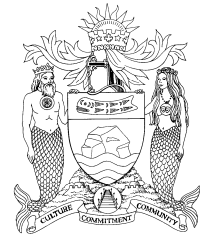


**\*Live Streaming/Telecast:** Please note that Standing Committees, Council Meetings, and Public Hearings held in the Council Chamber are being recorded and broadcasted as well included on the City's website at: [www.whiterockcity.ca](http://www.whiterockcity.ca)

Corporate Administration  
E-mail

(604) 541-2212  
[clerksoffice@whiterockcity.ca](mailto:clerksoffice@whiterockcity.ca)

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



February 20, 2019

A **REGULAR MEETING** of CITY COUNCIL will be held in the **CITY HALL COUNCIL CHAMBERS** located at **15322 Buena Vista Avenue, White Rock, BC**, on February 25, 2019 to begin at **7:00 p.m.** for the transaction of business as listed below.

T. Arthur, Director of Corporate Administration

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## A G E N D A

**1. CALL MEETING TO ORDER**

**2. ADOPTION OF AGENDA**

**RECOMMENDATION**

THAT the Corporation of the City of White Rock Council adopt the agenda for its regular meeting scheduled for February 25, 2019 as circulated.

**3. ADOPTION OF MINUTES**

- a) February 8, 2019 - Regular Council (Corporate Priorities)
- b) February 11, 2019 – Regular Council
- c) February 14, 2019 – Special Council (1300 Block / 1310 Johnston Road)

**Page 7**  
**Page 20**  
**Page 33**

**RECOMMENDATION**

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

- a) February 8, 2019 - Regular Council (Corporate Priorities)
- b) February 11, 2019 – Regular Council
- c) February 14, 2019 – Special Council (1300 Block / 1310 Johnston Road)

**4. QUESTION AND ANSWER PERIOD**

Question and Answer period is an opportunity for the public to ask questions and make comments. There will be a Speaker's List available, each speaker will be given two (2) minutes and one (1) opportunity to ask a question(s) or make a comment. Question period shall be 15 minutes. A summary list of all questions, comment topics, and answers provided will be available on the [City's website under the Government tab](#).

The first installment will be uploaded to the website following the January 28, 2019 regular Council meeting minutes being adopted.

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

**4.1 CHAIRPERSON CALLS FOR SPEAKERS TO QUESTION AND ANSWER PERIOD**

**4.2 MEETING RECESS**

The Public Hearings with respect to proposed Bylaws 2289 and 2290 (1300 Block and 1310 Johnston Road) has been rescheduled to March 11, 2019.

**5. DELEGATIONS AND PETITIONS**

**5.1 DELEGATIONS**

**5.1.1 DAVID BARON, WHITE ROCK PLAYERS CLUB: ADVERTISING OPPORTUNITY IN WHITE ROCK**

D. Baron, White Rock Players Club, appearing as a delegation to propose and advertising / sponsorship opportunity in return for naming rights.

**RECOMMENDATION**

THAT Council receive the information / request by David Baron, White Rock Players Club, to propose an advertising / sponsorship opportunity in return for naming rights.

**5.2 PETITIONS**

None

**6. PRESENTATIONS AND CORPORATE REPORTS**

**6.1 PRESENTATIONS**

None

**6.2 CORPORATE REPORTS**

**6.2.1 PROPOSED AMENDMENT TO THE 2018 FEES AND CHARGES BYLAW, 2017, NO. 2230 (SIDEWALK / PATIO LICENSE FEES)** **Page 36**

Corporate report dated February 25, 2019 from the Director of Planning and Development Services titled “Proposed Amendment to the 2018 Fees and Charges Bylaw, 2017, No. 2230 (Sidewalk/Patio License Fees)”.

**RECOMMENDATION**

THAT Council receive for information the corporate report dated February 25, 2019, from the Director of Planning and Development Services, titled “Proposed Amendment to the 2018 Fees and Charges Bylaw, 2017, No. 2230 (Sidewalk/Patio License Fees)” which recommends consideration of:

- Amending the *2018 Fees and Charges Bylaw, 2017, No. 2230* according to one of these options:
  - a. Reducing the Sidewalk Use License fee to \$4.00 per square foot; or
  - b. Reducing the Sidewalk Use License fee to a dollar amount per square foot as directed by Council.

- Giving first, second and third readings to the “2018 Fees and Charges Bylaw 2017, No. 2230, Bylaw No. 2286”, according to option a or b”.

***Note:** Bylaw 2286 is noted under the Bylaws section of the agenda as item 8.1.1 with proposed option “A” for consideration of the first three (3) readings at that time.*

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

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

None

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

The following recommendations have been brought forward from the **Governance and Legislation Committee** meeting held earlier this evening:

#### **RECOMMENDATION**

THAT Council endorse the following policies presented at the Governance and Legislation Committee meeting held February 25, 2019:

- Council Policy 137 - Economic Investment Committee - Terms of Reference **Page 40**
- Council Policy 135 – Recognition and Strategic Messages **Page 45**
- Council Policy 119 – Communications Between Mayor and Council and City Staff **Page 47**
- Council Policy 156 – Terms of Reference: Parking Task Force **Page 49**
- Council Policy 157 – Terms of Reference: Water Services Community Advisory Panel **Page 52**
- Council Policy 159 – Terms of Reference: History and Heritage Advisory Committee **Page 56**
- Council Policy 160 – Terms of Reference: Marine Drive Task Force **Page 61**
- Council Policy 161– Terms of Reference: Water Quality Task Force **Page 68**
- Finance Policy 302 – Grants-in-Aid **Page 72**

***Note:** Council may, at this time, consider the proposed recommendation or defer it to the next regular Council meeting.*

## **8. BYLAWS AND PERMITS**

### **8.1 BYLAWS**

#### **8.1.1 BYLAW 2286 - FEES AND CHARGES BYLAW, 2017, NO. 2230, AMENDMENT NO. 3, 2019, NO. 2286** **Page 75**

Bylaw 2286, included in this package as Option “A”, which is outlined in the corporate report noted earlier on the agenda as Item 6.2.1, proposes a fee change to the per square footage rate of the Sidewalk Use License. This bylaw is presented for consideration of first, second, and third reading.

#### **RECOMMENDED**

THAT Council give first, second, and third reading to “Fees and Charges Bylaw, 2017, No. 2230, Amendment No. 3, 2019, No. 2286”.

**8.1.2 BYLAW 2288 - WHITE ROCK FINANCIAL PLAN BYLAW (2018-2022), 2018, NO. 2239, AMENDMENT NO. 2, 2019, NO. 2288 Page 76**

Bylaw 2288 addresses the addition of urgent expenditures related to the December 20, 2018 severe windstorm event that resulted in significant damage to the Pier and waterfront, and their recommended funding sources. This bylaw received first and second reading at the February 11, 2019 regular Council meeting.

There will be an opportunity at this time for the public to make comments and submissions with respect to the proposed bylaw. Following completion of the submissions, Council may consider Bylaw 2288 for final reading.

**a) OPPORTUNITY FOR PUBLIC COMMENTS AND SUBMISSIONS**

**Mayor Walker to call for speakers to proposed Bylaw No. 2288.**

**b) RECOMMENDATION**

THAT Council receive the verbal and written submissions provided in regard to “*White Rock Financial Plan Bylaw (2018-2022), 2018, No. 2239, Amendment No. 2, 2019, No. 2288*”.

**c) RECOMMENDATION**

THAT Council give final reading to “*White Rock Financial Plan Bylaw (2018-2022), 2018, No. 2239, Amendment No. 2, 2019, No. 2288*”.

***Note:** No written submissions were received by 8:30 a.m., Wednesday, February 20, 2019. The deadline for written submission was given in this circumstance in order for staff to be able to give a response prior to final consideration of the bylaw.*

**8.1.3 OCP AND ZONING AMENDMENTS FOR 1300-BLOCK / 1310 JOHNSTON ROAD**

**This item has been withdrawn from the agenda as the Public Hearing originally scheduled for earlier this evening has been rescheduled to Monday, March 11, 2019.**

**8.1.4 AMENDMENTS TO THE PLANNING PROCEDURES BYLAW AND BUSINESS LICENCE BYLAW FOR CANNABIS STORE APPLICATION PROCESS**

**a) BYLAW 2280 - CITY OF WHITE ROCK PLANNING PROCEDURES BYLAW, 2017, NO. 2234, AMENDMENT (CANNABIS STORE) BYLAW, 2019, NO. 2280 Page 85**

Bylaw 2280 proposes to revise the existing application procedures for liquor license referrals to also include reference to cannabis store licenses. The amendment would delete the existing general procedures “Schedule N” for “Liquor License Referrals” and replace it with a new Schedule in the same order, for “Liquor and Cannabis Licenses referrals.”

This bylaw was the subject of a Governance and Legislation Committee meeting held earlier this evening, and is presented for consideration of first, second, and third reading.

Council may, at this time, consider the recommendations or ***defer*** the matter to the next Regular meeting.

**RECOMMENDED**

THAT Council give first, second, and third reading to “*City of White Rock Planning Procedures Bylaw, 2017, No. 2234, Amendment (cannabis store) Bylaw, 2019, No. 2280*”.

- b) **BYLAW 2281 - WHITE ROCK BUSINESS LICENCE BYLAW, 1997, NO. 1510, AMENDMENT NO. 6 (CANNABIS STORE) BYLAW, 2019, NO. 2281** **Page 93**  
Bylaw 2281 updates the City’s Business License Bylaw to identify the conditions that a business license for a cannabis store is automatically nullified if the Temporary Use Permit is no longer in effect (due to expiry or revocation of permit due to breach of conditions).

This bylaw was the subject of a Governance and Legislation Committee meeting held earlier this evening, and is presented for consideration of first, second, and third reading.

Council may, at this time, consider the recommendations or ***defer*** the matter to the next regular Council meeting.

**RECOMMENDED**

THAT Council give first, second, and third reading to “*White Rock Business Licence Bylaw, 1997, No. 1510, Amendment No. 6 (Cannabis Store) Bylaw, 2019, No. 2281*”.

- 8.2 **PERMITS**  
None

9. **CORRESPONDENCE**

- 9.1 **CORRESPONDENCE - RECEIVED FOR INFORMATION**  
None

10. **MAYOR AND COUNCILLOR REPORTS**

- 10.1 **MAYOR’S REPORT**

- 10.2 **COUNCILLORS REPORTS**

- 10.2.1 **METRO VANCOUVER BOARD IN BRIEF**  
None

11. **MOTIONS AND NOTICES OF MOTION**

- 11.1 **MOTIONS**  
None

- 11.2 **NOTICES OF MOTION**  
None

12. **RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS**  
None

**13. OTHER BUSINESS**

**13.1 COMMITTEE REPRESENTATIVES FOR WHITE ROCK COMMITTEES/TASK FORCES**

Council at this time will review the following Committees and determine who the Councillor Liaison and Alternate will be for each of the following:

**RECOMMENDED**

THAT Council endorse the following Councillor representation to each of the noted Committees for the term as outlined in each of their corresponding Terms of Reference:

- 1) Arts and Cultural Advisory Committee: \_\_\_\_\_ (Council Representative) \_\_\_\_\_ (Alternate)
- 2) Economic Investment Committee: \_\_\_\_\_ (Council Representative) \_\_\_\_\_ (Alternate)
- 3) Environmental Advisory Committee: \_\_\_\_\_ (Council Representative) \_\_\_\_\_ (Alternate)
- 4) History and Heritage Advisory Committee: \_\_\_\_\_ (Council Representative) \_\_\_\_\_ (Alternate)
- 5) Marine Drive Task Force: \_\_\_\_\_ (Council Representative) \_\_\_\_\_ (Alternate)
- 6) Parking Task Force: **Councillor Trevelyan** (Council Representative) \_\_\_\_\_ (Alternate)
- 7) Public Art Advisory Committee: \_\_\_\_\_ (Council Representative) \_\_\_\_\_ (Alternate)
- 8) Tour de White Rock: \_\_\_\_\_ (Council Representative) \_\_\_\_\_ (Alternate)
- 9) Water Services Community Advisory Panel: \_\_\_\_\_ (Council Representative) \_\_\_\_\_ (Alternate)
- 10) Water Quality Task Force: \_\_\_\_\_ (Council Representative) \_\_\_\_\_ (Alternate)
- 11) White Rock Sea Festival: \_\_\_\_\_ (Council Representative) \_\_\_\_\_ (Alternate)
- 12) Seniors Advisory Committee: \_\_\_\_\_ (Council Representative) \_\_\_\_\_ (Alternate)

**14. CONCLUSION OF THE FEBRUARY 25, 2019 REGULAR COUNCIL MEETING**

**PRESENT:** Mayor Walker  
Councillor Fathers (arrived at 1:01 p.m.)  
Councillor Johanson  
Councillor Kristjanson  
Councillor Manning  
Councillor Trevelyan

**ABSENT:** Councillor Chesney

**Facilitator:** Dr. Gordon A. McIntosh

**STAFF:** D. Bottrill, Chief Administrative Officer  
T. Arthur, Director of Corporate Administration  
C. Johannsen, Director of Planning and Development Services  
J. Gordon, Director of Municipal Operations  
S. Kurylo, Director of Finance  
C. Zota, Director of Information Technology  
F. Farrokhi, Manager of Communications and Government Relations  
E. Stepura, Director of Recreation  
E. Wolfe, Deputy Fire Chief  
D. Johnstone, Committee Clerk

Press: 0

Public: 6

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1. **CALL MEETING TO ORDER**  
The Chairperson called the meeting to order at 9:08 a.m.

2. **ADOPTION OF AGENDA**

2019-057

**It was MOVED and SECONDED**

THAT the Corporation of the City of White Rock Council adopts the agenda for its special meeting scheduled for February 8, 2019 as circulated.

**CARRIED**

3. **GETTING INTO ACTION!**

Dr. McIntosh provided a brief review of the outcomes obtained from the Community Strategic Insights Forum held January 9 and 10, 2019 and the City's November Strategic Session to identify and explore emerging strategic topics for establishing Council's strategies priorities and directions as well as operational strategies for 2018-2022.

4. **GETTING STARTED**

Council confirmed the agenda as presented, and provided their expectations for the meeting.

5. **STRATEGIC TOPICS**

Dr. McIntosh noted that there were thirteen (13) strategic theme categories that were developed through the the City's Strategic session, Community Forums and the City-wide survey:

- Governance;
- Housing, Arts;
- Culture and Heritage;
- Development and Growth;
- Business/Economic;
- Public Communication;
- Infrastructure;
- City Look/Image;
- Relationships/ Partnerships;
- Tourism;
- Mobility;
- Social; and
- Environment.

Council reviewed the listed themes and sorted the topics identified from the community engagement workshops and their own strategic session into the relevant categories.

Topics were also discussed to determine their level of priority – now or next.

**Governance**, items Council would like to address now:

- Official Community Plan (OCP)/ Zoning Bylaw review;
- Sign Bylaw/ Enforcement of Bylaws;
- Review Financial Plan;
- Government Relations/ Communications Protocol (Semihamoo First Nations);
- Truth and reconciliation/ communication and reconciliation;
- Water Users Panel;
- Policy/Bylaw review;
- Multi-family commercial garbage pick-up ;
- Ensure transparency (information); and,
- Public input (trust).

It was noted that several of the listed topics are currently being worked on by staff, including initial work on the Financial Plan, investigating/ adjudicating the sign bylaw, cannabis policy implications (addressed through Zoning and the OCP) and preliminary research on multi-family/ commercial garbage pick-up.



Items for future consideration ('next' items):

- Municipal Police; and
- Cut red tape.

**Housing**, items Council would like to address now:

- Affordable housing policy (OCP review);
- Vacant home/ Business tax proposal;
- Zoning for large homes/ full lot coverage; and
- Air B&B policy.

Following a brief discussion Council suggested that both the zoning parameters for larger homes and the review and development of an Air B&B Policy could be moved into the 'next' category.

**Arts, Culture and Heritage**, items Council would like to address now:

- Cultural cross-over (example: First Nations);
- Art purchase review;
- Festival enhancement;
- Film industry opportunities;
- Advisory Committees;
- Volunteer enhancement;
- Totem Pole restoration;
- Cultural Strategy Terms of Reference;
- Museum enhancement (cultural hub); and
- Community pride/ community identity/ community building.

**Arts, Culture and Heritage**, items Council would like to address now:

- Cultural engine (arts and culture as an economic driver in White Rock);
- Establishing an arts and culture precinct;
- Semihamoo First Nations partnership; and,
- Recognizing cultural diversity throughout the community.

**Development and Growth**, items Council would like to address now:

- OCP/Zoning bylaws/ sign bylaws;
- City owned property review;
- Good Neighbour policy/ construction practice;
- Patio license;
- Vacation rental;
- Parking;
- Uptown/ waterfront connections;
- CAC policy review;
- DCC bylaw review;
- Support Peace Arch Hospital Expansion;

- Urban Forest; and
- Town Square Plan.

Electric charging stations were identified as a 'next' item for future consideration.

**Infrastructure**, items Council would like to address now:

- Five year capital plan/ priorities from this Council;
- Stabilization of the hump;
- Pier;
- Digitize Water System;
- Infrastructure review;
- Transportation Master Plan (sidewalks, gaps, condition);
- Asset Management System Plan;
- Sewer Master Plan;
- Water Utility Review;
- Funicular; and,
- City Hall precinct future.

**Business/ Economic**, items Council would like to address now:

- Economic Development officer/ advisor;
- Parking;
- Marine Drive Task Force;
- Public facility utilization review;
- Waterfront season-ability – facilitating enclosed patios;
- Fill empty retail space; and,
- Destination marketing.

Consideration of a boutique hotel/ conference centre, and the idea of a downtown destination theme were both considered to be items for the 'next' column.

**City Look and Image**, items Council would like to address now:

- Parks Department;
- Pier;
- History/ heritage markers; and,
- Promoting White Rock brand/ marketing brand/ tourism.

Developing a downtown destination theme through the economy and social interactions was noted as an item for Council to consider at a later date.

**Relationships:**

Developing a strong relationship with the Semiahmoo First Nation, the City of Surrey, City of Langley, the Township of Langley and Blaine were all identified as items Council would like to address 'now'.

Consideration of rail relocation through conversations with the provincial and federal governments, Transport Canada and Burlington Northern Santa Fe (BNSF) were noted as 'next' items.

**Tourism**, items Council would like to address now:

- Semihamoo First Nations Partnership opportunities;
- White Rock Tourism review;
- More festivals;
- Marina enhancement;
- Waterfront concessions/ activities; and.
- Improvements (i.e. Marina Drive enhancement, create plaza spaces for buskers); and,
- Improve public realm uptown to allow for more tourist activities.

Tourism, next:

- Reenactors to showcase White Rock's history;
- City Mascot;
- Passenger rail stop; and
- Plaza space.

Staff clarified that Tourism White Rock is currently funded through Destination BC, and works in partnership with the White Rock BIA and the South Surrey & White Rock Chamber of Commerce.

**Mobility**, items Council would like to address now:

- Transportation Plan;
- Traffic and pedestrian safety;
- Consideration of a passenger train stop; and
- Consideration of an 'accessibility lens.

Staff advised that they are in the initial stages of developing a Transportation Master Plan.

**Social**, items Council would like to address now:

Cultural diversity recognition

**Public Communication**, items Council would like to address now:

- Coffee with the Mayor;
- Website content/ refresh;
- Advisory Committee – Public Communication;
- Public engagement software;
- Crime statistics and,

- Civic activity/ service videos.

The idea of a 'Town Crier' was suggested to be addressed next by Council.

**Environment**, items Council would like to address now:

- Erosion of East Beach;
- Better transit (OCP scope);
- Water System/ Water quality;
- Replanting the hump- partnering with Semihamoo First Nations on this;
- Tree planting; and,
- Semihamoo Bay protection.

Development of a Storm Water Management Plan was noted as a 'next' item by Council.

Staff advised that the Water Treatment Plant would be opening in March 2019.

Council took a brief recess at 10:43 a.m. and reconvened at 11:02 a.m.

## 6. **STRATEGIC POSSIBILITIES**

Dr. McIntosh suggested that Council revisit each item to determine if their timeline of now or next was obtainable, and if the initiative was operational (i.e. a staff initiative) or a strategic possibility for Council.

Council determined the following items as strategic possibilities (and 'now' items) for Council:

- Official Community Plan review;
- Semiahmoo First Nations Protocol;
- Water Quality (Panel, Metro Data);
- Policy/ Bylaw List;
- Multi-family/ commercial Garbage Pick-Up;
- Zoning Bylaw Targets;
- Economic Development Strategy;
- Good Neighbour Policies (Construction/ Air B&B);
- Future direction of the Town Square property;
- Parking review;
- Marine Drive review;
- Five Year Capital Plan; and,
- City Hall Precinct Direction.

Council noted the following as matters to be discussed 'next' or in the near future for Council:

- Sign Bylaw review;
- Future of Policing Services (it was noted this could need to be addressed depending on Surrey's decision);
- Funicular feasibility; and,
- Community Amenity Contribution (CAC) review.

Advocacy items were determined by Council to include:

- Vacant Property Tax;
- Totem Pole Restoration (White Rock Elementary);
- Peace Arch Hospital Foundation Expansion (with Fraser Health Authority and the Province);
- Passenger train stop (BNSF, Amtrak);
- Homelessness Reduction Strategy ; and,
- Protection/ Revitalization of Semiahmoo Bay.

Council classified the following topics as key principles:

- Positive Semiahmoo First Nations relations/ truth and reconciliation;
- Transparency;
- Build public trust;
- Reduce red tape (Zoning Bylaws, Business permits, User Friendly);
- Community pride;
- Cultural diversity;
- Vibrant downtown; and,
- Positive intergovernmental relations.

Through discussion the following topics were determined to be operational:

- Policy/ Bylaw hit list (Corporate Administration, and other departments as required);
- Website content (Communications, and other departments as required);
- Staff videos engaging the community (Communications);
- Semiahmoo First Nation relationships (Communications);
- Financial Plan (all departments, and a partnership between staff and Council);
- Parking review – support-Task Force and implement approved recommendations (Finance);
- Business case regarding radio read water meters (Finance)
- Asset management start-up (with Engineering and Municipal Operations);
- Five Year Capital Plan (Finance);
- OCP/ Zoning Bylaw review (Planning and Development Services);
- Bylaw enforcement review/ targets (Finance - Parking/Planning and Development Services/Engineering and Municipal Operations)
- Inventory of civic properties and usage options (Planning and Development Services)

Topics were determined to be operational continued:

- Good Neighbour and Construction policy (Planning and Development Services, and Engineering and Municipal Operations);
- CAC Bylaw review (Planning and Development Services);
- Town Square property use options (Planning and Development Services);
- Amend Public Art Policy, in particular purchases of public art (Recreation and Culture);
- Calendar of new events in 2019 (Recreation and Culture);
- Attract more film business (Recreation and Culture);
- Cultural Strategy (Recreation and Culture);
- Facility Utilization Review (Recreation and Culture);
- DCC Bylaw update (Engineering and Municipal Operations);
- Tree Planting/Canopy review (Engineering and Municipal Operations)
- Pier (Engineering and Municipal Operations);
- Sewer Master Plan (Engineering and Municipal Operations)
- Transportation Master Plan (Engineering and Municipal Operations)
- Pedestrian Safety Improvement Hot Spots (Engineering and Municipal Operations)
- East Beach remediation/ protection (Engineering and Municipal Operations)
- Water Quality Panel (Engineering and Municipal Operations)

It was noted that several topics identified as operational items, such as a 2019 events calendar and the Good Neighbour/ Construction Policy are already being worked on by staff.

With respect to the Five Year Capital Plan, Council requested that they be involved in the process, as the plan brought forward by the previous Council may not fit their vision. The Chief Administrative Officer (CAO) agreed to work with Council on this item; however, it was deemed to be more of an operational matter than a Council priority.

In determining which topic fit into larger themes, and which items were Council orientated and which were operational the following discussion points were noted:

- Development of a Strategic Business Plan could help support the economy and businesses
- Advisory Committee's are already in the process of being established.
- Enhancement of the White Rock Museum could be tied in with upgrades to Marine Drive.
- The development and promotion of arts and culture should be considered as part of the economic development strategy. Further, the arts and cultural precinct tie into the town centre plan review and tourism.
- The Good Neighbour/ Construction Policy would be provided to Council at a future Governance and Legislation Committee meeting.

- The CAC policy and bylaw are currently in place, and could be reviewed during the policy review.

It was noted that the former Council had determined how the City uses CAC's, and that this Council may have different expectations. While Council agreed this was an important initiative, it was further noted that there are no new large projects on the horizon for Council. Because of this, it was suggested that the CAC review be deemed an item to review 'next'.

- The Town Square concept scope would require community input and feedback. Council would need to provide staff with feedback on how to proceed with that item.
- Staff noted that there are legal considerations with the Town Square property, as it was expropriated for the use of a park/ town square.
- A large number of the topics listed under the Arts, Culture and Heritage theme will be addressed through the Cultural Strategy.
- The possibility of all-season patios for restaurants on Marine Drive would be covered through the Sidewalk Use Bylaw. Council policy would also direct how the patios are situated in the public. It was noted that previous discussion and analysis surrounding this item took place at the Economic Investment Committee.
- A Boutique Hotel, Convention Centre, and tourism initiatives could be addressed through the Economic Development Strategy.
- Staff are currently working on steps to make the current City website more user friendly. Online crime statistics are also in the process of completion.
- The concept of a 'Town Crier' could be explored through the External Communication Advisory Committee.
- The Five year Capital Plan would include consideration for the stabilization of the hump, restoration of the Pier, infrastructure needs and a larger Parks department.
- Digitization of the water system would require smart meters and radio reads. A billing model of pay as you go would be required if this was to be pursued. A business case could be brought forward by staff for Council consideration.
- Civic leadership on electric charging stations, and consideration of electric charging stations in the OCP and Zoning Bylaws was suggested.
- Positive relationships with Surrey, Blaine, Langley City, Langley Township and SFN all fit into the over-arching goal of having positive inter-governmental relations.
- Renovictions can be addressed through the OCP and Zoning Bylaw review.

The meeting recessed at 12:15 p.m. and reconvened at 1:00 p.m.

Council requested that the several items be noted as follow-up items for staff. They include:

- Public Art procurement policy.
- Civic Property Assessment follow-up: Council was provided with an inventory of civic owned property at the January 28 regular Council meeting. Council requested that a further report come back including road ends, as well as information on what the City plans to do with the land, and some options on that.
- Further analysis on the Town Square property was requested as part of the Civic Property Assessment follow-up report.
- Clarity from School District 36 regarding the Totem Pole at White Rock Elementary School. In particular, Council requested that staff find out which First Nation is responsible for the Totem Pole, and if there are plans to restore it.
- Provide Council with the previous Economic Development Plan, and the Business Needs Assessment document from the BIA.
- Review and revise the External Communication Advisory Committee.
- Bring forward a business case on smart meters and radio reads.
- Provide information to Council on pedestrian safety/ trouble spots.
- Report to be provided to Council regarding future options for City Hall/ City Precinct.
- Urban Tree/ Canopy program review.
- Crime stats online

## 7. **STRATEGIC PRIORITIES**

Council identified the following NOW Council Priorities and determined the NEXT directions for each item:

### 1. **Official Community Plan (OCP) Review:**

- The scope for the OCP review would be determined in February following Council's direction on whether to include the Town Centre in their review.
- Depending on the direction, the timeline for the process would be twelve (12) or eighteen (18) months. Planning and Development Services will be working on this priority.

### 2. **Semiahmoo First Nations (SFN) Protocol:**

- Continue to work to improve the relationship, share resources and establish better communication between SFN and the City of White Rock.
- Both SFN and the City have agreed to hire a facilitator, through a government grant, to develop key interests and strengthen the current relationship.
- The goal will be for the first meeting with the facilitator to take place in April.
- Corporate Administration and Communications will be working on this Council Priority.



**3. Water Quality:**

- Terms of Reference for the Water Quality Panel will be presented for Council consideration at the regular Council meeting on February 25. Following this, Panel members would be appointed with the expectation of a first meeting in May.
- Following the Terms of Reference, the Panel will be making recommendations to Council regarding water quality, communication issues, and water rates and/or changes.
- The Panel will act as an interface between the City and the Community.
- Panel members would be appointed for a one (1) year term.
- The Water Users Panel will be a short-term committee, gathering data on water quality both before and after the start up of the Water Treatment Plant. This data would then be compared with data from Metro Vancouver.
- Staff noted that the Water Treatment Plant would be operating in March. Water testing would be done in April, with a water quality analysis ready for review in May.
- Engineering and Municipal Operations will be working on this Council Priority.

**4. Multi-Family/ Commercial Garbage Pick-Up:**

- An evaluation of the current garbage pick-up system, and if it is meeting community needs.
- Staff noted that hiring a consultant would be required for this priority.
- Developing a Terms of Reference would be the first step, followed by budget considerations for 2019.
- The timeline would aim for a Terms of Reference to be provided for Council Consideration in April; however, budgeting for this will need to be determined in February.
- Engineering and Municipal Operations will work on this Council Priority.

**5. Economic Development Action Strategies**

- Currently staff are working to develop a scope and Terms of Reference.
- Documents, such as the Business Needs Assessment (created by the Business Improvement Association (BIA) and the Cities previous Economic Development Plan, will be revisited by Council.
- Following a review of the previous plan, action strategies (such as arts and culture precincts, festivals, micro-brewery precincts) could be explored. Council and staff could also work with community stakeholders to further develop their plan.
- Consultation with the BIA was suggested to avoid overlap with what they are currently doing in the community.
- Staff reported that hiring an Economic Development Officer could cost up to \$100,000. An increase in property taxes could be required to offset this cost.
- Council will evaluate the previous Economic Development Strategy in February / March, working to develop action strategies by May.

- When reviewing the Five Year Financial Plan, staff suggested that a one time budget envelope / cost estimate with a recommended funding source be provided to Council for their consideration.
- Planning and Development Services will be the lead on this Council priority.

**6. Zoning Bylaw Targets:**

- Targets include: Secondary Suites, Coach Homes, Setbacks, Lot Coverage for Single Family Homes, and Marine Drive zoning. Planning and Development Services would set expectations for timelines for amendments and provide scoping reports in April.

**7. Policy and Bylaw Review:**

- A 'hit list' of policies and bylaws will be developed for Council review, including: Tree Planting Bylaw/ Tree Canopy Bylaw, Good Neighbour/ Construction Policy, Business License/Air B&B policy, Public Art Policy, Sign Bylaw, CAC Policy, Urban Forest, Art Purchase Policy, Cannabis policy implications, and the Sidewalk Use Bylaw (particularly in Marine Drive).
- After discussion, Council agreed that the sign bylaw be reviewed as a 'next' item.
- Staff have already noted several bylaws to bring forward for Council consideration.
- The Governance and Legislation Committee will continue with a full policy review.
- Corporate Administration will bring forward a Policy and Bylaw 'hit list' for Council in April.
- A Good Neighbour/ Construction Policy will be provided for Council review from Planning and Development Services in April.

**8. Parking Review:**

- Appointments to the Parking Task Force will be made by Council early February.
- Meetings for the Task Force could begin as soon as March; however, staff noted that the Finance department would also be working on the Financial Plan and audit process. These operational items could affect the timeline for Committee reports.
- It is anticipated that the Task Force will have recommendations provided to Council no later than September.
- The Finance department will be working with Council on the parking review item.

**9. Marine Drive Revitalization:**

- Mayor Walker announced that he would be establishing a Marine Drive Task Force, the Terms of Reference for this Committee will be provided for Council consideration at the February 25 regular Council meeting.
- The Task Force will be looking at all opportunities for Marine Drive

including establishing a clear vision, working on maintaining the area, and consideration of the current shops and businesses.

- Several recommendations for Marine Drive could also be addressed through Zoning and the OCP.
- A report would be provided to Council by the Task Force in June.
- Planning and Development, Engineering and Municipal Operations and Recreation and Culture will be working with Council on this priority.

**10. City Hall/ City Precinct Development:**

- Staff noted that the future for City Hall and the surrounding precinct requires Council consideration, as seismic upgrades are required.
- An information report regarding the state of the buildings, prices for seismic upgrades and further options would need to be presented to Council for their information and direction in March to be included in the Financial Plan, which will come to Council in April.
- Information from an expenditure's perspective would be required from Council for the Financial Plan. The decision on what is built moving forward is something for Council to address 'next'.
- The CAO will provide this corporate report to Council.

**8. STRATEGIC PROCESS**

Dr. McIntosh suggested that the Strategic Priorities determined by Council could be included in all agenda packages, with a review of the items occurring quarterly. Once a year it was suggested that the Priorities be reviewed and purged as required. This could tie in with the City budgeting schedule.

Staff noted that quarterly strategy sessions could be considered on a quarterly basis to unpack the Strategic Priorities further. Action tracking could also be considered.

Staff requested that the 'dashboard' established through the Council priorities session be provided to Council at the February 25 regular Council meeting.

**9. CONCLUSION OF THE FEBRUARY 8, 2019 SPECIAL COUNCIL MEETING**

Mayor Walker declared the meeting concluded at 3:43 p.m.

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Mayor Walker

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Debbie Johnstone, Committee Clerk

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

**STAFF:** D. Bottrill, Chief Administrative Officer  
T. Arthur, Director of Corporate Administration  
J. Gordon, Director of Engineering and Municipal Operations  
C. Johannsen, Director of Planning and Development Services  
S. Kurylo, Director of Financial Services  
E. Stepura, Director of Recreation and Culture  
C. Isaak, Manager of Planning  
S. Lam, Deputy Corporate Officer

Press: 1  
Public: 33

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**1. CALL MEETING TO ORDER**  
The Chairperson called the meeting to order at 7:08 p.m.

**2. ADOPTION OF AGENDA**

2019-058

**It was MOVED and SECONDED**

THAT the Corporation of the City of White Rock Council adopts the agenda for its regular meeting scheduled for February 11, 2019 as circulated.

**CARRIED**

**3. ADOPTION OF MINUTES**

- a) January 21, 2019 – Special Council (1310 and 1300 Block of Johnston Road)
- b) January 23, 2019 – Special Council to Council (Semiahmoo First Nation)
- c) January 28, 2019 – Regular Council
- d) January 30, 2019 – Special Council (Community Forum - Dogs on the Promenade)

2019-059

**It was MOVED and SECONDED**

THAT the Corporation of the City of White Rock Council adopts the following meeting minutes as circulated:

- a) January 21, 2019 – Special Council (1310 and 1300 Block of Johnston Road);
- b) January 23, 2019 – Special Council to Council (Semiahmoo First Nation);
- c) January 28, 2019 – Regular Council; and
- d) January 30, 2019 – Special Council (Community Forum - Dogs on the Promenade).

**CARRIED**

**4. QUESTION AND ANSWER PERIOD**

Question and Answer period is an opportunity for the public to ask questions and make comments. A summary list of all questions, comment topics, and answers provided will be available on the [City's website under the Government tab](#).

**4.1 CHAIRPERSON CALLS FOR SPEAKERS TO QUESTION AND ANSWER PERIOD**

- G. Howes, White Rock, BC, inquired in regard to the December 20, 2018 storm: Did the City have enough insurance on the harbor board managed west float to repair it and compensate the owners who lost their boats?

**Answer:** The City does have the Pier Insurance at the appraised value of \$7M. The City's insurers are reviewing the documentation regarding the damage and repair work necessary and is also working with the White Rock Harbour Board insurance company to help resolve the issues. In regard to the west float and boats that were lost – the City is waiting final confirmation.

- K. Jones, White Rock, BC, stated the City needs parkland and greenspace, the road ends in the City have never been designated as park. Would urge Council to establish the road ends as park and open the opportunity for the community to landscape them, along with the City's efforts. Inquired when the Council would make a decision to protect all of the road ends and not make them available for sale to any persons as they are City assets and should remain under the City.

**Answer:** There has been a corporate report to Council requested already in regard to road ends, it is anticipated to come back March 11, 2019

**5. DELEGATIONS AND PETITIONS**

**5.1 DELEGATIONS**

**5.1.1 SHARON GREGSON, COALITION OF CHILD CARE ADVOCATES OF BC: BC'S "\$10ADAY" CHILDCARE PLAN**

S. Gregson, Coalition of Child Care Advocates of BC, was to appear as a delegation to request the Council's support to add City of White Rock to the list of the 50 other local governments in the BC supporting the "\$10aDay" plan.

Was not in attendance.

**5.1.2 JAS GILL: UNUSED CITY ASSET (PORTION OF BREARLEY STREET)**

J. Gill, resident, appeared as a delegation to request the City sell their unused portion of Brearley Street (north side of Marine Drive).

Ms. Gill owns a small lot at 14342 Marine Drive and informed Council she is interested in purchasing the vacant road end next to her lot. This has not been permitted in the past but is now looking to purchase a portion of the road end (approximately 30 ft.).

2019-060

**It was MOVED and SECONDED**

THAT Council receives the information provided by the delegation of Jas Gill requesting approval to purchase a portion of the road end next to the property located at 14342 Marine Drive.

**CARRIED**

5.1.3

**LAURIE MCFARLANE & DR. YASMIN JAL WADIA, WHITE ROCK/SOUTH SURREY STROKE RECOVERY BRANCH: REQUESTING EXPANSION OF EXISTING SPACE AND TO SECURE FUNDING**

L. McFarlane & Dr. Y. Jal Wadia, appeared as a delegation to request the City's support for an expansion of their existing space and to secure funding.

2019-061

**It was MOVED and SECONDED**

THAT Council refers to staff the information by L. McFarlane & Dr. Y. Jal Wadia who appeared as a delegation to request additional space to their lease at the Centre for Active Living.

**CARRIED**

5.1.4

**SERRU RELUNASUN, 100 CONSULTING: AFFORDABLE HOUSING / VOLUNTEER FACILITATION**

S. Relunasun, 100 Consulting, was to appear as a delegation to speak to Affordable Housing and Volunteer Facilitation.

Was not in attendance.

5.2

**PETITIONS**

None

6.

**PRESENTATIONS AND CORPORATE REPORTS**

6.1

**PRESENTATIONS**

6.1a

**RICK BAYER, PENINSULA HOMELESS TO HOUSING (PH2H) TASK FORCE: AFFORDABLE HOUSING**

R. Bayer, Peninsula Homeless to Housing Task Force, provided a PowerPoint presentation requesting three (3) proposed action steps to address homelessness in White Rock as follows:

- 1) Create an affordable housing fund (possible to come from Community Amenity Contributions)
- 2) Provide city-owned land for the development of affordable housing
- 3) Designate a percentage of units in new housing stock for affordable housing

6.1b

**JOSH HADLEY, BC ASSESSMENT: 2019 PROPERTY ASSESSMENT ROLL**

J. Hadley, BC Assessment, provided a PowerPoint presentation regarding the 2019 Property Assessment Roll.

**6.1c** **ABBY GEMINO, SOURCES BC: COLDEST NIGHT OF THE YEAR**

A. Gemino, Sources BC and C. Ferguson, provided a presentation regarding the upcoming Coldest Night of the Year event and requested Council participate in the February 23, 2019 event taking place at 882 Maple Street. For more details regarding the event visit <https://cnoy.org/location/whiterock>

**6.2** **CORPORATE REPORTS**

**6.2.1** **SPECIAL EVENTS FOR 2019**

Corporate report dated February 11, 2019 from the Director of Recreation and Culture titled "Special Events for 2019".

2019-062 **It was MOVED and SECONDED**  
THAT Council:

1. Receives for information the corporate report dated February 11, 2019 from the Director of Recreation and Culture titled "Special Events for 2019"; and
2. Approves the following four (4) new events for reasons as outlined in this corporate report:
  - Spring Art Show
  - White Rock Multi-Cultural Festival
  - White Rock Moon Festival
  - Craft Beer Festival; and
3. Denies the following two (2) new event proposals for reasons outlined in this corporate report:
  - South Asian Festival; and
  - White Rock Sandcastle Competition.

**CARRIED**

2019-063 **Subsequent Motion**  
**It was MOVED and SECONDED**

THAT Council directs staff to bring forward a corporate report with a business case / information in regard to implications on the financial plan if the City were to host a Sandcastle Festival.

**DEFEATED**

Councillors Chesney, Fathers, Trevelyan and  
Mayor Walker voted in the negative

**6.2.2** **FINANCIAL PLAN BYLAW (2018 TO 2022), 2018, NO. 2239, AMENDMENT NO. 2, 2019, NO. 2288**

Corporate report dated February 11, 2019 from the Director of Financial Services titled "Financial Plan Bylaw (2018 to 2022), 2018, No. 2239, Amendment No. 2, 2019 No. 2288".

2019-064

**It was MOVED and SECONDED**

THAT Council:

1. Receives for information the February 11, 2019 corporate report from the Director of Financial Services, titled “Financial Plan Bylaw (2018 to 2022), 2018, No. 2239, Amendment No. 2, 2019, No. 2288;” and
2. Provides direction to staff on the process of public consultation to be undertaken prior to adopting Financial Plan Bylaw (2018 to 2022), 2018, No. 2239, Amendment No. 2, 2019, No. 2288 as follows:
  - public comments at the February 25, 2019 regular Council meeting; and
  - written submissions may also be submitted and that this be advertised.

**CARRIED**

6.2.3

**MARINE DRIVE PARKING – WEEKEND IMPROVEMENTS IN CONSTRUCTION ZONES**

Corporate report dated February 11, 2019 from the Director of Engineering and Municipal Operations titled “Marine Drive Parking – Weekend Improvements in Construction Zones”.

2019-065

**It was MOVED and SECONDED**

THAT Council receives for information the corporate report dated February 11, 2019 from the Director of Engineering and Municipal Operations, titled “Marine Drive Parking - Weekend Improvements in Construction Zones.”

**CARRIED**

6.2.4

**BYLAWS AND INITIAL CONSULTATION SUMMARY FOR OCP AND ZONING AMENDMENTS FOR 1300-BLOCK / 1310 JOHNSTON ROAD**

Corporate report dated February 11, 2019 from the Director of Planning and Development Services titled “Bylaws and Initial Consultation Summary for OCP and Zoning Amendments for 1300-Block / 1310 Johnston Road”.

2019-066

**It was MOVED and SECONDED**

THAT Council receives for information the corporate report dated February 11, 2019, from the Director of Planning and Development Services, titled “Bylaws and Initial Consultation Summary for OCP and Zoning Amendments for 1300-Block / 1310 Johnston Road”.

**CARRIED**

6.2.5

**IMPLICATIONS FOR INCLUDING A TOWN CENTRE AREA HEIGHT AND DENSITY REVIEW IN THE 2019 OFFICIAL COMMUNITY PLAN (OCP) REVIEW**

Corporate report dated February 11, 2019 from the Director of Planning and Development Services titled “Implications for Including a Town Centre Area Height and Density Review in the 2019 Official Community Plan (OCP) Review”.



- 2019-067            **It was MOVED and SECONDED**  
                         THAT Council receives for information the corporate report dated  
                         February 11, 2019, from the Director of Planning & Development Services, titled  
                         “Implications for Including a Town Centre Area Height and Density Review in the  
                         2019 Official Community Plan (OCP) Review”.  
**CARRIED**
- 6.2.6                **FREEDOM OF INFORMATION PROCEDURES UPDATE**  
                         Corporate report dated February 11, 2019 from the Director of Corporate  
                         Administration titled “Freedom of Information Procedures Update”.
- 2019-068            **It was MOVED and SECONDED**  
                         THAT Council receives for information the corporate report dated February 11, 2019  
                         from the Director of Corporate Administration, titled “Freedom of Information  
                         Procedures Update”.  
**CARRIED**
7.                    **MINUTES AND RECOMMENDATIONS OF COMMITTEES**
- 7.1                   **STANDING COMMITTEE MINUTES**  
                         - Land Use and Planning Committee – January 28, 2019
- 2019-069            **It was MOVED and SECONDED**  
                         THAT Council receives for information the January 28, 2019 Land Use and Planning  
                         Committee minutes as circulated.  
**CARRIED**
- 7.2                   **STANDING AND SELECT COMMITTEE RECOMMENDATIONS**  
                         None
8.                    **BYLAWS AND PERMITS**
- 8.1                   **BYLAWS**
- 8.1.1                **BYLAW 2288 - WHITE ROCK FINANCIAL PLAN BYLAW (2018-2022), 2018,  
                         NO. 2239, AMENDMENT NO. 2, 2019, NO. 2288**  
                         Bylaw 2288 addresses the addition of urgent expenditures related to the  
                         December 20, 2018 severe windstorm event that resulted in significant damage to the  
                         Pier and waterfront, and their recommended funding sources.
- 2019-070            **It was MOVED and SECONDED**  
                         THAT Council gives first, second, and third reading to “*White Rock Financial Plan  
                         Bylaw (2018-2022), 2018, No. 2239, Amendment No. 2, 2019, No. 2288*”.  
**CARRIED**

**8.1.2 OCP AND ZONING AMENDMENTS FOR 1300-BLOCK / 1310 JOHNSTON ROAD**

- a) **BYLAW 2289 - OFFICIAL COMMUNITY PLAN BYLAW, 2017, NO. 2210, AMENDMENT NO. 1 (1300 BLOCK JOHNSTON ROAD), 2019, NO. 2289**  
Bylaws 2289 and 2290 pertain to proposed Official Community Plan (OCP) and Zoning Amendments for 1300-Block / 1310 Johnston Road. The corporate report outlining details of the proposed bylaws is noted on the agenda as Item 6.2.4. These bylaws are presented for consideration of first and second reading.

2019-071 **It was MOVED and SECONDED**  
THAT Council gives first and second reading to “*Official Community Plan Bylaw, 2017, No. 2210, Amendment No. 1 (1300 Block Johnston Road), 2019, No. 2289*”.  
**CARRIED**  
Councillor Fathers voted in the negative

2019-072 **It was MOVED and SECONDED**  
THAT Council considers the consultation strategy in the corporate report dated February 11, 2019 (noted in the agenda as item 6.2.4) as appropriate for consultation with persons, organizations and authorities that will be affected by “*Official Community Plan Bylaw, 2017, No. 2210, Amendment No. 1 (1300 Block Johnston Road), 2019, No. 2289,*” pursuant to Section 475 of the *Local Government Act*” and Cconsiders S“*Official Community Plan Bylaw, 2017, No. 2210, Amendment No. 1 (1300 Block Johnston Road), 2019, No. 2289*” in conjunction with the City’s Financial Plan, and Metro Vancouver’s Integrated Liquid Waste Resource Management Plan and Integrated Solid Waste and Resource Management Plan.  
**CARRIED**  
Councillor Fathers voted in the negative

- b) **BYLAW 2290 - WHITE ROCK ZONING BYLAW, 2012, NO. 2000, AMENDMENT (CD-61 AMENDMENT – 1310 JOHNSTON ROAD) BYLAW, 2019, NO. 2290**

2019-073 **It was MOVED and SECONDED**  
THAT Council gives first and second reading to “*White Rock Zoning Bylaw, 2012, No. 2000, Amendment (CD-1 Amendment – 1310 Johnston Road) Bylaw, 2019, No. 2290*”.  
**CARRIED**  
Councillor Fathers voted in the negative

2019-074 **It was MOVED and SECONDED**  
THAT Council directs staff to schedule the public hearings for “*Official Community Plan Bylaw, 2017, No. 2210, Amendment No. 1 (1300 Block Johnston Road), 2019, No. 2289,*” and “*White Rock Zoning Bylaw, 2012, No. 2000, Amendment (CD-61 Amendment – 1310 Johnston Road) Bylaw, 2019, No. 2290*”.

**CARRIED**

**Note:** It was clarified that the Public Hearing to be held would be for both Bylaws 2289 and 2290 as printed in the agenda.

c) **RESOLUTION AS PER SECTION 463(1) OF THE LOCAL GOVERNMENT ACT**

2019-075

**It was MOVED and SECONDED**

THAT Council:

“WHEREAS:

A. The following bylaws are under preparation:

(i) A bylaw (the “OCP Amendment”) to amend the “City of White Rock Official Community Plan Bylaw, 2017, No. 2200” by:

1. Replacing Figure 10 thereof with a new Figure 10; and
2. Replacing the excerpt from Figure 10 contained in Section 8.3 (Lower Town Centre) with an excerpt from the new Figure 10;

(ii) A bylaw (the “Zoning Amendment”) to amend the “White Rock Zoning Bylaw, 2012 No. 2000” as amended, by, *inter alia*:

1. Deleting the existing Section 7.60 “CD-60 Comprehensive Development Zone (1310 Johnston Road)” in Schedule “B” thereof; and
2. Adding a new Comprehensive Zone to Schedule “B” thereof, as Section 7.61 “CD-61 Comprehensive Development Zone (1310 Johnston Road);”
3. Rezoning the following lands:
  - Lot 1 Except: West 7 Feet, Block 17 Section 11 Township 1 New Westminster District Plan 2793
  - PID: 004-601-017
  - Lot 2 Except: West 7 Feet, Block 17 Section 11 Township 1 New Westminster District Plan 2793
  - PID: 004-601-050

(collectively “1310 Johnston Road”)

from “CD-60 Comprehensive Development Zone (1310 Johnston Road)” to “CD-61 Comprehensive Development Zone (1310 Johnston Road)”.

- B. Preparation of the OCP Amendment and the Zoning Amendment commenced on November 7, 2018.
- C. Drafts of the proposed OCP Amendment and Zoning Amendment are attached hereto as Appendix “F” and Appendix “G”, respectively.
- D. Building Permit Application No. 020409 (the “BP Application”) was made with respect to 1310 Johnston Road on January 21, 2019.
- E. Council considers the development proposed in the BP Application to be in conflict with the OCP Amendment and the Zoning Amendment as set out herein.

- F. The Council of the City wishes to invoke the provisions of s. 463(1) of the *Local Government Act* RSBC 2015 c. 1 (the “LGA”) with respect to the BP Application.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. Council hereby considers the development proposed in the BP Application to be in conflict with the OCP Amendment in the following particulars:
  - (a) The height of the development proposed in the BP Application exceeds the maximum permitted development height provided for in the OCP Amendment; and
  - (b) The density of the development proposed in the BP Application exceeds the maximum permitted development density provided for in the OCP Amendment.
2. Council hereby considers the development proposed in the BP Application to be in conflict with the Zoning Amendment in the following particulars:
  - (a) The height of the development proposed in the BP Application exceeds the maximum permitted development height provided for in the Zoning Amendment; and
  - (b) The density of the development proposed in the BP Application exceeds the maximum permitted development density provided for in the Zoning Amendment.
3. Pursuant to section 463(1) of the LGA, Council hereby directs that a building permit in respect of the BP Application be withheld for a period of 30 days beginning on January 21, 2019.”

**CARRIED**

Councillor Fathers voted in the negative

8.1.4

**BYLAW 2282 - ANIMAL CONTROL AND LICENSING BYLAW, 2012, NO. 1959, AMENDMENT 2, 2019, NO. 2282**

Bylaw 2282 proposes an amendment to the Animal Control and Licensing Bylaw to permit a one (1) year trial program that permits dogs on the promenade during the off-season (September 1 to April 30). The following feedback was received in regards to proposed Bylaw No. 2282:

- Results of “*Survey: Dogs on the Promenade*”
- Correspondence received by 8:30 a.m. on February 4, 2019 through [ClerksOffice@whiterockcity.ca](mailto:ClerksOffice@whiterockcity.ca), [whiterockcouncil@whiterockcity.ca](mailto:whiterockcouncil@whiterockcity.ca), and in hard copy

The minutes from the January 30, 2019 special Council meeting, which was a community forum to receive public input regarding Dogs on the Promenade, are included in the agenda for adoption as Item 3b.

This bylaw received three (3) readings at the January 14, 2019 regular Council meeting and received public comment at the January 30, 2019 special meeting, and is presented for consideration of final reading.

2019-076

**It was MOVED and SECONDED**

THAT Council gives final reading to “*Animal Control and Licensing Bylaw, 2012, No. 1959, Amendment 2, 2019, No. 2282*”.

It was discussed that the trial period needs some control / there be an understanding how it will be implemented. A committee is to be formed with Bylaw Enforcement staff, some representatives from those that wanted dogs on the promenade and some representatives that were not in agreement with dogs on the promenade so there is well-rounded feedback as to what a successful trial period would look like.

2019-077

**Amendment to the Regulatory Bylaw prior to Final Reading**

**It was MOVED and SECONDED**

THAT Council amends the bylaw in regard to the trial period to now start October 1, 2019 and that the off-season read as follows on the bylaw:

- *October 1, 2019 to March 31, 2020 (6 months)*

**CARRIED**

Question was then called to give final reading to the regulatory “*Animal Control and Licensing Bylaw, 2012, No. 1959, Amendment 2, 2019, No. 2282*” as amended and it was

**CARRIED**

8.2

**PERMITS**

None

9.

**CORRESPONDENCE**

9.1

**CORRESPONDENCE - RECEIVED FOR INFORMATION**

2019-078

**It was MOVED and SECONDED**

THAT Council receives the following corresponded as circulated:

9.1.1

Letter dated January 18, 2019 from the 10<sup>th</sup> White Rock Scout Group regarding “*Scout Week*” (February 18-25); and

9.1.2

Letter dated February 1, 2019 from the Peace Arch Hospital Foundation (PAHF), regarding Council liaisons to the Foundation’s Board of Directors and Committees. The letter advises that a Council liaison is no longer required for the Board of Directors, and asks Council appoint liaisons to serve on the Healthy Community Grants Committee.

**CARRIED**

2019-079

**It was MOVED and SECONDED**

THAT Council appoints Councillor Fathers to serve as Council Liaison with Councillor Johanson as the Alternate to the Peace Arch Hospital Healthy Community Grants Committee for the 2018-2022 term.

**CARRIED**

**10. MAYOR AND COUNCILLOR REPORTS**

**10.1 MAYOR'S REPORT**

Mayor Walker noted the following community events / information:

- Jan 30 Metro Vancouver 2019 Housing Committee
- Jan 30 Special Council meeting – Community Forum regarding Dogs on the Promenade
- Jan 31 Metro Vancouver Performance and Audit Committee
- Jan 31 Metro Vancouver Mayor's meeting regarding Affordable Housing
- Feb 1 Provincial Roundtable- Heritage Branch of Heritage BC
- Feb 2 Chinese New Year Celebrations
- Feb 4 Governance and Legislation meeting, Financial Planning Orientation
- Feb 7, Metro Vancouver Liquid Waste Committee
- Feb 7 Museum and Archives
- Feb 8, Special Council meeting, strategic priorities facilitated session Gord McIntosh

**10.2 COUNCILLORS REPORTS**

Councillor Johanson noted the following community events / information:

- Jan 31, Retirement lunch for Deputy Fire Chief Bob Schlase
- Feb 2 Let's Talk Community session
- Feb 7 White Rock Museum: A Merrie May–The Role of Costume in Spring Festivals
- Feb 8, Special Council meeting, strategic priorities facilitated session Gord McIntosh

Councillor Manning noted the following community events / information:

- Jan 30 Special Council meeting – Community Forum regarding Dogs on the Promenade
- Jan 31 Triple Net Lease Seminar
- Feb 7 White Rock Museum: A Merrie May–The Role of Costume in Spring Festivals
- Feb 8, Special Council meeting, strategic priorities facilitated session Gord McIntosh

Councillor Trevelyan noted the following community events / information:

- Feb 2 Let's Talk Community session
- Feb 8, Special Council meeting, strategic priorities facilitated session Gord McIntosh

Councillor Kristjanson noted the following community events / information:

- Jan 30 Special Council meeting – Community Forum regarding Dogs on the Promenade
- Feb 4 Governance and Legislation meeting, Financial Planning Orientation

- Feb 8, Special Council meeting, strategic priorities facilitated session Gord McIntosh

**10.2.1**                    **METRO VANCOUVER BOARD IN BRIEF**  
**METRO VANCOUVER BOARD IN BRIEF – JANUARY 25, 2019**

2019-080                    **It was MOVED and SECONDED**  
THAT Council receives for information the January 25, 2019 Metro Vancouver Board in Brief document.

**CARRIED**

**11.                         MOTIONS AND NOTICES OF MOTION**

**11.1                       MOTIONS**

**11.1a                     E-COMM BOARD OF DIRECTORS**

In the past the City of White Rock, Township of Langley, and the City of Surrey shared a designated grouping for the appointment of E-Comm Board of Directors. The City of Langley has now been added to this grouping. Each year, the participating municipalities must forward a resolution to E-Comm 9-1-1 confirming the representatives.

Following consultation of the Mayors of each of the noted municipalities, Council is requested to consider the resolution below to ensure fair representation along with continuity. It is further noted that all the noted municipalities have the opportunity to send a representative to the Annual General Meeting (AGM) held in June, including the years they are not noted as having a designated representative.

2019-081                    **It was MOVED and SECONDED**  
WHEREAS the Township of Langley, and the Cities of Langley, Surrey and White Rock share a designated grouping for the appointment of E-Comm Board of Directors pursuant to section 4.2.1.5 of the E-Comm Members' Agreement;

AND WHEREAS the sharing of the two (2) Board of Director chairs for the grouping would be most equitable based on approximate population representation;

NOW THEREFORE BE IT RESOLVED THAT the City of White Rock confirms support of the following rotation of the two (2) shared E-Comm Board of Director seats beginning with the 2019 E-Comm Annual General Meeting and continuing forward using the rotation given below:

- City of Surrey – one (1) dedicated, continuing Board of Director seat;
- City of Langley – two (2) year term (beginning the 2019 Annual General meeting);
- City of White Rock – two (2) year term (beginning the 2021 Annual General meeting); and
- Township of Langley – four (4) year term (beginning the 2023 Annual General meeting).

**CARRIED**

**11.2**            **NOTICES OF MOTION**

None

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

None

**13.**            **OTHER BUSINESS**

None

**14.**            **CONCLUSION OF THE FEBRUARY 11, 2019 REGULAR COUNCIL MEETING**

The Chairperson declared the meeting concluded at 10:17 p.m.

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Mayor Walker



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Tracey Arthur, Director of  
Corporate Administration

Unapproved



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

**STAFF:** D. Bottrill, Chief Administrative Officer  
T. Arthur, Director of Corporate Administration  
C. Johannsen, Director of Planning and Development Services

Press: 0  
Public: 1

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**1. CALL MEETING TO ORDER**

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

**2. ADOPTION OF AGENDA**

2019-082 **It was MOVED and SECONDED**

THAT the Corporation of the City of White Rock Council adopt the agenda for its special meeting scheduled for February 14, 2019 as circulated.

**3. CORPORATE REPORT**

**3.1 60-DAY EXTENSION OF PERIOD FOR WITHHOLDING A BUILDING PERMIT FOR 1310 JOHNSTON ROAD**

Corporate report dated February 14, 2019 from the Director of Planning and Development Services titled “60-Day Extension of Period for Withholding a Building Permit for 1310 Johnston Road”.

2019-083 **It was MOVED and SECONDED**

THAT Council:

1. Receive for information the corporate report dated February 14, 2019, from the Director of Planning and Development, titled “60-Day Extension of Period for Withholding a Building Permit for 1310 Johnston Road;” and

2. Consider the application for a building permit at 1310 Johnston Road and pass the following resolution:  
“WHEREAS:
  - A. On February 11, 2019, the Council of the City gave first and second readings to the following bylaws:
    - (i) A bylaw (the “OCP Amendment”) to amend the “City of White Rock Official Community Plan Bylaw, 2017, No. 2200” by:
      1. Replacing Figure 10 thereof with a new Figure 10; and
      2. Replacing the excerpt from Figure 10 contained in Section 8.3 (Lower Town Centre) with an excerpt from the new Figure 10;
    - (ii) A bylaw (the “Zoning Amendment”) to amend the “White Rock Zoning Bylaw, 2012 No. 2000” as amended, by, *inter alia*:
      1. Deleting the existing Section 7.60 “CD-60 Comprehensive Development Zone (1310 Johnston Road )” in Schedule “B” thereof; and
      2. Adding a new Comprehensive Zone to Schedule “B” thereof, as Section 7.61 “CD-61 Comprehensive Development Zone (1310 Johnston Road )”;
      3. Rezoning the following lands:  
Lot 1 Except: West 7 Feet, Block 17 Section 11 Township 1 New Westminster District Plan 2793  
PID: 004-601-017  
  
Lot 2 Except: West 7 Feet, Block 17 Section 11 Township 1 New Westminster District Plan 2793  
PID: 004-601-050  
(collectively “1310 Johnston Road”)  
  
from “CD-60 Comprehensive Development Zone (1310 Johnston Road)” to “CD-61 Comprehensive Development Zone (1310 Johnston Road)”.
  - B. Preparation of the OCP Amendment and the Zoning Amendment commenced on November 7, 2018.
  - C. Drafts of the proposed OCP Amendment and Zoning Amendment are attached hereto as Appendix “B” and Appendix “C”, respectively.
  - D. Building Permit Application No. 020409 (the “BP Application”) was made with respect to 1310 Johnston Road on January 21, 2019.
  - E. By resolutions dated February 11, 2019, the Council of the City directed pursuant to section 463(1) of the *Local Government Act* RSBC 2015 c. 1 (the “LGA”) that a building permit in respect of the BP Application be withheld for a period of 30 days beginning on January 21, 2019 (the “30 Day Period”).
  - F. Council has considered the BP Application, and wishes to proceed with public consultation concerning the OCP Amendment and the Zoning Amendment.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. Pursuant to section 463(3) of the LGA, Council hereby directs that a building permit in respect of the BP Application be withheld for a further period of sixty 60 days from the expiry of the 30-Day Period, i.e. for a further period of 60 days beginning on February 20, 2019.
2. The OCP Amendment and the Zoning Amendment shall be referred to the City's public consultation process and public hearing."

**CARRIED**

**4.0 OTHER BUSINESS REQUESTED TO BE ADDED TO THE AGENDA**

2019-084

**It was MOVED and SECONDED**

THAT Council, with all members of Council were present, permits an additional item be added to the Special meeting agenda in regard to consideration of adding the Town Centre to the scope of the Official Community Plan review.

**CARRIED**

Councillors Chesney and Fathers voted in the negative

**4.1 OTHER BUSINESS**

**TOWN CENTRE AS AN ADDITION TO THE OFFICIAL COMMUNITY PLAN REVIEW**

2019-085

**It was MOVED and SECONDED**

THAT Council directs staff to add the Town Centre Official Community Plan Review.

**CARRIED**

Councillors Chesney and Fathers and Mayor Walker voted in the negative

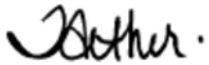
**Note:** It was noted that a cooperate report will come forward with timeline changes and approximate costs at the Feb 28<sup>th</sup> Finance and Audit Committee meeting as part Financial Plan Process.

**5. CONCLUSION OF THE FEBRUARY 14, 2019 SPECIAL COUNCIL MEETING**

The Chairperson declared the meeting concluded at 4:31 p.m.

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Mayor Walker

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Tracey Arthur, Director of  
Corporate Administration

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



**DATE:** February 25, 2019

**TO:** Mayor and Council

**FROM:** Carl Johannsen, Director of Planning & Development Services

**SUBJECT:** Proposed Amendment to the 2018 Fees and Charges Bylaw, 2017, No. 2230 (Sidewalk/Patio License Fees)

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**RECOMMENDATIONS**

THAT Council receive for information the corporate report dated February 25, 2019, from the Director of Planning & Development Services, titled “Proposed Amendment to the 2018 Fees and Charges Bylaw, 2017, No. 2230 (Sidewalk/Patio License Fees)” which recommends consideration of:

- Amending the *2018 Fees and Charges Bylaw, 2017, No. 2230* according to one of these options:
    - a. Reducing the Sidewalk Use License fee to \$4.00 per square foot; or
    - b. Reducing the Sidewalk Use License fee to a dollar amount per square foot as directed by Council.
  - Giving first, second and third readings to the “*2018 Fees and Charges Bylaw 2017, No. 2230, Bylaw No. 2286*”, according to option a or b.”
- 

**INTRODUCTION**

At the January 7, 2019, Governance and Legislation Committee meeting, the following resolution was endorsed:

“THAT the Governance and Legislation Committee requests a corporate report by February 25, 2019, with information in regard to *White Rock Sidewalk Use Agreement Bylaw, 2017, No. 2203* and possible suspension of a fee for all sidewalk usage for a 12 month trial period.” (Resolution 2019-G/L-004)

In response to this resolution, this corporate report outlines the intent of the *White Rock Sidewalk Use Agreement Bylaw, 2017, No. 2203*, identifies sidewalk licencing fees in the *2018 Fees and Charges Bylaw, 2017, No. 2230* and presents proposed amendments to the *2018 Fees and Charges Bylaw*. This corporate report also identifies budget implications regarding a possible sidewalk licence fee suspension, for Council’s consideration.

## **BACKGROUND**

### ***Sidewalk Use Agreement Bylaw***

The *Sidewalk Use Agreement Bylaw* allows businesses to extend merchandise displays or outdoor patios onto the City sidewalk or public right-of-way. This enhances business viability, supports White Rock's street-fronting retail environment and leverages the City's mild-weathered, seaside setting. The Bylaw also regulates construction on and the operation of sidewalk licence areas that are directly in front of a business, including:

- seating areas for restaurant or café patrons; and
- outdoor display of merchandise for a retail store.

For cafés and restaurants, this Bylaw requires seating areas (patios) be separated from the rest of the sidewalk by a guardrail 0.9 m to 1 m high from the surface of a deck or seating area, and be located at least 2.4 m away from the sidewalk curb. Constructed patio structures are permitted, provided they do not damage the sidewalk and can be removed within 72 hours.

This Bylaw also requires a sidewalk use licence applicant ('Licensee') to enter into a 'Sidewalk Use Agreement', between the City and an applicant, to use a portion of a City sidewalk, and obtain a 'Sidewalk Use Licence' that is renewed on an annual basis. All sidewalk licences issued in 2018 are for Waterfront businesses along Marine Drive.

The applicant must provide proof of a \$5M liability insurance policy valid for the year, with the City named as an insured party, before a Sidewalk Use Licence is issued or renewed. A one-time, refundable damage deposit is also required when a Sidewalk Use Agreement is applied for (\$1,500 for café/restaurant patios; \$250 for merchandise displays). This deposit is to be returned to the applicant when the Sidewalk Use Agreement lapses, provided that all structures described in the Licence area are removed and the sidewalk area is cleaned/not damaged. If structures are not removed after a licence lapses (i.e. closed business; storefront not re-leased), the City may remove the vacant patio and utilize the previously submitted deposit to help fund the removal.

### ***Sidewalk Use Licence Fees (2018 Fees and Charges Bylaw)***

The *2018 Fees and Charges Bylaw* identifies the fees for Sidewalk Use Agreements and Sidewalk Use Licences. The application fee for the Sidewalk Use Agreement is \$165, and is a one-time fee only required for new Applications.

The Sidewalk Use Licence fee, required for an applicant to obtain a Sidewalk Use Licence on an annual basis, is \$15 per square foot and applies to the size of the 'License Area' (sidewalk area) being used for outdoor seating/patio/retail display. Most Licence renewals occur in April/May.

## **ANALYSIS**

### ***Sidewalk Use Licence Fees in Other Municipalities***

Following up on Council's direction regarding a potential sidewalk licence fee suspension, staff reviewed sidewalk licence fees in other municipalities in the region to understand how other municipalities approach sidewalk use and what fees they currently require.

Based on this review, sidewalk licence fees (per square foot) in other municipalities include:

- Burnaby: \$0.00
- Delta: \$0.00 (\$100 Highway Use Permit Fee Required)
- New Westminster: \$2.50
- North Vancouver (District): \$3.48 (covered patio); \$2.90 (uncovered patio)
- Port Coquitlam: 5% of per square foot assessed value of the sidewalk use area

- Surrey: \$4.00
- Vancouver:
  - Summer (Apr-Oct): Downtown: \$7.88; Outside Downtown: \$5.59
  - Winter (Nov-Mar): Downtown: \$5.61; Outside Downtown: \$3.99
  - Small patios (no railings): \$376.40 for max. 3 tables and 6 chairs

### ***Community Charter Consideration***

Noting that all current Sidewalk Use Licenses in White Rock are for existing businesses on the Waterfront, which is experiencing impact from construction and winter storm recovery operations affecting parking capacities and customer volumes, a license fee reduction would help to reduce overhead for Waterfront businesses and potentially improve their viability.

However, prior to considering an adjustment to the Sidewalk Use License Fee, it is important to consider Section 25 of the Provincial *Community Charter*. Section 25 prohibits Local Governments from providing a grant, benefit, advantage or other form of assistance to a business, including an exemption from a fee, unless the benefit relates to heritage purposes.

If the Sidewalk Use Licence fee is suspended (i.e. a complete waiver of the fee), this may contravene the *Community Charter* as it may be considered providing an advantage for businesses with patios/outdoor retail compared to businesses that do not have patios on City property.

### **Recommendation**

Taking into consideration the *Community Charter* and the range of fees used in other municipalities, staff recommend that a fee reduction be considered by Council instead of a complete waiver or suspension. A fee reduction could still be beneficial for existing Waterfront businesses that will be renewing their annual Sidewalk Use Licence in the coming months.

Unless otherwise directed by Council, staff recommend that the Sidewalk Use Licence Fee be reduced to \$4.00 a square foot (see agenda item 8.1.1 for proposed Bylaw No. 2286). This recommended amount is consistent with the City of Surrey.

At this point, staff do not recommend that the \$165 application fee for a new Sidewalk Use Agreement Application be reduced, as this fee is used to cover the setup of new Agreements and related documentation. A Sidewalk Use Licence Fee reduction will also have more impact, as most Waterfront businesses already have Sidewalk Use Agreements but are required to renew their Sidewalk Use Licences on an annual basis.

Staff also do not recommend a reduction to the damage deposit for new applications, as a lower deposit amount may not provide enough funds to remove structures and clean up/repair the underlying sidewalk, if that becomes necessary.

Staff recommend that the third party liability insurance requirement with the City named as an insured party remain in effect.

### **BUDGET IMPLICATIONS**

If the Sidewalk Use Licence Fee is reduced, this will result in lower sidewalk fee revenue. For example, reducing this fee to \$4 per square foot (a 73 percent reduction) will reduce annual Sidewalk Use Licence Fee revenue by approximately \$78,000, from \$107,000 to \$29,000. A complete waiver or suspension of this fee (not recommended due to legislative requirements) will reduce annual Fee revenue by approximately \$107,000.

If the Bylaw is amended to reduce this fee, another funding source will be required to make up the revenue shortfall. If the fee is reduced on a permanent basis the offsetting recommended funding source is an increase in property taxes. Based on this, \$78,000 equates to a property tax increase of 0.4%. Staff will report back to Council on this as a part of the proposed 2019-2023 Financial Plan.

### **CONCLUSION**

In response to a resolution by the Governance and Legislation Committee to prepare a corporate report regarding the possible suspension of sidewalk use fees, this corporate report outlines the intent of the *White Rock Sidewalk Use Agreement Bylaw, 2017, No. 2203*, identifies sidewalk licencing fees in the *2018 Fees and Charges Bylaw, 2017, No. 2230* and presents a proposed amendment to the *2018 Fees and Charges Bylaw*.

Due to the limitations of the Provincial *Community Charter*, which prohibits Local Governments from providing a grant, benefit, advantage or other form of assistance to a business, including a fee exemption, and considering sidewalk use fees in other nearby municipalities, staff recommend that the Sidewalk Use Licence Fee be reduced to \$4.00 a square foot.

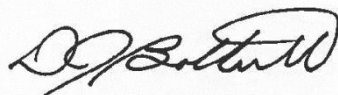
Respectfully submitted,



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

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

I concur with the recommendations of this corporate report.



Dan Bottrill  
Chief Administrative Officer

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



**POLICY TITLE:**        **TERMS OF REFERENCE:**  
                                  **ECONOMIC INVESTMENT COMMITTEE**

**POLICY NUMBER:** **COUNCIL - 137**

<i>Date of Council Adoption:</i> April 16, 2012	<i>Date of Last Amendment:</i> November 7, 2016
<i>Council Resolution Number:</i> 2012-107, 2013-082; 2015-129, 2015-307, 2016-483	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> <del>November 7, 2016</del> <u>January 14, 2019</u>

**Policy:**

The purpose of the Economic Investment Committee is to advise City Council ~~and staff~~ on matters regarding economic investment in the City.

**Committee General Terms**

**Term**

The committee appointments will be made by City Council for a two (2) year term, ~~with the initial appointments expiring December 31, 2018.~~

**Membership**

- a) The Economic Investment Committee will consist of up to thirteen (13) voting members appointed by Council following a public recruitment process, and representing a broad range of perspectives and expertise from the community’s business, investment, marketing, development and planning sectors. Additionally, in a non-voting advisory capacity there will be the Executive Directors or designate of:
  - The Business Improvement Association (BIA)
  - ~~Tourism White Rock~~
  - The Chamber of Commerce
  
- b) In addition, one (1) member of Council, and Alternate, the Chief Administrative Officer and the Director of Planning and Development Services (or Designate) will be non-voting members of the Committee.
  
- c) Committee members shall serve in a voluntary capacity without remuneration or gifts.



## Chairperson / Vice-Chairperson

The committee will appoint a Chairperson and a Vice-Chairperson from among its voting members at the committee's inaugural meeting.

## Annual Committee Work Plan

~~The Chief Administrative Officer will seek direction from Council~~ will forward on items that it wishes the Committee to address and develop with the Committee's ~~an Annual~~ Work Plan. The Committee will develop a Work Plan that will be brought back to Council for their approval.

The ~~Annual~~ Work Plan will is to identify strategies and actions the Committee will undertake to assist in:

- Supporting long term economic stability and growth in the community;
- Increasing economic diversity and local employment opportunities;
- Encouraging financial investment in the area including new businesses and re-development; ~~and~~
- Supporting existing businesses in retention and expansion; and,
- Reviewing the City's Economic Development Plan.

The Committee may make representations to Council on economic development matters.

## Meetings

- a) The committee shall mutually agree to a meeting schedule at their inaugural meeting and will meet at a minimum bi-monthly. The meeting schedule will be published on the City website and updated as needed by the Committee Clerk.
- b) The Chairperson of the committee may call a meeting of the committee, with at a minimum of staff being able to give twenty-four (24) hours notice to the committee members, in addition to the scheduled meetings or may cancel a meeting.
- c) Quorum for meetings shall mean a majority of all of its Committee voting members.
- d) If there is no quorum of the committee 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.
- e) All committee meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- f) The public is welcome to observe the meeting. When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to members of the public in attendance to speak to the item in question.

- g) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- h) If a member:
  - i fails to attend three (3) consecutively held meetings of the committee, or
  - ii fails to attend a committee meeting in any sixty (60) day period, providing a meeting of the committee is held in that sixty (60) day period (whichever is the longer period of time) and
  - iii unless the absence is because of illness; or
  - iv unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.

The Committee Clerk will keep an attendance log and notify the Chairperson and ~~City Clerk~~Corporate Officer where there have been two (2) consecutive absences without consent. The ~~City Clerk~~Corporate Officer will then make contact with the Committee member.

- i) Any person with particular expertise, including municipal staff may be invited by the Chairperson or staff member of the committee to attend a committee meeting in order to provide information or advice, but only members appointed by City Council may vote on matters coming before the committee.
- j) The ~~office of the City Clerk~~Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policy, meeting schedule, and providing administrative support to the committee. Agendas and approved minutes will be posted on the City's website.
- k) Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- l) Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council or staff.
- m) Where a member of a committee, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- n) An annual report must be submitted to the Chief Administrative Officer for review and to be forwarded to City Council.
- o) A committee cannot direct staff to take action without endorsement by City Council.
- p) Committees do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.

- q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the committee works with the staff member assigned to that committee on those matters.
- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- s) The committee's Chairperson may appoint members to a subcommittee to consider, inquire into, report and/or make recommendations to the committee for a specific purpose.
- t) Members of the committee are not permitted to speak directly with the media on behalf of the committee.

### **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.

### **Code of Conduct**

Appointees 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. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

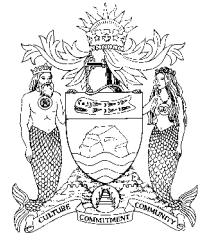
**CITY OF WHITE ROCK  
COMMITTEE CODE OF CONDUCT  
STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_, 2017, I have read  
Council Policy 120, “Code of Conduct for Committee Members” and Council Policy 137  
Terms of Reference for the Economic Investment Committee and I understood and 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: RECOGNITION AND STRATEGIC MESSAGES**

**POLICY NUMBER: COUNCIL - 135**

<i>Date of Council Adoption:</i> April 16, 2012	<i>Date of Last Amendment:</i> January 28, 2019
<i>Council Resolution Number:</i> 2011-234, 2012-104 , 2013-082, 2015-285, 2017-063, 2019-042	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> January 14, 2019

**Policy**

1. Mayor and Council greetings will be placed in a strategic fashion in various municipal guides and speciality publications.
2. Each greeting is based on merit and is a Communications Officer decision in consultation with the Mayor.
3. Up to eleven (11) paid strategic messages be placed annually as follows:
  - a. National Volunteer Week
  - b. Canada Day
  - c. Remembrance Day
  - d. Christmas Day/New Years Day
  - e. And that Mayor and Council each bring forward one event (seven total) to be approved by Council as a paid strategic message for the remainder of the term (Appendix A).

**Rationale**

To balance public recognition of significant dates within budget limitations in a manner that is consistent with the City’s mission and value statements.

**APPENDIX A**

**LIST OF COUNCIL SELECTED STRATIC MESSAGES  
IN EFECT COUNCIL TERM (2018 – 2022)**

February - Black History Month  
February - Family Day  
March - International Women's Day  
March - St. Patrick's Day  
April - Easter  
August- BC Day  
December - Hanukah

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



**POLICY TITLE: COMMUNICATION BETWEEN MAYOR AND COUNCIL AND CITY STAFF**

**POLICY NUMBER: COUNCIL - 119**

<i>Date of Council Adoption:</i> September 27, 2010	<i>Date of Last Amendment:</i> January 28, 2019
<i>Council Resolution Number:</i> 2010-418, 2013-082, 2015-214, 2019-042	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> January 14, 2019

**Policy:**

1. Communication by Mayor and / or a member of Council containing direction to staff and / or request for information that is not readily available or has to be assembled must be sent directly to the Chief Administrative Officer (CAO).
2. The CAO will review the request and forward it to the appropriate staff person along with an expectation of response time.
3. Staff will respond to the CAO who will forward the response, including any required copies, to Mayor and all members of Council. Included will be a copy of the original communication and/or request.
4. Should a staff member receive communication from the Mayor or member of Council directly they will immediately forward the request to the CAO and wait for direction prior to proceeding.
5. Communication by Mayor and / or a member of Council with an inquiry for information may be forwarded to the relative Director with a copy to the CAO.
6. ~~Communication by Mayor and / or a member of Council for information is to be forwarded to the CAO with a copy to the relative Director.~~

**Rationale:**

In accordance with Section 147 of the *Community Charter* and the City of White Rock Organizational Chart: Mayor and Council deal with the organization through one employee – the CAO.

Requested information and responses will be forwarded to the Mayor and all members of Council to ensure everyone has the most up to date and accurate information.



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



**POLICY TITLE:**        **TERMS OF REFERENCE:**  
                                  **PARKING TASK FORCE**

**POLICY NUMBER:** **COUNCIL - 156**

<i>Date of Council Adoption:</i> January 14, 2019	<i>Date of Last Amendment:</i> January 14, 2019
<i>Council Resolution Number:</i> 2019-0	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> January 14, 2019

**Purpose**

The Parking Task Force will review and potentially revise pay parking in White Rock, including rates, parking permits, and the integration of the new parkade. The Task Force mandate will be to ensure rates are competitive with neighbouring jurisdictions, White Rock businesses are supported, and White Rock residents receive the best possible value in our City.

The specific objectives will include:

- To review and recommend seasonal parking rates at the new parkade.
- To review and recommend seasonal parking rates at the Montecito underground parkade.
- To review and recommend seasonal parking rates along the waterfront.
- To review and recommend parking rates at Centennial Arena.
- To review and recommend parking rates at Peach Arch Hospital.
- To review both the White Rock Resident Parking Decal and the new White Rock Resident Parking Permit.
- To ensure that any changes do not impact property taxes to fund a reduction in parking.
- To complete an annual review to evaluate the effectiveness of the decisions of the Parking Task Force.

The goal of the Task Force will be to enhance the quality of life for residents and visitors.

**Membership**

The Parking Task Force will consist of no more than eight-seven (87) voting members, one (1) non-voting member of Council, one (1) non-voting representative for the Business Improvement Association and City staff as required. ~~in total (including the Chair).~~ The composition of the Task Force will be determined by City Council who will review applications from the public. It is hoped that the Task Force will be composed of a cross section of interested parties, including waterfront businesses, interested residents, and White Rock staff and council.

### **Chair**

The Parking Task Force will be chaired by the Council representative, who will serve as a non-voting member.

### **Term**

The goal of the Parking Task Force will be to present its recommendations to Council by May 30<sup>th</sup> 2019 at the latest.

### **Meetings**

Meetings will be held as the need arises at the call of the Chair. A majority of the members shall constitute a quorum.

### **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.

### **Code of Conduct**

Appointees 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. This will be required immediately upon appointment. The statement / agreement for signature is attached to and forming part of this policy.

**CITY OF WHITE ROCK  
COMMITTEE CODE OF CONDUCT  
STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_, I have read Council  
(DATE)  
Policy 120, “Code of Conduct for Committee Members” and Council Policy \_\_\_\_\_,  
Committee Terms of Reference and I understood and 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:**  
                                  **WATER COMMUNITY ADVISORY PANEL**

**POLICY NUMBER:** **COUNCIL - 157**

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

**Policy:**

The purpose of the Water Community Advisory Panel (Panel) is to advise City Council on White Rock water issues such as:

- Water quality (source and treated)
- Distribution system
- Rate structure proposals
- Infrastructure improvement proposals
- Communication with the community

**Panel General Terms**

**Term**

City Council will make appointments to the Panel for a two (2) year term.

**Membership**

- a) The Panel will consist of up to seven (7) voting members appointed by City Council following a public recruitment process.
- b) City Council will invite the Fraser Health Authority to attend in an advisory capacity and as a non-voting member of the Panel. .
- c) In addition, City Council will appoint one (1) member of Council (as well as an Alternate), the Chief Administrative Officer, and the Director of Engineering and Municipal Operations (or Designate) as non-voting members of the Panel.
- d) Committee members shall serve in a voluntary capacity without remuneration or gifts.

### **Chairperson / Vice-Chairperson**

The Panel will appoint a Chairperson and a Vice-Chairperson from among its voting members at the Panel's inaugural meeting.

### **Annual Work Plan**

City Council will provide projects or issues for the Panel to examine with the objective that the Panel will provide recommendations for Council's consideration.

### **Meetings**

- a) The Panel shall mutually agree to a meeting schedule at their inaugural meeting and will meet at a minimum bi-monthly. The meeting schedule will be published on the City website and updated as needed by the Committee Clerk.
- b) The Chairperson of the Panel may call a meeting of the Panel, with a minimum of staff being able to give twenty-four (24) hours' notice to the Panel members, in addition to the scheduled meetings or may cancel a meeting.
- c) Quorum for meetings shall mean a majority of all of its Panel voting members.
- d) If there is no quorum of the Panel 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.
- e) All committee meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter* by the Committee.
- f) The public is welcome to observe the meeting. When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to members of the public in attendance to speak to the item in question.
- g) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- h) The Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policy, meeting schedule, and providing administrative support to the committee. Agendas and approved minutes will be posted on the City's website.
- i) If a member:
  - i. fails to attend three (3) consecutively held meetings of the committee, or
  - ii. fails to attend a committee meeting in any sixty (60) day period, providing a meeting of the committee is held in that sixty (60) day period (whichever is the longer period of time) and

- iii. unless the absence is because of illness; or
- iv. unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.

The Committee Clerk will keep an attendance log and notify the Chairperson and Director of Corporate Administration where there have been two (2) consecutive absences without consent. The Director of Corporate Administration, or Designate, will then make contact with the Committee member.

- j) Panel minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- k) The Panel may hear and consider representations by any individual, group or organization on matters referred to the Panel by Council.
- l) Where a member of the Panel, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- m) The Panel cannot direct staff to take action without endorsement by City Council.
- d) The Panel does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- e) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the Panel must receive prior approval from Council.
- f) The Panel may appoint members to a subcommittee to consider, inquire into, report and/or make recommendations to the Panel for a specific purpose.
- g) Members of the Panel are not permitted to speak directly with the media on behalf of the Panel.

### **Procedures**

Unless otherwise provided for in these terms of reference, the procedures of the Panel will be governed by the City's Council and Committee Procedure Bylaw.

### **Code of Conduct**

Appointees 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 the Council policy regarding Code of Conduct for Committee Members. This will be required immediately upon appointment. The statement / agreement for signature is attached to and forming part of this policy.

**CITY OF WHITE ROCK  
COMMITTEE CODE OF CONDUCT  
STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_, I have read Council  
(DATE)  
Policy 120, “Code of Conduct for Committee Members” and Council Policy \_\_\_\_\_,  
Committee Terms of Reference and I understood and 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-159**

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i>	<i>Historical Changes (Amends, Repeals or Replaces):</i>
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee:</i>

**Policy:**

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:

- a) advises Council on heritage conservation programs and policies, 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) reviews and submits recommendations to Council on land use and planning matters which have heritage implications;
- c) supports 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;
- d) supports heritage education and public awareness through programs such as Heritage Week displays, newsletters, etc.;
- e) promotes and enhances the City's owned heritage resources; and
- f) requests expenditures for heritage purposes.

The Committee will endeavor to engage with the Semiahmoo First Nation and other indigenous groups on matters regarding the natural and cultural heritage of this region.

**Committee General Terms**

**Term**

The committee appointments will be made by City Council for a two (2) year term, with the initial appointments expiring December 31, 2020 or until the activities are complete, whichever is sooner.



## Membership

- a) The History and Heritage Advisory Committee will consist of up to SEVEN (7) voting members appointed by Council from:
  - A member of City Council (1)
  - The White Rock Museum and Archives Board of Directors (1)
  - A staff member from the White Rock Museum and Archives (1)
  - Four (4) members of the community at large, with the following interests and knowledge:
    - Local heritage conservation and history
    - Architecture, planning and design
    - Environmental and Cultural preservation and interpretation
  - Non-Voting City Staff:
    - Director of Recreation & Culture or designate, and
    - City Staff as necessary
- b) Committee members shall serve without remuneration or gifts.

## Chairperson / Vice-Chairperson

The committee will appoint a Chairperson and a Vice-Chairperson from among its voting members at the committee's inaugural meeting.

## Meetings

- a) The committee shall mutually agree to a meeting schedule at their inaugural meeting. The meeting schedule will then be published and updated as needed by the Committee Clerk.
- b) The Chairperson of the committee may call a meeting of the committee, with at a minimum of staff being able to give twenty-four (24) hours' notice to the committee members, in addition to the scheduled meetings or may cancel a meeting.
- c) Quorum for meetings shall be one half of the voting membership plus one (1) or a member majority if the membership is of an even number (if the membership is ten members, quorum = six members).
- d) If there is no quorum of the committee 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.
- e) All committee meetings are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the Committee. The public would attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration by the Committee, 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 in question.

- f) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- g) If a member:
  - i) fails to attend three (3) consecutively held meetings of the committee, or
  - ii) fails to attend a committee meeting in any sixty (60) day period, providing a meeting of the committee is held in that sixty (60) day period (whichever is the longer period of time) and
  - iii) unless the absence is because of illness; or
  - iv) unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.

The Committee Clerk will keep an attendance log and notify the Chairperson and Corporate Officer where there have been two consecutive absences without consent. The Corporate Officer will make contact with the Committee member.

- h) Any person with particular expertise, including municipal staff may be invited by the Chairperson or staff member of the committee to attend a committee meeting in order to provide information or advice, but only members appointed by City Council may vote on matters coming before the committee.
- i) The Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policy, meeting schedule, and administrative support to committees. Agendas and approved minutes will be posted on the City's website.
- j) Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- k) A committee meeting or a portion thereof may be closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- l) Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- m) Where a member of a committee, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- n) Committee chairpersons and staff liaisons will prepare an annual report to be submitted to the Chief Administrative Officer for review and to be forwarded to City Council.
- o) A committee cannot direct staff to take action without endorsement of City Council.
- p) A committee 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;
  - ii. the staff member assigned to the committee or the Chief Administrative Officer may advise the committee of existing policies or directives and the needs to refer the matter to Council prior to taking any action.
- q) Committees do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- r) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the committee works with the staff member assigned to that committee on those matters.
- s) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- t) The committee Chairperson may appoint members to a subcommittee to consider, inquire into, report and make recommendations to the committee for a specific purpose.
- u) Members of the committee are not permitted to speak directly with the media on behalf of the committee.

### **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.

### **Code of Conduct**

Appointees 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. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

### **Rationale:**

The purpose of the History and Heritage Advisory Committee is to act as an advisory body to Council on matters relating to White Rock's built, natural and cultural heritage resources.

**CITY OF WHITE ROCK  
COMMITTEE CODE OF CONDUCT  
STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_, I have read Council  
(DATE)  
Policy 120, “Code of Conduct for Committee Members” and Council Policy \_\_\_\_\_,  
Committee Terms of Reference, and I understood and 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: MARINE DRIVE TASK FORCE**

**POLICY NUMBER: COUNCIL - 160**

<i>Date of Council Adoption: Month Day, Year</i>	<i>Date of Last Amendment: N/A</i>
<i>Council Resolution Number: 2019-###</i>	
<i>Originating Department: Planning and Development Services</i>	<i>Date last reviewed by the Governance and Legislation Committee: February 25, 2019</i>

**Policy:**

The Marine Drive Task Force will advise Council on Marine Drive issues such as: business viability, economic development, tourism, redevelopment, building and public realm design and character, signage, sidewalk use and programming, beautification, events and Marine Drive business areas relationship to the Promenade/Pier, Beach and parking.

**Mandate:**

The main channel for Task Force’s advice will be through providing advice on the development and implementation of a ‘Marine Drive / Waterfront Enhancement Strategy’ (the ‘Strategy’).

**Strategy:**

The Planning and Development Services Department, with the assistance of a consultant team and through a process involving public consultation, is currently undertaking a review of waterfront-related policies in the Official Community Plan (OCP) that will culminate in the Strategy. The Strategy will recommended policy changes to the OCP as well as action items in several key areas, including:

- Establishing character areas along the Marine Drive with form and character design guidelines for new buildings and the public realm.
- Enhancements to the streetscape including recommendations regarding sidewalks/patios, street furniture and lighting, signage, and re-use of parking lots.
- Business strategies to reinforce the attractiveness of the “jewel” of White Rock as a year-round generator of economic activity.

The Task Force key activities will include:

- Seeking input from businesses, residents, agencies, the City’s Economic Investment Committee and governments to identify opportunities to strengthen the year-round business environment and attractiveness of the buildings and public spaces along and near Marine Drive;
- Reviewing background reports on the existing conditions in the Marine Drive business areas and examples of best practices for waterfront commercial vitalization from other waterfront communities;
- Attending public workshops, forums or open houses to observe and provide an additional link between Council and the public engagement process for the Strategy;
- Providing critical feedback on both the existing Official Community Plan waterfront related policies and the recommendations of a draft Strategy;
- Supporting the implementation of the Strategy, as endorsed by Council, by identifying potential partnership and funding opportunities that can bring the Strategy to life.
- Sharing the results of the Strategy with their personal/professional networks and the community at large.

In addition to the engagement and advisory work related to the Strategy, the Task Force may also produce its own recommendations regarding Marine Drive improvements for Council’s consideration (including initiatives, policies, actions and Bylaw amendments to address these issues), particularly in the area of tourism and economic development.

### **Committee General Terms**

#### **Term**

The committee appointments will be made by City Council for a one (1) year term, with the initial appointments expiring March 31, 2020 or until the activities are complete, whichever is sooner.

#### **Membership**

- a) The Task Force will consist of up to five (5) voting members appointed by Council from the community at large, Mayor Walker as a non-voting member, up to four (4) non-voting members from the list below, and City staff as required.

Five (5) representatives from the public will be invited to participate on the Task Force, with a preference for Marine Drive residents and/or business representatives.

The following individuals and groups will be invited to participate as non-voting members on the Task Force:

- Semiahmoo First Nation
- Alex Nixon, Executive Director, White Rock Business Improvement Association
- Ritu Khanna, Executive Director, South Surrey & White Rock Chamber of Commerce
- Cathy James, Tourism White Rock

In the event the specific individuals noted in this section are unable to attend the scheduled meetings another representative from the organization may attend on their behalf.

Staff liaisons are:

- Director of Planning and Development Services
- Director of Engineering and Municipal Operations
- Manager of Planning
- Committee and FOI Clerk

b) Members shall serve without remuneration or gifts.

### **Chairperson / Vice-Chairperson**

The Task Force will be chaired by [REDACTED], and the Committee will appoint a Vice-Chairperson of the Task Force.

### **Meetings**

- a) The members shall mutually agree to a meeting schedule at their inaugural meeting. The meeting schedule will then be published and updated as needed by the Committee Clerk.
- b) The Chairperson may call a meeting of the Task Force, with at a minimum of staff being able to give twenty-four (24) hours notice to the members, in addition to the scheduled meetings or may cancel a meeting.
- c) Quorum for meetings shall mean a majority of all of the Task Force voting members.
- d) 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.

- e) All Task Force meetings are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the Task Force. The public would attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration, the Chairperson may, with majority consent of those members in attendance, give permission to a member of the public in attendance to speak to the item in question.
- f) Notwithstanding section (e) above, an optional mobile site visit workshop for the Task Force may be organized to visit waterfront business areas in nearby communities, and due to travel logistics this meeting format is not open to the public.
- g) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the members present, and in the case of the optional mobile site visit workshop described in section (f).
- h) If a member:
  - i) fails to attend three (3) consecutively held meetings; or
  - ii) fails to attend a meeting in any sixty (60) day period, providing a meeting is held in that sixty (60) day period (whichever is the longer period of time) and
  - iii) unless the absence is because of illness; or
  - iv) unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.

The Committee Clerk will keep an attendance log and notify the Chairperson and the Director of Corporate Administration where there have been two consecutive absences without consent. The Director of Corporate Administration will make contact with the Task Force member.

- i) Any person with particular expertise may be invited by the Chairperson or staff member to attend a meeting in order to provide information or advice, but only members appointed by City Council may vote on matters coming before the Task Force.
- j) The office of Corporate Administration, with the support of staff from Planning and Development Services, will be responsible for preparing agendas, minutes, updating Terms of Reference policy, meeting schedule, and administrative support to the Task Force. Agendas and approved minutes will be posted on the City's website.
- k) Meeting minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- l) The Task Force may hear and consider representations by any individual, group or organization on matters referred to the Task Force by Council.



- m) Where a member of the Task Force, their family, employer or business associates have any interest in any matter being considered by the Task Force, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- n) Following review of the draft Strategy by the Task Force, the Chairperson and staff liaisons will prepare commentary and recommendations on the draft Strategy to be submitted to the Chief Administrative Officer for review and to be forwarded to City Council.
- o) The Chairperson and staff liaisons will prepare a concluding report to be submitted to the Chief Administrative Officer for review and to be forwarded to City Council. The concluding report will identify whether the Task Force recommends an extension of the term of the Task Force in order to implement or monitor the actions within the Strategy.
- p) The Task Force cannot direct staff to take any action.
  - i) any such action must be referred to Council for consideration and adoption;
  - ii) the staff member assigned to the Task Force or the Chief Administrative Officer may advise the Task Force of existing policies or directives and the needs to refer the matter to Council prior to taking any action.
- q) The Task Force does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the Task Force must receive prior approval from the Director of Planning and Development Services.
- s) The Chairperson may appoint members to a subcommittee to consider, inquire into, report and make recommendations to the Task Force for a specific purpose.
- t) Members of the Task Force are not permitted to speak directly with the media on behalf of the Task Force.

### **Procedures**

Unless otherwise provided for in these terms of reference, the procedures of the Task Force will be governed by the City's Council and Committee Procedure Bylaw.

### **Code of Conduct**

Appointees 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. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

### **Rationale:**

The purpose of the Marine Drive Task Force is to provide assistance to Planning and Development Services in completing the review of waterfront related policies in the Official Community Plan and in preparing a Marine Drive / Waterfront Enhancement Strategy.

**CITY OF WHITE ROCK  
COMMITTEE CODE OF CONDUCT  
STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_, I have read Council  
(DATE)  
Policy 120, “Code of Conduct for Committee Members” and Council Policy \_\_\_\_\_,  
Committee Terms of Reference and I understood and will conform to the City’s Code of  
Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)



**POLICY TITLE: TERMS OF REFERENCE: WATER QUALITY TASK FORCE**

**POLICY NUMBER: COUNCIL – 161**

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment: N/A</i>
<i>Council Resolution Number:</i>	
<i>Originating Department: CAO/Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: N/A</i>

**Policy:**

The Water Quality Task Force (“Task Force”) will advise Council on an evaluation of the City of White Rock’s water quality. Specifically, the Task Force will evaluate:

- The quality of White Rock water both before and after the water treatment plant is operating; and
- The evaluation will include a comparison of water quality between White Rock and Metro Vancouver.

**Task Force General Terms**

**Term**

The task force would be expected to complete the evaluation by no later than June 2019. Appointments to the task force would expire June 30, 2019 or until evaluations are complete, whichever is sooner.

**Membership**

The Task Force will consist of the following:

- Mayor Walker; and
- Councillors Kristjanson and Fathers;

Staff liaisons in support of the task force are:

- Chief Administrative Officer
- Director of Engineering and Municipal Operations

**Chairperson / Vice-Chairperson**

The Task Force will be chaired by Mayor Darryl Walker.

## Meetings

- a) The members shall mutually agree to a meeting schedule at their inaugural meeting. The meeting schedule will then be published and updated as needed by the Committee Clerk.
- b) The Chairperson may call a meeting of the Task Force, with at a minimum of staff being able to give twenty-four (24) hours notice to the members, in addition to the scheduled meetings or may cancel a meeting.
- c) Quorum for meetings shall mean a majority of all of the Task Force voting members.
- d) 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.
- e) All Task Force meetings are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the Task Force. The public would attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration, the Chairperson may, with majority consent of those members in attendance, give permission to a member of the public in attendance to speak to the item in question.
- f) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the members present, and in the case of the optional mobile site visit workshop described in section (f).
- g) If a member:
  - i) fails to attend three (3) consecutively held meetings; or
  - ii) fails to attend a meeting in any sixty (60) day period, providing a meeting is held in that sixty (60) day period (whichever is the longer period of time) and
  - iii) unless the absence is because of illness; or
  - iv) unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.

The Committee Clerk will keep an attendance log and notify the Chairperson and the Director of Corporate Administration where there have been two consecutive absences without consent. The Director of Corporate Administration will make contact with the Task Force member.

- h) Any person with particular expertise may be invited by the Chairperson or staff member to attend a meeting in order to provide information or advice, but only members appointed by City Council may vote on matters coming before the Task Force.
- i) The office of Corporate Administration will be responsible for preparing agendas, minutes, updating Terms of Reference policy, meeting schedule, and administrative support to the Task Force. Agendas and approved minutes will be posted on the City's website.
- j) Meeting minutes, with recommendations noted, will be forwarded to Council for information and action as required.

- k) The Task Force may hear and consider representations by any individual, group or organization on matters referred to the Task Force by Council.
- l) Where a member of the Task Force, their family, employer or business associates have any interest in any matter being considered by the Task Force, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- m) The Task Force cannot direct staff to take any action.
  - i) any such action must be referred to Council for consideration and adoption;
  - ii) the staff member assigned to the Task Force or the Chief Administrative Officer may advise the Task Force of existing policies or directives and the needs to refer the matter to Council prior to taking any action.
- n) The Task Force does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- o) Members of the Task Force are not permitted to speak directly with the media on behalf of the Task Force.

### **Procedures**

Unless otherwise provided for in these terms of reference, the procedures of the Task Force will be governed by the City's Council and Committee Procedure Bylaw.

### **Code of Conduct**

Appointees 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. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

### **Rationale:**

The purpose of the Water Quality Task Force is to provide recommendations to Council regarding water quality issues.

**CITY OF WHITE ROCK  
COMMITTEE CODE OF CONDUCT  
STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_, I have read Council  
(DATE)  
Policy 120, “Code of Conduct for Committee Members” and Council Policy \_\_\_\_\_,  
Committee Terms of Reference and I understood and 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: GRANTS –IN-AID**

**POLICY NUMBER: FINANCE - 302**

<i>Date of Council Adoption:</i> September 28, 2015	<i>Date of Last Amendment:</i> March 5, 2018
<i>Council Resolution Number:</i> 2013-346, 2015-336, 2016-282, 2018-088	
<i>Originating Department:</i> Finance	<i>Date last reviewed by the Governance and Legislation Committee:</i> March 5, 2018

**POLICY:**

1. Applications shall be sent annually to previous year's recipients, and the deadline for receipt of applications shall be February 1<sup>st</sup>.
2. The annual deadline for the receipt of late applications is June 1<sup>st</sup>.
3. Applications received after June 1<sup>st</sup>, may be considered outside of the above noted timelines, only if they are of an emergent nature (new circumstances that did not exist prior).
4. The Grants-In-Aid Committee shall be responsible for reviewing grant applications received and shall prepare a recommended list of grant recipients and the suggested grant for each. This list shall be presented to City Council for review and approval no later than April 1<sup>st</sup>. Organizations located in the City of White Rock will be given first priority.
5. The Grants-In-Aid Committee shall confine its allocation to 95% of the total grant-in-aid budget. The remaining 5% shall be held back in the event of a worthy late submission.
6. One grant may be awarded per organization with a maximum award of \$2,000, with the exception of White Rock based arts and cultural organizations who may apply for an additional \$5,000 to host an arts or/and culture event.
7. To be eligible for receiving a grant the following criteria shall be considered:
  - a. Membership in the group, team, or society applying for the grant should be at least 25% from White Rock. Notwithstanding if, in the opinion of the Committee, the group will bring some substantial benefit to the community, and then approval may be granted.



- b. An individual requesting a grant must be a White Rock resident or must be representing White Rock in a provincial, federal, or international event. Notwithstanding, exceptions can be made if the applicant has a current affiliation with the City or has made a significant contribution to the City in the past.
  - c. Grants shall not be approved where the stated or likely purpose is to pay for past deficits or debts incurred by the organization.
  - d. A sports team or club will only be considered for a grant if they are regional or provincial champions are identified with White Rock, and are participating in national, Western Canadian, or international competition.
  - e. The grant must be used to contribute to the general interest and advantage of the City of White Rock.
  - f. Organizations must submit their most recent financial statements and approved budgets. Where applicable, itemized budgets should also be submitted for specific events that funding is applied for.
  - g. All grant recipients must submit a report to the Director of Financial Services disclosing the use of the grant funds on or before December 31. Recipients who do not submit a report will be ineligible to apply for a grant in the subsequent year.
  - h. Applicants who require funds prior to July 1 should indicate this fact, including rationale, on the application.
8. Notwithstanding 5 above, a group, team, or society may be given a grant-in-aid if it is the opinion of Council that such an award would be in the best interest and for the benefit of the City.
9. The City offers supplementary funding (total annual allocation of \$20,000) to support and develop arts and culture events. The funding is not intended to provide continuing support to organizations indefinitely. The program is intended to encourage the development of event capacity, organization efficiency and best practices. The following criteria are for organizations applying for the additional arts and cultural event fund.
- a. The event must occur in the City of White Rock.
  - b. The event must showcase local area artists, be inclusive, accessible and welcoming to the public.
  - c. It is preferred that applicants are arts and cultural organizations registered and in good standing as a non-profit societies in the province of British Columbia. If not, they may be requested to provide additional documentation for accountability purposes, such as confirmation of who the event organizers are, what their roles are, and as well attesting to the use of the funds.
  - d. Applicants from organizations that have received a grant in aid from the City of White Rock must demonstrate that the proposed project is different from the activity which received the grant in aid.

- e. Preference will be given to new events that address gaps in the existing event calendar and have the potential to become major arts and culture events. A new event, for the purpose of this policy, is defined as an event that has not previously existed and is occurring for the first time. An event that is part of an ongoing series or part of the core programming of an organization is not considered new.

## **RATIONALE:**

The intent of the deadline is to ensure applications are received and processed effectively.

A hold-back of unallocated money is required to deal with unforeseen or late-rising events or applications.

Non-community based organizations will not be considered because people in the community have many opportunities to contribute to them at other times. Since Council is merely redirecting the taxpayer's money it is not believed to be appropriate to make these kinds of choices for the taxpayers.

A reasonable percentage of the membership benefiting from the grant should be taxpayers or residents of the City - otherwise they could request a grant from their own City Council.

Grant recipients should be doing works, which benefit the people of the City or bring favourable publicity to the City and in so doing raise civic pride and awareness.

Individuals or sports teams representing the City should be doing so in a capacity which is official (i.e. representing the province or the country) and at a high level of competition - groups going on self-sponsored tours in which they have no official capacity should not receive grants. Examples of groups who have applied in the past but would not qualify for a grant are: school rugby teams on tour, highland dancers troupe on tour, and a dance company performing in a recital overseas.

In the Council approved Cultural Strategic Plan 2014-2018, a key priority is to increase grant funding for arts and culture events in order to stimulate new activities and contribute to White Rock being a cultural destination. The City recognizes the important contribution arts and cultural festival and events make to the economy and cultural character of a city.

**THE CORPORATION OF THE  
CITY OF WHITE ROCK  
BYLAW 2286**



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**A Bylaw to amend Schedule “A” of the Fees and Charges Bylaw, 2017, No. 2230  
in regards to Sidewalk Use License fees.**

The Council of the City of White Rock, in open meeting assembled, enacts as follows:

1. The fees for “**Sidewalk Use License – per square foot**”, under **Schedule “A” PLANNING and DEVELOPMENT SERVICES** of Fees and Charges Bylaw, 2017, No. 2230, be amended as follows:

Sidewalk Use License	\$ 4 per sq ft
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This Bylaw may be cited for all purposes as the “Fees and Charges Bylaw, 2017, No. 2230, Amendment No. 3, 2019, No. 2286”

RECEIVED FIRST READING on the \_\_\_\_\_ day of \_\_\_\_\_  
RECEIVED SECOND READING on the \_\_\_\_\_ day of \_\_\_\_\_  
RECEIVED THIRD READING on the \_\_\_\_\_ day of \_\_\_\_\_  
RECEIVED FINAL READING on the \_\_\_\_\_ day of \_\_\_\_\_

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MAYOR

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DIRECTOR OF CORPORATE ADMINISTRATION

**THE CORPORATION OF THE  
CITY OF WHITE ROCK  
BYLAW 2288**



A Bylaw to amend a Financial Plan for 2018 to 2022

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WHEREAS the City Council of the Corporation of the City of White Rock is empowered by the provisions of Section 165 of the “Community Charter” to adopt a Financial Plan for the five-year period ending the thirty-first day of December 2022.

AND WHEREAS it is necessary for such Financial Plan to be amended

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

1. Schedule “A” and Schedule “B” attached to and forming part of the “White Rock Financial Plan Bylaw (2018-2022), 2018, No. 2239”, are hereby repealed and replaced by the Schedules “A” and “B” attached hereto and forming part of this bylaw.
2. This Bylaw may be cited for all purposes as the “White Rock Financial Plan Bylaw (2018-2022), 2018, No. 2239, Amendment No. 2, 2019, No. 2288”.

RECEIVED FIRST READING on the	11 <sup>th</sup>	day of	February, 2019
RECEIVED SECOND READING on the	11 <sup>th</sup>	day of	February, 2019
RECEIVED THIRD READING on the	11 <sup>th</sup>	day of	February, 2019
ADOPTED on the		day of	

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MAYOR

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DIRECTOR OF CORPORATE ADMINISTRATION

**The Corporation of the  
CITY OF WHITE ROCK  
BYLAW 2289**



A Bylaw to amend the  
“City of White Rock Official Community Plan Bylaw, 2017, No. 2200”

**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 Figure 10 Conceptual Height Transitions in Section 8.0 (Land Use) is deleted and replacing in its entirety with a new Figure 10 Conceptual Height Transitions as shown on Schedule “1” attached herein and forming part of this bylaw.
2. The excerpt of Figure 10 Conceptual Height Transitions in Section 8.3 (Lower Town Centre) is deleted and replacing in its entirety with an excerpt of the new Figure 10 Conceptual Height Transitions as shown on Schedule “2” attached herein and forming part of this bylaw.
3. This Bylaw may be cited for all purposes as the “Official Community Plan Bylaw, 207, No. 2210, Amendment No. 1 (1300 Block Johnston Road), 2019, No. 2289”.

PUBLIC INFORMATION MEETING on the	17 <sup>th</sup>	day of	January, 2019
RECEIVED FIRST READING on the	11 <sup>th</sup>	day of	February, 2019
RECEIVED SECOND READING on the	11 <sup>th</sup>	day of	February, 2019
PUBLIC HEARING held on the		day of	
RECEIVED THIRD READING on the		day of	
RECONSIDERED AND FINALLY ADOPTED on the		day of	

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Mayor

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Director of Corporate Administration



Schedule "2"



**The Corporation of the  
CITY OF WHITE ROCK  
BYLAW 2290**



A Bylaw to amend the  
"White Rock Zoning Bylaw, 2012, No. 2000" as amended

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

1. That Schedule "B" – Comprehensive Development Zones' of the "White Rock Zoning Bylaw, 2012, No. 2000" as amended, be amended as follows:
  - (1) By deleting the from the Table of Contents for Schedule "B" (Comprehensive Development Zones) Section 7.60 "CD-60 Comprehensive Development Zone (1310 Johnston Road) in Schedule "B" in its entirety;
  - (2) By adding to the Table of Contents for Schedule "B" (Comprehensive Development Zones) Section 7.61 "CD-61 Comprehensive Development Zone (1310 Johnston Road);"
  - (3) By deleting the existing Section 7.60 "CD-60 Comprehensive Development Zone (1310 Johnston Road) in Schedule "B" in its entirety; and
  - (4) By adding a new Comprehensive Zone to Schedule "B," as Section 7.61 "CD-61 Comprehensive Development Zone (1310 Johnston Road)," attached herein as Schedule "1" and forming part of this bylaw.
2. That Schedule "C" of the "White Rock Zoning Bylaw, 2012, No. 2000" as amended is further amended by rezoning the following lands:

Lot 1 Except: West 7 Feet, Block 17 Section 11 Township 1 New Westminster District Plan 2793  
PID: 004-601-017

Lot 2 Except: West 7 Feet, Block 17 Section 11 Township 1 New Westminster District Plan 2793  
PID: 004-601-050  
(1310 Johnston Road)

as shown on Schedule "1" attached hereto, from the 'CD-60 Comprehensive Development Zone (1310 Johnston Road)' to the 'CD-61 Comprehensive Development Zone (1310 Johnston Road).'
3. This Bylaw may be cited for all purposes as the "White Rock Zoning Bylaw, 2012, No. 2000, Amendment (CD-61 Amendment – 1310 Johnston Road) Bylaw, 2019, No. 2290".



PUBLIC INFORMATION MEETING on the	17 <sup>th</sup>	day of	January, 2019
RECEIVED FIRST READING on the	11 <sup>th</sup>	day of	February, 2019
RECEIVED SECOND READING on the	11 <sup>th</sup>	day of	February, 2019
PUBLIC HEARING held on the		day of	
RECEIVED THIRD READING on the		day of	
RECONSIDERED AND FINALLY ADOPTED on the		day of	

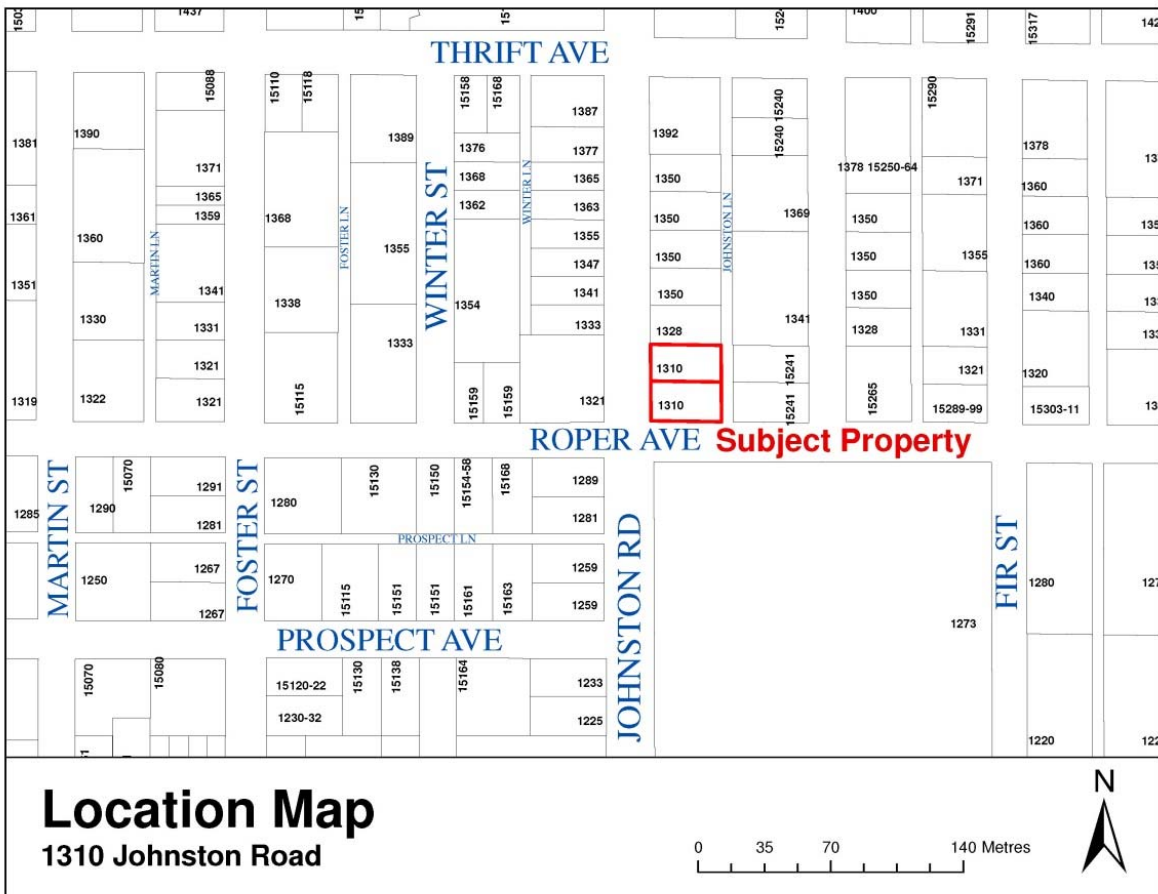
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Mayor

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Director of Corporate Administration

SCHEDULE "1"



SCHEDULE “2”

7.61 CD-61 COMPREHENSIVE DEVELOPMENT ZONE (1310 Johnston Road)

INTENT

The intent of this zone is to accommodate the development of a mixed-use development on a site of approximately 1,516.1 square metres (0.375 acres) in area.

1. Permitted Uses:
  - (a) *multi-unit residential use*
  - (b) *retail service group 1 use*
  - (c) *licensed establishments, including liquor primary, food primary, agent store, u-brew and u-vin*
  - (d) *medical or dental clinic*
  - (e) *accessory home occupation use in accordance with the provisions of section 5.3 and that does not involve clients directly accessing the principal building*
  
2. Lot Coverage:
  - (a) *lot coverage shall not exceed 80%.*
  
3. Density:
  - (a) *Maximum gross floor area shall not exceed 5,306.3 square metres, with a minimum commercial floor area of 431.5 square metres, and the maximum number of dwelling units shall not exceed 30, comprised as follows:*
    - (i) **BASE DENSITY:** *The maximum gross floor area shall not exceed 2,653.1 square metres, and the maximum number of dwelling units shall not exceed 11 units*
    - (ii) **ADDITIONAL (BONUS) DENSITY:** *Where a contribution of \$850,000 has been provided to the Community Amenity Reserve Fund to assist with the provision of the amenities in the following table, the maximum gross floor area shall not exceed 5,306.3 square metres, with a minimum of 431.5 square metres of commercial floor area, and the maximum number of dwelling units shall not exceed 30 units*

#	Amenity
1	New public open space and walkways
2	Improvement of existing open space and walkways
3	Public art
4	Waterfront improvement, including civic parking facilities
5	Special needs or non-market affordable housing
6	People movement infrastructure to link Uptown to the Waterfront

The amenity must be provided in accordance with an amenity agreement and a section 219 covenant delivered by the owner of the subject real property to secure the amenity

4. Building Height:

- (a) The *principal building* shall not exceed six storeys.

5. Siting Requirements:

- (a) Minimum setbacks are as follows:

- |  |              |
|--|--------------|
| (i) Setback from front (south) lot line          | = 1.7 metres |
| (ii) Setback from rear (north) lot line          | = 0.0 metres |
| (iii) Setback from interior side (east) lot line | = 0.0 metres |
| (iv) Setback from exterior side (west) lot line  | = 1.8 metres |

- (b) Notwithstanding the above, deck cornices may encroach by up to 0.36 metres into the required front (south) and exterior side (west) lot line setbacks

6. Parking:

Parking shall be provided in accordance with Section 4.14, with the minimum total number of spaces required as follows:

- (a) A minimum of 1.5 spaces per unit shall be provided for the residential *dwelling units*
- (b) A minimum of 0.3 spaces per unit shall be provided for visitors to the residential *dwelling units* and marked as 'visitor'
- (c) A minimum of 15 spaces shall be provided for the *retail service group 1 uses, licensed establishments and medical or dental clinic uses*
- (d) A minimum of two (2) of the required spaces shall be provided for disabled persons parking and shall be clearly marked in accordance with B.C. Building Code requirements

7. Bicycle Parking:

Bicycle parking shall be provided in accordance with Section 4.16, with the minimum number of spaces required as follows:

- (a) A minimum of 48 Class I spaces shall be provided
- (b) A minimum of 2 Class II spaces shall be provided

8. Loading:

- (a) One (1) off-street loading space shall be provided for the residential use and commercial use, and shall meet the loading space dimension requirements accordance with Section 4.15.3

**The Corporation of the  
CITY OF WHITE ROCK  
BYLAW 2280**



A Bylaw to amend the  
"City of White Rock Planning Procedures Bylaw, 2017, No. 2234" as amended

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

1. That the text of the "City of White Rock Planning Procedures Bylaw, 2017, No. 2234" be amended:

(1) by amending the Table of Contents by deleting the reference to "Liquor License Resolution Request" after Schedule N of the General Application Procedures and replacing it with "Liquor and Cannabis License Resolution Request;"

(2) by deleting the existing section 2(h) in its entirety and replacing it with the following text:

h) a request for local government resolution on a Liquor and Cannabis License Applications;

(3) by deleting the existing section 22 under Delegation of Council Powers in its entirety and replacing it with the following text:

For referral of liquor licence applications not involving: a new license (other than those applications related to a manufacturer's license, such as a lounge endorsement and patio endorsement that has been previously supported by Council and issued), for a lounge endorsement, for patron participation entertainment, for extension of hours greater than one hour, and/or relocation of a liquor license, Council delegates to the Director the authority to provide comments on the application;

(4) by amending Schedule A Application Fees by deleting the row for Temporary Use Permit (including renewal and amendment) and replacing it as follows:

Temporary Use Permit (including renewal and amendment)	\$2,040.00
Temporary Use Permit (Cannabis Store) (including renewal and amendment)	\$3,000.00

(5) The existing Schedule M Temporary Use Permit Application Procedures is deleted and replacing in its entirety with a new Schedule M Temporary Use



Schedule “1”

**Schedule M Temporary Use Permit Application Procedures**

Temporary Use Permit: for any use with the exception of a cannabis store

- (a) Applicant may request a pre-application meeting with staff to review the proposal and gather early input on issues to inform application preparation.
- (b) Complete application materials as indicated in the minimum submission requirements table below submitted by the owner/Applicant.
- (c) Staff review application and advise Applicant of any outstanding or incomplete submission requirements.
- (d) Staff prepare information package and distribute for circulation, including White Rock RCMP, White Rock Fire Rescue and Bylaw Enforcement.
- (e) Applicant is required to install a Public Notification Sign on the property, as outlined in Section 36 of the Planning Procedures Bylaw.
- (f) Applicant conducts Public Information Meeting according to requirements of Schedule “E” of the Planning Procedures Bylaw.
- (g) At any time during the preceding, staff may, depending on the application, prepare written correspondence to the Applicant based on initial comments from the referral and public feedback, advising the Applicant of revisions required to gain the support of the Director for recommendation of approval.
- (h) Staff prepares report and report package with recommendations and draft permit, including information received from circulation and from Public Information Meeting, and presents to the Land Use & Planning Committee (LUPC) for consideration.
- (i) Permit proceeds with LUPC recommendations for Council consideration and authorization to schedule Public Meeting.
- (j) Staff prepare and submit notification to adjacent property owners and tenants within 100 metres of subject property plus advertisement in City section of local newspaper for scheduling of Public Meeting.
- (k) Public Meeting held in Council Chambers or an appropriate public venue.
- (l) Permit submitted with LUPC recommendation and response to public notification for Council consideration.
- (m) Staff notify owner/Applicant of Council’s decision and, if approved, notice of permit registered with Land Titles Office.

Temporary Use Permit: for cannabis store use only

- (a) Applicants may request a pre-application meeting with staff to review the proposal and gather early input on issues to inform application preparation, and obtain staff's direction on whether the proposal meets the criteria for cannabis stores.
- (b) Complete application materials as indicated in the minimum submission requirements table below submitted by the owner/Applicant.
- (c) Staff receive a referral from the Liquor and Cannabis Regulation Branch.
- (d) Staff prepare information package and distribute for circulation.
- (e) Applicant is required to install a Public Notification Sign on the property, as outlined in Section 36 of the Planning Procedures Bylaw.
- (f) Applicant conducts Public Information Meeting according to requirements of Schedule "E" of the Planning Procedures Bylaw.
- (g) At any time during the preceding, staff may, depending on the application, prepare written correspondence to the Applicant based on initial comments from the referral and public feedback, advising the Applicant of revisions required to gain the support of the Director for recommendation of approval.
- (h) Staff prepares a report and report package that includes staff evaluation of the application and draft permit for the Land Use and Planning Committee (LUPC). The LUPC may recommend Council consider the application and authorize staff to schedule a Public Meeting in conjunction with the Public Hearing required for the related cannabis license resolution request application, refer the application back to staff with direction for more information, or reject the application. The LUPC may consider more than one application at the same meeting.
- (i) Staff prepare and submit notification to adjacent property owners and tenants within 100 metres of subject property plus advertisement in City section of local newspaper for scheduling of Public Meeting.
- (j) Public Meeting held in Council Chambers or an appropriate public venue (in conjunction with the Public Hearing required for the related cannabis license resolution request application).
- (k) Permit submitted with LUPC recommendation and response to public notification for Council consideration.
- (l) Staff notify owner/Applicant of Council's decision and, if approved, notice of the City's recommendation for a cannabis store licence is provided to the BC Liquor and Cannabis Regulation Branch.



- (m) If the BC Liquor and Cannabis Regulation Branch issues a cannabis store licence, or conditional approval for a licence to the applicant, the applicant may proceed to the Building Permit and Business License application stage.

**Minimum Submission Requirements – Temporary Use Permit Application**

<b>Complete Application –Temporary Use Permit (any use with exception of cannabis stores)</b>
<ul style="list-style-type: none"> <li>• Completed Application Form</li> <li>• Application Fees</li> <li>• Title Search</li> <li>• Letter of Authorization (if applicable)</li> <li>• Survey (with topography and tree locations, sizes, and elevations)</li> <li>• Site Profile</li> <li>• Tree Assessment Report*</li> <li>• Site Plan, including the following statistics:               <ul style="list-style-type: none"> <li>○ Floor Area Ratio (Gross and Residential)</li> <li>○ Setbacks (buildings and encroachments)</li> <li>○ Height</li> <li>○ Lot Coverage</li> <li>○ Unit Count</li> <li>○ Gross Site Area</li> <li>○ Floor Areas (by use/common/amenity)</li> <li>○ Parking</li> <li>○ Details on any requested variances</li> </ul> </li> <li>• Architectural Plans*</li> <li>• Parking Plan*</li> <li>• Landscape Plan*, including the following:               <ul style="list-style-type: none"> <li>○ Existing tree locations</li> <li>○ Proposed plant list using graphic keys</li> <li>○ Proposed grades</li> <li>○ Proposed garbage/recycling enclosures</li> <li>○ Details on proposed outdoor amenity</li> <li>○ Proposed paving and lighting details</li> </ul> </li> <li>• Colour renderings with adjacent buildings*</li> <li>• Photographs of Site and Surrounding Area</li> <li>• Street Profile*</li> <li>• View Analysis*</li> <li>• Shadow Study*</li> <li>• Colour and Materials Board*</li> <li>• Design Rationale*</li> <li>• Development Permit Guidelines Response*</li> <li>• Precedent Photos*</li> <li>• Digital or physical 3D massing model*</li> <li>• Environmental Impact Assessment*</li> <li>• Traffic Study*</li> <li>• Parking Study*</li> <li>• Geotechnical Report*</li> </ul>
<b>Complete Application –Temporary Use Permit (cannabis stores only)</b>
<ul style="list-style-type: none"> <li>• Completed Application Form</li> <li>• Application Fees</li> <li>• Title Search</li> <li>• Letter of Authorization (if applicable)</li> </ul>

- Certificate of Incorporation
- Business plan, including the following information:
  - Letter of Intent
  - Curriculum vitae detailing applicant’s previous business undertaking and experience in retail sales in a Provincially or Federally regulated commercial sector
  - Proposed timeframe for commencing retail sales of cannabis
  - Compliance with municipal, provincial and federal government regulations
  - Willingness to enter into a ‘Good Neighbour’ agreement to address potential neighbourhood impacts and nuisance and impairment issues
  - Proposed educational initiatives regarding impairment and nuisance issues related to cannabis use
  - Operating details (store house, number of employees, etc.)
  - Proposed security measures
  - Insurance bonding information
- Description of any enforcement action or proceedings against the applicant/principals;
- Design proposal, including the following:
  - Floor Plan
  - Signage Plan
  - Façade and window treatment design
- Context Plan showing compliance with Zoning Bylaw siting criteria and current uses of adjacent properties
- If located within 200 metres of child care facility (existing or planned), a detailed assessment on how the proposed store will minimize business and visual impacts on the child care facility\*

*Additional studies/information may be required based on specifics of an application  
\*if applicable*

Schedule “2”

**Schedule N Liquor and Cannabis Licence Resolution Request Application Procedures**

- (a) When a referral is received from the BC Liquor and Cannabis Regulation Branch, staff contacts the Applicant and advise of City application and fee requirements. For cannabis store license applications, if a Temporary Use Permit application has not been submitted, staff respond to the LCRB noting that the applicant is not eligible for a cannabis store license. Applications for a new licence (other than those related to a manufacturer’s license that has been previously supported by Council and issued), for a lounge endorsement, for patron participation entertainment, for extension of hours greater than one hour, and/or relocation of a liquor licence require a Public Hearing; all other applications require public input through written comment only and the authority to provide comments is delegated to the Director. Staff may elect to opt-out of providing comment for increases in capacity under 10 persons and for permanent patio additions under 15 square metres in size.
- (b) Complete application materials as indicated in the minimum submission requirements table below submitted by the owner/Applicant.
- (c) Staff prepare information package and distribute for circulation.
- (d) For application requiring public input only:
  - i) Staff prepare notification to property owners/tenants within 100 metres of the subject property informing them of the application, and of their opportunity to provide written comment to staff within a minimum two-week period.
  - ii) Staff receive public input and prepare report and recommendations for the liquor licence referral.
- (e) For application requiring a Public Hearing:
  - i) Staff prepare notification to property owners/tenants within 100 metres of the subject property informing them of the application.
  - ii) Staff receive public input and prepare report and recommendation for Council for authorization to proceed to Public Hearing (if for a cannabis store, in conjunction with the Public Meeting required for the related Temporary Use Permit application).
  - iii) When authorized to proceed to Public Hearing, Public Hearing notification in accordance with Section 466 of the Local Government Act, including notice in newspapers, plus distribution mailed to adjacent property owners within 100 metres.
  - iv) Staff prepare Notice of Public Hearing for City page in local newspaper.

- v) The Public Hearing is held in Council Chambers, or an appropriate public venue, prior to Council meeting and in conjunction with the Public Meeting required for the related Temporary Use Permit application.
- (f) Copy of Council (or staff delegated) resolution submitted to the BC Liquor and Cannabis Regulation Branch along with copies of all reports, comments, documentation and results of the public consultation.

**Minimum Submission Requirements – Liquor and Cannabis Referral Request Application**

<b>Complete Application – Liquor and Cannabis<sup>^</sup> License Referral Request</b>
<ul style="list-style-type: none"> <li>• Completed Application Form</li> <li>• Application Fees</li> <li>• Title Search</li> <li>• Letter of Authorization (if applicable)</li> <li>• Survey (with topography and tree locations, sizes, and elevations)</li> <li>• Site Plan, including Floor Area, Seats, and Location of Patron Participation Entertainment areas*</li> <li>• Context Plan showing current uses of adjacent properties*</li> <li>• Parking Plan*</li> </ul>
<p><i>Additional studies/information may be required based on specifics of an application</i>  <i>*if applicable</i>  <i><sup>^</sup>cannabis license referral requests must be accompanied by a related Temporary Use Permit application for a cannabis store; for the minimum submission requirements see Schedule M</i></p>

**The Corporation of the  
CITY OF WHITE ROCK  
BYLAW 2281**



A Bylaw to amend the  
"White Rock Business Licence Bylaw, 1997, No. 1510" as amended

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

1. That the Text of the "White Rock Business Licence Bylaw, 1997, No 1510" be amended:
  - (1) by amending Section 8 Licence Period Subsection (a) by adding Subsection (i) with the following:
    - (i) Notwithstanding the above, a licence for a cannabis store shall be automatically nullified if the authorized Temporary Use Permit is no longer in effect.
  - (2) by amending Schedule A Group 4 to include the following business fee:

Cannabis Store	\$500.00
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2. This Bylaw may be cited for all purposes as the "White Rock Business Licence Bylaw, 1997, No. 1510, Amendment No. 6 (Cannabis Store) Bylaw, 2019, No. 2281".

RECEIVED FIRST READING on the \_\_\_\_\_ day of \_\_\_\_\_  
RECEIVED SECOND READING on the \_\_\_\_\_ day of \_\_\_\_\_  
RECEIVED THIRD READING on the \_\_\_\_\_ day of \_\_\_\_\_  
ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_

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Mayor

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Director of Corporate Administration