from Vehicles**

17. For the purposes of Sections 17, 18 and 19, "vehicle" includes "motor vehicle".

The following noises or sounds from a vehicle are, in the opinion of the Council believed to be objectionable and liable to disturb the quiet, peace, rest, enjoyment or comfort of individuals or the public and are hereby prohibited on any highway within the Corporation of the City of White Rock:

- (a) the squeal of a tire on a highway surface made by a vehicle in accelerating or changing direction;
- (b) a loud, roaring or explosive sound made by a motor vehicle's engine or exhaust system;
- (c) the amplified sound of a radio, television, tape player or other sound playback device or amplification equipment, or the sound of a musical instrument that emanates from a vehicle which can easily be heard by someone outside the vehicle.

18. No person shall make or cause or permit to be made any objectionable noise or sound described in Section 17. No operator of a vehicle shall make or cause to be made by or from that vehicle any objectionable noise or sound described in Section 17.

### **Violations and Penalties - Section 17 and 18**

19. (a) Any person who violates any provision of Sections 17 or 18 of this bylaw commits an offence. Each separate circumstance where a provision of this bylaw is violated constitutes a separate offence.
- (b) The following persons are hereby designated as authorized to enforce the provisions of Sections 17 and 18 of this bylaw:
- (i) a peace officer;
  - (ii) a bylaw enforcement officer;
  - (iii) a poundkeeper;
  - (iv) the Director of Permits and Licences, his Deputy and assistants;
  - (v) a Building and Licence Inspector.
- (c) Any person who commits an offence of a provision of Sections 17 or 18 of this bylaw shall be liable on summary conviction to a fine not exceeding \$2,000.00.
- (d) Where a person is in violation of any provision of Sections 17 or 18 of this bylaw, those persons authorized under this Section, Subsection (b), may issue a violation notice to be served personally or by registered mail upon the person in violation; and such person shall be liable to pay the City of White Rock the respective sum or sums, indicated in the violation notice set out as follows:



First Offence:

\$100.00 for each violation of the bylaw.  
\$ 75.00 for each violation if paid within 48 hours of the issuance of the violation notice.

Second Offence:

\$150.00 for each violation of the bylaw.  
\$112.00 for each violation if paid within 48 hours of the issuance of the violation notice.

Third Offence:

\$200.00 for each violation of the bylaw  
\$150.00 for each violation if paid within 48 hours of the issuance of the violation notice.

If the penalty indicated on the Violation Notice is not paid within seven (7) days of the issuance, a Summons will be issued in respect of the violation.

- (e) Any person named in this Section, Subsection (b) may enter upon property including a vehicle on a highway, at all reasonable times to ascertain whether the provisions of this bylaw are being observed.

**Firemen May Direct Traffic in Vicinity of Fire**

20. Any officer or member of the Fire Department may, while in the course of duty in or about any fire, or in order to expedite traffic and safeguard pedestrians, direct traffic on any street in the vicinity of any fire. No person shall fail to comply with the direction of any such officer or member of such Fire Department.

**Bicycles**

21. No person shall cycle upon any sidewalk.
22. No person shall ride a bicycle upon a street while wearing headphones, or any other manufactured device capable of transmitting sound, over or in close proximity to both ears.

**Stopping and Parking**

23. No person shall stop, stand or park a vehicle:
- (a) in a place in contravention of a traffic control device that gives notice that stopping, standing or parking there is prohibited or restricted;
- (b) where buses stop for passengers;

- (c) or move a vehicle from one location to another in the same block/zone to avoid time limit regulations;
- (d) in a manner that obstructs the visibility of a standard traffic sign erected by or with the authority of a municipality;
- (e) so as to impede or obstruct traffic;
- (f) other than parallel to a curb or roadway, except where angle parking is expressly permitted;
- (g) other than facing in the direction of traffic;
- (h) other than in the manner indicated for angle parking;
- (i) on a landscaped boulevard;
- (j) on a crosswalk;
- (k) in an intersection;
- (l) and/or trailer over 6 metres in length in an angle-parking zone;
- (m) in a Fire Lane;
- (n) within 5 metres of a fire hydrant/fire standpipe;
- (o) in a lane leaving less than 3 metres clearance;
- (p) on a street for the principal purpose of greasing, painting, wrecking, storing or repairing a vehicle, except where repairs are necessitated by an emergency;
- (q) within 6 metres either side of the entrance to or exit from a hotel, theatre, public meeting, place, dance hall, fire hall or police station;
- (r) within 15 metres of the nearest rail of a railway crossing;
- (s) on the paved portion of a roadway where the pavement is 6 metres or less in width;
- (t) in front or within 1 metre of a public or private driveway;
- (u) within 10 metres of an intersection;
- (v) within 10 metres of the approach side of a crosswalk;

- (w) within 10 metres on the approach to any flashing beacon, stop sign or traffic control signal located at the side of a roadway.
24. No person shall park a trailer, semi-trailer or commercial vehicle on any street abutting lands used for business or commercial purposes for more than 3 hours except where such vehicle is parked in front of lands owner or occupied by the driver of such vehicle or his employer.
25. No person shall park a trailer, semi-trailer or commercial vehicle on any street abutting lands used for park, church, school or residential purposes, except with the consent of the owner or occupier of such lands.
26. No person shall park a trailer, semi-trailer or commercial vehicle having a gross vehicle weight exceeding 4,536 kg on any street between the hours of 10:00 p.m. and 6:00 a.m.
- ~~27. No person shall park any vehicle between the hours of 8:00 a.m. and 6:00 p.m. on any street abutting any premises used for residential or commercial purposes for more than 3 hours unless such premises are the property of such person or his employer. (Deleted by Bylaw 1833)~~
27. Within the City's Town Centre, designated for the purposes of this bylaw as the area bounded by North Bluff Road, Martin Street, Thrift Avenue and George Street no person shall park any vehicle between the hours of 8.00 a.m. and 6 p.m. on any street abutting any premises used for residential or commercial purposes for more than 3 hours unless such premises are the property of such person or his employer.
- Notwithstanding any other provision of this By-law, no person shall park a vehicle on any highway for more than seventy-two (72) hours continuously. Requests for an extension beyond 72 hours will be considered under the "City Road and Right-of-Way Permit" application process. *(Added by Bylaw 1833)*
28. No person shall park a trailer or semi-trailer with its motive power unattached.
29. No person shall park any bus, motor home, station wagon or other vehicle with a detachable structure designed or used primarily for accommodation during travel or recreation on any street for a period exceeding 72 hours without displaying a permit therefore.
30. The owner of any bus, motor home, station wagon or other vehicle with a detachable structure designed or used primarily for accommodation during travel or recreation may obtain a permit from the City Engineer to allow parking upon any street for a period exceeding 72 hours:
- (a) where the owner is not a resident of White Rock;
  - (b) where the owner is a disabled person and requires a bus, motor home, station wagon or other vehicle with a detachable structure designed or used primarily

for accommodation during travel or recreation as his only mode of transportation, or

- (c) the owner of the bus, motor home, station wagon or other vehicle with a detachable structure designed or used primarily for accommodation during travel or recreation resides in White Rock and that the vehicle is his only mode of transportation.
31. No person shall stand or park any vehicle on any street for the purpose of washing.
32. No vehicle which is not licensed in accordance with the Motor Vehicle Act and related Provincial legislators and regulators may be parked on a Highway.

## **PART II - USE OF STREETS**

33. No person shall place or permit to be placed any merchandise, chattel, wares or other objects on any street, sidewalk or boulevard for the purpose of sale or display for the purpose of sale of any such merchandise, chattels, wares or other objects.
34. No person shall engage in any sport amusement, exercise or occupation on any street which is likely or calculated to embarrass or delay the passage of vehicles, or to cause any obstruction in or upon such street.
35. No person shall excavate in, cause a nuisance on, encumber, obstruct, injure, foul, improve or damage any portion of any highway, or other public place, without first obtaining a Permit.

### **Permits**

36. The City Engineer may issue a permit to allow those things otherwise prohibited by Section 35 of this bylaw:
- (a) upon the receipt of a satisfactory plan or specification of the work or obstruction in form satisfactory to the City Engineer; and
  - (b) upon deposit with the City a security deposit in the form of cash or Letter of Credit satisfactory to the City in an amount equal to the estimated cost of repairing any damage to be done to the highway or other public place and to ensure that the work shown in the plan will be completed within the time specified by the permit; and
  - (c) payment of a permit fee calculated as follows;
    - (i) if the permit relates to the placement of hoarding, \$10.00 per metre of hoarding; or

- (ii) if the permit relates to shoring, \$20.00 per square metre of shoring; or
  - (iii) if the permit relates to neither shoring nor hoarding, \$10.00.
- (d) if the applicant does not complete all the work shown in the plan within the time limited by the permit, the City may use the security deposit to complete such work.
- (e) Any person desiring to construct a crossing shall submit to the Engineer an application, together with satisfactory plans and specifications showing the detail thereof and upon the Engineer being satisfied as to the acceptability of such crossing meeting the condition outlined in this bylaw may upon the agreement of the applicant to pay all costs associated with the construction, issue a permit authorizing the construction of the crossing.
- (f) Where an existing crossing provides access to land for which a new crossing has been applied for pursuant to clause (e) above, whether or not such existing crossing is in present use, the applicant for the new crossing shall bear all costs for the removal of all existing crossing that are not a part of the applicant and for returning the land to a normal state as defined by the City Engineering Standards and the City may withhold issuance of a permit for a new crossing until he is satisfied that such removal has been accomplished or that satisfactory arrangement for the removal have been made.
37. The City Engineer is hereby authorized to remove any structure, object, substance or thing found upon any highway or public place in contravention of this bylaw. The owner of any structure, object, substance or thing removed by the City Engineer may recover the same upon payment to the City of \$100.00 for the cost of such removal.
38. No person shall walk or remain on a street in such a manner as to obstruct a free passage of pedestrians or vehicles.
39. Except on Sundays, the owner of every parcel of real property shall remove all snow, ice, or debris from any sidewalk bordering such parcel of land not later than 10:00 a.m.
40. No person shall coast, slide or use roller skates, sleighs, skates, skis or similar means of conveyance on any highway unless such highway has been closed to vehicular traffic.
41. No person shall dig up or in any manner alter, prune, trim, remove or destroy any tree, flower, foliage, flowering plants or shrubbery on any highway.
42. No person shall ride, drive or propel any vehicle over or across any curb unless such curb has been lowered or otherwise constructed or reconstructed to form a suitable curb crossing, until permission to lower, construct, or reconstruct such curb crossing has been first obtained in writing from the City Engineer. The applicant shall pay the full cost of the construction of a crossing.

43. No person shall operate, stand or park any vehicle upon a highway for the purpose of displaying advertising.
44. No person shall operate, stand or park any vehicle upon a highway for the purpose of displaying it for sale.
45. No person shall skateboard upon any street, boulevard or sidewalk within the area shown on the plan attached to and marked Schedule "A" to this bylaw.
46. No person shall paint, paste, stick or affix or put up any sign, bill, notice, substance or thing located on any street furniture, light standard, electric light, or utility pole located upon any highway.
47. Every person who shall place any object or make any excavation for any purpose adjoining or adjacent to any street within the City, shall build and maintain a good and sufficient fence or other barrier marked with warning lights along the line of such street so as to effectively guard such excavation and to protect and guard persons and vehicles travelling along such street against danger, risk or accident by reason of such excavation.

#### **Access to Single Family, Duplex and Commercial Zoned Property from a City Street**

48. Access from arterial streets to adjacent properties must be from a lane when available or alternatively a secondary street. Where a property is situated adjacent to more than one road allowance, only one driveway access may be constructed to the lot. In addition, the single access shall preferably be from the minor street. Where a lot fronts on a non-arterial street and backs on a lane, access is permitted from both the street and the lane.
49. No more than one driveway per single family household shall be permitted unless provided for in this bylaw.
50. No driveway shall be located within 7.5 m of corner of a property situated at the intersection of two highways. Where hardship can be demonstrated (such as for RS 2 and RS 3 lots) and where there is little potential for the adjacent streets to be built to ultimate widths, this setback may be reduced by the City Engineer to 7.5 m from the edge of pavement.
- ~~51. No person shall construct a driveway from private property to the edge of roadway without a permit from the City Engineer. Maximum driveway slope as measured from the property line to the off street parking space shall be 20%. The slope of the driveway within the boulevard shall slope from the property line to the edge of street at a minimum of 2%. No structure such as a retaining wall, planter, plant or other obstacle to traffic or pedestrian movement shall be placed within 2.0m of the edge of pavement. (Deleted by Bylaw 1625)~~

51. No person shall construct a driveway from private property to the edge of roadway without a permit from the City Engineer. Maximum driveway slope as measured from the property line to the off-street parking space shall be 15%. The slope of the driveway within the boulevard shall slope from the property line to the edge of street at a minimum of 2%. No structure such as a retaining wall, planter, plant or other obstacle to traffic or pedestrian movement shall be placed within 2.0m of the edge of pavement. *(Added by Bylaw 1625)*
52. Notwithstanding Clause 51, in special circumstances at the discretion of the City Engineer, the City Engineer may approve a driveway designed by a Professional Engineer and sloping upward from the road edge or curb edge at a minimum of 2% for a minimum 2 metres and then transitioning to a maximum grade of 20%. *(Added by Bylaw 2269)*
53. Maximum driveway width for all single-family residential zones is 6.0m. This width is measured at the property line. Driveway width within the boulevard may therefore not exceed 6.0m in width.
54. The minimum width of the driveway shall be 4.5m as measured at the property line.
55. Where a single family home includes a multi-door garage or where off-street parking has been developed on a lot, the width of driveway on the private property must transition to the maximum permitted width of 6.0m at the property line.
56. An exception to Section 54 requirement will be permitted on RS3 lots which back on to a lane in which case the driveway width within the boulevard may match that constructed on private property.
57. Where a street has been developed to the width identified for the street's classification complete with concrete curb and gutter, no parking space construction is permitted between the back of the curb and the property line of the fronting lot except for the driveway.
58. Permitted driveway materials on the boulevard are asphalt and paving stones. Any form of concrete (broom finish, stamped or exposed aggregate, or gravel) is not permitted.

### **Truck Routes**

59. Except as authorized by a permit issued by the City Engineer, no person shall drive, operate, or park a truck on any highway in the City except on those highways identified as Truck Routes shown on Schedule B of this bylaw.
60. Notwithstanding Section 58, a truck may be driven on a highway other than a Truck Route provided the vehicle proceeds to a location on a Truck Route or on a highway not under the jurisdiction of the City closest to its destination before departing from the

Truck Route or highway and provided that when returning the vehicle proceeds to the nearest Truck Route or highway not under jurisdiction of the City.

61. A person driving or operating a truck from a business premises that is not on a Truck Route shall upon leaving the business premises proceed to the nearest Truck Route by the closest and most direct highway.
62. The City Engineer may, given certain road or subsurface conditions, further restrict the size, weight and type of vehicles permitted to be on Truck Routes and other highways until such time as those pavement conditions or subsurface conditions are appropriate for resumption of normal operations.
63. The following streets and roads shown in a heavy bold line are hereby designated Truck Routes as shown on Schedule “B” of the Bylaw.



### **PART III**

## **REGULATING THE SIZE, WEIGHT AND USE OF VEHICLES**

### **DIMENSIONS OF VEHICLES AND LOADS**

#### **Vehicle and Load Regulations**

64. Except as authorized by a Permit issued by the City Engineer pursuant to Section 73 of this bylaw, no person shall drive or operate on a highway:
- (a) a vehicle having a total outside width, with or without load, in excess of 2.6 metres, except that with loads of loose hay, loose straw, or loose fodder the load may project over the side of the vehicle; such distance as a result, in a total outside width, not in excess of 3 metres.
  - (b) a vehicle or combination of vehicles having a height, with or without load, in excess of 4.12 metres.
  - (c) a trailer or semi-trailer having an overall length, with or without load, in excess of 24.4 metres.
  - (d) a combination of vehicles having an overall length, with or without load, in excess of 18.3 metres.
  - (e) any vehicle or combination of vehicles carrying over length loads of logs, poles, pipes, structural steel, or other like objects of structural nature which cannot be dismembered:
    - (i) during the day without a red flag not less than 45 centimetres square on the extreme front and rear of the vehicle or load, whichever is the longer;
    - (ii) on a Sunday or public holiday.
  - (f) a vehicle or combination of vehicles so loaded that the load extends more than 1 metre beyond the front wheels thereof, or, if equipped with a front bumper, more than 1 metre beyond such bumper.
  - (g) a vehicle, any part of which, or the load upon which, extends more than 4.6 metres behind the centre of the last axle of the vehicle.
  - (h) a passenger vehicle so loaded that any part of the load extends beyond the sides of the vehicle.
  - (i) a combination of vehicles consisting of more than three vehicles.
  - (j) a vehicle having wheels, tires, or tracks constructed or equipped with projecting spikes, cleats, ribs, clamps, flanges, lugs, or other attachments of projections which extend beyond the tread or traction surface of the wheel, tread or track, provided that such vehicle may be driven or operated on a highway not having a cement-concrete, asphaltic-concrete, bituminous-treated, or other stabilized or wooden surface.

- (k) an unloaded vehicle and pole-trailer at a greater rate of speed than 24 kilometres per hour unless the pole-trailer is carried on the towing vehicle.
- (l) a vehicle, any axle of which is carrying a gross weight in excess of 9100 kilograms.
- (m) a vehicle equipped with two axles spaced 2.1 metres or less apart and carrying a gross weight in excess of 14,528 kilograms.
- (n) a vehicle loaded in such a manner that the gross weight on any wheel thereof is in excess of 272 kilograms per 2.4 centimetres of width of tire in the case of metal tires.

**PART III**  
**REGULATING THE SIZE, WEIGHT AND USE OF VEHICLES - DIMENSIONS OF**  
**VEHICLES AND LOADS**

65. A vehicle or combination of vehicles having a gross weight on any group of axles in excess of that shown in Maximum Weights - Graph I as follows:

Maximum Weights - Graph I

Distance in centimetres between the centres of kilograms the first axle and last axle of any group of group axles of a vehicle or combination of vehicles	Maximum gross weight in allowed to be carried on that of axles
120	16,000
150	16,500
180	17,000
210	17,500
240	18,000
270	18,500
300	19,000
330	19,500
360	20,000
390	20,500
420	21,000
450	21,500
480	22,000
510	22,500
540	23,000

**PART III**  
**REGULATING THE SIZE, WEIGHT AND USE OF VEHICLES - DIMENSIONS OF**  
**VEHICLES AND LOADS**

66. A vehicle or combination of vehicles having a gross weight in excess of that shown in Maximum Weights - Graph II as follows:

Maximum Weights - Graph II

Wheelbase in centimetres of vehicle  
or combination of vehicles

Gross weight in kilograms

570	23,500
600	24,000
630	24,500
660	25,000
690	25,500
720	26,000
750	26,500
780	27,000
810	27,500
840	28,000
870	28,500
900	29,000
930	29,500
960	30,000
990	30,500
1020	31,000
1050	31,500
1080	32,000
1110	32,500
1140	33,000
1170	33,500
1200	34,000
1230	34,500
1260	35,000

1290	35,500
1320	36,000
1350	36,500
1380	37,000
1410	37,500
1440	38,000
1470	38,500
1500	39,000
1530	39,500
1560	40,000
1590	40,500
1620	41,000
1650	41,500
1680	42,000
1710	42,500

---

67. A vehicle, provided that if, forthwith after the weighing of the vehicle under Section 69 of this bylaw, the load on the vehicle is redistributed so that the limits imposed by this section are complied with, the requirements of the section shall be deemed to have been complied with.
68. Notwithstanding anything herein contained, it shall be lawful to operate a motor vehicle or combination of vehicles:
- (a) having any single axle carrying a gross weight of 182 kilograms in excess of that allowed by Sections 63, 64 and 65 of this bylaw, provided the axle is equipped with a pair of automatic sanding devices in working order.
  - (b) having a group of two or more axles carrying a gross weight of 182 kilograms in excess of that allowed by Sections 63, 64 and 65 of this bylaw, for each pair of automatic sanding devices in working order with which those axles are equipped.
  - (c) having any single axle carrying a gross weight of 114 kilograms in excess of that allowed by Sections 63, 64 and 65 of this bylaw, provided tire chains are carried by the vehicle and are so located as to increase the gross weight carried by that axle.

- (d) having any group of two or more axles carrying a gross weight of 114 kilograms in excess of that allowed by Sections 63, 64 and 65 of this bylaw, provided tire chains are carried by the vehicle and are so located as to increase the gross weight carried by the group of axles.
69. Notwithstanding Section 65 (Maximum Weights - Graph II) of this bylaw, a combination of vehicles, consisting of a truck equipped with three axles and a pole-trailer, equipped with two axles, when carrying unfinished logs, unfinished poles, or unfinished boom-sticks, or like article, may be operated with a gross weight which does not exceed the gross weight allowable under Section 65 - Graph II for a combination of vehicles with a wheel base 1 metre longer than that of the combination of vehicles being operated.
70. The driver of a vehicle on a highway, when so required by a peace officer, shall:
- (a) stop the vehicle at the time and place specified by such peace officer or authorized person for the purpose of weighting the whole or part thereof by means of stationary or portable scales, measuring the dimensions of the vehicle and load, measuring and inspecting the tires thereof, inspecting the load carried, or for any other purpose under Sections 63, 64 and 65.
  - (b) drive the vehicle to the nearest public of Department of Highways stationary or portable scales for the purpose of weighing the vehicle and load.
  - (c) rearrange the load upon the vehicle or remove the whole or part of the load from the vehicle in order to comply with Sections 63, 64 and 65 of this bylaw before continuing to drive or operate the vehicle.
71. The driver of a vehicle on a highway, when directed by a traffic sign on the highway to drive over scales, shall drive the vehicle to the scales for the purpose of having an axle or a group of axles weighed, having tires measured, having the dimensions of the vehicle and load measured, or having the load inspected for any other purpose under this bylaw.

### **Speeds**

72. No person shall drive or operate on any City street:
- (a) a solid rubber-tired vehicle at a greater speed than 20 kilometres per hour.
  - (b) a vehicle having an axle load, tire load or gross load in excess of the limits prescribed by this bylaw at a greater rate of speed than that set out in the permit authorizing such operation.

73. No person shall drive a vehicle on any City street at such a rate of speed as to impede or block the normal and reasonable movement of traffic except when reduced speed is necessary for safe driving or operation or in compliance with the law.

### **Part III - Permits**

74. Permits:

- (a) no person shall drive or operate a vehicle on any City street either unladen or with load, exceeding any of the limitations contained in this bylaw unless a permit in writing therefore has been issued pursuant to this section by the City Engineer.
- (b) the owner or operator of any vehicle desiring a permit required pursuant to clause (a) shall make application in writing therefor to the City Engineer giving such particulars therein as the City Engineer may require.
- (c) subject to the provisions of Section 67, the City Engineer may, notwithstanding the provisions of this bylaw, by special permit in writing authorize the operation and driving of vehicles which are otherwise prohibited by this bylaw from being operated or driven on City streets.
- (d) the operating and driving of any vehicle for which the permit has been issued shall at all times be subject to the conditions stated therein.
- (e) such permit shall be carried in the vehicle whenever it is being driven on City streets and shall be produced to any police officer for inspection upon request.

75. The City Engineer may grant:

- (a) a permit authorizing a single trip for any vehicle, which exceeds the limitations, set out in this bylaw regarding weights, loads and size. An application for such permit shall be made not less than 24 hours in advance of the time the trip is to be made.
- (b) a permit authorizing more than one trip for any vehicle which exceeds the limitations of this bylaw regarding weights, loads and size, subject however, to the following conditions:
  - (i) such permit shall be valid for a period not exceeding 12 months and in any event shall expire on the 30th day of April in every year;
  - (ii) if the vehicle or the vehicle and load together do not exceed 3.2 metres in width, 4.5 metres in height, or 23 metres in length there shall be no limitation on the number of trips to be made unless considered necessary by the City Engineer;

(iii) if the trips are confined to a route or routes approved by the City Engineer.

76. When a permit is issued for more than one trip with respect to the weight, height or width of a vehicle, such permit may specify the maximum rate of speed at which such vehicle may travel and no driver or operator of a vehicle under permit shall drive such vehicle in excess of the speed specified.
77. When a permit is issued for more than one trip with respect to the width of a vehicle, such vehicle shall be equipped with clearance lights as required by the Motor Vehicle Act and the Regulations made hereunder and red flags to indicate to drivers of approaching and following vehicles the width of the vehicle and the load being carried and such clearance lights shall be lighted at all times in accordance with regulations pursuant to the Motor Vehicle Act regarding headlights.
78. Any permit issued pursuant to this section shall be subject to immediate cancellation in the event of any condition of the said permit being violated or in the event of false information being given by the application.
79. If the vehicle or the vehicle and load together exceed 4.3 metres in width, 24.4 metres in length or 4.5 metres in height the City Engineer may require that such vehicle be preceded and/or followed by a pilot car suitably identified with red flags and/or flashing lights, satisfactory to the City Engineer and Chief of Police.

#### **Highway Use Requiring Permit**

80. (1) Except as authorized by a permit issued by the Engineer pursuant to this Bylaw, no person shall:
- (a) place any fuel, lumber, blocks, rock, stone, merchandise, chattel or wares of any nature on any highway;
  - (b) deposit, throw, or leave any earth, refuse, debris or other thing on a highway;

#### **Highway Use Requiring Permit (Continued)**

- (c) being the owner or occupier of property abutting on a highway, cause or permit any earth, rocks, stones, logs or stumps or other things to cave, fall, crumble, slide or accumulate from any such property upon a highway or, being there, to remain thereon;
- (d) drag or skid anything along or over a highway;
- (e) dig up, break up or remove any part of a highway; cut down or remove trees or timber growing on a highway; or excavate in or under a highway;
- (f) change the level of a highway whatsoever, or stop the flow of water through any drain, sewer or culvert on or through a highway;



- (g) place, construct or maintain a loading platform, skids, rails, mechanical devices, buildings, signs or any other structures or things on a highway;
- (h) construct or maintain a ditch, sewer or drain, the effluent from which causes damage, fouling, nuisance or injury to any portion of a highway;
- (i) mark, imprint or deface in any manner whatsoever a highway or structure thereon;
- (j) ride, drive, lead, move or propel any animal or vehicle over or across a boulevard, including any curb, sidewalk or ditch therein unless such boulevard has been constructed or improved to form a suitable crossing;
- (k) construct a boulevard crossing including a curb, ditch or sidewalk crossing;
- (l) cause damage to, cut down or remove trees, shrubs, plants, bushes and hedges, fences or other things erected or maintained on a boulevard;
- (m) operate a vehicle while sounding a calliope, loudspeaker or other noise-making device;
- (n) march, drive or otherwise take part in a parade or procession except a funeral procession;
- (o) conduct construction on a highway or traffic control relating to such construction;
- (p) conduct construction on land adjacent to a highway where access from the highway to the land is required for that purpose;

**Highway Use Requiring Permit (Continued)**

- (q) obstruct or interfere with the free flow of traffic or attempt to control or detour traffic on any highway or lane, whether by use of signs or flagmen or by barricades or other physical obstruction on the road, provided that this clause shall not apply to;
  - (i) a Peace Officer, Bylaw Enforcement Officer, Parking Patroller or Fire Fighter acting in the normal course of his or her duties;
  - (ii) a student or adult school patrol acting under the authority of the Public Schools Act or authorized by the chief of Police;
  - (iii) emergency vehicles or public utility or City crews while making emergency repairs within a highway or lane;
  - (iv) vehicles while legally parked on a highway or lane or while obeying the instructions of a traffic control device or Peace Officer.

### **Highway Use Permits**

81. (1) The Engineer may issue a permit to do those things otherwise prohibited by Section 79 subject to the payment of the appropriate fee and subject to such other conditions in this section and in Section 81, which may be applicable.
- (2) The Engineer is hereby authorized to issue a permit in accordance with this Bylaw in a Form as shown in Schedule “C” attached to and forming a part of this Bylaw.
- (3) In respect of oversize vehicles, an annual permit will not be issued, except in special cases at the discretion of the Engineer, for vehicles or combinations of vehicles or loads which exceed the British Columbia Commercial Transport Act, R.S.B.C. 1996, Chapter 58, standards for width, height and length.
- (4) In respect of overweight vehicles, an annual permit will not be issued for loads which can be broken down in such a manner that they would not exceed the weight restrictions; and not in any case for loads exceeding 10 percent overload except in special cases at the discretion of the Engineer where, by virtue of the number of trips, or the route, the overload is not expected to have a significant effect on the road system.
- (5) “Oversized and Overload” permits shall be carried in the vehicle whenever it is being driven on a highway and shall be produced to any Peace Officer or Bylaw Enforcement Officer, for inspection upon request.
- (6) A permit issued pursuant to this section may, in addition to any other limitations:
- (a) prohibit the driving or operating of any commercial vehicle on any highway during certain hours.
  - (b) specify the maximum rate of speed at which any commercial vehicle may travel;
  - (c) require that any commercial vehicle be preceded or followed, or both, by a pilot car in accordance with the Regulations pursuant to the Commercial Transport Act, R.S.B.C. 1997, Chapter 58;
  - (d) require that the commercial vehicle be driven or operated on certain specific highways.
82. As a pre-requisite to the issuance of a permit under Section 80, the Engineer may require the applicant to:
- (1) Deposit with the City a sum of money:

- (a) sufficient to pay for the cost of repairing any damage likely to be done to the highway and installation therein or thereon; and
  - (b) as sufficient security to ensure that obligations imposed by the permit shall be fulfilled and completed within the time specified in such permit.
- (2) Provide satisfactory plans of work to be undertaken and when such plans are supplied and approved by the Engineer and the necessary permit issued, the said work shall conform in every respect to the approved plans, to the current City specifications as approved by the Engineer, and to the minimum general requirements of the Subdivision Bylaw.
- (3) Where a deposit has been made in accordance with this Section, and upon satisfactory compliance with the permit within the time specified, the deposit will be refunded to the applicant, less the actual cost of administration and inspection.
- (4) Where completed work is to be taken over by the City the applicant shall maintain such work for a period of one year from the date of expiry of the permit. Sufficient security deposit shall be retained from the deposit provided in Subsection (1) to cover any repair works, which may be required over the maintenance period.
- (5) Where adjustments to completed works are required due to reconstruction of a highway, the person responsible for the initial construction as shown on the permit shall pay all the cost of such adjustments.
- (6) The applicant shall indemnify, protect and save harmless the City from and against all claims demands and lien claims of every kind arising out of or in any way connected with the work or other things for which a permit has been issued.
- (7) Failure of the permit holder to repair damage and/or fulfil such obligations as are set out in a permit within the specified time shall result in the forfeiture of the deposit to the City as Liquidated damages.
- (8) At the discretion of the Engineer, the applicant or their contractor may be required to have in effect liability insurance in the amount specified by the Engineer naming the City as an Additional Named Insured.
- (9) Provide the City with sufficient funds, as determined by the Engineer to complete the works including final restoration.

Notwithstanding the foregoing, the City shall have the right to seek additional compensation from the applicant.

**PART III**  
**REGULATING THE SIZE, WEIGHT AND USE OF VEHICLES - DIMENSIONS OF**  
**VEHICLES AND LOADS**

83. Before any permit is issued pursuant to the sections under Part III, Permits, the applicant shall deposit with the City a security deposit in the form of cash or Letter of Credit satisfactory to the City, in an amount equal to the estimated cost of repairing or reconstructing any street or other property of the City damaged by reason of the driving or operating of the vehicle for which the permit is granted. If the applicant does not repair any such damage within the time limited by the permit, the City may use the security deposit to complete such work.

**Part III - Permit Fees**

84. The City Engineer may charge the following fees for any permit issued pursuant to Part III, Permits:

For a permit authorizing a single trip ..... \$ 10.00  
For a permit authorizing more than one trip ..... \$100.00  
For a permit authorizing a Highway Use Permit.....\$ 50.00

85. If a permit issued pursuant to Part III, Permits has been lost or destroyed before expiring, the holder thereof shall make application for a duplicate permit to replace that which has been lost, and the City Engineer, upon being satisfied as to the circumstances of such loss or destruction, may issue a duplicate permit upon payment by the applicant of a fee of \$5.00.

**Weighing and Inspection of Vehicles**

86. Any person driving or operating a vehicle on any street, when so directed by a police officer or by any person authorized by the City Engineer, shall:
- (a) stop such vehicle at such time and place as directed for the purpose of weighing, measuring, or inspecting the vehicle or load carried or for any other purpose;
  - (b) drive the vehicle to the nearest public scales for the purpose of weighing such vehicle;
  - (c) rearrange the load upon the vehicle or remove the whole or any part of the load from the vehicle as may be necessary to comply with the provisions of this bylaw before continuing to drive or operate such vehicle.

**Spilling of Vehicle Loads on Streets - Securing of Loads**

87. It shall be the duty of the driver of any vehicle and also the duty of the owner of any commercial vehicle to ensure that any load or covering thereon is securely fastened so as to prevent such covering or load from becoming loose, detached, or in any manner a hazard to other users of the highway.
88. In the event that any article, substance or material shall, due to any cause whatsoever, become loose or detached or blow, drop, spill or fall from any vehicle on to any street, it shall be the duty of the driver of such vehicle forthwith to take all reasonable precautions to safeguard traffic and also to remove such material from such street.
89. No person shall drive, ride, or propel any vehicle containing any sawdust, or garbage on any street in the City unless such vehicle shall be kept tightly and securely covered in such manner as to prevent any of such sawdust or garbage from being flown, dropped or spilled from such vehicle.
90. No person shall drive or operate any vehicle loaded with firewood unless such firewood is contained in a box so designed and constructed that the said firewood does not protrude more than 30 centimetres above the lowest point of the top of such box.
91. The driver or operator of any vehicle carrying loads of lumber or other structural materials shall:
- (a) securely chain the load using at least two chains for loads not exceeding 3.2 metres in height measured from the ground and at least three chains for loads exceeding 3.2 metres in height, and one additional chain for every 3 metres of deck space in excess of 6 metres.
  - (b) place the load so that not less than two-thirds of the bulk length thereof shall be forward of the rear axle and not more than 4.5 metres thereof shall extend beyond the centre of the last axle of the said vehicle.
  - (c) strip all lumber load in conformity with the stripping regulations contained in the General Accident Prevention Regulations of the Provincial Workers' Compensation Board.
  - (d) not permit such loads to exceed the following height limitations measured from the ground:

<u>Vehicle Weighing</u>	<u>Maximum Height of Load</u>
2,700 kilograms or less: -	2.7 metres
More than 2,700 kilograms	
but not exceeding 3,600 kilograms: -	3.2 metres
Over 3,600 kilograms: -	3.8 metres

## **GENERAL VIOLATIONS - PENAL CLAUSE**

### **Violations**

92. Every person who offends against any of the provisions of this bylaw or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this bylaw, or who does any act or thing which violates any of the provisions of this bylaw, shall be deemed to be guilty of an infraction of this bylaw, and shall be liable to the penalties hereby imposed.

### **Penal Clause**

93. Except as otherwise provided in this bylaw, every person who violates any of the provisions of this bylaw, or who suffers or permits any act, or thing, to be done in contravention of this bylaw, or who refuses, omits, or neglects to fulfil, observe, carry out, or perform any duty or obligation imposed by this bylaw is liable on summary conviction to a fine not exceeding Two thousand Dollars (\$2,000.00) or in the alternative to imprisonment for a period not exceeding six (6) months.

- ~~93. Where a person is in violation of any provision of this bylaw, a Peace Officer, Poundkeeper, Director of Permits and Licences and his Assistants, Building and Licence Inspector or Bylaw Enforcement Officer, may issue a violation notice to be served personally or by registered mail upon the person in violation; and such person shall be liable to pay the City of White Rock the respective sum or sums, indicated in the violation notice set out as follows:~~

~~\$30.00 for each violation of the Bylaw~~

~~\$20.00 for each violation if paid within 48 hours of the issuance of the violation notice.~~

~~If the penalty indicated on the Violation Notice is not paid within seven (7) days of the issuance, a Summons will be issued in respect of the violation.-(Deleted by Bylaw 1768)~~

- ~~93. Where a person is in violation of any provision of this bylaw, a Peace Officer, Director of Development Services and his Assistants, Building and Licence Inspector or Bylaw Enforcement Officer, may issue a violation notice and such person shall be liable to pay the City of White Rock the respective sum or sums, indicated in the violation notice set out as follows:~~

~~\$50.00 for each violation of the Bylaw~~

~~\$25.00 for each violation if paid within 7 days of the issuance of the violation notice.~~

~~If the penalty indicated on the Violation Notice is not paid within seven (7) days of the issuance, a Summons may be issued in respect of the violation.-(Added by Bylaw 1768 & Deleted by Bylaw 1830)~~

- ~~94. Where a person is in violation of any provision of this bylaw, a Peace Officer, Director of Development Services and his Assistants, Building and Licence Inspector or Bylaw Enforcement Officer, may issue a violation notice and such person shall be liable to pay the City of White Rock the respective sum or sums, indicated in the violation notice set out as follows:~~

~~\$60.00 for each violation of the Bylaw~~

~~\$30.00 for each violation if paid within 7 days of the issuance of the violation notice.-(Deleted by Bylaw 2331)~~

Where a person is in violation of any provision of this bylaw, a Peace Officer, Director of Development Services and their Assistants, Building and Licence Inspector or Bylaw Enforcement Officer, may issue a violation notice and such person shall be liable to pay the City of White Rock the respective penalties, indicated in the violation notice set out as follows:

\$60.00 for each violation of the Bylaw

\$30.00 for each violation if paid within 7 days of the issuance of the violation notice.

With the exception of the penalties stipulated in the “Ticketing for Offences Bylaw, 2011, No. 1929” for the following offenses:

<b><i>Section</i></b>	<b><i>Designated Offense</i></b>
Sec. 23. (a)	Stopping and parking where prohibited or restricted
Sec. 23. (b)	Stopping and parking in a bus zone
Sec. 23. (c)	Stopping and parking, or moving from one location to another to avoid time limit regulations
Sec. 23. (d)	Stopping and parking in a manner that obstructs signs
Sec. 23. (e)	Stopping and parking so as to impede or obstruct traffic
Sec. 23. (f)	Stopping and parking other than parallel to a curb except where angle parking is expressly permitted.
Sec. 23. (g)	Stopping and parking other than facing in the direction of traffic
Sec. 23. (h)	Stopping and parking other than the manner indicated for angle parking
Sec. 23. (i)	Stopping and parking on a landscaped boulevard
Sec. 23. (j)	Stopping and parking on a crosswalk
Sec. 23. (k)	Stopping and parking in an intersection
Sec. 23. (l)	Stopping and parking a trailer over 6 metres in length in an angle parking zone
Sec. 23. (m)	Stopping and parking in a fire lane
Sec. 23. (n)	Stopping and parking within 5 metres of a fire hydrant
Sec. 23. (o)	Stopping and parking in a lane leaving less than 3 metres clearance
Sec. 23. (p)	Stopping and parking for repair of vehicle
Sec. 23. (q)	Stopping and parking within 6 metres of an entrance
Sec. 23. (r)	Stopping and parking within 15 metres of railway crossing

Sec. 23. (s)	Stopping and parking where pavement is 6 metres or less
Sec. 23. (t)	Stopping and parking in front or within 1 metre of a driveway
Sec. 23. (u)	Stopping and parking within 10 metres of an intersection
Sec. 23. (v)	Stopping and parking within 10 metres of a crosswalk
Sec. 23. (w)	Stopping and parking within 10 metres of stop sign
Sec. 24	Trailer/commercial vehicle in commercial area for more than 3 hours
Sec. 25	Trailer/commercial vehicle in residential area for more than 3 hours
Sec. 26	Parking overweight vehicle between 10:00 pm and 6:00 am
Sec. 27	Parking over 3 or 72 hours
Sec. 28	Parking unattached trailer
Sec. 29	Parking vehicle for accommodation exceeding 72 hours without a permit
Sec. 31	Parking vehicle for purpose of washing
Sec. 32	Parking unlicensed vehicle
Sec. 4. (1)	Stopping in loading zone except for loading or unloading
Sec. 4. (2)	Stopping in loading zone beyond permitted time limit
Sec. 44	Displaying vehicle for sale
Sec. 74. (a)	Vehicle exceeding any of the limitations without a permit from the City Engineer
Sec. 80 (1)(j)	No person shall drive a vehicle over or across a boulevard, curb, sidewalk except with a permit from the City Engineer

*(Added by Bylaw 2331)*

If the penalty indicated on the Violation Notice is not paid within seven (7) days of the issuance, a Summons may be issued in respect of the violation- *(Added by Bylaw 1830)*

### **BYLAW REPEAL AND CITING**

95. Street and Traffic Bylaw, 1987, No. 1063 and Amendment Bylaw Nos. 1150, 1263, 1324 and 1509 are hereby repealed, but every resolution passed pursuant to any of the above bylaws shall remain in force until varied or repealed in accordance with the provisions of this Bylaw.
96. This Bylaw may be cited as the "Street and Traffic Bylaw, 1999, No. 1529".



RECEIVED FIRST READING on the	25 <sup>th</sup>	day of May	1999
RECEIVED SECOND READING on the	25 <sup>th</sup>	day of May	1999
RECEIVED THIRD READING on the	25 <sup>th</sup>	day of May	1999
RECONSIDERED AND FINALLY ADOPTED on the	14 <sup>th</sup>	day of June	1999

---

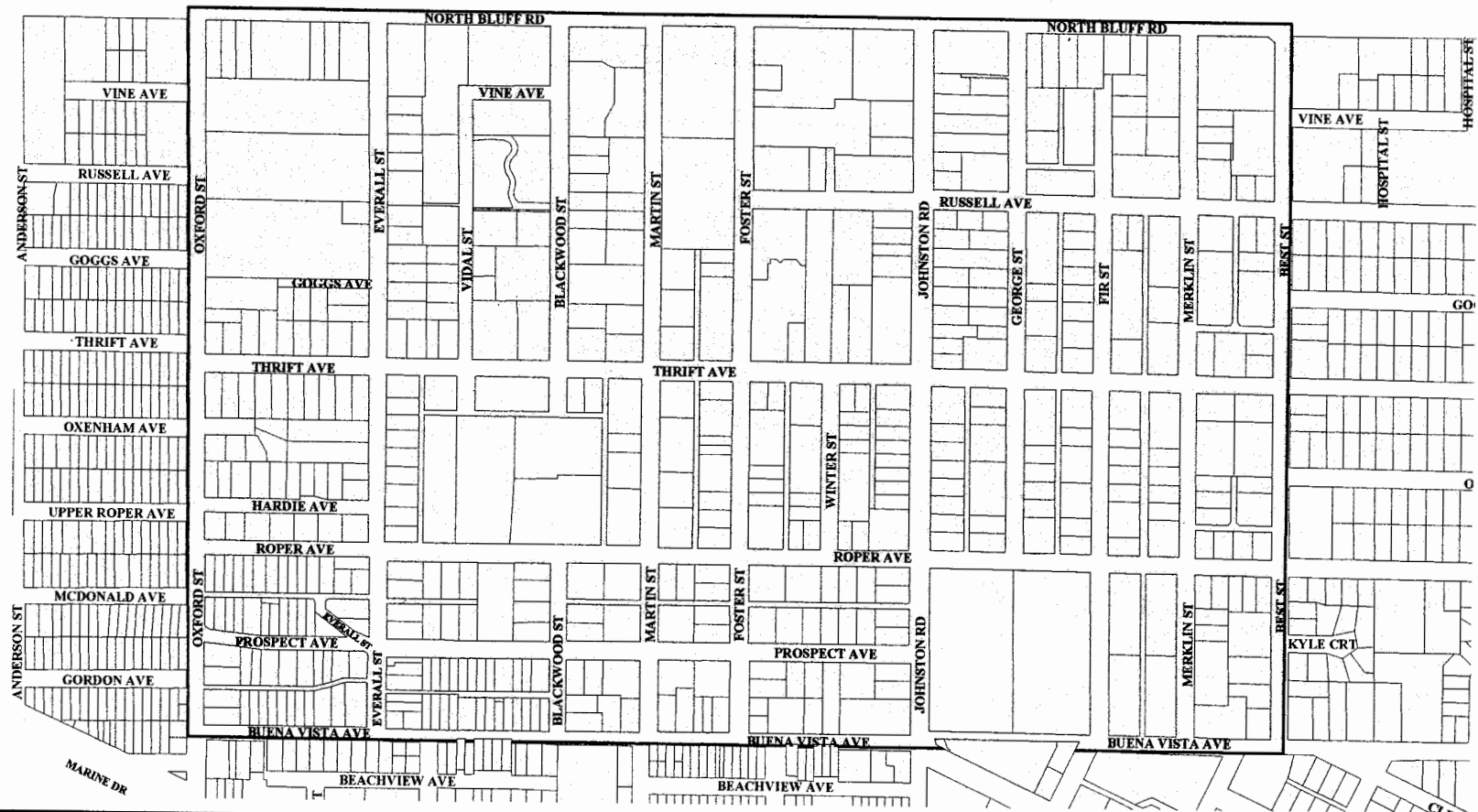
MAYOR

---

CITY CLERK

# STREET AND TRAFFIC BYLAW No. 1529 - SCHEDULE A

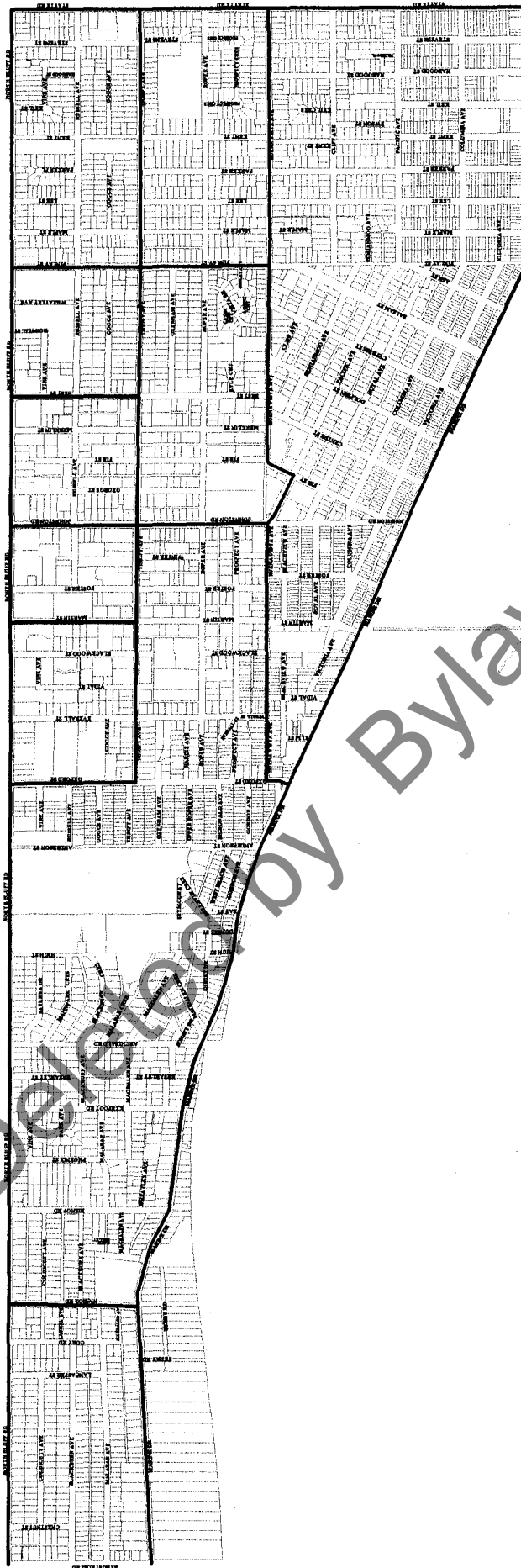
( no skateboard area )



*The City of White Rock*

STREET AND TRAFFIC BYLAW NO. 1529 - SCHEDULE B

( truck routes )



Street and Traffic Bylaw 1999, No. 1529,  
 Amendment No. 8, Bylaw, 2016, No.  
 2374 (Schedule B added by Bylaw 2374)



**SCHEDULE 'C'**

**City Road and ROW Use Permit**

Permit No.:

Effective :  
Expiry:

File No.:

**OWNER**

Name:  
Address:  
Telephone Number(s):

**CONTRACTOR**

Name:  
Address:  
Supt:  
Telephone Number(s):

**LOCATION OF WORK:**

**PERMISSION IS HEREBY GRANTED TO:**

All works shall be completed in accordance with all currently City of White Rock construction specifications and standard drawings. The applicant shall not employ a contractor not skilled in the work assigned. An as-built drawing may be required with the attached specifications prior to release of security deposit. The following City inspections are required to satisfy the terms of this permit:

<u>INSPECTIONS</u>	<u>DESCRIPTION</u>	<u>PASSED</u>	<u>DATE</u>	<u>INITIAL</u>
--------------------	--------------------	---------------	-------------	----------------

For Inspection please call:

**NOTE A CHARGE OF \$50.00 SHALL BE PAID FOR EACH ADDITIONAL INSPECTION MADE NOT MENTIONED ABOVE.**

I hereby agree to all the terms of the Highways Use By-law which pertain to this permit and deposit wherewith the some to guarantee the fulfillment of the terms of and within the time specified for the permit. A refund of the security deposit will be issued upon successful completion of this work and if required a submission and acceptance of an as-built drawing (and after all City inspections are passed) minus any additional cost incurred by the City of White Rock.

I further agree to indemnify and save the City harmless against any and all claims, actions or expenses whatsoever or by whomsoever brought against the City by reason of the City granting me this City Road and Right of Way Use Permit or by reason of the construction of the above referred works.

APPLICANTS SIGNATURE: \_\_\_\_\_ COMPLETED BY: \_\_\_\_\_.

<b>Fees</b>	
Security Deposit	
Permit	\$ _____
<b>Subtotal</b>	_____
<b>Other</b>	
Administration	
Inspection	
<b>Subtotal</b>	_____
<b>TOTAL</b>	_____
<b>DEPOSIT RECEIPT NO.</b>	

ISSUED BY: \_\_\_\_\_  
CITY ENGINEER

Street and Traffic Bylaw 1999, No. 1529,  
Amendment No. 8, Bylaw, 2016, No. 2374

*(Schedule D Deleted by Bylaw 2374)*



**Doug and Gordean Bjornson**  
**1087 Finlay Street**  
**White Rock, BC V4B 4K7**

June 21, 2021

City of White Rock  
Council Members

Dear Council Members,

We are writing to you to express our concerns about 13 self seeded cottonwood trees that have grown very rapidly on city property at the southeast corner of Semiahmoo Avenue. Historically, this city property did not have any trees on it, only shrubs and blackberry bushes. When we purchased our property in 2014 there was no visible trees in this area.

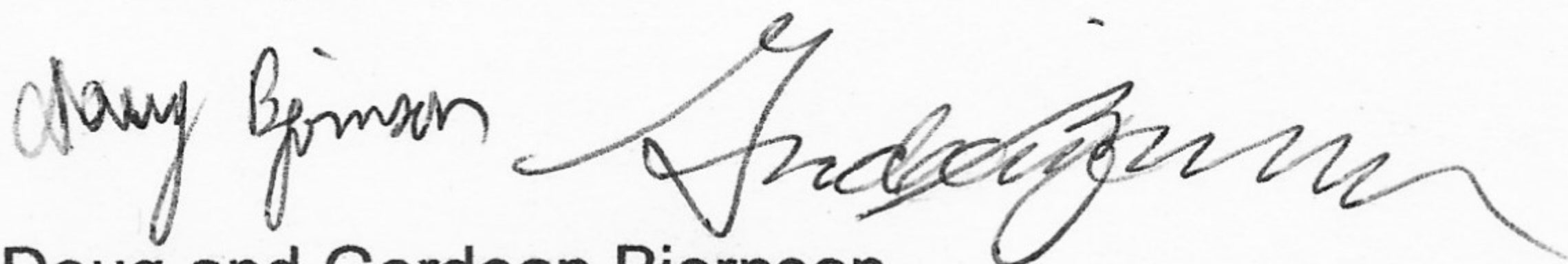
Black cottonwood trees generally grow about 6 feet per year and at maturity can be 100 feet with branches that can extend out by 30-40 feet in all directions. The sheer size of these trees pose significant safety issues to neighbourhood homes, an adjacent well-traveled pedestrian walkway with staircase and automobiles and people on Semiahmoo Avenue. With the high winds that this area is prone to there is additional safety issues relating to power lines and flying tree branches that could damage personal property.

These 13 black cottonwood trees are completely out of character with the historic ambiance of this neighbourhood. Some of these trees are already over 40 feet high and have already had a significant effect on the long-time views enjoyed by several residents living on Semiahmoo and Cliff Avenues. Allowed to continue to grow there will be an increased safety concern as well as an increasing obstruction of residential views. This has significant potential to negatively affect the property values in this neighbourhood. We pay taxes based on the value of our home and would appreciate the City not inadvertently undermining its value.

We are hoping that Council will agree that these trees do not belong in this residential setting and will work with the neighbourhood to develop a reasonable plan to have these trees removed either by the City or by the residents at their expense working with a City approved professional Tree Service.

We look forward to working with our neighbours and the city to resolve this problem.

Warm regards,

The block contains two handwritten signatures in black ink. The first signature on the left is 'Doug Bjornson' and the second signature on the right is 'Gordean Bjornson'. Both are written in a cursive, flowing style.

Doug and Gordean Bjornson  
1087 Finlay Street  
White Rock, B.C.  
V4B-4K7



To White Rock City Council,

I am writing this letter in support of our neighbourhood submission regarding the concerns of the 13 Black Cottonwood trees rapidly growing on the S.E. Corner of Semiahmoo Avenue. As a resident of upper Semiahmoo Avenue these trees are concerning to me for multiple reasons;

this species that is most problematic growing over 100 feet in just several years

- These trees were not originally there, and as such should have been removed years ago before they were allowed to grow to their state.
- Their continued growth and others like it can make an impact to property values of a large number of homes. People purchase their homes with the views they have, and are understanding that things might change, but accept these terms within the bylaws of our city. When these variances are brought to the attention of the council, I do not understand any reason why the bylaws would not be supported. There would be nobody negatively impacted by the removal of these trees.
- This is not just a concern about property values, but definitely safety as well as seen throughout the city with significant overgrowth blocking views at some of our dangerous intersections.

My hope is to see proper action taken when these concerns are brought forward. I certainly understand the difficult balance of managing public sentiment in a city that has such polarization on a number of large topics, but this should not be one of them, as the bylaws are very clear. Though it was not during this council's time that they were not originally enforced, this council does have the opportunity to make it right currently.

Please feel free to contact me if you need any more information,

Regards,

Chris Sallans  
15587 Semiahmoo Ave  
604-369-4507



Donald Longstaff  
1062 Finlay Street  
White rock B.C.

Council City of white Rock

I am writing to formally request that 13 Black Cottonwood trees located right across from my home on the south side of Semiahmoo Ave -15600 block near Finlay be removed.

My wife and I have owned this property at the north- east corner of Finlay and Semiahmoo for almost 42 years.

Until recently we have been able to continue to enjoy a very good view toward the water.

However when the property (2lots)below was developed and built ,the boulevard (city property) was cleared in preparation and allowed a condition for the city property to self seed with various species growing including 13 black cottonwood wood trees which are growing at a very rapid rate and are obstructing our views and those of a numerous number of our neighbors .

We also believe that these trees could represent a potential safety hazard to our home, the traffic on Semiahmoo Ave and the stairs on Finlay St .

During the past few years it appears that the city has taken responsibility for the maintenance of the boulevard (rather than the home owners) and at a lesser rate than a normal property owner would do for their property front.

We note that these lots are between Semiahmoo and Moffat lane, however the actual property front is Semiahmoo not Moffat.

In earlier discussions with the city arborist she agreed that this growth is a problem and that the city should remove the growth and the cottonwood trees, however the city didn't have a budget for it at this time.

After this discussion a city contractor did come to remove some invasive growth, however it should be noted that the remaining growth in addition to the trees are encroaching on the grassy boulevard.

In closing , again I am requesting that the city remove these cottonwood trees or allow an approved contractor to remove them at the residents expense.

Thank you

Donald Longstaff 604 536 5806

June 19, 2021

To: WHITE ROCK CITY COUNCIL

Please accept this letter as support for the delegation to have the City remove the black cottonwood trees growing on the road allowance of Semiahmoo St. east of Findlay St.

I am a resident of the neighborhood and live at 15648 Cliff Avenue. When approached for my opinion, I was surprised and concerned to learn there are 13 cottonwood trees at the location noted above. From what I know of cottonwood, it is one of the fastest growing native tree in North America and can reach 150 feet in height in just a few years. One online article stated: "planting cottonwood trees in home landscapes leads to problems. These messy trees have weak wood and are prone to disease. In addition, their massive size makes them out of scale for all but the largest landscapes". From this, one can conclude that a single cottonwood is not suitable for the road allowance at Semiahmoo and Finlay Streets. Thirteen are, therefore, problematic and need immediate management prior to the trees becoming too large and costly to control.

In addition to the massive size of cottonwoods, this species of tree spreads its cotton seeds great distances each Spring. My daughter is a soccer player and struggles to play on pitches with cottonwoods nearby; South Meridian & Dufferin are examples. The cotton seeds cause those with allergies, including my daughter, to experience itchy, watery eyes and necessitate the use of antihistamines to manage the symptoms.

Finally, it can be expected that 13 trees, growing to a potential height of 150 feet each, will have a significantly negative impact on the views of numerous homeowners in our neighbourhood.

I am urging the City of White Rock to act now to remove the 13 cottonwood trees to avoid the higher costs associated with future removal, future danger to nearby homes, aggravation for those with allergies and impacted views.

Respectfully submitted for your consideration,

Joanne Thacker

15658 Cliff Avenue

White Rock, B.C.

V4B 1V9

604-723-5287

June 21, 2021  
To WHITE ROCK CITY COUNCIL

We are writing this letter in support of the neighbourhood delegation that is very concerned about 13 rapidly growing black Cottonwood trees that have self-seeded on city property on the S.E.side of Semiahmoo Ave 15600 block .

My wife and I have lived on Cliff Ave for 23 years and have never seen any trees on this property, only blackberry bushes and shrubs.

In researching information about the Black Cottonwood tree as part of this delegation it is very apparent that these 13 trees would have significantly adverse effects on the historic ambiance and character of this neighborhood. They also raise worrisome safety issues, particularly in high wind conditions, to homes, power lines , people walking on the adjacent well travelled pedestrian walkway and pedestrians and automobiles on Semiahmoo Ave.

The many safety issues associated with these trees are related to their annual growth of about 6-8 feet per year, eventual heights well in excess of a 100 feet in maturity, and their pattern of producing branches in all directions 30-40 feet long weighing over a thousand pounds .These branches are characteristically prone to breakage during high wind and adverse weather conditions.

As long time residents of this neighborhood we know that many other residents share these safety concerns and the effects the continued growth these trees will have on their long time historical views, which in some cases would be completely obliterated.

There are also very real concerns that our property values will be adversely affected .

These 13 black Cottonwood trees grown to maturity would be analogous in height and breadth to 13 ten story high rises being built on this small piece of city property.

Regardless of how you look at it, these trees are totally unacceptable not only in this location, however in any residential neighborhood, particularly one where residents have paid higher house taxes for many years based upon historic views which are now being significantly affected.

In all honesty the city arborist and engineering department should have been aware of all of the impending issues relating to these trees as they continued to grow, and remove them at an earlier stage before negatively affecting residents in the area .

On this basis and in regard to all the other issues noted in this letter we believe the city should remove these trees as soon as possible at city expense. Alternatively, If this is not possible, then allow the residents to hire a professional tree service approved by the city to have these tree removed at the residents' expense.

Respectfully yours,

Michael and Leila Weiner  
15600 Cliff Ave , White Rock  
604 538 8110

June 19/21

**To the Mayor and city councillors of White Rock**

Re: Tree growth(Cottonwoods)on the city boulevard on the south side of Semiahmoo at the intersection of Findlay

I live at 15618 Cliff Ave with my wife Gail and we have done so continuously since 1991. When we built this house and moved in 1991 we selected the lot and built the house specifically to take advantage of the south facing exposure to the sunshine and the then open ocean view.

In the last 30 years that view has been increasingly impaired by the tree growth the city has encouraged through its ridiculous tree bylaw program.

Now the city is leaving this subject boulevard to grow wild with invasive plant species, blackberry bushes and cottonwoods.

We have very little water view left and these cottonwoods are going to eliminate a chunk of that remainder in the next two years.

Worse than that the trees are growing on the lip of a precipice above houses below that back onto Semiahmoo

Sooner or later large chunks of branch material will break off these trees and cause property damage to the properties below and given the sharp drop off I expect that an entire tree could go down and crush a house below.

Your first duty is to keep your citizens and their homes safe. So get rid of these trees now. Your second duty should be to keep the citizens of White Rock happy in their chosen city of residence. This green wall view screening project that your array of bylaws are embarked upon do just the opposite. You should take a serious second look at the whole program including what it costs the taxpayers to administer each year. Repeal all the tree bylaws and eliminate the trouble and costs.

These cottonwoods are going to derogate and eliminate views for a number of houses in the neighborhood presently if not eliminated. To say nothing of the potential liability building for the city in this situation.

If these trees are not eliminated and a storm drops these trees on a house and it's occupants this proceeding will show as a record of the warning the city received and ignored.

I respectfully ask that you give your approval to Mr. Wiener's motion to remove subject trees from the boulevard on the south side of Semiahmoo at Findlay ASAP

I thank you for your consideration

Richard E Rhodes

June 18, 2021

To: WHITE ROCK CITY COUNCIL

Please accept this letter as support for the delegation on June 28, 2021 to have the city remove the black cottonwood trees growing on the road allowance of Semiahmoo St. east of Findlay St.

I am a resident of the neighborhood and professional forester with over 50 years experience growing and harvesting trees. However, as I explained to my neighbors initiating the delegation, my expertise is **not urban forestry and I cannot give a professional opinion**, only a personal one, as a homeowner who happens to have experience managing tree plantations.

In forestry we use the phrase the “**right tree in the right place**”. Black cottonwood grows very fast and will reach a height well over 100 feet much quicker than any other major species indigenous to B.C. The crowns can reach over 50 feet in width with large diameter branches that can break and cause significant property damage. There is absolutely no doubt in my mind that the trees in question will become a problem. There is simply not enough space for them to continue growing in their current location without creating a significant risk to personal property. **Black cottonwood is definitely NOT the “right tree” in an urban setting.**

I would also like to comment on the City of White Rock’s tree replacement policy for developers. The cottonwoods under discussion seeded in naturally when the two lots on the west end of Moffat Lane were created about 5 years ago. When they split the original lot in two and cleared the area for the 2 new houses the developers were required by the city to plant six trees for each one they removed. Also, the replacement trees were required to be a minimum girth and height.

The city’s requirements are probably well intentioned but are very short-sighted and poorly administered. The original lot had one house with a footprint of about 700 square feet, now we have 2 lots with 2 houses having a total footprint of about 4000 square feet. Where are all the additional trees going to go? Also, the developer had to clear the entire lot plus clear partly up the embankment on city road allowance to accommodate planting the new trees. Thus, providing a seed bed for the cottonwoods!

Even after the cottonwoods are removed, we still have inappropriate trees on the adjacent private lots which will create issues for the homeowners and the neighbors. A few years ago, I observed the developer planting white pine and hybrid poplars along the boundary. Both species are inappropriate for the small city lot because they will grow too tall for the site. I asked the developer why he chose those species and he replied they were the cheapest he could find that met the city’s size specifications and he was focused on getting his development deposit returned.

This old forester thinks that the tree policies of the City of White Rock are completely inappropriate and are in dire need of a complete re-think. **Currently you are not achieving the “right tree in the right place”.**

Respectfully; Russ Clinton, 15628 Cliff Ave.

Ursula Tiben  
15619 Semiahmoo Avenue  
White Rock, BC  
V4B 1V4

June 20, 2021

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

Reg.: Cottonwood trees on 15600 block of Semiahmoo Avenue, White Rock, BC

Dear Sir or Madam,

For over 39 years I have lived at Semiahmoo Avenue in White Rock and enjoyed the view of the mountains, the Bay and the Islands since I moved into my house. However, since the development across the street the boulevard has seeded with inappropriate growth, the major portion of which are Cottonwood trees.

The City required trees to be planted on the lots below but the Cottonwood trees are in addition, probably self seeded, taking over everything else and have now become a major block to the view and will soon become a potential hazard.

I am in full support of my neighbours request for your approval to remove the Cottonwood trees.

Yours truly,

A handwritten signature in cursive script that reads "Ursula Tiben".

Ursula Tiben

June 22, 2021

White Rock City Council

Dear Council Members,

I would like to add my support to the request that the City of White Rock remove the black cottonwood trees on the road allowance on Semiahmoo Street east of Findlay Street.

I am concerned about these trees remaining in place for a number of reasons:

1. There are 13 trees at present. Since these trees can grow very rapidly to 150 feet in height and 40 feet in width, their growth and propagation will result in massive greenery that is much too large for this residential area. As well, their growth will choke out other species. Later removal will become increasingly expensive to taxpayers.
2. As these trees spread their cotton seeds significant distances throughout the neighbourhood each spring, they trigger allergies for many people.
3. The trees are not robust and are prone to breakage and disease. perhaps resulting in damage to nearby homes. This is something we can eliminate by simply removing the trees.

Thank you for your consideration of my request.

Barbara Wiebe

2019 BC news article documenting injury and damage from cottonwood trees.

This article also contains information about BC's Dangerous Tree Assessment Program.

<https://www.bcclocalnews.com/news/cottonwood-trees-pose-threat-to-motorists/>



**From:** [Leila Stuart](#)  
**To:** [Clerk's Office](#)  
**Cc:** [Michael Weiner \(michaelweinerbc@gmail.com\)](#)  
**Subject:** #2 Submission re: S.E. 15600 Block Semiahmoo Ave. cottonwood trees delegation  
**Date:** June 20, 2021 9:39:50 PM  
**Attachments:** [15600 blk Semiahmoo Ave, W. Rock.pdf](#)

---

*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.*

This email contains correspondence between Michael Weiner and Helen Fathers. Contained in the email is a cover letter from Don Longstaff to the city engineering department that accompanied an independent arborist proposal from March 2021, which is also attached to this email. Also contained in the email are photos showing cottonwood tree growth between March and May 2021.

---

**From:** Michael Weiner <michaelweinerbc@gmail.com>  
**Sent:** June 20, 2021 5:38 PM  
**To:** Michael Weiner <michaelweinerbc@gmail.com>  
**Cc:** Leila Stuart <LS@leilastuart.com>  
**Subject:** Fwd: S.E. 15600 Block Semiahmoo Ave. Self planted tree situation.

Michael Weiner  
604 218 3707 Cell

Begin forwarded message:

**From:** Michael Weiner <[michaelweinerbc@gmail.com](#)>  
**Date:** May 5, 2021 at 5:09:35 PM PDT  
**To:** [hfathers@whiterockcity.ca](#)  
**Cc:** Donald Longstaff <[dlongs@telus.net](#)>  
**Subject:** S.E. 15600 Block Semiahmoo Ave. Self planted tree situation.

Hi Helen ,

Following up on my phone call last week , please find below a letter and tree removal plan from a very experienced arborist sent to the White Rock city engineering department several weeks ago from Don Longstaff, the Semiahmoo Ave resident who lives right across from the city property at the S.E. Corner of Semiahmoo Ave which is covered now with a half dozen cottonwood trees which have self seeded in the past year .

There are several residents from Semiahmoo Ave and Cliff Ave now including myself whose views are being effected by this situation and in the next year or so will be mostly eliminated for some of them .

These cottonwood trees grow to over 100 feet , adding about 6 feet or more in height per year.. There are also pictures provided below of what the trees look like now which can be compared to

the trees just six weeks ago before the growing season started.

As noted in Don's covering letter the city arborist who viewed the property told Don that she thought it was the city's responsibility to take care of this situation however didn't believe they had the funds .

This is why several of us hired a very experienced arborist who has worked with many municipalities for over 30 years to create the tree removal plan sent to the engineering department,.

Upon receiving Don's covering letter and our Arborists plan the city engineering department made no comment regarding the situation or the plan submitted and only sent a copy of policy 611 to Don which outlines all of the city regulations regarding tree removal on city property even though the city has maintained this particular area for many years and the current cottonwood tree situation concerns recently self planted trees. There were no trees on this S.E. corner previously .

At this stage as concerned and disappointed White Rock residents we are reaching out to you for some guidance regarding how to proceed regarding this matter given the fact that the trees in question self seeded themselves and that the city maintained this property previously for many years we don't believe that all of the regulations and detailed measures outlined in the City's road based permit application and potentially policy 611 apply in this situation .

As noted these self planted trees are beginning to eliminate views enjoyed by residents for many years which are noted as a valid reason for tree removal on city property in section 6 (d) of the 611 tree management policy.

Please note I am also available at 604 218 3707 to discuss matter in more detail .

Thank you very much Helen . We look forward to your guidance concerning this situation..

Michael Weiner

Please see below: The cover letter from Don Longstaff and recent photos of the trees in question on city property. I have also attached the tree management plan prepared by our arborist John Monk submitted to the city engineering department several weeks ago. Please note the significant tree growth by comparing the photos below at with the ones in Mr. Monk's report that were taken late March.

1. Cover letter from Don Longstaff:

Engineering Dept.

City of White Rock

-----

Re:15600 Blk Semiahmoo south side

Boulevard vegetation overgrow

-----

Please find attached the report of John Monk, Arborist dated March 30,2021.

I retained Mr period Monk after two contacts with personnel in your department. The first contact was to ask the City to clean up this boulevard and remove the half dozen or so wild self- seeded cottonwood trees thereon that are growing into and threatening to obscure my lovely water view that I and my adjoining neighbours have been enjoying for the last forty plus years.

The second contact was a call from the city arborist who had made a site visit and agreed that something should be done about the situation but simply stated that there was no room in the current budget. The arborist referred our situation to another person in the engineering department and several weeks ago I received a communication from Carlie Gordon requesting that I submit a plan .

Following up on this request, I propose to hire a licenced contractor at my expense to remove the cottonwood trees from the boulevard in accordance with the plan and recommendations from Mr John Monk, owner of Outlook Arborist Services .

Please confirm I can go ahead with this plan

Yours truly,

Don.

Please also note a couple of weeks ago a city contractor came and removed several invasive species from this city property ,however did no other work there.







Tree Assessments performed for:  
Mr. Don Longstaff  
1062 Finlay St., White Rock  
V4B 4K6  
C/O 15600 Block Semiahmoo Ave, White Rock

**Prepared by: *Outlook Arborist Services***

John Monk

ISA Arborist PN0401

Qualified Tree Risk Assessor

ITA Practical Horticulturalist

ITA Red Seal Utility Arborist

[jmonktrees@gmail.com](mailto:jmonktrees@gmail.com)

604-816-2592

March 30th, 2021

Introduction:

Mr. Longstaff has contacted me, John Monk on referral from his tree company representative.

The purpose of my involvement with Mr. Longstaff is to discuss some trees beginning to block views for more than two properties.

We met on site and with other concerned neighbors, looked over what can be done to deal with maintaining a view with the least disturbance.

Views kept established in White Rock are clearly important and have been maintained for many years by residents able to prune trees.

Most hillside homes here have views and value the aesthetic benefits that make White Rock an attractive residential area.

These trees are on the corner of Semiahmoo and Findlay Street within municipal boulevard visible in this screenshot from the White Rock Mapping program.

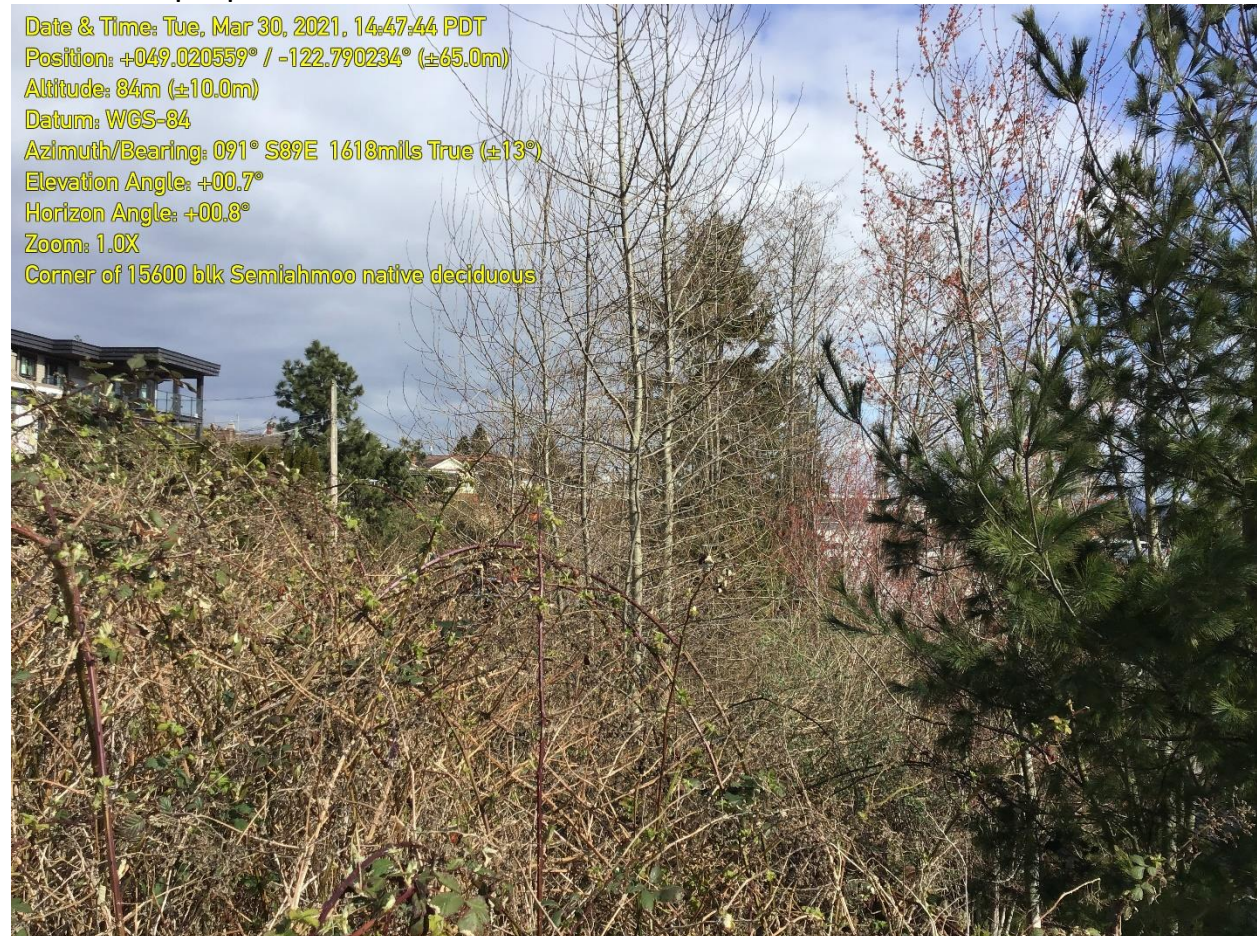




Trees in this location primarily above 15605 & 15615 Moffat lane.

Because this is not private property and naturalized boulevard on a steep slope, this has become taken over by Himalayan Blackberries and now growing native Black Cottonwoods and possibly, Red Alders.

The Blackberries are invasive and difficult to control. However, they serve a purpose to prevent slope erosion and provide for birds for food and habitat. Within this area are these small Cottonwoods probably under ten years of age. They grow tall very rapidly and are just now beginning to block the view for numerous properties to the north.



Trees on the slope now getting taller.

The property owners above this naturalized area wish to remove the trees at their expense and keep the blackberries. The homes below this slope also benefit from the slope erosion control. Blackberries are invasive but serve the erosion problem and some security by preventing access. Some privacy is also provided into the back yards of the Moffat properties.



Summary;

At this time, Mr. Longstaff on behalf of his neighbors wish to get Engineering approval to remove these trees to maintain the view they have always enjoyed. The contractor they wish to use needs to have insurance, Worksafe coverage and a business licence for White Rock.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Monk', with a stylized flourish at the end.

John Monk  
ISA Arborist PN0401  
Tree Risk Assessor # 10685  
ITA Practical Horticulturalist  
ITA Utility Arborist

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



**DATE:** June 28, 2021

**TO:** Mayor and Council

**FROM:** Tracey Arthur, Director, Corporate Administration

**SUBJECT:** City of White Rock's 2020 Annual Report

---

**RECOMMENDATION**

THAT Council endorse the City of White Rock's 2020 Annual Report as circulated.

---

**EXECUTIVE SUMMARY**

The 2020 Annual Report (Appendix A) includes statistical information, departmental overviews, and information on civic grants. The last portion of the report contains detailed financial statements for the City, year ended December 31, 2020.

The 86-page document also includes a summary of 2020 milestones, a progress report on the [2018-2022 Council Strategic Priorities](#) and statements from the Mayor and CAO.

Under B.C.'s *Community Charter*, municipalities are required to produce an annual report that states their goals and objectives for the coming year and demonstrates what progress has been made toward the preceding year's goals and objectives.

Once completed, the annual report must be made available for public inspection 14 days prior to being available for Council to hear public submissions /questions. The City's Annual report was ready and available on Thursday, June 10, 2021.

**PREVIOUS COUNCIL DIRECTION**

Not applicable.

**INTRODUCTION/BACKGROUND**

Under B.C.'s *Community Charter*, municipalities are required to produce an annual report that states their goals and objectives for the coming year and demonstrates what progress has been made toward the preceding year's goals and objectives.

The 2020 Annual Report was shared in a variety of ways, including the placement of hard copies at White Rock City Hall, the White Rock Library and the White Rock Museum and Archives.

The City issued a media release that was posted on the City's website and sent to local and Lower Mainland media. A related article was published online and in print publications.

A link to the 2020 Annual Report was posted on the City's social media channels.

The 2020 Annual Report can be found on the City's website at: [www.whiterockcity.ca/annualreport](http://www.whiterockcity.ca/annualreport).

### **FINANCIAL IMPLICATIONS**

Not applicable.

### **LEGAL IMPLICATIONS**

Not applicable.

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

The City of White Rock's 2020 Annual Report is available for public review, giving the public more than 14 days to review and provide submissions and comments or ask questions in time for the City Council meeting on June 28, 2021.

Promotion of the Annual Report included:

- Advertising in the Peace Arch News (PAN);
- Media release sent to local and Lower Mainland and municipal media;
- Social media that includes Twitter, Facebook and Instagram;
- Website information at [www.whiterockcity.ca/annualreport](http://www.whiterockcity.ca/annualreport) ;
- Hard copies at the White Rock Library branch of Fraser Library;
- Hard copies at the White Rock Museum and Archives;
- Hard copies at City Hall; and
- Link and information posted on the City of White Rock employee Intranet.

### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

The Annual Report was prepared by the Communications and Government Relations and the Financial Services Departments of the City of White Rock in collaboration with the City's Senior Leadership Team.

All City of White Rock departments contributed updates to the Annual Report, based on milestones and progress in 2020.

### **CLIMATE CHANGE IMPLICATIONS**

Not applicable.

### **ALIGNMENT WITH STRATEGIC PRIORITIES**

The 2020 Annual Report aligns with Council's 2021-2022 Strategic Priorities updated from the 2018-2022 document due to the revised needs created by the COVID-19 pandemic.

Council's 2021-2022 Strategic Priorities maintain, where possible, the public input principles Council heard in 2019 along with input from the community during the pandemic.

The six priorities approved by City Council in December 2020 include the Community, Environment, Waterfront, Infrastructure, Economy, and the City's response to COVID-19.

Details and a dashboard showing the City's progress are online at [www.whiterockcity.ca/priorities](http://www.whiterockcity.ca/priorities).

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

The following options are available for Council's consideration:

1. Approve White Rock's 2020 Annual Report as provided in Appendix A of this corporate report; and submit the Annual Report to the Province of British Columbia.
2. Approve White Rock's 2020 Annual Report with changes as indicated by City Council and/or collected by City staff; and submit the Annual Report to the Province of British Columbia.

### **CONCLUSION**

White Rock's 2020 Annual Report is presented for endorsement by City Council. There is an opportunity for the public to comment or to ask questions on the report at the June 28, 2021 regular Council meeting at 7:00 p.m. Notice regarding this opportunity was published in the following ways:

- City's website under the "2021 White Rock News and Announcements" sections on June 11, 2021;
- City's website at [www.whiterockcity.ca/annualreport](http://www.whiterockcity.ca/annualreport);
- Peace Arch News on June 10, 17 and 24, 2021 inviting the public to provide comments and questions about the 2020 Annual Report in writing or at the June 28, 2021 regular Council Meeting, via telephone; and
- City of White Rock's Facebook and Twitter social media channels between June 10 and June 28, 2021.

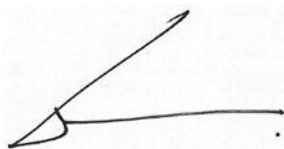
Respectfully submitted,



Tracey Arthur  
Director, Corporate Administration

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

I concur with the recommendation of this corporate report.



Guillermo Ferrero  
Chief Administrative Officer





**WHITE ROCK**  
*City by the Sea!*

# 2020 ANNUAL REPORT

White Rock, British Columbia, Canada  
for the year ending December 31, 2020

[WHITEROCKCITY.CA](http://WHITEROCKCITY.CA)



# CITY OF WHITE ROCK 2020 ANNUAL REPORT FOR THE YEAR ENDING DECEMBER 31, 2020

The 2020 Annual Report was prepared by the Communications and Government Relations Department and the Financial Services Department of the City of White Rock in cooperation with all civic departments and agencies.

Photography credit: Communications and Government Relations Department and Stacy Ascah.



# TABLE OF CONTENTS

## INTRODUCTORY SECTION

Message from the Mayor	1
Message from the Chief Administrative Officer	3
Our City by the Sea	6
Mayor and Council	7
Committees	8
Council Strategic Priorities	9
Capital Projects in 2020	15
COVID-19 and the Community	17
Values and Vision	19
Organizational Chart	20
Connect With Us	21
City Facilities	22

DEPARTMENT OVERVIEWS	23
----------------------	----

FINANCIAL SECTION	45
Message from the Director of Financial Services	48
Audited Financial Statements	55

STATISTICAL SECTION	
2020 Permissive Tax Exemptions	79
Comparative General Statistics (unaudited)	80
2020 Revenues	82
2020 Expenses	83
2020 Civic Grants-In-Aid	84

# A MESSAGE FROM THE MAYOR



One word that has been overused in 2020, and generally during the global COVID-19 pandemic, is the word pivot. And yet, it perfectly captures how many of us managed in 2020.

Whether working from home while juggling childcare, opening a restaurant, shop or service for curbside pickup, or moving a business from producing beer to producing hand sanitizer, we found ways to continue to work and to take care of our families.

Not everyone was fortunate. Some lost work, and some lost loved ones. We grieve for those losses as a community.

The role of the City of White Rock in 2020 was to continue to offer essential services through your local government. We continued the critical services that include emergency response, water and sewer, garbage collection, financial planning, parking permits, planning permits, dog licences, parks maintenance, road and sidewalk maintenance, recreation and culture and so much more. And we had to offer it differently. We had to pivot.

The summer in White Rock in 2020 was different from the familiar, lively atmosphere of our seaside community. It was subdued, with fencing and closures and warning signs. We followed the Provincial Health Officer's orders and encouraged people to stay two metres apart.

Instead of shaking hands and speaking to people at events and on the streets, the Mayor and City Councillors communicated online, using Zoom to reach business audiences and Microsoft Teams to host City Council and committee meetings. Technology became essential to our communication.



We held planning meetings online, increased public engagement using the Talk White Rock platform for surveys and call-in opportunities for comments. We spoke to, and listened to, businesses and the community at virtual Town Hall meetings.

Our flag-raising events looked different, with small numbers of participants spaced out on a lawn, wearing masks.

We recognized National Indigenous Peoples Day on June 21 with an online video, we hosted the City's first Virtual Canada Day by the Bay on Facebook and YouTube and honoured our veterans on Remembrance Day with a Facebook Live event.

We have made much progress since we all stood outside our homes at 7 p.m., making noise to say "thank you" to our health care, emergency and essential workers.

As the rate of vaccination against COVID-19 grows, so does our excitement. Together, we have crossed a very difficult bridge and are experiencing optimism.

It is my honour to serve as your Mayor. On behalf of City Council, I am proud to present to you the City of White Rock's 2020 Annual Report.

A handwritten signature in black ink, appearing to read 'D. Walker'.

Darryl Walker  
Mayor, City of White Rock

# A MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER



It is certain that 2020 will go down in the history books as a year that brought unexpected and extraordinary challenges to all communities locally and abroad.

The global pandemic prompted many to reflect on what's important on a personal level and, as a service organization that looks after the well-being of a community, we focused on ensuring resiliency for both residents and businesses as we worked through the social and economic impacts of the pandemic.

As such, this organization shifted service delivery models and successfully adapted to a new and evolving environment through extensive collaboration and strong leadership.

During the global pandemic, the City of White Rock continued to operate, keeping service delivery to its residents and businesses a top priority. The City remained committed to delivering quality service to its residents and providing a friendly environment for businesses by incorporating new tools or processes to help navigate the changing health restrictions and by making recommendations to keep our community safe and operational.

In 2020, despite the COVID-19 pandemic, the City provided essential services, including fire and police, solid waste collection and recycling, clean drinking water, roads and parks maintenance, taxation and parking services.

In keeping with Provincial Health Orders, the City moved to online services, and shifted operations by providing virtual Council and committee meetings, planning meetings, special events, recreation and public engagement.

As we learned how to navigate the pandemic, staff worked closely with Council to realign plans and processes to adapt to the new environment. As such, Council adopted a new Strategic Plan that addressed the impacts of the pandemic and created a path forward to ensure the community's needs were met during the pandemic and beyond.

Without question, 2020 was a turbulent and difficult year. As a CAO, I could not be prouder of every employee at the City of White Rock. Everyone in this organization was able to adapt and respond with a high degree of professionalism and success by making changes to service delivery models, often under extraordinary situations or short timeframes, overcoming the challenges presented to them.

The City of White Rock is grateful for the \$3.8 million in funding it received from the Province of British Columbia under the COVID-19 Safe Restart Grant for Local Governments. This funding will be used to offset the costs associated with the pandemic, including a projected deficit. This grant is being used primarily to offset the loss of revenue caused by the pandemic, while not passing that financial burden onto White Rock taxpayers.

Despite the many extraordinary and unforeseen challenges in 2020, our team was able to deliver services while working on Council's Strategic Plan. As such, we are well on track to deliver on projects identified as Council priorities. I encourage you to read the plan on our website and visit the live dashboard often to check on the plan's progress.

Together with my team, I am optimistic about the future of White Rock. We are getting closer to the days of reopening our buildings and facilities, offering a full variety of programs and delivering festive events.

I am pleased to be leading this organization with the support of Council and a strong leadership team. The year 2020 has shown us that everything can change or be taken away in an instant. We must continue to work together, to understand and support one another and to remain resilient and weather the storm, just as we've done.

I look forward to continuing to be part of an amazing group of City employees and to serve Council and the community in delivering high-quality services, safely, in 2021. I continue to embrace the same philosophy that I brought to this organization on Day One. "Everything is possible."

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

Guillermo Ferrero  
CAO, City of White Rock





# OUR CITY BY THE SEA

White Rock is a picturesque, seaside city of 20,922 in southwest British Columbia. The city is located beside the sprawling sandy beach and warm, shallow waters of Semiahmoo Bay. White Rock is located on the unceded territory of the Semiahmoo First Nation and the Coast Salish people.

Moderate temperatures, stunning vistas and great amenities attract residents and visitors to White Rock. Established in 1957, the city has a proud past and a vibrant future. White Rock's Waterfront, Five Corners area and Uptown all offer a variety of restaurants, retail stores and services. The city has attractive housing and a variety of parks, community services, facilities, pathways and trails.

The iconic White Rock Pier crowns the City's Waterfront and is Canada's longest pier at 470 metres. The Waterfront is also home to a railway used by BNSF (Burlington Northern Sante Fe) Railway and a historic train station that houses the White Rock Museum and Archives. Residents and visitors enjoy the walkable, 2.19-kilometre-long Promenade and visiting the legendary White Rock, known to the Semiahmoo First Nation as P'Quals.

Attracting a diverse demographic spanning from young families to retirees, White Rock offers the friendliness of a small town with the amenities of a modern urban centre. It is a safe city that is protected by White Rock Fire Rescue, White Rock RCMP and the B.C. Ambulance Services.



**20,922\***  
residents

\* 2020 Province of B.C.



**298**  
Fire inspections



**5.12** SQ KM  
city area



**2,025**  
Business Licences issued



**2.19** KM  
promenade length



**682,663**  
total post reach on Facebook



**3,015**  
registrations into  
recreation classes  
and programs



**\$45,201**  
total Civic Grants-in-Aid  
awarded by the City



# MAYOR AND COUNCIL



## **City Council 2018 - 2022**

*Back Row:* Councillor David Chesney, Councillor Erika Johanson, Councillor Helen Fathers, Councillor Christopher Trevelyan *Front Row:* Councillor Anthony Manning, Mayor Darryl Walker, Councillor Scott Kristjanson

Local government in the City of White Rock is provided by a Mayor and six Councillors. Council's four-year term began in 2018 and finishes in 2022.

The main function of a municipal Council is to look after the current and future economic, social and environmental well-being of its community. Council's primary duties are to create administrative policy, adopt bylaws on

matters delegated to local government through the *Local Government Act and Community Charter* and other Provincial statutes to protect the public and to collect taxes for those purposes. Council also acquires, manages and disposes of the City's assets. Council sets a vision and goals and charts a course of action for the City.

[whiterockcity.ca/citycouncil](http://whiterockcity.ca/citycouncil)



Committees, Boards and Task Forces meet to provide input and expertise to White Rock City Council on important issues and make a positive contribution to our community. Some groups are formed through citizen engagement, while other groups are formed through a provincial mandate.

## **SELECT COMMITTEES:**

Arts and Cultural Committee  
Cultural Advisory Committee  
Dogs on the Promenade Task Force  
Economic Development Advisory Committee  
Environmental Advisory Committee  
History and Heritage Advisory Committee  
Housing Advisory Committee  
Marine Drive Task Force  
Parking Task Force  
Public Art Advisory Committee  
Seniors Advisory Committee  
Tour de White Rock Committee  
Water Community Advisory Panel  
White Rock Sea Festival Committee

## **OTHER ADVISORY COMMITTEES**

Advisory Design Panel  
Board of Variance

## **STANDING COMMITTEES**

August Contract Committee  
Finance and Audit  
Governance and Legislation  
Grants-in-Aid  
Intergovernmental and Indigenous Affairs  
Land Use and Planning





# COUNCIL STRATEGIC PRIORITIES

At the beginning of each four-year term of office, White Rock City Council sets the long-term vision and strategic plan for the City of White Rock. Council's Strategic Priorities provide the community with the goals the City will achieve and describes how the City will achieve them.

Council's Strategic Priorities are an important element within the work plan of City employees. Two years into Council's four-year term, the City achieved 60 per cent of the priorities identified in Council's 2018-2022 Strategic Priorities. This was achieved despite the COVID-19 global pandemic.

Due to the unprecedented challenges presented by the pandemic, City resources have been strained, with unplanned priorities needing immediate attention. As a result, City Council took a fresh look at White Rock's Strategic Priorities for the last two years of the Council term.

Through Council's 2021-2022 Strategic Priorities, White Rock will continue to focus on the health and safety of the community, providing a high quality of life for residents, supporting the local economy and ensuring this seaside City is an attractive destination for visitors.



## COUNCIL'S STRATEGIC PRIORITIES



### COMMUNITY

We will make the best possible community decisions in collaboration with residents and stakeholders, providing an excellent quality of life.



### ENVIRONMENT

We will continue to improve our environmental stewardship to preserve and protect the natural environment for future generations.



### WATERFRONT

We will enhance, promote and share our regional, premier, seaside experience.



### INFRASTRUCTURE

We will build and maintain physical and organizational structures and facilities to enhance our community's quality of life.



### ECONOMY

We will support the prosperity and diversification of the City's economic base.



### COVID-19

We will provide the best possible community outcomes and resilience to maximize recovery from COVID-19.

## NARROWING THE FOCUS

To help narrow the focus for Council's 2021-2022 Strategic Priorities, City Council on March 8, 2021, selected a list of top-five items to achieve leading up to 2022. They are:

1

THE  
OFFICIAL  
COMMUNITY  
PLAN (OCP)  
REVIEW

2

SOLID  
WASTE  
PICKUP  
FOR MULTI  
FAMILY

3

HOUSING  
NEEDS /  
AFFORDABLE  
HOUSING

4

COMMUNITY  
AMENITY  
CONTRIBUTION  
'SHOVEL-IN-  
THE-GROUND'  
PROJECTS

5

THE CITY'S  
RELATIONSHIP  
WITH THE  
SEMAHMOO  
FIRST NATION

## COMMUNITY

### WE WILL...

Make the best possible community decisions in collaboration with residents and stakeholders, providing an excellent quality of life.

### OBJECTIVES

1. Guide land use decisions of Council to reflect the vision of the community.
2. Manage the delivery of City services efficiently and effectively.
3. Confirm the City is following best practices in governance.
4. Select and complete the Community Amenity Contributions (CAC) projects to maximize the benefit to the community.
5. Advocate on behalf of the community to senior levels of government and other stakeholder groups.
6. Continue to nurture a respectful, trusting partnership with the Semiahmoo First Nation for the benefit of both communities.

### ACTIONS AND PRIORITY

OBJECTIVE	ACTION	PRIORITY
Guide land use decisions of Council to reflect the vision of the community.	Review the Official Community Plan (OCP)	Top Priority
	Town Centre Review (with DIALOG)	Top Priority
	Building Heights Outside the Town Centre	Top Priority
	Affordable Housing/Housing Needs Report	Top Priority
	Review of Waterfront Design Guidelines for East Beach and West Beach	High Priority
	Coach House/Secondary Suites in duplexes/triplexes	High Priority
	Single-family home zones	High Priority

OBJECTIVE	ACTION	PRIORITY
Confirm the City is following best practices in governance.	Governance and Legislation Committee to continue to review all Council policies	Top Priority
	1. Corporate Administration Policies	1. High Priority
	2. Council Policies	2. High Priority
	3. City Operations Policies	3. High Priority
	4. Finance Policies	4. High Priority
	5. Human Resources Policies	5. High Priority
	6. Planning and Development Policies	6. High Priority
Manage the delivery of City services efficiently and effectively.	Reserve Fund	High Priority
	Multi-Family and Commercial Waste Pickup	Top Priority
	Conduct multi-family and commercial waste pickup and analysis	Top Priority
	Review emergency alert systems for mass notification	Top Priority
	Water Community Advisory Panel	High Priority
	Examine water quality results from Water Treatment Plant	High Priority
	Policing Service Review	High Priority





OBJECTIVE	ACTION	PRIORITY
Select and complete the CAC projects to maximize the benefit to the community.	Community Amenity Contributions (CAC) Review	Top Priority
	Emerson Park Playground Upgrade	Top Priority
	Bring forward Affordable Housing Reserve Fund Bylaw and consider allocating \$4 million to fund	Top Priority
	Centre Street Hillside Walkway Upgrade	Top Priority
	Review Options for Upgrading Multiple Hillside Walkways (Road Ends) to Waterfront	Top Priority
	Bay Street Beach Access Ramp	Top Priority
	Maccaud Park Upgrade	Top Priority

OBJECTIVE	ACTION	PRIORITY
Continue to nurture a respectful, trusting partnership with the Semiahmoo First Nation for the benefit of both communities.	Water Service Agreements	Top Priority
	Relationship Rebuilding/Partnership	Top Priority
	Communication Protocol - Memorandum of Understanding	Top Priority
	Sanitary Sewer Service Agreement	High Priority
	Drainage Memorandum of Understanding	High Priority
	SFN Infrastructure Investigation & Assessment	High Priority
	Totem Pole (House Post) Restoration at White Rock Elementary School Grounds	Low Priority

## ENVIRONMENT

### WE WILL...

Continue to improve our environmental stewardship to preserve and protect the natural environment for future generations.

### OBJECTIVES

1. Integrate storm damage environmental capital assets.
2. Reduce greenhouse gas emissions.
3. Protect and increase the tree canopy and enhance greenspace in the community.

### ACTIONS AND PRIORITY

ACTION	PRIORITY
Protection of Semiahmoo Bay	High Priority
Energy Step Code Implementation	High Priority
Environmental Advisory Committee suggesting improvements to bylaws and policies to protect the tree canopy.	High Priority
Tree Management Bylaw Review	High Priority
Policy 607 Heritage Trees	High Priority
Policy 611 Tree Management on City Lands	High Priority

## WATERFRONT

### WE WILL...

We will enhance, promote and share our regional, premier, seaside experience.

### OBJECTIVES

1. Attract visitors and residents to the Waterfront.
2. Support a vibrant, year-round environment where businesses can thrive.
3. Minimize the impact of railroad activity on the community.

ACTION	PRIORITY
Develop and recommended a Waterfront Enhancement Strategy	High Priority
Patio enclosures on Marine Drive	High Priority
Review of Waterfront Design Guidelines for East and West Beach	High Priority
Accessory Vacation Rentals regulation	High Priority
Joint Semiahmoo Days/SeaFest	High Priority
Waterfront Commercial Zones (CR3, CR4)	High Priority

## INFRASTRUCTURE

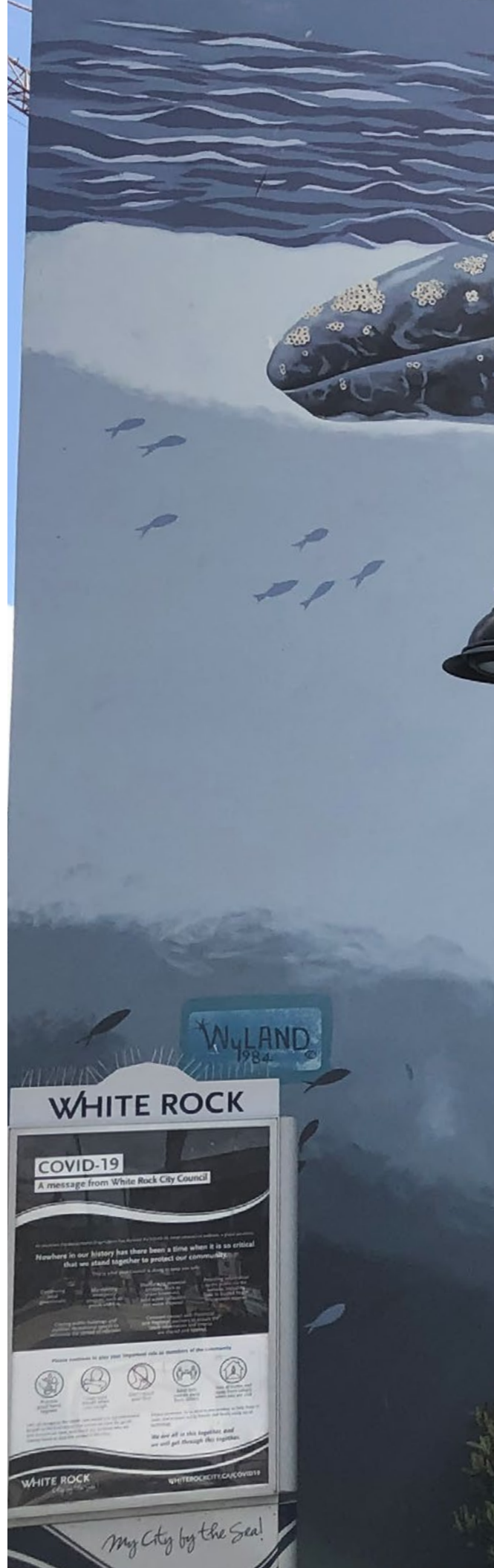
### WE WILL...

Build and maintain physical and organizational structures and facilities to enhance our community's quality of life.

### OBJECTIVES

1. Select and complete the CACs projects to maximize the benefit to the community.
2. Provide safe, reliable and sustainable infrastructure for the community while minimizing impacts on the environment.
3. Ensure infrastructure required by new growth is funded by development.
4. Provide a safe, accessible, centralized City facility and amenities.

ACTION	PRIORITY
Bay Street Beach Access Ramp	Top Priority
Community Amenity Contributions Review	Top Priority
Emerson Park Playground upgrade	Top Priority
Centre Street Hillside Walkway Upgrade	Top Priority
Review options for upgrading multiple hillside walkways (road ends) to Waterfront	Top Priority
City Hall and Civic Precinct	Low Priority





## ECONOMY

### WE WILL...

Support the prosperity and diversification of the City's economic base.

### OBJECTIVES

1. Fees and Charges Bylaw (increase for highway use violations)
2. 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.
3. Improve provision of efficient and cost-effective services.
4. Manage parking resources to meet the needs of residents, visitors and businesses.

ACTION	PRIORITY
Complete LEAN Study to improve efficiencies and realize cost savings	High Priority
Tempest Business Licenses eApply	High Priority
Bylaw Adjudication	High Priority
Implement current and subsequent revised Economic Strategy	High Priority
Fees and Charges Bylaw (increase for highway use violations)	High Priority

## COVID-19

### WE WILL...

Provide the best possible community outcomes and resilience to maximize recovery from COVID-19.

### OBJECTIVES

1. Partner with service agencies and other community partners to provide social support for those most impacted by COVID-19
2. Advocate on behalf of small business and work with community groups to support the local business community during the pandemic.
3. Operate all facilities and provide services consistent with Provincial health orders.

ACTION	PRIORITY
Research and Develop Gamification Program to Connect Residents Safely	High Priority
Research Feasibility of Outdoor "Comfort Stations"	High Priority
Research Feasibility of Weather Coverings for Picnic Table Areas in Memorial Park	Low Priority



# CAPITAL PROJECTS IN 2020



## Johnston Road and Russell Avenue Wheelchair Ramp Improvements - Completed

The curb letdowns and wheelchair ramps at the intersection of Russell Avenue and Johnston Road were installed as part of the Johnston Road street reconstruction project. These letdowns are like letdowns found in other cities, where a single wheelchair ramp serves each corner.

Although the wheelchair ramps at this intersection met standards, they were not an ideal configuration and residents expressed concerns. Proper construction of wheelchair letdown is important for our community. It sets a precedent for future wheelchair letdowns and provides improved access for all.

**Project Cost:** \$240,000

**Schedule:** October 2020 - December 2020

### Scope of work

- Remove and replace the existing letdown
- Reconstruct a new wheelchair letdown
- Reinstate the proper letdown
- Reinstate the proper line markings.

## Royal Avenue and Johnston Road Improvement - Completed

The work included reconstruction of the road, installation of curb and sidewalk on Royal Avenue and Johnston Road, and construction of driveways and letdowns on Royal Avenue and Johnston Road.

**Project Cost:** \$500,000

City of White Rock cost share portion: \$365,000 / Developer cost share portion: \$135,000

**Schedule:** March 2020 - July 2020

### Scope of work

- Remove existing sidewalk and letdown
- Reconstruct the roadway on Royal Avenue and Johnston Road
- Install a new curb and sidewalk
- Reinstate driveways and the boulevard
- Paving of Royal Avenue and Johnston Road.

## Marine Drive Stabilization Works - Completed

The aim of this project was to stabilize the retaining walls to avoid further corrosion and prevent more lateral movement of the slope and cracks on Marine Drive. The project includes retaining wall stabilization and road improvement on Marine Drive. The work generally consists of pile driving and surface work, removal of existing curb and asphalt, new concrete works, paving and minor drainage works.

**Project Cost:** \$1,200,000

**Schedule:** October 2020 - April 2021

### Scope of work

- Prepare closure for eastbound traffic
- Establish work zone
- Provide detours for eastbound traffic
- Accommodate pedestrians with detour
- The installation of the steel pipe piles, and micro piles designed to support the roadway and sidewalk
- Reinstate curb and sidewalk
- Temporary reinstatement for road reconstruction work in the spring.



### Parks Yard Fencing Installation - Completed

New Ameristar commercial fencing was installed at the Parks Yard replacing the old wire mesh fencing.

This work is to provide perimeter security to restrict access to the site to authorized City staff only. The Parks Yard is currently being used daily by Parks staff and the new fencing will provide additional security to the Parks Yard that had a history of break-ins and thefts.

**Project Cost:** \$170,000

**Schedule:** March 2020 - July 2020

#### Scope of work

- Install new fencing, gates, and new post
- Remove and dispose of existing fencing and gates
- Install security and locking features
- Reinstate pavement and boulevard.

### City Hall Wheelchair Letdown and Van-Accessible Stall Upgrades - Ongoing

The City will be creating van-accessible parking stalls at City-owned facilities, including the Waterfront. The work began in 2020 and will continue in 2021. It will include the conversion of existing parking stalls and accessible parking stalls to van-accessible stalls. Existing parking stalls and existing wide, accessible parking stalls can be modified to accommodate additional van-accessible parking stalls.

A van-accessible parking stall requires 5.5 metres by 3.4 metres in width with a 5.5 metre by 1.5-metre-wide aisle. Increasing the number of van-accessible parking stalls is beneficial for people in motorized scooters and wheelchairs.

**Project Cost:** \$10,000

**Schedule:** February 2020 - March 2020

#### Scope of work

- Remove and replace existing sidewalk and letdown at City Hall
- Reconstruct the wheelchair letdown
- Reinstate proper line marking to comply with van-accessible stall requirements.

### Memorial Park Handrail Replacement - Completed

Staff arranged for installation of new upper deck area vertical rope railing complete with assemblies and removal of old handrails.

**Project Cost:** \$80,000

**Schedule:** January 2020 - April 2020

#### Scope of work

- Remove and dispose of existing handrail
- Install new wired rope handrails.

### Memorial Park Viewfinder - Completed

City Council wanted to see metal binoculars (viewfinder) and a map on the viewing deck overlooking the bay, like what was in place before the Memorial Park reconstruction. Staff installed a new viewfinder on the upper deck of the washroom near the White Rock Pier. The viewfinder can be enjoyed by many for years to come.

**Project Cost:** \$10,000

**Schedule:** August 2020 - September 2020

#### Scope of work

- Remove and replace pavers and pour concrete pad
- Install viewfinder
- Signage and map to be designed and added in 2021.

### Kent Activity Centre Tennis Table - Completed

Staff arranged for the installation of a concrete pad to accommodate the concrete table tennis at the Kent Activity Centre. Table tennis will be offered year-round at the centre.

**Project Cost:** \$10,000

**Schedule:** October 2020 - November 2020

#### Scope of work

- Remove grass boulevard
- Excavate and remove soil
- Place granular fill and rebar
- Pour and construct concrete pad
- Install concrete table tennis platform.

### West Beach Parkade Improvements - Completed

Sam's Doors installed a gate on Level 3 to restrict access above the bottom three floors. This along with other locks prevents unauthorised access and/or vandalism to the fourth floor during the winter months.

**Project Cost:** \$34,000

**Schedule:** January 2020 - December 2020

#### Scope of work

- Installed second-floor mesh screens to prevent unauthorized intrusions
- Installed additional corrosion protection due to the corrosive environment next to the ocean
- Painted vandalized wayfinding symbols and lettering
- Arranged for warranty on the repair of the electrical light fixture, the programming and repair of Acuity Lighting Controls and piping repairs due to freezing.

*From far left:* Marine Drive Stabilization works, viewfinder at Memorial Park and the members of the Kent Street Activity Centre using the new outdoor tennis table.







# COVID-19 AND THE COMMUNITY

## Connecting Together While Staying Apart

The COVID-19 pandemic was first declared in March 2020 by the World Health Organization.

People in White Rock learned to use online ways to stay connected. We made noise outside at 7 p.m. in appreciation of our emergency responders. And we continued to give to worthy causes, whether walking for the Coldest Night of the Year or pitching in to the Annual Food Drive.

We are grateful for all the essential workers, and for those who provided services in a different, and safe way during the pandemic.

You are all heroes in the fight against COVID-19. Thank you to everyone who stayed apart until it was safe to get back together.

### Thank you!

Left: Health care workers from Peace Arch Hospital line the steps of the Emergency entrance at 7 p.m. to respond to a thankful crowd.

Right: City Council help reveal a new mural with artist Jim Davidson.









# VALUES AND VISION

## CORPORATE VALUES

### ***Excellence***

Always striving for improvement.

### ***Respect***

Building trust and respect within our sphere of influence.

### ***Integrity***

Honestly striving for equity and fairness in all that we do.

### ***Responsibility***

Always mindful of our responsibility to current and future generations and our environment.

### ***Accountability***

Taking seriously the stewardship role our electors have bestowed on us, and communicating why we are doing what we are doing so that transparency of decision-making is maximized.

### ***Value***

Adopting innovative approaches to service delivery that assure the most value (return) for the least (investment) net cost to taxpayers (note: this is not the same as always picking the least expensive approach).

### ***Community Participation in Government***

Maximize inclusivity and involvement in public decision-making.

## CORPORATE VISION

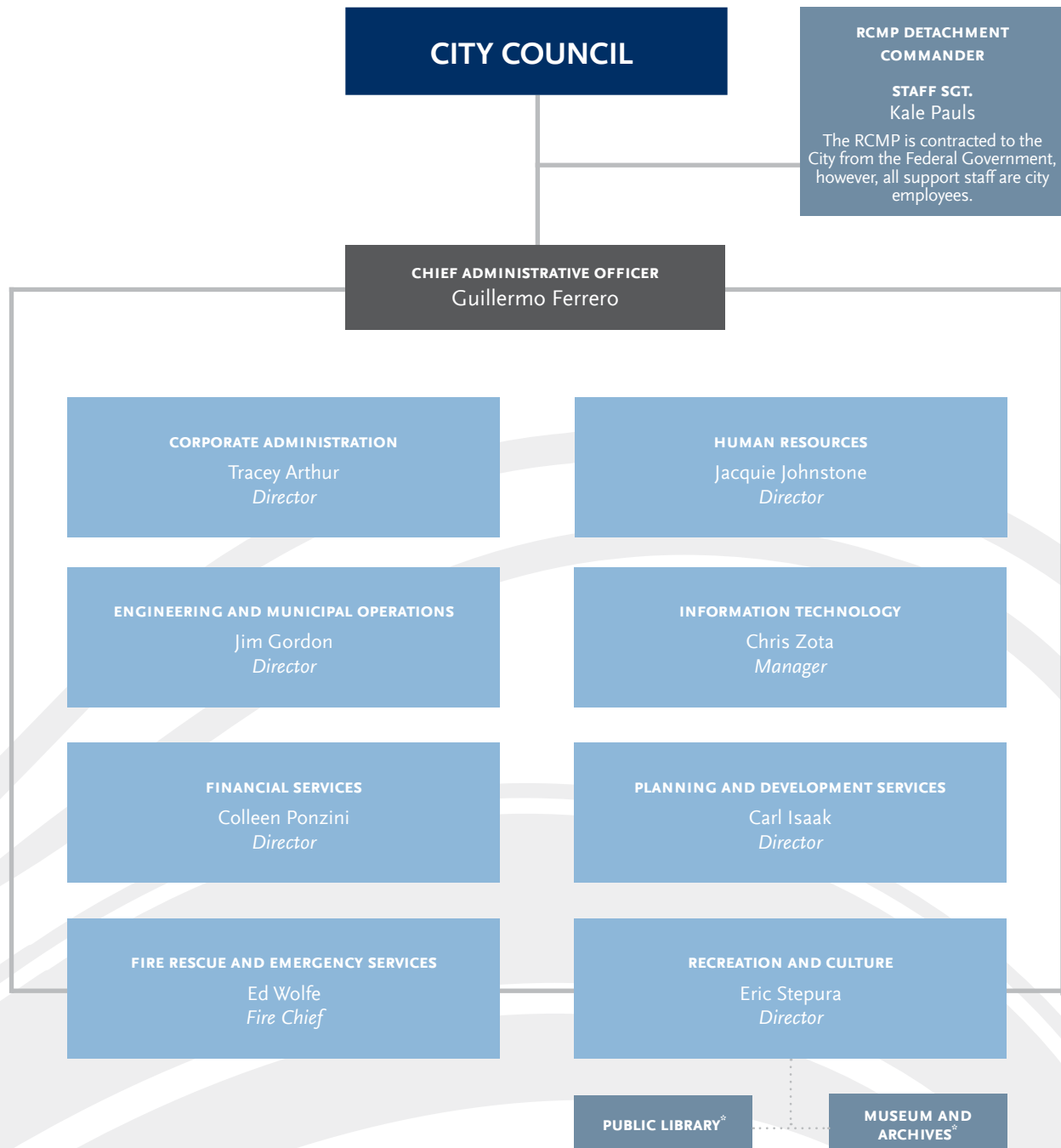
White Rock will provide for all its citizens a high quality of life where:

- Our high-quality environment is protected and nurtured for current and future generations.
- The community feels safe, secure and friendly.
- Opportunities exist for our businesses to prosper.
- Arts and culture flourish and our heritage is celebrated.
- Municipal boundaries are less important than a strong sense of pride in and connectedness to our community.
- We all can live, work and play in an enjoyable atmosphere.

## MISSION

Building community excellence through effective stewardship of all community resources.

# ORGANIZATIONAL CHART



The City departments are listed in alphabetical order on the organizational chart and in the following pages.

\* The Library and Museum buildings are owned and maintained by the City. The Library staff are Regional Library employees. The Director of Recreation and Culture is the City Liaison for the White Rock Library and the White Rock Museum and Archives.





# CONNECT WITH US

The City of White Rock's outreach includes a variety of online and offline tools. As new technology emerges, the City is committed to finding ways to connect and engage with citizens in conversations that matter and are meaningful. Communication tools the City uses on a regular basis include:

## CITY WEBSITE

Your guide to City services, recreation programs, live streaming of Council meetings, corporate reports, strategic priorities, City events and more. [whiterockcity.ca](http://whiterockcity.ca)

## CITY SOCIAL MEDIA

 [facebook.com/whiterockcity](https://facebook.com/whiterockcity)

 [twitter.com/whiterockcity](https://twitter.com/whiterockcity)

 [instagram.com/cityofwhiterock](https://instagram.com/cityofwhiterock)

## CITY CONNECTS E-NEWSLETTER

The e-newsletter is published the week of each Council Meeting and features information about upcoming events, City news, City Council updates and important seasonal reminders. [whiterockcity.ca/newsletter](http://whiterockcity.ca/newsletter)

## COMMITTEES

The City of White Rock Council has committees, task forces, and other advisory bodies to ensure opportunities for input from specified groups or members of the general public.

## COMMUNITY NEWSPAPERS

The City places a City News ad each week in the local paper to advise of upcoming Council and committee meetings and news from the City.

## COMMUNITY EVENTS

See what's going on in the City on our events calendar. Find Council meetings, public hearings, City festivals, art openings and more! [whiterockcity.ca/events](http://whiterockcity.ca/events)

## EMAIL AND PHONE

General Inquiries: 604-541-2100

Questions for Mayor and Council:

Email Council [whiterockcouncil@whiterockcity.ca](mailto:whiterockcouncil@whiterockcity.ca)

## PARTNERSHIPS

The City also partners with a variety of community partners, such as Explore White Rock, the White Rock Business Improvement Association, the South Surrey & White Rock Chamber of Commerce, and the White Rock Museum and Archives.

## REGULAR COUNCIL MEETINGS

The City of White Rock Council meetings are held twice a month on Monday nights at 7 p.m., except for August, when no meetings are scheduled. Council meetings are an excellent way to learn more about what's happening in your community. You can also watch the meeting live on our website streaming service. [whiterockcity.ca/councilmeetings](http://whiterockcity.ca/councilmeetings)

## TALK WHITE ROCK

The City's online engagement platform houses surveys, discussion boards, and project pages to review or participate in at your convenience. [talkwhiterock.ca](http://talkwhiterock.ca)



# CITY FACILITIES

## **CITY HALL**

15322 Buena Vista Ave.  
White Rock, BC V4B 1Y6  
*Contact:* 604-541-2100  
*Customer Service Hours:*  
Monday to Friday 8:30 a.m. - 4:30 p.m.

## **ENGINEERING AND MUNICIPAL OPERATIONS**

877 Keil St.  
White Rock, BC V4B 4V6  
*Contact:* 604-541-2181  
*Customer Service Hours:*  
Monday to Friday 8 a.m. - 4:30 p.m.

## **RCMP**

15299 Pacific Ave.  
White Rock, BC V4B 1R1  
*Contact:* 778-545-4800  
*Customer Service Hours:*  
Monday to Friday 8:30 a.m. - 4:30 p.m.

## **WHITE ROCK FIRE AND RESCUE**

15315 Pacific Ave.  
White Rock, BC V4B 1R1  
*Contact:* 604-541-2121  
*Customer Service Hours:*  
Monday to Friday 8:30 a.m. - 4:30 p.m.

## **CENTENNIAL PARK LEISURE CENTRE**

14600 North Bluff Rd.  
White Rock, BC V4B 3C9  
*Contact:* 604-541-2161  
*Customer Service Hours:*  
Monday to Friday 8:30 a.m. - 4:30 p.m.

## **HORST & EMMY WERNER CENTRE FOR ACTIVE LIVING**

1475 Anderson St. (Unit 1)  
White Rock, BC V4B 1Y6  
*Contact:* 604-541-2199  
*Customer Service Hours:*  
Monday to Friday 8:30 a.m. - 4:30 p.m.

## **KENT STREET ACTIVITY CENTRE**

1475 Kent St.  
White Rock, BC V4B 5A2  
*Contact:* 604-541-2231  
*Customer Service Hours:*  
Monday to Friday 8:30 a.m. - 4:30 p.m.  
Saturday 9 a.m. - 1 p.m.

## **WHITE ROCK COMMUNITY CENTRE**

15154 Russell Ave.  
White Rock, BC V4B 0A6  
*Contact:* 604-541-2199  
*Customer Service Hours:*  
Monday to Thursday 8:30 a.m. - 6 p.m.  
Friday 8:30 a.m. - 4:30 p.m.  
Saturday 9 a.m. - 1 p.m.

## **WHITE ROCK LIBRARY**

15342 Buena Vista Ave.  
White Rock, BC V4B 1Y6  
*Contact:* 604-541-2201  
*Customer Service Hours:*  
Monday to Wednesday 10 a.m. - 9 p.m.  
Thursday to Saturday 10 a.m. - 5 p.m.  
Sunday 1 - 5 p.m.

## **WHITE ROCK MUSEUM AND ARCHIVES**

14970 Marine Dr.  
White Rock, BC V4B 1C4  
*Contact:* 604-541-2222  
*Customer Service Hours:*  
Monday to Friday 10:30 a.m. - 4:30 p.m.  
(Gallery / Gift Shop)  
Saturday and Sunday 11 a.m. - 4:30 p.m.  
(Gallery / Gift Shop)  
Monday to Friday 10 a.m. - 5 p.m.  
(Office)







# DEPARTMENT OVERVIEWS











## OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer (CAO) of the City of White Rock, as described in the *Community Charter*, is appointed by Council to manage and direct all City employees. The CAO is responsible for putting in place Council policies and directives, providing input and advice to Council on policy-related issues and assisting Council in setting corporate goals.

The CAO is responsible for providing input to City Council on local government governance as well as the authority and responsibilities municipalities have under the *Community Charter*, *Local Government Act*, *Freedom of Information and Protection of Privacy Act (FIPPA)* and *Municipal Finance Authority Act*.

The CAO is also responsible for the overall administration of the City's departments and providing leadership and direction to the Senior Leadership Team.

## CORPORATE ADMINISTRATION

The Director of Corporate Administration (Corporate Officer for the City) is responsible for legislative and municipal government administrative duties, such as:

- Providing legislative support and recommendations to Council and Committees, on policies, procedures and various Acts
- Recording Council and Committee proceedings and maintaining the official records of the City of White Rock (including bylaws, agendas, and minutes)

- Managing all requests received under the *Freedom of Information and Protection of Privacy Act*
- Co-ordinating the conduct of municipal elections for the positions of Mayor, Council, and School Trustee scheduled every four years
- Processing official correspondence to and from Council
- Overseeing risk management claims, City property negotiations and land registration
- Overseeing the City's Communication and Government Relations department.

## COMMUNICATIONS AND GOVERNMENT RELATIONS

The Communications and Government Relations Office works with all City of White Rock departments to provide internal and external communication expertise, including community engagement. This office advises on information-sharing, government relations, media relations, social media, emergency communication and promotion, and oversees communication plans and strategies. This office also supports outreach to community partners and other levels of government, including the Semiahmoo First Nation, Metro Vancouver as well as Provincial and Federal government partners to address intergovernmental, regional and inter-municipal priorities and issues.

## 2020 DEPARTMENT HIGHLIGHTS

### CHIEF ADMINISTRATIVE OFFICER

- Supported City Council and Senior Leadership Team workshops to review and update Council's Strategic Priorities in response to the impacts of the COVID-19 pandemic, resulting in Council choosing a Top 5 list of priorities for 2021-2022
- Introduced a tracking system for real-time progress on Council's Strategic Priorities using a software called Cascade, which offers a weekly snapshot of priority projects providing a high level of accountability to the community.

### CORPORATE ADMINISTRATION

- Meetings with Semiahmoo First Nation Council: 3
- Public Hearings: 8
- Risk Management Claims: 15 claims (starting in 2020, with ongoing claims being processed)
- Council /Committee Meetings – Closed: 26 (including meetings with Semiahmoo First Nation)
- Council Meetings – Regular/Special Called: 30
- Committee Meetings Standing: 33
- Committee Meetings Select / Task Forces: 56
- Freedom of Information Requests: 57
- Co-ordinated Community Amenity Contribution Forum.

### COMMUNICATIONS

- Surveys hosted on the City's Talk White Rock engagement platform: 7
- Facebook Live events with members of Council: 20
- Design and delivery of City Connects, the City's online e-newsletter: 21 (Delivered to 1,164 subscribers)
- Communication plans to support City departments and services: 26
- Videos taken by Communications team: 44
- Media releases issued: 60
- Design of different COVID-19 pandemic signs: 70
- Communication postings on the City's Intranet site: 80
- Media inquiries: 100
- News items on the City's website: 121
- City of White Rock ads for Peace Arch News: 240
- Photos taken by Communications team: 500

- Website updates (based on 2 or more updates daily): 1,000
- City website views: 78,497
- Created new signs:
  - o To promote physical distancing at the Waterfront, Promenade and City parks
  - o To inform of parking changes and pandemic-related closures
  - o To share health and safety protocol at City buildings and City parks and recreation areas
- Created key new web pages, including for Economic Development, Council's Strategic Priorities and COVID-19 Pandemic
- Supported engagement strategy and communication plan for Community Amenity Contribution public engagement prior to the pandemic
- Provided communication and engagement support for "What's in Your Can?" solid waste collection open house and public engagement
- Designed Strategic Priorities document and Annual Report
- Supported the Virtual Canada Day by the Bay and Remembrance Day events with design, media relations, social media
- Provided regular COVID-19 updates through Chamber Town Halls and Facebook Live sessions as well as through media releases and social media
- Promoted and informed regarding the use of vaccines, waste collection changes, services and program changes during the pandemic.

### GOVERNMENT RELATIONS

- Attended the virtual UBCM conference in September 2020
- Organized appearances of Mayor and Councillors for television, radio and print media
- Attended COVID-19 Chamber Town Halls
- Worked with Semiahmoo First Nation on communication protocol agreement
- Updated City policies.





# ENGINEERING AND MUNICIPAL OPERATIONS

The Engineering and Municipal Operations Department plans and maintains the City of White Rock's infrastructure assets, ensuring essential services are available when needed by the community. The department delivers municipal services to provide a high quality of life for residents and businesses, focusing on the environment, sustainability and fiscal responsibility.

## ADMINISTRATION

Administration provides support for new and ongoing projects, including budgeting, setting priorities and long-range planning through the City's Financial Plan and Capital Works Program.

## 2020 DEPARTMENT HIGHLIGHTS

### ADMINISTRATION

- Reported on the City's plan and progress toward meeting its climate action goals through the provincially mandated Climate Action Revenue Incentive Program report.
- Staff hosted a Solid Waste Collection open house that 70 residents attended, and the City received 199 responses to the related online survey. Council subsequently approved moving forward with a plan to collect multi-family and Industrial, Commercial and Institutional solid waste by a single City contractor. Staff will follow up with the implementation details.
- Provided information to residents, contractors, the community and other stakeholders regarding City services that include engineering, solid waste collection, water, parks, roads, sewer and drainage
- Administered grant programs for City infrastructure and applied for grants
- Managed procurement on behalf of Engineering and Municipal Operations.

### PERMITS

#### Permits Issued:

- Lot Servicing (including renewals and extensions) - 44
- Right of Way Alteration Permit (including renewals and extension) - 153
- Right of Way Use Permit (including renewals and extensions) - 109

#### Inspections:

- Substantial Completion Inspection - 7
- Resident Call for Service - 83
- Pre-Construction Inspection - 67
- Post-Construction Inspection - 110
- Post-Use Inspection - 24
- Pre-Demolition Inspection - 5
- Post-Demolition Inspection - 22
- Infraction Letter to Resident - 51
- Capital Works Inspection - 5
- During Construction Inspection - 31.

### CITY FACILITIES PROJECTS

- 15463 Buena Vista Rental House Demolition
- Museum Exterior Painting
- Museum Window Replacement (east and south elevation)
- Fire Hall Living Room Floor Replacement
- Kent Street Activity Centre Auditorium Lighting Upgrades
- Fire Hall Earthquake Door Sensors
- COVID-19 Protection Shields, Barriers and Signage – various facilities

### PARKS

#### Projects completed:

- Central control irrigation system installed in 5 locations
- Tennis Court and Lacrosse Box Resurfacing
- Crown cleaning and clearance pruning of 68 trees along the West Beach Promenade
- Deep Root Fertilizer Injection to 25 trees along East Beach Promenade to support growth through construction and extreme weather events
- Upgrades and additions to West Beach tree lights and trees along Johnston Road
- Expansion of Train Plaque area for future dedications

#### Operational:

- Spring Planting - 20,100 annuals planted in our Parks and along Marine Drive
- Fall planting – Digging, dividing, and redistributing perennials at Hodgson Park, Bryant Park, Rotary Park, Memorial Park to increase ground cover

## ENGINEERING

Engineering regulates and ensures compliance with engineering-related approvals of development and building permits for City property. It also guides tree management on City land.

## OPERATIONS

Operations provides the proactive and responsive operation and maintenance of City infrastructure that includes water services, drainage and sanitary systems, roads, sidewalks, boulevards, walkways, equipment, fleet vehicles, parks and facilities.

- 335 City trees pruned
- 65 new trees planted by City staff in Fall 2020
- Invasive species control at 14 locations
- Supported community gardens

### PUBLIC WORKS

#### Projects:

- Stormwater discharge water quality testing program
- Duprez Ravine slide repair
- Duprez Ravine trail rebuild
- Completed 2020 Sewer CCTV Inspection Program
- Tendered 2021 Sewer repair program
- Tendered 2021 Sewer CCTV Inspection program

#### Solid Waste Collection:

- Residential Garbage – 1,277 metric tonnes
- Residential Organics – 1,643 metric tonnes
- Residential Recycling – 698 metric tonnes
- Total Solid Waste Collection – 3,618 metric tonnes
- Council approved the purchase of new collection vehicles with onboard compaction so that the transfer area at the works yard can be eliminated. This will have health and environmental benefits and addresses some of the concerns of neighbours.

#### Vehicle and Equipment Purchases:

- Bylaw Enforcement Pickup
- Parks Irrigation Van
- Ordered new Street Sweeper
- Ordered 2 new recycling trucks
- Ordered 1 new garbage truck
- Ordered 2 new organics trucks
- 2 zero-turn mowers for Parks
- New stand-on mower for Parks
- New salt spreaders for Parks plows.

#### Residential Sewer Connection Installs:

- 20 out of 20.

## WATER

#### Watermain Installations

- 2019 Watermain Installation: Brearley Street at North Bluff Road. Installed 62 metres of PVC watermain. Paving works to be completed in 2021. The new watermain for 13800 block of Coldicutt Avenue was designed but not installed due to the cost.
- 2020 Watermain Installation: Awarded consulting services contract to RF Binnie & Associates to design. Replacement of three watermain segments to be completed in 2021.
- Roper Reservoir Inlet Modifications: Completed the controls and new inlet pipework to improve circulation and reduce the age of water through the reservoir. While the reservoir was shut down, the contractor completed the recommended interior repairs to extend the structure's life. Electrical improvements included a standby generator that can be hooked up when needed.

#### Water Treatment Plant

- Working through deficiency items to complete the plant and investigating methods to reduce the early aging of the filter media that become apparent within months of start-up.





The Financial Services Department provides financial expertise, advice and administration to support City of White Rock operations. The main functions of the department include:

- Co-ordinating the development of the Five-Year Financial Plans for adoption by the deadlines.
- Preparing a variety of financial reports, including the Annual Financial Statements, Statement of Financial Information and the Local Government Data and Statistics input.
- Collecting and administering property tax and utility fees.
- Providing City Hall customer service, accounts payable, city banking and investments and employee payroll.
- Operating and maintaining the pay parking systems and equipment, parking customer service, enforcement and ticket collections.

The Financial Services Department is comprised of two areas:

## FINANCE

Many finance functions are necessary to meet statutory requirements as set out in the *Community Charter*. These statutory requirements focus on the accounting, reporting and safeguarding of taxpayers' money and other assets. Finance ensures that all requirements are met. In addition, ongoing support is provided to City Council and staff and customer service is provided to the public.

## PARKING

The Financial Services Department also manages most aspects of parking on behalf of the City, ensuring that residents and visitors have access to parking. Parking is provided with a focus on customer service, helpful technology and cost-effective revenue generation.

## 2020 DEPARTMENT HIGHLIGHTS

### ACCOUNTING AND REPORTING

- Completed 2020 year-end financial statements and related statutory processes
- Completed the 2020 to 2024 Financial Plan.
- Completed research and accounting for tangible capital assets, which involved tracking more than 10,000 assets and accounting for more than \$4.9 million in new assets put into service
- Prepared 990 journal entries and several hundred reconciliations
- Conducted financial analyses of the impact of the COVID-19 Pandemic on City operations
- Monitored and placed several investments
- Issued numerous statutory financial reports and tax remittances
- Processed 6,601 accounts payable invoices to 1,711 suppliers
- Issued 5,102 payroll advices to employees, 128 remittances to employee benefit providers, unions and savings plans, and 284 T4s in compliance with new CRA COVID-19 regulations.

### PROPERTY TAXES

- Completed 2020 property tax and utility fee bylaws
- Issued the 2020 property tax notices
- Processed 5,678 Home Owner Grant applications (of which 64 per cent were submitted online) and 826 Property Tax Deferrals
- Administered property tax prepayment plan for 1,658 participants
- Completed "2021" Permissive Tax Exemption process and bylaws
- Registered 180 new accounts for e-billing of Property Taxes, for a total of 559 by year end.

### PARKING

- Performed daily and preventative maintenance of pay parking systems and equipment

- Answered queries and responded to written complaints and appeals
- Completed an upgrade of the pay station parking equipment near the Peace Arch Hospital
- Made numerous changes to the parking restrictions at the Waterfront pay parking areas to help address the COVID-19 pandemic
- Implemented online forms to assist with the issuance of parking permits and decals
- Enhanced parking enforcement in the Town Centre area to support businesses and residents.

### WATER UTILITY

- Issued quarterly water bills and administered ongoing water account changes, and 223 special water meter readings/ bills
- Registered 191 new accounts for e-billing of water bills, for a total of 681 by year end
- Calculated and analyzed options for 2021 water rates
- Assisted the Water Community Advisory Panel with updating options for a more consumption-based water fee structure.

### OTHER

- In conjunction with the Recreation and Culture and Information Technology departments, completed the implementation of the "Perfect Mind" recreation program/ facility booking system.
- Provided ongoing financial accounting and support to departments regarding the City's significant capital program
- Administered the 2020 Grant-In-Aid process
- Completed the annual renewals of City insurance policies
- Made adjustments, where possible, to provide services online and via telephone due to facility closures as a result of the COVID-19 Pandemic.







# HUMAN RESOURCES

The Human Resources Department supports and enhances the City's vision through the establishment of employee programs and policies that assist and guide employees in reaching and accomplishing their goals and objectives.

Human Resources partners with other City departments to attract, retain and motivate a qualified and inclusive workforce.

Core business areas include:

## **EMPLOYEE HEALTH AND SAFETY**

Human Resources supports the creation and maintenance of a safe, respectful and healthy work environment for all employees. The City is committed to preventing injuries and ensuring employees are safe and healthy.

## **LABOUR RELATIONS**

Human Resources fosters effective partnerships with the City's unions and staff and provides expertise to staff on matters related to collective agreements and the interpretation and administration of staff policy.

## **SALARY AND BENEFIT ADMINISTRATION**

The City's Human Resources Department identifies and promotes best practices in the industry. The City's Human Resources team is a partner in achieving workforce excellence to deliver valued services to the people of White Rock.

## **RECRUITMENT, EMPLOYEE DEVELOPMENT AND RETENTION**

Human Resources plays a key role in the recruitment, training and retention of City employees. The department supports the continued development of staff, including through the City's training program.

The City of White Rock is proud to be an equal opportunity workplace and is committed to promoting and preserving a culture of diversity, equity and inclusion. We know that our greatest strengths come from our employees.

## **ORGANIZATIONAL PLANNING**

The Human Resources Department works with other City departments to ensure staff resources achieve strategic priorities and service delivery. The department provides expertise in decisions affecting employees, including labour relations. White Rock Human Resources also participates in regional municipal matters.

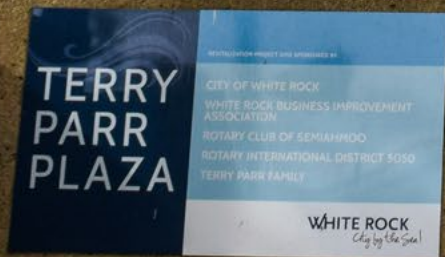
## **RCMP SUPPORT SERVICES**

RCMP Support Services staff provide the citizens of White Rock access to policing administrative services such as Police Information Checks, Civil Fingerprinting services, Victim Services and various Community Policing programs. RCMP Support staff are trained in cultural diversity, maintaining confidentiality, answering basic criminal code offence questions and providing citizens with referrals to various White Rock resources available to the community.

## **2020 DEPARTMENT HIGHLIGHTS**

- Led and co-ordinated the City's internal COVID-19 response, including the development of policies, processes, guidance documents, safe work practices, procedures, forms, templates and communication tools
- Monitored and managed staffing requirements and staffing levels during the COVID-19 pandemic, including COVID-19-related leaves, exposures, and mental well-being
- Introduced and delivered virtual training as part of the City's corporate training program to promote employees' continued growth and development, and to remain compliant with WorkSafeBC requirements
- Provided updates, advice, research, resources, including the Manager's Virtual COVID Resource Handbook providing guidance in plan reviews, pre-resumption of services and reopening of City facilities
- Conducted reopening COVID-19 safety inspections
- Chaired the City's Reopening Committee to review the reopening of City facilities and the resumption of City services affected by the COVID-19 pandemic
- In partnership with the City's Information Technology Department, rolled out a provincially mandated COVID-19 daily screening application
- Implemented AED (automated external defibrillator) and related procedures in the Engineering and Municipal Operations Department, to be used by non-medical persons for the prompt delivery of CPR
- Updated the employee training and development policy, and developed and implemented an online training registration system in partnership with the City's Information and Technology Department
- Worked in conjunction with RCMP E Division Headquarters to implement On-line Crime Reporting for the citizens of White Rock to be able to report minor crimes through a web portal
- Initiated and engaged with Shared Services Canada to onboard the White Rock RCMP detachment to a new Voice Over Internet Protocol (VoIP) phone system
- Coordinated with other RCMP Departments to install on-site technology systems necessary in preparation for the Surrey Police Detachment transition
- Coordinated, implemented and reviewed data audits in preparation for the purging of expired police records - PRIME Purge Project.







# INFORMATION TECHNOLOGY

The Information Technology Department provides the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to the residents, businesses and employees of White Rock, as well as to our visitors.

The IT Department leads the City in technology, partnering with City departments to offer excellent customer service by maintaining the IT infrastructure and systems that affect every aspect of municipal service, from public safety to the delivery of water.

Information Technology at the City of White Rock embraces the best of digital technology innovation with the vision of becoming a digital city.

## INFORMATION TECHNOLOGY SERVICES

### Digital Service and Products

- Network, CCTV and Telecommunication Infrastructure
- Server maintenance and System Integration
- Database and Website Administration
- Project Management
- Planning and Standards
- Application Support
- Audio Video

## GEOGRAPHIC INFORMATION SYSTEMS (GIS)

GIS is a computer-based mapping tool that takes information from a database about a location—such as a street, building, water feature, tree, park or land feature—and turns it into a visual layer. Viewing these layers on a map gives us a better understanding of specific locations, and gives planners and analysts helpful information in making proposals for our City.

## 2020 DEPARTMENT HIGHLIGHTS

### NEW RECREATION PROGRAMS MANAGEMENT SOFTWARE

The IT Department introduced a new system for management of the City's Recreation programs. The previous system, CLASS and WebReg, far exceeded its useful life and was no longer supported by the vendor. This created an opportunity to implement a more user-friendly system that better meets the needs of our residents. The new system, supplied by a B.C.-based company, is a cloud-hosted solution and requires a minimum amount of in-house IT resources to maintain.

Some key features of this new software are that it is mobile-friendly, compatible across most systems and has robust search functions.

### VIRTUAL MEETINGS – TECHNOLOGY ENHANCEMENTS

As the COVID-19 pandemic forced employees to work from home, organizations of all sizes had to adapt to a new remote-work business model as quickly and effectively as possible.

Remote work has raised a vast array of issues and challenges for both employers and employees. Although the City had to migrate a significant number of employees to remote work in a short period of time, there was virtually no disruption in the level of services provided to the public.

As an early adopter of the Microsoft O365 platform, the City has standardized the popular Teams software application used to run virtual meetings. The cloud-based platform allowed our workforce to access corporate data and information from anywhere, anytime seamlessly.

To support a variety of virtual public meetings the City made significant investments into the underlying technology, including purchasing a mobile audio/video unit. Remote working is here to stay and will more than ever become an integral part of the way we work.

### NEW GIS PLATFORM

Geographic Information Systems are powerful decision-making tools for any business or industry since they allow the analysis of environmental, demographic and topographic data. Data intelligence compiled from GIS applications helps city staff and consumers make informed decisions. The City's GIS infrastructure has been upgraded to reflect the latest product enhancements, with an emphasis on leveraging cloud-based technologies. This will allow White Rock to build new, mobile-friendly apps, a significant benefit for our field workforce.

### CYBERSECURITY MEASURES

As a result of the shift to remote working, organizations have encountered a range of security issues. The pandemic response has underscored the vital role security plays in enabling remote operations, both during and after a crisis. With the new reality, the City focused on addressing the new risks arising from the shift to a remote digital work environment and securing the required technology.

Of notable mention, the City has standardized the use of MFA – MultiFactor Authentication method—implemented new hardware devices and operational practices and continued to raise awareness with employees about the ever-growing list of cyber threats.

### TEMPEST IMPLEMENTATION

The City is continually investing in improving our portfolio of eGovernment online services. To that end, White Rock has implemented the following module: Business Licenses eApply. The latest enhancement allows businesses in White Rock to apply online for a new business license or renew an existing one.







# PLANNING AND DEVELOPMENT SERVICES

The Planning and Development Services Department is responsible for managing the growth and development of the City while also helping to maintain the quality of life enjoyed by White Rock residents. The department provides the following services:

## ECONOMIC DEVELOPMENT

The Economic Development Division focuses on supporting investment strategies, supplies data and information to support new or expanding business development, issues business licences and commercial patio licences and provides support for the City's Economic Advisory Committee.

The department also assists businesses that are relocating to, or within, White Rock with finding suitable spaces. The Official Community Plan helps to identify the City's intentions regarding growth and, in turn, opportunities for investment in the community. In addition to supporting private business, the division has assisted in the planning and design of key capital works projects that are aimed at making White Rock a more attractive and amenity-rich destination for residents and visitors alike.

## CUSTOMER SERVICE

Staff within the Planning and Development Services Department provide regular customer service to residents, businesses, realtors, developers, agencies and other levels of government. This service includes responding to general inquiries regarding land use and zoning controls, building and development processes and other general requests for information. The Planning and Development Services team also responds to issues of complaint resulting, in some instances, in enforcement.

## BYLAW ENFORCEMENT AND ANIMAL CONTROL

The Bylaw Division of the department includes the provision of education and enforcement on a wide variety of the City's bylaws to help uphold community standards and expectations. The work of the City's Bylaw Officers involves, for example, inspections of

secondary suites, ticketing for offenses against the City's Tree Management Bylaw, assisting in finding lost dogs, and carrying out patrols along the White Rock Pier and Promenade. This service also involves monitoring construction activity to ensure that such work does not impact residents and businesses.

## PLANNING

The Planning Division is responsible for providing advice to City Council on growth management, development review and a variety of strategic planning projects. Members of the planning team provide regular customer service to the public, process development applications and represent the City in advancing regional planning initiatives. The division also processes applications for tree permits made in accordance with the City's Tree Management Bylaw and, working with the Bylaw Division, supports enforcement of tree-related violations. Staff within the planning team support the City's Advisory Design Panel in its review of development permit applications and the Board of Variance in its review of applications for zoning relief. The Planning Division also administers sign permits, municipal addressing and other complementary services.

## BUILDING

The Building Division performs permit reviews and approvals, including a review of "alternative solutions" to the requirements of the BC Building Code. The City's Building Officials conduct regular inspections of construction and renovation work to ensure that projects conform to applicable zoning regulations, development permit conditions, registered covenants and the BC Building Code.

## 2020 DEPARTMENT HIGHLIGHTS

### ECONOMIC DEVELOPMENT

- 2,025 Business Licences issued
- Supported efforts to assist businesses through the COVID-19 pandemic lockdown, including the installation of picnic tables for take-out options at Memorial Park, and exploring the potential of allowing liquor consumption in public places
- Reduced fees for sidewalk use (patio) licences during periods when restaurants were unable to operate due to public health orders
- Extended the early-renewal discount for business licences for those businesses unable to operate during the pandemic lockdown.

### COMMITTEE / BOARD SUPPORT

- 6 Advisory Design Panel meetings
- 3 Board of Variance meetings (2 applications)
- Staff participation at the COVID-19 Task Force (11 meetings), Environmental Advisory Committee (11 meetings), Economic Development Advisory Committee, (3 meetings), Dogs on the Promenade Task Force (2 meetings), Marine Drive Task Force (3 meetings) and the Housing Advisory Committee (4 meetings)
- 745 dog licenses issued.

### DEVELOPMENT APPLICATIONS RECEIVED:

- 2 Board of Variance appeals
- 4 Development Variance Permit Applications
- 2 Liquor and 1 Cannabis License Referral (Resolution) requests
- 5 Major Development Permit Applications
- 6 Minor Development Permit Applications
- 3 Subdivision Applications including 1 Air Space Parcel Application
- 64 Tree Management Permit Applications including:
  - o 22 Type 1 Permits – dead or hazardous trees
  - o 6 Type 2 Permits – unwanted trees
  - o 36 Type 3 Permits – building / demolition related

*Note that the summary above does not include the applications received prior to 2020 that are currently open and undergoing review.*

### BUILDING

- 115 new building permit applications were received
- 160 new plumbing and fire sprinkler permits were received
- 113 building permits were issued
- 27 demolition permit applications were received
- 1,645 building, plumbing, and fire sprinkler inspections were conducted
- Processed building permit applications for a construction value of \$63,873,324.83
- Received \$663,924 in building, plumbing and fire sprinkler permit fees
- To adapt to the COVID-19 Pandemic while maintaining service to residents, Remote Virtual Inspection (RVI) services were implemented
- Process improvements were implemented to improve building permit issuance timelines and inspection bookings.

### PLANNING

- 17 Public Information Meetings; 15 were held using digital resources (Microsoft Teams)
- Hosted public forum and pop-up engagement sessions on Community Amenity Contributions in January/February
- Amendments to Planning Procedures Bylaw to enable the hosting of Public Information Meetings and Public Hearings/ Public Meetings with the use of electronic resources in light of COVID-related restrictions on in-person gatherings
- Ongoing review of the City's Official Community Plan. This included the preparation of options on how to move forward to support changes to height and density permissions in the Town Centre, as well as the introduction of incentives to support tree canopy growth and improved stormwater management.







# RECREATION AND CULTURE

White Rock's Recreation and Culture Department fosters a healthy community through programs, activities and events aimed at improving the fitness and wellness of its residents and creating a sense of community identity, belonging, pride, and spirit.

This active department plays an important role in building a healthy and vibrant community. We work with a variety of community partners to provide access to excellent recreation, sport, arts and cultural activities and events.

## OUR COMMITMENT

"White Rock Recreation and Culture is committed to providing citizens with a wide range of high-quality sport, recreation, and arts and cultural services."

Management and staff are dedicated to ensuring that our customers receive exceptional service, high quality qualified instruction, and clean and safe facilities.

## WHAT WE DO

- Provide quality community recreation programs for children, adults, and seniors who live in the White Rock / South Surrey community
- Operate Centennial Park Leisure Centre and Arena, Kent Street Activity Centre, White Rock Community Centre, the Horst &

Emmy Werner Centre for Active Living and the Landmark Pop-Up Town Gallery

- Manage the use of outdoor sport venues and parks, rental of meeting rooms, and special event hosting facilities
- Produce seasonal Recreation Guides and other marketing and communication tools to promote all Recreation and Culture programs and events
- Represent the City at various multi-disciplinary community committees for sport, health, arts and culture, heritage, tourism, filming, children, youth, adults and seniors
- Liaise with the White Rock Museum and Archives for heritage programs, events, and services
- Liaise with Fraser Valley Regional Library for library services provided at the White Rock Library
- Serve as co-ordinator/liaison for commercial filming in White Rock
- Oversee the management and approval process for all community special events held on City-owned or leased property and ensure that public safety and quality programming is maintained
- Direct, guide and support volunteers at our facilities and special events
- Are staffed by 13 full-time employees, up to 19 seasonal workers, 55 active instructors and managed the work of approximately 40 community volunteers.

## 2020 DEPARTMENT HIGHLIGHTS

### COMMUNITY RECREATION

2020 and COVID-19 presented many unique challenges for providing safe and viable recreation programs for citizens. This meant additional health and safety protocols and keeping abreast of frequent changes and restrictions from the Provincial Health Office.

Some innovative solutions for keeping citizens safe, healthy and connected include:

- Classes moved outside: Yoga classes were offered in Maccaud Park, Zumba classes in the Kent Street Activity Centre and Centennial parking lots and fitness and walking classes at Centennial Oval
- Online recreation classes: Eight fitness and yoga videos were created to allow participants to exercise from the comfort and safety of their own homes
- Additional cardio gym location: Taking advantage of a smaller, difficult-to-program room at the White Rock Community Centre and converting to a daytime cardio gym. The increased spacing between equipment pieces and the enhanced cleaning protocols allowed safe cardio workouts at both the Centre for Active Living and the White Rock Community Centre
- Computer classes: Teaching seniors to use Zoom was in high demand to meet the needs of everyone wanting to learn how to connect virtually with one another
- Outdoor table tennis: The City, Kent Street Seniors Society and the Kent Street Table Tennis activity group partnered to provide an outdoor table tennis venue at Kent Street Centre. The new table is used daily and provides a wonderful opportunity for outdoor fitness and socially distanced connections
- Intergenerational Connections: Connecting White Rock seniors and students from White Rock Elementary School with a handmade card-mailing program for Christmas and future events, such as Valentine's Day
- Frozen Meal Sales and Meal Delivery: Kent Street coffee shop sold, and continues to sell, frozen meals to local seniors every Monday. A partnership with Seniors Come Share Society has provided delivery of the frozen meals with the help of Come Share volunteer drivers
- ZOOM classes: Procured technology and equipment allowing Recreation and Culture to offer virtual and hybrid classes. Beginning in 2021, this will enable reconnection with chronic disease management classes and other health and wellness initiatives.

In 2020, Recreation and Culture Department staff processed 3,015 program registrations into 240 unique classes offered in arts/culture, sport/fitness, health/wellness, lifelong learning and social opportunities.

Staff also allocated meeting space for 114 community group rentals with 590 room bookings and processed 4,323 field and ice facility bookings.

### CULTURAL DEVELOPMENT

#### Connecting Residents During the Pandemic

- Despite the COVID-19 global pandemic preventing in-person gatherings for most of 2020, the department found innovative ways to encourage community connections. A key project was creating and maintaining a website landing page: [whiterockcity.ca/connect](http://whiterockcity.ca/connect). The central online page is populated with a variety of online activities supporting White Rock's cultural life. Activities such as online concerts, heritage quizzes and online recreation classes kept our community engaged.
- For the business sector and to support those in our community, a "what's open" initiative led by the department, reached out to local businesses across sectors so an interactive map could be built and shared online.

#### Cultural Development Activities

- A Public Art Story Map was built to encourage folks to get outside and enjoy the City's growing public art collection
- Brightly painted art was created on banners placed across the City featuring local artists
- The Art Walk at the Beach was adjusted to meet COVID-19 safety protocols in order to reopen successfully in the summer. The Pop-Uptown Gallery was able to re-open in August 2020 and present five shows by implementing the new protocols.
- In preparation for a return to in-person special events, a new wheelchair lift for the City's SL50 stage was purchased
- After assembling a local Film Working Group with professionals from the industry and business community, the City adopted its first ever Film Policy
- A Film Attraction Strategy includes a locations' showcase to promote White Rock to the Motion Picture Industry and a monthly Film Locations Update e-newsletter sent out to Film Industry contacts
- The work on the updated Cultural Strategic Plan: Our Creative City by the Sea was paused due to the pandemic and re-started again in the fall with expected completion in early 2021.



# WHITE ROCK SPECIAL EVENTS

## Special Events Management and Support to the Community

The City and event organizers were on track to present over 51 in-person special events. Although it required converting to new virtual technology, the City supported event organizers through this and kept up celebrations with the following events.

### In-Person Special Events

Although the restrictions curtailed much of the in-person celebrations, where possible the City managed in-person events:

- Jan. 1, 2020 Polar Bear Plunge – 50th Anniversary
- Coldest Night of the Year
- Fire Fighters Christmas Tree Chipping Event
- White Rock Farmers' Market—Sundays from May to October
- Modified Pride Flag Raising event at City Hall
- Modified CARP Flag Raising event at City Hall
- The Seasonal Light Display at Memorial Park

Although SeaFest in 2020 was paused due to the pandemic, the City and Semiahmoo First Nation were nominated for an event industry award for the production of the 70th (2019) Annual White Rock Sea Festival and Semiahmoo Days

### Online Special Events

2020 required innovation and leaning into new technology to produce new ways to celebrate without gathering. Here are some of the City's online events.

#### National Indigenous Peoples Day

The City was honoured to collaborate with Semiahmoo First Nation on a video to mark National Indigenous Peoples Day.

#### Celebrating Pride

The White Rock Pride Society was supported in producing a video for White Rock Pride. There was also a flag-raising, distanced event with a small number of attendees.

#### Canada Day by the Bay

The Canada Day By the Bay Concert and Museum online market (using a Story Map) was a tremendous success. White Rock livestreamed its first Virtual Canada Day by the Bay from location at Blue Frog Studios on July 1 between 7 and 9:30 p.m.

This was a cross-department initiative with Recreation and Culture, IT and Communications generating ideas and working together.

The daytime programming encouraged local arts and cultural groups to link to our Facebook page to round out the programming. The event was a success through the numbers and had a feel-good impact.

Here are the statistics:

- 10,391 viewers on YouTube and Facebook and 6,000 visits to the City's website
- Positive comments on social media and comprehensive coverage in the mainstream media
- Investment of \$14,000 in local businesses, including seven in White Rock and three in South Surrey
- Spotlight on local businesses, including sponsors, local talent and a livestream from White Rock's Blue Frog Studios
- Cross-promotion of online activities with local White Rock performers, such as Korki the Clown and Hilarapy
- Cross-promotion with community partners, including White Rock Library and the White Rock Museum and Archives
- Use of new technology: the Shoppers' Walk was replicated online with GIS mapping. IT set up a map of the Promenade and vendors were placed along the walk to create the feeling of walking the Promenade, browsing and shopping. This brought 408 unique visitors to the marketplace.

#### Virtual Veterans' Walk

The City supported the Virtual Veterans Walk.

#### Remembrance Day

The City collaborated with the Royal Canadian Legion Branch 8 White Rock to produce a video for Remembrance Day that included local and national content.

### Festive Events

A virtual Christmas on the Peninsula event took place online.

The City hosted, for the first time, the Menorah Lighting for Chanukah at White Rock Beach which was broadcast online, setting the stage to broaden this Waterfront event once gathering is allowed post COVID-19.

The White Rock Festival of Lights Society worked closely with many departments to ensure a successful installation of seasonal lights at the Waterfront











# WHITE ROCK FIRE RESCUE

The primary mandate of White Rock Fire Rescue is to protect life, property and the environment from fire and natural or human-made emergencies. The department strives to achieve this through a variety of services and programs. The department quickly responds to a wide variety of emergency incidents with well-trained staff in six key areas:

## **FIRE SUPPRESSION**

The department responds to incidents involving or potentially involving fire. They assess the problem, protect lives and property, and minimize damage to the environment.

## **FIRE PREVENTION**

To minimize the occurrence and potential consequences of fires, the department has a proactive prevention program. Regular inspections are carried out in all assembly, commercial, institutional, and multi-residential buildings. The department works closely with Planning and Development Services to review building plans, development proposals and complete license inspections or preoccupancy inspections when required.

## **MEDICAL CALLS**

Firefighters are trained as First Responders for medical emergencies. This “First Responder” service is a part of the pre-hospital medical care system in the Province of British Columbia.

## **MOTOR VEHICLE INCIDENTS (MVI)**

The department is equipped with rescue equipment that can be used for auto extrication. Fire crews also attend MVIs for a variety of reasons, including fire suppression, medical assistance, fuel leak control, environmental protection and to secure the scene for the safety of other emergency responders.

## **PUBLIC EDUCATION**

The department provides fire safety and emergency preparedness training, information and programs.

## **RESCUE AND SAFETY**

The department responds to a wide range of incidents. Some examples are people trapped in elevators, oil/fuel spills, electrical problems, damage to gas lines and general complaints.

## **2020 DEPARTMENT HIGHLIGHTS**

- In 2020, White Rock Fire Rescue responded to 1,151 incidents, a decrease of 31 per cent from 2019, and a decrease of 37 per cent in relation to the five-year average of 1,817.
- In response to the COVID-19 pandemic, a Provincial Health Order was issued in March that resulted in a temporary protocol change related to first responders attending medical calls. The order reduced our response to only those incidents requiring critical life-threatening interventions. As a result, the number of medical responses decreased by 46 per cent from 2019.

### **FIRE PREVENTION**

- Fire Prevention and Public Education programs, including school and public presentations, fire drills and emergency management presentations were all impacted by the COVID-19 pandemic. Programs requiring face-to-face delivery were halted.
- In 2020, the department conducted 298 inspections. In the early part of the year, the department paused its regular inspection program due to COVID-19, which resulted in a 64 per cent decrease in inspections from 2019. Inspections were completed with protocols in place only for new business license applications, new construction, or in response to a complaint or concern.
- Reviews of development plans, applications and various plans submitted for permits continued to be active with a total of 34 reviews being completed.
- Fire Safety Plans are required for buildings that the BC Building Code requires to have a fire alarm, at demolition and construction sites, storage areas, and buildings that have assembly, care, treatment or detention uses. In 2020, our staff processed 15 Fire Safety Plans for which \$2,500 in fees was recovered.

### **PUBLIC EDUCATION**

- Fire Prevention Week in October focused on Kitchen Fire Safety and was delivered to the Surrey School Board for use by teachers in the two White Rock Elementary Schools. To promote the Office of the Fire Commissioner's Fire Prevention Week Coloring Contest, the department created a 30-second video that was posted on the City's social media platforms.
- In addition, White Rock Fire Rescue worked with the Communications Department to develop a weekly post on the City's social media platforms named 'Fire Fridays'. Each week a seasonal safety theme is posted that provides a link to the National Fire Protection Association (NFPA) or other safety agencies.
- The department purchased a SparkyTM mascot costume for use in promotion of all fire safety and fire prevention educational activities when face-to-face programs are reinstated. Sparky is the NFPA's national mascot and has been used by fire departments for the past 70 years.

## **EMERGENCY MANAGEMENT**

- White Rock Fire Rescue takes an all-hazards approach to emergency planning for the community. In 2020, the Emergency Response and Recovery Plan was updated and distributed to senior City staff. This plan guides the operations, organization, responsibilities and co-ordination necessary to provide for effective response and recovery from major emergencies or disasters in the City of White Rock.
- In October, City staff participated along with 910,000 other British Columbians in the Great British Columbia Shakeout Earthquake Drill. The intent of the drill is to promote awareness of how to prepare and protect yourself when an earthquake occurs.

## **TRAINING**

- Our members completed 709 training sessions in 2020 equating to 1,101 hours. Some of the highlights include Low to Steep Angle Technical Rescue, First Responder, Auto Extrication, Hazmat Operations and Live Fire training. White Rock Fire Rescue also conducted joint training with the Surrey Fire Service focusing on High-rise Operations and Rapid Intervention Teams.
- Two members participated in “Train the Trainer” programs, which resulted in certification as an International Association of Fire Fighters (IAFF) Fire Ground Survival Instructor and Instructor for First Responder Medical Licensing. The department also had one member complete the Local Assistant to the Fire Chief (LAFC) training and receive certification.

## **PERSONNEL DEVELOPMENT, PROMOTIONS AND RETIREMENT**

- In 2020, the department had many personnel changes. Fire Chief Phil Lemire retired after 40 years of service to the community. Deputy Fire Chief Ed Wolfe was welcomed in May as White Rock Fire Rescue's new Fire Chief. Chief Wolfe brings 30 years of experience to the position. The Deputy Fire Chief positions were filled with Ken Molland of White Rock Fire Rescue, and Norm MacLeod, former Assistant Chief for Mission Fire Rescue Service.
- Two of our members qualified as Acting Captains and joined our acting pool after successfully completing their Fire Officer I certification and the White Rock Fire Rescue Officer Development program.
- In addition, one new career firefighter was hired to fill a vacancy with the successful candidate coming from the department's auxiliary team. In June, eight new auxiliary members were added to complement the Auxiliary Firefighter team.







Police service in White Rock is provided by the White Rock detachment of the RCMP. The White Rock RCMP is committed to being transparent and accessible while identifying the needs and expectations of the community.

The detachment is led the Detachment Commander Staff Sgt. Kale Pauls, Operations Manager Sgt. Rob Dixon, and Support Services Manager Tara Sauve.

The White Rock RCMP includes 25 regular members and 10 full-time support staff employees. There is also a team of 14 casual Support Services, employed by the City of White Rock.

The Frontline complement is divided into four watches, each with a Corporal in charge. Frontline officers are responsible for the majority of the approximately 6,600 annual calls for service, traffic enforcement and proactive activities. Most complex or sensitive investigations are handled by a two-member General Investigations Section.

There is also a two-member Community Response Team (CRT) that provides a broad mandate of police services. These services include project-based investigations, school liaison, traffic enforcement, community engagement and a variety of youth-based initiatives, such as anti-bullying and social media awareness.

The CRT investigates matters that are the subject of repeated calls for service, ongoing offences or issues requiring a focused

approach with a view to identifying contributing factors that can be addressed through education and crime prevention techniques. The CRT is also responsible for putting in place successful crime reduction initiatives related to drug trafficking and property crime offences.

The White Rock detachment is a fully equipped police station with front counter staff during business hours and with facilities to house prisoners (cells). Complaint-taking and dispatching services are provided off site by the Surrey RCMP Operational Communications Centre.

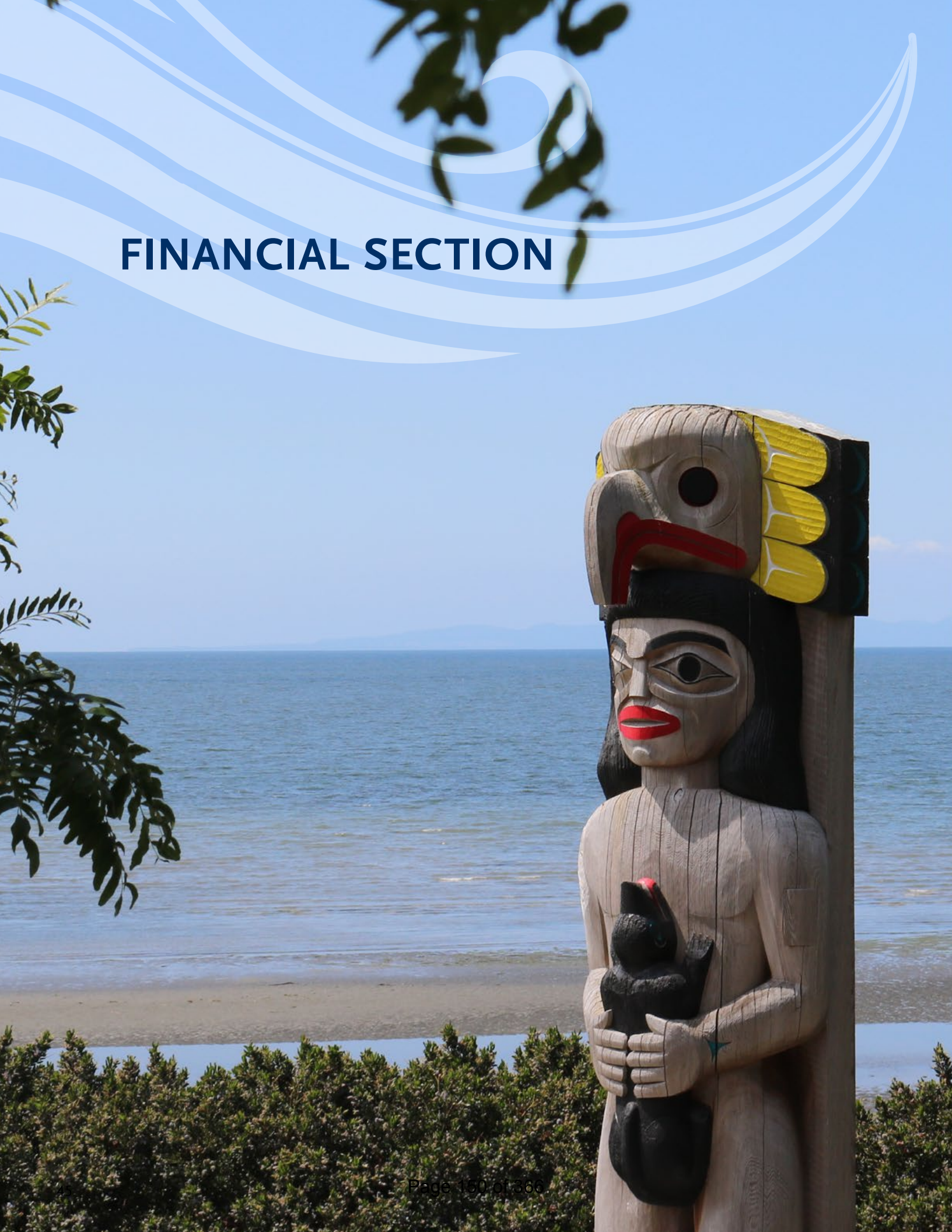
RCMP Support Services staff provide the people of White Rock with access to, and the administration of, services such as Crime Prevention, Victim Services, Criminal Record Checks, Civil Fingerprinting and documenting various crime reports. RCMP Support Staff specialize in areas of Administration, Community Policing/Crime Prevention and Victim Services.

The Community Policing section of White Rock RCMP provides a number of crime prevention programs. The Crime Prevention Co-ordinator is responsible for such Community Policing programs as Speed Watch, Block Watch, fraud awareness, and lock-out auto crime. The detachment has an active group of 30 community policing volunteers who help to deliver and promote these programs.

## 2020 DEPARTMENT HIGHLIGHTS

- Most of the White Rock Detachment is involved in uniformed Frontline policing. These officers are the people the public observes every day in White Rock. Of the 6,905 calls for service in 2020, most were handled by the Frontline officers. These officers also engaged in enhanced policing on Marine Drive and the Promenade to contribute to a safe environment at the Waterfront. Officers also conducted rail line safety enforcement and education shifts with (rail) officers from BNSF issuing 60 trespass on railway charges and 159 warnings.
- In 2020, the officers issued 2,006 violation tickets, notice and orders or written warnings. 2020 was the launch of the “We heard you White Rock, and that is the problem” campaign. During our strategic planning process at the beginning of 2020 the community told us that loud mufflers were disturbing their peace. Officers conducted many vehicle inspections and issued over 50 inspection notices for loud mufflers. This campaign will continue throughout 2021.
- Compared to 2019, reports of property crime decreased by 4.5 per cent and assaults decreased by 10 per cent. There was an increase in criminal harassment reports (from 21 in 2019 to 34 in 2020) and an increase in uttering threats reports (from 52 in 2019 to 88 in 2020) that were predominately associated to an increase in neighbour, landlord/tenant, and roommate incidents where a verbal threat was made or a series of harassing behaviours were reported. There was great variety in the causal factors to these offences, with indications that built-up frustration over nuisance behaviours or conflicting personalities largely contributed to many of these incidents. There was not enough information to conclude the role of COVID-19 stressors on the increase in these calls for police service.
- Officers were called to 534 incidents where the officer believed that mental health was a significant contributing factor to the incident. 192 of these calls were for an assessment under the Mental Health Act (MHA). These assessments resulted in 129 apprehensions under the MHA, where the client was transported to the hospital for an evaluation by a physician. The White Rock detachment continues to work with our government partners to increase the level of front-line integrated mental health care to ensure the most appropriate response to those in a mental health crisis, people experiencing homelessness, and persons experiencing problems with substance use.

# FINANCIAL SECTION









Financial Statements of  
**THE CORPORATION OF**  
**THE CITY OF WHITE ROCK**  
Year Ended December 31, 2020

# MESSAGE FROM THE DIRECTOR OF FINANCIAL SERVICES



## MAYOR AND COUNCIL

I am pleased to present to you the financial statements for the City of White Rock for the fiscal year ended December 31, 2020 to meet the requirements of Section 167 of the *Community Charter* ("Charter").

These financial statements have been prepared by management in accordance with Canadian Public Sector Accounting Standards as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada and meet the requirements of the Ministry of Municipal Affairs and Housing.

The City maintains a system of internal controls for the purpose of financial statement reliability and protection of City assets. The system includes expending funds in accordance with the Council approved budget; appropriate receipt of monies paid to the municipality; safekeeping of City funds; and ensuring accurate and full accounting of all financial transactions. A review of these internal controls has been performed by the City's external auditors and management has received a report on their findings.

KPMG LLP, the City's independent external auditors, have examined these financial statements of the City, in accordance with Canadian Generally Accepted Auditing Standards and in their opinion as expressed in the attached audit report, these financial statements, prepared by management, present fairly the financial position of the City and the results of its operation for 2020.

## FINANCIAL OVERVIEW

### 2020 Financial Position

The Statement of Financial Position provides a snapshot of the City's financial assets, liabilities, non-financial assets and accumulated surplus as at December 31, 2020. Information for 2019 is provided for comparison purposes. The following is an abbreviated version of the Statement of Financial Position contained in the City's 2020 Financial Statements.

## MESSAGE FROM THE DIRECTOR OF FINANCIAL SERVICES

### Summary of Statement of Financial Position

As at December 31, 2020

(Expressed in thousands of dollars)

	2020	2019
<b>Financial assets:</b>		
Cash and investments	\$ 127,773	\$ 111,400
Accounts receivable	8,946	12,184
	136,719	123,584
<b>Liabilities</b>		
Accounts payable, accrued liabilities and refundable deposits	23,991	23,941
Debt	22,626	23,329
Deferred revenue	29,101	28,434
	75,718	75,704
<b>Net financial assets</b>	61,001	47,880
<b>Non-financial assets</b>	157,495	157,416
	\$ 218,496	205,296
<b>Accumulated surplus</b>		
Financial equity	\$ 85,284	72,229
Investment in non-financial equity	133,212	133,067
	\$ 218,496	\$ 205,296

As at December 31, 2020, the financial assets of the City totaled \$137 million, an increase of approximately \$13 million over the prior year. The overall increase relates to monies set aside in reserves and development cost charges for future capital work. Liabilities have remained constant at \$76 million with a \$0.7 million decrease in debt offset by an increase in deferred revenues largely from receipt of development cost charges. Overall, the City's net financial assets of approximately \$61 million indicates a healthy financial position for the 2020 fiscal year-end.

Non-financial assets, primarily tangible capital assets, totaled \$157 million in 2020. During 2020, the City invested approximately \$6 million to replace and maintain existing infrastructure and equipment. Offsetting the 2020 capital additions was approximately \$6 million representing the annual amortization of existing tangible capital assets and the net amount written off on disposal of tangible capital assets taken out of service.

The major projects in 2020 related to the annual transportation infrastructure program, land improvements, and the water and sewer / drainage infrastructure replacement programs. In addition, the City received \$0.7 million in contributed tangible capital assets relating to City infrastructure through development.

The City's accumulated surplus increased by approximately \$13 million to \$218 million. Of this total, financial equity, including unrestricted operating surplus and reserves make up \$85 million and investment in non-financial assets make up \$133 million.

### 2020 Operations

The Statement of Operations provides an overview of the City's annual revenues, expenses and surplus resulting from operations throughout 2020. The 2020 budget and 2019 figures are provided for comparison purposes. The following is an abbreviated version of the Statement of Operations contained in the City's 2020 Financial Statements.

## Summary of Statement of Operations

Year ended December 31, 2020

(Expressed in thousands of dollars)

	2020 Budget	2020	2019
<b>Revenue:</b>			
Property taxes and other levies	\$ 25,021	\$ 24,966	\$ 23,924
Sale of services and other revenue	18,115	14,926	25,883
Grants and contributions	13,141	6,184	5,383
Utility fees and charges	11,283	11,362	10,748
	67,560	57,438	65,938
<b>Expenses:</b>			
General government	9,033	7,401	7,409
Protective services	12,159	12,395	11,117
Transportation, engineering and operations	7,860	6,783	6,439
Parks, recreation and culture	11,521	9,177	10,752
Utility Operations	9,832	8,482	7,977
	50,405	44,238	43,694
Accumulated surplus	17,155	13,200	22,244
Accumulated surplus, beginning of year	205,296	205,296	183,052
<b>Accumulated surplus, end of year</b>	<b>\$ 222,451</b>	<b>\$ 218,496</b>	<b>\$ 205,296</b>

For 2020, operating revenues totaled approximately \$57 million; \$9 million less than the previous year which is largely due to the impacts of the COVID-19 pandemic. Increases in rates and utility usage were offset by decreases in parking and recreational revenues as the City shut services to mitigate the pandemic. Included in the revenues is a \$3.7 million COVID-19 Safe Restart grant provided by the Province to assist with shortfalls resulting from the pandemic. The 2020 revenues are \$10 million less than budget mainly due to the pandemic and capital grant funding the City was trying to secure for the White Rock Pier.

Operating expenses totaled approximately \$44 million, approximately \$1 million more than the previous year and \$6 million less than the 2020 budget. The year over year increase is a combination of increases due to annual salary adjustments and additional staffing resources approved for 2020 offset by decreases from recreation and cultural programs that were shut down due to the pandemic. The pandemic also impacted total expenses as the City adjusted its workforce and capital program to address emergent issues.

The net annual surplus of \$13 million primarily represents an increase in financial equity (reserves) and additional investment in non-financial assets (primarily tangible capital assets).

## 2020 Net Financial Assets

The Statement of Change in Net Financial Assets presents the financial resources, clear of liabilities including debt, that are available for future investment.



## MESSAGE FROM THE DIRECTOR OF FINANCIAL SERVICES

### Summary of Change in Net Financial Assets

Year ended December 31, 2020

(Expressed in thousands of dollars)

	2020 Budget	2020	2019
Annual surplus	\$ 17,155	\$ 13,200	\$ 22,244
Exclude non-cash items:			
Amortization of tangible capital assets	8,819	6,405	6,751
Net gain / loss of disposal of assets and contributed to tangible capital assets	–	(903)	(189)
Use of inventory and prepaids	–	975	821
	8,819	6,477	7,383
Acquisition of prepaid expenses			
Capital expenses	(42,778)	(5,854)	(19,569)
Proceeds on disposal of assets	–	367	40
Acquisition of inventory and prepaids	–	(1,069)	(975)
	(42,778)	(6,556)	(20,504)
Change in net financial assets	(16,804)	13,121	9,123
Net financial assets, beginning of year	47,880	47,880	38,757
Net financial assets, end of year	\$ 31,076	\$ 61,001	\$ 47,880

In 2020, the City had budgeted to decrease its net financial assets by \$17 million to invest in capital infrastructure that was to be funded by annual revenues, grants, and reserves. The delay of capital work to 2021, mainly due to the pandemic, has resulted in a \$13 million increase to the City's net financial assets.

### Future Outlook

The City of White Rock is committed to providing high levels of civic services to our citizens and businesses. Maintaining high service levels requires planning and a commitment to financially sustainable practices. In support of the City's Strategic Plan and its strategic goals, the City continues to refine, develop, and implement financial policies that promote sound financial practices and long-term financial sustainability.

Respectfully submitted,



Colleen Ponzini, CPA, CGA  
DIRECTOR OF FINANCIAL SERVICES



KPMG LLP  
PO Box 10426 777 Dunsmuir Street  
Vancouver, BC V7Y 1K3  
Canada  
Telephone (604) 691-3000  
Fax (604) 691-3031

## INDEPENDENT AUDITORS' REPORT

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

### **Opinion**

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

- the statement of financial position as at December 31, 2020;
- the statement of operations for the year then ended;
- the statement of changes in net financial assets for the year then ended;
- the statement of cash flows for the year then ended; and
- notes to the financial statements, including a summary of significant accounting policies (hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2020, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

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

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

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

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

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

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

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



### ***Auditors' Responsibilities for the Audit of the Financial Statements***

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

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

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

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

We also:

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

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

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Vancouver, Canada  
May 10, 2021

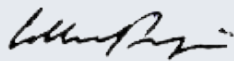
## Statement of Financial Position

December 31, 2020, with comparative information for 2019

	2020	2019
<b>Financial Assets</b>		
Cash and cash equivalents (note 2)	\$ 127,772,639	\$ 111,400,431
Accounts receivable (note 3)	8,946,234	12,183,802
	136,718,873	123,584,233
<b>Liabilities</b>		
Accounts payable and accrued liabilities (note 4)	11,039,468	11,357,197
Refundable performance deposits (note 2(b))	12,785,980	12,584,597
Capital lease obligation (note 6)	164,718	–
Debt (note 7)	22,626,177	23,328,618
Deferred revenue (note 8)	29,101,355	28,434,092
	75,717,698	75,704,504
Net Financial Assets	61,001,175	47,879,729
<b>Non-Financial Assets</b>		
Tangible capital assets (note 9)	156,425,967	156,440,877
Prepaid expenses	884,797	742,851
Inventories of supplies	184,267	232,598
	157,495,031	157,416,326
Accumulated Surplus (note 10)	\$ 218,496,206	\$ 205,296,055

Commitments and contingencies (note 13)

See accompanying notes to financial statements.


Colleen Ponzini, CPA, CGA  
DIRECTOR OF FINANCIAL SERVICES



## Statement of Operations

Year ended December 31, 2020, with comparative information for 2019

	2020 Budget (Note 1(b) and 19)	2020	2019
<b>Revenue:</b>			
Property taxes:			
General purposes	\$ 23,683,900	\$ 23,631,761	\$ 22,578,634
Regional library levy	977,800	975,183	963,402
Business improvement levy	337,000	336,779	356,190
	24,998,700	24,943,723	23,898,226
Receipts in lieu of taxes	22,400	22,356	25,564
Development cost charges (note 8(a))	1,214,800	61,005	598,562
Sanitary sewer fees and parcel tax	3,537,106	3,562,975	3,444,316
Drainage user fees	2,657,800	2,658,487	2,531,498
Water user fees	5,087,600	5,139,529	4,772,497
Sales of services and other revenue (note 16)	18,115,334	14,926,479	25,882,629
Government grants (note 17)	11,925,700	5,459,271	4,571,934
Developers' contributions of tangible capital assets (note 9(b))	—	663,861	212,917
	67,559,440	57,437,686	65,938,143
<b>Expenses:</b>			
General government	9,032,710	7,401,407	7,409,060
Protection services	12,158,632	12,395,323	11,116,870
Transportation, engineering and operations	7,859,936	6,782,642	6,438,768
Parks, recreation and cultural services	11,521,122	9,177,189	10,752,082
Solid waste services	1,099,000	1,057,036	866,587
Sanitary sewer system	3,480,163	2,655,801	2,499,576
Drainage system	945,100	857,446	808,161
Water system	4,307,600	3,910,691	3,803,230
	50,404,263	44,237,535	43,694,334
Annual surplus	17,155,177	13,200,151	22,243,809
Accumulated surplus, beginning of year	205,296,055	205,296,055	183,052,246
<b>Accumulated Surplus, end of year</b>	<b>\$ 222,451,232</b>	<b>\$ 218,496,206</b>	<b>\$ 205,296,055</b>

See accompanying notes to financial statements.

## Statement of Changes in Net Financial Assets

Year ended December 31, 2020, with comparative information for 2019

	2020 Budget (Note 1(b) and 19)	2020	2019
Annual surplus	\$ 17,155,177	\$ 13,200,151	\$ 22,243,809
Acquisition of tangible capital assets	(42,778,000)	(5,853,630)	(19,568,528)
Developers' contributions of tangible capital assets	—	(663,861)	(212,917)
Amortization of tangible capital assets	8,819,000	6,404,914	6,751,247
(Gain) loss on disposal of tangible capital assets	—	(239,580)	23,850
Proceeds on disposal of tangible capital assets	—	367,067	39,910
	(16,803,823)	13,215,061	9,277,371
Acquisition of prepaid expenses	—	(884,797)	(742,851)
Acquisition of inventories of supplies	—	(184,267)	(232,598)
Use of prepaid expenses	—	742,851	609,061
Consumption of inventories of supplies	—	232,598	211,835
Change in net financial assets	(16,803,823)	13,121,446	9,122,818
Net financial assets, beginning of year	47,879,729	47,879,729	38,756,911
Net financial assets, end of year	\$ 31,075,906	\$ 61,001,175	\$ 47,879,729

See accompanying notes to financial statements.

## Statement of Cash Flows

Year ended December 31, 2020, with comparative information for 2019

**Cash provided by (used in):****Operating:**

Annual surplus	\$ 13,200,151	\$ 22,243,809
Items not involving cash:		
Amortization	6,404,914	6,751,247
(Gain) loss on disposal of tangible capital assets	(239,580)	23,850
Developers' contributions of tangible capital assets	(663,861)	(212,917)
Changes in non-cash operating working capital:		
Accounts receivable	3,237,568	1,285,289
Prepaid expenses	(141,946)	(133,790)
Inventories of supplies	48,331	(20,763)
Accounts payable and accrued liabilities	(317,729)	(1,723,723)
Refundable performance deposits	201,383	(635,479)
Deferred revenue	667,263	4,166,253
Net change in cash provided by operating activities	22,396,494	31,743,776

**Capital Activities:**

Cash used to acquire tangible capital assets	(5,605,331)	(19,568,528)
Proceeds on disposal of tangible capital assets	367,067	39,910
Net change in cash used in capital activities	(5,238,264)	(19,528,618)

**Financing Activities:**

Principal payments on debt	(702,441)	(680,272)
Principal payments on capital lease obligations	(83,581)	(4,478)
Net change in cash used in financing activities	(786,022)	(684,750)

**Net Change in Cash and Cash Equivalents**

16,372,208 11,530,408

**Cash and Cash Equivalents, beginning of year**

111,400,431 99,870,023

**Cash and Cash Equivalents, end of year**

\$ 127,772,639 \$ 111,400,431

**Non-cash Transactions:**

Acquisition of tangible capital assets under capital lease	\$ 248,299	\$ —
--	------------	------

See accompanying notes to financial statements.

## Notes to Financial Statements

Year ended December 31, 2020

The Corporation of the City of White Rock (the "City") is incorporated under the Local Government Act of British Columbia. The City's principal activities include the provision of local government services to residents, businesses and visitors of the incorporated area.

In March 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization. This resulted in governments worldwide, including the Canadian federal and provincial governments, enacting emergency measures to combat the spread of the virus. The economic conditions and the City's response to the pandemic had a material impact on the City's operating results in 2020. The City temporarily closed civic facilities, managed workforce challenges, including the implementation of systems and processes to facilitate remote work, and workforce adjustments, such as delayed hiring and reallocation of staff resources. This affected both revenues and expenses for the City and included mitigation measures to reduce the overall financial impact. The primary impact was on parking services, recreation and culture, parks, bylaw enforcement, and general government services. The situation is still dynamic and the ultimate duration and magnitude of the impact on the economy and the financial effect on the City is not known at this time.

### 1. Significant accounting policies:

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

#### (a) Basis of presentation:

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

#### (b) Budget reporting:

The budget figures reported in the statement of operations and statement of changes in net financial assets represent the 2020 component of White Rock Financial Plan (2020-2024) Bylaw, 2020, No. 2330, Amendment No. 1, 2020, No. 2340 adopted by the City Council on May 4, 2020.

#### (c) Cash and cash equivalents:

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

#### (d) Revenue:

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

#### (e) Development cost charges ("DCCs"):

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

#### (f) Deferred revenue:

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

#### (g) Refundable performance deposits:

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

#### (h) Capital lease obligation:

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

#### (i) Expenses:

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

#### (j) Government transfers:

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

#### (k) Debt:

Debt is recorded net of repayments and actuarial adjustments.



## 1. Significant accounting policies (continued):

### (l) Non-financial assets:

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

#### (i) *Tangible capital assets:*

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

Asset	Useful Life - Years
Land improvements	3 to 100
Buildings and facilities	2 to 50
Machinery and equipment	2 to 25
Roads and sidewalks	10 to 50
Sanitary sewer infrastructure	10 to 80
Storm sewer infrastructure	5 to 80
Water system infrastructure	4 to 80

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

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

#### (ii) *Contributions of tangible capital assets:*

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

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

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

#### (iv) *Interest capitalization:*

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

#### (v) *Leased tangible capital assets:*

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

and the related payments are charged to expenses as incurred.

#### (vi) *Inventories of supplies:*

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

### (m) Employee future benefits:

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

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

### (n) Use of accounting estimates:

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

### (o) Segment disclosures:

A segment is defined as a distinguishable activity or group of activities of government for which it is appropriate to separately report financial information. The City has provided definitions of segments used by the City, as well as, presented financial information in segmented format (note 21).

### (p) Contaminated sites:

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

## 1. Significant accounting policies (continued):

### (p) Contaminated sites (continued):

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

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

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

## 2. Cash and cash equivalents:

	2020	2019
Cash balances	\$ 123,528,131	\$ 103,214,873
Cash equivalents:		
Money market securities and term deposits maturing within 90-days of inception	—	3,976,701
Municipal Finance Authority Money Market Fund	4,244,508	4,208,857
	<u>\$ 127,772,639</u>	<u>\$ 111,400,431</u>

During the year ended December 31, 2020, cash equivalents including the Municipal Finance Authority Money Market Fund, have annual yields of 0.89% (2019 - 1.86% to 2.35%).

- (a) Included in cash and cash equivalents is an amount of \$12,532,028 (2019 - \$8,416,789) that can only be used for the acquisition of tangible capital assets as provided for by the DCC Bylaw.
- (b) Included in cash and cash equivalents is an amount of \$12,785,980 (2019 - \$12,584,597) which consists of refundable performance deposits.

## 3. Accounts receivable:

	2020	2019
Property taxes	\$ 1,757,625	\$ 1,768,832
Water user fees	1,419,170	1,293,864
Government grants	1,071,503	1,092,236
Amounts secured by letters of credit (a)	2,415,733	4,625,743
Insurance proceeds	—	1,232,054
Loan receivable	7,000	10,500
Other	2,275,203	2,160,573
	<u>\$ 8,946,234</u>	<u>\$ 12,183,802</u>

- (a) Included in accounts receivable are amounts receivable secured by letters of credit of \$2,415,733 (2019 - \$4,625,743) that can only be used for the acquisition of tangible capital assets as provided for by the DCC Bylaw (note 8(a)).

#### 4. Accounts payable and accrued liabilities:

	2020	2019
Trade accounts payable and other	\$ 5,581,833	\$ 5,707,845
Due to governments and agencies	3,080,164	2,979,080
Post-employment benefits (note 6)	1,540,864	1,605,503
Other payroll liabilities	836,607	1,064,769
	<b>\$ 11,039,468</b>	<b>\$ 11,357,197</b>

#### 5. Post-employment benefits:

The City provides certain post-employment and sick leave benefits to its employees. These benefits include accumulated non-vested sick leave, post-employment gratuity and time-in-lieu benefits, and certain vacation benefits.

	2020	2019
Accrued benefit obligation:		
Balance, beginning of year	\$ 1,755,977	\$ 1,582,900
Current service cost	145,837	138,600
Interest cost	47,236	53,000
Benefits paid	(274,537)	(113,285)
Actuarial loss	183,093	94,762
Balance, end of year	<b>\$ 1,857,606</b>	<b>\$ 1,755,977</b>

	2020	2019
Accrued benefit obligation, end of year	\$ 1,857,606	\$ 1,755,977
Unamortized net actuarial loss	(316,742)	(150,474)
Accrued benefit liability, end of year	<b>\$ 1,540,864</b>	<b>\$ 1,605,503</b>

Actuarial gains and losses are amortized over the expected average remaining service period of the related employee group, commencing the year after the gain or loss arises. In 2020, the expected average remaining service period of the related employee group is 11 years (2019 - 11 years). Post-employment liabilities are included in accounts payable and accrued liabilities (note 4).

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

	2020	2019
Discount rate	2.00%	2.60%
Expected future inflation rates	2.50%	2.50%
Expected wage and salary increases	2.58% - 5.90%	2.58% - 5.90%

## 6. Capital lease obligation:

The City has financed certain equipment by entering into three capital leasing arrangements. Two of the arrangements expire on June 30, 2025, and the third arrangement expires on June 30, 2027. The leases are repayable in monthly blended installments of \$3,075 including principal and interest. Minimum lease payments due under the capital leases are:

Year ending December 31:

2021	\$ 36,897
2022	36,897
2023	36,897
2024	36,897
2025	21,215
Thereafter	8,299
Minimum capital lease payments	177,102
Less amounts representing interest (2.85%)	12,384
	<u>\$ 164,718</u>



## 7. Debt:

Debentures, net of repayments and actuarial adjustments

	2020	2019
	\$ 22,626,177	\$ 23,328,618

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

Bylaw Number	Purpose	Maturity date	Interest rate	Refinancing year <sup>a</sup>	Authorized amount	Sinking fund credits	2020	2019
1667	Sanitary Sewers - Local Improvement	2023	5.95%	n/a	\$ 224,580	\$ 175,506	\$ 49,074	\$ 63,900
2098	Water Utility Acquisition Advance Payment	2046	2.60%	2026	14,250,000	1,163,498	13,086,502	13,392,554
2163	Water System Infrastructure Construction	2027	2.80%	n/a	440,000	118,633	321,367	362,086
2163	Water System Infrastructure Construction	2047	2.80%	2027	5,779,000	375,452	5,403,548	5,532,416
2178	Water System Infrastructure Construction	2027	3.15%	n/a	1,662,000	448,110	1,213,890	1,367,696
2178	Water System Infrastructure Construction	2047	3.15%	2027	400,000	25,988	374,012	382,932
2179	Water Treatment Facilities Construction	2048	3.15%	2028	2,274,850	97,066	2,177,784	2,227,034
					\$ 25,030,430	\$ 2,404,253	\$ 22,626,177	\$ 23,328,618

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

Total interest on the debt for the year ended December 31, 2020 was \$694,606 (2019 - \$694,606).

As a condition of these borrowings, a portion of the debt proceeds is withheld by the MFA in a Debt Reserve Fund. Amounts withheld for this purpose are as follows:

Bylaw Number	Purpose	Debt reserve fund
1667	Sanitary Sewers - Local Improvement	\$ 2,246
2098	Water Utility Acquisition Advance Payment	142,500
2163	Water System Infrastructure Construction	62,190
2178	Water System Infrastructure Construction	20,620
2179	Water Treatment Facilities Construction	22,749
		\$ 250,305

These cash deposits are included as part of accounts receivable in the Statement of Financial Position.

## 7. Debt (continued):

Principal payments on the outstanding debt over the following five years and thereafter are as follows:

2021	\$	725,341
2022		748,996
2023		773,431
2024		780,652
2025		805,830
Thereafter		18,791,927
	\$	22,626,177

## 8. Deferred revenue:

	2020	2019
Property taxes	\$ 3,218,594	\$ 3,383,933
Contributions for future capital works	3,731,110	3,098,841
Development cost charges (a)	14,947,761	13,042,532
Utility service connections	1,151,750	1,434,950
Deferred revenue - facility upgrades	428,121	471,096
Deferred revenue - building permits	4,386,140	5,873,470
Other	1,237,879	1,129,270
	\$ 29,101,355	\$ 28,434,092

(a) Development cost charges:

	Highways	Drainage	Parkland	Sanitary	Water	Total
Balance, beginning of year	\$ 3,049,192	\$ 2,732,485	\$ 5,427,016	\$ 754,750	\$ 1,079,089	\$ 13,042,532
Add:						
Amounts received	428,795	339,832	683,244	137,229	196,455	1,785,555
Investment income	42,265	39,637	74,646	9,863	14,268	180,679
Deduct:						
Acquisition of tangible capital assets	14,800	26,205	—	20,000	—	61,005
Balance, end of year	\$ 3,505,452	\$ 3,085,749	\$ 6,184,906	\$ 881,842	\$ 1,289,812	\$ 14,947,761

The balance as of December 31, 2020 includes \$2,415,733 (2019 - \$4,625,743) in amounts receivable secured by letters of credit.

## 9. Tangible capital assets:

	Land	Land improvements	Buildings and facilities	Machinery and equipment	Roads and sidewalks
<b>Cost</b>					
Balance, beginning of year	\$ 17,312,185	\$ 24,216,491	\$ 42,436,153	\$ 14,003,181	\$ 45,533,121
Additions	–	458,136	407,287	943,097	977,775
Transfers	–	83,645	61,801	186,359	36,534
Disposals	(1,800)	(59,883)	(49,000)	(1,063,317)	(65,310)
Balance, end of year	\$ 17,310,385	\$ 24,698,389	\$ 42,856,241	\$ 14,069,320	\$ 46,482,120

### Accumulated amortization

Balance, beginning of year	\$ –	\$ 6,805,942	\$ 15,970,784	\$ 7,034,108	\$ 21,425,130
Amortization expense	–	1,091,846	1,410,577	1,156,801	1,044,189
Disposals	–	(44,855)	(49,000)	(994,672)	(52,773)
Balance, end of year	\$ –	\$ 7,852,933	\$ 17,332,361	\$ 7,196,237	\$ 22,416,546

### Net book value,

end of year	\$ 17,310,385	\$ 16,845,456	\$ 25,523,880	\$ 6,873,083	\$ 24,065,574
-------------	---------------	---------------	---------------	--------------	---------------

### Net book value,

beginning of year	\$ 17,312,185	\$ 17,410,549	\$ 26,465,369	\$ 6,969,073	\$ 24,107,991
-------------------	---------------	---------------	---------------	--------------	---------------

#### (a) Assets under construction:

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

#### (b) Contributed tangible capital assets:

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

	2020	2019
Roads and sidewalks	\$ 464,171	\$ 120,283
Sanitary sewers	50,569	–
Storm sewers	100,356	–
Water system	48,765	92,634
Developers' contributions of tangible capital assets	\$ 663,861	\$ 212,917

Sanitary sewer infrastructure	Storm sewer infrastructure	Water system infrastructure	Assets under construction	Total
\$ 21,090,317	\$ 23,380,339	\$ 36,333,615	\$ 2,568,985	\$ 226,874,387
311,041	316,958	376,163	2,727,034	6,517,491
139,549	170,692	437,658	(1,116,238)	–
(43,066)	(27,853)	(70,185)	–	(1,380,414)
\$ 21,497,841	\$ 23,840,136	\$ 37,077,251	\$ 4,179,781	\$ 232,011,464
\$ 7,197,157	\$ 9,570,777	\$ 2,429,612	\$ –	\$ 70,433,510
322,106	334,237	1,045,158	–	6,404,914
(20,137)	(24,709)	(66,781)	–	(1,252,927)
\$ 7,499,126	\$ 9,880,305	\$ 3,407,989	\$ –	\$ 75,585,497
\$ 13,998,715	\$ 13,959,831	\$ 33,669,262	\$ 4,179,781	\$ 156,425,967
\$ 13,893,160	\$ 13,809,562	\$ 33,904,003	\$ 2,568,985	\$ 156,440,877

**(c) Tangible capital assets disclosed at nominal values:**

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

**(d) Works of art and historical treasures:**

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

**(e) Write-down of tangible capital assets:**

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

**(f) Leased tangible capital assets:**

The City has leased radio equipment for RCMP and Fire operations. Total cost of the leased assets is \$248,299. As at December 31, 2020, \$89,213 of accumulated amortization has been recorded, with \$19,283 of amortization related to the current fiscal year.



## 10. Accumulated surplus:

	Reserves established by bylaw (note 12 (a))	Other reserves (note 12 (b))	Other surplus funds	Investment in tangible capital assets (note 11)	Total
General Fund	\$ 26,632,385	\$ 20,955,235	\$ 5,919,425	\$ 92,197,198	\$ 145,704,243
Sanitary Sewer Fund	—	14,164,233	1,107,116	14,030,398	29,301,747
Drainage Fund	—	9,973,496	751,317	14,854,938	25,579,751
Water Fund	—	4,787,906	993,200	12,129,359	17,910,465
<b>Total for 2020</b>	<b>\$ 26,632,385</b>	<b>\$ 49,880,870</b>	<b>\$ 8,771,058</b>	<b>\$ 133,211,893</b>	<b>\$ 218,496,206</b>
Total for 2019	\$ 20,804,694	\$ 43,321,852	\$ 8,102,569	\$ 133,066,940	\$ 205,296,055

Included in the water fund investment in tangible capital assets is an adjustment in the amount of \$4,942 (2019 - \$425,777) for unspent debt proceeds which have been earmarked for use in future years (note 11).

## 11. Investment in tangible capital assets:

	2020	2019
Tangible capital assets (note 9)	\$ 156,425,967	\$ 156,440,877
Deduct:		
Capital lease obligations (note 6)	(164,718)	—
Debt (note 7)	(22,626,177)	(23,328,618)
Deferred revenue - facility upgrades (note 8)	(428,121)	(471,096)
Add:		
Unspent debt proceeds (note 10)	4,942	425,777
	<b>\$ 133,211,893</b>	<b>\$ 133,066,940</b>

## 12. Reserves:

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

	2020	2019
General Fund:		
Land sale reserve	\$ 413,013	\$ 101,846
Equipment replacement reserve	5,339,079	4,724,133
Capital works, machinery and equipment reserve	6,547,194	5,609,236
Local improvement reserve	33,665	33,110
Community amenity reserve	14,299,434	10,336,369
	<b>\$ 26,632,385</b>	<b>\$ 20,804,694</b>

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

	2020	2019
General Fund:		
Infrastructure reserve	\$ 4,656,217	\$ 4,209,679
Roadworks reserve	4,407,146	3,644,835
Secondary suite service fee reserve	1,189,107	909,601
Density bonus/amenity contribution reserve	214,634	236,483
Incomplete asset improvement projects	3,272,500	3,009,800
COVID-19 safe restart reserve	2,586,388	–
Other reserves	4,629,243	5,594,326
	<b>20,955,235</b>	<b>17,604,724</b>
Sanitary Sewer Fund:		
Infrastructure reserve	13,055,437	12,209,702
Terry Road local improvement reserve	39,096	52,184
Incomplete asset improvement projects	1,069,700	1,068,700
	<b>14,164,233</b>	<b>13,330,586</b>
Drainage Fund:		
Infrastructure reserve	7,069,996	5,905,003
Operating reserve	25,000	25,000
Incomplete asset improvement projects	2,878,500	2,518,400
	<b>9,973,496</b>	<b>8,448,403</b>
Water Fund:		
Infrastructure reserve	4,026,448	3,419,468
Debt retirement reserve	24,058	18,571
Operating reserve	737,400	500,100
	<b>4,787,906</b>	<b>3,938,139</b>
	<b>\$ 49,880,870</b>	<b>\$ 43,321,852</b>

### 13. Commitments and contingencies:

#### (a) Borrowing liability:

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

#### (b) Third party claims:

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

#### (c) Lease commitments:

The City entered into a 5-year agreement, initially ended July 31, 2008, to lease certain parcels of real property from The Burlington Northern and Santa Fe Railway Company. Under the terms of this agreement, the City is committed to annual rent payments as well as the costs of all taxes, utilities, insurance, repairs and maintenance of the leased premises. This is accounted for as an operating lease. This agreement provides for renewal options consisting of 5 additional 5-year terms. In April 2018, the City exercised its third option to renew this lease for the 5-year term ending July 31, 2023. During this period, the City is committed to annual base rent payments of \$472,500.

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

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

#### (d) Agreements and contractual commitments:

2021	\$ 471,592
2022	475,331
2023	495,505
2024	515,405
2025	509,951
Thereafter	4,043,741
	<u>\$ 6,511,525</u>

In addition to the leases described in note 13(c), the City has entered into various agreements and contracts for services and construction with periods ranging from one to five years, including the following:

	Total contractual commitment	Total contractual commitment remaining at year end
Marine Drive retaining wall stabilization	\$ 1,717,610	\$ 548,054
Solid waste recycling trucks	838,569	838,569
Solid waste residential collection vehicles	1,131,801	1,131,801
Janitorial services	1,240,481	206,747

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

#### (e) Debt agreement with the MFA:

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

Bylaw number	Purpose	2020	2019
1667	Sanitary Sewers - Local Improvement	\$ 7,364	\$ 7,364
2098	Water Utility Acquisition Advance Payment	180,771	180,771
2163	Water System Infrastructure Construction	104,802	104,802
2178	Water System Infrastructure Construction	88,549	88,549
2179	Water Treatment Facilities Construction	36,988	36,988
		<u>\$ 418,474</u>	<u>\$ 418,474</u>

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

### 13. Commitments and contingencies (continued):

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

The City is a shareholder of E-Comm Emergency Communications for British Columbia Incorporated ("E-Comm"). The City receives services for the regional 9-1-1 call centre for Metro Vancouver Regional District and the Wide Area Radio network from E-Comm. The City has two Class A shares (of a total 35 Class A and 20 Class B shares issued and outstanding as at December 31, 2020).

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

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

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

### 14. Pension plan:

The City and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. The Plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local government and 160 contributors from the City.

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

The most recent actuarial valuation as at December 31, 2018 indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be at December 31, 2021 with results available in 2022. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The City paid \$1,269,600 (2019 - \$1,224,200) for employer contributions to the Plan in fiscal 2020.



#### 15. Collections for other governments:

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

	2020	2019
Province of British Columbia - school tax	\$ 11,671,297	\$ 12,644,936
South Coast BC Transportation Authority - TransLink tax	2,612,455	2,418,125
Other regional bodies	963,477	864,395
	<u>\$ 15,247,229</u>	<u>\$ 15,927,456</u>

#### 16. Sales of services and other revenue:

	2020	2019
Parking	\$ 2,206,698	\$ 2,590,243
Parks, recreation and cultural services	745,032	1,725,394
Licences and permits	2,737,882	2,441,300
Solid waste services	1,569,079	1,547,475
Utility service connection fees	647,672	567,315
Community amenity contributions	3,386,000	8,430,000
Interest and penalties	1,433,641	2,586,756
Contributions toward tangible capital asset improvements	450,882	4,254,141
Other	1,749,593	1,740,005
	<u>\$ 14,926,479</u>	<u>\$ 25,882,629</u>

#### 17. Government transfers:

Government grant revenue is comprised of the following government transfers:

	2020	2019
Federal	\$ 157,061	\$ 2,453,684
Provincial	5,302,210	2,118,250
	<u>\$ 5,459,271</u>	<u>\$ 4,571,934</u>

#### 18. Contractual rights:

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

2021	\$ 359,346
2022	296,431
2023	260,426
2024	268,870
2025	2,200
Thereafter	5,800
	<u>\$ 1,193,073</u>

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

## 19. Budget figures:

The original budget, Bylaw 2330, was approved by Council on March 9, 2020. The amended budget figures included in these financial statements were approved by Council through the adoption of an amended annual bylaw, Bylaw 2340, on May 4, 2020 and reflect more current estimates on revenues and expenditures.

	Original Budget	Amended Budget	Change
<b>Revenues</b>	\$ 69,127,240	\$ 67,942,240	\$ (1,185,000)
Less: internal adjustments	(382,800)	(382,800)	–
	68,744,440	\$ 67,559,440	\$ (1,185,000)
<b>Expenses</b>	49,885,763	\$ 51,132,963	\$ 1,247,200
Less: internal adjustments	(728,700)	(728,700)	–
	49,157,063	\$ 50,404,263	\$ 1,247,200
<b>Annual surplus per statement of operations</b>	19,587,377	17,155,177	(2,432,200)
<b>Add:</b>			
Amortization	9,288,000	8,819,000	(469,000)
Transfers from reserves	857,949	17,852,149	16,994,200
	10,145,949	26,671,149	16,525,200
	29,733,326	43,826,326	14,093,000
<b>Less:</b>			
Capital expenditures	(28,685,000)	(42,778,000)	(14,093,000)
Debt principal repayments	(702,426)	(702,426)	–
Internal adjustments	(345,900)	(345,900)	–
	(29,733,326)	(43,826,326)	(14,093,000)
<b>Approved budget</b>	\$ –	\$ –	\$ –

## 20. Comparative information:

Certain comparative information has been reclassified to conform to these financial statement presentations adopted for the current year.

## 21. Segmented information:

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

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

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

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

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

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

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

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

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

This page intentionally left blank



## 20. Segmented information (continued):

	General Government	Protection Services	Transportation, Engineering and Operations Services	Parks, Recreation and Cultural Services	Solid Waste Services
<b>Revenue</b>					
Property taxes					
General purposes	\$ 23,631,761	\$ —	\$ —	\$ —	\$ —
Regional library levy	—	—	—	975,183	—
Business improvement levy	336,779	—	—	—	—
	23,968,540	—	—	975,183	—
Receipts in lieu of taxes	22,356	—	—	—	—
Development cost charges	—	—	14,800	—	—
Sanitary sewer fees and parcel tax	—	—	—	—	—
Drainage user fees	—	—	—	—	—
Water user fees	—	—	—	—	—
Sales of services and other revenue:					
Parking	—	—	2,206,698	—	—
Parks, recreation and cultural services	—	—	—	745,032	—
Licences and permits	29,460	2,708,422	—	—	—
Solid waste services	—	—	—	—	1,569,079
Utility service connection fees	—	—	—	—	—
Community amenity contributions	3,386,000	—	—	—	—
Interest and penalties	1,331,821	—	—	—	—
Contributions toward tangible capital asset improvements	—	—	349,415	57,613	—
Other	2,788,458	153,539	654,519	42,975	32,069
Government grants	5,047,398	308,410	26,619	73,413	—
Developers' contributions of tangible capital assets	—	—	464,171	—	—
	36,574,033	3,170,371	3,716,222	1,894,216	1,601,148
<b>Expenses</b>					
Salaries, wages and benefits	4,782,638	5,705,206	2,619,092	2,722,471	635,165
Contracted Services	1,244,196	6,018,741	2,072,388	3,538,872	729,118
Supplies and other	1,128,464	273,216	338,029	943,681	136,071
Amortization	272,094	406,840	1,770,451	2,149,430	76,510
Interest on debt	16,046	—	—	—	—
	7,443,438	12,404,003	6,799,960	9,354,454	1,576,864
<b>Annual surplus (deficit)</b>	<b>\$ 29,130,595</b>	<b>\$ (9,233,632)</b>	<b>\$ (3,083,738)</b>	<b>\$ (7,460,238)</b>	<b>\$ 24,284</b>

Sanitary Sewer System	Drainage System	Water System	Adjustments	2020	2019
\$ —	\$ —	\$ —	\$ —	\$ 23,631,761	\$ 22,578,634
—	—	—	—	975,183	963,402
—	—	—	—	336,779	356,190
—	—	—	—	24,943,723	23,898,226
—	—	—	—	22,356	25,564
20,000	26,205	—	—	61,005	598,562
3,592,415	—	—	(29,440)	3,562,975	3,444,316
—	2,658,487	—	—	2,658,487	2,531,498
—	—	5,323,314	(183,785)	5,139,529	4,772,497
—	—	—	—	2,206,698	2,590,243
—	—	—	—	745,032	1,725,394
—	—	—	—	2,737,882	2,441,300
—	—	—	—	1,569,079	1,547,475
236,550	228,550	182,572	—	647,672	567,315
—	—	—	—	3,386,000	8,430,000
51,860	20,000	29,960	—	1,433,641	2,586,756
12,389	21,538	9,927	—	450,882	4,254,141
8,034	—	110,660	(2,040,661)	1,749,593	1,740,005
1,152	2,279	—	—	5,459,271	4,571,934
50,569	100,356	48,765	—	663,861	212,917
3,972,969	3,057,415	5,705,198	(2,253,886)	57,437,686	65,938,143
298,266	397,114	1,382,306	(1,131,563)	17,410,695	17,419,667
2,372,198	581,125	869,284	(611,195)	16,814,727	15,722,050
89,691	97,792	400,731	(511,128)	2,896,547	3,106,703
322,106	334,237	1,073,246	—	6,404,914	6,751,247
13,363	—	681,243	—	710,652	694,667
3,095,624	1,410,268	4,406,810	(2,253,886)	44,237,535	43,694,334
\$ 877,345	\$ 1,647,147	\$ 1,298,388	\$ —	\$ 13,200,151	\$ 22,243,809

## Unaudited Statement of the COVID-19 Safe Restart Grant

Year ended December 31, 2020

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

	2020
<b>COVID-19 Safe Restart Grant received:</b>	\$ 3,769,000
<b>COVID-19 Safe Restart Grant funds used:</b>	
Decreased revenues:	
Parking services	(1,309,179)
Recreation and culture	(778,400)
Miscellaneous	(68,544)
	(2,156,123)
Decreased expenses:	
Parking services	14,747
Recreation and culture	851,687
General government	218,756
Miscellaneous	60,038
	1,145,228
Increased expenses:	
Parks and facilities	(239,847)
Recoveries:	
Provincial Government Emergency Management BC	68,130
<b>Total COVID-19 Safe Restart Grant funds used:</b>	(1,182,612)
<b>Year end COVID-19 Safe Restart Grant funds available as at December 31, 2020</b>	<b>\$ 2,586,388</b>

Statistical Information  
*(unaudited)*



THE CORPORATION OF THE CITY OF WHITE ROCK

# 2020 Permissive Tax Exemptions (unaudited)

Estimated Property Taxes

Roll #	Name	Municipal General Purposes	Fraser Valley Regional Library
001110.001	Mann Park Bowling Club	\$ 1,534	\$ 64
001110.002	White Rock Tennis Club	925	39
001290.004	Peace Arch Curling Club	8,123	339
001290.005	White Rock/South Surrey Division of Family Practice Society	750	31
001290.006	White Rock South Surrey Stroke Recovery Association	120	5
001290.007	Alzheimer Society of BC	799	33
001290.010	Peninsula Productions Society	678	28
001403.000	Church on Oxford Hill	3,915	163
001779.000	White Rock Life Church	1,998	83
001789.000	Peace Arch Hospital Auxiliary Society	6,249	261
002136.000	Parish of the Holy Trinity	3,356	140
002146.000	Faith Hope Love Church	1,307	55
002603.000	White Rock Players' Club	34,528	1,441
002695.000	Peace Arch Hospital & Community Health Foundation	6,489	271
002696.000	Peace Arch Hospital & Community Health Foundation	6,796	284
002697.000	Peace Arch Hospital & Community Health Foundation	13,528	564
002699.000	Peace Arch Hospital & Community Health Foundation	6,629	277
002700.000	Peace Arch Hospital & Community Health Foundation	6,373	266
002876.000	St. John's Presbyterian Church	4,876	203
002995.000	Salvation Army	2,919	122
003718.000	White Rock Lawn Bowling Club	3,117	130
003762.000	White Rock Community Church	1,100	46
003763.000	White Rock Community Church	1,688	70
003886.000	Roman Catholic Church	13,566	566
004103.000	Sources Community Resources Society	8,525	356
005303.000	Options Community Services Society	2,811	117
006331.000	Burlington Northern & Santa Fe (BNSF) Railway Company	14,842	619
		<b>\$ 157,541</b>	<b>\$ 6,573</b>

## Comparative General Statistics (unaudited)

Year ended December 31, 2020

	2020	2019	2018	2017	2016
<b>Population (2016 census)</b>	19,952	19,952	19,952	19,952	19,952
<b>Area in hectares:</b>					
Land	543	543	543	543	543
Water	887	887	887	887	887
<b>Kilometers of road:</b>					
Paved	81.1	81.1	81.1	81.1	80.1
Gravelled	1.0	1.0	1.0	1.0	1.0
<b>Building permits:</b>					
Number	113	144	204	258	220
Value	\$ 63,873,325	\$ 189,964,981	\$ 248,248,306	\$ 146,056,192	\$ 70,683,950
<b>Comparative debt statistics:</b>					
Debenture and other debt	\$ 22,626,177	\$ 23,328,618	\$ 24,008,890	\$ 22,346,427	\$ 20,573,276
Debt per capita	\$ 1,134	\$ 1,169	\$ 1,203	\$ 1,120	\$ 1,031
<b>Tax rates for municipal purposes, including General and Fraser Valley Regional Library Levies :</b>					
(stated in dollars per \$1,000 of assessed taxable value)					
Residential	2.56924	2.30048	2.26270	2.27153	3.02056
Utility	15.54245	14.47520	15.75406	16.83207	19.61803
Light industry	4.44687	0.00000	0.00000	0.00000	0.00000
Business & other	4.44687	5.29247	6.01305	6.09161	6.90138
Recreational/nonprofit	1.78352	1.83331	1.67840	1.69511	2.26271
<b>Tax rates for school purposes:</b>					
(stated in dollars per \$1,000 of assessed taxable value)					
Residential	1.22520	1.13640	1.16320	1.25680	1.61380
Utility	13.0300	13.20000	13.40000	13.40000	13.50000
Light industry	1.05610	0.00000	0.00000	0.00000	0.00000
Business & other	1.10700	3.70000	4.20000	4.80000	5.40000
Recreational/nonprofit	0.78440	2.30000	2.50000	2.70000	3.10000

## Comparative General Statistics (unaudited)

Year ended December 31, 2020

	2020	2019	2018	2017	2016
<b>Comparative taxation statistics:</b>					
Residential	\$ 36,120,610	\$ 34,496,448	\$ 33,139,134	\$ 32,408,242	\$ 30,330,050
Utility	327,574	327,537	317,035	313,678	295,058
Light industry	5,548	—	—	—	—
Business & other	3,131,755	4,380,340	4,043,985	3,719,138	4,162,046
Recreational/nonprofit	10,894	16,074	17,089	19,397	15,202
Utility levy in lieu of taxes	257,792	249,092	246,772	249,545	251,695
Business improvement area levy	336,779	356,190	346,379	270,575	311,702
Sanitary sewer parcel tax	—	—	—	153,410	153,460
Total current taxes including school and other government levies	40,190,952	39,825,681	38,110,394	37,133,985	35,519,213
Sanitary sewer user fees	3,557,769	3,439,110	3,518,103	3,432,244	3,377,802
Drainage user fees	2,658,487	2,531,498	2,413,036	2,150,175	2,048,559
Solid waste user fees	1,384,733	1,359,748	1,368,297	1,365,300	1,390,600
Water user fees	5,139,529	4,772,497	4,635,515	4,302,249	3,733,479
Secondary suite service fees	380,538	358,917	335,878	317,534	302,790
Other local service area fees	11,757	11,757	11,757	11,757	11,757
<b>Total taxes and fees</b>	<b>\$ 53,323,765</b>	<b>\$ 52,299,208</b>	<b>\$ 50,392,980</b>	<b>\$ 48,713,244</b>	<b>\$ 46,384,200</b>
Taxes and fees per capita	\$ 2,673	\$ 2,621	\$ 2,526	\$ 2,442	\$ 2,325

## Assessment for general purposes (taxable value):

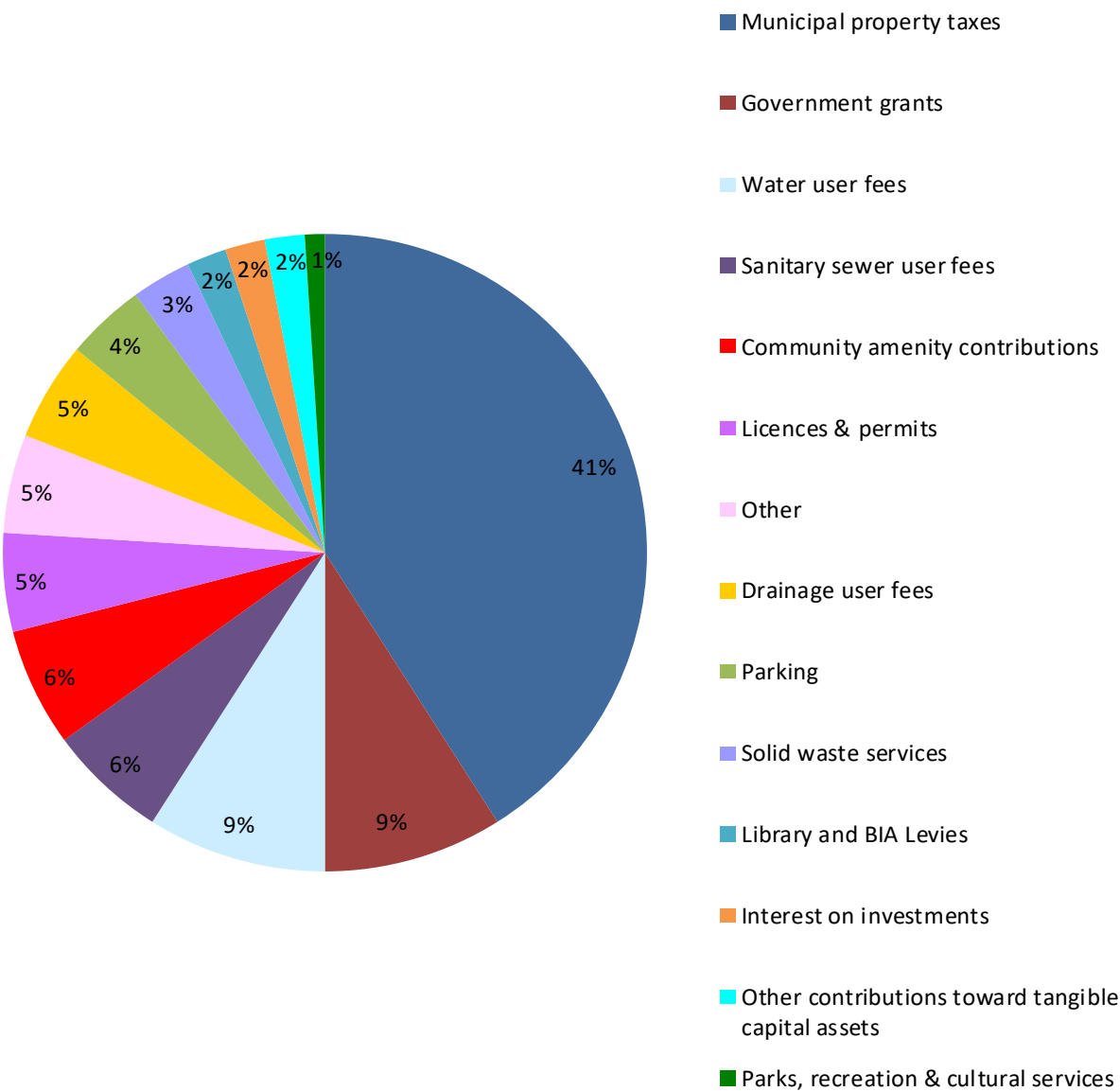
Land	\$ 7,443,573,967	\$ 7,738,096,213	\$ 7,517,133,853	\$ 7,042,512,663	\$ 4,752,816,518
Improvements	2,549,843,357	2,131,531,608	2,057,091,708	1,999,904,808	1,824,532,508
	9,993,417,324	9,869,627,821	9,574,225,561	9,042,417,471	6,577,349,026
Deduct					
Exempt land	256,364,176	272,417,339	225,306,900	208,511,100	146,291,000
Exempt improvements	111,851,926	86,467,302	84,683,102	88,486,702	86,815,902
	\$ 9,625,201,222	\$ 9,510,743,180	\$ 9,264,235,559	\$ 8,745,419,669	\$ 6,344,242,124
<b>Assessment per capita</b>	<b>\$ 482,418</b>	<b>\$ 476,681</b>	<b>\$ 464,326</b>	<b>\$ 438,323</b>	<b>\$ 317,975</b>
<b>Assessment for school purposes</b>	<b>\$ 9,640,747,614</b>	<b>\$ 9,526,035,316</b>	<b>\$ 9,278,926,103</b>	<b>\$ 8,760,266,185</b>	<b>\$ 6,358,232,596</b>

# 2020 Revenues (unaudited)

Year ended December 31, 2020

Long-term fiscal sustainability is an important goal for the City of White Rock. Working to achieve this goal requires solid, informed direction and decisions on financial issues, but also, on the provision of services and land use within the community.

On an annual basis, Council and staff work to prepare a five-year financial plan and engage the community for input on that plan. The City strives to set responsible budgets and meet the targets within those budgets. We continually aim to manage the delicate balance needed to provide the services demanded by the public with the ability and willingness to pay for those services, while also focusing on planning for the long-term impact on the community.

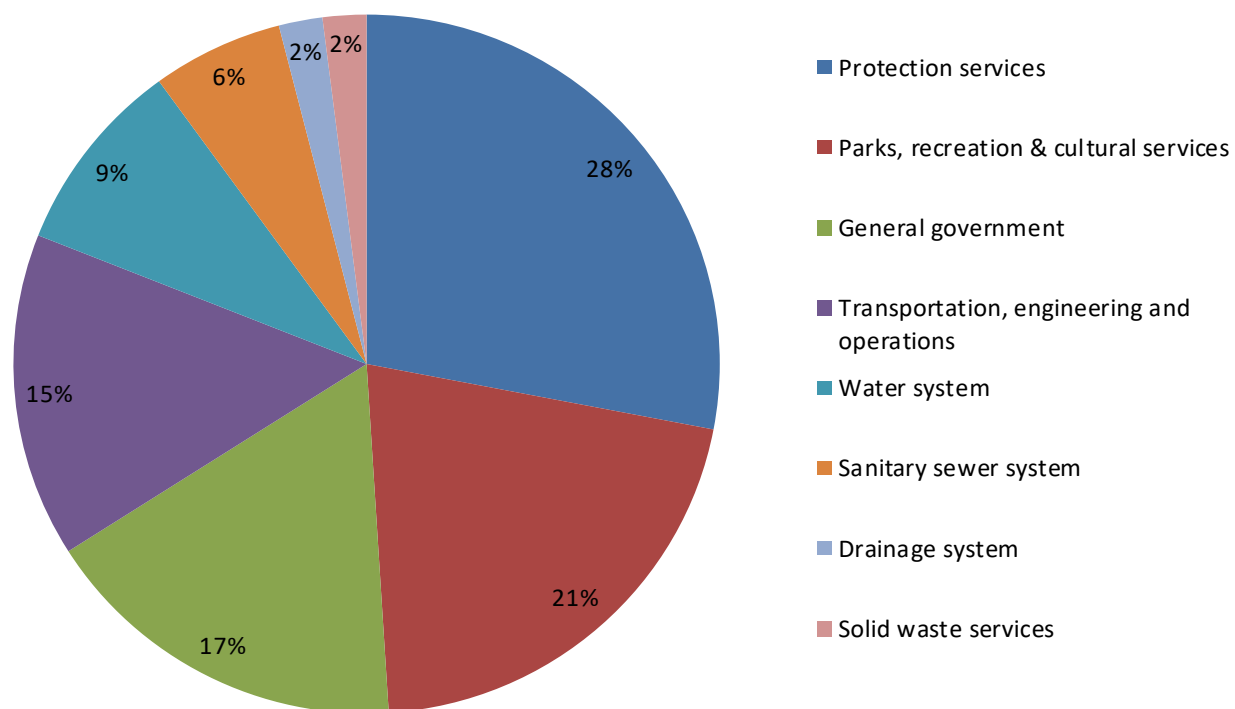




## 2020 Expenses (unaudited)

Year ended December 31, 2020

Wondering where your money goes when you pay your property taxes? From fire rescue to reserves for future upgrades and replacement of infrastructure, your money goes toward providing a variety of services and amenities for a livable community.



THE CORPORATION OF THE CITY OF WHITE ROCK  
**2020 Civic Grants-In-Aid (unaudited)**  
 Year ended December 31, 2020

The City of White Rock provided funding and support to the following organizations and events.

**Arts and Cultural**

Christmas on the Peninsula Society	\$ 1,000
Crescent Beach Pipe Band	800
Peninsula Arts Foundation	1,500
White Rock Community Orchestral Society	1,000
White Rock Museum & Archives	1,000
White Rock Players' Club	1,800
White Rock Social Justice Film Society	750

**Arts and Cultural Development**

Peninsula Productions Society	\$ 3,500
Semiahmoo Arts Society	5,000
Surrey Youth Theater Company	701
White Rock City Orchestra	3,000
White Rock Museum & Archives	5,000

**Athletes/Sports**

2812 RCACC Seaforth Highlanders of Canada	500
Air Cadet League of Canada, 907 Squadron Sponsoring Committee	1,000
White Rock Lawn Bowling Club	1,650

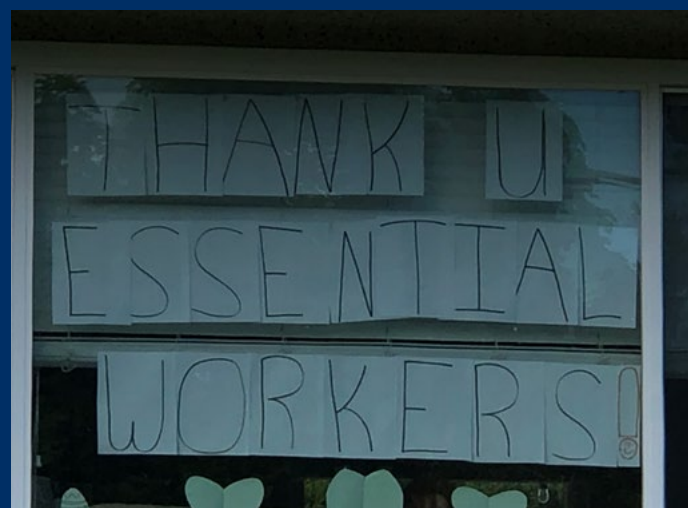
**Social**

Avalon Women's Centre White Rock	1,500
CARP - A New Vision of Aging for Canada	500
Peace Arch Hospice Society	1,000
Volunteer Cancer Drivers Society	1,500
White Rock Elks No. 431	2,000
White Rock Polar Bear Swim	750
White Rock South Surrey Stroke Recovery Branch	2,000

**Other**

BC Pets and Friends	1,000
Critter Care Wildlife Society	750
Friends of Semiahmoo Bay Society	1,000
Holiday Home Tour for Hope	2,000
Semiahmoo Peninsula Marine Rescue Society	2,000
The Canadian Red Cross Society	1,000

**Total City Grants Awarded: \$45,201**



**WHITE ROCK**  
*City by the Sea!*

CITY HALL  
15322 Buena Vista Avenue  
White Rock, BC V4B 1Y6  
Tel: 604.541.2100

[WHITEROCKCITY.CA](http://WHITEROCKCITY.CA)

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



**DATE:** June 28, 2020

**TO:** Regular Meeting of Council

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

**SUBJECT:** 2020 Statement of Financial Information

---

**RECOMMENDATION**

THAT Council approve the 2020 Statement of Financial Information.

---

**EXECUTIVE SUMMARY**

Each year the City prepares a Statement of Financial Information (SOFI) in accordance with Section 2 of the *Financial Information Act* (FIA). The SOFI report includes a Schedule of Council Remuneration and Expenses prepared in accordance with Section 168 of the *Community Charter*.

FIA Regulation Schedule 1, Section 9(2) states the SOFI report must be approved by Council and the Financial Officer. The City's complete 2020 SOFI report is included in Appendix A.

**CONCLUSION**

In accordance with the *Financial Information Act* and *Community Charter*, the City is required to prepare and approve the SOFI by June 30 each year. Therefore, it is recommended that Council approve the attached 2020 Statement of Financial Information.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Colleen Ponzini".

Colleen Ponzini  
Director, Financial Services

**Comments from the Chief Administrative Officer**

I concur with the recommendation of this corporate report.

A handwritten signature in black ink, appearing to read "Guillermo Ferrero".

Guillermo Ferrero  
Chief Administrative Officer  
Appendix A: 2020 Statement of Financial Information



**Price: \$5.00**

**The Corporation of the City of White Rock  
2020 Statement of Financial Information**

**In accordance with the Financial Information Act  
(RSBC 1996 Chapter 140)**

**Pending City Council Approval**


**The Corporation of the City of White Rock**  
**Statement of Financial Information Approval**  
**For the year ended December 31, 2020**

The undersigned, represents the Council of the Corporation of the City of White Rock and approves all the statements and schedules included in this Statement of Financial Information, prepared in accordance with the Financial Information Act.

---

Darryl Walker  
Mayor  
June 28, 2021

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, prepared in accordance with the Financial Information Act.



---

Colleen Ponzini, CPA, CGA  
Director of Financial Services  
June 21, 2021

# **The Corporation of the City of White Rock 2020 Statement of Financial Information**

## **Part 1**

2020 Audited Financial Statements

## **Part 2**

### ***Supplemental Information***

- (a) Schedule of Debts
- (b) Schedule of Guarantee and Indemnity Agreements
- (c) Schedule of Employee Remuneration and Expenses
- (d) Schedule of Payments to Suppliers of Goods and Services
- (e) Management Report

**The Corporation of the City of White Rock  
2020 Statement of Financial Information**

**Part 1**

**2020 Audited Financial Statements**



Financial Statements of

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

And Independent Auditors' Report thereon

Year ended December 31, 2020

## MAYOR AND COUNCIL

I am pleased to present to you the financial statements for the City of White Rock for the fiscal year ended December 31, 2020 to meet the requirements of Section 167 of the Community Charter ("Charter").

These financial statements have been prepared by management in accordance with Canadian Public Sector Accounting Standards as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada and meet the requirements of the Ministry of Municipal Affairs and Housing.

The City maintains a system of internal controls for the purpose of financial statement reliability and protection of City assets. The system includes expending funds in accordance with the Council approved budget; appropriate receipt of monies paid to the municipality; safekeeping of City funds; and ensuring accurate and full accounting of all financial transactions. A review of these internal controls has been performed by the City's external auditors and management has received a report on their findings.

KPMG LLP, the City's independent external auditors, have examined these financial statements of the City, in accordance with Canadian Generally Accepted Auditing Standards and in their opinion as expressed in the attached audit report, these financial statements, prepared by management, present fairly the financial position of the City and the results of its operation for 2020.

### FINANCIAL OVERVIEW

#### 2020 Financial Position

The Statement of Financial Position provides a snapshot of the City's financial assets, liabilities, non-financial assets and accumulated surplus as at December 31, 2020. Information for 2019 is provided for comparison purposes. The following is an abbreviated version of the Statement of Financial Position contained in the City's 2020 Financial Statements.

#### Summary of Statement of Financial Position

As at December 31, 2020

(Expressed in thousands of dollars)

	2020	2019
Financial assets:		
Cash and investments	\$ 127,773	\$ 111,400
Accounts receivable	8,946	12,184
	136,719	123,584
Liabilities:		
Accounts payable, accrued liabilities and refundable deposits	23,991	23,941
Debt	22,626	23,329
Deferred revenue	29,101	28,434
	75,718	75,704
Net financial assets	61,001	47,880
Non-financial assets	157,495	157,416
	\$ 218,496	\$ 205,296
Accumulated surplus:		
Financial equity	\$ 85,284	\$ 72,229
Investment in non-financial equity	133,212	133,067
	\$ 218,496	\$ 205,296

As at December 31, 2020, the financial assets of the City totaled \$137 million, an increase of approximately \$13 million over the prior year. The overall increase relates to monies set aside in reserves and development cost charges for future capital work. Liabilities have remained constant at \$76 million with a \$0.7 million decrease in debt offset by an increase in deferred revenues largely from receipt of development cost charges. Overall, the City's net financial assets of approximately \$61 million indicates a healthy financial position for the 2020 fiscal year-end.

Non-financial assets, primarily tangible capital assets, totaled \$157 million in 2020. During 2020, the City invested approximately \$6 million to replace and maintain existing infrastructure and equipment. Offsetting the 2020 capital additions was approximately \$6 million representing the annual amortization of existing tangible capital assets and the net amount written off on disposal of tangible capital assets taken out of service.

The major projects in 2020 related to the annual transportation infrastructure program, land improvements, and the water and sewer / drainage infrastructure replacement programs. In addition, the City received \$0.7 million in contributed tangible capital assets relating to City infrastructure through development.

The City's accumulated surplus increased by approximately \$13 million to \$218 million. Of this total, financial equity, including unrestricted operating surplus and reserves make up \$85 million and investment in non-financial assets make up \$133 million.

## 2020 Operations

The Statement of Operations provides an overview of the City's annual revenues, expenses and surplus resulting from operations throughout 2020. The 2020 budget and 2019 figures are provided for comparison purposes. The following is an abbreviated version of the Statement of Operations contained in the City's 2020 Financial Statements.

### Summary of Statement of Operations

Year ended December 31, 2020

(Expressed in thousands of dollars)

	Budget 2020	2020	2019
Revenue:			
Property taxes and other levies	\$ 25,021	\$ 24,966	\$ 23,924
Sale of services and other revenue	18,115	14,926	25,883
Grants and contributions	13,141	6,184	5,383
Utility fees and charges	11,283	11,362	10,748
	67,560	57,438	65,938
Expenses:			
General government	9,033	7,401	7,409
Protective services	12,159	12,395	11,117
Transportation, engineering and operations	7,860	6,783	6,439
Parks, recreation and culture	11,521	9,177	10,752
Utility operations	9,832	8,482	7,977
	50,405	44,238	43,694
Accumulated surplus	17,155	13,200	22,244
Accumulated surplus, beginning of year	205,296	205,296	183,052
Accumulated surplus, end of year	\$ 222,451	\$ 218,496	\$ 205,296

For 2020, operating revenues totaled approximately \$57 million; \$9 million less than the previous year which is largely due to the impacts of the COVID-19 pandemic. Increases in rates and utility usage were offset by decreases in parking and recreational revenues as the City shut services to mitigate the pandemic. Included in the revenues is a \$3.7 million COVID-19 Safe Restart grant provided by the Province to assist with shortfalls resulting from the pandemic. The 2020 revenues are \$10 million less than budget mainly due to the pandemic and capital grant funding the City was trying to secure for the White Rock Pier.

Operating expenses totaled approximately \$44 million, approximately \$1 million more than the previous year and \$6 million less than the 2020 budget. The year over year increase is a combination of increases due to annual salary adjustments and additional staffing resources approved for 2020 offset by decreases from recreation and cultural programs that were shut down due to the pandemic. The pandemic also impacted total expenses as the City adjusted its workforce and capital program to address emergent issues.

The net annual surplus of \$13 million primarily represents an increase in financial equity (reserves) and additional investment in non-financial assets (primarily tangible capital assets).

## 2020 Net Financial Assets

The Statement of Change in Net Financial Assets presents the financial resources, clear of liabilities including debt, that are available for future investment.

### Summary of Change in Net Financial Assets

Year ended December 31, 2020

(Expressed in thousands of dollars)

	Budget 2020	2020	2019
Annual surplus	\$ 17,155	\$ 13,200	\$ 22,244
Exclude non-cash items:			
Amortization of tangible capital assets	8,819	6,405	6,751
Net gain / loss of disposal of assets and contributed to tangible capital assets	-	(903)	(189)
Use of inventory and prepaids	-	975	821
	8,819	6,477	7,383
Include cash items:			
Capital expenses	(42,778)	(5,854)	(19,569)
Proceeds on disposal of assets	-	367	40
Acquisition of inventory and prepaids	-	(1,069)	(975)
	(42,778)	(6,556)	(20,504)
Change in net financial assets	(16,804)	13,121	9,123
Net financial assets, beginning of year	47,880	47,880	38,757
Net financial assets, end of year	\$ 31,076	\$ 61,001	\$ 47,880

In 2020, the City had budgeted to decrease its net financial assets by \$17 million to invest in capital infrastructure that was to be funded by annual revenues, grants, and reserves. The delay of capital work to 2021, mainly due to the pandemic, has resulted in a \$13 million increase to the City's net financial assets.



**Future Outlook**

The City of White Rock is committed to providing high levels of civic services to our citizens and businesses. Maintaining high service levels requires planning and a commitment to financially sustainable practices. In support of the City's Strategic Plan and its strategic goals, the City continues to refine, develop, and implement financial policies that promote sound financial practices and long-term financial sustainability.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Colleen Ponzini', with a stylized, flowing script.

Colleen Ponzini, CPA, CGA  
**Director of Financial Services**



KPMG LLP  
PO Box 10426 777 Dunsmuir Street  
Vancouver BC V7Y 1K3  
Canada  
Telephone (604) 691-3000  
Fax (604) 691-3031

## INDEPENDENT AUDITORS' REPORT

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

### ***Opinion***

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

- the statement of financial position as at December 31, 2020;
- the statement of operations for the year then ended;
- the statement of changes in net financial assets for the year then ended;
- the statement of cash flows for the year then ended; and
- notes to the financial statements, including a summary of significant accounting policies (hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2020, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

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

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

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

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

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

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

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

## ***Auditors' Responsibilities for the Audit of the Financial Statements***

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

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

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

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

We also:

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

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

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



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

*KPMG LLP*

Chartered Professional Accountants

Vancouver, Canada  
May 10, 2021

# THE CORPORATION OF THE CITY OF WHITE ROCK

## Statement of Financial Position

December 31, 2020, with comparative information for 2019

	2020	2019
<b>Financial Assets</b>		
Cash and cash equivalents (note 2)	\$ 127,772,639	\$ 111,400,431
Accounts receivable (note 3)	8,946,234	12,183,802
	136,718,873	123,584,233
<b>Liabilities</b>		
Accounts payable and accrued liabilities (note 4)	11,039,468	11,357,197
Refundable performance deposits (note 2(b))	12,785,980	12,584,597
Capital lease obligations (note 6)	164,718	-
Debt (note 7)	22,626,177	23,328,618
Deferred revenue (note 8)	29,101,355	28,434,092
	75,717,698	75,704,504
Net Financial Assets	61,001,175	47,879,729
<b>Non-Financial Assets</b>		
Tangible capital assets (note 9)	156,425,967	156,440,877
Prepaid expenses	884,797	742,851
Inventories of supplies	184,267	232,598
	157,495,031	157,416,326
Accumulated surplus (note 10)	\$ 218,496,206	\$ 205,296,055

Commitments and contingencies (note 13)

See accompanying notes to financial statements.



**COLLEEN PONZINI, CPA, CGA**  
Director of Financial Services



# THE CORPORATION OF THE CITY OF WHITE ROCK

## Statement of Operations

Year ended December 31, 2020, with comparative information for 2019

	2020 Budget (notes 1(b) and 19)	2020	2019
Revenue:			
Property taxes:			
General purposes	\$ 23,683,900	\$ 23,631,761	\$ 22,578,634
Regional library levy	977,800	975,183	963,402
Business improvement levy	337,000	336,779	356,190
	24,998,700	24,943,723	23,898,226
Receipts in lieu of taxes	22,400	22,356	25,564
Development cost charges (note 8(a))	1,214,800	61,005	598,562
Sanitary sewer fees and parcel tax	3,537,106	3,562,975	3,444,316
Drainage user fees	2,657,800	2,658,487	2,531,498
Water user fees	5,087,600	5,139,529	4,772,497
Sales of services and other revenue (note 16)	18,115,334	14,926,479	25,882,629
Government grants (note 17)	11,925,700	5,459,271	4,571,934
Developers' contributions of tangible capital assets (note 9(b))	-	663,861	212,917
	67,559,440	57,437,686	65,938,143
Expenses:			
General government	9,032,710	7,401,407	7,409,060
Protection services	12,158,632	12,395,323	11,116,870
Transportation, engineering and operations	7,859,936	6,782,642	6,438,768
Parks, recreation and cultural services	11,521,122	9,177,189	10,752,082
Solid waste services	1,099,000	1,057,036	866,587
Sanitary sewer system	3,480,163	2,655,801	2,499,576
Drainage system	945,100	857,446	808,161
Water system	4,307,600	3,910,691	3,803,230
	50,404,263	44,237,535	43,694,334
Annual surplus	17,155,177	13,200,151	22,243,809
Accumulated surplus, beginning of year	205,296,055	205,296,055	183,052,246
Accumulated surplus, end of year	\$ 222,451,232	\$ 218,496,206	\$ 205,296,055

See accompanying notes to financial statements.

# THE CORPORATION OF THE CITY OF WHITE ROCK

## Statement of Changes in Net Financial Assets

Year ended December 31, 2020, with comparative information for 2019

	2020 Budget (notes 1(b) and 19)	2020	2019
Annual surplus	\$ 17,155,177	\$ 13,200,151	\$ 22,243,809
Acquisition of tangible capital assets	(42,778,000)	(5,853,630)	(19,568,528)
Developers' contributions of tangible capital assets	-	(663,861)	(212,917)
Amortization of tangible capital assets	8,819,000	6,404,914	6,751,247
(Gain) loss on disposal of tangible capital assets	-	(239,580)	23,850
Proceeds on disposal of tangible capital assets	-	367,067	39,910
	(16,803,823)	13,215,061	9,277,371
Acquisition of prepaid expenses	-	(884,797)	(742,851)
Acquisition of inventories of supplies	-	(184,267)	(232,598)
Use of prepaid expenses	-	742,851	609,061
Consumption of inventories of supplies	-	232,598	211,835
Change in net financial assets	(16,803,823)	13,121,446	9,122,818
Net financial assets, beginning of year	47,879,729	47,879,729	38,756,911
Net financial assets, end of year	\$ 31,075,906	\$ 61,001,175	\$ 47,879,729

See accompanying notes to financial statements.

# THE CORPORATION OF THE CITY OF WHITE ROCK

## Statement of Cash Flows

Year ended December 31, 2020, with comparative information for 2019

	2020	2019
Cash provided by (used in):		
Operating:		
Annual surplus	\$ 13,200,151	\$ 22,243,809
Items not involving cash:		
Amortization	6,404,914	6,751,247
(Gain) loss on disposal of tangible capital assets	(239,580)	23,850
Developers' contributions of tangible capital assets	(663,861)	(212,917)
Changes in non-cash operating working capital:		
Accounts receivable	3,237,568	1,285,289
Prepaid expenses	(141,946)	(133,790)
Inventories of supplies	48,331	(20,763)
Accounts payable and accrued liabilities	(317,729)	(1,723,723)
Refundable performance deposits	201,383	(635,479)
Deferred revenue	667,263	4,166,253
Net change in cash provided by operating activities	22,396,494	31,743,776
Capital activities:		
Cash used to acquire tangible capital assets	(5,605,331)	(19,568,528)
Proceeds on disposal of tangible capital assets	367,067	39,910
Net change in cash used in capital activities	(5,238,264)	(19,528,618)
Financing activities:		
Principal payments on debt	(702,441)	(680,272)
Principal payments on capital lease obligations	(83,581)	(4,478)
Net change in cash used in financing activities	(786,022)	(684,750)
Net change in cash and cash equivalents	16,372,208	11,530,408
Cash and cash equivalents, beginning of year	111,400,431	99,870,023
Cash and cash equivalents, end of year	\$ 127,772,639	\$ 111,400,431
Non-cash transactions:		
Acquisition of tangible capital assets under capital lease	\$ 248,299	\$ -

See accompanying notes to financial statements.

# THE CORPORATION OF THE CITY OF WHITE ROCK

## Notes to Financial Statements

Year ended December 31, 2020

---

The Corporation of the City of White Rock (the “City”) is incorporated under the Local Government Act of British Columbia. The City’s principal activities include the provision of local government services to residents, businesses and visitors of the incorporated area.

In March 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization. This resulted in governments worldwide, including the Canadian federal and provincial governments, enacting emergency measures to combat the spread of the virus. The economic conditions and the City’s response to the pandemic had a material impact on the City’s operating results in 2020. The City temporarily closed civic facilities, managed workforce challenges, including the implementation of systems and processes to facilitate remote work, and workforce adjustments, such as delayed hiring and reallocation of staff resources. This affected both revenues and expenses for the City and included mitigation measures to reduce the overall financial impact. The primary impact was on parking services, recreation and culture, parks, bylaw enforcement, and general government services. The situation is still dynamic and the ultimate duration and magnitude of the impact on the economy and the financial effect on the City is not known at this time.

### 1. Significant accounting policies:

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

#### (a) Basis of presentation:

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

#### (b) Budget reporting:

The budget figures reported in the statement of operations and statement of changes in net financial assets represent the 2020 component of White Rock Financial Plan (2020-2024) Bylaw, 2020, No. 2330 Amendment No. 1, 2020, No. 2340 adopted by the City Council on May 4, 2020.

#### (c) Cash and cash equivalents:

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

#### (d) Revenue:

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

# THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2020

---

## 1. Significant accounting policies (continued):

### (e) Development cost charges ("DCCs"):

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

### (f) Deferred revenue:

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

### (g) Refundable performance deposits:

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

### (h) Capital lease obligation:

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

### (i) Expenses:

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

### (j) Government transfers:

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

### (k) Debt:

Debt is recorded net of repayments and actuarial adjustments.



# THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 1. Significant accounting policies (continued):

### (l) Non-financial assets:

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

#### (i) Tangible capital assets:

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

Asset	Useful Life - Years
Land improvements	3 to 100
Buildings and facilities	2 to 50
Machinery and equipment	2 to 25
Roads and sidewalks	10 to 50
Sanitary sewer infrastructure	10 to 80
Storm sewer infrastructure	5 to 80
Water system infrastructure	4 to 80

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

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

#### (ii) Contributions of tangible capital assets:

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

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

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

#### (iv) Interest capitalization:

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

# THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2020

---

## 1. Significant accounting policies (continued):

### (l) Non-financial assets (continued):

#### (v) Leased tangible capital assets:

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

#### (vi) Inventories of supplies:

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

### (m) Employee future benefits:

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

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

### (n) Use of accounting estimates:

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

### (o) Segment disclosures:

A segment is defined as a distinguishable activity or group of activities of government for which it is appropriate to separately report financial information. The City has provided definitions of segments used by the City, as well as, presented financial information in segmented format (note 21).

# THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 1. Significant accounting policies (continued):

### (p) Contaminated sites:

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

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

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

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

## 2. Cash and cash equivalents:

	2020	2019
Cash balances	\$ 123,528,131	\$ 103,214,873
Cash equivalents:		
Money market securities and term deposits maturing within 90-days of inception	-	3,976,701
Municipal Finance Authority Money Market Fund	4,244,508	4,208,857
	<u>\$ 127,772,639</u>	<u>\$ 111,400,431</u>

During the year ended December 31, 2020, cash equivalents including the Municipal Finance Authority Money Market Fund, have annual yields of 0.89% (2019 - 1.86% to 2.35%).

- (a) Included in cash and cash equivalents is an amount of \$12,532,028 (2019 - \$8,416,789) that can only be used for the acquisition of tangible capital assets as provided for by the DCC Bylaw.
- (b) Included in cash and cash equivalents is an amount of \$12,785,980 (2019 - \$12,584,597) which consists of refundable performance deposits.

# THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 3. Accounts receivable:

	2020	2019
Property taxes	\$ 1,757,625	\$ 1,768,832
Water user fees	1,419,170	1,293,864
Government grants	1,071,503	1,092,236
Amounts receivable secured by letters of credit (a)	2,415,733	4,625,743
Insurance proceeds	-	1,232,054
Loan receivable	7,000	10,500
Other	2,275,203	2,160,573
	<b>\$ 8,946,234</b>	<b>\$ 12,183,802</b>

(a) Included in accounts receivable are amounts receivable secured by letters of credit of \$2,415,733 (2019 - \$4,625,743) that can only be used for the acquisition of tangible capital assets as provided for by the DCC Bylaw (note 8(a)).

## 4. Accounts payable and accrued liabilities:

	2020	2019
Trade accounts payable and other	\$ 5,581,833	\$ 5,707,845
Due to governments and agencies	3,080,164	2,979,080
Post-employment benefits (note 5)	1,540,864	1,605,503
Other payroll liabilities	836,607	1,064,769
	<b>\$ 11,039,468</b>	<b>\$ 11,357,197</b>

## 5. Post-employment benefits:

The City provides certain post-employment and sick leave benefits to its employees. These benefits include accumulated non-vested sick leave, post-employment gratuity and time-in-lieu benefits, and certain vacation benefits.

	2020	2019
Accrued benefit obligation:		
Balance, beginning of year	\$ 1,755,977	\$ 1,582,900
Current service cost	145,837	138,600
Interest cost	47,236	53,000
Benefits paid	(274,537)	(113,285)
Actuarial loss	183,093	94,762
Balance, end of year	<b>\$ 1,857,606</b>	<b>\$ 1,755,977</b>

# THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 5. Post-employment benefits (continued):

	2020	2019
Accrued benefit obligation, beginning of year	\$ 1,857,606	\$ 1,755,977
Unamortized net actuarial loss	(316,742)	(150,474)
Accrued benefit liability, end of year	\$ 1,540,864	\$ 1,605,503

Actuarial gains and losses are amortized over the expected average remaining service period of the related employee group, commencing the year after the gain or loss arises. In 2020, the expected average remaining service period of the related employee group is 11 years (2019 - 11 years). Post-employment liabilities are included in accounts payable and accrued liabilities (note 4).

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

	2020	2019
Discount rate	2.00%	2.60%
Expected future inflation rate	2.50%	2.50%
Expected wage and salary increases	2.58% to 5.90%	2.58% to 5.90%

## 6. Capital lease obligation:

The City has financed certain equipment by entering into three capital leasing arrangements. Two of the arrangements expire on June 30, 2025, and the third arrangement expires on June 30, 2027. The leases are repayable in monthly blended installments of \$3,075 including principal and interest. Minimum lease payments due under the capital leases are:

Year ending December 31:		
2021	\$	36,897
2022		36,897
2023		36,897
2024		36,897
2025		21,215
Thereafter		8,299
Minimum capital lease payments		177,102
Less amounts representing interest (2.85%)		12,384
	\$	164,718



# THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 7. Debt:

	2020	2019
Debentures, net of repayments and actuarial adjustments	\$ 22,626,177	\$ 23,328,618

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

Bylaw number	Purpose	Maturity date	Interest rate	Refinancing year *	Authorized amount	Sinking fund credits	2020	2019
1667	Sanitary Sewers-Local Improvement	2023	5.95%	n/a	\$ 224,580	\$ 175,506	\$ 49,074	\$ 63,900
2098	Water Utility Acquisition Advance Payment	2046	2.60%	2026	14,250,000	1,163,498	13,086,502	13,392,554
2163	Water System Infrastructure Construction	2027	2.80%	n/a	440,000	118,633	321,367	362,086
2163	Water System Infrastructure Construction	2047	2.80%	2027	5,779,000	375,452	5,403,548	5,532,416
2178	Water System Infrastructure Construction	2027	3.15%	n/a	1,662,000	448,110	1,213,890	1,367,696
2178	Water System Infrastructure Construction	2047	3.15%	2027	400,000	25,988	374,012	382,932
2179	Water Treatment Facilities Construction	2048	3.15%	2028	2,274,850	97,066	2,177,784	2,227,034
						\$ 25,030,430	\$ 2,404,253	\$ 22,626,177
							\$ 23,328,618	

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

Total interest on the debt for the year ended December 31, 2020 was \$694,606 (2019 - \$694,606).

As a condition of these borrowings, a portion of the debt proceeds is withheld by the MFA in a Debt Reserve Fund. Amounts withheld for this purpose are as follows:

Bylaw number	Purpose	Debt reserve fund
1667	Sanitary Sewers - Local Improvement	\$ 2,246
2098	Water Utility Acquisition Advance Payment	142,500
2163	Water System Infrastructure Construction	62,190
2178	Water System Infrastructure Construction	20,620
2179	Water Treatment Facilities Construction	22,749
		\$ 250,305

These cash deposits are included as part of accounts receivable in the Statement of Financial Position.

# THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 7. Debt (continued):

Principal payments on the outstanding debt over the following five years and thereafter are as follows:

2021	\$ 725,341
2022	748,996
2023	773,431
2024	780,652
2025	805,830
Thereafter	18,791,927
	<b>\$ 22,626,177</b>

## 8. Deferred revenue:

	2020	2019
Property taxes	\$ 3,218,594	\$ 3,383,933
Contributions for future capital works	3,731,110	3,098,841
Development cost charges (a)	14,947,761	13,042,532
Utility service connections	1,151,750	1,434,950
Deferred revenue - facility upgrades	428,121	471,096
Deferred revenue - building permits	4,386,140	5,873,470
Other	1,237,879	1,129,270
	<b>\$ 29,101,355</b>	<b>\$ 28,434,092</b>

### (a) Development cost charges:

	Highways	Drainage	Parkland	Sanitary	Water	Total
Balance, beginning of year	\$ 3,049,192	\$ 2,732,485	\$ 5,427,016	\$ 754,750	\$ 1,079,089	\$ 13,042,532
Add:						
Amounts received	428,795	339,832	683,244	137,229	196,455	1,785,555
Investment income	42,265	39,637	74,646	9,863	14,268	180,679
Deduct:						
Acquisition of tangible capital assets	14,800	26,205	-	20,000	-	61,005
Balance, end of year	\$ 3,505,452	\$ 3,085,749	\$ 6,184,906	\$ 881,842	\$ 1,289,812	\$ 14,947,761

The balance as of December 31, 2020 includes \$2,415,733 (2019 - \$4,625,743) in amounts receivable secured by letters of credit.

# THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 9. Tangible capital assets:

	Land	Land improvements	Buildings and facilities	Machinery and equipment	Roads and sidewalks	Sanitary sewer infrastructure	Storm sewer infrastructure	Water system infrastructure	Assets under construction	Total
<b>Cost:</b>										
Balance, beginning of year	\$ 17,312,185	\$ 24,216,491	\$ 42,436,153	\$ 14,003,181	\$ 45,533,121	\$ 21,090,317	\$ 23,380,339	\$ 36,333,615	\$ 2,568,985	\$ 226,874,387
Additions	-	458,136	407,287	943,097	977,775	311,041	316,958	376,163	2,727,034	6,517,491
Transfers	-	83,645	61,801	186,359	36,534	139,549	170,692	437,658	(1,116,238)	-
Disposals	(1,800)	(59,883)	(49,000)	(1,063,317)	(65,310)	(43,066)	(27,853)	(70,185)	-	(1,380,414)
Balance, end of year	\$ 17,310,385	\$ 24,698,389	\$ 42,856,241	\$ 14,069,320	\$ 46,482,120	\$ 21,497,841	\$ 23,840,136	\$ 37,077,251	\$ 4,179,781	\$ 232,011,464
<b>Accumulated amortization:</b>										
Balance, beginning of year	\$ -	\$ 6,805,942	\$ 15,970,784	\$ 7,034,108	\$ 21,425,130	\$ 7,197,157	\$ 9,570,777	\$ 2,429,612	\$ -	\$ 70,433,510
Amortization expense	-	1,091,846	1,410,577	1,156,801	1,044,189	322,106	334,237	1,045,158	-	6,404,914
Disposals	-	(44,855)	(49,000)	(994,672)	(52,773)	(20,137)	(24,709)	(66,781)	-	(1,252,927)
Balance, end of year	\$ -	\$ 7,852,933	\$ 17,332,361	\$ 7,196,237	\$ 22,416,546	\$ 7,499,126	\$ 9,880,305	\$ 3,407,989	\$ -	\$ 75,585,497
Net book value, end of year	\$ 17,310,385	\$ 16,845,456	\$ 25,523,880	\$ 6,873,083	\$ 24,065,574	\$ 13,998,715	\$ 13,959,831	\$ 33,669,262	\$ 4,179,781	\$ 156,425,967
Net book value, beginning of year	\$ 17,312,185	\$ 17,410,549	\$ 26,465,369	\$ 6,969,073	\$ 24,107,991	\$ 13,893,160	\$ 13,809,562	\$ 33,904,003	\$ 2,568,985	\$ 156,440,877

# THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 9. Tangible capital assets (continued):

### (a) Assets under construction:

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

### (b) Contributed tangible capital assets:

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

	2020	2019
Roads and sidewalks	\$ 464,171	\$ 120,283
Sanitary sewers	50,569	-
Storm sewers	100,356	-
Water system	48,765	92,634
Developers' contributions of tangible capital assets	\$ 663,861	\$ 212,917

### (c) Tangible capital assets disclosed at nominal values:

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

### (d) Works of art and historical treasures:

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

### (e) Write-down of tangible capital assets:

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

### (f) Leased tangible capital assets:

The City has leased radio equipment for RCMP and Fire operations. Total cost of the leased assets is \$248,299. As at December 31, 2020, \$89,213 of accumulated amortization has been recorded, with \$19,283 of amortization related to the current fiscal year.

# THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 10. Accumulated surplus:

	Reserves established by bylaw (note 12(a))	Other reserves (note 12(b))	Other surplus funds	Investment in tangible capital assets (note 11)	Total
General Fund	\$ 26,632,385	\$ 20,955,235	\$ 5,919,425	\$ 92,197,198	\$ 145,704,243
Sanitary Sewer Fund	-	14,164,233	1,107,116	14,030,398	29,301,747
Drainage Fund	-	9,973,496	751,317	14,854,938	25,579,751
Water Fund	-	4,787,906	993,200	12,129,359	17,910,465
<b>Total for 2020</b>	<b>\$ 26,632,385</b>	<b>\$ 49,880,870</b>	<b>\$ 8,771,058</b>	<b>\$ 133,211,893</b>	<b>\$ 218,496,206</b>
<b>Total for 2019</b>	<b>\$ 20,804,694</b>	<b>\$ 43,321,852</b>	<b>\$ 8,102,569</b>	<b>\$ 133,066,940</b>	<b>\$ 205,296,055</b>

Included in the water fund investment in tangible capital assets is an adjustment in the amount of \$4,942 (2019 - \$425,777) for unspent debt proceeds which have been earmarked for use in future years (note 11).

## 11. Investment in tangible capital assets:

	2020	2019
Tangible capital assets (note 9)	\$ 156,425,967	\$ 156,440,877
Deduct:		
Capital lease obligations (note 6)	(164,718)	-
Debt (note 7)	(22,626,177)	(23,328,618)
Deferred revenue - facility upgrades (note 8)	(428,121)	(471,096)
Add:		
Unspent debt proceeds (note 10)	4,942	425,777
	<b>\$ 133,211,893</b>	<b>\$ 133,066,940</b>

## 12. Reserves:

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

	2020	2019
General Fund:		
Land sale reserve	\$ 413,013	\$ 101,846
Equipment replacement reserve	5,339,079	4,724,133
Capital works, machinery and equipment reserve	6,547,194	5,609,236
Local improvement reserve	33,665	33,110
Community amenity reserve	14,299,434	10,336,369
	<b>\$ 26,632,385</b>	<b>\$ 20,804,694</b>



# THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 12. Reserves (continued):

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

	2020	2019
General Fund:		
Infrastructure reserve	\$ 4,656,217	\$ 4,209,679
Roadworks reserve	4,407,146	3,644,835
Secondary suite service fee reserve	1,189,107	909,601
Density bonus/amenity contribution reserve	214,634	236,483
Incomplete asset improvement projects	3,272,500	3,009,800
COVID-19 Safe Restart Reserve	2,586,388	-
Other reserves	4,629,243	5,594,326
	20,955,235	17,604,724
Sanitary Sewer Fund:		
Infrastructure reserve	13,055,437	12,209,702
Terry Road local improvement reserve	39,096	52,184
Incomplete asset improvement projects	1,069,700	1,068,700
	14,164,233	13,330,586
Drainage Fund:		
Infrastructure reserve	7,069,996	5,905,003
Operating reserve	25,000	25,000
Incomplete asset improvement projects	2,878,500	2,518,400
	9,973,496	8,448,403
Water Fund:		
Infrastructure reserve	4,026,448	3,419,468
Debt retirement reserve	24,058	18,571
Operating reserve	737,400	500,100
	4,787,906	3,938,139
	\$ 49,880,870	\$ 43,321,852

## 13. Commitments and contingencies:

(a) Borrowing liability:

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

(b) Third party claims:

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

# THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 13. Commitments and contingencies (continued):

### (c) Lease commitments:

The City entered into a 5-year agreement, initially ended July 31, 2008, to lease certain parcels of real property from The Burlington Northern and Santa Fe Railway Company. Under the terms of this agreement, the City is committed to annual rent payments as well as the costs of all taxes, utilities, insurance, repairs and maintenance of the leased premises. This is accounted for as an operating lease. This agreement provides for renewal options consisting of 5 additional 5-year terms. In April 2018, the City exercised its third option to renew this lease for the 5-year term ending July 31, 2023. During this period, the City is committed to annual base rent payments of \$472,500.

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

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

2021	\$ 471,592
2022	475,331
2023	495,505
2024	515,405
2025	509,951
Thereafter	4,043,741
	<hr/>
	\$ 6,511,525

### (d) Agreements and contractual commitments:

In addition to the leases described in note 13(c), the City has entered into various agreements and contracts for services and construction with periods ranging from one to 5-years, including the following:

	Total contractual commitment	Total contractual commitment remaining at year end
Marine Drive retaining wall stabilization	\$ 1,717,610	\$ 548,054
Solid waste recycling trucks	838,569	838,569
Solid waste residential collection vehicles	1,131,801	1,131,801
Janitorial services	1,240,481	206,747

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

# THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 13. Commitments and contingencies (continued):

### (e) Debt agreement with the MFA:

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

Bylaw number	Purpose	2020	2019
1667	Sanitary Sewers - Local Improvement	\$ 7,364	\$ 7,364
2098	Water Utility Acquisition Advance Payment	180,771	180,771
2163	Water System Infrastructure Construction	104,802	104,802
2178	Water System Infrastructure Construction	88,549	88,549
2179	Water Treatment Facilities Construction	36,988	36,988
		<b>\$ 418,474</b>	<b>\$ 418,474</b>

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

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

The City is a shareholder of E-Comm Emergency Communications for British Columbia Incorporated ("E-Comm"). The City receives services for the regional 9-1-1 call centre for Metro Vancouver Regional District and the Wide Area Radio network from E-Comm. The City has two Class A shares (of a total 35 Class A and 20 Class B shares issued and outstanding as at December 31, 2020).

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

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

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

# THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 14. Pension plan:

The City and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trusteesd pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. The Plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local government and 160 contributors from the City.

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

The most recent actuarial valuation as at December 31, 2018 indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be at December 31, 2021 with results available in 2022. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The City paid \$1,269,600 (2019 - \$1,224,200) for employer contributions to the Plan in fiscal 2020.

## 15. Collections for other governments:

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

	2020	2019
Province of British Columbia - school tax	\$ 11,671,297	\$ 12,644,936
South Coast BC Transportation Authority - TransLink tax	2,612,455	2,418,125
Other regional bodies	963,477	864,395
	<u>\$ 15,247,229</u>	<u>\$ 15,927,456</u>

# THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 16. Sales of services and other revenue:

	2020	2019
Parking	\$ 2,206,698	\$ 2,590,243
Parks, recreation and cultural services	745,032	1,725,394
Licences and permits	2,737,882	2,441,300
Solid waste services	1,569,079	1,547,475
Utility service connection fees	647,672	567,315
Community amenity contributions	3,386,000	8,430,000
Interest and penalties	1,433,641	2,586,756
Contributions toward tangible capital asset improvements	450,882	4,254,141
Other	1,749,593	1,740,005
	<b>\$ 14,926,479</b>	<b>\$ 25,882,629</b>

## 17. Government grants:

Government grant revenue is comprised of the following government transfers:

	2020	2019
Federal	\$ 157,061	\$ 2,453,684
Provincial	5,302,210	2,118,250
	<b>\$ 5,459,271</b>	<b>\$ 4,571,934</b>

## 18. Contractual rights:

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

2021	\$ 359,346
2022	296,431
2023	260,426
2024	268,870
2025	2,200
Thereafter	5,800
	<b>\$ 1,193,073</b>

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



# THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 19. Budget figures:

The original budget, Bylaw 2330, was approved by Council on March 9, 2020. The amended budget figures included in these financial statements were approved by Council through the adoption of an amended annual bylaw, Bylaw 2340, on May 4, 2020 and reflect more current estimates on revenues and expenditures.

	Original budget	Amended budget	Change
Revenues	\$ 69,127,240	\$ 67,942,240	\$ (1,185,000)
Less: internal adjustments	(382,800)	(382,800)	-
	68,744,440	67,559,440	(1,185,000)
Expenses	49,885,763	51,132,963	1,247,200
Less: internal adjustments	(728,700)	(728,700)	-
	49,157,063	50,404,263	1,247,200
Annual surplus per statement of operations	19,587,377	17,155,177	(2,432,200)
Add:			
Amortization	9,288,000	8,819,000	(469,000)
Transfers from reserves	857,949	17,852,149	16,994,200
	10,145,949	26,671,149	16,525,200
	29,733,326	43,826,326	14,093,000
Less:			
Capital expenditures	(28,685,000)	(42,778,000)	(14,093,000)
Debt principal repayments	(702,426)	(702,426)	-
Internal adjustments	(345,900)	(345,900)	-
	(29,733,326)	(43,826,326)	(14,093,000)
Approved budget	\$ -	\$ -	\$ -

## 20. Comparative information:

Certain comparative information has been reclassified to conform to these financial statement presentations adopted for the current year.

## 21. Segmented information:

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

# THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2020

---

## 21. Segmented information (continued):

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

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

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

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

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

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

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

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

# THE CORPORATION OF THE CITY OF WHITE ROCK

Notes to Financial Statements (continued)

Year ended December 31, 2020

## 21. Segmented information (continued):

	General Government	Protection Services	Transportation, Engineering and Operations Services	Parks, Recreation and Cultural Services	Solid Waste Services	Sanitary Sewer System	Drainage System	Water System	Adjustments	2020	2019
Revenue:											
Property taxes:											
General purposes	\$ 23,631,761	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,631,761	\$ 22,578,634
Regional library levy	-	-	-	975,183	-	-	-	-	-	975,183	963,402
Business improvement levy	336,779	-	-	-	-	-	-	-	-	336,779	356,190
	23,968,540	-	-	975,183	-	-	-	-	-	24,943,723	23,898,226
Receipts in lieu of taxes	22,356	-	-	-	-	-	-	-	-	22,356	25,564
Development cost charges	-	-	14,800	-	-	20,000	26,205	-	-	61,005	598,562
Sanitary sewer fees and parcel tax	-	-	-	-	-	3,592,415	-	-	(29,440)	3,562,975	3,444,316
Drainage user fees	-	-	-	-	-	-	2,658,487	-	-	2,658,487	2,531,498
Water user fees	-	-	-	-	-	-	-	5,323,314	(183,785)	5,139,529	4,772,497
Sales of services and other revenue:											
Parking	-	-	2,206,698	-	-	-	-	-	-	2,206,698	2,590,243
Parks, recreation, and cultural services	-	-	-	745,032	-	-	-	-	-	745,032	1,725,394
Licenses and permits	29,460	2,708,422	-	-	-	-	-	-	-	2,737,882	2,441,300
Solid waste services	-	-	-	-	1,569,079	-	-	-	-	1,569,079	1,547,475
Utility service connection fees	-	-	-	-	-	236,550	228,550	182,572	-	647,672	567,315
Community amenity contributions	3,386,000	-	-	-	-	-	-	-	-	3,386,000	8,430,000
Interest and penalties	1,331,821	-	-	-	-	51,860	20,000	29,960	-	1,433,641	2,586,756
Contributions toward tangible capital asset improvements	-	-	349,415	57,613	-	12,389	21,538	9,927	-	450,882	4,254,141
Other	2,788,458	153,539	654,519	42,975	32,069	8,034	-	110,660	(2,040,661)	1,749,593	1,740,005
Government grants	5,047,398	308,410	26,619	73,413	-	1,152	2,279	-	-	5,459,271	4,571,934
Developers' contributions of tangible capital assets	-	-	464,171	-	-	50,569	100,356	48,765	-	663,861	212,917
	36,574,033	3,170,371	3,716,222	1,894,216	1,601,148	3,972,969	3,057,415	5,705,198	(2,253,886)	57,437,686	65,938,143
Expenses:											
Salaries, wages and benefits	4,782,638	5,705,206	2,619,092	2,722,471	635,165	298,266	397,114	1,382,306	(1,131,563)	17,410,695	17,419,667
Contracted services	1,244,196	6,018,741	2,072,388	3,538,872	729,118	2,372,198	581,125	869,284	(611,195)	16,814,727	15,722,050
Supplies and other	1,128,464	273,216	338,029	943,681	136,071	89,691	97,792	400,731	(511,128)	2,896,547	3,106,703
Amortization	272,094	406,840	1,770,451	2,149,430	76,510	322,106	334,237	1,073,246	-	6,404,914	6,751,247
Interest	16,046	-	-	-	-	13,363	-	681,243	-	710,652	694,667
	7,443,438	12,404,003	6,799,960	9,354,454	1,576,864	3,095,624	1,410,268	4,406,810	(2,253,886)	44,237,535	43,694,334
Annual surplus (deficit)	\$ 29,130,595	\$ (9,233,632)	\$ (3,083,738)	\$ (7,460,238)	\$ 24,284	\$ 877,345	\$ 1,647,147	\$ 1,298,388	\$ -	\$ 13,200,151	\$ 22,243,809

# THE CORPORATION OF THE CITY OF WHITE ROCK

## Unaudited Statement of the COVID-19 Safe Restart Grant

Year ended December 31, 2020

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

	2020
COVID-19 Safe Restart Grant received	\$ 3,769,000
COVID-19 Safe Restart Grant funds used:	
Decreased revenues:	
Parking services	(1,309,179)
Recreation and culture	(778,400)
Miscellaneous	(68,544)
	(2,156,123)
Decreased expenses:	
Parking services	14,747
Recreation and culture	851,687
General government	218,756
Miscellaneous	60,038
	1,145,228
Increased expenses:	
Parks and facilities	(239,847)
Recoveries:	
Provincial Government Emergency Management BC	68,130
Total COVID-19 Safe Restart Grant funds used	(1,182,612)
Year end COVID-19 Safe Restart Grant funds available as at December 31, 2020	\$ 2,586,388

**The Corporation of the City of White Rock  
2020 Statement of Financial Information**

**Part 2**

**Supplemental Information**



**The Corporation of the City of White Rock**

**Schedule of Debts**

**For the year ended December 31, 2020**

For information on the long-term debt and all other debt owed by the Corporation of the City of White Rock as of December 31, 2020, refer to the 2020 Audited Financial Statements Note 7, "Debt", included in Part 1 of this 2020 Statement of Financial Information.

**The Corporation of the City of White Rock**  
**Schedule of Guarantee and Indemnity Agreements**  
**For the year ended December 31, 2020**

The Corporation of the City of White Rock has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

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

**SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE**

**YEAR ENDED DECEMBER 31, 2020**

**1. Elected Officials**

Name	Position	Remuneration	Expenses
Chesney, David	Councillor	\$ 45,200	\$ 523
Fathers, Helen	Councillor	45,200	327
Johanson, Ramona	Councillor	45,200	1,672
Kristjanson, Scott	Councillor	42,728	1,685
Manning, Anthony	Councillor	45,200	197
Trevelyan, Christopher	Councillor	44,431	184
Walker, Darryl	Mayor	97,347	2,036
<b>Totals</b>		<b>\$ 365,306</b>	<b>\$ 6,624</b>

The above expense figures are based on the criteria defined in the Financial Information Act.

**2. Employees**

The schedule below shows:

- i) In respect to each employee earning more than \$75,000, the total remuneration paid to the employee and the total amount paid for his/her expenses and
- ii) A consolidated total of all remuneration paid to all other employees.

Remuneration includes gross salaries (including taxable benefits, vehicle allowances, retroactive pay, overtime, vacation and other banked time paid out, etc). The amounts noted with an " \* " below include unused vacation and other banked time paid out.

Expenses include travel, memberships, training, registration fees and other similar perquisites and amounts.

Name	Position	Remuneration	Expenses
Abt, Dustin William	Manager, Public Works	\$ 121,722	\$ 202
Agustin, Arturo	Water Operator I	88,877 *	740
Almeida, Paulo	Public Works Foreman	109,245 *	1,804
Armstrong, Michael	Firefighter	111,854	220
Arthur, Tracey	Director, Corporate Administration	155,727 *	1,053
Bancroft, Michael	Firefighter	122,511 *	769
Bindra, Raghbir	Firefighter	121,672 *	1,985
Bird, Evan	Firefighter	95,857 *	172
Blanche, Lucas	Facility Maintenance Worker	76,485	1,574
Boos, Marla	Administrative Assistant - Operations	75,418	102
Booth, Scott	Firefighter	112,130 *	178
Bottrill, Daniel	Chief Administrative Officer	220,363 *	1,342
Brierley-Green, Janene	Manager, Revenue Services	127,921	1,862
Brown, Dean	Water Operator II	80,870 *	1,035
Buxton, Paul	Backhoe Operator	75,121 *	646
Cheung, Alan	Business Systems Analyst	82,800	424
Choy, Rosaline	Manager Engineering	134,783	2,441
Claffey, Alanna	Arborist	78,414 *	1,137
Cram, Andrew	Firefighter	110,303	2,712
continued on following page			

Name	Position	Remuneration	Expenses
continued from previous page			
Dadivas, Joseph	Network Administrator	\$ 94,374 *	\$ 692
Dai, Weibo	Financial Analyst	86,318 *	1,990
Davison, James	Firefighter, Captain	136,151	4,424
Dhillon, Sandeep	Senior Bylaw Enforcement Officer	78,839 *	515
Diamantopoulos, Michael	Firefighter	101,530	178
Farrant, Paul	Firefighter	119,541 *	220
Ferrero, Guillermo	Chief Administrative Officer	134,977 *	410
Fulton, Cordell	Firefighter, Captain	134,138	295
Gareau, Guy	Building Official I	96,648 *	1,187
Gilchrist, Sherry	Plan Examiner II	81,288 *	1,426
Gill, Harmail	Bylaw Enforcement Officer II	78,381 *	452
Gordon, James	Director Engineering & Municipal Operations	180,711 *	663
Gorst, Donald	Tandem Truck Driver	80,790 *	2,391
Goulet, Thomas	Firefighter	110,720	291
Hamilton, Scott	Firefighter, Captain	137,738 *	284
Hasan, Syed Ahmed	Foreman, Water Treatment	113,008 *	1,807
Hockemeyer, Heiko	Water Operator I	87,316 *	1,261
Isaak, Carl	Director, Planning & Development Services	173,184 *	2,878
Jasim, Saad	Manager, Utilities	156,596 *	721
Johnston, Shannon	Manager, Budgets & Accounting	130,674 *	2,455
Johnstone, Jacqueline	Director, Human Resources	154,907 *	599
Kameka, Eric	Firefighter	108,692	1,398
Kell, Donna-Lynn	Manager, Communications & Government Relations	104,373 *	612
Keurvorst, Helen	Manager, Cultural Development	104,151	1,321
Kurylo, Sandra	Director, Financial Services	146,386 *	1,507
Lam, Stephanie	Deputy Corporate Officer	91,775 *	690
Lemire, Philip	Fire Chief	171,015 *	275
Lin, Ying	GIS Applications Developer	101,571 *	1,451
Lo, Hiep	Engineering Technologist	98,376 *	603
Macleod, Norman	Deputy Fire Chief	81,880	95
Madsen, Birk	Engineering Technologist	98,332 *	1,034
Magnus, Christina	Executive Assistant to Mayor & CAO	81,157	42
Mann, Richard	Firefighter	116,386 *	1,085
McKinnon, Cory	Firefighter	109,036	178
McMahon, Connor	Firefighter	112,508	178
Meneghin, Matthew	Firefighter	111,552	178
Miki, James	Foreman, Trades Mechanic	94,972 *	617
Milicevic, Jovo	Mechanic	83,409 *	181
Mollan, Kenneth	Deputy Fire Chief	144,018 *	2,050
Mossop, David	Firefighter	111,595 *	220
Newman, Gregory	Manager, Planning	115,858 *	2,211
Nono, Tiburcio	Water Operator I	94,950	944
Overton, Kenneth	Manager, Property & Risk Management	85,991	810
Passas, Michael	Firefighter	112,066 *	799
Paterson, Danielle	HR Advisor	91,894	1,265
Pither, Simon	Water Foreman	116,602 *	1,137
Ponzini, Mary Colleen	Director, Financial Services	123,517	424
Reimer, T. Lee	Site Supervisor - Arena & Special Events	78,195 *	106
Roffe, Candice	Health & Safety Advisor	93,264	885
Ryan, Patrick	Firefighter	122,776 *	1,894
Sauve, Tara	Manager, RCMP Support Services	82,284	487
Smith, Douglas	Firefighter, Captain	124,069	242
Stepura, Eric	Director, Recreation and Culture	168,576 *	1,880
Thomas, Michael	Facilities Maintenance Worker	97,854	2,291
Volkens, Ralph	Manager, Parking Services	85,684	1,613
continued on following page			

Name	Position	Remuneration	Expenses
continued from previous page			
Von Hausen, Athena	Planner	97,188	767
Waddington, Jenine	Capital Asset Analyst	83,215 *	567
Webb, Catherine	Administrative Assistant - Fire	78,955 *	42
Welsh, Trevor	Manager, Building & Bylaw Enforcement	90,863	1,073
Wolfe, Edward	Fire Chief	167,894 *	1,239
Yee, Sylvia	Manager, Community Recreation	119,006	2,608
Zanic, Boris	GIS Specialist	96,112	1,330
Zota, Chris	Manager, Information Services	136,936 *	1,367
Consolidated total of all remuneration paid to other employees		5,038,979	54,241
Total Employees		\$ 14,143,814	\$ 139,474

### **3. Reconciliation**

Total remuneration - elected officials	\$ 365,306
Total remuneration - employees	14,143,814
Subtotal	14,509,120
Differences:	
There are differences due to inconsistent reporting formats and accounting treatments required by Canadian Public Sector Accounting Standards for the Financial Statements versus the Financial Information Act for the Statement of Financial Information. For example:	
a) This schedule is prepared on a cash basis of accounting versus the Salaries, Wages and Benefits from Note 21 in the Financial Statements which is prepared on an accrual accounting basis.	58,393
b) This schedule does not include the employer portion of contributions to Work Safe BC, registered pension plans, employer health tax, extended health, and dental plans and other employee benefits that are included in "Salaries, Wages and Benefits" in the Financial Statements Note 21.	2,203,009
c) This schedule does not include the employer portion of Employment Insurance and Canada Pension Plan remittances paid to the Canada Revenue Agency that are included in "Salaries, Wages and Benefits" in the Financial Statement Note 21.	640,173
Total per Financial Statements Note 21, Salaries, Wages & Benefits	\$ 17,410,695
Variance	\$ -

### **4. Statement of Severance Agreements**

There were three severance agreements in accordance with the Financial Information Act made between the City of White Rock and its non-unionized employees during fiscal year 2020. These agreements represent 21 months of compensation.



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

**SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS OR SERVICES  
FOR THE YEAR ENDED DECEMBER 31, 2020**

Schedule showing the aggregate of amounts paid to all suppliers of goods and services who received more than \$25,000 during the year ended December 31, 2020. This schedule also includes payments for the purposes of grants or contributions.

**1. Suppliers > \$25,000**

<b>SUPPLIER NAME</b>	<b>AMOUNT PAID</b>
AJM DISPOSAL SERVICES LTD.	\$ 208,294
ALPHA BRAVO CHARLIE MAINTENANCE LTD DBC: ABC	161,618
AON REED STENHOUSE	648,413
BC HYDRO	821,261
BC PLANT HEALTH CARE INC.	77,917
BLACK PRESS GROUP LTD.	89,615
BLACKRETE PAVING LTD.	283,922
BNSF RAILWAY COMPANY	472,553
C3 MAINLINE INSPECTIONS INCORPORATED	115,842
CANADA REVENUE AGENCY	640,173
CASCADE RAIDER HOLDINGS LTD.	30,470
CELCO CONTROLS LTD.	36,143
CENTRALSQUARE CANADA SOFTWARE INC.	35,444
CITY OF SURREY	486,021
CLEARTECH INDUSTRIES INC.	29,740
CLEARVIEW HORTICULTURAL PRODUCTS INC.	26,063
COBRA ELECTRIC LTD.	28,342
CONTROL SOLUTIONS	27,061
CRESCENT ELECTRICAL CONTRACTORS LTD.	329,629
CROWN CONTRACTING LIMITED	170,956
CUMMINS CANADA ULC	31,051
DAMS FORD LINCOLN SALES LTD.	78,296
DELL CANADA INC.	86,865
DILLON CONSULTING LIMITED	60,602
DOUGNESS HOLDING LTD.	193,593
DUTCH DOOR HARDWARE LTD.	34,183
E-COMM EMERGENCY COMMUNICATIONS FOR BC INC.	75,855
ELEMENT MATERIALS TECHNOLOGY CANADA INC.	37,352
EMCO CORPORATION	106,858
ENERGY IN-HYBRID SOLUTIONS INC.	60,165
ESCRIBE SOFTWARE LTD.	85,988
ESRI CANADA LTD.	44,690
EUROVIA BRITISH COLUMBIA INC.	257,250
FALCON EQUIPMENT LTD.	40,211
FARM-TEK TURF SERVICES INC.	30,015
FESTILIGHT	91,770
FIRSTONSITE RESTORATION LIMITED	134,660
FORTIS BC	76,553
FRASER HEALTH AUTHORITY	34,297
FRASER VALLEY FIRE PROTECTION LTD.	39,060
FRASER VALLEY REFRIGERATION LTD.	304,922
FRASER VALLEY REGIONAL LIBRARY	977,791
FRED SURRIDGE LTD.	80,540
FRICIA CONSTRUCTION INC.	58,968
GEOWEST ENGINEERING LTD.	183,365
GFL ENVIRONMENTAL INC.	260,023
GHD LIMITED	26,203
GOODBYE GRAFFITI SURREY	52,762
continued on following page	

SUPPLIER NAME	AMOUNT PAID
continued from previous page	
GORANSON CONSTRUCTION LTD.	\$ 25,740
GRAVITY UNION SOLUTIONS LIMITED	32,944
GREAT NORTHERN ENGINEERING CONSULTANTS	58,591
GREATER VANCOUVER REGIONAL SEWERAGE & DRAINAGE DISTRICT	1,849,158
GREGG DISTRIBUTORS (B.C.) LTD.	87,189
GREYSTONE DESIGN MANAGEMENT CONSTRUCTION	1,345,761
GUILLEVIN INTERNATIONAL CO.	88,592
HACH SALES AND SERVICE CANADA LP	75,823
HYTEK MECHANICAL INC.	31,568
IMPARK	130,759
INSURANCE CORP OF BC	118,419
ISL ENGINEERING AND LAND SERVICES LTD.	35,368
JS REFRIGERATION ENGINEERING INC.	26,936
JW RECYCLE-IT INC DBA RECYCLE IT CANADA	50,921
KGC FIRE RESCUE INC.	38,601
KIKHOSROWKIAN, FEREIDON	37,631
KINGSTON CONSTRUCTION LTD.	87,519
KONICA MINOLTA BUSINESS SOLUTIONS (CANADA) LTD.	43,699
KPMG LLP	31,815
LANDMARK PREMIERE PROPERTIES (CENTRAL PLAZA) LTD.	31,500
LEE'S TREES	65,083
LIDSTONE & COMPANY BARRISTERS & SOLICITORS	219,429
LONG VIEW SYSTEMS CORPORATION	59,474
M & M GLASS (SURREY)	33,349
MAINROAD CONTRACTING LTD.	50,514
METRO VANCOUVER	148,351
MICROSOFT LICENSING GP	101,303
MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL	186,810
MUNICIPAL INSURANCE ASSOCIATION OF BC	209,133
MUNICIPAL PENSION PLAN	1,315,797
MWL DEMOLITION LTD.	78,855
NORTH AMERICA CONSTRUCTION (1993) LTD.	81,375
NATIONAL ENERGY EQUIPMENT INC.	34,686
NEXGEN TECHNOLOGIES INC.	96,406
NORELCO INDUSTRIES LTD.	55,583
NUTECH FACILITY SERVICES LTD.	549,284
NORTH WEST INTEGRITY CONTRACTING LTD.	25,045
OYEN WIGGS GREEN & MUTALA LLP	27,565
PACIFIC BLUE CROSS	470,088
PACIFIC BREEZE HEATING & COOLING INC.	37,260
PACIFIC SIGN GROUP INC.	31,913
PAULA BODDIE & ASSOCIATES LTD.	28,501
PAYBYPHONE TECHNOLOGIES INC.	40,665
PERFECTMIND INC.	39,013
PINCHIN LTD.	25,069
PJS SYSTEMS INC.	159,473
POSTAGE BY PHONE - PITNEY BOWES	40,460
PRAIRIECOAST EQUIPMENT INC.	56,600
PREMIUM SOILS LTD.	25,054
PW TRENCHLESS CONSTRUCTION INC.	913,671
R F BINNIE & ASSOCIATES LTD.	705,627
RECEIVER GENERAL FOR CANADA	4,978,051
RONA INC.	26,259
RTR TERRA CONTRACTING LTD.	87,602
SANDPIPER CONTRACTING LTD.	132,768
SOFTCHOICE CORPORATION	42,935
STAPLES ADVANTAGE	29,906
STREAMLINE FENCING LTD.	283,843
SUMMIT EARTHWORKS INC.	430,831
continued on following page	

SUPPLIER NAME	AMOUNT PAID
continued from previous page	
SUNCOR ENERGY PRODUCTS PARTNERSHIP	\$ 170,116
SUPER SAVE FENCE RENTALS INC.	60,038
SWR DRAIN SERVICE LTD.	28,730
T & S POWER DIGGING	58,022
TARGET LAND SURVEYING (SURLANG) LTD.	25,649
TELUS	80,625
TELUS MOBILITY	68,380
THE OWNERS, STRATA PLAN BCS 3236	45,771
TEMPEST DEVELOPMENT GROUP	47,381
TOMKO SPORTS SYSTEMS INC.	77,309
TOURISM WHITE ROCK ASSOCIATION	113,400
TYBO CONSTRUCTORS LTD.	401,565
ULINE CANADA CORPORATION	28,538
URBAN GROVE TREE CARE & CONSULTING	58,775
URBAN SYSTEMS LTD.	100,345
VALLEY TRAFFIC SYSTEMS INC.	103,966
VAN-KEL IRRIGATION A DIVISION OF EMCO	104,598
WASTE CONNECTIONS OF CANADA INC.	121,676
WESTMAR ADVISORS INC.	70,864
WHITESTAR PROPERTY SERVICES LTD.	100,729
WILCO CIVIL INC.	64,891
WILLOWBROOK PLUMBING AND HEATING LTD.	80,915
WORK SAFE BC	267,853
TOTAL AMOUNT	\$ 26,695,666

## **2. Other Suppliers**

CONSOLIDATED TOTAL PAID TO SUPPLIERS WHO RECEIVED AGGREGATE PAYMENTS OF \$25,000 OR LESS	\$ 2,797,738
--	--------------

## **3. Payments of Grants and Contributions**

SUPPLIER NAME	AMOUNT PAID
WHITE ROCK BUSINESS IMPROVEMENT ASSOCIATION	\$ 336,997
WHITE ROCK MUSEUM & ARCHIVES SOCIETY (EXCLUDES GRANTS IN AID)	147,700
AGGREGATE GRANT AND CONTRIBUTION PAYMENTS OF \$25,000 OR LESS:	
FUNDING ASSISTANCE	26,413
GRANTS IN AID	45,201
TOTAL GRANTS AND CONTRIBUTIONS	\$ 556,311

#### 4. Reconciliation

Total of payments exceeding \$25,000 paid to suppliers	\$ 26,695,666
Total of payments of \$25,000 or less paid to suppliers	2,797,738
Total of grants and contributions	556,311
Subtotal	\$ 30,049,715
Differences:	
There are differences due to inconsistent reporting formats and accounting treatments required by Canadian Public Sector Accounting Standards for the Financial Statements versus the Financial Information Act for the Statement of Financial Information. For example:	
a) This schedule includes the employer portion of contributions to Work Safe BC, registered pension plans, extended health, and dental plans and other employee benefits that are not included in "Contracted Services, and Supplies and Other" in the Financial Statements Note 21.	(2,203,009)
b) This schedule includes the employer portion of Employment Insurance and Canada Pension Plan remittances paid to the Canada Revenue Agency that are not included in "Contracted Services, and Supplies and Other" in the Financial Statements Note 21.	(640,173)
c) This schedule does not include the items categorized as employee expenses and shown on the Statement of Remuneration. These items are included in "Contracted Services, and Supplies and Other" in the Financial Statements Note 21.	146,098
d) This schedule does not include the gain on disposal of tangible capital assets that is included in "Contracted Service, and Supplies and Other" in the Financial Statements.	(239,580)
e) This schedule is prepared on a cash basis versus the "Contracted Services, and Supplies and Other" amount from Note 21 in the Financial Statements which is prepared on an accrual accounting basis. This schedule also includes payments for the acquisition of tangible capital assets that are not included in "Contracted Services, and Supplies and Other" in the Financial Statements Note 21. There are also different accounting treatments for other items such as GST.	(7,401,777)
Total per Financial Statements Note 21, Contracted Services, and Supplies and Other	\$ 19,711,274
Variance	\$ -

# **The Corporation of the City of White Rock**

## **Management Report**

**For the year ended December 31, 2020**

The consolidated financial statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles. The integrity and objectivity of the consolidated financial statements is management's responsibility. Management is also responsible for all the schedules prepared for the Statement of Financial Information, and for ensuring that the schedules are consistent, where appropriate, with the information contained in the consolidated financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control.

The external auditors, KPMG LLP, conducted an independent examination, in accordance with generally accepted auditing standards, and expressed their opinion on the financial statements. Their examination did not relate to the other schedules and statements required by the Act. Their examination included a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.



Colleen Ponzini, CPA, CGA  
Director of Financial Services

June 21, 2021



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



**DATE:** June 28, 2021

**TO:** Mayor and Council

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

**SUBJECT:** Water Utility User Fee Rate Restructure – Two Options

---

**RECOMMENDATION**

THAT Council direct staff to implement a new water use fee rate structure based on either option one or option two as outlined in this report.

---

**EXECUTIVE SUMMARY**

The City's water user fee structure is largely based on the structure used by EPCOR prior to the City's purchase of the water utility from them in 2015. Over the past few years, work has been done to move to a fee structure that was based more on consumption. Council had set up a Water Community Advisory Panel that was in part tasked with working with staff to develop such a model for Council's consideration.

On December 2, 2019, a new fee structure was presented to Council with the WCAP's recommendation to have the WCAP continue working with staff to examine options to implement the changes to the structure in a phased approach. Since then, a new Director of Finance was hired, and the Covid-19 pandemic was declared. Work continued with the WCAP later in 2020 to update the model with current figures and to phase in the rate changes to reduce the impacts over time.

In March of 2021, the WCAP resolved to seek Council's approval to have two alternatives for Council's consideration which was approved on April 12, 2021. This report provides Council with the two options that have been developed and provides Council with some comments from the WCAP members and staff on the pros and cons of each option.

**PREVIOUS COUNCIL DIRECTION**

<b>Motion # &amp; Meeting Date</b>	<b>Motion Details</b>
2021-191 April 12, 2021	THAT Council direct staff to continue to work on finalizing a water rate structure with alternatives with the Panel and report back to Council.

**INTRODUCTION/BACKGROUND**

The City's water user fee structure is largely based on the structure used by EPCOR prior to the City's purchase of the water utility from them in 2015. The structure is partially fixed and partially variable. The fixed base fees include usage of up to certain maximum amounts of water.

A further variable rate is charged for additional water that is consumed. Because consumption is included within the base charge some customers are paying for water that they do not consume. In 2020, 22% of customers did not use the included consumption in any of the four (4) quarterly billing periods. In the winter months, where water consumption is less, many customers (46% in 2020) did not use the consumption included in the base charge.

Council set up a Water Community Advisory Panel that was in part tasked to work with staff to develop a fee structure that was based more on a consumption model for Council's consideration. Over the past few years, work has been done to develop such a fee structure that would correlate the amount paid for water to the amount of water used, and subsequently encourage water conservation.

The water user fees are the main source of revenue used to build, maintain, and operate the Water Utility. The total amount of fees to be recovered through the water user fees is determined through the annual financial planning process. The following schedule shows the five-year financial plan for the City's Water Utility that is included in the City's Consolidated 2021 - 2025 Financial Plan Bylaw No. 2377, 2021 with the related revenues highlighted in blue.

CORPORATION OF THE CITY OF WHITE ROCK WATER FUND BUDGET					
	2021 Budget	Budget Projections			
		2022	2023	2024	2025
<b>REVENUE</b>					
Utility Rates	\$ 5,605,500	\$ 5,969,900	\$ 6,357,900	\$ 6,771,200	\$ 7,211,300
Utility Service Connection Fees	300,000	305,000	310,000	315,000	320,000
Grants from Other Governments	-	-	-	333,300	333,300
Capital Contributions and DCC's	129,900	110,000	100,000	293,000	110,000
Other Revenue	161,900	184,800	208,400	232,800	257,900
Interest and Penalties	5,000	5,000	5,000	5,000	5,000
Total Revenues	6,202,300	6,574,700	6,981,300	7,950,300	8,237,500
<b>EXPENSES</b>					
Operating Expenses	2,782,000	3,140,900	2,688,800	2,797,600	3,308,300
Interest and Bank Charges	681,300	681,300	681,300	681,300	681,300
Amortization	1,173,000	1,204,000	1,247,000	1,296,000	1,296,000
Total Expenses	4,636,300	5,026,200	4,617,100	4,774,900	5,285,600
INCREASE IN TOTAL EQUITY	1,566,000	1,548,500	2,364,200	3,175,400	2,951,900
Reconciliation to Financial Equity					
Amortization of Tangible Capital Assets	1,173,000	1,204,000	1,247,000	1,296,000	1,296,000
Capital Expenses	(3,696,000)	(2,875,000)	(1,863,000)	(2,925,000)	(2,430,000)
Debt Retirement	(709,800)	(732,700)	(756,200)	(780,600)	(805,800)
Transfer from/(to) Other Funds	(39,800)	305,800	(112,600)	(112,900)	(113,300)
Internal Charges	(489,000)	(499,000)	(509,000)	(519,000)	(529,000)
CHANGE IN FINANCIAL EQUITY (Reserves)	(2,195,600)	(1,048,400)	370,400	133,900	369,800
Financial Equity , beginning of year	5,786,048	3,590,448	2,542,048	2,912,448	3,046,348
FINANCIAL EQUITY (Reserves), end of year	\$ 3,590,448	\$ 2,542,048	\$ 2,912,448	\$ 3,046,348	\$ 3,416,148
<b>WATER FUND CAPITAL BUDGET</b>					
CAPITAL EXPENSES					
Water Infrastructure	\$ 3,696,000	\$ 2,875,000	\$ 1,863,000	\$ 2,925,000	\$ 2,430,000
Total Capital Expenses	\$ 3,696,000	\$ 2,875,000	\$ 1,863,000	\$ 2,925,000	\$ 2,430,000
FUNDING SOURCES					
Reserve Funds	\$ 3,566,100	\$ 2,765,000	\$ 1,763,000	\$ 2,298,700	\$ 1,986,700
Development Cost Charges	20,000	10,000	-	93,000	10,000
Grants from Other Governments	-	-	-	333,300	333,300
Contributions	109,900	100,000	100,000	200,000	100,000
Total Capital Funding	\$ 3,696,000	\$ 2,875,000	\$ 1,863,000	\$ 2,925,000	\$ 2,430,000

There are numerous approaches to changing the current water rate structure and reasons that support making one change over another. With the goal to implement a rate structure that aligns water consumption to water utility costs while promoting water conservation, in a phased approach, the following two options are presented.

#### Option 1

Each account is charged a flat rate fixed fee per connection that is meant to cover the costs of administering the invoice, including meter reading. All water consumption would be charged at the same rate.

#### Option 2

Each account is charged a fixed fee that would be related to the size of the meter. The larger the meter size, the higher the fixed fee which reflects the demands on the system. All water consumption would be charged at the same rate.

The two options are similar in that they both have a fixed fee and a water consumption fee. The main difference is that one has a fixed fee based on administrative costs and the other has a fixed fee based on meter size.

### **Determining the Fixed Fee Portions**

#### Option 1

For this model, each account is charged a flat rate fixed fee per connection that is meant to cover the costs of administering the invoice, including meter reading. Using 2020 figures, the fixed fee per billing account to cover the administrative costs of billing, including the meter reading would have been \$22 per account. This would equate to approximately eight percent (8%) of the total annual water user fee revenues.

#### Option 2

This model requires two pieces of information: 1) the scale for charging the fixed fee and 2) the amount to be charged as the fixed fee. The scale was created through a review of the rates of other municipalities with similar rate structures (Surrey, Richmond, West Vancouver, Chilliwack, Maple Ridge, and Vancouver). Based on the review, the scale was determined to be an average of the rates imposed by these municipalities.

The model was then created with the total amount to be charged as the fixed fee set to thirty (30%) of total annual water user fee revenues. However, when comparing the fixed fee that was needed to generate this amount of revenue, the City's fees ended up being double the average of the comparative municipalities' rates. To bring the fixed fee rates more in line with the comparative municipalities, the model was changed to have the fixed fee set to recover fifteen percent (15%) of total annual water user fee revenues.

The water rate structure based on meter sizing resulted in the following fixed fees per meter size (using 2020 figures):

Meter Size	White Rock Fixed Fee	Comparative municipalities' average
5/8 inch	38.30	36.70
1 inch	42.10	37.74
1 1/2 inch	65.10	60.28
2 inch	88.10	87.38
3 inch	203.00	203.47
4 inch	268.10	275.26
6 inch	455.80	453.68

## Phased Approach

Prior reports to Council and the WCAP had introduced fee structures that would result in some customers having large changes in their Water Utility bills. The direction was to phase in the changes to the new structure over a period of a few years to soften the impact. It was recommended that the phasing take place over three years such that by year four, the new fee structure would be in place. The following describes the phasing approach for each option. Note that all figures used in this report reflect costs and rates based on 2020 figures.

### Option 1

It is proposed that the current water user fee rates be changed by 25% each year for three years so that by year four the rate structure would be the same for all customers. The following table shows the proposed changes to the current rates to get to the proposed flat fee and consumption-based model.

Year	Base Charge	Included consumption	Water Rate (using 2020 budget)
1	75% of 2020 base charge	75% of 2020 included consumption	0.0529
2	50% of 2020 base charge	50% of 2020 included consumption	0.0612
3	25% of 2020 base charge	25% of 2020 included consumption	0.0657
4	\$22	0	0.0631

### Option 2

It is proposed that the current water user fee rates be changed by 20% each year for three years and then in year four, implement the proposed water user fee rate structure based on meter sizing as outlined above. 20% was used because the current fee structure is already closer to the proposed model. The following table shows the proposed changes to the current rates to get to the proposed flat fee and consumption-based model.

Year	Base Charge	Included consumption	Water Rate (using 2020 budget)
1	80% of 2020 base charge	80% of 2020 included consumption	0.0501
2	60% of 2020 base charge	60% of 2020 included consumption	0.0583
3	40% of 2020 base charge	40% of 2020 included consumption	0.0633
4	As Proposed	0	0.0580

For both options, the Water Utility would recover less revenues over time from the base charge by removing the assumed water consumption that is currently included and would recover more from a consumption-based water rate.

## Impacts

### *Percentage of Revenues Per Customer Group*

Once the change is fully rolled out in year four, the percent of revenue charged per customer group shifts compared to the current fee structure. In both options, the percent of total consumption revenues is directly related to actual consumption as both options have one consumption rate. The following tables show the changes per option.

### Option 1

The total percent of revenue charged per customer group will be distributed to align closer with total consumption.

Customer Group	Current % of total consumption	Current % of total revenues	Proposed % of total revenues	Proposed % of total consumption revenues
Single-Family	49%	56%	52%	49%
Multi-Family	33%	29%	31%	33%
Commercial	17%	15%	17%	17%

## Option 2

The total percent of revenues charged per customer group reflects the number and size of the meters per customer group.

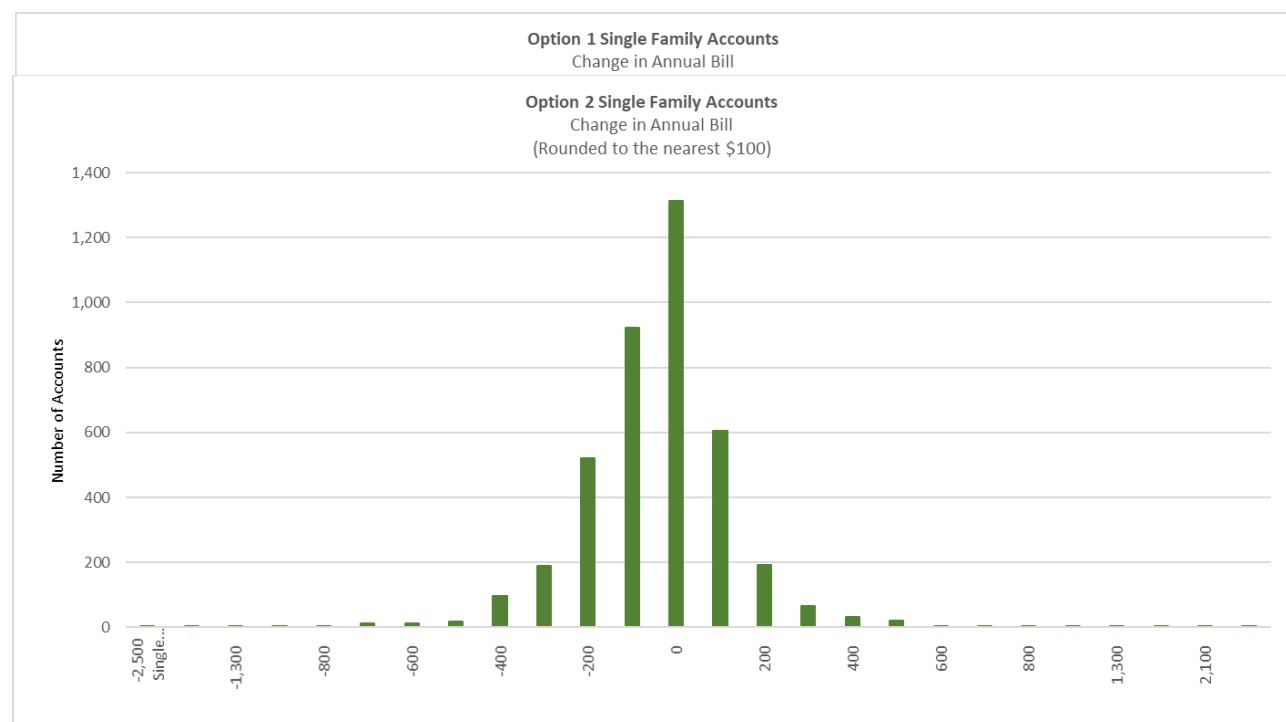
Customer Group	Current % of total consumption	Current % of total revenues	Proposed % of total revenues	Proposed % of total consumption revenues
Single-Family	49%	56%	54%	49%
Multi-Family	33%	29%	30%	33%
Commercial	17%	15%	16%	17%

## Impacts on Single-Family Residences

The following two graphs illustrate the changes in the annual fees for single family residences under each option if total consumption remained the same and assuming 2020 figures.

This summary of the graphed data shows the impacts from Option 1 and Option 2:

Change in Annual Bills 4,031 accounts	Option 1	Option 2
Remain the same or decrease annually	78%	77%
Increase by approximately \$100	13%	15%
Increase between \$200 and \$500	8%	8%
Increase more than \$500	1%	<1%



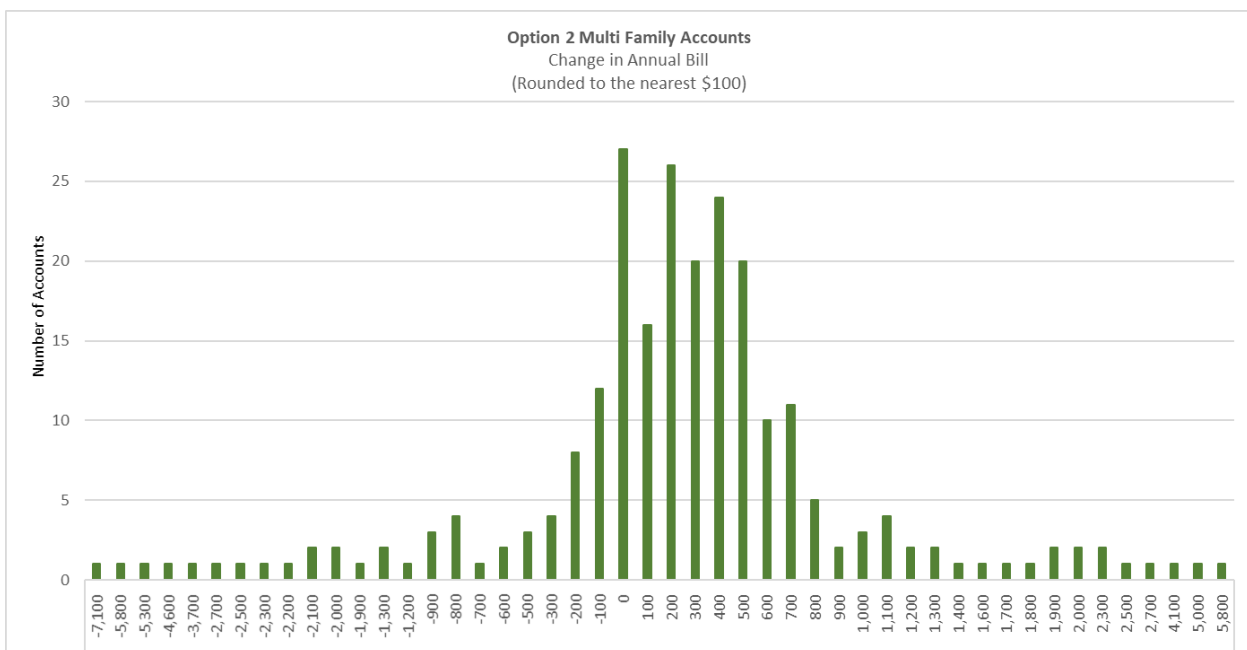
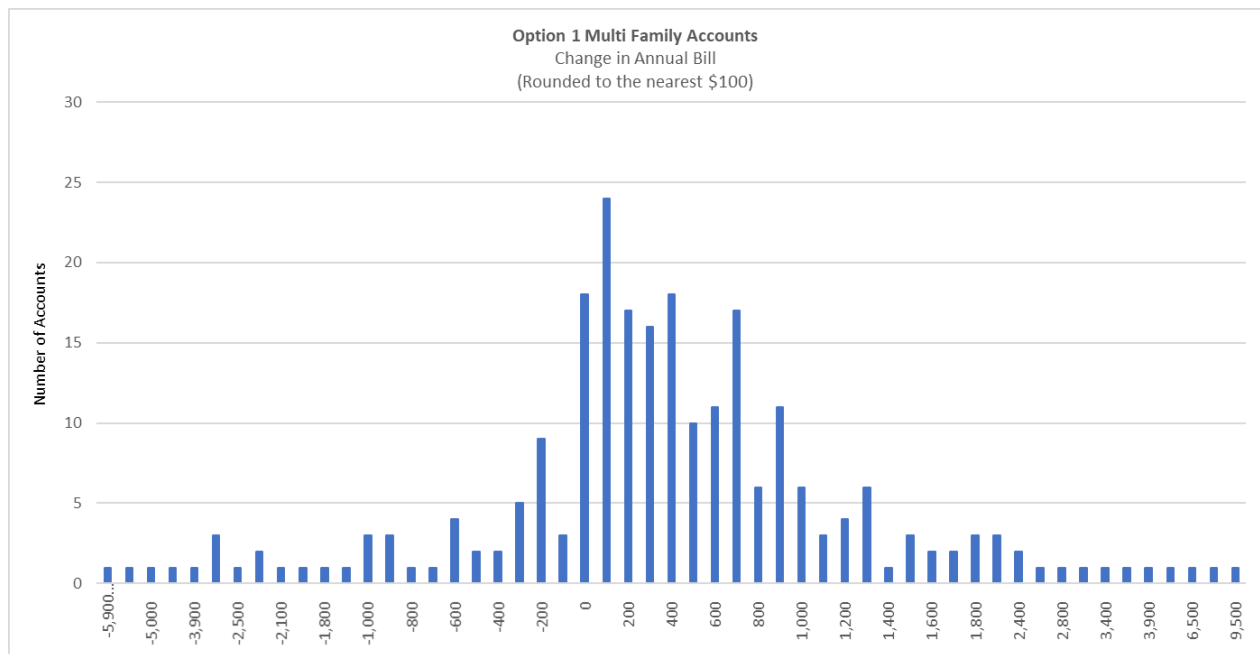


### ***Impacts on Multi-Family Residences***

The following two graphs illustrate the changes in the annual fees for multi-family residences under each option if total consumption remained the same and assuming 2020 figures.

This summary of the graphed data shows the impacts from Option 1 and Option 2.

Change in Annual Bills 241 accounts	Option 1	Option 2
Remain the same or decrease annually	28%	34%
Increase up to \$500 annually	35%	44%
Increase between \$600 and \$1,000 annually	21%	13%
Increase more than \$1,000 annually	16%	9%

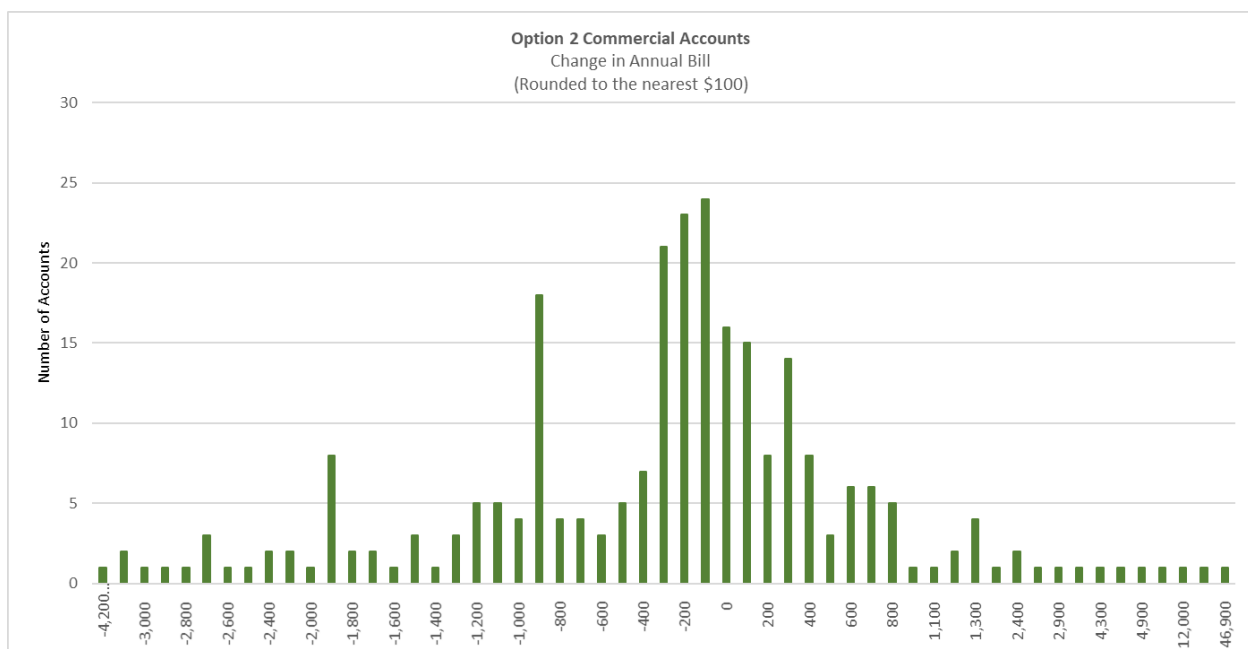
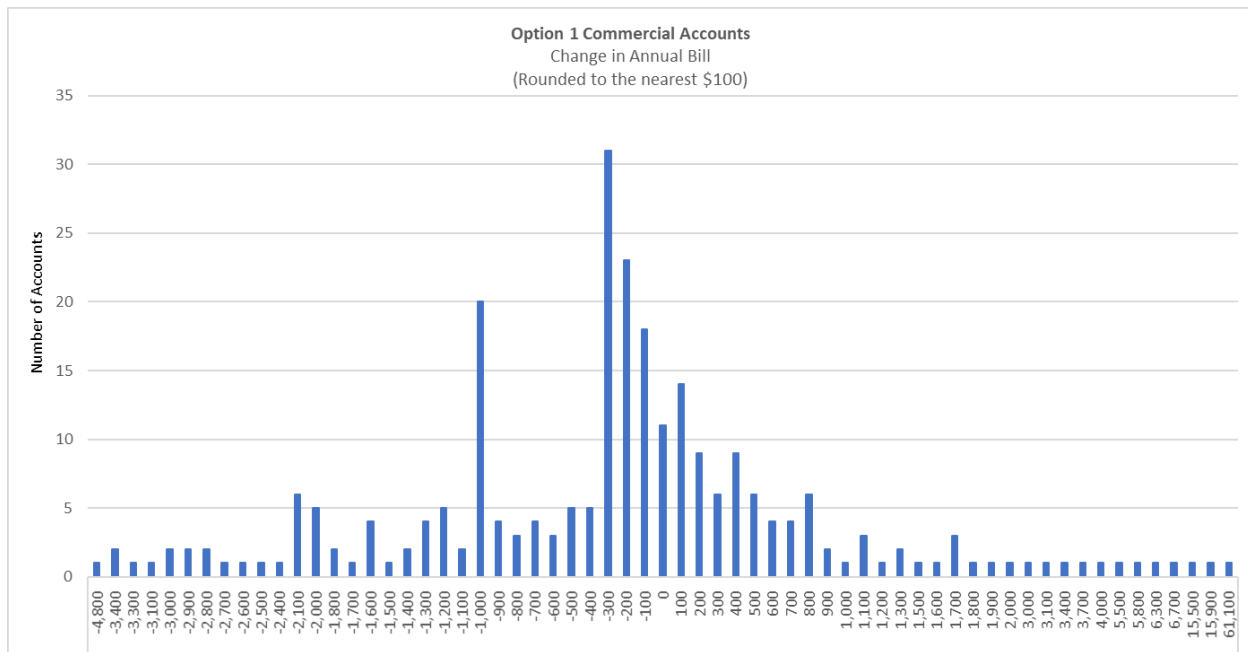


### ***Impacts on Commercial Properties***

The following two graphs illustrate the changes in the annual fees for commercial properties under each option if total consumption remained the same and assuming 2020 figures.

This summary of the graphed data shows the impacts from Option 1 and Option 2.

Change in Annual Bills 262 accounts	Option 1	Option 2
Remain the same or decrease annually	66%	67%
Increase up to \$500 annually	17%	18%
Increase between \$600 and \$1,000 annually	7%	7%
Increase more than \$1,000 annually	10%	8%



### ***Quarterly Bill Comparisons***

The following table shows a sample of customer quarterly bills comparing the City's current rate structure with that of Options 1 and 2. The averages were calculated based on 2020's consumption data and 2020 rates. The average consumption was calculated by dividing the total consumption within each account type by the number of accounts. Note that some customers will be below the average and some will be above as is shown in the graphs in the previous sections of this report.

Account Type	Number of Accounts	Average Consumption *	Current Charges	Option 1	Option 2
Single Family 5/8" Meter	3,850	2,238 cubic feet	165	163	168
Single Family 1" Meter	169	3,394 cubic feet	272	236	239
Multi Family 1 1/2" Meter	41	13,767 cubic feet per account	791	891	864
		1,059 cubic feet per unit	61	69	66
Multi Family 2" Meter	126	24,096 cubic feet per account	1,407	1,542	1,486
		1,004 cubic feet per unit	59	64	62
Multi Family 3" Meter	33	48,069 cubic feet per account	2,826	3,055	2,991
		981 cubic feet per unit	58	62	61
Commercial 5/8" Meter	110	2,831 cubic feet	157	201	202
Commercial 1" Meter	58	4,574 cubic feet	285	311	307
Commercial 1 1/2" Meter	48	9,269 cubic feet	587	607	603

\* Average consumption based on 2020 consumption data

### ***Pros and Cons of the Two Options***

The goal of the water rate restructure is to create a structure that aligns water consumption to water utility costs and promotes water conservation. When reviewing each option, there are a number of issues and concerns that could be seen as pros or cons that are listed in the following table that have been identified by various members of the WCAP and staff who have been involved with the WCAP. Please note that these are high level comments that may not be agreed to by all as interpretation depends on a person's perspective.

The first four issues are high level goals of the restructure and both options address them. A small 'x' indicates the option has less impact.

Issue / Concern	Option 1	Option 2
All water consumption is based on one rate	X	X
Easy to explain to customers	X	X
Removes assumed consumption from the base rates	X	X
Promotes water conservation	X	X
Rates are comparable with neighbouring municipalities that have metered water.		X
Aligns revenues with consumption	X	x
Graduating scale reflects the relative costs of maintaining the system		X
Higher % of customers have less overall impact		X
Higher water consumption rate encourages more conservation	X	x
All water invoices are charged the same fee	X	
Increased revenue stability with higher percentage of revenues from a fixed fee		X
Instability of revenues based on consumption	X	x

### **FINANCIAL IMPLICATIONS**

The intent of the changes to the water rates structure is to redistribute the costs to operate the Water Utility to customers based on consumption of water with the expectation that the rates would help to incentivize water conservation. The rates do not change the total water user fee revenues, but the distribution of who pays those revenues. While most accounts are not expected to be impacted by the changes in the proposed rate structures, those accounts that are currently on the outer edge of the rate structure will be impacted.

### **LEGAL IMPLICATIONS**

Not applicable.

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

Communication will need to be carried out in advance of any new rate implementation which would be in effect for 2022 to inform all customers to allow sufficient time for customers to plan for potential financial impacts.

### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

Not applicable.

### **CLIMATE CHANGE IMPLICATIONS**

There is a potential to decrease water consumption in the community.

### **ALIGNMENT WITH STRATEGIC PRIORITIES**

One of City Council's strategic priorities is to review the current water rate structure to align the fees with water consumption.

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

This report introduces two options for a new water user fee structure that would be phased in over three years so that by year four the new structure would be in place. The following options are for Council's consideration:

1. Implement a phased in approach to a new water user fee structure where each account is charged a fixed fee that is meant to cover the costs of administering the invoice, including meter reading. All water consumption would be charged at the same rate.
2. Implement a phased in approach to a new water user fee structure where each account is charged a fixed fee that would be related to the size of the meter. All water consumption would be charged at the same rate.
3. Council not implement any changes and continue with the current water user fee rate structure considered less equitable for those consumers being charge for the inclusion of assumed consumption not being used.

### **CONCLUSION**

Council set up a Water Community Advisory Panel that was in part tasked with working with staff to develop a new water user fee rate structure. The goal was to implement a rate structure that aligns water consumption to water utility costs and promotes water conservation, in a phased approach.

This report provides Council with two options for a new water user fee rate structure and includes comments from the WCAP members and staff on the pros and cons of each option.

The Water Community Advisory Panel has noted through their resolution to Council that Option 2 is the preferred approach.

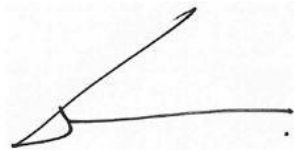
Respectfully submitted,



Colleen Ponzini  
Director, Financial Services

**Comments from the Chief Administrative Officer**

I concur with the recommendation of this corporate report.



Guillermo Ferrero  
Chief Administrative Officer



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



**DATE:** June 28, 2021

**TO:** Mayor and Council

**FROM:** Eric Stepura, Director, Recreation and Culture  
Jim Gordon, Director, Engineering and Municipal Operations

**SUBJECT:** White Rock Pickleball Request for a Dedicated Court at Centennial Park

---

**RECOMMENDATIONS**

That Council:

1. Approve dedicating the northwest tennis/pickleball court at Centennial Park as pickleball only;
  2. Authorize White Rock Pickleball (WRPB) to hire an approved contractor, at their cost, to repaint the lines on the northwest court at Centennial Park for pickleball;
  3. Approve expand the pickleball priority use hours on the northeast tennis/pickleball court at Centennial Park to 9:00 a.m. to 3:00 p.m. daily (and maintain other court times on this court as shared use, first come, first served for tennis or pickleball as per present court use regulations);
  4. Approve the installation of new court use signage to clarify the above changes for the general public;
  5. Consider funding in the amount of \$50K in the City's 2022-2026 Financial Plan to construct new permanent pickleball courts, new surfacing, line marking, net posts and other court amenities for the northwest court;
  6. Consider allocating \$300K in the City's 2022-2026 Financial Plan for the installation of tennis/pickleball court lighting at Centennial Park tennis courts; and
  7. Consider allocating \$1.5K/year for tennis/pickleball court lighting electrical power operating costs in the City's 2022-2026 Financial Plan.
- 

**EXECUTIVE SUMMARY**

At the Regular Council meeting held June 14, 2021, a delegation from White Rock Pickleball (WRPB) asked Council for the following court improvements to benefit the sport of pickleball at Centennial Park:

Phase I

1. Designate the northwest tennis/pickleball court at Centennial Park for permanent pickleball only play.
2. Authorize the WRPB to hire a contractor, at their cost, to paint over the white tennis lines on the northwest court.

3. Extend the pickleball priority use hours on the north east tennis/pickleball court from 9:00 a.m. to 3:00 p.m. daily (and maintain other court times on this court as shared use, first come, first served for tennis or pickleball as per present court use regulations).
4. Provide new clear signage to clarify the above changes for the general public.

#### Phase II

5. Request the City of White Rock to approve and construct four (4) new permanent pickleball courts on the northwest court. At minimum, this would include permanent net posts, and a repainted court surface with pickleball only court markings. Additional features such as dividing netting between courts, benches, windbreak screens and other enhancements can also be considered.

Following the presentation from the delegation, Council approved the following motion:

“THAT Council direct staff to bring forward a corporate report for June 28, 2021, that addresses the delegation request of making one (1) tennis court (suggested the upper northwest tennis court at Centennial Park) a permanent pickleball court, using a phased approach. Phase 1 will include a transition of the court on a temporary basis with temporary line painting and use of portable nets. A second corporate report will be brought forward in future regarding Phase 2 (making the change of the one court to permanent).”

Staff have provided some historical background on the past and current uses of the Centennial Park tennis courts, reviewed the above requests from WRPB, and have responded both phases of their court improvement requests in this corporate report, along with recommended actions for Council to consider to meet the current and future court facility demands of both tennis and pickleball players in White Rock.

#### **PREVIOUS COUNCIL DIRECTION**

The following recent Council motions dealt with the pickleball courts in White Rock.

<b>Motion # &amp; Meeting Date</b>	<b>Motion Details</b>
Motion # 2019-306 July 22, 2019	That Council directs staff to conduct research to determine a suitable location to build four (4) to eight (8) outdoor dedicated pickleball courts in White Rock.
Motion # 2021-117 March 08, 2021	That Council consider the Maccaud Park project at an upcoming priorities session to potentially allocate \$500,000 from the Community Amenity Contributions to increase the project budget from \$250K to \$750K to include pickleball courts.
Motion # 2021-206 April 12, 2021	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 #2021-171 March 29, 2021	“THAT Council direct staff to bring forward a corporate report regarding lighting at Centennial Park court area including the cost and the number and how many hours that would extend the Courts at Centennial.”
Motion # 2021-213	

June 14, 2021	THAT Council direct staff to bring forward a corporate report for June 28, 2021, that addresses the delegation request of making one (1) tennis court (suggested the upper west tennis court at Centennial Park) a permanent pickleball court, using a phased approach. Phase 1 will include a transition of the court on a temporary basis with temporary line painting and use of portable nets. A second corporate report will be brought forward in future regarding Phase 2 (making the change of the one court to permanent).
---------------	---

## **INTRODUCTION/BACKGROUND**

The sport of tennis has been played on the public tennis courts at Centennial Park since the early 1970's. The sport of pickleball is a more recent use of these courts (approximately 10 years), and currently, two (2) of the original five (5) public tennis courts are shared use and marked for dual sport use. Pickleball currently gets priority use of two (2) of these courts (northwest and northeast) daily from 9:00 a.m. to 12:00 p.m. (noon), then outside of these hours, the courts are available on a first come, first served basis by both tennis and pickleball players. The three south tennis courts are designated as tennis only, and do not have pickleball lines.

With the rapid growth of the population, and the increasing popularity of tennis and especially pickleball, additional court time is now required for both of these court sports throughout the Peninsula.

The City of Surrey has addressed some of their demand by adding 12 new dedicated pickleball courts at the South Surrey Athletic Park. There are other combination tennis and pickleball courts located at South Surrey Athletic Park (6), Crescent Park (6) and Morgan Creek Park (6). Pickleball is also played indoors at the South Surrey Recreation Centre.

In addition to the City's current eight (8) outdoor pickleball courts, for the two years prior to the COVID-19 pandemic, Peace Arch Curling Club has offered drop-in pickleball on four (4) indoor pickleball courts on Mondays to Fridays from 9:00 a.m.-11:30 a.m. and Tuesday and Thursday nights from 6:45 p.m. to 9:15 p.m. during the spring/summers months. It is anticipated that this indoor court use for pickleball play at the Peace Arch Curling Club will be made available again effective spring/summer 2022.

It is noted that many of the participants who play pickleball at Centennial Park are not White Rock residents. A recent survey done by WRPB indicated that of the estimated 300 people playing pickleball at Centennial Park, 108, or 36% are White Rock residents. However, there are some White Rock residents who also play pickleball at South Surrey's indoor and outdoor facilities located at the South Surrey Athletic Park, as well as other Surrey Parks.

For the past several years, representatives of the local pickleball community have been asking White Rock City Council for dedicated pickleball courts on which to play their growing sport.

In 2019, two local pickleball players Chuck Lefaive and Bert Coates asked Council to add pickleball court markings to the Taylor Lacrosse Box and the remaining three (3) tennis only public courts at Centennial Park. Staff conducted a survey of local tennis and lacrosse players, and these sport groups strongly opposed adding pickleball markings to the remaining tennis only courts and the lacrosse box.

At the July 22, 2019 meeting, Council approved staff recommendations not to add pickleball court markings onto the lacrosse box and three (3) remaining tennis only courts at Centennial

Park, and directed staff to identify a location for four to eight dedicated pickleball courts, and to consider including funding for these pickleball courts in the City's 2021-2025 Financial Plan.

Staff researched and reviewed all potential City owned or leased property sites that may be suitable for 4-8 dedicated pickleball courts. Two potential location options were identified, which were:

- a portion of the waterfront parking lot west of Oxford Avenue that is leased from BNSF Railway; and
- Maccaud Park.

Staff contacted BNSF Railway requesting approval to add pickleball court markings on the asphalt parking lot west of Oxford Avenue that the City leases for parking. BNSF rejected this request for active use of this land.

City staff then worked with a landscape architect to develop a concept design for four to eight pickleball courts at Maccaud Park, for Council's consideration for the 2021-2025 Financial Plan. This site option was opposed by Council due to public opposition to the proposed loss of passive greenspace.

At the Regular Council meeting held March 29, 2021, the following motion was approved:

“THAT Council direct staff to bring forward a corporate report regarding lighting at Centennial Park court area including the cost and the number and how many hours that would extend the Courts at Centennial.”

In response to this motion, staff proceeded with researching the cost of adding court lighting at the existing tennis courts at Centennial Park to increase the playing time available for local tennis and pickleball players. Once built, these courts would be playable later in the afternoon and evening throughout the year, except during periods of inclement weather. Comments and information related to the cost and viability of this court lighting option is noted further in this corporate report.

### **Recent Request from WRPB**

At the Regular Council meeting held June 14, 2021, a delegation from WRPB asked Council for the following court improvements to benefit the sport of pickleball at Centennial Park:

#### Phase I

1. Designate the northwest tennis/pickleball court at Centennial Park for permanent pickleball only play.
2. Authorize WRPB to hire a contractor, at their cost, to paint over the white tennis lines.
3. Extend the pickleball priority use hours on the northeast tennis/pickleball court from 9:00 a.m. to 3:00 p.m. daily (and maintain other court times on this court as shared use, first come, first served tennis or pickleball as per present court use regulations).
4. Provide new clear signage to clarify the above changes for the general public.

#### Phase II

5. Request the City of White Rock to approve and construct new permanent pickleball courts on the northwest court. At minimum, this would include four pickleball courts with permanent posts, nets and a properly painted court surface with pickleball only court markings. Additional features such as dividing netting between courts, benches, wind break screens and other enhancements can also be considered.

Staff have reviewed the five above requests from WRPB and provide comments and options Council could consider, to address the current and future facility demands of both tennis and pickleball players in White Rock.

#### Phase I Requests from WRPB (above)

1. Council could choose to designate the northwest tennis/pickleball court as pickleball only. A notable consequence may be considerable opposition from the local tennis community.

If Council approves designating the northwest tennis/pickleball court at Centennial Park as “pickleball only” the WRPB could then proceed with hiring an approved contractor to paint over the white tennis lines on this court, on the condition that the City’s Engineering and Municipal Operations staff oversee the work and approve the contractor.

2. Extend the hours per day that pickleball receives priority use currently from 9:00 a.m. – 12:00 p.m. (noon), to 9:00 a.m. to 3:00 p.m. A notable consequence may be considerable opposition by the local tennis community.

If Council approves designating the northwest court as pickleball only and extending the hours on the northeast court to 9:00 a.m. – 3:00 p.m., staff will arrange to have signs communicating these court use changes installed at each of these two courts. Funding for these signs will be from existing operating budgets.

#### Phase II requests from WRPB (above)

If Council approves designating the northwest court as pickleball only, then consideration should be given for Council to approve funding in the amount of \$50K in the City’s 2022-2026 Financial Plan for the following upgrade work to make this court more suitable for pickleball:

- Remove all tennis infrastructure including posts and the net, fill net post holes and resurface the court, repaint with court markings for four (4) pickleball courts and install wind screens, benches and permanent pickleball net posts. Estimated cost is \$40K.
- Install a tennis practice backboard on one of the south tennis courts. This will discourage tennis players from using the pickleball courts to access the existing backboard. Estimated cost is \$10K.

The total cost for Phase II Court Improvements is approximately \$50K.

#### **Court Lighting**

In response to a Council motion made at the Regular Council meeting held March 29, 2021, staff have researched the option of adding court lighting at the existing tennis courts at Centennial Park to increase the playing time available for local tennis and pickleball players. Once built, these courts would be playable later in the afternoon and evening throughout the year, except during periods of inclement weather.

The benefits of adding lights to the public tennis courts at Centennial Park are as follows:

- Increased playing time will be provided for both tennis and pickleball players in the community. It is estimated that the addition of court lighting will add another 1,000 hours/court/year x 5 courts = 5,000 hours/year of court time for local tennis/pickleball play at Centennial Park.
- Adding lights will maximize the use of existing tennis/pickleball courts, rather than taking away existing greenspace elsewhere to meet this growing need.



- The increased playing time would allow staff to reallocate court time on the existing public courts to give dedicated one sport only facilities to both pickleball and tennis players on courts that aren't dual marked, and with appropriate permanent court nets.
- The estimated cost to install lighting on the five (5) tennis courts at Centennial Park is estimated at \$300K. This lighting would consist of nine (9) light poles fitted with shades to direct the illumination directly on the courts to avoid light spillage onto adjacent properties. The estimated cost to light all five (5) courts is \$300K. The cost to light only the three (3) south tennis only courts is estimated at \$220K.

The electricity costs to operate these lights 1,000 hours per year is \$1.5K.

Notable considerations include the location of the light poles and electrical trenches for the court lighting could potentially negatively impact eight trees if only the three south tennis only courts are lit, or nine trees if all five (5) courts are lit. The trees will be significantly damaged by electrical trenching between the two north courts and many will need to be removed or replaced. As an alternative, staff are looking at the option of locating the electrical trenches just inside and parallel to the northwest or northeast court fence, then repairing the court surface so that the trees are not impacted.

It is recommended that neighbors living immediately adjacent to the Centennial Park tennis courts be consulted about increased court lighting before any work is done.

### **FINANCIAL IMPLICATIONS**

The estimated cost for Phase II improvements to the northwest court for pickleball is \$50K.

The estimated cost to install lighting on the five (5) tennis courts at Centennial Park is estimated at \$300K.

The cost to light only the three (3) south tennis only courts is estimated at \$220K.

A recommended source of funds for these court improvements is from the City's Community Amenity Contributions.

The estimated annual operating cost of providing power for the court lighting for all five (5) courts is approximately \$1.5K/year.

### **LEGAL IMPLICATIONS**

Not applicable.

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

A survey of adjacent White Rock residents should be conducted to seek feedback on increased and expanded court lighting.

### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

The City's Municipal Operations and Engineering Department would project manage the lighting installation work and be responsible for ongoing maintenance of the lights.

The City's Recreation and Culture Department will work with local tennis and pickleball players to establish a schedule of use of the court playing time, arrange for any new signage and notify the court users of any court use changes.

### **CLIMATE CHANGE IMPLICATIONS**

Additional power consumption will occur if the increased court lights are approved.

### **ALIGNMENT WITH STRATEGIC PRIORITIES**

Provide safe, reliable and sustainable infrastructure for the community while minimizing impacts on the environment.

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

The following options are available for Council's consideration:

1. Not support dedicating the northwest tennis/pickleball court to pickleball only which would eliminate the need for the WRPB to hire an approved contractor to paint over the tennis lines and funding of \$50K for related improvements.
2. Not extend pickleball priority use of the northeast court to 9:00 a.m. to 3:00 p.m. which would eliminate the need for funding in the amount of 300K and installation new court use signage.
3. Consider only lighting the three tennis only courts in the amount of \$220K reducing the estimated annual electrical power from \$1.5K/year for five courts to \$900/year.

### **CONCLUSION**

The sport of tennis has been played on the public tennis courts at Centennial Park since the early 1970's. The sport of pickleball is a more recent use of these courts (approximately 10 years), and currently, two (2) of the original five (5) public tennis courts are shared use and marked for dual sport use for tennis and pickleball.

At the Regular Council meeting held June 14, 2021, a delegation from White Rock Pickle Ball (WRPB) asked Council for several court improvements to benefit the sport of pickleball at Centennial Park. These improvements are outlined in this corporate report.

Staff have provided some historical background on the past and current uses of the Centennial Park tennis courts, reviewed the court improvement requests from WRPB, and have responded to all of their court improvement requests contained in this corporate report, including recommended court upgrades for Council's consideration to better meet the current and future court facility demands for both tennis and pickleball players in White Rock.

It is noted that the local pickleball players have been advocating for a number of years for dedicated pickleball courts on which to grow their sport, Council may consider immediately designating the northwest court at Centennial Park for pickleball only, then address the need to increase the overall court use playing time shortage, by approving funding for court lighting in the City's 2022-2026 Financial Plan.

The ideal timing to carry out any court improvements, would be to begin with the installation of court lighting, and then allocating increased court playing time to be shared between the two sports, so that it is equitable for both tennis and pickleball user groups.

Respectfully submitted,



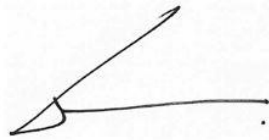
Eric Stepura,  
Director, Recreation and Culture



Jim Gordon,  
Director, Engineering & Municipal Operations

**Comments from the Chief Administrative Officer**

I concur with the recommendations of this corporate report.



Guillermo Ferrero  
Chief Administrative Officer

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



**DATE:** June 28, 2021

**TO:** Mayor and Council

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

**SUBJECT:** Recognition of Canadian Forces Snowbirds 431 Air Demonstration Team  
Story Board on White Rock Pier

---

**RECOMMENDATIONS**

THAT Council:

1. Approve the installation of a story board at the south end of the White Rock Pier to recognize White Rock's longstanding relationship with the Canadian Forces Snowbirds 431 Air Demonstration Team; and
  2. That Council approve funding in the amount of \$1,500 from the City's contingency account to purchase and install the Canadian Forces Snowbirds 431 Air Demonstration Team recognition story board.
- 

**EXECUTIVE SUMMARY**

At the Regular Council meeting held March 29, 2021, Council received correspondence dated March 17, 2021 from Scott Harrold, Snowbirds Show Coordinator (Appendix A) proposing that a story board be placed on the White Rock Pier as a commemorative tribute to the Canadian Forces Snowbirds 431 Air Demonstration Team, which aerial performance the City has supported over the years highlighting the extraordinary skill, professionalism, teamwork and diversity of the Canadian Armed Forces.

A storyboard on Canada's Longest Pier would be a lasting tribute to the Canadian Forces Snowbirds 431 Air Demonstration Team (Snowbirds), but also inform visitors to the Pier about the positive relationship that the City of White Rock and its residents have with the Snowbirds and in celebration of its 50<sup>th</sup> Anniversary in 2021.

**PREVIOUS COUNCIL DIRECTION**

<i><b>Motion # 2021-199</b></i>	<b>Motion Details</b>
April 12, 2021	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.

## **INTRODUCTION/BACKGROUND**

The Canadian Forces Snowbirds are an iconic representation of Canadian pride throughout Canada and the world. Over the years, the City of White Rock has hosted the “Snowbirds Fly for C.H.I.L.D.” air show performance over Semiahmoo Bay six (6) times and attracted hundreds of thousands of spectators to the waterfront.

The proposed story board featuring the Snowbirds will be identical in size and material as the current story boards on the Pier. The photo and text (Appendix B) will be printed on vinyl material with an anti-graffiti laminate covering mounted on black powder coated aluminum frames. The frames are bolted onto the existing Pier railings and will be mounted flush with the railings so they do not protrude into the walkway. The storyboard is removable, if necessary.

The estimated cost to create and install the Snowbirds recognition story board is \$1,500.

Staff have reviewed three (3) site options for the storyboard at the waterfront as shown in Appendix C. The recommended location for the Snowbirds story board (Option 1) is the far south end of the Pier on the west side. This is a very high profile location where people tend to stop, rest and take in the view before walking back along the Pier to the waterfront. The Pier is also a recognizable beacon landmark to Snowbirds pilots as they line up for their air show performances.

Staff have considered an alternative location on the roof top of the Pier Head washroom building (Option 2). In the past, staff have rejected this site for story boards as they may result in complaints from adjacent restaurants regarding blocked views. A third location (Option 3) on the south side of the sidewalk between the grand staircase and the plaza in Memorial Park was also considered, however, this and any other locations along the Promenade are not as high profile as the end of the Pier.

Bylaw 854 (Appendix D) designated the Pier as a Municipal Heritage Site, and as such, altering the structure (such as to add a storyboard) “requires the prior approval by resolution, of the Council of the City of White Rock.”

## **FINANCIAL IMPLICATIONS**

The estimated cost to create, produce and install the Snowbirds recognition story board is \$1,500. Funding for this work will be the City’s contingency budget.

## **LEGAL IMPLICATIONS**

Not applicable.

## **COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS**

The City’s Communication staff will be involved in working with Scott Harrold to design the story board and co-create its content.

A ceremony involving members of Council, representatives from the Canadian Forces Snowbirds 431 Air Demonstration Team, Board members of the C.H.I.L.D. Foundation and other dignitaries will be held at a future date this summer to unveil the Snowbirds recognition story board.

### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

The City's Engineering and Municipal Operations Department will be involved in site selection and overseeing the installation of the story board.

The City's Recreation and Culture Department will provide event planning and logistics support for the unveiling ceremony.

### **CLIMATE CHANGE IMPLICATIONS**

Not applicable.

### **ALIGNMENT WITH STRATEGIC PRIORITIES**

This policy would support the City's corporate vision: "We all can live, work and play in an enjoyable atmosphere."

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

The following alternative options for Council's consideration are:

1. Not approve the installation of a story board at the south end of the Pier to recognize White Rock's long relationship with the Canadian Forces Snowbirds 431 Air Demonstration Team.
2. Approve another site for the Snowbirds recognition storyboard.

### **CONCLUSION**

Scott Harrold, Snowbirds Show Coordinator, submitted a letter to Council in March 2021, proposing a story board be installed on the White Rock Pier as a commemorative tribute to the Canadian Forces Snowbirds 431 Air Demonstration Team.

A storyboard on Canada's Longest Pier would be a lasting tribute to the Snowbirds 431 Air Demonstration Team, but also inform visitors to the Pier about the positive relationship that the City of White Rock and its residents have with the Canadian Forces Snowbirds.

Staff recommend that Council approve the installation of a Snowbirds recognition story board at the south end of the Pier at a cost of \$1,500.

Respectfully submitted,

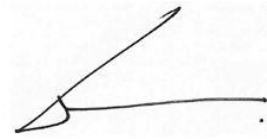


Eric Stepura  
Director, Recreation and Culture



**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 dot.

Guillermo Ferrero  
Chief Administrative Officer

Appendix A: Correspondence from Scott Harrold, Snowbirds Show Coordinator

Appendix B: Snowbirds Story Board Photo and Text

Appendix C: Map of Proposed Story Board Location

Appendix D: Bylaw 854 Pier



Date: March 17, 2021

To: Mayor Walker, and Council for the City of White Rock

Subject: **Proposed RCAF Snowbird Story Board on White Rock Pier**

Mr Mayor and Council,

As discussed briefly with his worship, Mayor Walker and Eric Stepura, I would like to propose a commemorative tribute to the Canadian Forces Snowbirds (431 Air Demonstration Team) as a story board from the City of White Rock.

Not only has the team been performing "Snowbirds Fly for CH.I.L.D / Hosted by White Rock" over the Semiahmoo Bay over six times, but the beach pier was slated to be an everlasting beacon and gateway for the West Coast "Operation Inspiration" in 2020 before tragically the last of the West Coast flight(s) were cancelled.

The Canadian Forces Snowbirds are the pinnacle of representation of Canadian pride throughout Canada and the world. Over the years, well over a quarter of a million people have gathered to enjoy these shows in White Rock, which is a testament to the Team's popularity. Residents and guests have the opportunity to experience the "aviation adrenaline rush."

As the City has always enjoyed hosting the Team, the Team absolutely enjoys the enthusiastic support from the City and SAR teams as well as the splendor and topography that the White Rock Beach area offers. Year after year the crowds continue to impress.

I believe a story board on Canada's Longest Pier would be an appropriate tribute to the Snowbirds team as well as demonstrating to Visitors of the Pier the wonderful relationship we have with the Canadian Forces Snowbirds, respect for the women and men of Canadian Military and how impressive the City of White Rock truly is.

I look forward to discussing again soon.

Sincerely,

*Scott M Harrold*

Scott Harrold  
Snowbird Show Coordinator  
President, Sky Aviation International



## APPENDIX B

The Canadian Forces (CF) Snowbirds, 431 Air Demonstration Squadron are a Canadian icon comprised of Canadian Armed Forces (CAF) members and National Defence Public Service employees.

Pilots, technicians (aviation, avionics, aircraft structure, supply), mobile support operators, resource management support clerks, an engineering officer, a logistics officer and a public affairs officer representing all three elements (Army, Navy and Air Force), work as a team to bring thrilling performances to the Canadian public on their 50<sup>th</sup> year anniversary. Congratulations.

Serving as ambassadors of the CAF and the CH.I.L.D Foundation, the CF Snowbirds demonstrate the high level of skill, professionalism, teamwork, discipline and dedication inherent in the men and women of the CAF and they inspire the pursuit of excellence wherever they go in North America.

The have inspired thousands here in White Rock, BC, for over 7 visits as the Snowbirds Fly for the CH.I.L.D Foundation over White Rock, bringing the sea, the beach and the awe of spectacular flight for thousands of White Rock residents and visitors alike.

Our City's spectacular topography, dedicated First response team, First nations, Mayor and City council are always so proud to support and display their Canadian Pride with our own CAF Snowbirds.

WHITE  
ROCK  
City by the Sea!



CHILD  
FOUNDATION





## APPENDIX C

### OPTION 1



### OPTION 2



### OPTION 3



## Appendix D

### THE CORPORATION OF THE CITY OF WHITE ROCK

#### BY-LAW NO. 854

A By-law to designate the  
Pier as a Heritage Site.

WHEREAS pursuant to the provisions of Part III of the "Heritage Conservation Act" of the Province of British Columbia, the Council may, by By-law, designate a structure as a Municipal Heritage Site.

AND WHEREAS the 'Pier' is one of the oldest structures in the City of White Rock.

THEREFORE, the Council of The Corporation of the City of White Rock in open Meeting assembled, ENACTS as follows:

1. The structure known as the 'Pier' located at the southern most end of Martin Street, at Marine Drive, in the City of White Rock, is hereby designated as a Municipal Heritage Site.
2. No person shall demolish a structure or alter the facade or exterior of a structure designated as a Municipal Heritage Site under this by-law without the prior approval, by resolution, of the Council of the City of White Rock.
3. This by-law shall come into force and take effect from and after the date of the final adoption thereof.
4. This by-law may be cited for all purposes as "White Rock Heritage Structure (Pier) By-law, 1982, No. 854."

RECEIVED FIRST READING on the 13<sup>th</sup> day of April, 1982.  
" SECOND " on the 13<sup>th</sup> day of April, 1982.  
" THIRD " on the 13<sup>th</sup> day of April, 1982.

RECONSIDERED AND FINALLY ADOPTED on the 26<sup>th</sup> day of April, 1982.

  
MAYOR

  
CLERK/ADMINISTRATOR



## **Governance and Legislation Committee**

### **Minutes**

June 14, 2021, 5:30 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  
Chris Zota, Manager of Information Technology  
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 5:32 p.m.



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

**Motion Number: 2021-G/L-055** 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 the Governance and Legislation Committee (including all members of Council) authorizes the City of White Rock to hold the June 14, 2021 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-G/L-056** It was MOVED and SECONDED

**THAT the Governance and Legislation Committee adopt the agenda for June 14, 2021 as circulated.**

**Motion CARRIED (7 to 0)**

**4. ADOPTION OF MINUTES**

**Motion Number: 2021-G/L-057** It was MOVED and SECONDED

**THAT the Governance and Legislation Committee adopt the May 31, 2021 meeting minutes as circulated.**

**Motion CARRIED (7 to 0)**

**5. TERMS OF REFERENCE - SELECT COMMITTEES (COMMUNITY BASED ORGANIZATIONS TO BE INCLUDED)**

Councillor Johanson requested this item be placed on the agenda for consideration and discussion. Each Terms of Reference in accordance with Council direction have up to seven (7) appointed voting members. At this time each Committee membership may be considered to include representation from community based organizations who are would attend as non-voting participants.

- **Arts and Cultural Advisory Committee  
(Chairperson Councillor Kristjanson - Vice Chairperson  
Councillor Manning)**
- **Economic Development Advisory Committee  
(Chairperson Councillor Fathers - Vice Chairperson Councillor Manning)**
- **Environmental Advisory Committee  
(Chairperson Councillor Johanson - Vice Chairperson  
Councillor Kristjanson)**
- **History and Heritage Advisory Committee  
(Chairperson Councillor Chesney - Vice Chairperson  
Councillor Trevelyan)**
- **Housing Advisory Committee  
(Chairperson Councillor Manning - Vice Chairperson Councillor Fathers)**
- **Public Art Advisory Committee  
(Chairperson Councillor Trevelyan - Vice Chairperson  
Councillor Chesney)**

**Motion Number: 2021-G/L-058** It was MOVED and SECONDED

**THAT The Governance and Legislation Committee recommend Policy 143**

**Terms of Reference: Arts and Cultural Advisory Committee be amended to include, within the membership, representatives from the following community-based organizations to participate at the meetings as non-voting members:**

- **White Rock Museum and Achieves;**
- **The White Rock Library; and**
- **Semiahmoo Arts.**

**Motion CARRIED (7 to 0)**

**Motion Number: 2021-G/L-059**It was MOVED and SECONDED

**THAT The Governance and Legislation Committee recommend Policy 137**

**Terms of Reference: Economic Development Advisory Committee be amended to include, within the membership, representatives from the following community-based organizations to participate at the meetings as non-voting members:**

- **White Rock Business Improvement Association (BIA);**
- **South Surrey White Rock Chamber of Commerce; and**
- **Explore White Rock.**

**Motion CARRIED (7 to 0)**

**Motion Number: 2021-G/L-060**It was MOVED and SECONDED

**THAT The Governance and Legislation Committee recommend Policy 138**

**Terms of Reference: Environmental Advisory Committee be amended to include, within the membership, representatives from the following community-based organizations to participate at the meetings as non-voting members:**

- **Semiahmoo First Nation; and**
- **Up to two (2) representatives from the Grassroots Environmental Club at Earl Marriott Senior Secondary.**

**Motion CARRIED (7 to 0)**

**Motion Number: 2021-G/L-061** It was MOVED and SECONDED

**THAT The Governance and Legislation Committee recommend Policy 159 Terms of Reference: History and Heritage Advisory Committee be amended to include, within the membership, representatives from the following community-based organizations to participate at the meetings as non-voting members:**

- **Semiahmoo First Nation; and**
- **White Rock Museum and Achieves.**

**Motion CARRIED (7 to 0)**

**Motion Number: 2021-G/L-062** It was MOVED and SECONDED

**THAT The Governance and Legislation Committee recommend Policy 164 Terms of Reference: Housing Advisory Committee be amended to include, within the membership, representatives from the following community-based organizations to participate at the meetings as non-voting members:**

- **Options (BC Housing);**
- **Homeless to Housing (Rick Byer);**
- **Member of Parliament Representative;**
- **Member of Legislative Assembly Representative; and**
- **Representative from Seniors Planning Table.**

**Note:** In addition, the City would welcome a representative of Semiahmoo First Nation to bring their voice to the Committee.

**Motion CARRIED (7 to 0)**

**Motion Number: 2021-G/L-063** It was MOVED and SECONDED

**THAT The Governance and Legislation Committee recommend Policy 147**

**Terms of Reference: Public Art Advisory Committee not be amended to include, within the membership, representatives from community-based organizations to participate at the meetings as non-voting members.**

**Motion CARRIED (7 to 0)**

## **6. POLICY REVIEW**

### **6.1 Media Policy**

Councillor Johanson requested Council Policy 134 be included on the agenda for discussion purposes.

**Motion Number: 2021-G/L-064**It was MOVED and SECONDED

**THAT the Governance and Legislation Committee request staff to bring forward a communications policy in regard to an approval process for broadcast items (ex. postcards), blanket City communications and physical items (ex. plaques) prior to the item going out. Included in the policy will be the following elements:**

- **Readability;**
- **Relevance of information (items that would be of concern to the public);**
- **Council be given the opportunity to review the item draft prior to them being sent out;**
- **When it is a time sensitive matter the Mayor be given the authority to approve the item;**
- **When it is a time sensitive matter and the Mayor is unable to comment the Deputy Mayor be given their authority to approve the item; and**
- **Routine communications (operational and legislated would be excluded).**

Voted in the Negative (3): Mayor Walker, Councillor Chesney, and Councillor Fathers

**Motion CARRIED (4 to 3)**

## **6.2 Communication Between Mayor and Council and Staff**

Councillor Johanson requested Council Policy 119 be included on the agenda for discussion (including the possible addition of other Communication polices that are not currently addressed).

It was confirmed that when a Member of Council has requested information that the response will be forwarded to all of Council in best effort for everyone to be informed.

It was noted that some Members of Council would prefer to have the Mayor invited to attend their one-on-one meeting with the Chief Administrative Officer (CAO). Other Members of Council noted they prefer the one-on-one time alone with the CAO. It was confirmed that each Member of Council may request the meeting set up that works for them.

There was a request in regard to the item Mayor and Councillor Reports given during the regular Council meeting, that there be more information provided in regard to the meeting. This would be helpful rather than listing meetings attended. Noting pertinent meetings/Items with information to share would be more beneficial.

Council Policy 124 - Verbal Submission - Attendance At Conventions, Conferences, Education / Training was noted. When a Member of Council attends any of the noted a verbal report shall be given during the regular Council agenda under Mayor and Councillor Reports in order to keep the public and Members of Council informed of pertinent information that is obtained.

## **6.3 Lighting of the White Rock Pier and Memorial Park Architectural Features**

Council Policy 168

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

\* Referred from April 26 Governance and Legislation Committee to be brought back with a Corporate report with further information

The Manager of Communications and Government Relations provided a PowerPoint in regard to the lighting technology.

**Motion Number: 2021-G/L-065** It was MOVED and SECONDED

**THAT the Governance and Legislative Committee recommend:**



1. **Endorsement of Council Policy 168—Lighting of the White Rock Pier and Memorial Park Architectural Features, as circulated; and Approve funding of \$6,000, plus applicable taxes, from the City's contingency account to purchase technology to enable City staff to program the White Rock Pier and other Memorial Park lighting features from a central point.**

**Motion CARRIED (7 to 0)**

**7. FUNDING FOR AFFORDABLE HOUSING**

Councillor Manning requested this item be included on the agenda for discussion purposes: Funding the Affordable Housing Fund with Community Amenity Contributions.

Staff confirmed that within the financial plan, starting in 2021, that \$1,000,000 is contributed annually from Community Amenity Contributions to an Affordable Housing Fund.

Staff are seeking grants for affordable housing, having the affordable housing fund reserve shows the City have funds to contribute should an opportunity arise for this type of project. It was noted that the City needs to have land for this type of project.

**Motion Number: 2021-G/L-066** It was MOVED and SECONDED

**THAT The Governance and Legislation Committee directs staff to place \$1,000,000 for each of the next three (3) years into an affordable housing fund utilizing Community Amenity Contributions (CAC's).**

Voted in the Negative (4): Councillor Fathers, Councillor Johanson, Councillor Kristjanson, and Councillor Trevelyan

**Motion DEFEATED (3 to 4)**

**Motion Number: 2021-G/L-067** It was MOVED and SECONDED

**THAT The Governance and Legislation Committee requests staff to bring forward a report that identifies the types of lots and zoning that would allow for the investment of \$4,000,000 for an affordable housing project, included would be information in regard to potential land assembly.**

**Motion CARRIED (7 to 0)**

8. **ENCROACHMENTS**

Councillor Manning requested this item be brought to the Committee for discussion.

The Director of Engineering and Municipal Operations: staff continue to administer the Street and Traffic Bylaw provisions as per Council direction in November 2019. Specifically, we "administer the Street and Traffic Bylaw with respect to new encroachments as well as at the time of property redevelopment."

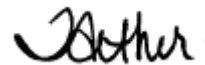
It is anticipated that the topic of encroachments will be one where full discussion is needed (dedicated time). It was requested that the next Governance and Legislation Committee meeting have the topic of encroachments to be the primary topic / first item placed on the agenda.

9. **CONCLUSION OF THE JUNE 14, 2021 GOVERNANCE AND LEGISLATION COMMITTEE MEETING**

The meeting was concluded at 6:53 p.m.

---

Mayor Walker



---

Tracey Arthur, Director of Corporate Administration



## Water Community Advisory Panel

### Minutes

June 8, 2021, 4:00 p.m.

Via Microsoft Teams

PRESENT: K. Jones, Chairperson  
D. Bower, Vice-Chairperson  
S. Doerkson, Panel Member  
J. Holm, Panel Member  
I. Lessner, Panel Member  
M. Pedersen, Panel Member  
D. Stonoga, Panel Member (left the meeting at 4:55 p.m.)

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  
C. Richards, Committee Clerk

---

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 4:01 p.m.

2. **ADOPTION OF AGENDA**

**Motion Number: WCAP-2021-021** It was MOVED and SECONDED

THAT the Water Community Advisory Panel adopt the agenda for June 8, 2021 as circulated.

**Motion CARRIED**

3. **ADOPTION OF MINUTES**

**Motion Number: WCAP-2021-022** It was MOVED and SECONDED  
THAT the Water Community Advisory Panel adopts the minutes of the  
May 18, 2021 meeting as circulated.

**Motion CARRIED**

4. **UPDATE ON WATER TREATMENT PLANT**

The Director of Engineering and Municipal Operations summarized water data results from the City website. A private testing company runs the tests twice a month and the City received the results.

A member inquired when the filter was last changed. Staff responded that it has not been changed, but the City performed a filter regeneration last year. The regeneration process can only be performed three (3) times before replacing the actual filter. A filter change costs roughly \$400,000.

5. **WATER UTILITY RATES RECOMMENDATIONS TO COUNCIL**

The Director of Financial Services led a discussion on the updated Water Fee Structure Based on Meter Sizing corporate report dated June 8, 2021.

The Panel requested minor changes be made to the report. Staff will amend the report to reflect such changes prior to the report going to Council.

D. Stonoga left the meeting at 4:55 p.m.

**Motion Number: WCAP-2021-023** It was MOVED and SECONDED

THAT the Water Community Advisory Panel receive this draft report for Council for discussion, taking into account the changes discussed, recommended and agreed upon during the meeting.

**Motion CARRIED**

**Motion Number: WCAP-2021-024** It was MOVED and SECONDED

THAT the Water Community Advisory Panel recommend Council implement Option 2 from the Water Fee Structure Based on Meter Sizing Corporate Report dated June 8, 2021.

**Motion CARRIED**

**K. Jones 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 Task Force for information. This spreadsheet will be updated after each meeting and provided to members for information.

**8. 2021 MEETING SCHEDULE**

No further meetings scheduled.

**9. CONCLUSION OF THE JUNE 8, 2021 WATER COMMUNITY ADVISORY PANEL MEETING**

The Chairperson declared the meeting concluded at 5:14 p.m.

---

K. Jones, Chairperson



---

C. Richards, Committee Clerk



## **At Risk and Vulnerable Population Task Force**

### **Minutes**

June 17, 2021, 6:00 p.m.

City Hall Council Chambers

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

**PRESENT:** Mayor Walker, Co-Chairperson  
Councillor Patton, Co-Chairperson (City of Surrey)  
Councillor Manning, Co-Vice-Chairperson (arrived at 6:05 p.m.)  
Kathy Booth, Peninsula United Church  
Bruce Strom, Options  
David Young, Sources  
Adrianna Spyker, PH2H  
Dominic Flanagan, BC Housing  
Becky Dorothy, Fraser Health  
Stephen D'Souza, HSABC

**NON-VOTING  
ADVISOR:** Aileen Murphy, City of Surrey Social Planner

**GUESTS:** Neil Fernyhough, PH2H  
Jonquil Hallgate, Friendship Blvd Foundation

**STAFF:** Eric Stepura, Director of Recreation and Culture  
Kale Pauls, Staff Sargent  
Debbie Johnstone, Deputy Corporate Officer

---

Mayor Walker assumed the role of Chairperson.

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

The Chairperson called the meeting to order at 6:02 p.m.



**2. ADOPTION OF AGENDA**

**Motion Number 2021-ARVPTF-001:** It was MOVED and SECONDED

THAT the At-Risk and Vulnerable Population Task Force adopt the agenda for June 17, 2021 as circulated.

**Motion CARRIED**

**3. INTRODUCTIONS AND MEETING PROCEDURES OVERVIEW**

**Note:** Councillor Manning arrived at the meeting at 6:05 p.m.

The Task Force conducted round-table introductions. Meeting procedures were also discussed.

**4. REVIEW OF THE TASK FORCE TERMS OF REFERENCE AND MANDATE**

The Director of Recreation and Culture provided an overview of the Task Force Terms of Reference and the overall mandate.

**Action Item:** Director of Recreation and Culture to amend the Terms of Reference to show representation from the Peninsula United Church.

**5. BACKGROUND ON THE TASK FORCE**

Mayor Walker, Co-Chairperson, noted that the Task Force was initiated through a delegation that appeared before White Rock Council for consideration of a warming shelter in the area. Council endorsed a recommendation to form the Task Force to try and assist the community with this need.

Co-Chairperson Councillor Patton noted that South Surrey/ White Rock have had difficulties finding a location for this type of shelter.

## 6. **DISCUSSION OF WORK PLAN**

The Task Force discussed a potential work plan for the Task Force. Suggestions on where to focus work have been added to the Task Force's work plan document.

**Action Item:** City of Surrey to provide information on how Extreme Weather Shelters (EWS)/ short-term shelters have worked in different parts of Surrey to the Task Force for information.

**Action Item:** White Rock Housing Needs Report to be provided to the Task Force when available.

**Action Item:** Task Force to look at what has worked well in other municipalities and use this information to work towards a model that will work for White Rock/ South Surrey.

## 7. **TASK FORCE NAME CHANGE**

The Task Force discussed a possible name change of the Task Force, from "At-Risk and Vulnerable Population Task Force" to "At-Risk and Priority Population Task Force".

**Motion Number 2021-ARVPTF-002:** It was MOVED and SECONDED

THAT the At-Risk and Vulnerable Population Task Force recommend that Council change the name for the task force to be the "At-Risk and Priority Population Task Force".

**Motion CARRIED**

## 8. **OTHER BUSINESS**

None

## 9. **INFORMATION**

### 9.1 **COMMITTEE ACTION TRACKING**

Corporate Administration will be providing 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**

The Task Force reviewed the proposed meeting schedule for 2021.

**Motion Number 2021-ARVPTF-003:** It was MOVED and SECONDED

THAT the At Risk and Vulnerable Population Task Force endorses their 2021 meeting schedule to take place from 4:00 p.m. to 6:00 p.m. on the following dates:

- Wednesday, June 30, 2021
- Thursday, July 15, 2021
- Thursday, July 29, 2021
- Thursday, September 2, 2021
- Thursday, September 16, 2021
- Wednesday, September 29, 2021
- Wednesday, October 13, 2021
- Wednesday, October 27, 2021
- Wednesday, November 10, 2021
- Wednesday, November 24, 2021

**Motion CARRIED**

**11. CONCLUSION OF THE JUNE 17, 2021 AT RISK AND VULNERABLE POPULATION TASK FORCE MEETING**

The Chairperson declared the meeting concluded at 7:07 p.m.



---

Mayor Walker, Co-Chairperson

---

D. Johnstone, Deputy Corporate Officer

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



**POLICY TITLE:** **LIGHTING THE WHITE ROCK PIER AND  
MEMORIAL PARK ARCHITECTURAL FEATURES**

**POLICY NUMBER:** **COUNCIL – 168**

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i>	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> <a href="#">May 31, 2021</a> <a href="#">June 14, 2021</a>

**Policy:**

- The City of White Rock’s Mission is “Building community excellence through effective stewardship of all community resources.”
- The City of White Rock will use the coloured lights at the White Rock Pier, and as technology permits, at Memorial Park’s Architectural Features (White Rock Museum and Archives building, the Coastal Cradle art piece, and the recessed puck lights throughout the park), to build awareness for non-political, registered, national charitable events or causes and to recognize events important to White Rock, to British Columbia and to Canada.
- The City will light the Pier to recognize the Strategic Messages approved in Council Policy 135, Recognition and Strategic Messages, currently are as follows:
  - New Year’s Day: January 1
  - Black History Month: February
  - Family Day: February
  - International Women’s Day: March
  - Easter: April
  - National Volunteer Week: April
  - National Indigenous Peoples Day—June [21](#)
  - Canada Day: July 1
  - BC Day—August

- Pride Week—June or July
  - Remembrance Day: November 11
  - Hanukkah—December
  - Christmas Day: December 25
- 
- The City of White Rock invites qualifying organizations to schedule from one (1) day to up to one (1) week of select colour of lights on the Pier to assist with that organization's promotional efforts. The amount of time the Pier will be lit will be based on programming and availability.
  - Lighting will be added to the Architectural Features in Memorial Park as technology permits.
  - Organizations will be asked to submit requests annually using a form on the City's website at least 30 days prior to the requested date. Staff will program the lights monthly, or as required. If a request form is not submitted by the deadline, it may impede the City's ability to meet the request.
  - Staff will consider the applications on a first-come, first-served basis and try to accommodate the requests as best as possible.
  - The request form will include a component regarding the selected colour, which the City will try to match.
  - The Manager of Communications and Government Relations will ensure media relations and social media are used to inform the community that requests can be made, based on specific criteria, to light the White Rock Pier with meaningful colours.
  - The Communications Department will post a monthly calendar of those colours and the reasons for the lights on the City's website at a new user-friendly website link, [whiterockcity.ca/pierlights](http://whiterockcity.ca/pierlights), and will share the information on the City's Twitter feed as each requested colour is displayed.
  - All lighting confirmations are made barring any unforeseen circumstances. The City may need to make last-minute changes to the lighting schedule for a variety of reasons. In these circumstances, the City will try to communicate this to the individual or representative of the organization that submitted the request as quickly as possible and offer another illumination date, if possible.
  - The Manager of IT will ~~purchase and oversee the~~ ~~ensure that the Pier~~ light technology for the Pier and Memorial Park Architectural Features and ensure it is operational using a ~~and will strive to achieve a remote system for programming the Pier~~ lights that can be managed by several employees ~~during business hours only.~~

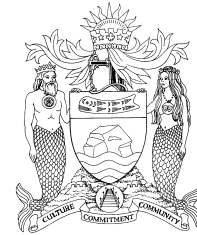
- Lighting requests not identified in this policy may be decided at the Call of the Mayor. Requests to recognize international events with lighting that have not already been identified in the policy may be considered by Council resolution.
- Unless noted in Policy 135, Recognition of Strategic Messages, or otherwise approved by Council, the City will not consider the following lighting requests:
  - Commercial, individual, recognition or personal occasions
  - Religious, political events, institutions or professions
  - Requests made via petitions or social media campaigns

### **Rationale**

- The White Rock Pier and Memorial Park are-is-a popular attractions for people from the Lower Mainland and beyond. In June 2018, the City added coloured lights to Canada's Longest Pier, lighting them for seasonal events that include Valentine's Day and St. Patrick's Day. In 2020, a flashing show of lights was added to recognize frontline workers during the pandemic.
- The Pier lights can be programmed in a variety of colours. There are some requests from not-for-profit organizations to light the Pier in branded colours to recognize specific causes, events or celebrations. Other lighting in Memorial Park will be added as technology permits.
- Private sector companies, crown corporations and other local governments light assets that range from bridges to buildings and rooftops. Lighting requests for these assets are consistently free of charge. Lighting is considered a community service that is offered based on availability and with a period of advanced notice expected.
- If the City chooses in the future to charge a fee for private lighting requests, the City will need to seek approval from the Province of B.C. The City's lease from the Province for the land that the Pier occupies limits the use to "operation and maintenance of a public wharf." The use of the public wharf is provided at no charge to the City under the current agreement.
- Samples of lighting policies referenced to develop this policy include:
  - BC Place: The Northern Lights Display
  - Resort Municipality of Whistler: Requests to Light a Landmark
  - City of Coquitlam: Special Lighting Features
  - City of Vancouver: Light Up City Hall
  - Calgary Tower: Light Shows
  - CN Tower: Night Lighting



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: April 26, 2021</i>	<i>Date of Last Amendment: April 7, 2021</i>
<i>Council Resolution Number: 2015-043, 2015-214, 2016-483, 2018-150; 2019-044; 2019-371; 2020-155, 2021-336</i>	
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: <del>April 7, 2021</del> <u>June 14, 2021</u></i>

## **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 Work Plan 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 the following members from community-based organizations ~~where the mandate of the organization aligns with the mandate of the AC~~ (non-voting members):

- White Rock Museum and Achieves;
- The White Rock Library; and
- Semiahmoo Arts.

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:

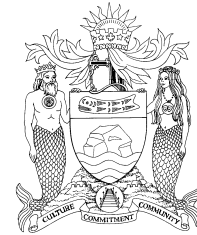
- Policy 143, Arts and Cultural Advisory Committee Terms of Reference;
- Policy 120, Code of Conduct for Committee Members;
- Policy 405 Respectful Workplace Policy; and
- Policy 406 Anti-Racial Discrimination and Anti-Racism.

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: April 26, 2021</i>	<i>Date of Last Amendment: April 7, 2021</i>
<i>Council Resolution Number: 2012-107, 2013-082; 2015-129, 2015-307, 2016-483, 2019-091; 2020-155; 2020; 2021-336</i>	
<i>Originating Department: Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: <u>April 7, 2021</u> <u>June 14, 2021</u></i>

## **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

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 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 the following community-based organizations ~~where the mandate of the organization aligns with the mandate of the AC~~ (non-voting members):

- The Business Improvement Association (BIA)
- Explore White Rock
- South Surrey/ White Rock Chamber of Commerce

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 137, Economic Development Advisory 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**

<i>Date of Council Adoption: April 26, 2021</i>	<i>Date of Last Amendment: April 7, 2021</i>
<i>Council Resolution Number: 2012-107, 2013-082, 2015-130, 2015-2014, 2016-483; 2019-045; 2019-158; 2019-363; 2020-155, 2021-336</i>	
<i>Originating Department: Corporate Administration</i>	<i>Date last reviewed by Governance and Legislation Committee: <del>April 7, 2021</del> June 14, 2021</i>

## **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.

In addition 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.

## **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 the following members from community-based organizations ~~where the mandate of the organization aligns with the mandate of the AC~~ (non-voting members):

- Representative from the Semiahmoo First Nation (as noted above)
- Up to two (2) representatives from the Grassroots Environmental Club at Earl Marriott Senior Secondary.

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 138, Environmental Advisory 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: April 26, 2021</i>	<i>Date of Last Amendment: April 7, 2021</i>
<i>Council Resolution Number: 2019-091, 2019-158; 2019-312; 2020-155, 2021-336</i>	
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: <del>April 7, 2021</del> June 14, 2021</i>

## **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, through 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.

## **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 the following members from community-based history and heritage organizations ~~(including Semiahmoo First Nation and White Rock Museum & Archives) where the mandate of the organization aligns with the mandate of the AC~~ (non-voting members):

- Semiahmoo First Nation; and
- White Rock Museum and Achieves.

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 159, History and Heritage Advisory 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.

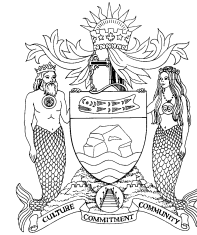
---

(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: April 26, 2021</i>	<i>Date of Last Amendment: April 7, 2021</i>
<i>Council Resolution Number: 2019-316; 2020-155. 2021-336</i>	
<i>Originating Department: Planning and Development Services</i>	<i>Date last reviewed by the Governance and Legislation Committee: <del>April 7, 2021</del> June 14, 2021</i>

## **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.
- 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 the following members from community-based organizations ~~where the mandate of the organization aligns with the mandate of the AC~~ (non-voting members):-:

- Options (BC Housing);
- Homeless to Housing (Rick Byer);
- Member of Parliament Representative;
- Member of Legislative Assembly Representative; and
- Representative from Seniors Planning Table.

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.
  - 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 164, Housing Advisory 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  
BYLAW 2387**



A Bylaw to amend the  
"City of White Rock Official Community Plan Bylaw, 2017, No. 2220"

---

**WHEREAS** pursuant to Part 14, Division 4 of the *Local Government Act* in relation to Official Community Plans, the Council of the City of White Rock is empowered to establish objectives and policies to guide decisions on planning and land use management;

**AND WHEREAS** a Public hearing was held in accordance with the *Local Government Act*, and notice of such Hearing has been given as required;

**NOW THEREFORE** the Council of the City of White Rock, in open meeting assembled, enacts as follows:

1. The existing Section 8 (Land Use) is deleted and replacing in its entirety with a new Section 8 (Land Use) as shown on Schedule "1" attached herein and forming part of this bylaw.
2. The existing Section 11 (Housing) is deleted and replacing in its entirety with a new Section 11 (Housing) as shown on Schedule "2" attached herein and forming part of this bylaw.
3. The existing Section 22.3 (Town Centre Development Permit Area) is deleted and replacing in its entirety with a new Section 22.3 (Town Centre Development Permit Area) as shown on Schedule "3" attached herein and forming part of this bylaw.
4. The existing Section 22.6 (Multi-Family Development Permit Area) is deleted and replacing in its entirety with a new Section 22.6 (Multi-Family Development Permit Area) as shown on Schedule "4" attached herein and forming part of this bylaw.
5. The existing Schedule A (Land Use Plan) is deleted and replacing in its entirety with a new Schedule A (Land Use Plan) as shown on Schedule "5" attached herein and forming part of this bylaw.
6. The existing Schedule B (Form and Character Development Permit Areas) is deleted and replacing in its entirety with a new Schedule B (Form and Character Development Permit Areas) as shown on Schedule "6" attached herein and forming part of this bylaw.
7. This Bylaw may be cited for all purposes as the "Official Community Plan Bylaw, 2017, No. 2220, Amendment No. 2 (Height and Density Review), 2021, No. 2387".

RECEIVED FIRST READING on the	31	day of	May, 2021
RECEIVED SECOND READING on the	31	day of	May, 2021
PUBLIC HEARING held on the	20	day of	June, 2021
RECEIVED THIRD READING on the		day of	
RECONSIDERED AND FINALLY ADOPTED on the		day of	

---

Mayor

---

Director of Corporate Administration

## Schedule “1”

### 8.0 Land Use

Goal: The City of White Rock maximizes its limited land resource by creating a complete community where residents have convenient access to jobs, services, open space, and amenities.



## Overview

The majority of the land area in the City of White Rock is dedicated to single family dwellings in Mature Neighbourhoods. Low-rise multi-unit buildings are the dominant form surrounding the Town Centre and Lower Town Centre, while a combination of low-rise, mid-rise, and high-rise residential and mixed-use buildings are located in the Town Centre. Commercial development is focused along Johnston Road and Marine Drive, and institutional and open space uses are scattered throughout the City.

Land use designations allow for the management of future development in the City. Future growth is to be focused in the Town Centre as well as the adjacent Town Centre Transition areas and the Lower Town Centre. Allowable densities (Gross Floor Area Ratio or FAR) for future development for these three land use designations are highlighted in Figure 9. Maximum heights (in storeys) for the same areas are outlined in Figure 10. Schedule A indicates the land use designation that applies to each property in the City.

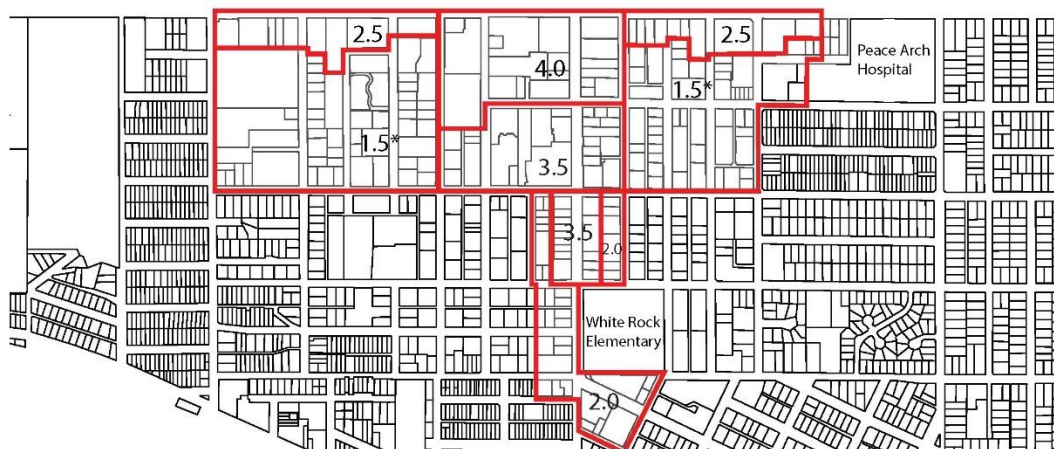


Figure 9 Maximum FAR in the Town Centre, Town Centre Transition, and Lower Town Centre Areas  
(\* indicates density may be increased with inclusion of an affordable housing component)



Figure 10 Maximum Building Heights in the Town Centre, Town Centre Transition, and Lower Town Centre Areas  
(\*indicates where 6 storeys permitted with inclusion of affordable housing component)



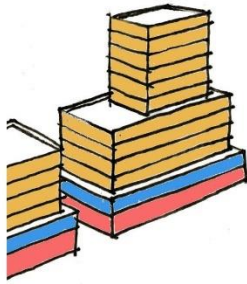
## Objectives and Policies

The objectives and policies in this section are organized by the following Land Use Designations.

### Town Centre

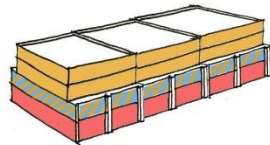
The Town Centre is the centre for cultural, civic, economic, and public life in the City. It is characterized by a diverse mix of uses, and it is focus for the majority of future growth over the life of this Plan.

**Objective 8.1** - To enable a concentrated mix of multi-unit residential and commercial uses to strengthen the heart of the city, reinforcing it as a neighbourhood, city-wide, and regional destination, and to provide sensitive transitions between the Town Centre and adjacent areas.



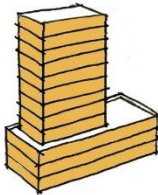
Town Centre mixed-use (on North Bluff Road)

**Policy 8.1.1** Uses and Building Types – Allow mixed-use (commercial/residential/civic), multi-unit residential, and civic uses in a range of low-rise to high-rise buildings, with any new high-rises not to exceed 12 storeys.



Town Centre mixed-use (on Johnston Road)

**Policy 8.1.2** Density and Height – Concentrate the highest densities and heights in the area bounded by North Bluff Road, Johnston Road, Russell Avenue, and George Street. Maximum allowable densities (FAR) are outlined in Figure 9 and maximum heights (in storeys) are illustrated in Figure 10. Any portion of a building within 15 metres of Johnston Road is not to exceed four storeys in height.



Town Centre residential

**Policy 8.1.3** Retail Streets – Strengthen existing retail streets by requiring continuous street-fronting commercial uses on Johnston Road. Street-fronting commercial uses are encouraged on North Bluff Road and on Thrift and Russell Avenues adjacent to Johnston Road, and will be considered on George Street. Small scale commercial uses may be appropriate in other areas of the Town Centre.

**Policy 8.1.4** Urban Design – Enhance the built and public realms through policies identified in Section 9 and guidelines in the Town Centre Development Permit Area in Part D.

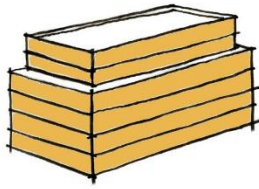


Maximum Height in Town Centre



Gross FAR in Town Centre

## Town Centre Transition



The Town Centre Transition area is residential in character, with densities and heights that support the Town Centre and provide transitions to neighbouring low to mid rise residential areas.

Objective 8.2 - To enable a concentration of multi-unit residential uses to provide easy access to and to strengthen the commercial uses in the Town Centre and the transit corridor on North Bluff Road, and to provide a transition to surrounding low- to mid-rise residential areas.

Along North Bluff Road, and where an affordable housing component is included in the building

Policy 8.2.1 Uses and Building Types – Allow multi-unit residential uses, with mixed-use (commercial/residential) on George Street and adjacent to the hospital. Existing institutional and utility uses are also supported and may be mixed in new buildings with multi-unit residential uses. Building types range from low-rise to mid-rise.

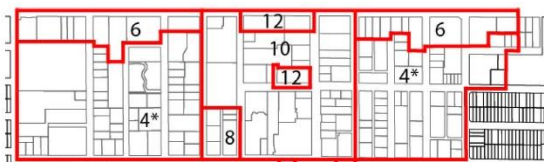


Properties south of North Bluff Road, and east and west (without an affordable housing component)

Policy 8.2.2 Density and Height – Concentrate the highest heights and densities adjacent to the Town Centre along North Bluff Road. Maximum allowable densities (FAR) are outlined in Figure 9 and policy 8.2.3, and maximum heights (in storeys) are illustrated in Figure 10.

Policy 8.2.3 Affordable Housing Density / Height Bonus – Allow properties in the areas identified with the \* on Figure 9 and 10 to rezone up to six storeys and 2.5 FAR (2.8 FAR if providing replacement rental units) where the development includes the one of the affordable housing components identified in policy 11.2.4.

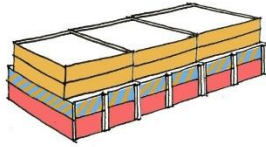
Policy 8.2.4 Urban Design – Enhance the built and public realms through guidelines included in the Multi-Family Development Permit Area in Part D. Focus on the establishment of a greenway between the Town Centre and Centennial Park, as per Sections 13 and 15.



Maximum Height in Town Centre Transition  
(\* indicates where up to 6 storeys would be permitted with an affordable housing component)



Gross FAR in Town Centre Transition  
(\* indicates where up to 2.5 FAR/2.8 FAR would be permitted with an affordable housing component)



Primary form: mixed-use low rise buildings

## Lower Town Centre

The Lower Town Centre has a village-like character; and provides a physical and visual connection to the waterfront. While it is comprised of a diverse mix of uses, it is smaller in scale than the Town Centre.

Objective 8.3 - To enable a mix of multi-unit residential and commercial uses, to strengthen the heart of the city and relationship to the waterfront while maintaining a village character. To reinforce the low-rise, pedestrian-scale of the area while providing for modest residential intensification to support local businesses and public transit.

Policy 8.3.1 Uses and Building Types – Allow multi-unit residential uses and mixed-uses (commercial/residential) in primarily mid-rise and low-rise buildings.

Policy 8.3.2 Density and Height – Concentrate the highest heights and densities adjacent along Johnston Road between Thrift and Roper Avenues. Maximum allowable densities (FAR) are outlined in Figure 9 and maximum heights (in storeys) are illustrated in Figure 10. Buildings adjacent to Roper Avenue should step down to four storeys on the Roper Avenue frontage.

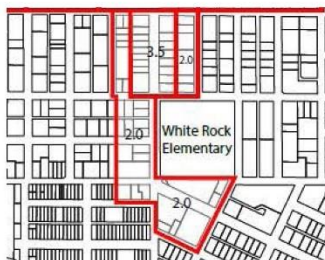
Policy 8.3.3 Retail Streets – Strengthen existing retail streets by requiring street-fronting commercial uses on Johnston Road, and on Pacific Avenue from Johnston Road to Fir Street.

Policy 8.3.4 Urban Design – Enhance the built and public realms through guidelines included in the Lower Town Centre Development Permit Area in Part D.

Policy 8.3.5 Edges – Explore opportunities to create a welcoming edge along Johnston Road adjacent to White Rock Elementary School.

Policy 8.3.6 Views – Strengthen the village and seaside character of the Lower Town Centre by optimizing views to the water from the public realm, and as per the Lower Town Centre Development Permit Area guidelines in Part D.

From the Town Centre, transition from 6 - 4 Storeys along Johnston Road between Thrift and Roper

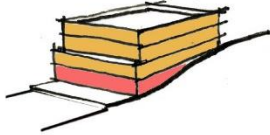


Gross FAR in Lower Town Centre



Maximum Heights in Lower Town Centre

## Waterfront Village



Mixed-use



Flex-residential

The Waterfront Village has a seaside village character, with small scale mixed use buildings, as well as small scale multi-unit residential buildings that can readily accommodate future commercial uses as demand grows.

Objective 8.4 - To enable a mix of multi-unit residential and commercial uses that establishes a seaside village character and supports local businesses and public transit.

Policy 8.4.1 Uses and Building Types – Allow multi-unit residential uses and mixed-uses (commercial/residential) in low-rise buildings.

Policy 8.4.2 Density and Height – Allow a density of up to 2.0 FAR, in buildings up to three storeys in height, in the West Beach area west of Foster Street; properties without frontage on Marine Drive are limited to a density of up to 1.5 FAR. East of Foster Street, allow a density up to 2.0 FAR, in buildings up to three storeys in height, or four storeys where the building's height does not exceed 3.5 metres above the highest ground elevation along the property line.

Policy 8.4.3 Retail Areas – Strengthen existing retail areas by requiring street-fronting commercial uses on Marine Drive between Oxford Street and Foster Streets, and between Balsam Street and Maple Street. Allow street-fronting commercial uses elsewhere on Marine Drive.

Policy 8.4.4 Urban Design – Enhance the built and public realms through policies identified in Section 10 and guidelines in the Waterfront Development Permit Area in Part D. For development proposals on Elm Street, consideration shall be given to the heritage context of existing buildings.

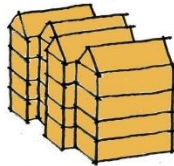
Policy 8.4.5 Flexible Housing – Require the ground floor of new residential buildings fronting on Marine Drive outside of existing retail areas to be designed as flex spaces for potential future use as retail or office space.

Policy 8.4.6 Access – Strengthen access to the waterfront through strategies identified in Sections 10 and 13.

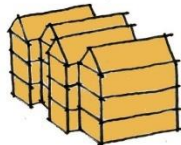




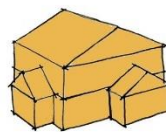
Low-rise residential



Townhouse



Ground-oriented townhouse



Single family home

## Urban Neighbourhood

The Urban Neighbourhood areas build on the existing character of apartment areas, protecting existing stock while providing opportunities for more low-scale multi-unit residences within walking distance of the Town Centre.

Objective 8.5 - To enable a mix of multi-unit residential uses that support existing affordable housing stock, strengthen nearby commercial uses, and provide further transition from the Town Centre, Lower Town Centre, and Town Centre Transition areas.

Policy 8.5.1 Uses and Building Types – Allow multi-unit residential uses in townhouses and low-rise buildings.

Policy 8.5.2 Density and Height – Allow a density of up to 1.5 FAR in buildings up to four storeys in height.

Policy 8.5.3 Urban Design – Enhance the public and built realms as outlined in the Multi-Family Development Permit Area guidelines in Part D.

Policy 8.5.4 Connectivity – Maintain a fine-grained block structure in the Urban Neighbourhood area, and establish direct and continuous walking connections, particularly leading to and from the Town Centre and Lower Town Centre areas.

Policy 8.5.5 Design and Context – Encourage designs that respond to the form of adjacent development, particularly when abutting Mature Neighbourhood areas.

## North Bluff East

The North Bluff East area strengthens the transit corridor along North Bluff and provides gentle transitions to low-rise residential neighbourhoods to the south. This area is characterized by low-scale multi-unit and single-detached homes.

Objective 8.6 - To enable multi-unit residential units that support the transit corridor on North Bluff Road.

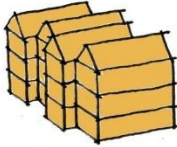
Policy 8.6.1 Uses and Building Types – Allow multi-unit residential uses in townhouses, as well as duplexes, triplexes, and single family homes.

Policy 8.6.2 Density and Height – Allow a density of up to 1.0 FAR for townhouses, in buildings up to three storeys in height. Density and height maximums for duplexes, triplexes, and single family homes shall be as required in the City's Zoning Bylaw.

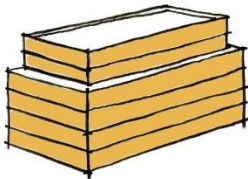
Policy 8.6.3 Urban Design – Enhance the public and built realms as outlined in the Multi-Family Development Permit Area guidelines in Part D.



Single family home



Townhouse



Low to mid-rise residential (six storeys allowed only with Affordable Rental Housing included)



Single family home

## East Side Large Lot Infill

The East Side Large Lot Infill area is characterized by a diverse mix of homes, ranging from single-detached houses to low-rise apartments, that respond to both surrounding Mature Neighbourhoods and the activities and scale of the Peace Arch Hospital area.

Objective 8.7 - To enable a mix of residential forms and choices in the area east of the Peace Arch Hospital – as well as select commercial uses to support the Hospital – that are compatible with adjacent Mature Neighbourhood areas and supportive of transit along North Bluff Road.

Policy 8.7.1 Uses and Building Types – Allow multi-unit residential uses in townhouses and low to mid-rise buildings, mixed-use buildings (commercial/office/residential), and single family homes.

Policy 8.7.2 Density and Height – Allow mixed-use buildings on Finlay Street with a maximum density of 2.5 FAR in buildings of up to six storeys in height. Allow ground-oriented townhouses on Maple Street with a maximum density of 1.5 FAR in buildings of up to three storeys. On North Bluff Road, allow townhouses and low-rise buildings up to 1.5 FAR, in buildings up to four storeys east of Lee Street, and up to three storeys west of Lee Street, with six storeys and 2.5 FAR west of Lee Street if Affordable Rental Housing is included as outlined in policy 11.2.1.c. Density and height maximums for single family homes shall be as required in the City's Zoning Bylaw.

Policy 8.7.3 Urban Design – Enhance the public and built realms as outlined in the East Side Large Lot Infill Development Permit Area guidelines in Part D.

## Mature Neighbourhood

Mature Neighbourhoods are comprised largely of White Rock's existing single family housing stock. These areas will continue to be characterized by low-scale residential uses while accommodating gentle infill.

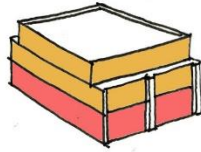
Objective 8.8 - To enable single-detached and gentle infill opportunities, to protect the character of existing mature single family neighbourhoods while supporting housing choice and affordability.

Policy 8.8.1 Uses and Building Types – Allow single family homes, duplexes, and triplexes. Allow secondary suites in single-detached houses.

Policy 8.8.2 Density and Height – Allow density and height maximums for duplexes, triplexes, and single family homes as outlined in the City's Zoning Bylaw.

Policy 8.8.3 Urban Design – Enhance the public and built realms, and maintain the existing residential character of established neighbourhoods with gentle infill (duplexes and triplexes), as per the Mature Neighbourhood Infill Development Permit Area guidelines in Part D.





Mixed-use

## Neighbourhood Commercial

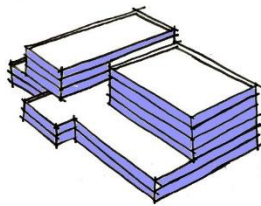
Neighbourhood Commercial areas are small-scale retail nodes within largely residential areas, providing amenities and locally-oriented commercial services in established neighbourhoods.

Objective 8.9 - To enable limited, small-scale, neighbourhood-serving commercial uses that provides services and amenities in largely residential areas.

Policy 8.9.1 Uses and Building Types – Allow commercial uses and mixed-uses (commercial/residential) in low-rise buildings.

Policy 8.9.2 Density and Height – Allow a density of up to 1.0 FAR in buildings up to three storeys in height.

Policy 8.9.3 Urban Design – Enhance the built and public realms as outlined in the Neighbourhood Commercial Development Permit Area guidelines in Part D.



Institutional

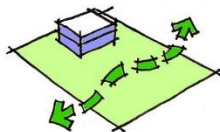
## Institutional and Utility

These uses are public or semi-public in character, providing needed services to the community.

Objective 8.10 - To enable institutional and civic facilities such as schools, hospitals, major complex care facilities, civic buildings and facilities, and major utility buildings and facilities.

Policy 8.10.1 Uses and Building Types – Allow institutional and utility uses, and mixed-use (institutional, residential, and accessory commercial) in primarily mid-rise and low-rise buildings.

Policy 8.10.2 Density and Height – Determine the scale and height of buildings based on compatibility with surrounding development.



Park with accessory building

## Open Space and Recreation Area

Open spaces and recreation areas are diverse in character, scale, and programmatic qualities, providing recreational amenities and habitat protection throughout the city.

Objective 8.11 - To enable both passive and active recreation, habitat protection, and natural area preservation.

Policy 8.11.1 Uses – Provide for recreation areas and protected areas.

## General

Objective 8.12 - To utilize land use efficiently and in a manner that provides social, economic, and ecological benefits across the city.

Policy 8.12.1 Community Amenity Contribution – Require community amenity contributions in accordance with the City's Density Bonus / Amenity Contribution Policy.

Policy 8.12.2 Home-Based Businesses – Enable home-based businesses in neighbourhoods throughout the City.

Policy 8.12.3 Child Care – Encourage childcare uses in areas with higher concentrations of housing, including in multi-family and mixed-use areas.

Policy 8.12.4 Vacant and Under-Utilized Lands – Encourage the redevelopment of vacant lands and parking lots, particularly those on retail streets.

Objective 8.13 - To ensure development applications are reviewed and processed in a consistent manner.

Policy 8.13.1 Maximum Densities – Apply maximum allowable FARs to all new development applications, but not to previously approved developments where the existing zoning allows density beyond the maximum FAR contemplated in this Plan, buildings under construction, or existing buildings. An amendment to this Plan is required to allow an FAR above the maximum contemplated in this Plan.

Policy 8.13.2 Blended Density – Calculate allowable FAR for sites that straddle FAR boundaries in Figure 9 by taking a weighted average.

Policy 8.13.3 Land Dedications and Density – Calculate allowable FAR prior to any land dedications that may be required with new developments.

Policy 8.13.4 Maximum Heights – Apply maximum allowable heights to all new development applications, but not to previously approved developments where the existing zoning allows height beyond the maximum height contemplated in this Plan, buildings under construction, or existing buildings. An amendment to this Plan is required to allow height above the maximum contemplated in this Plan.

Policy 8.13.5 Lot Consolidation – Encourage lot consolidations where smaller sites do not allow for functional development at the allowable FARs.

Policy 8.13.6 Permitted Uses – Require the uses in new developments to be consistent with the uses specifically permitted in the applicable land use designation. An amendment to this Plan is required to change the land use designation that is applicable to a given site as outlined in Schedule A.

Policy 8.13.7 Existing and Previously Approved Developments – To the extent that existing site-specific (Comprehensive Development) zoning on a property inhibits the ability of buildings to fully achieve Development Permit Area guidelines in Section 22, the guidelines shall not prevent the issuance or amendment of a Development Permit in that zone.

## Schedule “2”

### 11.0 Housing

Goal: The City of White Rock has a mix of housing choices that are appropriate and affordable for residents at various stages of their lives.



## Overview

White Rock currently has a mix of residential uses that characterize different areas of the city. While single family homes in the Mature Neighbourhood area account for the large majority of land area in White Rock, the greatest proportion of housing starts in the last decade have been apartments.

White Rock experiences housing affordability challenges along with the rest of the Lower Mainland, in which housing costs are well beyond a price-to-income ratio that justifies the price of housing. Regionally, 33.5% of households spent greater than 30% of their income on housing in 2011. In White Rock, this value was slightly lower at 31.4%.

Supporting new Secure Market Rental and Affordable Rental Housing will help improve housing affordability in the City. Secure Market Rental units are designated for rental purposes only and protected with a covenant, lease agreement, or housing agreement registered against title for the life of the building.

New Affordable Rental Housing is defined as being intended to be affordable for very low and low income households by making the maximum rent at least 20% below the average rent in the White Rock area, as determined by the most recent rental market report from Canada Mortgage and Housing Corporation. For reference purposes, the following table provides the income thresholds for different income groups, using 2016 Census gross household income data for White Rock. By capping the rent for Affordable Rental Housing at no higher than 20% below the average rent in White Rock, these rents would generally not exceed 30% of the gross household income at the top end of the low income range, or near the low end of the moderate income range. Further reductions below average rent that would make the Affordable Rental Housing units even more affordable would likely require grants or operating subsidies from senior levels of government.

Household Income Group	Percent of Median Income	Income Range (2016 Census)
Very Low Income	Less than 50%	Less than \$31,173
Low Income	50% to 80%	\$31,173 to \$49,875
Moderate Income	80% to 120%	\$49,876 to \$74,813
Above Moderate Income	120% to 150%	\$74,814 to \$93,516
High Income	More than 120%	\$93,517 or greater

The policies in this section support elements of existing housing patterns, while expanding housing choice for a broader range of individuals, households, and income levels. Policies in this section also treat housing as a strategic asset that can be used to leverage other outcomes. For example, concentrating housing near transit and in mixed use areas supports transportation choice, reduces congestion, supports local businesses, promotes healthy lifestyles, and addresses many of the other goals of this OCP.

## Objectives and Policies

Objective 11.1 - To expand housing choices for existing and future residents, and increase diversity of housing types for a variety of household sizes, incomes, tenures, needs, and preferences.

Policy 11.1.1 Family-Friendly Housing – Increase the attractiveness and affordability of housing in White Rock for families by:

- Encouraging applicants to provide ground floor units with front door access to the street in all rezoning applications for residential developments greater than three storeys in height;
- Providing a minimum of 10% of units with three bedrooms and a minimum of 35% with either two or three bedrooms in all rezoning applications for residential developments with more than 20 dwelling units; and



- c. Establishing outdoor amenity space requirements for multi-unit residential developments.

Policy 11.1.2 Age-Friendly Housing for People with Disabilities – Incorporate age-friendly measures that respond to the needs of older individuals and people with disabilities by:

- a. Developing design criteria for accessible units and establishing a minimum number of units required to be accessible in new developments; and
- b. Reducing parking requirements for dwelling units that are secured by a housing agreement for occupancy by persons with disabilities.

Policy 11.1.3 Housing Choices Everywhere – Focus residential densities in the Town Centre, but ensure that housing choices are distributed throughout the city in all neighbourhoods. Allow duplexes and triplexes throughout the Mature Neighbourhoods.

Policy 11.1.4 Secondary Suites – Explore opportunities to allow additional secondary suites to increase rental housing stock and improve housing affordability for homeowners, where relevant requirements such as parking and BC Building Code issues are addressed, including:

- a. Considering secondary suites in duplexes and triplexes;
- b. Considering two secondary suites in single-detached houses; and
- c. Reviewing and updating parking requirements for secondary suites.

Objective 11.2 - To support rental housing and a range of non-market housing options and needs along the housing spectrum.

Policy 11.2.1 New Non-Market and Rental Housing – Support new affordable and rental housing, especially in transit-accessible locations, by:

- a. Using the Affordable Housing Reserve Fund to support the creation of new Affordable Rental Housing units in partnership with other agencies and organizations;
- b. Waiving community amenity contributions for affordable rental housing developments and considering reductions for developments that include secure market rental units;
- c. Allowing rezonings for projects with at least 20% of the units secured as affordable rental housing with a density of up to 2.5 FAR and a maximum of six storeys in the areas identified in Figure 11. Despite the present definition of affordable rental housing in the overview, zoning applications which have received third reading under a prior determination of affordable rental housing may be approved;
- d. Considering making City-owned land available to non-profit organizations for use in affordable housing developments;
- e. Supporting the addition of ancillary rental housing on institutional sites, such as places of worship, where additional development can be accommodated;
- f. Requiring a minimum one-to-one replacement of the existing rental dwelling units when an existing rental building is proposed for redevelopment, with the average unit size of the replacement units at least 80% that of the units being replaced; and/or
- g. Reviewing parking requirements to determine the extent to which they can be relaxed for non-market and rental housing within walking distance (i.e. 400-800 metres of real travel distance) of frequent transit service and/or commercial areas.

Policy 11.2.2 Existing Rental Housing – Retaining low-rise rental building stock in the Urban Neighbourhood areas south of Thrift Avenue to preserve affordable and rental housing. Allow expansions to rental buildings with an additional 0.3 FAR and an additional 20 units per acre beyond the maximums allowed under current zoning.

Policy 11.2.3 Tenant Relocation – Follow the tenant relocation policy to support those affected by redevelopment of existing rental housing. Plans for relocating existing residents will be the responsibility of the developer.

Policy 11.2.4 Affordable Housing Bonus – Allow rezonings in the Town Centre Transition area to permit buildings up to six storeys and 2.5 FAR where the development provides:

- For strata housing development, at least 20% of the units as Affordable Rental Housing;
- For secured market rental development without a requirement to replace existing rental units, at least 10% of the units as Affordable Rental Housing;
- For a development replacing existing rental units and providing compensation to tenants in accordance with the City's Tenant Relocation Policy, at least 5% of the units as Affordable Rental Housing. Projects with applications submitted prior to 2021 may be approved with at least 5% of the units secured at average rents for a period of 10 years, instead of 20% below average for the life of the building. Developments in this category may have a density up to 2.8 FAR.

For projects owned or operated by regional or provincial housing agencies, or non-profit housing co-operatives, Council may approve rezonings up to six storeys and 2.5 FAR according to the merits and affordability in the proposal.



Figure 11 Potential Affordable Rental Housing Sites





### 22.3 Town Centre Development Permit Area

The objectives of this Development Permit Area are to:

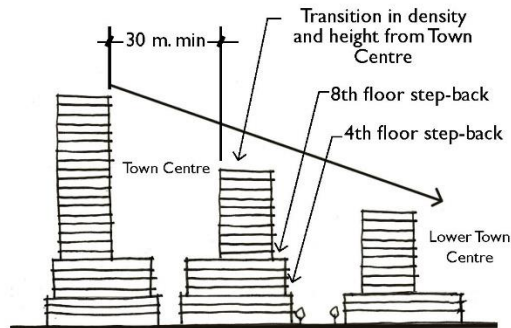
- Reinforce Town Centre as the cultural, commercial, and civic heart of White Rock
- Establish an attractive, comfortable, well-connected, pedestrian-oriented environment that fosters vibrant public life
- Ensure the compatibility of new development with adjacent existing buildings
- Enhance quality of life
- Conserve energy and water and reduce GHGs
- Enhance the character of the built environment and public realm in the City of White Rock



# The Heart of Our City

### 22.3.1 Buildings

- a. Ensure buildings are compatible with or complementary to adjacent developments in terms of height, density, and design. The tallest and densest developments are to be located at the intersection of Johnston and North Bluff Roads, with heights and densities decreasing to the south and west as outlined in Figures 8 and 9. Vary heights, rooflines, and massing to minimize impacts to views and solar exposure enjoyed by adjacent buildings and open spaces.
- b. Set buildings back from the property line at least 3 metres, with a further stepping above the second or third floor in mixed use areas and above the fourth floor in residential areas. Consider an additional step back above the seventh floor. Fewer steps in building form may be accepted where the building achieves greater energy efficiency by a streamlined form.
- c. Create visual interest with architectural details. Incorporate windows, doors, bay windows, porches, setbacks, and vary colours, massing, and materials. Non-street facing elevations shall be treated with the same architectural details as the street facing elevations.
- d. Ensure main entrances of residential and mixed-use buildings are level with the sidewalk. Entrances shall be clearly identifiable, and weather protection with overhangs and awnings shall be provided over all entrances and along all commercial frontages. Residential units on the ground floor should be ground-oriented with entrances directly off of the street.
- e. Address all street edges on properties fronting multiple streets or public walkways. Orient buildings toward intersections or design independent frontages along both intersecting streets, and incorporate windows, doorways, landscaping, and architectural detailing along all street frontages and walkways.
- f. Provide articulation to break up building mass and to establish a rhythm along the street front in commercial areas. Ground-level commercial spaces should reflect traditional patterns of diverse, small-scale retail with storefronts of approximately ten metres wide. Include no more than six contiguous units fronting a given street without incorporating architectural elements.
- g. Maximize transparency in commercial areas through extensive use of glazing at grade level, and consider use of mullions and frames to



Guidelines a and b: Decreasing heights and densities moving from the Town Centre to the Lower Town Centre, 30 metre tower separations, and stepping building forms



Guidelines d, j, and h: Ground-oriented units, entrances directly off of and level with the sidewalk, natural materials, and private outdoor space



Guidelines c, d, g and k: Windows and colour variations along the front elevation, weather protection above the entrance level with the sidewalk, and projecting signage



create character and visual interest. Reflective glass or other similar material on the ground floor façade of any building facing a street will not be accepted.

- h. Provide common outdoor amenity spaces for residents in mixed use and residential buildings. Shared roof decks with gardens are encouraged where appropriate. Incorporate dining and seating areas with outdoor cooking facilities, play areas for children, areas for air-drying laundry, communal vegetable gardens, and appropriate landscaping. Provide each apartment unit with a private outdoor space, such as a balcony or ground level patio, where possible. Provide ground floor units with a semi-private front patio. Incorporating green-roofs to manage stormwater, reduce urban heat island effect, and contribute to biodiversity is encouraged.
- i. Follow passive solar design principles and orient and site buildings to maximize views to the waterfront. Design roofs to maximize opportunities for solar collection in winter and control solar gain on south-facing facades by blocking high-angle sun in summer. Alternatively, provide operable shading devices or window overhangs to control summer solar gain. Maximize passive ventilation and passive cooling through building orientation.
- j. Incorporate west coast design elements with the use of natural materials, including brick, stone, concrete, exposed heavy timber, and/or steel. Vinyl siding and stucco will not be considered for cladding. Use rich natural tones which reflect the natural landscape and seascape as the dominant colours, with brighter colours used only as accents.
- k. Integrate commercial signage with the building and/or landscaping. Signage shall have a pedestrian scale and be coordinated throughout each development and compatible with signage on adjacent properties to establish a unified and attractive commercial area. The use of natural materials and projecting signs is encouraged.



Guidelines d and e: Mixed-use development addressing both street frontages, with entrances and weather protection along both streets



Guideline f: Facade articulation and narrow store fronts with entrances at regular intervals



Guideline k: Commercial projecting signs

### 22.3.2 Pedestrian Realm and Landscape

- a. Site new development back from the intersection of Johnston Road and North Bluff Road to create a “Gateway” to the City. Design this space as a plaza and incorporate public art and/or a Town Centre welcome feature or sign.
- b. Create a “Heart” in the Town Centre by setting buildings back on all four corners at the intersection of Johnston Road and Russell Avenue and building a Central Plaza or Park in the block bounded by North Bluff Road, Russell Avenue, Johnston Road, and Foster Street. Enhance these public spaces with public art and opportunities for programmed uses.
- c. Provide continuous commercial frontage along both sides of Johnston Road, and allow additional street-front commercial along North Bluff Road and portions of Thrift and Russell Avenues adjacent to Johnston Road. Bicycle parking adjacent to retail entrances is encouraged.
- d. Improve the public realm along Johnston Road in accordance with the results of the Johnston Road Upgrade. Widen sidewalks throughout the Town Centre (minimum 1.8-2.5 metres), and install ornamental street lamps and street furniture. Provide space for patios adjacent to commercial retail frontages. Curb let-downs are to be designed to accommodate wheelchair and scooter movement.
- e. Provide consistency with street trees, plant materials, street furniture, and other aspects of the public realm to create cohesive streetscapes. Incorporate public art in both the public and private realm that is reflective of the local landscape and heritage.
- f. Site buildings to create outdoor public spaces and through-block walking connections, as these spaces create opportunities for a variety of pedestrian-oriented activities and uses. Special attention should be paid to establishing linear park connections from Russell Avenue north and Johnston Road west to the Central Plaza/Park, and west from the intersection at Russell Avenue and Foster Street to Centennial Park.



Guideline a: Setting buildings back from the corner of North Bluff Road and Johnston Road creates a plaza with public art and a gateway feature or sign



Guidelines b and f: Building siting creates a fine-grained network of pathways, parks, and open spaces

Park Space / Greenways  
Plazas / Sidewalks



- g. Use light coloured reflective paving materials such as white asphalt or concrete for paths, driveways, and parking areas to reduce heat absorption and urban heat island effect. Ensure all areas not covered by buildings, structures, roads, and parking areas are landscaped. Use landscaping to establish transitions from public to private areas.
- h. Increase the quantity, density, and diversity of trees planted in the Town Centre, with both deciduous and coniferous tree species. Ensure all trees are planted with sufficient soil volume, using soil cells where appropriate, and incorporate diverse native shrub layers below trees to intercept stormwater. Landscape design should employ CPTED safety principles.
- i. Select trees that will maximize passive solar gain, natural ventilation, and natural cooling, and increase the entry of natural light into buildings. Maximize the use of drought tolerant and native species requiring minimal irrigation. Use lawn alternatives such as groundcovers or sedums to limit watering requirements and increase biodiversity. The planting of hedges directly adjacent to sidewalks is discouraged, unless they are screening a garbage/recycling area.
- j. Incorporate Low Impact Development Techniques for stormwater management, where appropriate and in accordance with the City's Integrated Storm Water Management Plan (ISWMP). This includes but is not limited to bio-swales, cisterns, and permeable paving. Narrower lanes/access roads and the use of porous asphalt are encouraged.
- k. Provide sufficient on-site illumination for pedestrian/vehicle safety and good exposure for retail uses. Light facades and highlight building entrances, and avoid "light spill" onto adjacent properties. The use of lighting systems that are powered by renewable energy, such as solar-power, are encouraged.



Guideline c: Street-level commercial development focused along Johnston Road, with residential development focused at the west side of the Town Centre



Guidelines f, h, and i: Through-block pedestrian connections provide a variety of pedestrian routes, public spaces create opportunities to gather, and trees provide

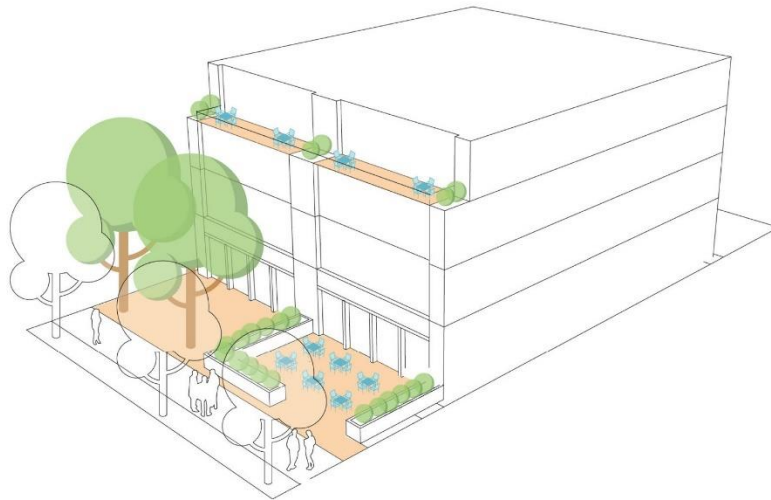


Diagram showing mixed-use building step-backs and pedestrian realm along Johnston Road.



Section showing residential step-backs, parking, pedestrian realm and use of street fronting outdoor amenity spaces.

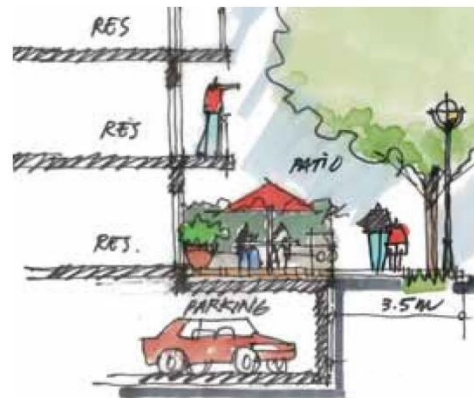


### 22.3.3 Parking and Functional Elements

- a. Locate parkade entrances at the rear or side of buildings where possible, separate from pedestrian entrances. If a parkade entrance faces a street, it shall be subordinate to the pedestrian entrance in terms of size, prominence on the streetscape, location, and design emphasis. The use of landscaping to screen and soften the appearance of the parkade entrance is encouraged. Access ramps must be designed with appropriate sight lines and incorporate security features.
- b. Provide all off-street parking below grade or enclosed within a building, with the exception of some visitor parking spaces and short-term commercial parking spaces. Bicycle and scooter parking shall be provided for residents within parkades, with temporary bicycle parking available near building entrances. Ensure buildings are accessible from parkades for those with mobility impairments.
- c. Provide sufficient space for garbage, recycling, and composting within parkades. These areas are to be located so that they are convenient for users and accessible for waste/recycling/compost collection and removal. Loading areas must also be incorporated within buildings wherever possible.
- d. Locate mechanical equipment to minimize exposure to the street and nearby buildings. Screening of rooftop mechanical equipment must be integrated into the overall architectural form of the building, and be designed to dampen noise where required.



Guideline a: Parkade entrance softened by landscaping



Guideline b: Below grade, off-street parking

## 22.6 Multi-Family Development Permit Area

The objectives of this Development Permit Area are to:

- Establish an attractive, comfortable, well-connected, pedestrian-oriented environment
- Ensure the compatibility of new development with adjacent existing buildings
- Enhance quality of life
- Conserve energy and water and reduce GHGs
- Enhance the character of the built environment and public realm in the City of White Rock



Life Near the Centre



## 22.6.1 Buildings

- a. Ensure buildings are compatible with or complementary to adjacent developments in terms of height, density, and design, with height transitions as outlined in Figure 9 in applicable areas. Vary heights, rooflines, and massing to minimize impacts to views and solar exposure enjoyed by adjacent buildings and open spaces.
- b. Set buildings back from the property line at least 3 metres to provide enough space for gardens and shade trees in the front yard. Include a further step back above the fourth floor.
- c. Create visual interest and comfort for pedestrians along all elevations with architectural details. Incorporate windows, doors, bay windows, porches, setbacks, and vary colours, massing, and materials. Townhouse developments are encouraged to provide for individuality from site to site and unit to unit, and to vary the front set-back between units. Non-street facing elevations shall be treated with the same architectural details as the street facing elevations.
- d. Ensure the main entrances of residential apartment buildings are level with the sidewalk to create a barrier free environment for aging in place. Townhouses may have elevated patios and entrances. Entrances shall be clearly identifiable, and weather protection with overhangs and awnings shall be provided over all entrances. Residential units on the ground floor should be ground-oriented.
- e. Address all street edges on properties fronting multiple streets or public walkways. Orient buildings toward intersections or design independent frontages along both intersecting streets, and incorporate windows, doorways, landscaping, and architectural detailing along all street frontages and walkways.
- f. Provide articulation to break up building mass and to establish a rhythm along the street front in commercial areas. Ground-level commercial spaces should reflect traditional patterns of diverse, small-scale retail with storefronts of approximately ten metres wide. Include no more than six contiguous units



Guideline a and e: Addressing both street frontages and stepping down and back to create a smoother transition to the adjacent, lower density residential area



Guideline a and c: Materials, roof lines and front entrances create visual interest and soften transitions between multi-family development areas and single family areas



Guideline d: Ground-oriented residential units

fronting a given street without incorporating architectural elements.

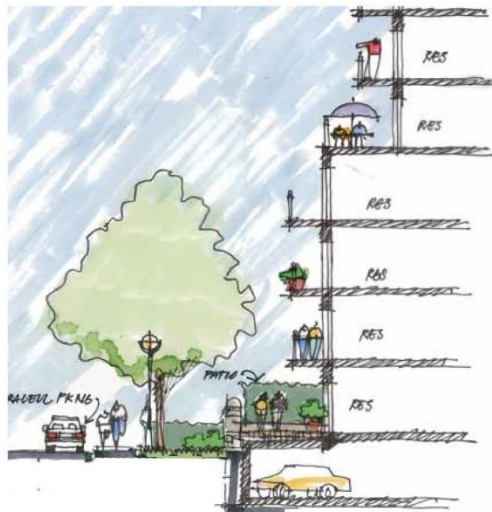
- g. Provide shared outdoor amenity spaces for residents in mixed-use and residential buildings. Shared roof decks with gardens are encouraged where appropriate. Incorporate dining and seating areas with outdoor cooking facilities, play areas for children, areas for air-drying laundry, communal vegetable gardens, and appropriate landscaping. Provide each residential unit with a private outdoor space where possible. Incorporating green-roofs to manage stormwater, reduce urban heat island effect, and contribute to biodiversity is encouraged.
- h. Follow passive solar design principles and orient and site buildings to maximize views to the waterfront. Design roofs to maximize opportunities for solar collection in winter and control solar gain on south-facing facades by blocking high-angle sun in summer. Alternatively, provide operable shading devices or window overhangs to control summer solar gain. Maximize passive ventilation and passive cooling through building orientation.
- i. Incorporate west coast design elements with the use of natural materials, including brick, stone, concrete, exposed heavy timber, and/or steel. Vinyl siding and stucco will not be considered for cladding. Use rich natural tones which reflect the natural landscape and seascape as the dominant colours, with brighter colours used only as accents.
- j. Integrate commercial signage with the building and/or landscaping. Signage shall have a pedestrian scale and be coordinated throughout each development and compatible with signage on adjacent properties to establish a unified and attractive commercial area. The use of natural materials and projecting signs is encouraged.
- k. Blocks of side-by-side townhouses are limited to a maximum of eight contiguous units. Lot consolidation to allow for street-fronting townhouse developments are encouraged.

#### 22.6.2 Public Realm and Landscape

- a. Improve the public realm with widened sidewalks (minimum 1.8 metres). Plant street trees and design curb let-downs to accommodate wheelchairs and scooters.



Guidelines c and i: Massing and natural materials are varied to break up the building front and create visual interest



Guidelines b and g: Section showing apartment stepped apartment building form and outdoor amenity spaces



- b. Provide consistency with street trees, plant materials, street furniture, and other aspects of the public realm to create cohesive streetscapes. Incorporate public art in both the public and private realm that is reflective of the local landscape and heritage.
- c. Site buildings to create through-block walking connections. These will create opportunities for a variety of pedestrian-oriented activities and a finer-grained street grid. Special attention should be paid to establishing a linear park connection between the Town Centre and Centennial Park. Enhance these public spaces with public art and opportunities for programmed uses.
- d. Use light coloured reflective paving materials such as white asphalt or concrete for paths, driveways, and parking areas to reduce heat absorption and urban heat island effect. Ensure all areas not covered by buildings, structures, roads, and parking areas are landscaped. Use landscaping to establish transitions from public, to semi-public, to private areas.
- e. Increase the quantity, density, and diversity of trees planted. Ensure all trees are planted with sufficient soil volume, using soil cells where appropriate, and incorporate diverse native shrub layers below trees to intercept stormwater. Projects should be designed to allow for the retention of large, mature, healthy trees, and landscape design should employ CPTED safety principles.
- f. Select trees that will maximize passive solar gain, natural ventilation, and natural cooling, and increase the entry of natural light into buildings. Maximize the use of drought tolerant species that can withstand the seaside setting and require minimal irrigation. Avoid planting invasive species. The planting of hedges directly adjacent to sidewalks is discouraged, unless they are screening a garbage/recycling area.
- g. Incorporate Low Impact Development Techniques for stormwater management, where appropriate and in accordance with the City's ISWMP. This includes but is not limited to bio-swales, cisterns, and permeable paving. Narrower lanes/access roads and the use of porous asphalt are encouraged.
- h. Provide sufficient on-site illumination for pedestrian/vehicle safety and good exposure for retail uses. Light facades and highlight building entrances, and avoid "light spill" onto adjacent properties. The use of lighting systems that are powered by renewable energy, such as solar-power, are encouraged.



Guidelines c and h: A pedestrian pathway through a development, with lighting



Guideline d: Areas not covered by paving are landscaped, with a diverse, native, drought tolerant shrub layer



Guideline g: On-site, natural stormwater management  
Image: La Citta Vita.



Guideline c: Permeable pavers  
Image: Center for Watershed Protection Inc.

### 22.6.3 Parking and Functional Elements

- a. Locate parkade entrances at the rear or side of buildings where possible and separate from pedestrian entrances. Vehicular access from North Bluff Road will only be considered when alternative access is not available. If a parkade entrance faces a street, it shall be subordinate to the pedestrian entrance in terms of size, prominence on the streetscape, location, and design emphasis. The use of landscaping to screen and soften the appearance of the parkade entrance is encouraged. Access ramps must be designed with appropriate sight lines and incorporate security features.
- b. Use a single internal vehicular access for townhouse developments where possible, with a shared parkade or individual garages. Provide landscaped areas between garages in townhouse developments that have multiple direct vehicular accesses from the street.
- c. Provide all off-street parking below grade or enclosed within a building, with the exception of some visitor parking spaces and short-term commercial parking spaces. Bicycle and scooter parking shall be provided for residents within parkades, with temporary bicycle parking available near building entrances. Ensure buildings are accessible from parkades for those with mobility impairments.
- d. Provide sufficient space for garbage, recycling, and composting within parkades. These areas are to be located so that they are convenient for users and accessible for waste/recycling/compost collection and removal. Loading areas must also be incorporated within buildings wherever possible.
- e. Locate mechanical equipment to minimize exposure to the street and nearby buildings. Screening of rooftop mechanical equipment must be integrated into the overall architectural form of the building, and be designed to dampen noise where required.

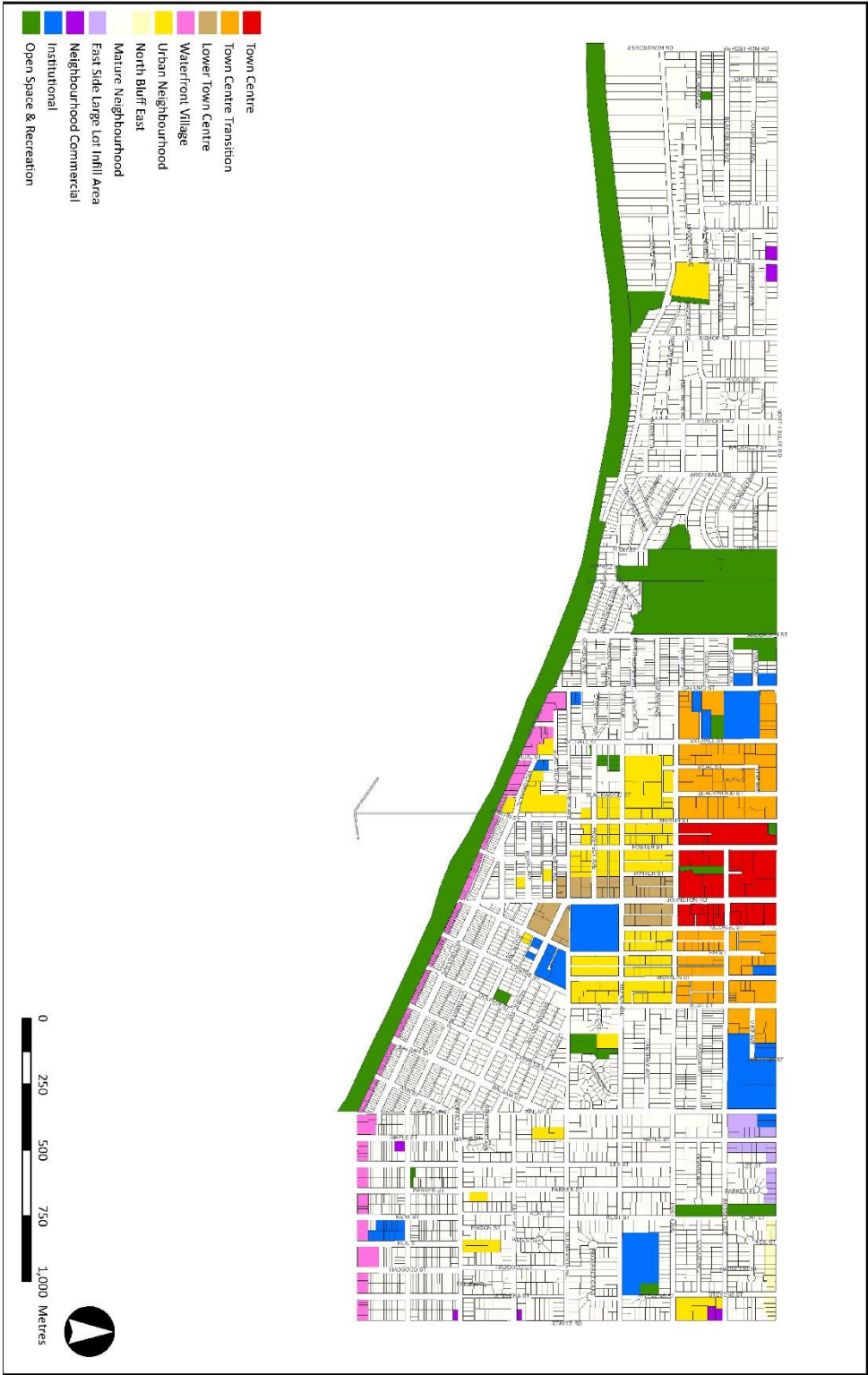


Guideline a: Parking entrances are designed to be discrete and softened by landscape



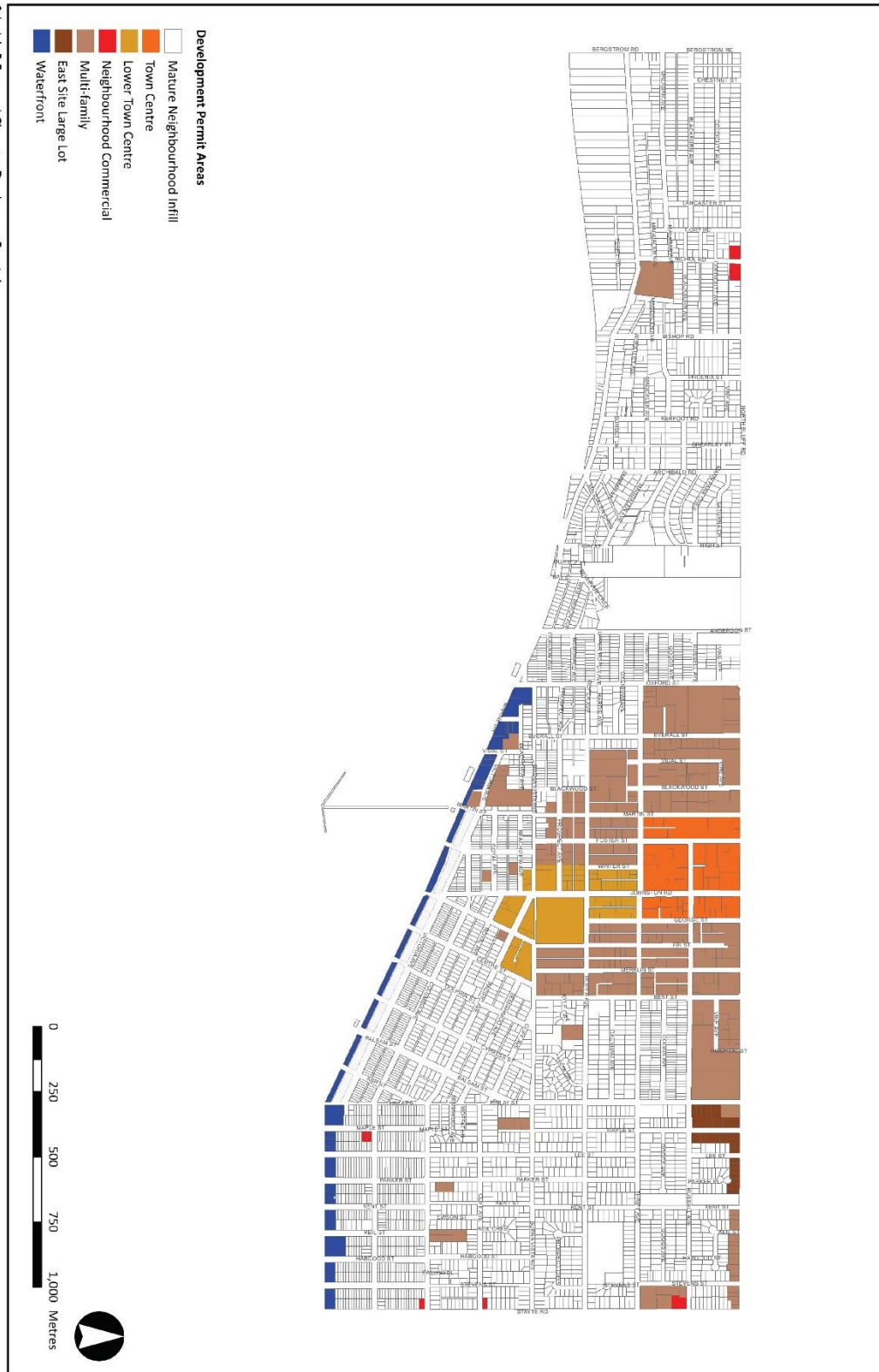
Page left blank for double-sided printing

Schedule “5”



Schedule A Land Use Plan

# Schedule “6”



June 9, 2021

Right Honourable Justin Trudeau  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

RE: Truth and Reconciliation Commission's Call to Action 75

---

Dear Prime Minister Trudeau,

In 2015, the Truth and Reconciliation Commission (TRC) published their final report, based on the oral testimony of Residential School Survivors and their families. The Report included 94 Calls to Action, the majority of which fall upon the Federal and Provincial Governments to implement. To date, only 10 of the 94 actions have been completed.

Last week, Tk'emlúps te Secwépemc First Nation announced the results of a survey at the former Indian Residential School in Kamloops, BC, which uncovered the remains of 215 Indigenous children. This discovery supports and confirms the stories and oral histories of many Residential School Survivors.

It is estimated that up to 6,000 children died in Residential Schools. However, as the discovery by Tk'emlúps te Secwépemc First Nation suggests, this number may be underestimated. In fact, many Residential School Survivors have indicated that the discovery in Kamloops will not be the last. It is therefore imperative that urgent action be taken to address Action 75 of the Commission's Calls to Action, as outlined below:

*75. We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of appropriate memorial ceremonies and commemorative markers to honour the deceased children.*

In order for reconciliation to take place, the truth must be recognized and acknowledged. Identifying, remembering and honouring the Indigenous children who were killed in Residential Schools is a crucial step in the healing of Indigenous communities.

Our community is situated on the unceded, traditional and ancestral territory of the *Skwxwú7mesh Úxwumixw*. We know that many of their members attended the Kamloops school while it was open. We took the opportunity in the past week to recommit to the work we have underway with regard to the Calls to Action and the implementation on the UN Declaration on the Rights of Indigenous People. We hope that your government will find ways to accelerate Action 75 in partnership with Aboriginal communities, provincial and local governments.

Yours sincerely,



Karen Elliott, Mayor  
District of Squamish

cc: The Honourable Chrystia Freeland, P.C., M.P. Deputy Prime Minister and Minister of Finance;  
The Honourable Carolyn Bennett, P.C., M.P. Minister of Crown-Indigenous Relations;  
The Honourable John Horgan, Premier of British Columbia;  
The Honourable Murray Rankin, M.L.A. Minister of Indigenous Relations and Reconciliation ADD  
Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky  
BC Municipalities

**From:** [Chris Magnus](#)  
**To:** [Clerk's Office](#)  
**Subject:** BC - Seeking your endorsement for Motion M-84 Anti-Hate Crimes and Incidents & Private Member's Bill C-313 Banning Symbols of Hate Act I Nous sollicitons votre appui pour la motion M-84 contre les crimes et incidents haineux et le projet de loi d'ini  
**Date:** June 17, 2021 1:16:46 PM  
**Attachments:** [20210617 C313 & M84 Seeking Municipality Endorsement \(EN\).pdf](#)  
[20210617 C313 & M84 Seeking Municipality Endorsement \(FR\).pdf](#)

---

For upcoming Council Agenda package.

**CHRIS MAGNUS**

**Executive Assistant to Mayor and CAO, City of White Rock**

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

Tel: 604.541.2124 | [www.whiterockcity.ca](http://www.whiterockcity.ca)



The information transmitted, including attachments, is intended only for the individual(s) or entity(ies) to which it is addressed and may contain information that is confidential and/or privileged or exempt from disclosure under applicable law. Any copying, review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by individual(s) or entities other than the intended recipient is strictly prohibited. If you have received this information in error, please notify the City of White Rock and destroy any copies of this information. Thank you.

---

**From:** Mah, Doris (Julian, Peter - MP) <doris.mah.819@parl.gc.ca>  
**Sent:** June 17, 2021 12:26 PM  
**To:** Mah, Doris (Julian, Peter - MP) <doris.mah.819@parl.gc.ca>  
**Subject:** BC - Seeking your endorsement for Motion M-84 Anti-Hate Crimes and Incidents & Private Member's Bill C-313 Banning Symbols of Hate Act I Nous sollicitons votre appui pour la motion M-84 contre les crimes et incidents haineux et le projet de loi d'initiati

*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.*

June 17th, 2021

**Seeking your endorsement for [Motion M-84 Anti-Hate Crimes and Incidents](#) & [Private Member's Bill C-313 Banning Symbols of Hate Act](#)**

Dear Mayor and Council,

I am writing to you today seeking your endorsement of my House of Commons [Motion M-84 Anti-Hate Crimes and Incidents](#) and my private member's legislation on [Banning Symbols of Hate Act - Bill C-313](#). We are living in an unprecedented time. The killing of George Floyd in the U.S., and the deaths of Regis Korchinski-Paquet, a 29-year-old Indigenous-Ukrainian-Black Canadian woman, occurred in Toronto, and Chantel Moore, an Indigenous Canadian woman, was shot and killed by Edmundston



police, New Brunswick police, who were called to perform a wellness check - were results of systemic racism.

Since the start of the pandemic, there has been an alarming increase of anti-Asian racism and hate crimes in Canada and across North America. A new [Angus Reid public opinion](#) poll shows that nearly 50% of young Asian Canadians have experienced and been affected by anti-Asian racism and bigotry in the last year. [Statistics Canada](#) reported that in the context of the COVID-19 pandemic, fear and misinformation about the virus may disproportionately impact the sense of personal and community safety of many people in Canada.

The recent murder of the Muslim family in London, Ontario, was yet another reminder that hate and Islamophobia exist in Canada. We must take a strong stance against all forms of hate and racism against Black, Indigenous, People of Colour and Racialized communities.

My Bill C-313 would prevent anyone from selling and displaying symbols that promote hatred and violence against identifiable groups. Julian says banning symbols of hatred like swastikas or Klu Klux Klan insignia is important for all Canadians to feel safe.

**I hope I can count on your endorsement to urge the federal government to immediately stop all forms of hate and all forms of discrimination, hate crimes and incidents as well as ending all display and sale in Canada of symbols of hate.** Please consider using the following endorsement paragraph as a reply as soon as possible:

*On behalf of \_\_\_\_\_ (Number of residents in your city), the Mayor and Council of \_\_\_\_\_ (city name) endorse MP Peter Julian's private member's motion, Motion M-84 Anti-Hate Crimes and Incidents and his private member's bill Bill-C 313 Banning Symbols of Hate Act.*

Thank you very much for your consideration. Please feel free to contact my Chief of Staff, Doris Mah, at 604-353-3107 if you require any further information.

We look forward to hearing from you soon.

Sincerely,

Peter Julian, MP  
New Westminster - Burnaby

17 juin 2021

**Nous sollicitons votre appui pour la motion [M-84 contre les crimes et incidents haineux](#) et le projet de loi d'initiative parlementaire [C-313 Loi interdisant les symboles de haine](#)**

Bonjour,

Je vous écris aujourd'hui pour vous demander d'appuyer la [motion M-84 de la Chambre des communes contre les crimes et incidents haineux](#) et mon projet de loi d'initiative parlementaire sur l'interdiction des symboles de haine, le [projet de loi C-313](#). Nous vivons une époque sans précédent. L'assassinat de George Floyd aux États-Unis et les décès de Regis Korchinski-Paquet, une Canadienne autochtone, ukrainienne et noire de 29 ans, survenus à Toronto, et de Chantel Moore, une Canadienne autochtone, abattue par la police d'Edmundston, au Nouveau-Brunswick, qui avait été appelée pour effectuer un contrôle de santé, sont le résultat d'un racisme systémique.

Depuis le début de la pandémie, on constate une augmentation alarmante du racisme et des crimes haineux anti-asiatiques au Canada et dans toute l'Amérique du Nord. [Un nouveau sondage d'opinion Angus Reid](#) révèle que près de 50 % des jeunes Canadiens d'origine asiatique ont été victimes de racisme et de sectarisme antiasiatiques au cours de la dernière année. Selon [Statistique Canada](#), dans le contexte de la pandémie de COVID-19, la peur et la désinformation au sujet du virus peuvent avoir un impact disproportionné sur le sentiment de sécurité personnelle et communautaire de certains groupes ethnoculturels.

Le récent meurtre de la famille musulmane de London, en Ontario, est un autre rappel que la haine et l'islamophobie existent au Canada ; nous devons donc adopter une position ferme contre toutes les formes de haine et de racisme à l'égard des Noirs, des Autochtones, des personnes de couleur et des communautés racialisées.

Mon projet de loi C-313 empêcherait quiconque de vendre et d'afficher des symboles qui encouragent la haine et la violence contre des groupes identifiables. Il est important d'interdire les symboles de haine comme les croix gammées ou les insignes du Klu Klux Klan pour que tous les Canadiens se sentent en sécurité.

**J'espère pouvoir compter sur votre appui pour inciter le gouvernement fédéral à mettre immédiatement un terme à toutes les formes de haine et de discrimination, aux crimes et incidents haineux, ainsi qu'à toutes les marchandises vendues au Canada qui contiennent des symboles de haine.** Veuillez envisager d'utiliser le paragraphe de soutien suivant comme réponse dès que possible :

*Au nom de \_\_\_\_\_ (Nombre de résidents dans votre ville), le maire et le conseil de \_\_\_\_\_ (nom de la ville) appuient la motion d'initiative*

*parlementaire du député Peter Julian, la motion M-84 contre les crimes et incidents haineux et son projet de loi d'initiative parlementaire Bill-C 313 Loi interdisant les symboles de haine.*

Merci beaucoup pour votre considération. N'hésitez pas à contacter ma cheffe de cabinet, Doris Mah, au 604-353-3107 si vous avez besoin de plus amples informations.

Sincèrement,

Peter Julian, député

New Westminster - Burnaby

---

**Doris Mah 馬朱慧琪**  
**(she/her)**

Chief of Staff | cheffe de cabinet

Peter Julian, MP (New Westminster - Burnaby) | Député Peter Julian (New Westminster-Burnaby)

110-888 Carnarvon Street, New Westminster

(TEL) [604-775-5707](tel:604-775-5707) | (FAX) [604-775-5743](tel:604-775-5743)

[Website](#) | [Facebook](#) | [Instagram](#) | [Twitter](#) | [YouTube](#)

UFCW | TUAC

*New Westminster is located on the unceded and traditional territory of the Halq'eméylem speaking Coast Salish peoples. This includes the nations of the Qayqayt, q'w'a:ñł'əñ (Kwantlen), Katzie, k'w'ik'w'əłw'am (Kwikwetlem), x'w'məθk'w'əy'am (Musqueam), Stó:lō, scəwəθn məsteyəx'w (Tsawwassen), and Tsleil-Waututh.*

*Burnaby is located on the ancestral and unceded homelands of the [hənqəminəm](#) and [Skwxwú7mesh](#) speaking peoples as well as all Coast Salish peoples.*



House of Commons  
Chambre des communes  
CANADA

**Constituency Office**

110-888 Carnarvon Street  
New Westminster, BC  
V3M 0C6  
Phone: 604.775.5707  
Fax: 604.775.5743  
peter.julian.c1@parl.gc.ca

www.peterjulian.ca

**House of Commons**

Suite 203, Wellington Building  
Ottawa, ON K1A 0A6  
Phone: 613.992.4214  
Fax: 613.947.9500  
peter.julian@parl.gc.ca



**Peter Julian**

MP / Député  
New Westminster-Burnaby

**Bureau de circonscription**

110-888, rue Carnarvon  
New Westminster (C.B.)  
V3M 0C6  
Tél. : 604.775.5707  
Télééc. : 604.775.5743  
peter.julian.c1@parl.gc.ca

www.peterjulian.ca

**Chambre des communes**

Édifice Wellington, Pièce 203  
Ottawa (ON) K1A 0A6  
Tél. : 613.992.4214  
Télééc. : 613.947.9500  
peter.julian@parl.gc.ca

June 17<sup>th</sup>, 2021

**RE: Seeking your endorsement for Motion M-84 Anti-Hate Crimes and Incidents & Private Member's Bill C-313 Banning Symbols of Hate Act**

Dear Mayor and Council,

I am writing to you today seeking your endorsement of my House of Commons [Motion M-84 Anti-Hate Crimes and Incidents](#) and my private member's legislation on [Banning Symbols of Hate Act - Bill C-313](#). We are living in an unprecedented time. The killing of George Floyd in the U.S., and the deaths of Regis Korchinski-Paquet, a 29-year-old Indigenous-Ukrainian-Black Canadian woman, occurred in Toronto, and Chantel Moore, an Indigenous Canadian woman, was shot and killed by Edmundston police, New Brunswick police, who were called to perform a wellness check - were results of systemic racism.

Since the start of the pandemic, there has been an alarming increase of anti-Asian racism and hate crimes in Canada and across North America. A new [Angus Reid public opinion](#) poll shows that nearly 50% of young Asian Canadians have experienced and been affected by anti-Asian racism and bigotry in the last year. [Statistics Canada](#) reported that in the context of the COVID-19 pandemic, fear and misinformation about the virus may disproportionately impact the sense of personal and community safety of many people in Canada.

The recent murder of the Muslim family in London, Ontario, was yet another reminder that hate and Islamophobia exist in Canada. We must take a strong stance against all forms of hate and racism against Black, Indigenous, People of Colour and Racialized communities.

My Bill C-313 would prevent anyone from selling and displaying symbols that promote hatred and violence against identifiable groups. Julian says banning symbols of hatred like swastikas or Klu Klux Klan insignia is important for all Canadians to feel safe.

**I hope I can count on your endorsement to urge the federal government to immediately stop all forms of hate and all forms of discrimination, hate crimes and incidents as well as ending all display and sale in Canada of symbols of hate.** Please consider using the following endorsement paragraph as a reply as soon as possible:

*On behalf of \_\_\_\_\_ (Number of residents in your city), the Mayor and Council of \_\_\_\_\_ (city name) endorse MP Peter Julian's private member's motion, Motion M-84 Anti-Hate Crimes and Incidents and his private member's bill Bill-C 313 Banning Symbols of Hate Act.*

Thank you very much for your consideration. Please feel free to contact my Chief of Staff, Doris Mah, at 604-353-3107 if you require any further information.

We look forward to hearing from you soon.

Sincerely,

Peter Julian, MP  
New Westminster-Burnaby