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Corporate Administration (604) 541-2212  
E-mail [clerksoffice@whiterockcity.ca](mailto:clerksoffice@whiterockcity.ca)



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

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

On Table Items: Page 157

January 24, 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 January 28, 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 January 28, 2019 as circulated.

**3. ADOPTION OF MINUTES**

a) January 14, 2019 – Regular Council meeting

**Page 8**

**RECOMMENDATION**

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

a) January 14, 2019 – Regular Council meeting

**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](#)

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

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

**5. DELEGATIONS AND PETITIONS**

**5.1 DELEGATIONS**

**5.1.1 ALEX NIXON & JENNY BRAY, WHITE ROCK BUSINESS IMPROVEMENT ASSOCIATION (BIA): MARINE DRIVE BUSINESSES, CHALLENGES AND OPPORTUNITIES**

A. Nixon and J. Bray, White Rock BIA, to appear as a delegation regarding the challenges and opportunities for Marine Drive Businesses.

**5.1.2 GAIL CRUIKSHANK: FEE FOR PERMIT PARKING ON MARINE DRIVE**

G. Cruikshank, resident, appearing as a delegation requesting the City remove the fee for permit parking along Marine Drive.

**5.1.3 GEOFF GIFFIN, PENINSULA PRODUCTIONS SOCIETY: INTRODUCTION**

G. Giffin, Peninsula Productions Society, appearing as a delegation to provide an introduction to the Peninsula Productions Society.

**5.1.4 LYNDA CAMPBELL: CONCERNS WITH PAY/PERMIT PARKING**

L. Campbell, resident, appearing as a delegation to express concerns with pay and permit parking in White Rock.

**5.2 PETITIONS**

None

**6. PRESENTATIONS AND CORPORATE REPORTS**

**6.1 PRESENTATIONS**

**6.1a STAFF SERGEANT DARYL CREIGHTON, WHITE ROCK RCMP: UPDATES**

Staff Sergeant D. Creighton to provide a PowerPoint and update regarding White Rock RCMP.

**6.2 CORPORATE REPORTS**

**6.2.1 BUSINESS PLAN: UPDATE ON THE POLICING OPERATIONS OF THE WHITE ROCK RCMP**

**Page 21**

Corporate report dated January 28, 2019 from Staff Sergeant Daryl Creighton titled "Business Plan: Update on the Policing Operations of the White Rock RCMP".

**RECOMMENDATION**

THAT Council receive for information the corporate report, dated January 28, 2019 from the White Rock RCMP Detachment Commander, titled "Business Plan: Update on the Policing Operations of the White Rock RCMP."

**6.2.2 WHITE ROCK RCMP RESPONSE TO THE MID-SPAN COLLAPSE OF THE WHITE ROCK PIER Page 27**

Corporate report dated January 28, 2019 from Staff Sergeant Daryl Creighton titled “White Rock RCMP Response to the Mid-Span Collapse of the White Rock Pier”.

**RECOMMENDATION**

THAT Council receive for information the corporate report, dated January 28, 2019 from the White Rock RCMP Detachment Commander, titled “White Rock RCMP Response to the Mid-Span Collapse of the White Rock Pier”.

**6.2.3 PIER AND EAST BEACH STORM REPAIR SCHEDULE AND REPAIR STRATEGIES Page 29**

Corporate report dated January 28, 2019 from the Director of Engineering and Municipal Operations titled “Pier and East Beach Storm Repair Schedule and Repair Strategies”.

**RECOMMENDATION**

THAT Council:

1. Receive for information the corporate report dated January 28, 2019, from the Director of Engineering and Municipal Operations, titled “Pier and East Beach Storm Repair Schedule and Repair Strategies;”
2. Endorse the repair strategies and schedules outlined in this corporate report;
3. Endorse that staff submit an application for grant funding for the White Rock Pier Reconstruction (Project No. IC0132) through the *ICIP – Community, Culture, and Recreation Program*; and
4. Support the project and commit to its share (\$4,277,195) of the project costs, as outlined in the *ICIP – Community, Culture, and Recreation Program* grant application.

**6.2.4 OUR PIER: A RETROSPECTIVE AND CELEBRATION EXHIBITION AT LANDMARK POP-UP-TOWN GALLERY Page 67**

Corporate report dated January 28, 2019 from the Director of Recreation and Culture titled “Our Pier: A Retrospective and Celebration Exhibition at Landmark Pop-Up-Town Gallery”.

**RECOMMENDATION**

THAT Council receive for information the corporate report dated January 28, 2019 from the Director of Recreation and Culture, titled “Our Pier: A Retrospective and Celebration Exhibition at Landmark Pop-Up-Town Gallery.”

**6.2.5 CITY PROPERTY INVENTORY 2019**

THAT Council receive for information this corporate report dated January 28, 2019 from the Director of Corporate Administration, titled “City Property Inventory 2019”. Page 69

**RECOMMENDATION**

THAT Council receive for information this corporate report dated January 28, 2019 titled “City Property Inventory 2019”.

## 7. MINUTES AND RECOMMENDATIONS OF COMMITTEES

### 7.1 STANDING AND SELECT COMMITTEE MINUTES

- Governance and Legislation Committee – January 14, 2019

**Page 78**

#### RECOMMENDATION

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

a) Governance and Legislation Committee – January 14, 2019

### 7.2 STANDING AND SELECT COMMITTEE RECOMMENDATIONS

a. The following recommendations have been brought forward from the **Governance and Legislation Committee** meeting held on January 14, 2019:

#### RECOMMENDATION

THAT Council endorse the following policies as circulated and discussed at the Governance and Legislation Committee:

- Council 119 - Communication Mayor/Staff **Page 87**
- Council 126 - CAO Performance Review **Page 89**
- Council 133 – Internal Handling of Social Media **Page 91**
- Council 134 – Press Releases **Page 93**
- Council 135 – Recognition/Strategic Messages **Page 95**
- Council 137 – Terms of Reference: Economic Investment Committee **Page 97**
- Council 138 – Terms of Reference: Environmental Advisory Committee **Page 102**
- Council 142 – Terms of Reference: Governance and Legislation Committee **Page 106**
- Council 143 – Terms of Reference: Arts & Cultural Advisory Committee **Page 108**
- Council 145 – Terms of Reference: Finance and Audit Committee **Page 113**
- Council 147 – Terms of Reference: Public Art Advisory Committee **Page 115**
- Council 154 – Terms of Reference: Intergovernmental Affairs Committee **Page 120**
- Council 155 – Terms of Reference: Land Use and Planning Committee **Page 122**
- Recreation and Culture 710 – Community Events Policy **Page 124**

**Note:** Amendments made at the January 14, 2019 Governance and Legislation Committee meeting are reflected with tracked changes.

**Note:** Policy 106 Council Remuneration and Expenses will be brought forward with a corporate report in March 2019.

**Note:** Policy 136 Managing the City of White Rock Social Media Presence will be brought forward with a corporate report in February 2019.

**8. BYLAWS AND PERMITS**

**8.1 BYLAWS**

**8.1.1 BYLAW 2283 - WHITE ROCK REVENUE ANTICIPATION BORROWING BYLAW, 2019, NO. 2283 Page 128**

Bylaw 2283 would permit the City to borrow money to meet 2018 expenditures prior to the collection of property taxes. The City is authorized to consider the proposed bylaw as per section 177 of the *Community Charter*. This bylaw was given three readings at the January 14, 2019 Regular meeting and is presented for consideration of final reading.

**RECOMMENDATION**

THAT Council give final reading to “*White Rock Revenue Anticipation Borrowing Bylaw, 2019, No. 2283*”.

**8.1.2 BYLAW 2284 – COUNCIL AND COMMITTEE PROCEDURE BYLAW, 2018, NO. 2232, AMENDMENT NO. 2, NO. 2284 Page 129**

Bylaw 2284 proposes to amend the City’s Council and Committee Procedure bylaw to change corresponding sections in relation to a new agenda deadline to one (1) day prior (the Wednesday prior the scheduled Council meeting). This bylaw received three readings at the January 14, 2019 Regular Council meeting, was advertised in the Peace Arch News January 18 and 25, 2019 and is presented for consideration of final reading

**RECOMMENDATION**

THAT Council give final reading to the “*Council and Committee Procedure Bylaw, 2018, No. 2232, Amendment No. 2, No. 2284*”.

**8.1.3 BYLAW 2285 – FEES AND CHARGES BYLAW, 2017, NO. 2230, AMENDMENT NO. 2, 2019, NO. 2285 Page 131**

Bylaw 2285 proposes amendments to the Fees and Charges Bylaw with respect to pay parking (Schedule K).

This Bylaw received three readings at the January 14, 2019 Regular Council meeting and is presented for consideration of final reading.

**RECOMMENDATION**

THAT Council give final reading to “*Fees and Charges Bylaw, 2017, No. 2230, Amendment No. 2, 2018, No. 2278*”.

***Note:*** Council have asked staff to bring forward a funding source, during the upcoming financial planning process, to offset the funds not being charged for parking so it would not impact property taxes.

**8.2 PERMITS**

None

**9. CORRESPONDENCE**

**9.1 CORRESPONDENCE - RECEIVED FOR INFORMATION**

None

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

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

- 9.1.1** Email dated January 16, 2019 from P. Gravett, Heritage BC, requesting a proclamation of February 18-24, 2019 as “Heritage Week” **Page 132**

***Note:** Council Policy No. 109 notes that the City of White Rock does not make official proclamations. Items 8.1.1 has been included under correspondence for public information purposes only.*

- 9.1.2** Email from K. Todd, Provincial Eating Disorders Awareness Week (PEDAW), requesting the City of White Rock participate in the 2019 campaign by “lighting up purple” on February 1 **Page 136**

**RECOMMENDATION**

THAT Council participate in the 2019 Provincial Eating Disorders Awareness Week campaign by displaying purple lighting on City Hall on Friday, February 1, 2019.

***Note:** Council Policy No. 109 notes that the City of White Rock does not make official proclamations; however, the City may choose to participate or highlight community events through other means, such as reflecting coloured lights on City Hall.*

**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**

**10.1 MOTIONS**

**10.1.1** The following motions were brought forward by Councillor Manning for Council’s consideration:

**a. DECEMBER 20: SEARCH AND RESCUE FROM WHITE ROCK PIER**

**RECOMMENDATION**

THAT Council requests the Mayor send the following correspondence to:

1. Search and Rescue, requesting full reimbursement of costs incurred for rescuing individuals who can be proven to have willfully disregarded warnings against trespass in dangerous areas, such as the Pier; and
2. The local RCMP detachment to thank them for stopping and fining other individuals for trespass along the pier and promenade.

**b. SHORT-TERM RENTALS**

**RECOMMENDATION**

THAT Council direct staff to prepare a corporate report with options on amending Section 5 of the City’s Zoning Bylaw to address Short-Term Rentals in the City of White Rock.

**c. PROPOSED VACANCY TAX**

**RECOMMENDATION**

THAT Council direct staff to prepare a corporate report regarding White Rock’s implementation of a proposed vacancy tax, similar to the bylaw adopted by the City of Vancouver.

***Note:** City of Vancouver’s consolidated “Vacancy Tax By-law No. 11674” is included in the agenda package for reference purposes.*

**Page 138**

**10.2 NOTICES OF MOTION**

None

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

None

**12. OTHER BUSINESS**

**13. CONCLUSION OF THE JANUARY 28, 2019 REGULAR COUNCIL MEETING**

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

**ABSENT:** Councillor Manning

**STAFF:** T. Arthur, Acting Chief Administrative Officer / 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  
S. Lam, Deputy Corporate Officer  
D. Johnstone, Committee Clerk

Press: 1  
Public: Approximately 60

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1. **CALL MEETING TO ORDER**  
The Chairperson called the meeting to order at 7:00 p.m.

2. **ADOPTION OF AGENDA**

2019-001

**It was MOVED and SECONDED**

THAT the Corporation of the City of White Rock Council adopts the agenda for its regular meeting scheduled for January 14, 2019 as circulated.

**CARRIED**

3. **ADOPTION OF MINUTES**

a) December 10, 2018

2019-002

**It was MOVED and SECONDED**

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

a) December 10, 2018

**CARRIED**

**4. DELEGATIONS AND PETITIONS**

**4.1 DELEGATIONS**

**4.1.1 SUSAN POTZOLD: NO DOGS ON THE PROMENADE**

S. Potzold, resident, appeared as a delegation and provided a PowerPoint presentation expressing opposition to consideration of proposed amendment to Bylaw No. 2282, which would permit dogs on the promenade during the off-season.

Following the presentation discussion ensued and the following comments were noted:

- Staff stated after speaking with the current bylaw officers, there have been no reported incidents of dog bites on the promenade
- In 2018 there were ten (10) tickets issued for dogs at large, and ten (10) issued for unlicensed dogs
- Though dogs are not permitted, there is 100% compliance of owners cleaning-up after their dogs if they are on the promenade
- There have been no known recent instances of dog bites (from dog to person, or dog to dog) reported in the City

**4.1.2 GAIL CRUIKSHANK: FEE FOR PERMIT PARKING ON MARINE DRIVE**

This delegation was deferred to the January 28, 2019 Regular Council meeting.

**4.1.3 TOM AND SUSAN MCCONNELL: CARRIAGE HOMES**

T. McConnell, resident, appeared as a delegation to request Council consider a pilot project with respect to carriage homes in White Rock. The following comments were delivered:

- Would like their property to be considered for a carriage home
- Secondary suites, including carriage homes, would be a good addition to providing affordable housing in the City
- The existing layout and size of the noted home does not lend itself well to having a secondary suite in the basement (no privacy). A carriage home would be a helpful source of secondary income
- The Planning Department has advised that the noted property would be suited for a carriage home pilot project

2019-003

**It was MOVED and SECONDED**

THAT Council:

1. Refers the information provided by T. McConnell, resident, requesting Council consider a pilot project with respect to carriage homes in White Rock; and
2. Directs staff to bring forward a corporate report outlining options for secondary suites and carriage homes.

**CARRIED**

**4.1.4**                    **BROOKE COLBY PRODUCTIONS: ROBBIE KNIEVEL & TEAM PIER JUMP FUNDRAISER**

B. Colby, Brooke Colby Productions, appeared as a delegation requesting the City support a fundraising event at the White Rock pier. The proposed event would feature a motorcyclist conducting a jump over the pier break. The following comments were noted:

- It was clarified that the jump would take place next to the pier, which would create an on camera illusion that the jump is occurring on the structure
- An event like this would support the waterfront businesses
- Once a preliminary plan is drafted, would like to meet with the Mayor to discuss further

Mr. Colby advised that if such an event were to take place, he would like to have a commemorative plaque dedicated to his parents placed along the waterfront.

**4.1.5**                    **MIKE ARMSTRONG: PARKING PLAN 2019**

M. Armstrong, resident, appeared as a delegation and provided a PowerPoint presentation requesting Council implement a proposed parking plan for the City.

It was suggested that Mr. Armstrong take part in the review of the plan when the Task Force addresses the matter.

2019-004                **It was MOVED and SECONDED**

THAT Council refers the presentation and proposal from Mike Armstrong to City's Parking Task force for review.

**CARRIED**

**4.2**                    **PETITIONS**

None

**5.**                    **PRESENTATIONS AND CORPORATE REPORTS**

**5.1**                    **PRESENTATIONS**

None

**5.2 CORPORATE REPORTS**

**5.2.1 ANIMAL CONTROL AND LICENSING BYLAW, 2012, NO. 1959, AMENDMENT 2, 2019, NO. 2282 (“DOGS ON PROMENADE” BYLAW AMENDMENT)**

Corporate report dated January 14, 2019 from the Director of Planning and Development Services and the Director of Engineering and Municipal Operations titled “Animal Control and Licensing Bylaw, 2012, No. 1959, Amendment 2, 2019, No. 2282 (“Dogs on Promenade” Bylaw Amendment)”.

Director of Planning and Development Services and the Director of Engineering and Municipal Operations summarized the corporate report. Staff clarified that Council are permitted to receive input/public consultation between third reading and adoption of the proposed bylaw.

Council expressed support for hosting a community forum for public consultation, adding that residents of South Surrey should feel encouraged to participate. Staff advised they will move forward in planning the Forum at the White Rock Community Centre, adding it would be scheduled as soon as possible.

2019-005

**It was MOVED and SECONDED**

THAT Council:

1. Receives for information the corporate report dated January 14, 2019, from the Director of Planning and Development Services and the Director of Engineering and Municipal Operations, titled “Animal Control and Licensing Bylaw, 2012, No. 1959, Amendment 2, 2019, No. 2282 (“Dogs on Promenade” Bylaw Amendment)”;
2. Will consider the first three readings to the “*Animal Control and Licensing Bylaw, 2012, No. 1959, Amendment 2, 2019, No. 2282*”;
3. Considers directing staff to arrange for a consultation process, as determined by Council, prior to considering adoption of the “*Animal Control and Licensing Bylaw, 2012, No. 1959, Amendment 2, 2019, No. 2282*”; and
4. Endorses the City providing dog waste bags and dispensers.

**CARRIED**

Councillor Kristjanson and  
Mayor Walker voted in the negative

**5.2.2**

**DECEMBER 2018 STORM EVENT – UNANTICIPATED EXPENDITURES**

Corporate report dated January 14, 2019 from the Chief Administrative Officer titled “December 2018 Storm Event – Unanticipated Expenditures”. The corporate report was brought forward in accordance with the City’s Finance Policy No. 322: Emergency Expenditures.

Staff advised that a more detailed report, including options, will be presented January 28, 2019.

With respect to the waterfront and promenade, staff provided the following comments:

- The repairs along West Beach are ahead of schedule, it is anticipated to be re-opened the second week of February (original re-opening date was end of February)
- There will be a community clean-up to assist in removing small debris
- The lights west of the museum are being addressed and once they are cleared, that area can be re-opened
- East Beach experienced more damage and is targeted for re-opening at the end of April
- Lights, electrical, and irrigation are some of the items being addressed
- Ministry of Fisheries and Oceans governs the pier, and no work will be permitted past February 28, 2019. The City is applying to have this date amended; however, it was noted there is no guarantee that the extension would be approved
- The City is working towards re-opening the pier for August; however, there are uncontrolled variables that can impact this date (eg: supplies, contractor availability, etc)
- Insurance on the pier will only cover up to the value of the structure at the time it was destroyed. There are new standards (eg: earthquake), and the Pier will need to be constructed to those standards. The City is investigating options in terms of structure improvements (eg: steel pile)

2019-006

**It was MOVED and SECONDED**

THAT Council receives for information the corporate report dated January 14, 2018 from the Chief Administrative Officer, titled “December 2018 Storm Event – Unanticipated Expenditures”.

**CARRIED**

**5.2.3**

**REVENUE ANTICIPATION BORROWING BYLAW, 2019, NO. 2283**

Corporate report dated January 14, 2019 from the Director of Financial Services titled “Revenue Anticipation Borrowing Bylaw, 2019, No. 2283”.

2019-007

**It was MOVED and SECONDED**

THAT Council receives for information the corporate report dated January 14, 2019 from the Director of Financial Services, titled “Revenue Anticipation Borrowing Bylaw, 2019, No. 2283”.

**CARRIED**

**5.2.4** **MIRAMAR VILLAGE PLAZA SPECIAL EVENTS 2019**

Corporate report dated January 14, 2019 from the Director of Recreation and Culture titled “Miramar Village Plaza Special Events 2019”.

Councillor Fathers declared a conflict of interest as she sits on the Board for the Farmers’ Market and exited the meeting at 8:03 p.m.

2019-008

**It was MOVED and SECONDED**

THAT Council:

1. Receives for information the corporate report dated January 14, 2019, from the Director of Recreation and Culture, titled “Miramar Village Plaza Special Events 2019;” and
2. Endorses the following events to be located on the open space located in Miramar Village Plaza for 2019:
  - a) Christmas on the Peninsula (November 23, 2019); and
  - b) White Rock Farmers’ Market (May 5, 2019 – October 27, 2019).

**CARRIED**

Councillor Fathers returned to the meeting at 8:05 p.m.

**6. MINUTES AND RECOMMENDATIONS OF COMMITTEES**

**6.1** **STANDING AND SELECT COMMITTEE MINUTES**

- Governance and Legislation Committee – December 10, 2018
- Land Use and Planning Committee – December 10, 2018
- Governance and Legislation Committee – January 7, 2019

2019-009

**It was MOVED and SECONDED**

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

- a) Governance and Legislation Committee – December 10, 2019;
- b) Land Use and Planning Committee – December 10, 2019; and
- c) Governance and Legislation Committee – January 7, 2019.

**CARRIED**

**6.2 STANDING AND SELECT COMMITTEE RECOMMENDATIONS**

6.2a The following recommendations were brought forward from the **Governance and Legislation Committee** meeting held on December 10, 2018:

2019-010 **It was MOVED and SECONDED**

THAT Council endorses the following policies as presented:

- Council Policy No. 105 – Council Orientation;
- Council Policy No. 111 – Order of Proceedings and Business for Council Agendas; and
- Council Policy No. 114 – Council Goals.

**CARRIED**

6.2b The following recommendations were brought forward from the **Governance and Legislation Committee** meeting held earlier this evening.

Due to time constraints, the following policies were brought forward for Council's consideration. This would allow the business of these three (3) committees to move forward to next steps. The remaining policies considered at the Governance and Legislation Committee meeting will be brought forward on the next regular Council agenda for consideration.

2019-011 **It was MOVED and SECONDED**

THAT Council endorses the following policies as circulated:

- 144 Terms of Reference: Tour de White Rock;
- 153 Terms of Reference: Sea Festival Planning Committee; and
- 156 Terms of Reference: Parking Task Force.

**CARRIED**

**7. BYLAWS AND PERMITS**

**7.1 BYLAWS**

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

Bylaw 2282 proposed 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). This bylaw was presented for consideration of first, second, and third reading.

Discussion ensued and it was suggested that the date be amended to reflect October to April 30. It was noted that there will be an open forum regarding the subject matter, and following that, Council may propose all their suggestions so the amendments can be addressed at the same time.

2019-012

**It was MOVED and SECONDED**

THAT Council amends the *Animal Control and Licensing Bylaw, 2012, No. 1959, Amendment 2, 2019, No. 2282* bylaw by designating the off-season period, which would permit dogs on the promenade, from October 1 to April 30.

**DEFEATED**

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

2019-013

**It was MOVED and SECONDED**

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

**CARRIED**

Councillors Johanson and Kristjanson voted in the negative

7.1.2

**BYLAW 2283 - WHITE ROCK REVENUE ANTICIPATION BORROWING  
BYLAW, 2019, NO. 2283**

Bylaw 2283 would permit the City to borrow money to meet 2018 expenditures prior to the collection of property taxes. The City is authorized to consider the proposed bylaw as per section 177 of the *Community Charter*.

2019-014

**It was MOVED and SECONDED**

THAT Council give first, second, and third reading to “*White Rock Revenue Anticipation Borrowing Bylaw, 2019, No. 2283*”.

**CARRIED**

7.1.3

**BYLAW 2277 - COUNCIL AND COMMITTEE PROCEDURE BYLAW, 2018,  
NO. 2232 AMENDMENT NO. 1, 2018 NO. 2277**

Bylaw 2277 proposed to amend the City’s Council and Committee Procedure bylaw to include the addition of Public Question and Answer Period as well as minor housekeeping amendments. A tracked changes copy outlining the amendments made at the December 10, 2018 regular Council meeting is included for reference purposes.

This Bylaw received three (3) readings at the December 10, 2018 regular Council meeting, was advertised in the January 4 and 11 editions of the Peace Arch News, and is presented for consideration of final reading.

2019-015

**It was MOVED and SECONDED**

THAT Council give final reading to “*Council and Committee Procedure Bylaw, 2018, No. 2232, Amendment No. 1, No. 2277*”.

**CARRIED**

7.1.4 **BYLAW 2278 – FEES AND CHARGES BYLAW, 2017, NO. 2230, AMENDMENT NO. 2, 2018, NO. 2278**

Bylaw 2278 proposed amendments to the Fees and Charges Bylaw with respect to pay parking (Schedule K). This Bylaw received three (3) readings at the December 10, 2018 regular Council meeting and was presented for consideration of final reading.

Council expressed interest in removing pay parking from the waterfront for the months of February and March 2019 with the option to extend. Staff brought forward a new Bylaw No. 2285 which would address the proposal.

2019-016 **It was MOVED and SECONDED**

THAT Council rescinds first, second, and third readings of “*Fees and Charges Bylaw, 2017, No. 2230, Amendment No. 2, 2018, No. 2278*” as included in the agenda.

**CARRIED**

2019-017 **It was MOVED and SECONDED**

THAT Council gives first second and third readings to the “*Fees and Charges Bylaw, 2017, No. 2230, Amendment No. 2, 2019, No. 2285*” as presented On Table including the provision for free parking at the waterfront for the months of February and March, 2019.

**CARRIED**

**Note:** it was noted by a member of Council and staff that a funding source must be brought forward during the upcoming financial planning process, to offset the funds being charged for parking so it would not impact property taxes.

2019-018 **Amendment to the Main Motion**

**It was MOVED and SECONDED**

THAT Council amends the On Table bylaw titled “*Fees and Charges Bylaw, 2017, No. 2230, Amendment No. 2, 2019, No. 2285*” where parking at Peace Arch Hospital will be made free of charge between the hours of midnight and 10:00 a.m.;

**CARRIED**

**Question was called on the Main Motion as amended and it was**

**CARRIED**

**Note:** it was noted again prior to the vote on motion 2019-018 that staff bring forward a funding source, during the upcoming financial planning process, to offset the funds not being charged for parking so it would not impact property taxes.

- 7.1.5** **BYLAW 2284 – COUNCIL AND COMMITTEE PROCEDURE BYLAW, 2018, NO. 2232, AMENDMENT NO. 2, NO. 2284**  
Bylaw 2284 proposed to amend the City’s Council and Committee Procedure bylaw to change corresponding sections in relation to a new agenda deadline to one (1) day prior (the Wednesday prior the scheduled Council meeting).
- 2019-019 **It was MOVED and SECONDED**  
THAT Council give first, second, and third reading to the “*Council and Committee Procedure Bylaw, 2018, No. 2232, Amendment No. 2, No. 2284*”. **CARRIED**
- 7.2** **PERMITS**  
None
- 8.** **CORRESPONDENCE**
- 8.1** **CORRESPONDENCE - RECEIVED FOR INFORMATION**
- 2019-020 **It was MOVED and SECONDED**  
THAT Council receives the following correspondence for information:
- 8.1.1** Email dated January 8, 2019 from C. Wordsworth, BC Aware, request for proclamation of January 28-February 5, 2019 as “*BC Aware Days*”. This proclamation is proposed to inform citizens throughout the Province of the inherent risks associated with cyberspace, and to provide simple, practical advice on how to minimize their exposure to these risks. **CARRIED**
- 2019-021 **It was MOVED and SECONDED**  
THAT Council receives the following correspondence for information:
- 8.1.2a.** Letter dated January 3, 2019 from Chief Superintendent Dave Attfield, Gold Commander, Community-Industry Response Group, “E” Division, Criminal Operations, RCMP, regarding Coastal Gaslink Pipeline Injunction Order Enforcement and Deployment of Officers from the White Rock Detachment.; and
- b.** Letter dated January 7, 2019 from Assistant Commissioner S. Thatcher, Lower Mainland District Commander, “E” Division, RCMP, providing additional context to Chief Superintendent Dave Attfield’s correspondence. **CARRIED**
- 2019-022 **It was MOVED and SECONDED**  
**8.1.3** Letter dated December 7, 2018, from D. Frank, Secretary-Treasurer for Surrey Schools, confirming the re-appointment of Trustee Laurae McNalley representing the City of White Rock. **CARRIED**

**9. MAYOR AND COUNCILLOR REPORTS**

**9.1 MAYOR'S REPORT**

Mayor Walker noted the following community events and information:

- Dec 20, Wind storm took place in the Lower Mainland causing significant damage to the waterfront
- Will be appointing a Mayor's Task Force on the Revitalization of Marine Drive
- Jan 14, Semiahmoo First Nation Inauguration
- Dec 12, Ocean Promenade Hotel holiday event
- Dec 13, TransLink Mayor's Council
- Jan 5, Community Conversation
- Jan 9, Metro Vancouver Housing Committee
- Jan 12, Toured West End Marine Drive with White Rock Business Improvement Association (BIA)

**9.2 COUNCILLORS REPORTS**

Councillor Chesney noted the following community events and information:

- Dec 13, Translink Mayors' Council
- Feb 2, the next "Let's Talk Community Conversation" will be held

Councillor Johanson noted the following community events and information:

- Jan 9 and 10, City held facilitated sessions "Aligning our Priorities"
- Dec 12, Ocean Promenade Hotel holiday event
- Jan 14, Semiamoo First Nation Inaugural meeting

Councillor Trevelyan noted the following community events and information:

- Dec 12, Ocean Promenade Hotel holiday event
- Museum and Archives meeting, attended with Councillor Manning

Councillor Kirstjanson noted the following community events and information:

- Jan 9 and 10, City held facilitated sessions "Aligning our Priorities"
- Jan 5, Let's Talk Community Conversation
- South Surrey White Rock Chamber of Commerce meeting, attended with Councillor Manning

**9.2.1 METRO VANCOUVER BOARD IN BRIEF**

**METRO VANCOUVER BOARD IN BRIEF – DECEMBER 7, 2018**

2019-023

**It was MOVED and SECONDED**

THAT Council receives for information the December 7, 2018 Metro Vancouver Board in Brief document.

**CARRIED**

**10. MOTIONS AND NOTICES OF MOTION**

**10.1 MOTIONS**

**10.1.1 PUBLIC MEETINGS OUTSIDE OF CITY BOUNDARIES**

The City to host a Council to Council meeting with the Semiahmoo First Nation outside the City of White Rock. The City will give notice in accordance to the *Community Charter* and the City's Council and Committee Procedure bylaw.

2019-024

**It was MOVED and SECONDED**

THAT Council, pursuant to Section 134.1 of the *Community Charter*, authorize and direct staff to schedule a Special Council to Council meeting with representatives of the Semiahmoo First Nation as follows:

- **Date and Time: Wednesday, January 23, 2019 at 4:30 p.m.**
- **Address: 15622 Marine Drive**

**CARRIED**

**10.1.2 WATER SERVICES COMMUNITY ADVISORY PANEL**

Councillor Fathers introduced the motion regarding "Water Services Community Advisory Panel" and provided the following comments:

- The Panel model would parallel Epcor's model
- Epcor required their members to sign a confidentiality agreement, the City's model would be a public structure

2019-025

**It was MOVED and SECONDED**

THAT Council in the interest of public disclosure and continuing communication and given that one of the City's priorities and goals is water quality and that transparency is essential to governance, good planning and policy establishment:

1. Endorses The City of White Rock establish a Water Services Community Advisory Panel; and
2. Directs staff to report back with the terms of reference (committee structure) at the next scheduled Governance and Legislation Committee meeting.

**CARRIED**

**10.2**                    **NOTICES OF MOTION**

Council discussed the Official Community Plan (OCP) scope and review, and suggested the review be amended to include the Town Centre Area (would involve a motion to reconsider the original vote that did not include the Town Centre as part of the scope of an OCP review).

Council expressed interest in including the Town Centre in the City's OCP review, and the following comments were noted:

- The Town Centre should be included as part of the OCP review (adding it to the current scope of the review – hearing from the public)
- The Town Centre review would be with respect to the OCP, and not the Zoning Bylaw
- It was suggested that height and density in the Town Centre be explored, as they would like the public to be able to speak to the City's OCP as a "whole picture"
- Public input regarding the Town Centre will be important

2019-026

**It was MOVED and SECONDED**

THAT Council directs staff to draft a corporate report, for the next meeting, that outlines what the implications to the existing Official Community Plan review would be if the review of the Town Centre's height and density were included within the scope and that the report also include the legal implications regarding this potential review.

**CARRIED**

Councillors Fathers and Chesney voted in the negative

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

None

**12.**                    **OTHER BUSINESS**

None

**13.**                    **CONCLUSION OF THE JANUARY 14, 2019 REGULAR COUNCIL MEETING**

The Chairperson declared the meeting concluded at 9:03 p.m.



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Mayor Walker

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Stephanie Lam, Deputy  
Corporate Officer

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



**DATE:** January 28, 2019  
**TO:** Mayor and Council  
**FROM:** Staff Sergeant Daryl Creighton, White Rock RCMP Detachment Commander  
**SUBJECT:** Business Plan: Update on the Policing Operations of the White Rock RCMP

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**RECOMMENDATIONS**

THAT Council receive for information the corporate report, dated January 28, 2019 from the White Rock RCMP Detachment Commander, titled "Business Plan: Update on the Policing Operations of the White Rock RCMP."

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**INTRODUCTION**

In 2018 and in consultation with the RCMP Corporate Management & Comptrollership Branch, Staff Sergeant Creighton prepared a new five (5) year Multi-Year Plan for the years 2018-2022. That corporate report was written to demonstrate the urgent requirement for additional police officers and the relevance of this budgetary impact on the residents of the City of White Rock. It was proposed that the Detachment would see the addition of two (2) members in July 2018 and then the addition of one (1) member in each of the subsequent four (4) years, beginning in 2019. Mayor and Council approved the addition of two (2) members for 2018 and these members arrived at White Rock Detachment in November 2018. Also approved was an additional city employee to work as an RCMP support staff member. Staff Sergeant Creighton will not seek further resources for this budget year.

This report will serve as an update into the policing operations of the White Rock RCMP.

**EXECUTIVE SUMMARY**

The world of policing is ever evolving and now, more than ever, police are faced with challenges that require more time and resources. These challenges have the potential to put a strain on the effectiveness and efficiency of the members of the White Rock Detachment. Some of these challenges are described below.

**Meeting policing Needs of the Community with Current Member Compliment**

The addition of two (2) members last year has brought the number of police officers to 25 members. Before the increase, there had been one additional member in the previous 17 years. The growing demands of the community, increase in crime statistics, as well as Federal and District expectations for service levels, has made it challenging to provide the level of policing that citizens have come to expect and to respond to increasing crime with current resources.

### **Multi-jurisdictional Nature of Crime**

With our close proximity to Surrey, Vancouver and the US border, criminals and prolific offenders cross-geographic lines to commit crime. Our Crime Analysts throughout the Lower Mainland monitor trends, profiles and modus operandi to jointly target offenders.

### **Complexity of Policing**

The capacity of police officers to deliver police services has been greatly affected by court decision, legislative policies, social policies, and technological advancements that, while important, have had unintended consequences of substantially increasing the time and cost associated with investigation and clearing cases. Court decisions add to police investigative procedures and police must meet the strict procedural guidelines set by Crown Council, who approve a recommended charge. Today's laws are more complex and require significant additional education and training of police officers to enforce their numerous provisions. Until recently, White Rock Detachment had just one member working in GIS (General Investigations Section, Plainclothes). The lack of a suitable amount of members required this officer to partake in unrealistic work assignments outside of the regular GIS mandate.

### **Social Impacts**

The increasing issues of mental illness, drug issues and homelessness are affecting policing more and more. Although the public perception is for police to respond to these issues, the police are limited in resources, tools or training to deal with these issues. However, many citizens have no alternative but to call the only service who is available 24/7 adding increased pressure to policing services.

### **Legislative and Crown Requirements at a Higher Standard**

There is a need for an increase in both operating and administrative resource time allocations to prepare detailed court documentation, meet high standards of investigation, as well as maintain protocol for arrests.

### **Complexity of Information Technology**

Technology demands instant response with respect to real time communication. Citizens posting incidents on social media can also affect investigation and messaging to the public. This requires time to stay on top of information that is often instant on social media and based on miscommunication from citizens. In addition, the amount of time it takes to investigate due to technology. This can include seizure and processing cell phones, tablets, computers and search of multi-social media networks. The impact of this reality is on the investigating member and can involve several specialised units outside the detachment.

### **Mental Health Interventions**

An almost daily occurrence is the response to a complaint involving an Emotionally Disturbed Person (EDP). This sort of complaint could be of a criminal nature or to simply check on someone's well-being. In the event a person is deemed to be a danger to themselves or others, police make an apprehension under the authority of the *Mental Health Act* and transport them to Peace Arch Hospital. Police are then obliged to remain with that person until they can be seen by a Psych Nurse or Doctor to determine whether the person is to be committed for evaluation. The time it can take from the initial police attendance to the EDP being assessed can sometimes take up to five hours, nearly half of a scheduled shift. This equates to 33% of the on-duty resources tied up on one call.

### **Missing Person Investigations**

This is considered a high-risk and priority investigation by all Police Departments. Police have numerous mandatory investigative steps to not only locate the person, but also in terms of quality assurance and review to ensure every action adheres to National Policy. Such an investigation

requires “all hands on deck” which includes the Watch Commander (preparation of a Briefing Note sent to RCMP upper management for situational awareness, scribing of a media release, liaising with Police Dog Service, Air One, Search and Rescue, calling out appropriate resources dependent upon on-duty member availability) and Constables (statements, seizure of processing of exhibits, neighbourhood canvassing, speaking with friends, family and associates, monitoring social media, cell phone pings, banking inquiries). This type of investigation can commonly run over the course of several shifts and they consume all available staff resources quickly.

### **Efficiency Reviews**

We continually engage in reviews that will increase value for dollar in all areas of service. This includes all aspects from how we provide a service to prolonging computer/monitor lifespan. At every corner, decisions are reached with considerations being given to identify potential efficiencies and financial savings.

### **Change in Major Case Management**

The Public Prosecution Service, as of January 1, 2019, has instituted Provincial Police Standards that now require certain investigations to be managed according to “Major Case Management” principles. This was in response to recommendations made by the Missing Women Commission of Inquiry. This applies to certain investigations that may begin as minor in nature, but have potential to expand into larger investigations, as well as the traditional serious investigations that would have been investigated using “Major Case Management” principles in the past. This may increase administrative workload both on police and support services within the Detachment.

### **Change to Crime Statistics**

Due to national attention regarding how statistics were kept in relation to sexual offences, there was a review and changes made in how crime statistics are captured in Canada. This will result in an apparent increase in crime statistics moving forward. This increase will not be an accurate representation of an increase in crime, but simply the change in how records are kept.

## **ANALYSIS**

This analysis is made in consideration of the White Rock RCMP Detachment requirements to deliver a high quality service model while ensuring police and public safety while meeting new or evolving standards of policy or process. This analysis also takes into account the importance of ensuring that the Police Budget is applied in a responsible manner.

White Rock RCMP Detachment is currently staffed with 25 police officers and the structure is comprised of a Detachment Commander (Staff Sergeant, Non-Commissioned Officer in Charge), an Operations NCO (Sergeant, in charge of Operations within the Detachment), four Watch Commanders (one Corporal in charge of each General Duty uniformed police officers) twelve General Duty Constables (uniformed first responders), a Plainclothes Commander (Corporal in charge of General Investigations Section (GIS) and Community Response Team (CRT)), two GIS Constables and two CRT Constables. The newest members are assigned to General Duty and once trained, two General Duty members will be moved to CRT.

### **Mandate of General Duty and considerations pertaining to Overtime**

General Duty police officers are the uniformed first responders commonly seen driving the marked police cars. They are typically the first police officer to have contact with a resident after they’ve made a call for service. The General Duty compliment is divided into four watches each comprised of the Watch Commander and three Constables. The Watches overlap to provide 24/7/365 policing coverage.

The vast majority of the Detachment overtime expenditure is to supplement General Duty resources. It is common to have a police officer absent for reasons such as Annual Leave, Training, Maternity/Parental Leave, Off Duty Sick, Long Term Off Duty Sick, and Graduated Return to Work. Occasionally, unexpected and unprecedented deployments can occur such as the situation that was faced this past summer, the BC Interface Fires. It is incumbent on the Watch Commander to ensure that the watch does not fall below the minimum staffing level, which is one Corporal and two Constables. In a situation that the member compliment unavoidably falls below the minimum, an overtime (double time) resource is called upon. This minimum number must be met to ensure police and public safety.

In consideration of the various absences and the amount of members available to the Detachment on each watch, it is not uncommon to have at least one member working overtime on every shift (day and night).

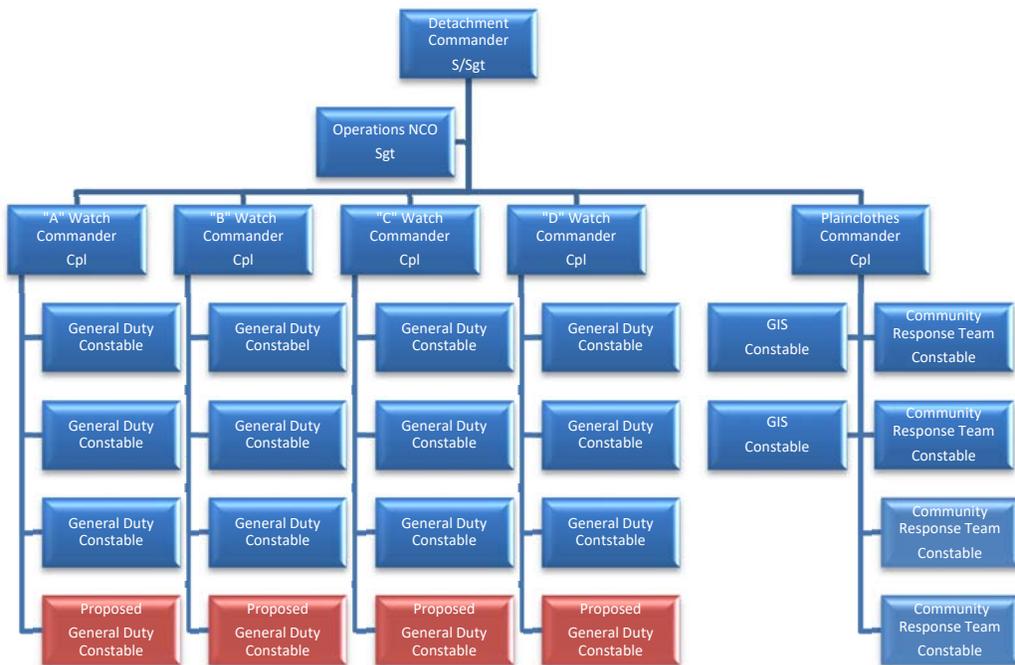
**Mandate of General Investigation Section**

The primary function of GIS is to provide robust support to General Duty. They are also required to take on complex investigation related to crimes of a serious nature. Furthermore the Section is responsible for investigations and coordination related to Creep Catchers, Missing Persons, Sexual Assaults, DNA related offences, National Sex Offender Registry, Domestic Violence, ViCLAS, CrimeStoppers Tips and Confidential Informants.

**Mandate of Community Response Team**

This two person team has the largest mandate within White Rock Detachment. They are heavily involved in Community Policing related events such as school talks, CPTED (Crime Prevention Through Environmental Design), WITS (anti-bullying), and ISMART (social media awareness). From an enforcement standpoint, CRT takes the lead on Traffic Initiatives, Drug investigations and Property Crime. CRT is certainly the “catch-all” section within the Detachment and their work typically has the most significant impact on crime reduction.

**Current and Proposed Organizational Chart**



The Organizational Chart reflects the ideal model of what should be the minimum amount of members in consideration of police/public safety and cost-effectiveness. There will be no request for additional members this year, however it is anticipated that the following considerations will be suggested:

- 2020-2021 – one member to General Duty “A” Watch;
- 2021-2022 – one member to General Duty “B” Watch;
- 2022-2023 – one member to General Duty “C” Watch; and
- 2024-2025 – one member to General Duty “D” Watch.

## **RISK MANAGEMENT**

Maintaining the status quo with the current number of 25 members for upcoming years, would have a significant negative impact on the high standard of service delivery to which the residents of White Rock have become accustomed. Notably:

### **Service Delivery**

- **“No call too small” no longer a viable option:** Police attendance to calls for service for non-urgent by-law complaints, assist to general public, theft from motor vehicle and theft of vehicle will be greatly altered. Depending on the situation, complaints that traditionally have been attended by police will be made via telephone contact in some situations and no further police contact in others.
- **Traffic Enforcement significantly diminished:** White Rock RCMP have been active participants in a variety of ICBC led traffic initiatives that include distracted driving, impaired driving, pedestrian safety, seat belts and speeding. Based on competing demands, police simply don’t have the time or the members to give this the attention it deserves. The detachment has already seen a significant drop in the amount of fines and associated revenue that such initiatives generate.
- **Drug Dealing on the rise:** White Rock is a very safe community in which to reside, however the city has a definitive drug problem, not unlike any other Lower Mainland community. The detachment gets weekly complaints and CrimeStoppers tips regarding open air drug use as well as trafficking. A response based enforcement model (resulting in arrests and charges) have been successful but this matter could certainly warrant a local full time drug section. Additional members to CRT using pro-active techniques will effectively reduce this crime.
- **Vagrancy/Homelessness/Mental Health issues:** This situation is directly tied to increases in property crime and open drug use. Police are already significantly tasked with assisting those people with Mental Health concerns to the point that the criminal component (break and enters, theft of and theft from autos, mischief) is often overlooked.

### **Logistics**

- As anticipated, the addition of two (2) more members and one (1) additional support staff employee has strained the ability to find proper workspaces. This is a somewhat unique situation in that police deal with sensitive matters and only certain police officers and staff are privy to such information. White Rock has a large volunteer complement and they currently use an area within the detachment that is likely too small for them, yet a perfect area to transform into proper office space for staff. In the not too distant future, the volunteers will be need to be shifted to a new work location,

preferably a Community Policing Office. This urgent issue has been brought to the City previously and efforts are currently underway to find a solution.

### **CONCLUSION**

This corporate report is provided as an update to Mayor and Council as well as to express future service needs of the detachment and required member strength to plan for as part of the Five Year Financial Plan.

Respectfully submitted,

#### **\*Submitted Electronically by:**

Staff Sergeant Daryl Creighton  
White Rock RCMP Detachment Commander

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

This corporate report is provided for information.

A handwritten signature in black ink, appearing to read "D. Bottrill", is written over a light gray rectangular background.

Dan Bottrill  
Chief Administrative Officer

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



**DATE:** January 28, 2019

**TO:** Mayor and Council

**FROM:** Staff Sergeant Daryl Creighton, White Rock RCMP Detachment  
Commander

**SUBJECT:** White Rock RCMP Response to the Mid-Span Collapse of the White Rock  
Pier

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**RECOMMENDATION**

THAT Council receive for information the corporate report, dated January 28, 2019 from the White Rock RCMP Detachment Commander, titled "White Rock RCMP Response to the Mid-Span Collapse of the White Rock Pier."

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**INTRODUCTION**

On December 20, 2018 at 1:54 p.m., White Rock RCMP were dispatched following a report of the Pier breaking apart and boats crashing into it due to high winds and large waves. Multiple people became trapped on the Pier as a middle section of the Pier collapsed.

**EXECUTIVE SUMMARY**

On December 20, 2018, at 1:54 p.m., White Rock RCMP was dispatched following a report of the Pier breaking apart and boats crashing into it due to high winds and large waves.

Attending members noticed that approximately 50 people were on the Pier, while a boat and debris were crashing into it mid span. RCMP Members immediately closed the Pier and began to clear it, however, they were unable to clear approximately seven (7) people who were trapped on the opposite side of an area where a boat was crashing into the pier. The pier was unsafe to cross mid span due to the heavy damage and force of the boat slamming onto the top of the Pier.

Approximately 6 (six) people trapped on the opposite side of the pier suddenly rushed to cross the Pier at mid span where the boat was crashing into it, against an RCMP Members' instructions. Constable Anderson and Corporal McCarthy rushed in to pull the 6 (six) people to safety as the mid-section of the Pier completely collapsed behind them.

There was one male, who did not make it across and remained trapped on the other side of the mid span. It was not possible to rescue him by foot as the Pier had completely collapsed in the middle and there was still rogue waves crashing into the Pier.

RCMSAR Rescue was on scene and a Canadian Forces Search and Rescue helicopter was deployed from Comox. The helicopter arrived on site and the male was evacuated safely, brought to land and taken to Peace Arch Hospital as a precaution for mild hypothermia.

RCMSAR (rescue with dive capability), EHS, Fire Services, BC Hydro, and White Rock City staff, were all on scene at the Command Post located at the foot of the Pier. Surrey RCMP District 5 provided extra resources for the rescue.

### **ANALYSIS**

From a policing standpoint, there was excellent communication that occurred between White Rock RCMP and Surrey RCMP Dispatch. Surrey RCMP District 5 members were in attendance and helped considerably with crowd control. In addition, communication with the other first responders worked well from a policing standpoint.

For several days following the storm events, RCMP responded to calls regarding looting of beached sailboats, people bypassing barriers to climb onto the damaged Pier, and responding to people ignoring security, who were attempting to keep people away from the existing beach hazards.

Nine violation tickets were issued and no arrests were necessary. There were no additional resources required for the storm event and no overtime members were called upon.

The actions of the RCMP dispatchers and the White Rock RCMP members on scene are to be commended, particularly those who risked their personal safety to ensure that people were safe and to take action to assist those in harms way, even as the mid-section of the Pier fell apart behind them. There is significant video footage on social media that recorded this harrowing event and experience.

### **CONCLUSION**

This corporate report is provided as an update to Mayor and Council as to the actions undertaken by the White Rock RCMP during and following the windstorm, which led to the mid span collapse of the Pier, and extensive damage to the waterfront, Promenade and vessels. Subsequent corporate reports will be provided in the future to demonstrate policing actions during high profile events and celebrations.

Respectfully submitted,

#### **\*Submitted Electronically by:**

Staff Sergeant Daryl Creighton  
White Rock RCMP Detachment Commander

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

This corporate report is provided for information.



Dan Bottrill  
Chief Administrative Officer

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



**DATE:** January 28, 2019  
**TO:** Mayor and Council  
**FROM:** Director of Engineering and Municipal Operations  
**SUBJECT:** Pier and East Beach Storm Repair Schedule and Repair Strategies

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**RECOMMENDATIONS**

THAT Council:

1. Receive for information the corporate report dated January 28, 2019, from the Director of Engineering and Municipal Operations, titled “Pier and East Beach Storm Repair Schedule and Repair Strategies;”
  2. Endorse the repair strategies and schedules outlined in this corporate report;
  3. Endorse that staff submit an application for grant funding for the White Rock Pier Reconstruction (Project No. IC0132) through the *ICIP – Community, Culture, and Recreation Program*; and
  4. Support the project and commit to its share (\$4,277,195) of the project costs, as outlined in the *ICIP – Community, Culture, and Recreation Program* grant application.
- 

**INTRODUCTION**

This corporate report is to provide information to Mayor and Council on the progress and status of the repairs undertaken and the repairs required to the Pier and East Beach, and to request endorsement of repair strategies outlined in this corporate report for the Pier and East Beach areas damaged by the severe storm of December 20, 2018. In addition, this report requests Council’s support for an *Investing in Canada Infrastructure Program – Community, Culture and Recreation* grant application, for the pier reconstruction.

**DISCUSSION AND SCHEDULE**

The storm of December 20, 2018 severely damaged the White Rock Pier and East Beach. Also, logs, sunken boats and marine debris littered the shoreline near the white rock and Pier and damage was caused to the tree lights along the entire waterfront. Outlined below, are the repairs undertaken and the proposed repair strategies.

**Tree Lights West of Museum (Status – Early February)**

Seawater from the storm damaged the electrical supply to the tree lights west of the Museum. For safety reasons, the tree lights were turned off. Repairs have been made, including hardening the system against future seawater intrusion. Post-electrical system repair testing indicated damage to several of the tree lights themselves and the light supplier was contacted to carry out the necessary repairs.

**Promenade West of the White Rock** (Schedule – February 9)

For safety reasons, access to the Promenade west of the White Rock was restricted following the storm. Storm debris along the beach and adjacent to the Pier presented potential hazards to the public. Logs and heavy debris were removed from those areas. Repairs to the walkway are underway. The image attached as Appendix A shows the small woody debris that remains. Currently, the Recreation and Culture Department are working on organizing a community cleanup to remove this debris late in the week of February 4. Once all the debris is removed and the Pier structure is stabilized, access to the public will be restored.

**East Beach** (Schedule – April 30)

Extensive repairs are needed for East Beach and these will be carried out in conjunction with the construction of the four (4) pedestrian railway crossings at Finlay Street, Ash Street, Balsam Street and Cypress Street.

**E-COMM and Cell Tower** (Schedule – March 1)

A small building with communications equipment and cell tower at the end of the Pier provides important cellular service for a number of providers and for E-COMM. Cellular service in the community needs to be improved. There have been challenges with E-COMM service as a result of the rupture of the power and communications lines between the Pier end and the shore. Plans and permitting are in the final stages for placing a temporary submarine cable around the broken sections of the Pier to restore cellular connection to the Pier end.

**Pier** (Reopening Schedule – August 31)

Rows of three piles, called pile bents, support the Pier and these are numbered from 1 to 104 moving south from the shore towards the breakwater as shown on Appendix B. Total reconstruction of the missing and “hanging” sections between bent 33 and bent 53 is needed immediately. Extensive repairs to piles, pile caps, stringers, decking, conduits, arches and lights is required throughout the length of the Pier, but most extensively in the areas south of bent 53. Discussions are underway with the City’s insurers, and at this time we expect some but possibly not the full costs of these repairs to be covered by insurance.

The Department of Fisheries and Oceans environmental limitation on work in the water after February 28 (Fisheries Window) is a critical path element in the Pier restoration. It will be challenging to construct the immediate necessary repairs this year due to the Fisheries Window. Reconstruction of the remainder of the Pier to a modern standard will need to be scheduled for subsequent winter construction seasons unless the Fisheries Window can be extended.

**Pier Future** (Schedule – Immediate Start)

Excluding the reconstructed sections between bents 33 and 53, the Pier will remain vulnerable to earthquakes, storm damage from debris in the water, sea level rise and will continue to have creosote components in the water. Due to the rapidly closing Fisheries Window, the start of the remaining reconstruction will need to be deferred until the fall of 2019 unless the Fisheries Window can be extended. An option for extending the reconstruction south of bent 53 and to the end of the Pier is being developed now and will be explored in conjunction with the requests for a longer Fisheries Window. Appendix C attached shows elevation views of the existing and proposed Pier prepared by Westmar Advisors Inc.

**Marina** (Schedule - Late Spring)

It is not possible to design and implement reconstruction of the west wharf and Marina within this year’s Fisheries Window. Staff will report on options for the Marina later this spring. Short-term options for resolution of the Agreement between the City and the Harbour Board are under discussion between legal representatives for both parties. Staff will provide a follow up report to Council.

## **ANALYSIS - DESIGN**

1. East Beach – The rip rap on East Beach was moved and eroded in places during the storm event and it was overtopped allowing logs and other materials to damage the walkway, lawn areas, trees, lights, fence and street furniture. A new design is under development incorporating higher elevations and a curl over concept intended to mitigate damage in the event of future overtopping. The reconstruction in conjunction with the four East Beach pedestrian railway crossings will:
  - raise elevations over the discovered midden at Ash Street, thereby providing acceptable cover as per discussions with Semiahmoo First Nations and the Provincial Archaeology Branch; and
  - provide increased infrastructure protection against future storms.
2. Pier – As discussed at the January 14, 2019 Regular Council Meeting, a design for the Pier repair and reconstruction is now under detailed development. For insurance, aesthetic and heritage reasons, this design is intended to closely resemble the existing Pier, yet it must meet modern codes and earthquake standards, provide durability, meet environmental objectives, allow for staged reconstruction and be adjustable for sea level rise. A “traffic light evaluation” of multiple design options resulted in a design concept that, subject to material supply constraints, is as follows:
  - coated steel piles approximately the same size and shape as the existing creosote timber piles;
  - a precast concrete pile cap and precast concrete deck;
  - wooden stringers with a timber walking surface similar to the existing timber surface; and
  - wooden non-creosote compaction piles driven adjacent to the Pier and below the sand to provide protection against liquefaction in the event of an earthquake.

## **PROCUREMENT**

Due to the critical timelines for the Pier and East Beach restorations, expedited procurement methods are being implemented. However, if dollar values for contemplated contracts are in excess of the amounts authorized for staff approval under the City Procurement Policy, Council approval will be sought either at a Regular Council Meeting, or at a Special Council Meeting.

- A. Typical Local Government Construction Contracts - Once Council agrees to a project concept, a design firm is procured and a design is commissioned, reviewed and put to the market for competitive construction bids. The bid package includes all components of the construction project, involving many potential subcontractors, and can take a month or more for contractors to prepare their bids and line up subcontractors. The design time, preapproval time from various agencies, and bid time usually takes six months to one year, but results in a complete package awarded to a contractor at a known price.

After the detailed preparatory work is completed and if there are not too many unknowns, Council will know the price and the timeline for the project within reasonable contingencies. The lead-time also provides opportunities for consultation with First Nations, environmental agencies and the public.

Unfortunately, this detailed model is not suitable for the current emergency.

B. East Beach - The East Beach repairs are underway on an emergency basis. Due to the timelines and the diverse nature of the various project components, the necessary repairs were awarded to a number of contractors. The following is underway:

- Westmar Advisors are hired to follow up on its emergency report and design the rip rap repairs. The design will need to be integrated with the designs of the four pedestrian railway crossings currently under construction. The grades are being raised due to the storm actions and due to the need to adequately cover the midden discovered at Ash Street.
- City staff and contractors removed a massive amount of logs, pilings and marine debris from the beach in conjunction with a train provided by BNSF. They transported the materials to the side of the railway and then BNSF relocated them to the Cypress Street parking lot. City crews and contractors then moved the materials to disposal sites.
- City staff and the Construction Manager are working with BNSF to coordinate the delivery of rip rap in mid-February.
- Contract excavators will be hired on a daily basis to place the rip rap along East Beach excluding the areas of the four (4) pedestrian railway crossings.
- Wilco Civil contractors will place the rip rap adjacent to the four (4) pedestrian railway crossings as an extension to their pedestrian railway construction contract.
- Electrical and irrigation conduit will be replaced, street lights raised, tree surrounds constructed, storm outfalls repaired, walkway reconstructed with stamped asphalt, topsoil placed, and lawns seeded by various small contractors under the direction of the Construction Manager and City staff.

C. Pier - The restoration of the Pier to a design standard allowing early reopening is underway on an emergency basis. The Fisheries Window is a critical path element in the Pier restoration. A typical contract process will not result in a Pier reopening until much later than the current end of August goal. Following is an outline of the expedited process:

- The City hired Westmar Advisors on an emergency basis on December 20 to evaluate the damage to the Pier and provide a preliminary report. The City previously awarded a Request for Proposals (RFP) for a report for the East Beach Revitalization Project to Westmar. Westmar presented to Council and the Environmental Advisory Committee in the summer and fall of 2018.
- Westmar Advisors are hired to provide the detailed design for the interim and long-term repairs and reconstruction of the Pier, utilizing its findings in the preliminary emergency report. Westmar will prepare construction tender documents for early issuance based on its' detailed design.
- Award of the RFP for a Construction Manager for the Pier and East Beach projects is complete.
- The lead-time for supply of piling materials was a concern, as the piles need to be installed within the Fisheries Window. Rather than waiting for an "as yet to be awarded" construction contractor to source these materials, they are procured now.
- Various other elements of the Pier restoration will be removed from the base construction RFP to simplify and expedite the process for a marine contractor. The

restoration of arches, conduits, and lighting will be done by other contractors and will be coordinated by the Construction Manager.

- Two suppliers of timber products approached the City about supplying timber-decking products. It is the City intention to issue a RFQ and procure these materials separately from the marine contract.

**BUDGET**

Order of magnitude cost estimates for reconstruction of the Pier were recently received from Westmar. These cost estimates, which do not include all components, are \$11.1M for the steel pile and concrete deck option and \$9.2M for the timber pile and deck option. When components such as the west float, seismic ground improvement (if needed), design and construction management, environmental/regulatory costs, arches/electrical/lighting, debris clean-up, and PST are added, the full cost estimates are in the range of \$16.2M for the steel pile and concrete deck option, and \$14.1M for the timber pile and deck option. Details are as follows:

<b>Description</b>	<b>Steel Pile and Concrete Deck Option</b>	<b>Timber Pile and Deck Option</b>
Westmar order of magnitude estimate	\$11,100,000	\$9,200,000
Seismic ground improvement (if needed)	\$3,000,000	\$3,000,000
Design & construction management	\$300,000	\$300,000
Environmental & regulatory costs	\$200,000	\$200,000
PST on materials	\$200,000	\$200,000
Electrical & lighting	\$200,000	\$200,000
Arches	\$100,000	\$100,000
Conduits	\$100,000	\$100,000
Debris clean-up	\$300,000	\$300,000
Temporary telecom connection	\$100,000	\$100,000
West wharf	\$600,000	\$400,000
<b>Total Cost Estimate</b>	<b>\$16,200,000</b>	<b>\$14,100,000</b>

These figures are preliminary and based on information known to date. For example, at this time, the estimates include \$3M for seismic ground improvement, and until more testing is done, the extent of work needed is not known. In addition, although an estimate of \$600,000 has been included for the west wharf (\$400,000 for timber option), there may be additional costs involved with re-establishing the marina, as this has not yet been fully examined.

Of these amounts, approximately \$4.6M (steel pile and concrete deck option) and \$4.2M (timber pile and deck option) relate to immediate repairs.

Some, but not all of these amounts will be covered by insurance. Typically, insurance will cover the cost (subject to policy limits) of bringing the Pier back to the condition it was in before the event, incorporating applicable updated codes.

The Pier is insured for approximately \$7M and depending on the details of the policy and cost components, it is understood that more or less than that may be recoverable through the policy.

More information will be available once the City's insurers complete their review of the documentation. The amount not covered by insurance will need to be financed by other funding sources, such as grants and/or other City funds.

A rough cost estimate for the clean-up, restoration of East Beach is \$600,000, and this cost is not covered by insurance. Other City funding sources will be required.

Currently, these costs are not included in the City's approved Financial Plan. The Director of Financial Services is reviewing funding source options. At this time, depending on which option is pursued, it may be challenging to identify sufficient internal funding sources without having significant impacts. More time and information from the City's insurers is needed before this can be confirmed. It is planned that recommended amendments to the Financial Plan will be presented to Council at its meeting on February 11. As well, in order to secure more external funding, the *Investing in Canada Infrastructure Program -Community, Culture and Recreation* grant application attached as Exhibit D, was submitted on January 23, 2019, which was the deadline for program applications. One of the application requirements is that a Council resolution supporting the application and project, as outlined in this report's recommendations, also be provided.

### **RISK MANAGEMENT**

The reconstructed section of the Pier between bents 33 and 53 will be constructed to current codes and earthquake standards and be adjustable for sea level rise. This section will also be better able to withstand battering by logs and debris than the sections that were repaired with wooden piles. The non-reconstructed sections of the Pier pose a risk to the City from future severe storms carrying logging debris and vacant vessels, as was the case with this windstorm.

### **OPTIONS**

There are options for procurement using typical processes as outlined earlier in this report; however, these will result in significant delays in restoring the waterfront to a condition that can be enjoyed by the public once again. It is recommended that Council endorse the plans and repair strategies outlined in this corporate report.

There are design options for the repair and reconstruction of the Pier. The option of timber piles and deck scores second, but is the closest to the recommended design in the evaluation; however, this option has a lower seismic and durability rating and is not as easily adjustable to sea level rise. The use of creosote piles is also a poor environmental option.

For the above reasons, it is recommended that Council endorse the steel piles and precast deck (with timber walking surface) option as outlined in this corporate report.

### **CONCLUSION**

Pier and waterfront repairs, reconstruction and cleanup, as a result of the December 20, 2018 severe windstorm, are being carried out on an "emergency basis."

Preliminary cleanup and repairs to the areas damaged by the storm are completed. Sunken boats have been removed from the seabed and areas beneath the Pier. Hanging debris has been removed from the Pier and logs, wharves and debris removed from the beach. The lights on West Beach are repaired and the Promenade will be opened from the White Rock west on February 9.

Plans are underway for repairing the damaged infrastructure on East Beach and for raising and strengthening the rip rap barriers. This repair project is planned to be completed in conjunction with the four (4) pedestrian railway crossings by April 30.

Designs are in development for repairs and short and long-term reconstruction of the Pier.

Marine Engineers and construction managers have been procured for both the Pier and East Beach projects including critical supply elements such as piles. Designs are not yet finalized, so tender documents are yet to be issued.

It is noted that the emergent nature of both projects means projected timelines and costs are very preliminary, as these are based on pre-concept and concept designs. Costs and timelines may vary considerably. While cost and timeline estimates are necessarily “expedited” as part of the emergency process, the designs will not be compromised and are being developed in accordance with modern Marine Engineering codes and standards.

Respectfully submitted,



Jim Gordon  
Director of Engineering and Municipal Operations

**Comments from the Chief Administrative Officer:**

I concur with the recommendations of this report.



Dan Bottrill  
Chief Administrative Officer

- Appendix A: Image of Woody Debris Remaining along the Beach
- Appendix B: Drawing SK-101 Plan View Drawing of the Pier showing all Bents (Groups of three Piles) prepared by Westmar Advisors Inc.
- Appendix C: Drawing SK-105 Elevation View of the Existing and Proposed Pier prepared by Westmar Advisors Inc.
- Appendix D: Investing in Canada Infrastructure Program - White Rock Pier Reconstruction Project Grant Application

**APPENDIX A**

**Image of Woody Debris Remaining along the Beach**



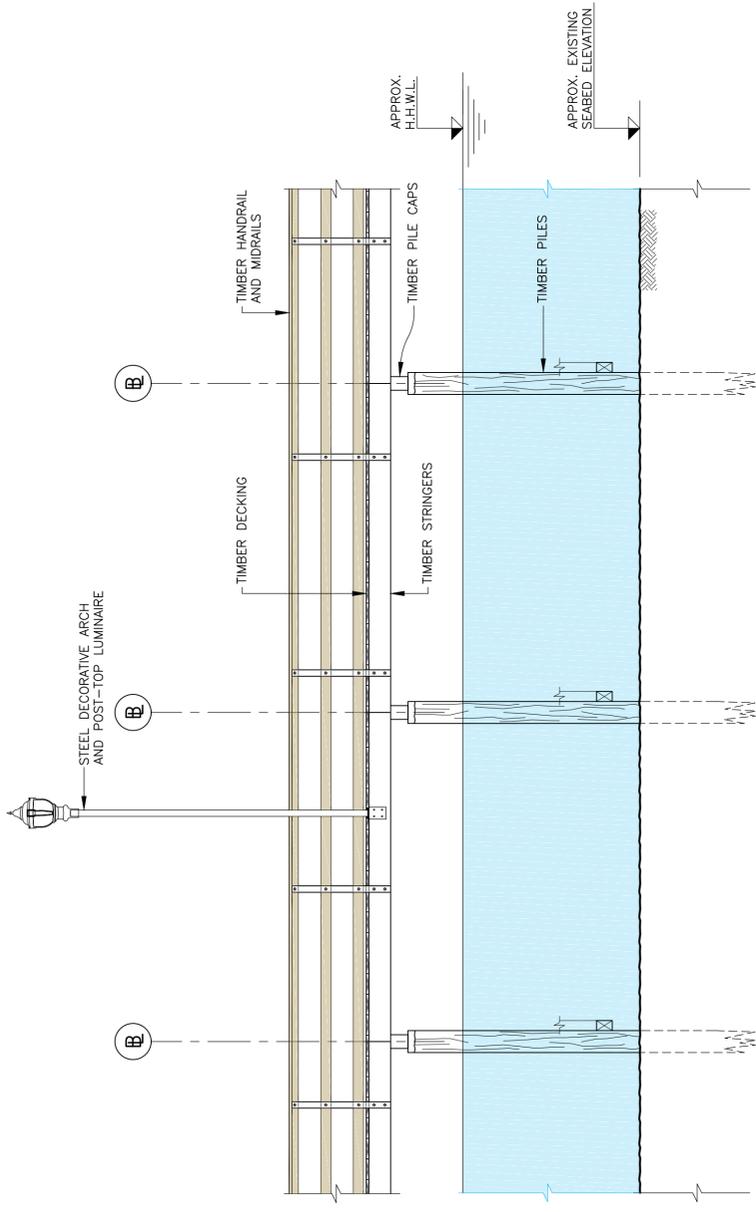
**APPENDIX B**

**Drawing SK-101 Plan View Drawing of the Pier showing all  
Bents (Groups of three Piles) prepared by Westmar Advisors Inc.**

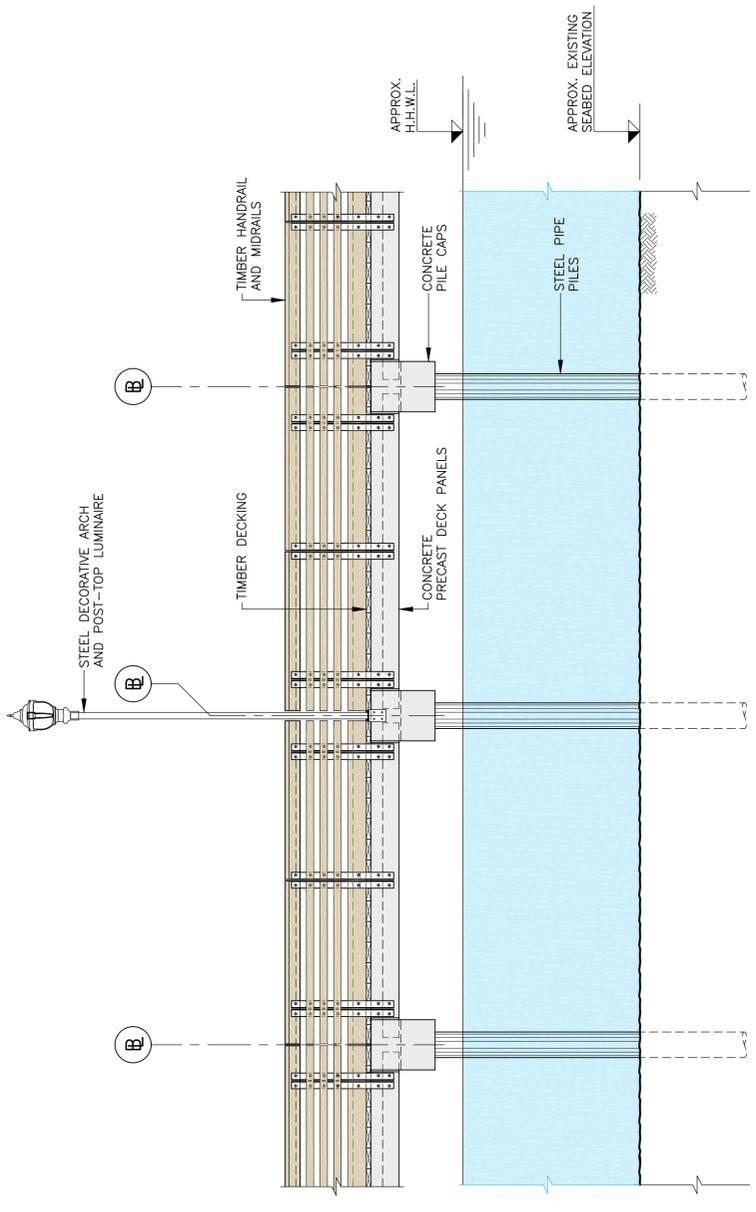


**APPENDIX C**

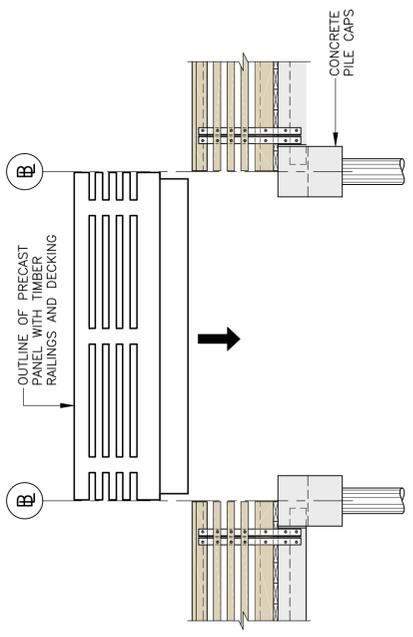
**Drawing SK-105 Elevation View of the Existing and  
Proposed Pier prepared by Westmar Advisors Inc.**



TYPICAL ELEVATION LOOKING WEST -- EXISTING TIMBER PIER  
 1:50



TYPICAL ELEVATION LOOKING WEST -- CONCRETE AND STEEL RECONSTRUCTION PIER  
 1:50



INSTALLATION OF PRECAST PANEL  
 1:50

**PRELIMINARY**  
 DO NOT USE FOR CONSTRUCTION  
 Last Saved: Jan. 13/19 6:40pm

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

**WESTMAR**  
 ADVISORS

TITLE  
 EXISTING AND PROPOSED ELEVATIONS

PROJECT  
 PIER RECONSTRUCTION

DRAWING SCALE	PROJECT NUMBER	DRAWING NUMBER	REV.
SHOWN	1180031	SK-105	P1

CLIENT  
 PROJECT  
 MGR

No.	DATE	ISSUED WITH STRUCTURAL SYSTEM STUDY REPORT	RM	DL	VR	DL	DATE	DESCRIPTION	ISSUE / REVISIONS	DRAWN	CHK'D	DESIGN	CHK'D	APP'D
P1	JAN14/19	ISSUED WITH STRUCTURAL SYSTEM STUDY REPORT												

**APPENDIX D**

**Investing in Canada Infrastructure Program - White Rock  
Pier Reconstruction Project Grant Application**



## Investing in Canada Infrastructure Program

### Instructions

#### Program Information

- For detailed program information, including application closing date, please visit the Ministry's Investing in Canada Infrastructure Program website and review the Program Guide.
- For further information, please email the Ministry at [Infra@gov.bc.ca](mailto:Infra@gov.bc.ca) or phone 250-387-4060 .

#### Important Notes

- The system will automatically time-out after 15 minutes when there has been no activity – please repeatedly save work, otherwise it will be lost.
- An Application does not have to be completed in one session.
- Once an Application is submitted, it will be locked and you will not be able to make changes online. If changes need to be made after an Application has been submitted, please use the contact information above.
- **Applicants should be aware that information collected is subject to provincial freedom of information legislation.**

#### Submitting an Application

- All fields are required, unless otherwise indicated.
- Please ensure you have uploaded all required documents.

## Applicant Information

### Applicant Name and Project Number

White Rock

IC0132

### Primary Contact

Contact must be from the applicant organization as this will be the person the Ministry will contact regarding this application.

**Primary Contact First Name**

Rosaline

**Primary Contact Last Name**

Choy

**Title of Primary Contact**

Manager of Engineering

**Telephone Number**604-541-2188 **Telephone Extension****Email Address**

rchoy@whiterockcity.ca

### Secondary Contact

**Secondary Contact First Name**

Jim

**Secondary Contact Last Name**

Gordon

**Title of Secondary Contact**

Director of Engineering and Municipal Operations

**Telephone Number**

604-541-2184 

**Telephone Extension****Email Address**

jgordon@whiterockcity.ca

**Project Information****Project Title**

White Rock Pier Reconstruction

**Project Description and Rationale****Brief Project Description**

On December 20, 2018, a 91 km/h wind storm combined with heavy rain and a king tide destroyed approximately one third of the historic White Rock Pier and a section of the western wharf and floats. Typical damage includes displacement of piles, fracturing of piles at connection to pile cap and failure of cross bracing. A section of the Pier has failed completely and most piles and all superstructure at this location are missing. The Pier is founded on soils that will likely liquefy under both a 1 in 475 year and a 1 in 2,475 year return period seismic event. The existing pier is likely not designed to withstand the liquefaction of surrounding soil. This project involves reconstruction of White Rock Pier to be resistant to future seismic events, storm events and the effects of sea level rise and climate change.

**Detailed List of Project Works**

- Removal of the creosote treated timber piles - Installation of timber compaction piles to address soil liquefaction during seismic events - Reconstruction of the 470m long White Rock Pier with steel piles, concrete pile caps, concrete deck panels, timber planks, timber guardrails, archway and lighting - Reconstruction of the floats - Installation of conduits for telecommunications, electrical, and third-party utilities - Construction of an accessible gangway - Rehabilitation of the Pier archway lights.

**Describe why the project is needed and how need was assessed**

On December 20, 2018, a 91 km/h wind storm combined with heavy rain and a king tide destroyed approximately one third of the historic White Rock Pier and a section of the western wharf and floats. Significant reconstruction of damaged sections is required to restore the pier to a serviceable condition. Several rows of piles along the pier have sustained impact damage likely from floating debris and/or loose vessels. Typical damage includes displacement of piles, fracturing of piles at connection to pile cap and failure of cross bracing. A section of the Pier has failed completely and most piles and all superstructure at this location are missing. Utilities and power lines at this location have been dislodged from their installed position and have been strewn on the East side. Because there is a cell tower at the end of the Pier, the damage to this utility corridor has impacted telecommunications coverage for E-Comm 9-1-1. Additionally, the Pier's east float is a CBSA facility; visitors entering Canada by vessel cannot obtain CBSA services until the Pier is repaired. Following the storm event, the City retained a Marine Structural Engineer to assess the Pier. The consultant determined that the Pier is founded on soils that will likely liquefy under both a 1 in 475 year and a 1 in 2,475 year return period seismic event and is likely not designed to withstand the liquefaction of surrounding soil. If only the damaged sections of Pier were repaired to the original design, the Pier will remain vulnerable to seismic events and sea level rise. Reconstruction of the Pier to current standards will enable it to be resistant to future seismic events, storm events, and the effects of sea level rise and climate change.

**Federal Outcome**

Projects must meet the federal outcome associated with the program to be eligible.

The project will improve access to and/or increased quality of cultural, recreational and/or community infrastructure for Canadians, including Indigenous peoples and vulnerable populations

**Specifically explain how the project will meet this federal outcome.**

The historic White Rock Pier is an important community and recreational amenity. This iconic Pier is well used by residents for gathering, strolling, bird watching, fishing, crabbing, and special events such as "Picnic on the Pier". The reconstructed Pier will meet current seismic requirements, be storm resistant and have provisions that enables increasing its elevation to accommodate future sea level rise. This project will ensure this popular community facility can be enjoyed by future generations.

Project Type
<p><b>Project Type</b></p> <p>Community</p>

Project Location
<p><b>Project Physical Address (and/or start and end points)</b></p> <p>The White Rock Municipal Pier is located on the north side of Semiahmoo Bay along the White Rock Beach Promenade and Marine Drive at Martin Street.</p>

Project Submission History
<p><b>Has this project (or related components/phases) been the subject of another infrastructure grant application?</b></p> <p>NO</p>

Project Works
<p><b>Nature of the project works</b></p> <p>Are the project works?</p> <p>Indicate % for each relevant type</p> <p>New</p> <p>0</p> <p>Rehabilitation</p> <p>100</p> <p>Expansion</p>

0

Other

0

**Total**

100

**Will the completed works be used by the general public?**

YES

Projects that are used by the general public must meet or exceed the requirement of the highest published accessibility standard in a jurisdiction, in addition to applicable provincial codes and local government bylaws. Accessibility Standards are as defined in the Canadian Standards Association Technical Standard Accessible Design for the Built Environment CAN/CSA B651-12)

**Will the completed works meet accessibility standards?**

YES

**Please confirm how accessibility standards will be addressed in the design and construction**

The new gangway to the west float will be constructed to meet accessibility requirements.

**How will the design meet or exceed energy efficiency standards?**

The Pier archway lights will be LED.

**Please list the energy efficient features that will be included in the project**

- LED lighting for the Pier archway

**What regulatory authorities must be contacted (engaged) to complete the project and what permits will be required for the project?**

FLNRO permits or lease amendment Confirmation from DFO that the work can be completed under self-assessment Archaeology permits

**Please upload permits or licenses that have been obtained**

## Eligibility

## Is the Project Eligible

Projects that are eligible under the Community, Culture, and Recreation stream must be public infrastructure (capital assets) owned by a Local Government, Indigenous Applicants, or Not-For-Profit organization.

**Do you have a Council/Board/Band Council or other appropriate governing body resolution authorizing the project to proceed and committing your share of project funding?**

NO

**When do you expect to submit the Council/Board/Band Council resolution?**

2019-01-28

The Council/Board/Band Council resolution is required to be received within one month of the application closing date.

**Has the project started? Projects that have started (construction tender awarded) are ineligible.**

NO

**What is the percentage of project design that has been completed as of application submission date?**

Up to 25%

**Estimated project start date**

2019-01-28

**Estimated project completion date**

2021-03-31

**Estimated construction start date**

2019-02-04

**Estimated construction completion date**

2021-02-26

**What is the population that will be directly served by this project?**

19,399

**Does the project benefit more than one community?**

YES

**List the communities that will use the infrastructure and their corresponding populations.**

This popular community asset benefits residents of White Rock plus the adjacent populations of Surrey and Delta estimated in excess of 50,000. Additionally, the Semiahmoo First Nations's crab boat uses the Pier. The Pier's east float is a CBSA entry point for visitors traveling by vessel into Canada.

**Will the applicant own and operate the completed project?**

YES

**Mandatory Documents**

Please attach each of the following mandatory documents (15 MB limit per document).

In all cases, relevant information should be included within the completed application form itself, as this will form the basis of the assessment. Please make specific reference within the application to sections of attached documents that you wish to be included in the review. Attachments should be clearly labelled, organized and succinct.

**Mandatory Documents for Local Governments****Project location KML file**

LG\_PROJECT\_KML\_Pier - Project Area.kml

See instructions for KML files on the Program website .

**Detailed Cost Estimate**

LG\_DETAILED\_COST\_ESTIMATE\_WRPier-ccr-detailed-cost-estimate-template.xlsx

The Detailed Cost Estimate template on the Program website must be used.

**Site Plan**

LG\_SITE\_PLAN\_White Rock Pier Reconstruction - Site Plan.pdf

**Project Study or Plan (see program guide for details)**

LG\_FEASIBILITY\_STUDY\_1180031\_Structural\_system\_study\_for\_reconstruction\_of\_white\_roc

Please attach other supporting documents you wish to be considered (optional, see the Program Guide for guidance)

Additional documentation is optional and may be uploaded here to support your application. Refer to program guide for additional information. Supporting document examples: Partnership/MOU agreement; Cost/Benefit Analysis or Other Study; Design Drawings; Letters of Support; Community Energy Plan; Water Conservation Plan; Food Security Plan; Asset Management Plan; Options Assessment.

**Additional Document**

LG\_ADDITIONAL\_1\_118001\_Order\_of\_Magnitude\_Cost\_Estimate\_final.pdf

**Additional Document**

LG\_ADDITIONAL\_2\_1180031\_Drawings\_Rev0.pdf

**Additional Document**

LG\_ADDITIONAL\_3\_DSC19536.JPG

**Additional Document**

**Project Costs and Project Delivery**

**Total Gross Project Costs**

\$15,900,000

**Total Ineligible Project Costs**

\$50,000

**Total Eligible Project Costs** [Total Gross Project Costs less Total Ineligible Project Costs]

\$15,850,000

**Other Funding Sources (Do not include internal sources)**

Please note: Other federal and/or provincial grants may affect the total grant requested as per stacking rules. See the Program Guide for information on stacking rules.

Gas Tax - Strategic Priorities Fund

\$0

Gas Tax - Community Works Fund

\$0

New Building Canada Fund - Small Communities Fund

\$0

Clean Water and Wastewater Fund

\$0

Other

\$0

**Total Other Funding Sources**

\$0

**Net Eligible Costs** [Total Eligible Project Costs less Total Other Funding Sources]

\$15,850,000

**Maximum Grant Amount (Estimated)**

\$11,622,805

**Are you requesting less than the maximum grant amount?**

NO

**If your detailed cost estimates do not directly correspond with these amounts, clarify the variance between the costs.**

---

**Fiscal Year Breakdown**

Please fill in the costs below. The costs to be entered will represent how much money you expect to spend on eligible costs for the project each year.

Fiscal Year

Forecasted Eligible Costs (April 1 to March 31)

**2019 - 2020**

\$5,750,000

**2020 - 2021**

\$10,100,000

**2021 - 2022**

\$0

**2022 - 2023**

\$0

**2023 - 2024**

\$0

**Total**

\$15,850,000

**Difference from Net Eligible Costs**

\$0

*\*Fiscal Year Breakdown Totals must equal Net Eligible Costs*

**Funding Details**

**Is this project a phase or component of a larger project?**

NO

**Can the project, as submitted, be broken into smaller phases if full funding is not available?**

NO

**Please explain why it can't be phased.**

The City of White Rock is working with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to amend the existing

Lease with the City of White Rock to include all improvements of the Pier within a 2 year temporary license term. Therefore works must be completed within the 2 year term. The project schedule is yet to be determined by City Council. If possible, a major percentage of the work will be completed in 2019, bringing all costs forward one year.

**Do you intend to use your own workforce and/or equipment?**

NO

**At this stage, do you intend to directly award contracts (sole sourced contracts) during procurement for any aspect of the project?**

YES

**The expectation is that project contracts are to be tendered. Projects that utilize directly awarded contracts (sole sourced) of over \$25,000 may need a Federal Treasury Board submission for project approval. Identify the estimated amount of the directly awarded contract, who will be conducting the work, the nature of the work and explain why sole source contracting will be used.**

The initial emergency design was sole sourced. Construction and material supply contracts will be awarded on a competitive basis. The City intends to sole source the marine engineering consultant responsible for providing design services. In 2018, the City tendered a consultancy contract to review the environmental, archaeological and regulatory requirements for all potential east beach infrastructure projects; Westmar Advisors was the successful proponent. Westmar was retained to provide emergency inspection services of the Pier following the storm event. The City intends to continue with Westmar Advisors for the reconstruction of the Pier. All other work will be awarded through a competitive tendering process.

**Is the employment of apprentices; Indigenous peoples; women; persons with disabilities; veterans; youth; recent immigrants; and small-sized, medium-sized and social enterprises to be considered during project procurement/construction?**

YES

**Please describe.**

The City will explore opportunities with the neighbouring Semiahmoo First Nations such as services for environmental monitoring, archaeological monitoring and site security.

## Funding/Planning

Applicants should have their share of the capital costs secured prior to application to the program.

### Project Financing

**Will the Local Government portion of the project come from borrowing?**

NO

**Are all the funds readily accessible?**

NO

**What is the anticipated source of funds?**

If the City receives the maximum grant funding (73.33% of eligible), the City would be responsible for \$4.28M of the project costs (26.67% of \$15.85M plus \$50,000 ineligible costs). Insurance will cover the City's portion of costs (subject to policy limits) to bring the pier back to the condition it was in before the event, incorporating applicable updated codes. The Pier is insured for approximately \$7M and depending on the details of the policy and cost components, it is understood that more or less than that may be recoverable through the policy. More information will be available once the City's insurers complete their review of the documentation. The amount not covered by insurance is expected to be financed by other funding sources such as the Disaster Financial Assistance funding and capital reserves. The determination of eligible and ineligible costs are based on the assumption that the decision regarding this application will be expedited. If this does not occur, amendments will be made to the eligible and ineligible cost amounts.

**Is the project included in the 5-year financial plan bylaw?**

NO

**Indicate when the project will be included in the 5-year financial plan bylaw and why it has not yet been included.**

The project was the result of an unanticipated storm event and was not included in the financial plan. It is expected to be added to the Financial Plan in February / March 2019.

**If there are cost overruns, what plans are in place, beyond contingencies to fund the unforeseen cost increases?**

Capital contingency funded from internal reserves.

ICIP does not provide additional funds to cover cost overruns. Also note stacking rules in the Program Guide.

### Project Consultation Considerations

**How does this project align with the long-term plans of your organization?**

In the City of White Rock's Official Community Plan ("Imagine White Rock 2045"), it is the City's long term goal to enhance and promote its beautiful Waterfront and historic pier as a memory-making estination where people can shop, dine, gather, play, and connect with nature. Reconstruction of the Pier to current seismic requirements, and storm resistant standards is an integral part of achieving this goal.

**What affected or interested groups or stakeholders have been consulted or will be consulted regarding the project? Please list.**

Semiahmoo First Nations, White Rock Business Improvement Association (BIA), White Rock Museum, and Marine Drive businesses

**What were the results of these discussions?**

The City has discussed the project with the Semiahmoo First Nations. Marine Drive businesses have expressed concerns about disruption from construction activities and the BIA supports the early completion of the project.

**Is any part of the project located on federal lands?**

NO

**Is the project subject to a federal environmental assessment?**

NO

### Federal Checklist

**The following elements are of interest to Infrastructure Canada.**

Select "Yes" for risks that are applicable to your project, and provide a brief description of the risk and mitigation strategies undertaken or planned.

Select "No" for risks that are not relevant to your project.

For example: Describe risk and its probability (low/medium/high), impact and the mitigation response (will the risk be avoided, mitigated, transferred or accepted). Describe the planned actions and what the residual risk will be.

**Project Complexity**

**Remote geographical location**

NO

**Unpredictable weather**

NO

**Untested or unproven technologies**

NO

**Highly technical or complex project**

NO

**Interdependencies between phases**

NO

**Other**

NO

**Project Readiness**

**Project site hasn't been finalized**

NO

**Land hasn't been acquired**

NO

**Potential issues with permits or authorizations (federal, provincial, territorial and municipal)**

NO

**Industry supply may not be able to meet demand**

NO

**Funding is not secured for the entire project cost (assuming a grant is received through this program)**

YES

Insurance will cover the cost (subject to policy limits) of bringing the pier back to the condition it was in before the event, incorporating applicable updated codes. The Pier is insured for approximately \$7M and depending on the details of the policy and cost components, it is understood that more or less than that may be recoverable through the policy. More information will be available once the City's insurers complete their review of the documentation. The amount not covered by insurance is expected to be financed by other funding sources such as the Disaster Financial Assistance funding and capital reserves. The determination of eligible and ineligible costs are based on the assumption that the decision regarding this application will be expedited. If this does not occur, amendments will be made to the eligible and ineligible cost amounts.

**Other**

YES

The eligible costs included in the application are based on an assumption of early approval of a grant. They also do not include approximately \$50,000 in spent consultant fees.

**Project Sensitivity**

**The project has received positive media attention**

NO

**The project has received negative media attention**

NO

**Certain stakeholders have been vocal about the project**

NO

**Other**

NO

**Identify other potential risks that are not included in the federal checklist. If there are no other potential risks, please type N/A.**

n/a

**What was the total number of visits to the Community, Culture, or Recreation facility that is the subject of this application?**

The City does not have visitor counts for the Pier. The City has the following statistics for parking revenue and special events activities at the Pier and waterfront:

- Annual revenues from waterfront parking is more than \$2 million dollars a year.
- Canada Day by the Bay (July 1): approximately 35,000 people / year
- TD Concerts by the Pier – approximately 2000 per concert. Have 6 a summer, so a total of 12,000 attendees
- White Rock Sea Festival and Semiahmoo Days - approximately 35,000 people / year
- Tour de White Rock – approximate number of attendees 5000 people

**Does this project provide benefit to an official language minority community (OLMC)? This is in a community whose maternal or chosen official language is not the majority language in the province.**

YES

**What is the anticipated level of participation?**

Yes, many new Canadians, especially South Asian Canadians, enjoy family outings on the Pier.

**Does this project provide benefit to Indigenous Peoples?**

YES

**What is the anticipated level of participation on-reserve?**

The Semiahmoo First Nations access their crab boat via the Pier. The City does not have statistics on the level of participation on-reserve.

**What is the anticipated level of participation off-reserve?**

The Semiahmoo First Nations access their crab boat via the Pier. The City does not have statistics on the level of participation off-reserve.

**Does this project provide benefit to vulnerable populations?**

NO

**Will this project result in an increased energy efficient building?**

NO

**Were gender issues taken into consideration during the design and/or construction phases?**

NO

**Does the public facing built asset incorporate universal design?**

YES

**The project is community-oriented, non-commercial in nature and open for use to the public.**

YES

**This project includes dedicated spaces for tourism infrastructure; provincial or municipal services; for-profit uses; daycare facilities; places of assembly for religious purposes; healthcare facilities or education facilities.**

YES

**The project is for semi-professional or professional sports teams.**

NO

**This project includes dedicated spacing for housing; early learning and childcare facilities, highways and trade corridor infrastructure, resource development infrastructure, healthcare facilities or education facilities.**

NO

**The project advances reconciliation with Indigenous communities.**

YES

### Management & Planning

#### Management & Planning

Questions relate to sustainable management and planning of infrastructure. Additional resources on infrastructure asset management can be found on the Asset Management BC website: [www.assetmanagementbc.ca](http://www.assetmanagementbc.ca) .

For the infrastructure applied for in this application:

**How will the assets associated with the completed project be managed and maintained over their life?**

The City's facilities staff will conduct weekly inspections and minor maintenance. The City will retain a marine structural engineer to perform a comprehensive inspection every 5 years as part of its ongoing maintenance program.

**How will ongoing operating and maintenance costs be funded?**

The design consultant will provide a maintenance plan and budget for annual maintenance. As this is an existing facility, ongoing maintenance costs are funded from the operating budget.

**How does the project design support reduced operation, maintenance and related costs over the lifecycle of the infrastructure?**

The new Pier will be constructed using durable materials: steel piles and concrete deck panels with timber deck planks on top.

**Where the infrastructure will serve an ongoing need for the community, what activities will be carried out to ensure that the funds to replace the asset at the end of its life will be available?**

The Pier will be included in the City's Facilities Master Plan which will outline the cost and timeline for asset replacement.

Note: proponents are expected to manage the completed project in a financially sustainable manner, including planning for the eventual renewal of the infrastructure without grant support.

**For all infrastructure that your organization manages:**

**How do you keep track of the infrastructure assets you manage, including their condition and performance?**

The City conducts condition assessment reviews and infrastructure master plan updates on a periodic basis. In 2019, the City will be renewing its Facilities Master Plan. The City retains a consultant to conduct a comprehensive inspection of the Pier every 5 years. The last inspection was completed in 2012 and repairs were completed in 2013. This inspection program will continue for the new Pier.

**What do you do to ensure that the service provided by infrastructure remains cost effective/cost efficient?**

The City tracks the operating costs of all assets. If operating costs

unexpected increase, the City will determine if additional maintenance or adjustments to special events programming is necessary.

**Describe long-term planning activities that are currently used to manage infrastructure.**

The City will be retaining a consultant to prepare a comprehensive Facilities Master Plan. This master plan will outline the long-term maintenance costs and management requirements for all civic facilities.

**What are your ongoing revenue sources and what planning is carried out to ensure that costs to maintain, operate, and replace infrastructure assets can be met over the long-term?**

Ongoing revenue sources include property taxes, user fees, and contributions to reserves. City will be retaining a consultant to prepare a comprehensive Facilities Master Plan. This master plan will outline the long-term maintenance costs and replacement program for the Pier.

## Climate Change and Environmental Considerations

**How is your project design considering potential impacts from climate change?**

The steel pile and precast concrete deck design is flexible and allows modifications to the pier elevation to cater to future sea level rise.

**Will the project achieve a reduction in greenhouse gas emissions?**

NO

**Was the consumption of natural resources considered for this project during planning, design and construction? (eg. reduced energy usage, reduction in or use of local materials, water conservation, or emissions production).**

YES

**Please describe.**

Whenever possible, local materials such as concrete or locally sourced timber decking will be used.

## Outcome Specific Questions

Community: The project will improve access to or increase the quality of a community space

### Program Targets & Community Benefits

**What steps were completed to identify the need for the project in the community?**

The Pier was damaged by an unexpected storm event. Emergency repairs and reconstruction of the Pier to current seismic requirements are necessary. Without reconstructing the Pier, this asset will remain vulnerable to future storm events and seismic events.

**How does this project improve quality of life in your community?**

Our residents and visitors experience an extraordinary quality of life due to White Rock's temperate climate, safe and healthy neighbourhoods, and accessible ocean waterfront including the historic White Rock Pier. The Pier enhances and promotes White Rock's beautiful waterfront as a memory-making destination where people can shop, dine, gather, play, and connect with nature. Residents can enjoy passive recreational activities such as strolling, bird watching, fishing and crabbing.

**Who is the intended target user group for this project?**

Residents and visitors of all ages and abilities.

**Will there be a cost to access the new infrastructure?**

NO

**Does this project provide new capacity or increase quality of existing infrastructure?**

YES

**Describe how.**

The Pier superstructure will be constructed from steel piles and precast concrete deck panels. Timber deck planks will be cladded on top. Timber compaction piles driven under and over a prescribed width on either side of the pier will be required to address soil liquefaction during seismic events. The new Pier will be resilient to seismic events and storm events.

**How does this project improve community attractiveness to attract and retain residents/business?**

The new Pier enhances and promotes White Rock's beautiful waterfront as a memory-making destination where people can shop, dine, gather, play, and connect with nature. Residents can enjoy passive recreational activities such as strolling, bird watching, fishing and crabbing.

**What other benefits does this project have for your community?**

The new Pier enhances and promotes White Rock's beautiful waterfront as a memory-making destination where people can shop, dine, gather, play, and connect with nature. Residents can enjoy passive recreational activities such as strolling, bird watching, fishing and crabbing. The facility supports a cellular tower at the of the Pier; this tower provides critical telecommunications coverage for emergency services (E-Comm 9-1-1). Additionally, the east dock is used by the Canadian Border Services Agency for visitors entering Canada by vessel.

Please fill out the table below for Federal reporting

Include only assets that will be receiving investment

Community

Before Investment

After Investment

Type of assets receiving investment

Quantity / Length before investment

Physical Condition before investment

Quantity / Length after investment

Physical Condition after investment

Community Centre

---

---
Presentation space
---
---
Community facility
470m
Poor
470m
Very Good
Other
---
---
<b>Other Description</b>
---

<b>Submission</b>
Applicants should be aware that information collected is subject to the Freedom of Information and Protection of Privacy Act.
<b>On behalf of</b>
City of White Rock

I Jim Gordon

**certify that the information contained in this Application form is to the best of my/our knowledge, correct and complete and has been submitted with Council/Board/Band Council concurrence, as authorized by a resolution dated (or that is anticipated on):**

2019-01-28

**This will certify the following authorities have reviewed and approved this application:**

Sandra Kurylo

Director of Finance

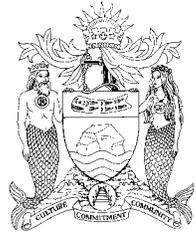
**Financial Approver**

Jim Gordon, P.Eng.

Director of Engineering and Municipal Operations

**Engineer or Project Manager Approver**

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



**DATE:** January 28, 2019  
**TO:** Mayor and Council  
**FROM:** Eric Stepura Director of Recreation and Culture  
**SUBJECT:** Our Pier: A Retrospective and Celebration Exhibition at Landmark Pop-Up-Town Gallery

---

**RECOMMENDATION**

THAT Council receive for information the corporate report dated January 28, 2019 from the Director of Recreation and Culture, titled “Our Pier: A Retrospective and Celebration Exhibition at Landmark Pop-Up-Town Gallery.”

---

**INTRODUCTION**

The purpose of this corporate report is to:

- Provide information to Council about an upcoming exhibition at the Landmark Pop-Up-Town Gallery, entitled “Our Pier: A Retrospective and Celebration;” and
- Invite Mayor and Council to attend the gala opening on February 14, 2019, from 6:00 p.m. to 8:00 p.m. co-hosted by the City of White Rock and the White Rock Youth Ambassador Program.

**PAST PRACTICE / POLICY / LEGISLATION**

The Parks and Recreation Master Plan 2017-2027 includes the following goal:

“To celebrate, nurture and strengthen the sense of community, identity, pride and culture.”

**ANALYSIS**

On December 20, 2018, the Lower Mainland felt the impact of a damaging windstorm, which White Rock felt first hand. According to BC Hydro, this storm was the largest and most damaging in the Crown utility’s history making it larger than the August 2015 windstorm that affected the Lower Mainland and the Fraser Valley, and larger than the 2006 windstorm that hit Vancouver Island and devastated Stanley Park in Vancouver.

White Rock’s historic Pier suffered extensive damage, resulting in a large midsection of the Pier broken away by loose vessels that battered the side of the pier during the storm. Like other locals, the images of the destruction of the Pier struck a chord with our local youth including the White Rock Youth Ambassadors, which prompted them to immediately begin a fundraising effort.

Along with the White Rock Youth Ambassadors, the City of White Rock's Recreation and Culture, Communications and Government Relations and the White Rock Museum and Archives staff have been developing an event to help the community come together to share stories, its impact upon us, and celebrate what is the heart of our community – our Pier.

An exhibition at the Landmark Pop-Up-Town Gallery has been carefully curated. The exhibit, which opens on Valentine's Day, February 14, "Our Pier: A Retrospective and Celebration" includes historic photographs and fine art from the City's collection, specific work by Vojislav Morosan, video and modern pictures about the storm and a heart shaped message board to allow people to leave a message with their memories and thoughts about the Pier.

The City's Recreation and Culture Department, Communications and Government Relations Department, and the White Rock Museum and Archives, and White Rock Youth Ambassadors would like to invite Mayor and Council and members of the community to the Exhibit Opening Reception at the Landmark Pop-Up-Town Gallery located at Central Plaza, 15140 North Bluff Road. This event will be taking place on Thursday, February 14, 2019 from 6:00 p.m. to 8:00 p.m.

The exhibit will run through March 23, 2019 on Thursdays and Fridays from 1:00 p.m. to 5:00 p.m., and Saturdays from 10:00 a.m. to 5:00 p.m.

### **BUDGET IMPLICATIONS**

The costs for the exhibit event will be offset through private donations, sponsorships and sales from re-produced historical photographs.

### **CONCLUSION**

The City of White Rock recognizes that the Pier damage from the storm of December 20, 2018, prompted an emotional response from members of the community, and that art has emerged as one way to help people connect with one another. By curating an exhibition celebrating the White Rock Pier in the context of the damage from the 2018 storm, the City hopes to bring together local residents and businesses to process what happened, while encouraging civic engagement and optimism while our iconic Pier is restored and ready for public use.

Respectfully submitted,



Eric Stepura  
Director of Recreation and Culture

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

This corporate report is provided for information.



Dan Bottrill  
Chief Administrative Officer

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



**DATE:** January 28, 2019

**TO:** Chief Administrative Officer

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

**SUBJECT:** City Property Inventory 2019

**RECOMMENDATION**

THAT Council receive for information this corporate report dated January 28, 2019 titled “City Property Inventory 2019”.

**INTRODUCTION**

This corporate report provides an overview of the City owned property assets, their locations, and current uses.

**PROPERTY OVERVIEW**

**CITY FACILITIES**

<b>City Facilities</b>	<b>Civic</b>	<b>Street</b>
White Rock City Hall	15322	Buena Vista Avenue
City Hall Annex <sup>1</sup>	1174	Fir Street
White Rock Library <sup>2</sup>	15342	Buena Vista Avenue
White Rock Fire Hall	15315	Pacific Avenue
White Rock RCMP Building <sup>3</sup>	15299	Pacific Avenue
Evergreen Child Care Centre <sup>4</sup>	1185	Centre Street
White Rock Community Centre	15154	Russell Avenue
White Rock Public Works	877	Keil Street
White Rock Water Yard <sup>5</sup>	14811	Buena Vista Avenue
White Rock Parks Yard <sup>6</sup>	14600	North Bluff Road
Centennial Arena	14600	North Bluff Road

<sup>1</sup> The City Hall Annex houses Human Resources, Information Technology, and Bylaw Enforcement staff. A section of the City Hall Annex is licensed to the White Rock Business Improvement Association (December 31, 2019).

<sup>2</sup> The White Rock Library is managed by Fraser Valley Regional Library pursuant to a service agreement.

<sup>3</sup> The White Rock RCMP Building is an RCMP Detachment and the current home of White Rock Community Policing – through contract the City must provide a location for the White Rock RCMP.

<sup>4</sup> The Evergreen Child Care Centre is licensed to a daycare operator.

<sup>5</sup> The White Rock Water Yard is used by the City’s water staff as workspace and for storage of equipment/materials.

<sup>6</sup> The White Rock Parks Yard is used by Parks staff for the storage of equipment/materials.

**Note:** see Appendix A for mapping of City Owned / Leased Properties

**Note:** see Appendix C for mapping of City Buildings

<b>City Facilities – Continued</b>	<b>Civic</b>	<b>Street</b>
Horst & Emmy Werner Centre for Active Living (“CAL”) <sup>7</sup>	1475	Anderson St
Mel Edwards Building <sup>8</sup>	14600	North Bluff Rd
Kent Street Activity Centre	1475	Kent St
White Rock Tennis Club <sup>9</sup>	14560	North Bluff Rd
Mann Park Lawn Bowling Club <sup>10</sup>	14560	North Bluff Rd
White Rock Lawn Bowling Club <sup>11</sup>	1079	Dolphin St
Centennial Park Tennis Courts	14728	North Bluff Rd
Taylor Lacrosse Box	14718	North Bluff Rd
Centennial Park Community Garden	14732	North Bluff Rd
New Parkade <sup>12</sup>	14935	Victoria Ave

## **PARKS**

<b>Park</b>	<b>Civic</b>	<b>Street</b>
Centennial/Ruth Johnson Park <sup>13</sup>	14600	North Bluff Road
Barge Park	13689	Malabar Avenue
Bayview Park	14548-86	Marine Drive
Bryant Park	15131-41	Thrift Avenue
Coldicutt Park	14064	Marine Drive
Davey Park	1131	Finlay Street
Dr. RJ Allan Hogg Rotary Park	15479	Buena Vista Avenue
Emerson Park	15707-25	Columbia Avenue
Gage Park	15100	Columbia Avenue
Goggs Park	15497	Goggs Avenue
Hodgson Park	15050	North Bluff Road
Hughes Park	14785	Marine Drive
Lower Finlay Park	951	Finlay Street
MacCaud Park	1475	Kent Street
Sanford Park	14938	Roper Street
Misc Park Parcel (former Five-Corners fountain location)	15201	Pacific Avenue
Future Town Centre Plaza <sup>14</sup>	1510	Johnston Road

<sup>7</sup> CAL is used for a variety of purposes related to health and wellness. Sections of the CAL are licensed to Peace Arch Curling Club, Division of Family Practice, WRSS Stroke Recovery Association, and Alzheimer Society of BC. There is currently a vacant space for licence that was previously occupied by the Canadian Cancer Society.

<sup>8</sup> The Mel Edwards Building is licensed to Peninsula Productions Society.

<sup>9</sup> These facilities are licensed to the White Rock Tennis Club which handles operation and maintenance.

<sup>10</sup> These facilities are licensed to the Mann Park Lawn Bowling Club which handles operation and maintenance.

<sup>11</sup> These facilities are licensed to the White Rock Lawn Bowling Club which handles operation and maintenance.

<sup>12</sup> This facility is under construction.

<sup>13</sup> In addition to the sports fields, playgrounds & recreational trails, the City owns much of the adjacent ravine land

<sup>14</sup> This property is currently being used as a free, time-limited parking lot

**Note:** see Appendix B for mapping of City Owned - Parks

**UTILITY LAND**

Utility	Civic	Street
Merklin Water Wells & Treatment Plant	15334	North Bluff Road
Roper Water Reservoir	15241	Roper Avenue
Oxford Wells / Treatment Plant	1444	Oxford Street
High Street Well	1450	High Street

**RESIDENTIAL PROPERTY**

Residential	Civic	Street
Residential Home <sup>15</sup>	15463	Buena Vista Avenue
Residential Home <sup>16</sup>	14925	Prospect Avenue

**LEASED PROPERTY**

Leased Property	Civic	Street
BNSF Rail Corridor <sup>17</sup>		Marine Drive
End of Pier/Harbour/Breakwater		
Montecito Parking Lot <sup>18</sup>	1153	Vidal Street
Landmark Pop-Uptown Gallery	15140	North Bluff Road

**OTHER PROPERTY**

Other Property	Civic	Street
Peace Arch Elementary Park green space	1319	Stevens Street <sup>19</sup>
Vine Lane walkway	1522	Vidal Street
Vine Lane walkway	1481	Blackwood Street
Vine Lane walkway	1482	Vidal Street
wooded lot	14230	Marine Drive
wooded lot	1487	Everall Street
ravine land	14061	Marine Drive
ravine land	1240	Everall Street
ravine land	14941	Prospect Avenue
misc. parcel (Kerfoot Stairs)	1349	Kerfoot Road <sup>20</sup>

<sup>15</sup> This property is leased to a residential tenant. It is adjacent to Dr. RJ Allan Hogg Rotary Park.

<sup>16</sup> This property is leased to a residential tenant. It is adjacent to Sanford Park.

<sup>17</sup> The BNSF rail corridor contains the Waterfront Promenade, Memorial Park, Totem Park, White Rock Museum and Archives, and the Boat Launch among other City amenities.

<sup>18</sup> This property is leased from a strata company on a ninety-nine year term

<sup>19</sup> See Appendix D for location map / photo

<sup>20</sup> See Appendix E for location map / photo

## **ROADS, ROAD-ENDS, AND WALKWAYS**

In addition to the specific assets listed above, the City has jurisdiction to manage all City roads, road-ends, and walkways. Under normal circumstances, all roads, road-ends, and walkways in the City are designated for public access. However, the City may (when public interest requires it) permanently or temporarily close a section of road, raise title to the land, and put the land to another use.

## **EASEMENTS, STATUTORY RIGHTS OF WAY, AND RESTRICTIVE COVENANTS**

The City also holds a beneficial interest in respect to requirements or restrictions placed on some private property in the City. Easements allow the City to run water, storm, or sanitary sewer services through private property. Statutory rights of way allow for access onto or through private property. Restrictive covenants generally provide a benefit to the City by limiting some specific use of a private property. For example, a restrictive covenant may require a property owner to maintain a storm pump or retaining wall. These types of beneficial interests are registered as charges on the title to the respective private property and can be re-negotiated or discharged as necessary.

Respectfully submitted,



Tracey Arthur  
Director of Corporate Administration

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

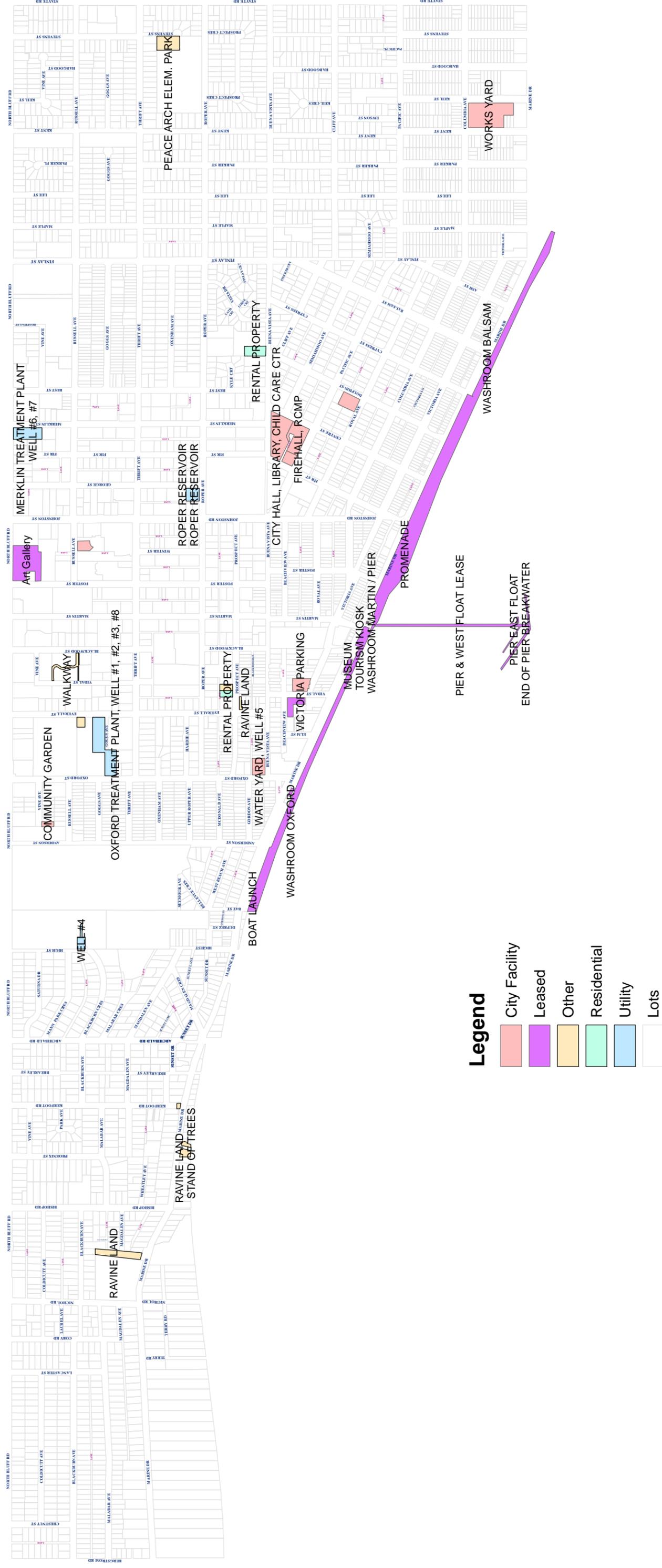
I concur with the recommendations of this corporate report.



Dan Bottrill  
Chief Administrative Officer

- Appendix A: City Owned/Leased Properties (Map)
- Appendix B: City Owned/Leased Properties – Parks (Map)
- Appendix C: City Buildings (Map)
- Appendix D: 1319 Stevens Street
- Appendix E: 1349 Kerfoot Road

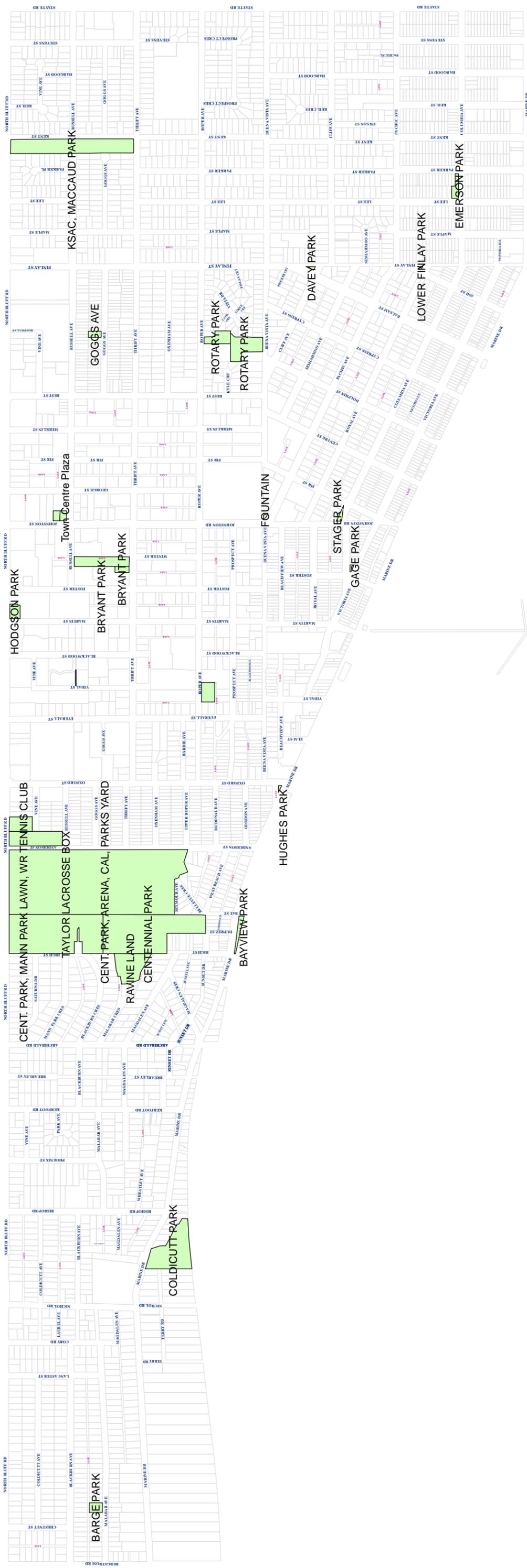
# APPENDIX A



City of White Rock

## City Owned/Leased Properties - Other than Parks

# APPENDIX B



## Legend

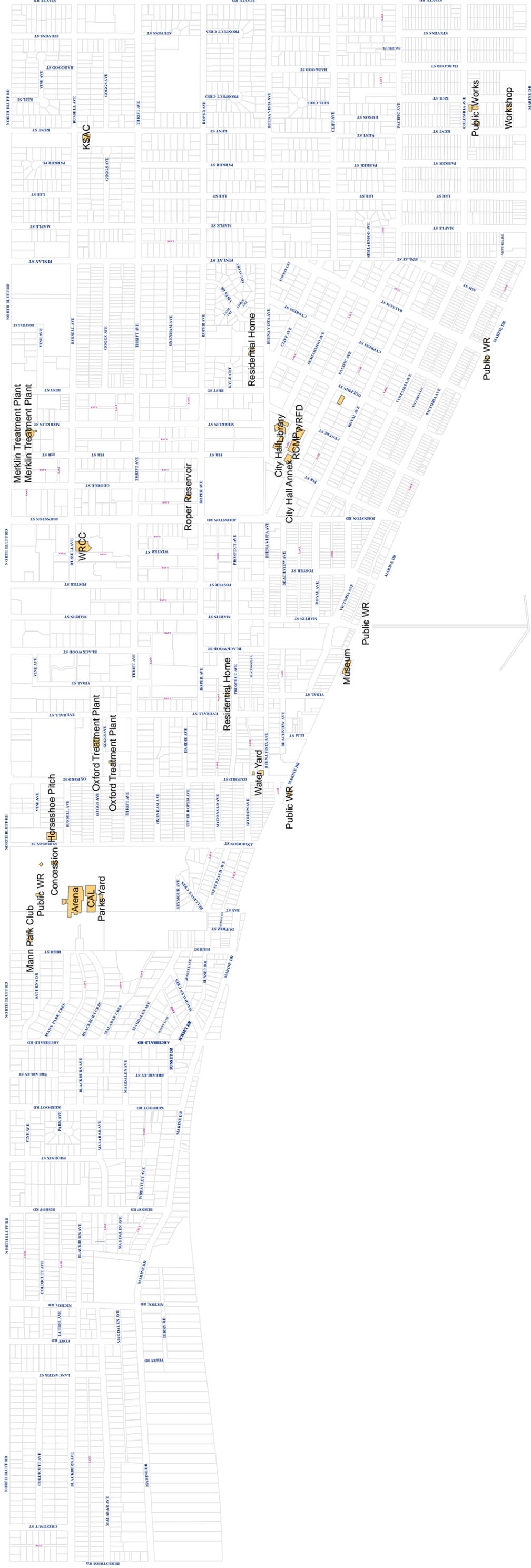
- Park
- Lots

City of White Rock

# City Owned/Leased Properties - Parks

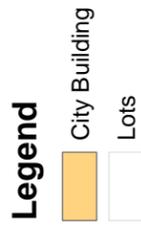


# APPENDIX C



City of White Rock

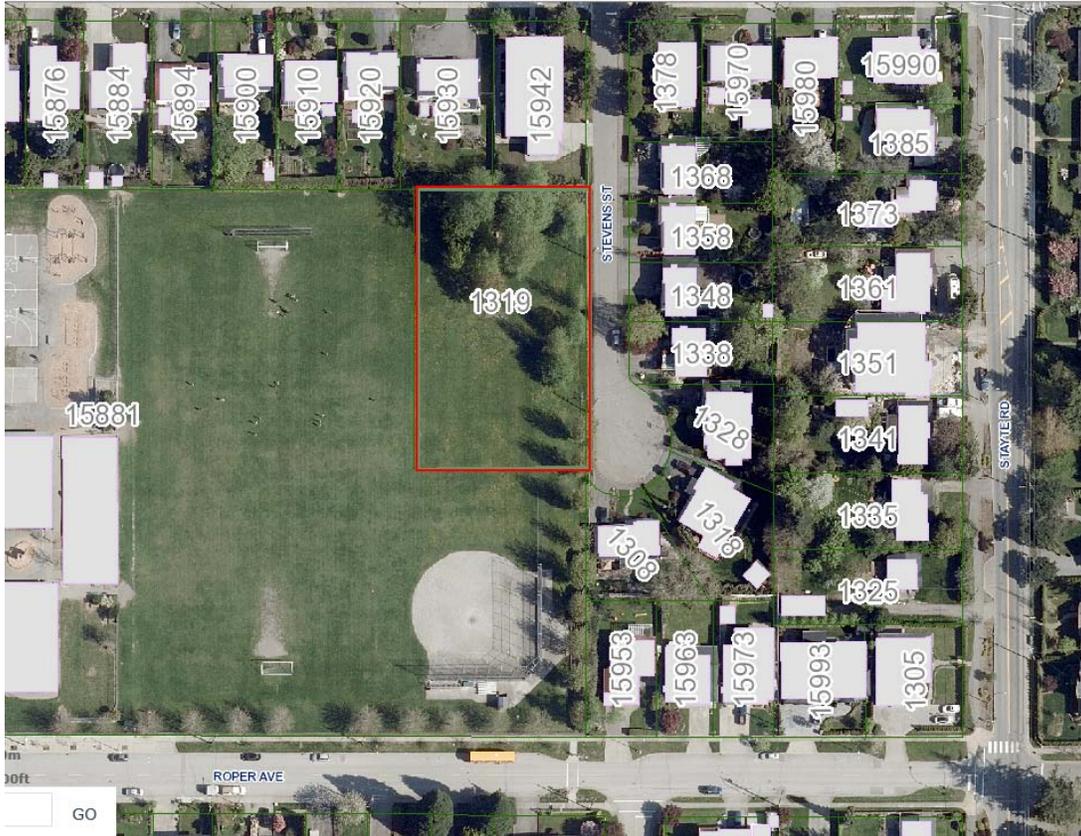
# City Buildings



APPENDIX D

Peace Arch Elementary Park green space

1319 Stevens Street



APPENDIX E

Misc. Parcel (Kerfoot stairs)

1349 Kerfoot Road



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

**PRESENT:** Councillor Manning

**STAFF:** T. Arthur, Acting Chief Administrative Officer / Director of Corporate Administration  
E. Stepura, Director of Recreation and Culture  
E. Keurvorst, Manager of Cultural Development  
S. Lam, Deputy Corporate Officer  
D. Johnstone, Committee Clerk

Press: 0  
Public: 10 (approximately)

---

1. **CALL MEETING TO ORDER**  
The meeting was called to order at 4:00 p.m.

2. **ADOPTION OF AGENDA**

2019-G/L-005

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee adopts the agenda for January 14, 2019 meeting as circulated.

**CARRIED**

3. **ADOPTION OF MINUTES**

- a) Governance and Legislation Committee Meeting – December 10, 2018
- b) Governance and Legislation Committee Meeting – January 7, 2019

2019-G/L-006

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee adopts the following minutes as circulated:

- a) Governance and Legislation Committee Meeting – December 10, 2018; and
- b) Governance and Legislation Committee Meeting – January 7, 2019.

**CARRIED**

4. **COMMUNITY SPECIAL EVENTS POLICY – 710**

Corporate report dated December 10, 2018 from the Director of Recreation and Culture titled “Community Special Events Policy – 710”.

This report was brought forward at the December 10, 2018 Governance and Legislation Committee meeting, but was deferred to the next meeting due to time constraints.

Director of Recreation and Culture summarized the corporate report dated December 10, 2018. Discussion ensued and the following comments were noted:

2019-G/L-007

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee:

1. Receives for information the corporate report dated December 10, 2018 from the Director of Recreation and Culture, titled “Community Special Events Policy - 710;” and
2. Endorses the “Community Special Events Policy – 710” as outlined in this corporate report.

**CARRIED**

**5. POLICY REVIEW**

The following list of policies were brought forward at the December 10, 2018 Governance and Legislation Committee meeting, but were deferred to the next meeting due to time constraints.

The Committee went through the list of Policies and relative comments were noted as follows:

**106 - Council Expense**

- This policy will be brought back to the Committee in March 2019 pending further information regarding the remuneration;
- Council has the authority to amend their expense limits through Council resolution
- As Council are often called to events with a dress code/standard, it was suggested that the expenses allow for incidental costs such as dry-cleaning
- Administrative costs incurred by a City Task Force, such as photocopying, is considered an office expense
- There are several professions that do not benefit from a salary increase based on the Consumer Price Index

It was suggested that other municipalities be polled to see how they address incidentals, such as dry-cleaning and other small expenses, and that the findings be reported back in March (as directed at the December 10, 2018 Governance and Legislation Committee meeting).

**119 - Communication Mayor/Staff**

- Inquiries to staff or clarification of upcoming corporate reports can be made directly to the Directors with a copy to the CAO
- Significant requests need to be addressed to the CAO so that there is an awareness if existing work-plans need to be adjusted to accommodate the request
- The CAO is be kept informed of questions being posed so that they can be aware of concerns that may arise

- There is a distinction between asking staff a question for information they have available and directing staff

2019-G/L-008

**It was MOVED and SECONDED**

THAT Policy 119 – Communication Mayor/Staff be amended by explicitly stating that Mayor and Council may forward questions requesting information to the CAO with a copy to the relative Director; and

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 119 as amended.

**CARRIED**

**126 - CAO Performance Review**

- Due to timing restraints, a CAO Performance Review was not conducted by the previous Council prior to the election
- The Policy should address CAO Performance Reviews in an election year
- Once the City has set the corporate priorities, Council and CAO would have a discussion to establish expectations, and at the conclusion of each year, this document may be referenced as a tool of measurables / benchmarks
- The CAO is Council's one employee
- Any performance review would be addressed in a Closed Council meeting (personnel matter)

It was suggested that the Policy be amended to note that Council will conduct a formal annual performance review of the Chief Administrative Officer. In an election year, this review must be completed not less than 90 days prior to election day.

2019-G/L-009

**It was MOVED and SECONDED**

THAT Policy No. 126 – CAO Performance Review be amended to reflect the following:

- Council conduct a formal annual CAO Performance Review; and
- That in an election year, the review be completed not less than 90 days prior to the election.

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 126 as amended.

**CARRIED**

Mayor Walker voted in the negative.

2019-G/L-010

**It was MOVED and SECONDED**

THAT Council and CAO engage in a goal setting/expectation setting review following the establishment of the City's corporate priorities.

**CARRIED**

**133 - Internal Handling of Media**

- Staff clarified that the Policy authorizes designated staff to respond to media queries with respect to the City's position with respect
- When approached, Council may respond to media inquiries as individuals (conveying their personal position); however, City position should be made by designated officials in accordance to the policy

2019-G/L-011

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 133 – Internal Handling of Media, as presented.

**CARRIED**

**134 - Press Releases**

- Staff clarified that either the CAO or Mayor will review press releases prior to publication

2019-G/L-012

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 134 – Press Releases, as presented.

**CARRIED**

**135 - Recognition/Strategic Messages**

- It was noted that one (1) additional holiday may be included in the Policy
- City utilizes social media and the website as a means of sharing strategic messages, including those note listed in Policy 135 (eg: Chinese New Year)

2019-G/L-013

**It was MOVED and SECONDED**

THAT Policy No. 135 – Recognition/Strategic Messages, be amended to include BC Day; and

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 135 as amended.

**CARRIED**

Councillor Kristjanson voted in the negative

**136 - Managing City's Social Media**

The Manager of Communications and Intergovernmental Relations summarized the changes noted in Policy No. 136.

Discussion ensued and the following comments were noted:

- The City should turn off live post publication, adding that the City should manage post content in order to minimize the risk of slander
- Social media platforms have the ability for administrators to hide/delete content
- Point 5 be revised to reference and clarify that the social media disclaimer is also used by social media networks (such as Facebook)

2019-G/L-014

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee directs staff to bring forward a corporate report with details regarding options for managing comments/posting to social media, and that the report include details on how much time is spent using the City's social media.

**CARRIED**

Councillor Chesney voted in the negative

2019-G/L-015

**It was MOVED and SECONDED**

THAT Policy No. 136 – Managing the City of White Rock's Social Media Presence be amended by revising Point 5 to reference and clarify the City will "include the following disclaimer", which is a standard social media disclaimer used by Social Media networks.

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 136 as amended.

**CARRIED**

The following policies have been brought forward by staff following the Mayor establishing standing committees. The required Terms of Reference for the noted committees are on the agenda for review and consideration:

**142 – Terms of Reference: Governance and Legislation Committee**

2019-G/L-016

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 142 – Terms of Reference: Governance and Legislation Committee, as presented.

**CARRIED**

**145 – Terms of Reference: Finance and Audit Committee**

Discussion ensued regarding Policy No. 145 and staff provided the following comments in response to Council's questions:

- Risk management is inherent and streamlined with the City's financial planning process, adding that it is discussed with the auditors through this process
- City reserves are encompassed in many facets of finance. Details regarding reserves can be requested by Council at anytime and do not need to be in the policy in order to receive the information

Council noted they would prefer to see further details regarding the reserves in order to bring further understanding on how they work.

2019-G/L-017

**It was MOVED and SECONDED**

THAT Policy No. 145 – Finance and Audit Committee be amended by including direction for staff to bring forward a report regarding reserves to the Finance and Audit Committee; and

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 145 as amended.

**CARRIED**

2019-G/L-018

**155 – Terms of Reference: Land Use and Planning Committee**

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 155 – Terms of Reference: Land Use and Planning Committee, as presented.

**CARRIED**

The following previous Committee terms of reference policies have been brought forward for review and consideration.

Next few policies, CAO has asked them to be back on, as this is the time for the new council to address what they want to do with committees.

**137 – Terms of Reference: Economic Investment Committee**

- As the Tourism representative is already encompassed by the White Rock BIA and the SSWR Chamber of Commerce member, it was suggested the Tourism Representative be removed from the Policy
- The committee should reference the City's Economic Development Plan and use that as a document of measure
- It was suggested that the Committee review how they are measuring-up to their goals

2019-G/L-019

**It was MOVED and SECONDED**

THAT Policy No. 137 – Terms of Reference: Economic Investment Committee be amended to reflect that the Committee reference the Economic Development Plan, and that the Tourism representative be removed from the Policy.

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 137 as amended.

**CARRIED**

**138 – Terms of Reference: Environmental**

- When particular items/matters are not forwarded to the Committee, the Committee should meet to address the City's Stormwater Management Plan and the Environmental Plan.

2019-G/L-020

**It was MOVED and SECONDED**

THAT Policy No. 138 – Terms of Reference: Environmental Advisory Committee be amended to reflect that the Committee reference the Stormwater Management plan; and

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 138 as amended.

**CARRIED**

**143 – Terms of Reference: Cultural Advisory Committee**

- The Committee could focus on cultural festivities in addition to arts functions
- The Committee was originally established to deliver the City’s Cultural Strategy, adding that most of the goals noted in that Plan have been met
- The Committee could move towards drafting a new five-year strategy, adding that the staff would facilitate this process

Staff clarified that a non-voting Council representative is welcome to participate/contribute to Committee discussions. The Council liaison is able to bring their expertise, and perspective, to discussions.

2019-G/L-021

**It was MOVED and SECONDED**

THAT Policy No. 143 – Terms of Reference: Cultural Advisory Committee be further amended to reflect the development of the next Cultural Strategic Plan;

THAT the Committee name be amended to “Arts and Culture Advisory Committee”;

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 143 as amended.

**CARRIED**

**144 – Terms of Reference: Tour de White Rock**

2019-G/L-022

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 144 – Terms of Reference: Tour de White Rock as presented.

**CARRIED**

**147 – Terms of Reference: Public Art Advisory Committee**

- The Committee should consider local artists when recommending public art installations
- The current recommendation process includes a selection sub-committee of the Public Art Advisory Committee
- Specifics of where the art is procured can be placed in the official Request for Proposal/Call for Artist
- There is misperception that the City is turning away local artists. It was noted that local artists may have applied in the past, but may not have been selective if they did not meet the requirements in the Call for Artist

2019-G/L-023

**It was MOVED and SECONDED**

THAT Policy No. 147 – Terms of Reference: Public Art Advisory Committee be further amended to note that when there is a call for artists, the selection committee exhaust all means of local avenues and artists, which includes South Surrey, prior to considering external artists;

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 147 as amended.

**CARRIED**

Mayor Walker and Councillor Fathers voted in the negative

**156 – Terms of Reference: Parking Task Force**

Councillor Trevelyan reported that he worked with staff to develop the proposed terms of reference. The following comments were noted:

- Property taxes should not be impacted/increased to compensate for loss revenue should there be a reduction in parking fees.
- The terms of reference should mention how the change of parking can positively impact the quality of life for users
- The Terms of Reference should not reference particular names of Councillors
- The Council representative should be noted as a non-voting Chairperson
- The information will be reported out to Council by the Task Force as it becomes available
- Membership could be increased to eight (8)

2019-G/L-024

**It was MOVED and SECONDED**

THAT Policy No. 156 – Terms of Reference: Parking Task Force be further amended by including/revising as follows:

- Councillor to be a non-voting Chairperson of the Committee
- Revise language to note: any changes that do not impact property taxes to fund a reduction in parking
- Add the language “quality of life”
- Amend membership to “up to 8”

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 156 as amended.

**CARRIED**

**153 – Terms of Reference: Sea Festival Planning Committee**

It was suggested that the membership term be extended to a two (2) year term.

2019-G/L-025

**It was MOVED and SECONDED**

THAT Policy No. 153 – Terms of Reference: Sea Festival Planning Committee be further amended by revising the membership term to two (2) years; and

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy 153 as amended.

**CARRIED**

**154 – Terms of Reference: Intergovernmental and First Nation Affairs Committee**

- The purpose of the Committee is to address matters at all levels of government, including local, provincial, federal, school board, first nation, etc.

- Suggested the Committee name be revised to “Intergovernmental Affairs Committee”.

2019-G/L-026

**It was MOVED and SECONDED**

THAT the name of Policy No. 154 – Terms of Reference: Intergovernmental and First Nation Affairs Committee be renamed to “Intergovernmental Affairs Committee”; and

THAT the Governance and Legislation Committee recommends Council endorse Policy No. 154 as amended.

**CARRIED**

**New Committees**

Mayor Walker reported he would like to introduce the following new Committees to the City of White Rock:

- Seniors Advisory Committee
- Heritage and Advisory Committee
- Small Business Advisory Committee

2019-G/L-027

**It was MOVED and SECONDED**

THAT staff report back to a future Governance and Legislation Committee with terms of reference for the following new committees:

- Seniors Advisory Committee
- Heritage and Advisory Committee
- Small Business Advisory Committee

**CARRIED**

**6. CALL FOR FUTURE GOVERNANCE AND LEGISLATION COMMITTEE ITEMS**

Opportunity for any members of the Committee who wish to have items brought forward for discussion at the next Governance and Legislation Committee to state them at this time.

**7. CONCLUSION OF THE JANUARY 14, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING**

The Chairperson declared the meeting concluded at 6:30 p.m

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Mayor Walker

*S. Alam*  
\_\_\_\_\_  
Stephanie Lam,  
Deputy Corporate Officer

THE CORPORATION OF THE  
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**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> June 15, 2015
<i>Council Resolution Number:</i> 2010-418, 2013-082, 2015-214	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> <del>May 25, 2015</del> <u>January 14, 2019</u>

**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.
- 4.5. Communication by Mayor and / or a member of Council requesting information that is readily available may forward their questions 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.

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



**POLICY TITLE: CHIEF ADMINISTRATIVE OFFICER (CAO)  
 ANNUAL PERFORMANCE REVIEW**

**POLICY NUMBER: COUNCIL – 126**

<i>Date of Council Adoption:</i> March 7, 2011	<i>Date of Last Amendment:</i> June 15, 2015
<i>Council Resolution Number:</i> 2011-096, 2011-234, 2013-082, 2015-214	
<i>Originating Department:</i> Human Resources	<i>Date last reviewed by the Governance and Legislation Committee:</i> <del>May 25, 2015</del> <u>January 14, 2019</u>

**Policy:**

1. Mayor and Council will conduct a formal performance review (review) of the Chief Administrative Officer (CAO) on an annual basis. The review will be completed no later than December 31 annually. During a provincially scheduled election year the review will be completed not less than 90 days prior to before the date of the election. The review will provide Council the opportunity to assess the CAO’s performance for the prior year and to clarify goals and expectations for the upcoming year.
2. As part of the review, Mayor and Council will ensure that the CAO is advised on areas needing improvement, where necessary, and that the CAO receives recognition for satisfactory or outstanding performance.
3. The performance review process will include Mayor and Council’s assessment of the CAO’s performance in meeting the annual goals of the City.
4. The annual goals are to be based on the corporate goals set by Mayor and Council for the year and may include the CAO’s personal learning and development plans. Performance measurements are to be defined within Mayor and Council’s goal setting process or defined through the corporate performance measurement process.
5. The CAO will provide a self-assessment on both the competencies and performance sections of the annual review process as a confidential report to Council prior to the formal performance review.
6. Mayor and Council will provide feedback to the CAO regarding their performance on an ongoing basis, pointing out strengths and areas requiring improvement. This information may be gathered through technological means and shared on an ongoing basis with the CAO and may be used as part of the review.

**Rationale:**

The CAO's Employment Agreement requires the annual evaluation of the employee's performance. Not only is it required by the CAO Employee Agreement, but such evaluation is important in order to maintain an effective Council and CAO relationship. As the Employer, Mayor and Council has an obligation to relate to the CAO their desire for him or her to focus on particular community needs, projects and priorities. These needs, projects and priorities are not an individual Council member's direction, but the agreed direction of Mayor and Council. As well, the Employer has the responsibility to clearly communicate to let the CAO know that his or her contributions are recognized and acknowledged.



**POLICY TITLE: INTERNAL HANDLING OF MEDIA REQUESTS**

**POLICY NUMBER: COUNCIL - 133**

<i>Date of Council Adoption:</i> May 30, 2011	<i>Date of Last Amendment:</i> July 27, 2015
<i>Council Resolution Number:</i> 2011-234, 2013-082, 2015-285	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 13, 2015

**Policy**

The media plays an important role in providing information to the public on matters of civic interest.

Whenever possible, media inquiries should be addressed promptly to accommodate publication or broadcast deadlines, subject to operational requirements and the City’s policies and bylaws.

1. With the exception of routine events and basic information that is readily available to the public, all media requests for interview or information should be routed through the Chief Administrative Officer or Communications Officer.
  - a. The Communications Officer will ensure media has current contact information and is reminded as to the City’s policy.
  - b. The Communications Officer will ensure all requests are handled in a timely manner.
2. The Chief Administrative Officer or Communications Officer will recommend individuals to serve as spokespersons on specific projects.
3. Staff will provide a briefing report with key messages to the authorized City spokesperson prior to an interview.
4. Unless otherwise authorized, the City’s spokespersons are:
  - Mayor
  - Deputy Mayor
  - The Chief Administrative Officer

- City Clerk
- Department Heads
- Exceptions regarding departmental spokespersons may be made at the discretion of the department head.

**Rationale**

By having the individual with the most responsibility or authority on the subject serve as the spokesperson, the City ensures that only the most accurate information is released to the media.

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**POLICY TITLE: PRESS RELEASES**

**POLICY NUMBER: COUNCIL - 134**

<i>Date of Council Adoption:</i> May 30, 2011	<i>Date of Last Amendment:</i> July 27, 2015
<i>Council Resolution Number:</i> 2011-234, 2012-054, 2013-082, 2015 285	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 13, 2015

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**Policy**

A media or press release is a factual written summary of information issued to the media for the purpose of making a statement or announcement and/or replying to questions from the media.

The underlying principles for handling press releases are:

1. As newsworthy information becomes available or events occur, staff shall notify the Communications Officer.
2. The Communications Officer will prepare all City press releases.
3. The Communications Officer shall work with the Chief Administrative Officer (CAO) as necessary, when releasing information to the public and to the media.
4. The Mayor or designated Deputy Mayor, when the Mayor is absent, is the primary spokesperson.
5. If a secondary quote is required in a release for further clarification or operational statement, it will be from a member of the City's Senior Management Team.
6. Individuals quoted in a press release shall have final approval over their individual quote in the context of the release.
7. All press releases shall be reviewed by the CAO and approved by the CAO and/or the Mayor prior to release.
8. The Communications Officer will inform City Council of the press release prior to distribution.

9. The Communications Officer will direct media queries to the appropriate designated person.

**Rationale**

The City of White Rock will present information in a positive manner that aligns with Council's Corporate Priorities while balancing the news media's interest in serving the needs of readers, listeners and viewers.

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 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> February 6, 2017
<i>Council Resolution Number:</i> 2011-234, 2012-104 , 2013-082, 2015-285, 2017-063	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> <a href="#">January 30, 2017</a> <a href="#">January 14, 2019</a>

**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

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 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,</del> <u>2016 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 Work Plan**

The Chief Administrative Officer will seek direction from Council on items that it wishes the Committee to address and develop with the Committee an Annual Work Plan. The Annual Work Plan 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  
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 15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE: TERMS OF REFERENCE:  
ENVIRONMENTAL ADVISORY COMMITTEE**  
**POLICY NUMBER: COUNCIL - 138**

<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, 2015-130, 2015-2014, 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 Environmental Advisory Committee is to advise City Council and staff on environmental matters that have been directly referred to the Committee by Council and / or the Chief Administrative Officer. The Environmental Advisory Committee will also review the City's Integrated Storm-Water Management Plan and the Environmental Plan.

**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 Environmental Advisory Committee will consist of up to seven (7) voting members appointed by Council from the community at large, one (1) non-voting member of Council and Alternate and the Director of Engineering and Municipal Operations or Designate (non-voting).
- b) 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.

## Meetings

- a) Meetings will be held as the need arises on environmental matters that have been referred to the committee by Council and / or the Chief Administrative Officer.
- b) Quorum for meetings shall mean a majority of all of its Committee voting members.
- c) 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.
- d) 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.
- e) 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.
- f) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- g) 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.
- h) Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- i) Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- j) 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.
- k) An annual report will be submitted to the Chief Administrative Officer for review and to be forwarded to City Council.
- l) A committee cannot direct staff to take action without endorsement by City Council.
- m) Committees do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.

- n) 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.
- o) 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.
- p) 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 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:**  
**GOVERNANCE AND LEGISLATION COMMITTEE**

**POLICY NUMBER:** **COUNCIL - 142**

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment: June 15, 2015</i>
<i>Council Resolution Number: 2009-380; 2013-342, 2015-214</i>	
<i>Originating Department: <u>City Clerk's</u> <u>Office Corporate Administration</u></i>	<i>Date last reviewed by the Governance and Legislation Committee: May 25, 2015</i>

The Governance and Legislative Committee is a Standing Committee of Council.  
 The Committee is established by the Mayor in accordance with the *Community Charter*.

**Purpose**

The Governance and Legislation Committee (“Committee”), a Standing Committee, assists City Council (“Council”) in fulfilling its responsibilities relating to the legislation and governance practices in regard to operations of the City of White Rock (“City”). Responsibilities include the developing and reviewing of:

- City Council Governance practices;
- Council policies;
- Departmental policies;
- Procedural and other regulatory bylaws; and
- Amendment or review of existing bylaws as determined by the Chief Administrative Officer or referred by Council.

**Membership**

The Committee shall be comprised of all members of Council. The Committee shall have the right to form subcommittees as required. Subcommittees must provide recommendations to the committee.

**Chair**

The Committee Chairperson shall be appointed by the Mayor.

**Term**

The Committee will be established for the full term of Council.

### Meetings

- a) Meetings will be held as the need arises or at the call of the Chair.
- ~~a)b)~~ Meetings may be scheduled at the call of the Mayor.
- ~~b)c)~~ Quorum for meetings shall mean a majority of all of its Committee voting members.
- ~~c)d)~~ All meetings of the Committee are open to the public, unless closed to the public in accordance with the Community Charter. Minutes of the meetings shall be recorded and available to the public upon request or through the City's website.

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### 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.

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



**POLICY TITLE:** TERMS OF REFERENCE:  
**ARTS AND CULTURAL ADVISORY COMMITTEE**  
**POLICY NUMBER:** COUNCIL - 143

<i>Date of Council Adoption: November 7, 2016</i>	<i>Date of Last Amendment: April 23, 2018</i>
<i>Council Resolution Number: 2015-043, 2015-214, 2016-483, 2018-150</i>	
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: <u>April 9, 2018</u> <u>January 14, 2019</u></i>

**Policy:**

The Arts and Cultural Advisory Committee will collaborate with stakeholders in the community ~~with a view to develop and implement a Cultural Strategic Plan which will implement the strategic plan to~~ make the arts a mainstay of the City’s economic base and advance arts and culture in White Rock.

~~The specific activities will include:~~

- ~~— Develop an arts award program and host a networking event that recognizes artists and businesses that support the arts in White Rock~~
- ~~— Research and investigate establishing a cultural arts district on Johnston Road~~
- ~~— Collectively promote White Rock as an arts and culture destination~~
- ~~— Plan and host a buskers festival in the Spring of 2018~~

**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~~ or until the activities are complete, whichever is sooner.

**Membership**

- a) The Arts and Cultural Advisory Committee will consist of up to thirteen (13) voting members appointed by City Council from the community at large, one (1) non-voting representative in an advisory capacity from the White Rock Museum, one (1) non-voting member of Council, and City staff as required.

- b) The majority of the committee members must be City of White Rock residents or representatives of local organizations.
- c) 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 mean a majority of all of its Committee voting members.

⇨d) If there is no quorum of the committee present within fifteen (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 ~~City Clerk~~Corporate Officer where there have been two (2) consecutive absences without consent. The Corporate Officer will then make contact with the Committee member.

- e)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.
- e)i) The ~~office of the City Clerk~~Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policies, meeting schedule, and administrative support to committees. Agendas and approved minutes will be posted on the City's website.
- e)j) Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- e)k) A committee meeting or a portion thereof may be closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- e)l) Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- e)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.
- e)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.
- e)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 need to refer the matter to Council prior to taking any action.
- e)q) Committees do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- e)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.

- e)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.
- e)t) 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.
- e)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 No. 120 - *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 Arts and Cultural Advisory Committee is to ~~implement the actions identified in the 2014–2018~~ develop and implement a Cultural Strategic Plan.

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

This will confirm that as of (date) \_\_\_\_\_, I have read Council Policy 143 “Terms of Reference: Arts and Cultural Advisory Committee” and Council Policy 120 “Code of Conduct for Committee Members” and I understand 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:  
FINANCE AND AUDIT COMMITTEE**

**POLICY NUMBER:** **COUNCIL - 145**

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2015-214</i>	
<i>Originating Department: Financial Services Dept.</i>	<i>Date last reviewed by the Governance and Legislation Committee: January 14, 2019</i>

**Policy:**

- A. The Finance & Audit Committee (the “Committee”) assists City Council (“Council”) in fulfilling its oversight responsibilities relating to finance & audit matters delegated to management by Council.
- B. In particular, the Committee assists Council by reviewing:
- i) Key financial information that will be provided to the province or made public;
  - ii) Strategic financial plans, operating, utilities and capital budgets;
  - iii) External and internal audit activities;
  - iv) Reports and information regarding City reserves; and,
  - iii)v) Other financial issues/matters that may arise.

**II. COMPOSITION, OPERATIONS AND ACCOUNTABILITY OF THE COMMITTEE**

- A. This Standing Committee shall be comprised of all members of Council. The Committee and Committee Chair (“Chairperson”) shall be appointed by the Mayor.
- B. The Committee shall meet at least four times each year.

- C. The Committee shall forward matters onto Council that are pertaining to Council policy, bylaws and legislated items that require a decision of Council; all other matters will be handled at the Committee level.
- D. The City’s external auditors shall be invited to attend Committee meetings as the need arises and may be heard at those meetings on matters related to the external auditor’s duties.
- E. The Committee shall have the right to form subcommittees as required. Subcommittees must provide recommendations to the Committee.

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



**POLICY TITLE:** **TERMS OF REFERENCE:**  
**PUBLIC ART ADVISORY COMMITTEE**

**POLICY NUMBER:** **COUNCIL - 147**

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment: November 7, 2016</i>
<i>Council Resolution Number: 2015-214, 2016-483</i>	
<i>Originating Department: Recreation and Culture / Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: <del>November 7, 2016</del> January 14, 2019</i>

**Policy:**

The mandate of the Public Art Advisory Committee (PAAC) will be to advise Council on the implementation of public art policies and projects for the City of White Rock.

**Scope**

To meet its mandate, the PAAC will advise on:

- The development of an annual public art plan in conjunction with the budget review process to identify and prioritize appropriate projects and locations for public art in White Rock.
- Developing and ensuring the application of established procedures and guidelines on a project-by-project basis, including selection process.
- When calling for artists, the selection committee will exhaust all means of local avenues and artists, which includes South Surrey, prior to considering external artists.
- Project design, development, implementation and maintenance issues.
- Issues, new trends and future needs related to the delivery of the Public Art Program in White Rock and recommend changes as required.

**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~~ or until the activities are complete, whichever is sooner.

## Membership

- a) The Public Art Advisory Committee will consist of up to seven (7) voting members appointed by City Council from the community at large, one (1) non-voting member of Council and City staff as required.
- b) The majority of the committee members must be City of White Rock residents, artists or representatives of local arts or cultural organizations.
- c) 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 mean a majority of all of its Committee voting members.
- d) If there is no quorum of the committee present within fifteen (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 ~~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.

- 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 ~~office of the City Clerk~~Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policies, 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 need 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’s Chairperson may appoint members to a subcommittee to consider, inquire into, report and/or 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 No. 120 - *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 Public Art Advisory Committee is to provide advice and act as a resource to City Council and staff in regard to the City’s Public Art Program.

**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:**  
**INTERGOVERNMENTAL**  
**INTERGOVERNMENTAL ADVISORY AND FIRST**  
**NATION AFFAIRS COMMITTEE**

**POLICY NUMBER:** **COUNCIL - 154**

<i>Date of Council Adoption: June 11, 2018</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2018-230</i>	
<i>Originating Department: Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: <del>May 28,</del> <u>2018 January 14, 2019</u></i>

The Intergovernmental ~~and First Nation Affairs~~ Advisory Committee is a Standing Committee of Council. The Committee is established by the Mayor in accordance with the *Community Charter*.

**Purpose**

The Intergovernmental ~~and First Nation Affairs~~ Advisory Committee (“Committee”), assists City Council (“Council”) of the City of White Rock (“City”) in decision making processes in regard to policy and protocol with respect to senior governments, other municipalities, Sister Cities, Friendship Cities and First Nation (“Organizations”). The Committee shall assist Council by reviewing and recommending new policy and procedures in regard to Organizations.

**Membership**

The Committee shall be comprised of all members of Council. The Committee shall have the right to form subcommittees as required. Subcommittees must provide recommendations to the Committee.

City staff to support the Committee will be the Chief Administrative Officer.

**Chairperson**

The Committee Chairperson shall be the Mayor. If the Mayor is unavailable Deputy Mayor will Chair the meeting.

**Term**

The Committee will be established for the remainder of the current Council term.

### **Meetings**

- a) There shall be a minimum of one (1) meeting held prior to the Union of British Columbia (UBCM) conference to deal with provincial matters.
- b) Additional meetings will be held at the call of the Chairperson or the Mayor. Should a Committee Member have an item for the Committee to review they will forward the request/information to the Chairperson.
- c) Quorum for meetings shall mean a majority of all of its Committee voting members.
- d) All meetings of the Committee are open to the public, unless closed to the public in accordance with the *Community Charter*. Minutes of the meetings shall be recorded and available to the public through the City's website or upon request.

### **Procedures**

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



**POLICY TITLE: TERMS OF REFERENCE – LAND USE AND PLANNING COMMITTEE**

**POLICY NUMBER: COUNCIL - 155**

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

**1. Mandate:**

Responsible for reviewing and providing input on land use/community planning and urban design matters, policies, applications and permits, as they relate to the Official Community Plan, Zoning, Planning Procedures, Tree Management, Sign and other applicable Bylaws, Development Permit Guidelines and other land use and design polices, and making recommendations to Council.

**2. Scope:**

To meet its mandate, the Committee will review, provide input and make recommendations to Council on:

- (a) new development, permit and license applications that are brought forward to the Committee, according to the Planning Procedures Bylaw;
- (b) land use/community planning, housing, urban design and related matters and policies; and
- (c) regional land use and related policies and matters.

**3. Tenure**

The tenure of the Committee shall be from the first of January to the thirty-first of December of each calendar year unless that term is varied by Council resolution.

**4. Membership**

- (a) As a Standing Committee of Council, Land Use and Planning Committee membership includes all members of Council.

- (b) The Chair of the Committee is the Deputy Mayor, as determined through the Council Procedures Bylaw and applicable Deputy Mayor Schedule.

**5. Meeting Frequency**

- (a) The Committee shall meet as required to review and provide input on matters within their mandate and scope. All meetings are open to the public unless designated in camera by the Committee pursuant to legislation.
- (b) The quorum of the meeting shall be determined by a simple majority of the appointed members.
- (c) Minutes of the Committee shall be recorded by Corporate Administration or their designate, and forwarded to Council for information and action as required.
- (d) The Committee's terms of reference, meeting schedule, meeting agendas and minutes shall be posted on the City's website.

DRAFT

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

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



**POLICY TITLE: COMMUNITY SPECIAL EVENTS**

**POLICY NUMBER: RECREATION AND CULTURE - 710**

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

**Policy:**

**Table of Contents**

1. INTRODUCTION ..... 1

2. DEFINITIONS..... 2

3. COMMUNITY SPECIAL EVENTS APPLICATION PROCESS..... 3

4. COUNCIL’S STRATEGIC DIRECTION AND MONITORING..... 4

5. FUNDING..... 4

6. RATIONALE..... 4

**1. INTRODUCTION**

**Purpose**

The purpose of the Community Special Event Policy (Policy) is to:

- a) Provide a framework for approval of community special events that support community engagement and civic celebration as well as public safety, fiscal responsibility and environmental stewardship.
- b) Guide staff in the selection and recommendation to Council of community special events based on adherence to the Policy, available budget resources and value to the community.
- c) Manage community special events in order to provide effective opportunities for citizen engagement, enhancing civic pride and community building;

- d) Serve as an act of public trust and stewardship for the provision of City resources to support sustainable, locally created events that uniquely showcase and promote White Rock and its local businesses.
- e) Ensure that Federal and Provincial laws, permits and requirements, and City policies, by-laws and guidelines are followed.

### **Principles**

The Policy ensures that community special events are:

- a) Being selected through an informed and fair process
- b) Being planned and managed effectively and sustainably to optimize civic and community resources.
- c) Balancing the City’s annual schedule of events.
- d) Ensure public safety.
- e) Providing positive community engagement unique to White Rock.
- f) Reflecting the diversity and values of the community to foster a sense of belonging, identity and community pride.
- g) Generating economic and tourism activity.
- h) Inclusive so White Rock residents and visitors feel welcome to participate.
- i) Demonstrating sensitivity to environmental stewardship and First Nation culture.
- j) Adhering to all Federal and Provincial laws, regulations, permits and requirements, and all City policies, by-laws and guidelines.

## **2. DEFINITIONS**

The definition of Community Special Events for the purposes of this Policy are *“assemblies or activities ranging in time from hours to days, produced by the City of White Rock, non-profit organizations, private businesses or a combination of partnerships, for community and/or visitor participation, or to attract a significant potential audience.”* This definition includes but is not limited to community celebrations, anniversaries, festivals, concerts, sport tournaments, foot and bicycle races and fundraising functions.

The City’s role in the delivery of community special events falls into three categories:

### **Category A - City Produced Events**

City produced events are events where all details are organized and/or coordinated by staff usually working with a community volunteer committee to ensure the highest level of community engagement. Examples include Canada Day by the Bay, White Rock Sea Festival and Tour de White Rock.

### **Category B – City as a Producing Partner**

When the City is a producing partner, a high level of staff support is required to work with the organizers ensuring that the event content optimizes civic

engagement, planning and production details, as well as marketing needs are sufficient to achieve strategic objectives. Examples include the TD Concerts at the Pier for which the City is as a producing partner with the White Rock BIA.

### **Category C – City as a Supporter**

When the City is a supporter, the role of staff is to provide advice and assistance with basic operations and logistical planning such as public safety considerations, coordinating the use of City staff, facilities, property and/or equipment such as tents, stage, barricades, parking lots, community centres, road use, etc. Examples include Remembrance Day supporting the Royal Canadian Legion, the Polar Bear Swim supporting the White Rock and South Surrey Rotary Clubs, Christmas on the Peninsula supporting the Christmas on the Peninsula Society, and Picnic on the Pier supporting the Peace Arch Hospital Foundation.

### **3. COMMUNITY SPECIAL EVENTS APPLICATION PROCESS**

**Community special events require approval from the City when any one of the following applies:**

- a. Event requires the use of any civic facilities, parks or City owned or leased properties.
- b. Event attendance is anticipated to exceed 200 people.
- c. Event impacts traffic flows or would require road and/or sidewalk closures.
- d. Event involves the sale or distribution of alcoholic beverages and/or cannabis.
- e. Event involves food to be sold or distributed.
- f. Fireworks or pyrotechnics are being used.
- g. Event footprint or activities will have an environmental impact.

**Community Special Event Applicants must:**

- a. Show relevance of the event's purpose to the City's strategic priorities.
- b. Include a plan to engage White Rock residents and businesses as volunteers, participants and potential sponsors.
- c. Have the expertise and resources to plan and execute the event successfully.
- d. Provide an event budget including projected revenue, expenses and funding from other sources.
- e. Demonstrate financial and legal accountability (i.e. a not for profit society, charity or registered business association), and the ability to obtain adequate liability insurance as required.
- f. Provide a detailed timeline, business case and implementation plan.
- g. Provide a detailed a map of the event location(s) requested.
- h. Provide a detailed request of City support required including funding, in-kind services, use of civic facilities, etc.
- i. Provide a description of the target audience and expected volunteer, participant and spectator attendance.
- j. Provide a communications and promotional plan including how the City's support will be recognized.
- k. Provide a plan for volunteer engagement.
- l. Detail the expected impact on the natural and built environment.
- m. Provide a public safety plan (i.e. first aid, security, traffic control, etc.).

- n. Demonstrate sensitivity for environmental stewardship and First Nations culture in the planning and implementation of the event plan.
- o. Adhere to the protocol and communication guidelines as provided by the City.
- p. Provide event management experience references if requested.

#### **Timelines for Special Event Approvals**

The following timeline sets out the schedule to receive, review and recommend community special events to take place the following year:

**September:** Community Special Event applications are due from event organizers

**October/November:** Staff review event submissions based on the Policy and available budget resources

**December/January:** New events are brought to Council for review and/or approval

#### **4. COUNCIL'S STRATEGIC DIRECTION AND MONITORING**

The Policy will be updated as needed in keeping with the strategic priorities and direction set by Council.

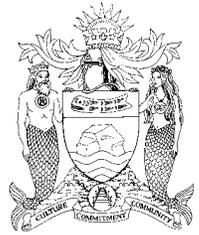
#### **5. FUNDING**

Consideration will be given to fund Council supported community special events through the City's annual financial planning process.

#### **6. RATIONALE**

The Policy has been created to set application guidelines, selection criteria and administrative processes in regards to approving and providing support to community special events.

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
**BYLAW NO. 2283**



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A revenue anticipation bylaw providing for the borrowing of sums of money as may be requisite to meet the current lawful expenditures of the City.

WHEREAS the Council of the City is empowered by Section 177 of the "Community Charter", without the assent of the electors or the approval of the Inspector of Municipalities, by Bylaw to provide for the borrowing of such sums of money as may be required to meet the current lawful expenditures for the year 2019 of the City, such borrowing not to exceed in the aggregate the sum of seventy-five per cent of all taxes levied for all purposes in the preceding year.

AND WHEREAS the aggregate that the Council may presently borrow, calculated in accordance with the above, is \$37,700,000.

AND WHEREAS to meet the current lawful expenditures for the year 2019 of the City, it is requisite that the Council borrow up to \$5,000,000.

NOW THEREFORE, the Council of the Corporation of the City of White Rock, hereby enacts as follows:

1. It shall be lawful for the said City Council to borrow upon the credit of The Corporation the sum of Five Million Dollars (\$5,000,000) in such amounts and at such times as the same may be required, and to pay interest thereon.
2. All the monies so borrowed and interest payable thereon shall be repaid on or before the 31st day of December, 2019.
3. There is hereby set aside as security for the liability hereby authorized to be incurred \$5,000,000 being that part of the taxes for the current year, 2019, deemed by the City Council to be so set aside.
4. This Bylaw may be cited as the "*White Rock Revenue Anticipation Borrowing Bylaw, 2019, No. 2283*".

RECEIVED FIRST READING on the	14 <sup>th</sup>	day of	January, 2019
RECEIVED SECOND READING on the	14 <sup>th</sup>	day of	January, 2019
RECEIVED THIRD READING on the	14 <sup>th</sup>	day of	January, 2019
ADOPTED on the		day of	2019

---

MAYOR

---

CITY CLERK

# THE CORPORATION OF THE CITY OF WHITE ROCK

## BYLAW 2284

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A Bylaw to amend the Council and Committee Procedure Bylaw, 2018, No. 2232  
in regard to Agenda Deadlines.

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

1. Delete section titled Agenda 14. (1) (b) and insert the following which amends the timeline for the agenda to be distributed to Council as follows:

*14. (1) (b) Will provide a copy of the agenda by end of the day on the Wednesday prior to the meeting to each member of Council through technological means and/or in their mailbox at City Hall, unless otherwise directed by the member of Council.*

2. Delete section titled Delegations / Petitions 19. (1) and insert the following which amends the timeline for agenda submissions:

*19. (1) The Council may allow a Delegation to address the Council at a meeting on a topic provided a Delegation request form has been received by the Director of Corporate Administration by 8:30 a.m. on the Monday prior to the meeting.*

3. Delete section titled Delegations / Petitions 19 (1) (7) and insert the following which amends the timeline for agenda submissions:

*19. (7) A Delegation intending to give a Power Point presentation must supply the Director of Corporate Administration with a copy of the presentation by 8:30 a.m. on the Monday prior to the meeting. The presentation will be reviewed by staff, to ensure that it is professional and relevant to the Council proceedings. If the Director of Corporate Administration is of the opinion that the Presentation is unprofessional or irrelevant the noted slides/pages will be removed or the entire presentation will be rejected. Staff will contact the delegation to inform if this is to occur.*

4. Delete section titled Delegations / Petitions 19 (1) (9) and insert the following which amends the timeline for agenda submissions:

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

*Petitions may also be submitted at a regular Council meeting during the Delegations and Petitions section of the agenda.*

5. This Bylaw may be cited for all purposes as the “*Council and Committee Procedure Bylaw, 2018, No. 2232, Amendment No. 2, No. 2284*”.

RECEIVED FIRST READING on the	14 <sup>th</sup>	day of January,	2019
RECEIVED SECOND READING on the	14 <sup>th</sup>	day of January,	2019
RECEIVED THIRD READING on the	14 <sup>th</sup>	day of January,	2019
PUBLISHED in the Peace Arch News on the	18 <sup>th</sup> & 25 <sup>th</sup>	days of January,	2019
RECEIVED FINAL READING on the		day of ,	2019

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MAYOR

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DIRECTOR OF CORPORATE ADMINISTRATION



## Stephanie Lam

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**To:** Darryl Walker  
**Subject:** RE: A request to proclaim Heritage Week 2019

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**From:** Paul Gravett [<mailto:pgravett@heritagebc.ca>]

**Sent:** January 16, 2019 10:32 AM

**Subject:** A request to proclaim Heritage Week 2019

Dear Mayors and Councils,

Heritage Week takes place across Canada from February 18 to 24, 2019.

Each year the Province of BC recognizes the contribution made by heritage with an official proclamation. We are asking you to consider the influence heritage and history has had on your community and to also officially recognize Heritage Week with a proclamation.

To support our request, we have assembled proclamation statements that have been used by other BC communities. We hope you will find these helpful. (We also mailed over 1,000 posters to local governments, libraries, heritage organizations and museums; the image is attached.)

This year the theme of Heritage Week is: *Heritage: The Tie That Binds*

Heritage reaches back in time to tell stories of our near and distant pasts, to describe our present and to foretell our future. These stories are the threads that interweave memory, culture, place, and practice. As we listen and learn, gaining knowledge from elders and experiences, a richer story is revealed. People and place are woven into a detailed tapestry of history and heritage. A complex, interconnected world is revealed. Rich stories are told and cultures are described, all bound together by the threads of heritage.

We thank you for your consideration.

Sincerely,

Paul Gravett  
Executive Director  
Heritage BC

604-816-4183



mailing address:  
Suite 864  
104-1015 Columbia Street

New Westminster, BC V3M 6V3

[www.heritagebc.ca](http://www.heritagebc.ca)

[Facebook: Heritage BC](#)

[Twitter: @HeritageBCanada](#)



Heritage Week 2019 Proclamation  
Sample Statements

WHEREAS the (name of the local or regional government) recognizes the importance of protecting and conserving our rich and diverse heritage by proclaiming Heritage Week;

WHEREAS the theme for Heritage Week 2019 is Heritage: The Tie That Binds;

WHEREAS Heritage Week is held to recognize the legacy that is the foundation of our community, connecting our citizens through shared values and creating a place of pride and social well-being;

WHEREAS heritage creates encourages economic activity, job creation, and tourism;

WHEREAS our community is enhanced and sustained by its heritage places and spaces;

WHEREAS our community celebrates the past and future by embracing, exploring and enjoying our enduring heritage;

WHEREAS our we acknowledge that all people of our community contribute to our rich and cultural heritage;

Be it resolve that the (name of the local or regional government) hereby proclaims February 18 – 24, 2019 as

“Heritage Week”

# HERITAGE

## The Tie That Binds

### Heritage Week

February 18–24, 2019

Heritage reaches back in time to tell stories of our near and distant pasts, to describe our present and to foretell our future.

These stories are the threads that interweave memory, culture, place, and practice. As we listen and learn, gaining knowledge from elders and experiences, richer stories are told and cultures are described. A complex, interconnected world is revealed, as people and place are woven into a detailed tapestry of history and heritage.

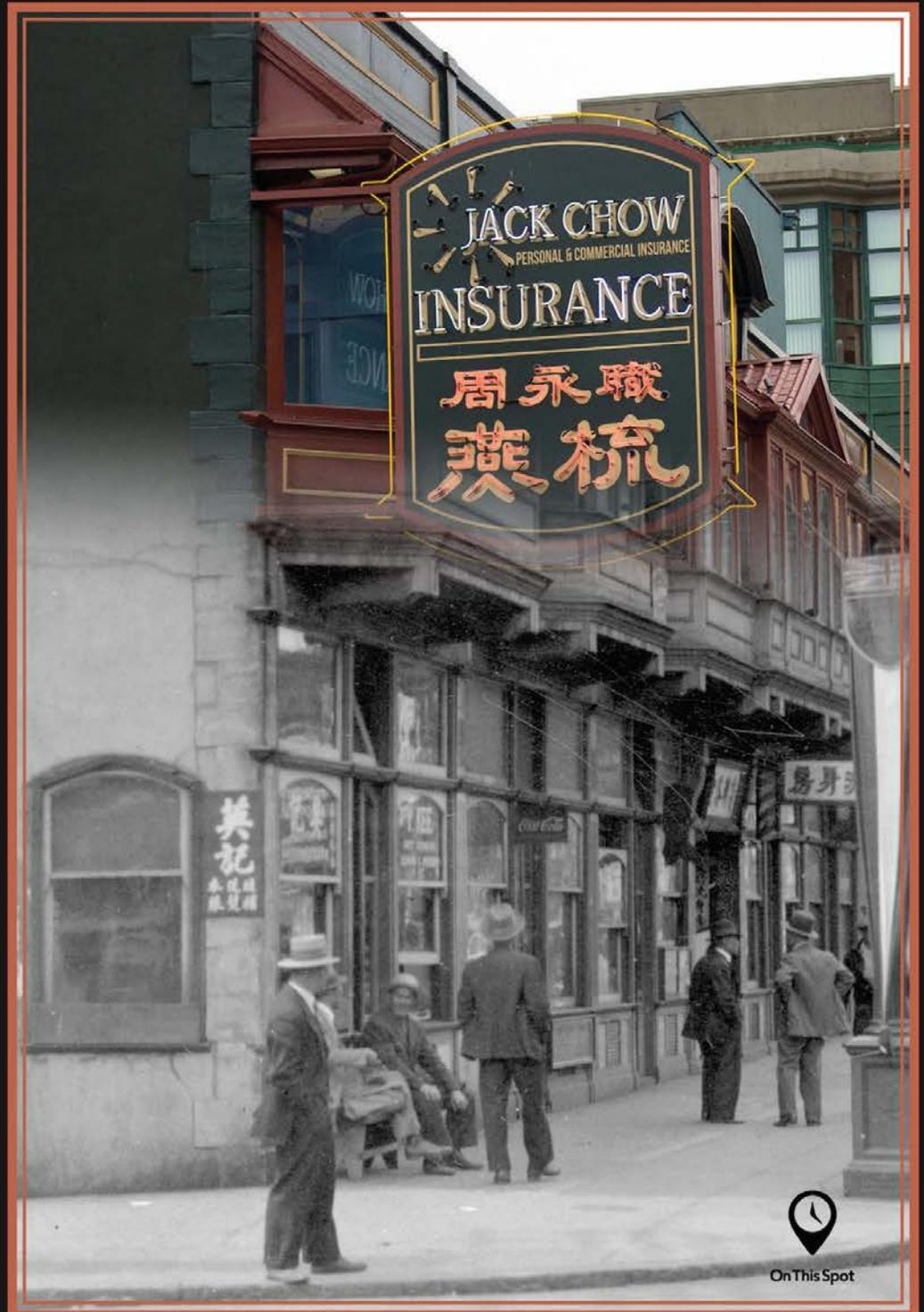
This Heritage Week, celebrate your community by visiting the many unique places and spaces in your community and share your experiences with the world.

#BCHeritageWeek  
#MyBCis #MyCanadais

HeritageBC



heritagebc.ca



## Stephanie Lam

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**To:** Kathleen Darby  
**Subject:** RE: Call for BC landmarks to light up purple for the Provincial Eating Disorders Awareness Week (PEDAW) campaign

**Subject:** Call for BC landmarks to light up purple for the Provincial Eating Disorders Awareness Week (PEDAW) campaign

Jessie's Legacy Eating Disorders Prevention & Awareness program is celebrating Eating Disorders Awareness Week which runs annually from February 1st to February 7th! We are asking our community partners to light up purple on Friday, February 1st 2019 to show their support for eating disorders awareness.

We would like to sincerely thank you for your participation in this event last year and hope we can count on your continued support this year!

With your help, last year was a great success! Over 40 landmarks across BC lit up purple.

We would love to add you to our list of participating venues for PEDAW 2019.

Benefits of participating:

In a recent study of BC adolescents, over two thirds of healthy weight girls reported a desire to lose weight and one third of healthy weight boys reported wanting to increase their weight/muscularity. Be a part of creating awareness for this much needed cause.

Get great exposure! We will share your participation on our social media channels and various other media outlets.

Lighting up purple isn't the only way to participate...

If your venue doesn't have this capacity, we have a variety of merchandise that you can order for FREE to help spread awareness!

How to participate:

- Simply fill out the short form attached to this email for either venue lighting and/or merchandise requests
- If you have any questions at all, please do not hesitate to contact us at: [pedaw@familyservices.bc.ca](mailto:pedaw@familyservices.bc.ca)

Again, thank you for your continued support, we can't tell you how much we value your support.

Sincerely,  
Kathleen Todd

Volunteer, Provincial Eating Disorders Awareness Week Campaign  
Jessie's Legacy Eating Disorders Prevention & Awareness Program  
#203 – 1111 Lonsdale Avenue, North Vancouver

## Thank-you for lighting up purple to support the Provincial Eating Disorders Awareness (PEDAW) campaign!

Yes! Our organization/landmark will be lighting up purple on Friday, February 1<sup>st</sup>, 2019 to launch the start of Eating Disorders Awareness Week which runs annually from February 1<sup>st</sup> -7<sup>th</sup> !

Name of landmark: \_\_\_\_\_  
 Contact name: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Email contact: \_\_\_\_\_

No, unfortunately we can't light up purple, but we would like to participate in another way!

Please indicate how you could participate:

	Number requested:
<input type="checkbox"/> Please send us free <i>Love Our Bodies, Love Ourselves</i> wristbands	_____
<input type="checkbox"/> Please send us free <i>Your Weight is Not Your Worth</i> posters to display	_____
<input type="checkbox"/> Please send us free <i>Jessie's Legacy 'Love Our Bodies, Love Ourselves'</i> postcards	_____
<input type="checkbox"/> We have another idea for how to participate:	

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 (where merchandise will be sent) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Please expect a minimum of 1-2 weeks for delivery.*

# CITY OF VANCOUVER BRITISH COLUMBIA



## VACANCY TAX BY-LAW NO. 11674

This By-law is printed under and  
by authority of the Council of  
the City of Vancouver

(Consolidated for convenience only  
to October 30, 2018)

## VACANCY TAX BY-LAW

### TABLE OF CONTENTS

#### SECTION 1 INTERPRETATION

- 1.1 Name of By-law
- 1.2 Definitions
- 1.3 Table of contents
- 1.4 Severability

#### SECTION 2 VACANCY TAX

- 2.1 Vacancy tax
- 2.2 Unoccupied property
- 2.3 Vacant property
- 2.4 Vacancy tax rate
- 2.5 Date for payment of vacancy tax
- 2.6 Date for payment pursuant to supplementary vacancy tax notice
- 2.7 Penalty for failure to pay vacancy tax
- 2.8 Penalty for failure to pay pursuant to supplementary vacancy tax notice
- 2.9 Vacancy tax is levy

#### SECTION 3 EXEMPTIONS

- 3.1 Property forming part of estate of deceased
- 3.2 Property undergoing redevelopment or major renovations
- 3.3 Property of owner in care
- 3.4 Rental restriction or prohibition
- 3.5 Transfer of property
- 3.6 Occupancy for full-time work
- 3.7 Court order
- 3.8 Limited use residential property

#### SECTION 4 ADMINISTRATION

- 4.1 Administrator
- 4.2 Property status declaration form
- 4.3 Record of mailing
- 4.4 Deemed receipt
- 4.5 Completion and return of property status declaration
- 4.6 Review of completed property status declaration
- 4.7 Requirement for further information
- 4.8 Requirement to submit evidence

- 4.9 Type and form of information and evidence
- 4.10 Power to request particulars from registered owner
- 4.11 Power of entry
- 4.12 Determination of taxable property
- 4.13 Vacancy tax notice
- 4.14 Supplementary vacancy tax notice
- 4.15 Record of mailing
- 4.16 Deemed receipt
- 4.17 Record of taxable properties
- 4.18 Corrections to taxable property record
- 4.19 Refunds for overpayment
- 4.20 No payment of interest

SECTION 5  
RESPONSIBILITIES OF THE OWNER

- 5.1 Requirement for declaration
- 5.2 Due date for submission
- 5.3 False declaration
- 5.4 Providing information or evidence

SECTION 6  
COMPLAINTS AND REVIEW PROCESS

- 6.1 Vacancy tax review officer
- 6.2 Complaint to vacancy tax review officer
- 6.3 Complaint process
- 6.4 Notice of complaint
- 6.5 Request for further information or evidence
- 6.6 Refusal for failure to comply with section 6.3, 6.4 or 6.5
- 6.7 Consideration of complaint
- 6.8 Determination to be mailed
- 6.9 Deemed receipt of determination
- 6.10 Review by vacancy tax review panel
- 6.11 Review process
- 6.12 Review request
- 6.13 Refusal for failure to comply with section 6.11 or 6.12
- 6.14 Consideration of review request
- 6.15 Review is final

SECTION 7  
DEEMED VACANCY

- 7.1 Property considered to be taxable

SECTION 8  
OFFENCES AND PENALTIES

- 8.1 Offences
- 8.2 Fine for offence

8.3 Fine for continuing offence

SECTION 9  
ANNUAL REPORT

9.1 Preparation of annual report

9.2 Publication of annual report

SECTION 10  
ENACTMENT

10.1 Force and Effect

BY-LAW NO. 11674

A By-law to impose and collect a vacancy tax

[Consolidated for convenience only,  
amended to include By-law No. 12287,  
effective October 30, 2018]

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THE COUNCIL OF THE CITY OF VANCOUVER, in public meeting, enacts as follows:

SECTION 1  
INTERPRETATION

Name of By-law

1.1 The name of this By-law, for citation, is the "Vacancy Tax By-law".

Definitions

1.2 In this by-law:

"business day" means any day other than a Saturday, Sunday or a holiday;

"Greater Vancouver" means the Village of Anmore, Village of Belcarra, City of Burnaby, City of Coquitlam, City of Delta, City of Langley, Township of Langley, Village of Lion's Bay, City of Maple Ridge, City of New Westminister, City of North Vancouver, District of North Vancouver, City of Pitt Meadows, City of Port Coquitlam, City of Port Moody, City of Richmond, City of Surrey, Tsawwassen First Nation, City of Vancouver, District of West Vancouver, City of White Rock, University Endowment Lands, and University of British Columbia;

"heritage property" means property that:

- (a) in the opinion of a person or body authorized to exercise a power under the *Vancouver Charter* in relation to the property, has sufficient heritage value or heritage character to justify its conservation; or
- (b) is protected heritage property;

"occupier" means a registered owner or a person who occupies residential property with the permission of the registered owner but is not a tenant or subtenant;

"notice of complaint" means a notice submitted by a registered owner pursuant to section 6.4;

"phased development" means the development of one or more parcels of residential property where the Director of Planning has agreed that the development will be undertaken in phases over time under more than one development permit;

"principal residence" means the usual place where an individual lives, makes his or her home and conducts his or her daily affairs, including, without limitation, paying bills and receiving mail, and is generally the residential address used on documentation related to billing, identification, taxation and insurance purposes, including, without limitation, income tax returns, Medical Services Plan documentation, driver's licenses, personal identification, vehicle registration and utility bills and, for the purposes of this by-law, a person may only have one principal residence;

"registered owner" means the person or persons registered in the land title office as entitled to the fee simple or, in the case of a leasehold strata unit created by a leasehold strata plan, means the leasehold tenant as defined in the Strata Property Act, S.B.C 1998, c.43, provided that such leasehold tenant is recorded as taxable on the real property tax roll;

"residential property", subject to any applicable regulations, means real property classified only as class 1 property (residential) under the British Columbia *Assessment Act* and its regulations, but does not include land or improvements or both used solely for nursing homes, rest homes, cookhouses, strata accommodation property or child daycare purposes (including group daycares, preschools, special needs daycares, family daycares, out of school care, residential care, emergency care and child minding), as may be further described in the British Columbia *Assessment Act* and its regulations;

"supplementary vacancy tax notice" means a notice issued to a registered owner of residential property where the Collector of Taxes has determined after the 10<sup>th</sup> business day of March of the current tax year, that a vacancy tax notice should have been issued for a parcel of residential property for either the current tax year or one or both of the two most recent tax years;

"taxable assessed value" means the assessment value used in setting the City's real property tax rates under sections 373 and 374 of the Vancouver Charter;

"taxable property", in relation to a vacancy tax, means residential property that is all of the following:

- (a) vacant property;
- (b) not exempt from taxation under either section 373 or 396 of the Vancouver Charter; and
- (c) not exempt from the vacancy tax under this by-law;

"tax year" means the calendar year in which the vacancy tax is imposed;

"vacancy reference period" means the calendar year prior to the then applicable tax year;

"vacancy tax notice" means a notice issued to a registered owner of taxable property setting out the vacancy tax that is imposed on that taxable property in accordance with this by-law;

“vacancy tax review officer” means the person appointed by Council to administer complaints made in accordance with the vacancy tax review provisions of this by-law and his or her delegates; and

“vacancy tax review panel” means the panel appointed by Council to administer reviews in accordance with the vacancy tax review provisions of this by-law.

### **Table of contents**

1.3 The table of contents for this By-law is for convenient reference only, and is not for use in interpreting or enforcing this By-law.

### **Severability**

1.4 A decision by a court that any part of this By-law is illegal, void, or unenforceable severs that part from this By-law, and is not to affect the balance of this By-law.

## **SECTION 2 VACANCY TAX**

### **Vacancy tax**

2.1 A vacancy tax shall be imposed on every parcel of taxable property in accordance with this By-law.

### **Unoccupied property**

2.2 Residential property is considered to be unoccupied in the following circumstances:

- (a) the residential property is not the principal residence of an occupier; or
- (b) the residential property is not occupied by a tenant or subtenant for residential purposes for a term of at least 30 consecutive days.

### **Vacant property**

2.3 Residential property is considered to be vacant property if:

- (a) it has been unoccupied for more than six months during the vacancy reference period; or
- (b) it is deemed to be vacant property in accordance with this by-law.

### **Vacancy tax rate**

2.4 The rate of the vacancy tax is 1 % of the taxable assessed value of a parcel of taxable property.

### **Date for payment of vacancy tax**

2.5 The amount stated as due and payable on a vacancy tax notice issued pursuant to this by-law is due and payable by the registered owner of taxable property on or before the 10<sup>th</sup> business day of April of the year that the vacancy tax notice is issued.

### **Date for payment pursuant to supplementary vacancy tax notice**

2.6 The amount stated as due and payable on a supplementary vacancy tax notice issued pursuant to this by-law is due and payable by the registered owner of taxable property on the due date set out in the supplementary vacancy tax notice.

### **Penalty for failure to pay vacancy tax**

2.7 A vacancy tax which is due and payable and remains unpaid as of the 10<sup>th</sup> business day of April of the year in which it is due and payable is to incur and bear a penalty of 5%.

### **Penalty for failure to pay pursuant to supplementary vacancy tax notice**

2.8 A vacancy tax which is due and payable and remains unpaid as of the due date set out in the supplementary vacancy tax notice is to incur and bear a penalty of 5%.

### **Vacancy tax is levy**

2.9 A vacancy tax, together with any penalties levied for failure to pay the tax in accordance with this by-law, is a levy that may be lawfully inserted in the real property tax roll and may be collected as real property taxes, pursuant to Sections 409(2) and (3) of the Vancouver Charter.

## **SECTION 3 EXEMPTIONS**

### **Property forming part of estate of deceased**

3.1 A vacancy tax is not payable under this by-law for a parcel of residential property if the residential property was unoccupied for more than six months during the vacancy reference period because the last registered owner of the residential property on title is deceased and neither a grant of probate of the will of the deceased, nor a grant of administration of the estate of the deceased has been provided.

### **Property undergoing redevelopment or major renovations**

3.2 A vacancy tax is not payable under this by-law for a parcel of residential property if the residential property was unoccupied for more than six months during the vacancy reference period in order to do one or more of the following:

- (a) redevelop or safely carry out major renovations to the property:
  - i. for which permits have been issued by the City, and

- ii. which, in the opinion of the Chief Building Official, are being carried out diligently and without unnecessary delay, or;
- (b) carry out either redevelopment or initial development of residential property that is unimproved with any dwelling units, or the rehabilitation and conservation of heritage property:
- i. for which a complete rezoning enquiry or application, development permit application or heritage alteration permit application has been submitted by or on behalf of the registered owner and is under review by the City, and
  - ii. which, in the opinion of the Director of Development Services, is being diligently pursued and without unnecessary delay, or;
- (c) carry out either redevelopment or initial development of a parcel of residential property which is unimproved with any dwelling units and is part of a phased development which either:
- i. has not been rezoned, where a complete rezoning enquiry or rezoning application for at least one of the parcels of residential property which comprise the phased development has been submitted by or on behalf of the registered owner and is under review by the City during the vacancy reference period, or
  - ii. has been rezoned, where either:
    - (A) a complete development permit application has been submitted for at least one parcel of residential property which is part of the phased development and is under review by the City during the vacancy reference period; or
    - (B) a development permit has been issued by the City for at least one parcel of residential property which is part of the phased development and work under the development permit is, in the opinion of the Director of Development Services, being diligently pursued and without unnecessary delay.

**Property of owner in care**

3.3 A vacancy tax is not payable under this By-law for a parcel of residential property if the residential property was unoccupied for more than six months during the vacancy reference period because all occupiers who were previously occupying the residential property as a principal residence or all tenants or subtenants who were previously occupying the residential property for residential purposes are residing in a hospital, long term or supportive care facility, except that this exemption shall not be allowed for more than two consecutive vacancy reference periods.

**Rental restriction or prohibition**

3.4 A vacancy tax is not payable under this by-law for a parcel of residential property if the residential property was unoccupied for more than 180 days during the vacancy reference period because:

- (a) the residential property is a strata unit in a strata development;
- (b) prior to the date of enactment of this by-law, the by-laws of the strata either prohibited rentals altogether or restricted the number of strata units that may be rented; and
- (c) rental of the residential property is not permitted because the maximum allowable number of permitted strata rentals for the strata development has already been reached.

#### **Transfer of property**

3.5 A vacancy tax is not payable under this by-law for a parcel of residential property if one hundred percent of the legal interest in the property was transferred during the applicable vacancy reference period.

#### **Occupancy for full-time employment**

3.6 A vacancy tax is not payable under this by-law for a parcel of residential property if the principal residence of the registered owner during the vacancy reference period was outside of Greater Vancouver, but the residential property was occupied by the registered owner for residential purposes for a minimum aggregate of six months during the vacancy reference period because the registered owner was employed full-time and the nature of that employment required their physical presence in Greater Vancouver.

#### **Court order**

3.7 A vacancy tax is not payable under this by-law for a parcel of residential property if the residential property was unoccupied for more than six months during the vacancy reference period solely because a court order, court proceedings or order of a governmental authority prohibits its occupancy, provided that the court proceedings or any conditions or requirements set out in any court order or order of a governmental authority are being diligently pursued without unnecessary delay by the registered owner and within any stated timelines.

#### **Limited use residential property**

3.8 A vacancy tax is not payable under this by-law for a parcel of residential property if the residential property was unoccupied for more than six months during the vacancy reference period because:

- (a) the lawful use of the property is limited to vehicle parking; or
- (b) as a result of the size, shape or other inherent limitation of the parcel, a residential building cannot be constructed on the parcel.

**SECTION 4  
ADMINISTRATION**

**Administrator**

4.1 The Collector of Taxes is authorized to administer this by-law.

**Property status declaration form**

4.2 On or before the 31<sup>st</sup> day of December of each year, the Collector of Taxes must cause to be mailed to each registered owner of residential property whose name appears on the real property tax roll, to the address appearing on the real property tax roll, either a property status declaration form or instructions to make a property status declaration.

**Record of mailing**

4.3 The Collector of Taxes must keep a record of the date of mailing of the property status declaration form or the instructions to make the property status declaration.

**Deemed receipt**

4.4 A property status declaration form or instructions to make the property status declaration mailed in accordance with this by-law is deemed to have been received by the registered owner four days after mailing.

**Completion and return of property status declaration**

4.5 For each real property tax folio, a registered owner or his or her agent or authorized representative must complete and return only one property status declaration to the City in the form and manner required by the City on or before the 2nd business day of the February following the receipt of the property status declaration form or instructions to make the property status declaration.

**Review of completed property status declaration**

4.6 The Collector of Taxes must review each completed property status declaration and determine whether the information provided by a registered owner is sufficient, in the opinion of the Collector of Taxes, to establish the status of a residential property during the vacancy reference period.

**Requirement for further information**

4.7 The Collector of Taxes may require a registered owner to provide information at any time and for a period of up to two years after the applicable vacancy reference period respecting:

- (a) the property;
- (b) the identity and address of the registered owner;
- (c) the identity and address of any person occupying the property;

- (d) the status of the property; and
- (e) the nature of the occupancy of the property during the vacancy reference period.

#### **Requirement to submit evidence**

4.8 The Collector of Taxes may require a registered owner to submit evidence to verify a property status declaration and the status of the property.

#### **Type and form of information and evidence**

4.9 The information or evidence required by the Collector of Taxes pursuant to this by-law may include but is not limited to:

- (a) copies or certified copies of:
  - i. ICBC vehicle insurance and registration,
  - ii. government-issued personal identification, including, without limitation, driver's license, BCID card, British Columbia Services Card,
  - iii. Medical Services Plan or ambulance invoice,
  - iv. income tax returns and notices of assessment,
  - v. tenancy agreements,
  - vi. wills, grants of probate, or grants of administration,
  - vii. employment contracts, pay statements or records of employment,
  - viii. verification of residence in long term or supportive care,
  - ix. verification of educational enrolment form,
  - x. separation agreements,
  - xi. court orders,
  - xii. insurance certificates for homeowners or tenants insurance,
  - xiii. strata by-laws, minutes of strata meetings or records prepared or maintained by the strata; and
- (b) statutory declarations or affidavits regarding the status of the property.

#### **Power to request particulars from registered owner**

4.10 The Collector of Taxes may require a registered owner who has not submitted a completed property status declaration, to provide information or submit evidence in accordance with 4.7, 4.8 or 4.9 of this by-law.

#### **Power of entry**

4.11 The Collector of Taxes, and anyone authorized to act on behalf of the Collector of Taxes, is authorized to enter onto residential property for the purpose of determining the status of the property and whether the property is subject to the vacancy tax, except that the Collector of Taxes must first:

- (a) send a registered letter to the registered owner at the address appearing on the real property tax roll, advising of the time and date of the inspection; and
- (b) post a copy of the registered letter on the residential property.

#### **Determination of taxable property**

4.12 The Collector of Taxes must review the property status declaration, and all information and evidence collected in regards to a parcel of residential property and must determine whether or not the parcel is taxable property that is subject to the vacancy tax, except that, in the case of a parcel of residential property deemed to be vacant under this by-law, the Collector of Taxes must consider the parcel to be vacant property and subject to the vacancy tax.

#### **Vacancy tax notice**

4.13 Subject to Section 4.14, the Collector of Taxes must cause a vacancy tax notice to be mailed to each registered owner of taxable property on or before the 10<sup>th</sup> business day of March of each year.

#### **Supplementary vacancy tax notice**

4.14 If the Collector of Taxes determines at any time after the 10<sup>th</sup> business day of March that a vacancy tax notice should have been issued for a parcel of residential property for either the current tax year or one or both of the two most recent tax years to which this by-law applies, the Collector of Taxes must cause a supplementary vacancy tax notice to be mailed to the registered owner of the taxable property for the applicable tax year or years.

#### **Record of mailing**

4.15 The Collector of Taxes must keep a record of the date of mailing of vacancy tax notices and supplementary vacancy tax notices.

#### **Deemed receipt**

4.16 A vacancy tax notice or a supplementary vacancy tax notice mailed in accordance with this by-law is deemed to have been received by the registered owner four days after mailing.

#### **Record of taxable properties**

4.17 The Collector of Taxes must prepare a record of all taxable properties listing all of the parcels of residential properties in respect of which a vacancy tax notice has been issued, on or before the 10<sup>th</sup> business day of March each year.

#### **Corrections to taxable property record**

4.18 If a parcel of residential property that has been listed on the record of taxable properties is subsequently determined not to be taxable property or if a supplementary vacancy tax notice has been issued for a residential property in accordance with this by-law, the Collector of Taxes must correct and update the record of taxable properties.

#### **Refunds for overpayment**

4.19 The Collector of Taxes must refund to a registered owner any excess amount of vacancy tax paid by the registered owner and any amount of penalty and interest paid pursuant to this by-law on the excess amount.

#### **No payment of interest**

4.20 No interest is payable on any refund authorized by this by-law.

### **SECTION 5 RESPONSIBILITIES OF THE OWNER**

#### **Requirement for declaration**

5.1 A registered owner of residential property must not fail to make a property status declaration in accordance with this by-law.

#### **Due date for submission**

5.2 A registered owner of residential property must submit a completed annual property status declaration to the City on or before the 2<sup>nd</sup> business day in February of each year.

#### **False declaration**

5.3 A registered owner must not:

- (a) make a false property status declaration; or
- (b) fail to correct a false property status declaration.

#### **Providing information or evidence**

5.4 A registered owner:

- (a) must provide any information or submit any evidence that is required by the Collector of Taxes or vacancy tax review officer in accordance with this by-law;
- (b) must provide the information or submit the evidence in the form and within the time stipulated by the Collector of Taxes or vacancy tax review officer; and

- (c) must not provide false information or submit false evidence to the Collector of Taxes or vacancy tax review officer.

## SECTION 6 COMPLAINTS AND REVIEW PROCESS

### Vacancy tax review officer

6.1 The vacancy tax review officer is authorized to administer the applicable provisions of this by-law.

### Complaint to vacancy tax review officer

6.2 A registered owner who has received a vacancy tax notice or supplementary vacancy tax notice may submit a complaint regarding the decision to impose the vacancy tax, to the vacancy tax review officer, on one or more of the following grounds:

- (a) an error or omission on the part of the City resulted in the imposition of the vacancy tax; or
- (b) an error or omission on the part of the registered owner in completing the property status declaration resulted in the imposition of the vacancy tax.

### Complaint process

6.3 A registered owner may submit a complaint to the vacancy tax review officer by submitting a notice of complaint:

- (a) in the case of a vacancy tax notice, on or before the 10<sup>th</sup> business day of April of the year in which it is due and payable; and
- (b) in the case of a supplementary vacancy tax notice, within 34 days of the date of issue noted on the supplementary vacancy tax notice;

unless such time period is extended by the vacancy tax review officer.

### Notice of complaint

6.4 The notice of complaint must:

- (a) identify the residential property in respect of which the complaint is made;
- (b) include the full name of the complainant and a telephone number or email address at which the complainant may be contacted during regular business hours;
- (c) indicate whether the complainant is the registered owner of the property to which the complaint relates;

- (d) if the complainant is an agent acting on behalf of the registered owner, include information regarding the nature of their terms of agency and authority to act on behalf of the registered owner;
- (e) state the grounds on which the complaint is based under Section 6.2;
- (f) state why the parcel should not be subject to the vacancy tax based on the grounds of complaint; and
- (g) provide supplementary information and evidence to substantiate the reasons for the complaint.

#### **Request for further information or evidence**

6.5 Upon receiving a notice of complaint, the vacancy tax review officer may require the registered owner to provide any of the information or evidence that is set out in Sections 4.7, 4.8 and 4.9.

#### **Refusal for failure to comply with section 6.3, 6.4 or 6.5**

6.6 The vacancy tax review officer may refuse a complaint if the registered owner or complainant fails to comply with the provisions of section 6.3, 6.4 or 6.5 of this by-law.

#### **Consideration of complaint**

6.7 Subject to the provisions of this by-law, the vacancy tax review officer must, within a reasonable time, consider the notice of complaint and any supplementary information and evidence, make a determination on the complaint, advise the registered owner in writing of the determination and, if the complaint is successful, rescind the vacancy tax notice.

#### **Determination to be mailed**

6.8 The vacancy tax review officer must advise the registered owner of the determination by mailing a copy of the determination to the registered owner at the address appearing on the real property tax roll.

#### **Deemed receipt of determination**

6.9 A determination of the vacancy tax review officer that has been mailed in accordance with this by-law is deemed to have been received by the registered owner four days after mailing.

#### **Review by vacancy tax review panel**

6.10 A registered owner who has received a determination of the vacancy tax review officer may request a review of that determination by the vacancy tax review panel.

#### **Review process**

6.11 A registered owner who wishes a review by the vacancy tax review panel must submit a review request to the vacancy tax review panel within 30 days of the date of deemed receipt of the determination of the vacancy tax review officer.

#### **Review request**

6.12 The review request must:

- (a) identify the residential property in respect of which the request is made;
- (b) include the full name of the requestor and a telephone number email address at which the requestor may be contacted during regular business hours;
- (c) indicate whether the requestor is the registered owner of the property to which the request relates;
- (d) if the requestor is an agent acting on behalf of the registered owner, include information regarding the nature of their terms of agency and authority to act on behalf of the registered owner; and
- (e) state the grounds on which the review request is based.

#### **Refusal for failure to comply with section 6.11 or 6.12**

6.13 The vacancy tax review panel may refuse a review request if the registered owner or requestor fails to comply with the provisions of section 6.11 or 6.12 of this by-law.

#### **Consideration of review request**

6.14 Subject to the provisions of this by-law, the vacancy tax review panel must, within a reasonable time, consider the review request based on the materials provided pursuant to Section 6.12 and, without a hearing, make a determination on the review, advise the registered owner in writing of its determination and, if the review request is successful, rescind the vacancy tax notice.

#### **Review is final**

6.15 The determination of the vacancy tax review panel is final and no appeal lies from the determination of the vacancy tax review panel.

### **SECTION 7 DEEMED VACANCY**

#### **Property considered to be taxable**

7.1 A parcel of residential property in respect of which a registered owner:

- (a) fails to make a property status declaration as required by this by-law;
- (b) makes a false property status declaration;

- (c) fails to provide information or to submit required evidence to the Collector of Taxes in accordance with this by-law, including, without limitation, the information or evidence that may be required pursuant to Sections 4.7, 4.8 or 4.9 of this by-law; or
- (d) provides false information or submits false evidence to the Collector of Taxes;

is considered to be vacant property and is subject to the vacancy tax.

## SECTION 8 OFFENCES AND PENALTIES

### Offences

8.1 A person who:

- (a) violates any provision of this by-law, or does any act or thing which violates any provision of this by-law, or permits, suffers or allows any other person to do any act or thing which violates any provision of this by-law;
- (b) neglects to do or refrains from doing anything required to be done by any provision of this by-law; or
- (c) fails to comply with an order, direction, or notice given under any provision of this by-law, or permits, suffers or allows any other person to fail to comply with an order, direction, or notice given under any provision of this by-law,

is guilty of an offence against this by-law, and liable to the penalties imposed under this section and under the Vancouver Charter.

### Fine for offence

8.2 Except as otherwise provided in this By-law, every person who commits an offence against this by-law is punishable on conviction by a fine of not less than \$250.00, and not more than \$10,000.00 for each offence.

### Fine for continuing offence

8.3 Every person who commits an offence of a continuing nature against this by-law is punishable upon conviction by a fine of not less than \$250.00, and not more than \$10,000.00 for each day such offence continues.

## SECTION 9 ANNUAL REPORT

### Preparation of annual report

9.1 On or before November 1<sup>st</sup> of each year, the Collector of Taxes must prepare a report regarding the vacancy tax from the previous vacancy reference period, which must include:

- (a) the amount of monies raised by the vacancy tax; and
- (b) how the monies raised by the vacancy tax were or are intended to be used.

**Publication of annual report**

9.2 The annual report regarding the vacancy tax must be posted on the City of Vancouver website by December 1<sup>st</sup> of each year.

**SECTION 10  
ENACTMENT**

**Force and effect**

10.1 This By-law is to come into force and take effect on the date of its enactment.

ENACTED by Council this 16<sup>th</sup> day of November, 2016

Signed \_\_\_\_\_ "Gregor Robertson"  
Mayor

Signed \_\_\_\_\_ "Janice MacKenzie"  
City Clerk

ON TABLE

January 28, 2019: Regular Council

Item 5.1.1

# Marine Drive

Challenges & Opportunities

# Challenges on Marine Drive

- Affordability
- Economic Revitalization
- Parking
- Seasonality
- Unique Circumstances



# Opportunities- BIA

- Short-Term
  - Beautification
  - Communication
  - Shoulder Season Events & Promotions
- Long-Term
  - Economic Development



# Opportunities- City of White Rock

- Short-Term
  - Affordability
  - Unique Circumstances
- Long-Term
  - Affordability
  - Economic Development
  - Seasonality



**ON TABLE**

**January 28, 2019: Regular Council**

**Item 5.1.3**





# Peninsula Productions Society

## WHO ARE WE?

- We are a not-for-profit BC society with charitable status
- We have presented professional-level theatre in the Semiahmoo Peninsula since 2010
- We have plans and aspirations
- We request your support



# Peninsula Productions

## WE HAVE:

- Employed and paid theatre professionals
- Contracted 50+ young people for our NextGen theatre
- Utilized 100s of volunteers
- Entertained audiences of 10,000+ over the years
- Presented:
  - ✓ 40 plays & play readings
  - ✓ concerts
  - ✓ workshops
  - ✓ special events

# Staged Readings





# Peninsula Productions

## WE HAVE:

Received \$36,000 in grants from the City of White Rock

We have contributed to the White Rock economy by:

- Directly spending more than \$700,000
- Facilitated additional economic activity in the general White Rock economy
- Made it convenient for residents to avoid Vancouver travel by experiencing professional theatre locally.



# WHAT ARE WE DOING NOW?

- Re-modeling former Mel Edwards Centre (beside Centennial Arena) into a 70-seat theatre
- Adding lighting, sound, seating and other theatre infrastructure
- Making this space available to other performing arts organizations
- Expanding our summer youth employment program to year-round opportunities
- Presenting plays, workshops and special events
- Working with local organizations (Sources, Parc, and others)



# TURNING OUR SPACE INTO A BLACK BOX THEATRE

OUR NEXTGEN  
SUMMER STUDENTS  
WITH  
MP GORDIE HOGG





## OUR PLANS AND ASPIRATIONS

- To expand Peninsula Productions as a professional performing arts company in White Rock
- To operate a fully functional 70-seat theatre for the community
- Expanding our NextGen youth theatre program
- To offer year-round employment opportunities for theatre professionals

Steel Magnolias



Sea of Stories



# FULL PRODUCTIONS

Dixie Swim Club





# HOW YOU CAN HELP

**We need support from the City to realize our goals**

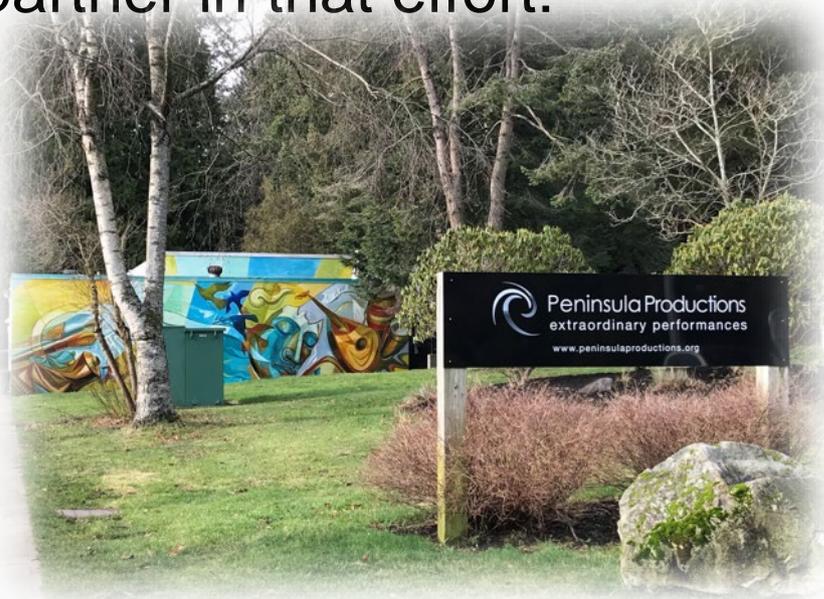
Rename the building

We plan to spend \$100,000 over 3 years improving the theatre

We would like the City to be a 25% partner in that effort:

= \$8,000/year over next 3 years

We need storage and work space





Partner with us to fulfil our vision  
of having a professional  
White Rock Theatre  
as a major City asset.

**THANK YOU**



ON TABLE  
January 28, 2019: Regular  
Council  
Item 6.1a



# City of White Rock Policing Services Council Update January 28, 2019

# How far have we come since 1973?



**RCMP**

ROYAL CANADIAN MOUNTED POLICE

LOWER MAINLAND DISTRICT REGIONAL POLICE SERVICE – **CONNECTED TO OUR COMMUNITIES**

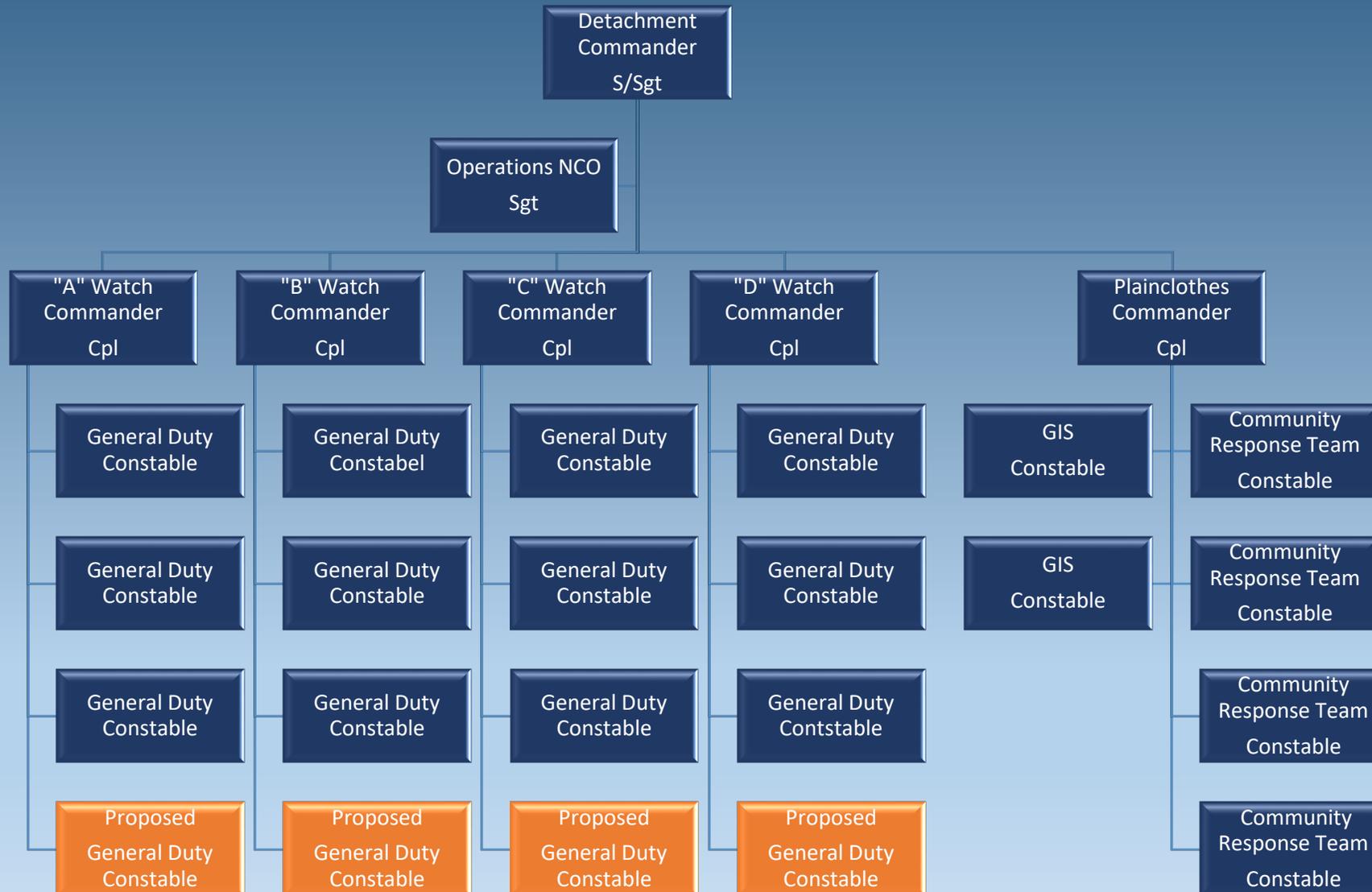
# About the Detachment

## 25 Members which includes:

- 1 Detachment Commander
- 1 Operations NCO
- 4 Watches (1 Watch Commander and 3 Constables)
- General Investigation Section (1 Cpl, 2 Cst)
- Community Response Team (4 Cst)
- 11 city support staff

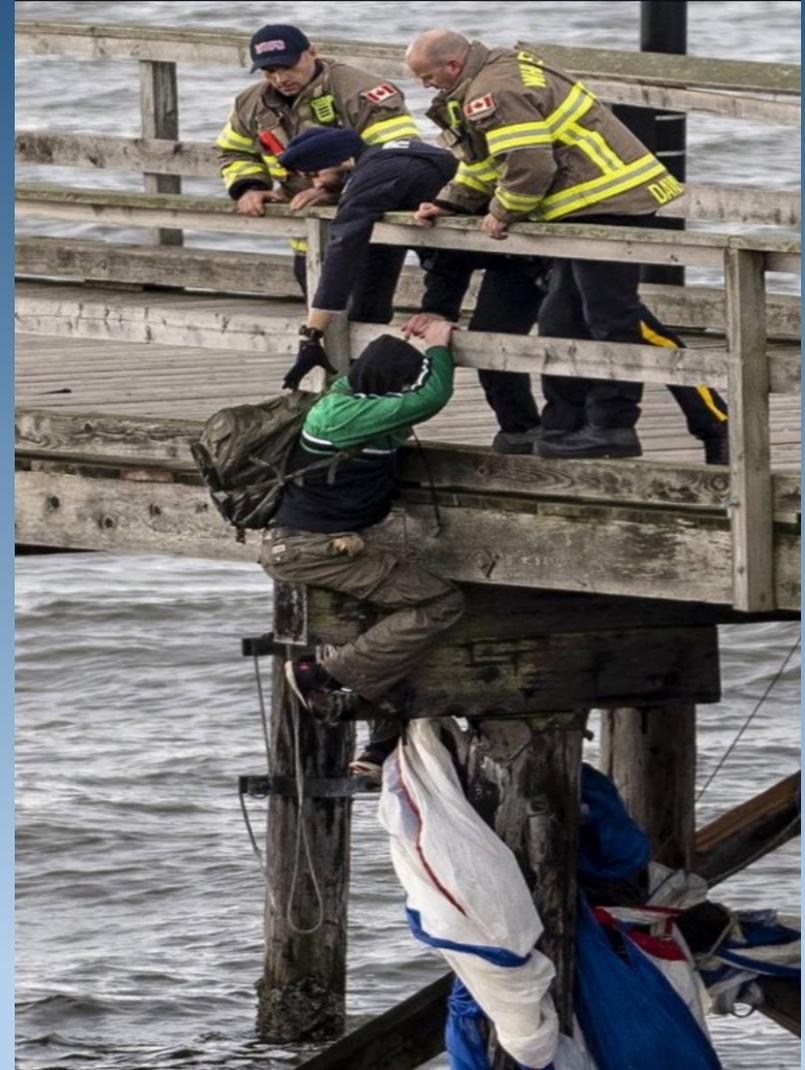


# Current Organizational Chart



# General Duty

- Uniformed police officers
- 4 Watches
- 1 Corporal/3 Constables per Watch
- The first police officer on scene



# Support Services



- Support Services Manager
- Court Liaison Officer
- Victim Services
- Community Policing Coordinator
- Records Management
- Fleet Management
- Exhibits Coordinator
- CPIC/Admin
- Front Counter
- Transcription

# General Investigation Section (GIS)

- 1 Corporal and 2 Constable
- Support to General Duty
- Missing Persons Coordinator
- Sexual Assaults
- DNA Orders
- National Sex Offender Registration Coordinator
- Domestic Violence Coordinator
- VIC Coordinator
- Confidential Informants (Source Coordinator)
- CrimeStoppers Tips



# Community Response Team (CRT)

- 2 Constables
- School Talks/Investigations
- Volunteer Events
- Community Events
- CPTED-Crime Prevention Through Environmental Design
- WITS-Anti-Bullying
- ISMART- Social Media Awareness
- Probation Liaison
- Traffic Enforcement Projects



# Community Response Team (CRT)

- **Project Based Enforcement**
  - **Traffic Initiatives**
    - Distracted Driving
    - Seatbelt Enforcement
    - Speeding
  - **Drug Dealing**
  - **Vagrancy**
  - **Property Crime**
    - Break & Enters
    - Theft of Auto
    - Theft From Auto
    - Frauds



# Volunteer Involvement



- 38 Volunteers
- Speed Watch
- Block Watch
- Business Watch
- Crime Free Multi-Housing
- Lock Out Auto
- Fraud Awareness Workshops
- Fire & Police Open House
- Community Policing Patrols



# Volunteer Activities 2018

**Total number of Volunteers: 38**

**Hours Contributed: 3, 357**

**Accumulated years of service: 142  
years**



# Volunteer Statistics 2018

## Block Watch

- Captains: 36
- Participants: 830

## Speed Watch

- Vehicles checked: 30,163
- Warning letters: 1,300

## Stop Watch

- Vehicles checked: 2,259
- Warning letters: 328

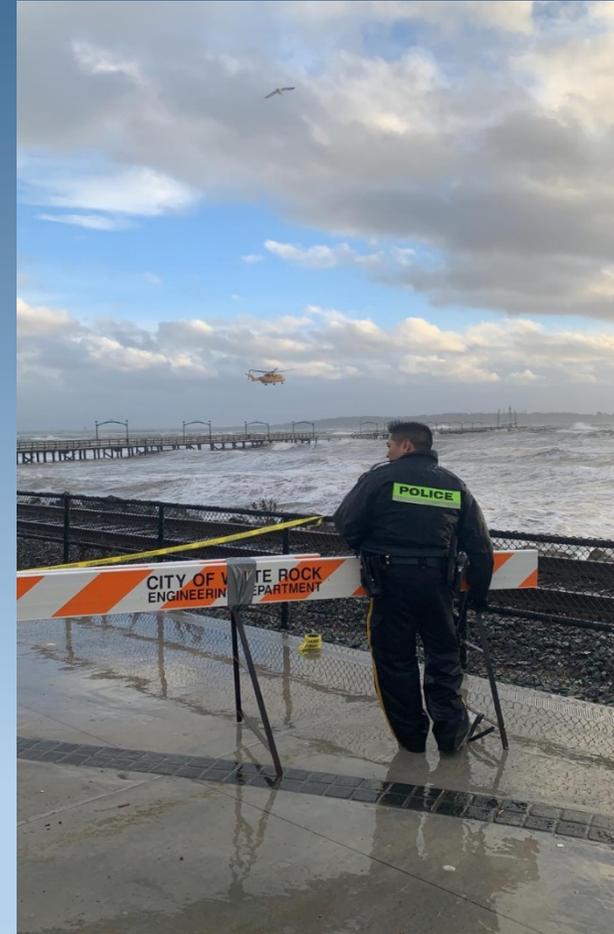
## Distracted Driving

- Vehicles checked: 7,979
- Warning letters: 25

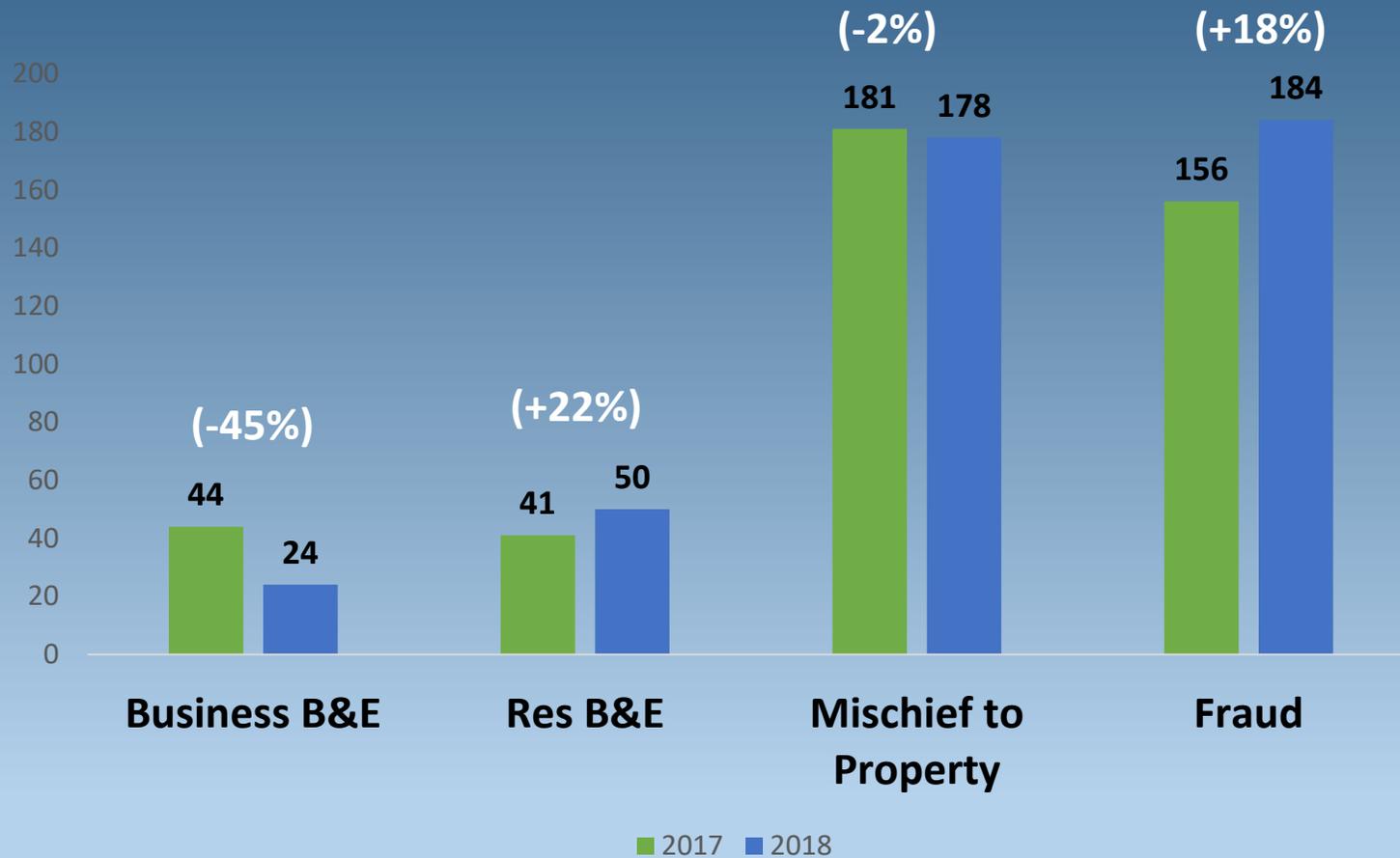


# Achievements – Past 12 months

- Distracted Driving Campaign
- Multiple examples of significant arrests
- Two members added to strength
- Three members promoted to next rank
- One Support Services employee added



# Property Crime: General 2017-2018

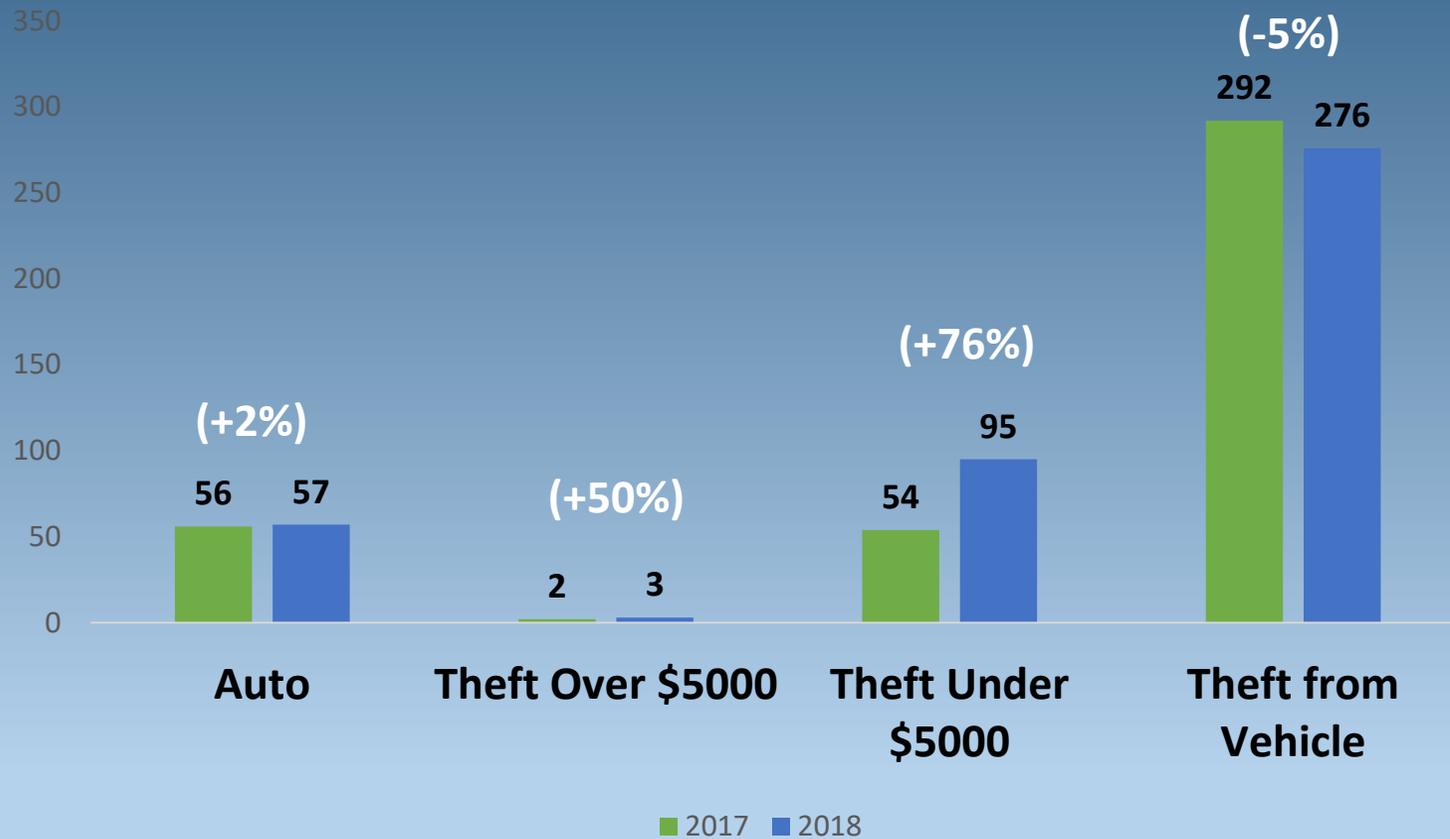


Overall  
increase in  
Property Crime  
+7.24%



ROYAL CANADIAN MOUNTED POLICE

# Property Crime: Theft 2017-2018

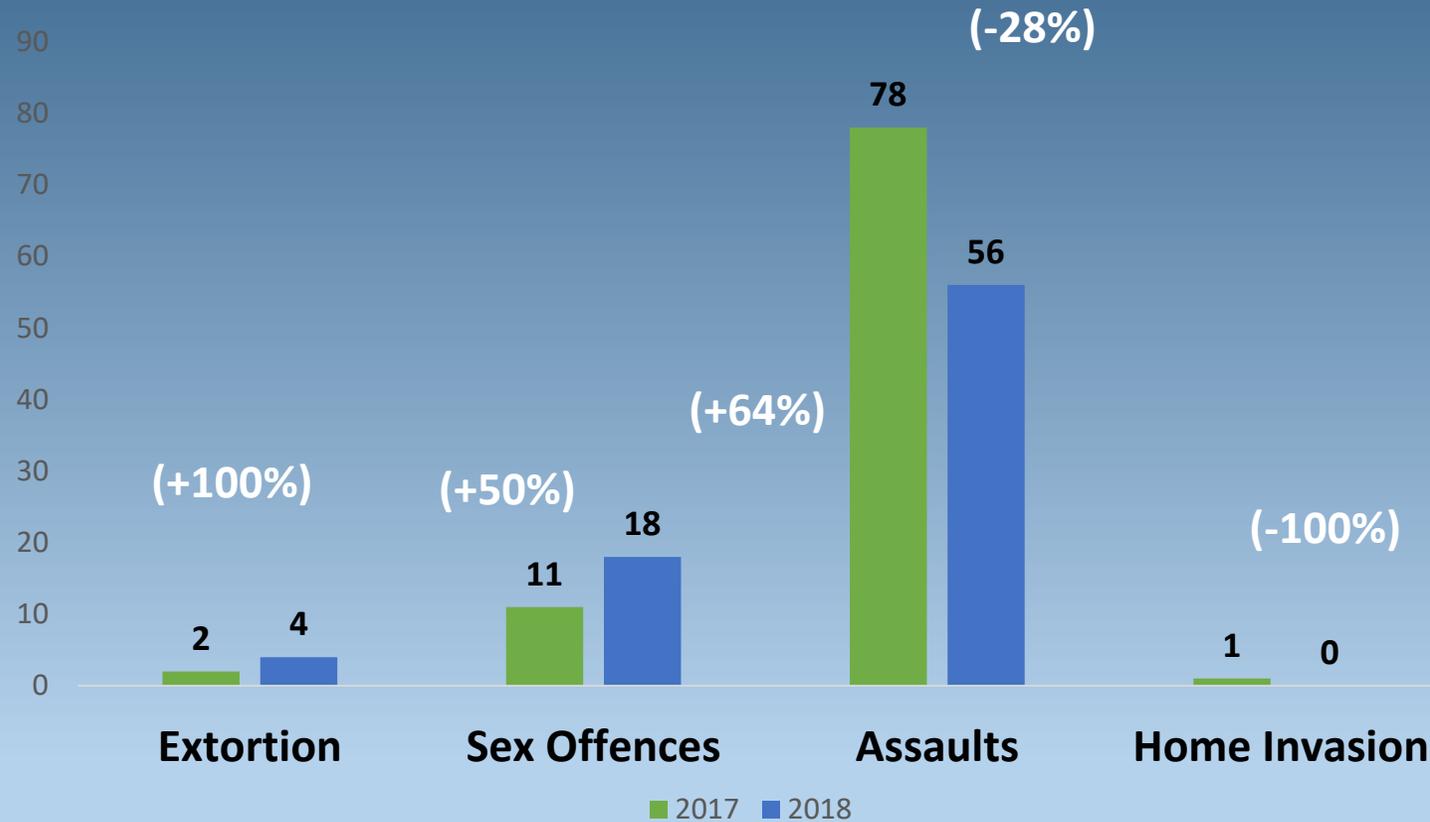


Primary concern is Theft Under \$5000: Thefts of opportunity



ROYAL CANADIAN MOUNTED POLICE

# Violent Crimes 2017-2018



Overall Decrease  
in Violent Crimes  
-2.24%



# Key Crime Statistics

- **Violent Crime:** decrease of 2.24% (3 less files)
- **Sex Offences:** increase of 64 % (7 more files)
- **Property Crime:** increase of 7.24 % (63 more files)
  - Theft Under \$5000: increase of 76% (41 more files) Crimes of opportunity
  - Residential Break and Enter: increase of 22% (9 more files)
  - Theft from Auto: decrease of 5.48% (16 files) historically an increase
- **Frauds:** increase of 17.95%: (28 files)
  - "Lonely Hearts" Scam: \$341,492.42
  - Canada Revenue Agency Scams – Pay taxes or go to jail



# Traffic Enforcement

- Violation Tickets: 1,019
- Written Warnings: 98
- Notice and Orders: 55



# Traffic Enforcement Initiatives: July, August, September 2018

Speeding in School Zone : 100 Tickets

Speeding: 224 Tickets

Use of Electronic Devices & Distracted Driving:

- 384 tickets during several shifts with ICBC and Coast Mountain Bus Company/Translink



# Imminent Priorities

- **Volunteer Logistics:** our volunteers require a larger, proper work area, and the space they currently occupy is required by Support Staff. The RCMP is working with the City to locate a suitable location.
- **Annual Performance Planning (APP):** An RCMP practice that involves Mayor and Council (as representatives of their residents) working with their local police to determine policing priorities for the upcoming year.
- **Further increase to RCMP establishment:** Two additional members were approved in 2017, and arrived in November, 2018. No request will be made until the end of 2019 as outlined in the recent Corporate Report.



# Questions

**Staff Sergeant Daryl Creighton**

**NCO I/C White Rock Detachment**

**[daryl.creighton@rcmp-grc.gc.ca](mailto:daryl.creighton@rcmp-grc.gc.ca)**

**RCMP**



ROYAL CANADIAN MOUNTED POLICE

ON TABLE  
January 28, 2019  
Regular Council  
Item 6.2.4

U  R PIER:

A RETROSPECTIVE &  
CELEBRATION

LANDMARK POP-UP-TOWN GALLERY  
GALA OPENING FEBRUARY 14 6P-8P

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



**PICTURES HELP US PROCESS SHOCK**



**PICTURES HELP SURFACE FEELINGS**

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



**PICTURES HELP US REMEMBER**

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



**PICTURES HELP US CONNECT**

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

U  R PIER:

A RETROSPECTIVE &  
CELEBRATION

**LANDMARK POP-UP-TOWN GALLERY  
OPENS FEBRUARY 14 6P-8P**

Exhibit runs Thursday & Friday 1pm to 5pm and  
Saturdays 10am to 5pm through March 23

Presented by the White Rock Youth Ambassadors, the City of White Rock and White Rock  
Museum and Archives.

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

**ON TABLE – REGULAR COUNCIL**

**January 28, 2019**

**Item 7.1a – Governance and Legislation Committee minutes (for receipt)**

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**CORRECTION TO GOVERNANCE AND LEGISLATION COMMITTEE RESOLUTION:  
2019-G/L-023**

There is a correction to resolution No. 2019-G/L-023, which has been amended below. This correction will be reflected in the January 14, 2019 Governance and Legislation Committee minutes when they are brought forward to their next meeting for adoption.

**147 – Terms of Reference: Public Art Advisory Committee**

- The Committee should consider local artists when recommending public art installations
- The current recommendation process includes a selection sub-committee of the Public Art Advisory Committee
- Specifics of where the art is procured can be placed in the official Request for Proposal/Call for Artist
- There is misperception that the City is turning away local artists. It was noted that local artists may have applied in the past, but may not have been selective if they did not meet the requirements in the Call for Artist
- When there is a call for artists, only submissions of artists from White Rock, South Surrey, and Semiahmoo First Nation will be considered/selected.

2019-G/L-023

**It was MOVED and SECONDED**

THAT Policy No. 147 – Terms of Reference: Public Art Advisory Committee be further amended to note that when there is a call for artists, the selection committee ~~exhaust all means of local avenues and artists~~ must select only local artists from , which includes White Rock, South Surrey or Semiahmoo First Nation. , prior to considering external artists;

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 147 as amended.

**CARRIED**

Mayor Walker and Councillor Fathers voted in the negative

**ON TABLE**

**January 28, 2019: Regular Council**

**Item 10.1.1 b.**

# STR Wars

Lunch 'n' Learn Webinar

Presented by Jarrett Plonka

Friday, November 30, 2018



**Dominion GovLaw LLP**

Outside Counsel for Inside Government

Phone: (250) 590-1840 • Email: [office@govlaw.ca](mailto:office@govlaw.ca)

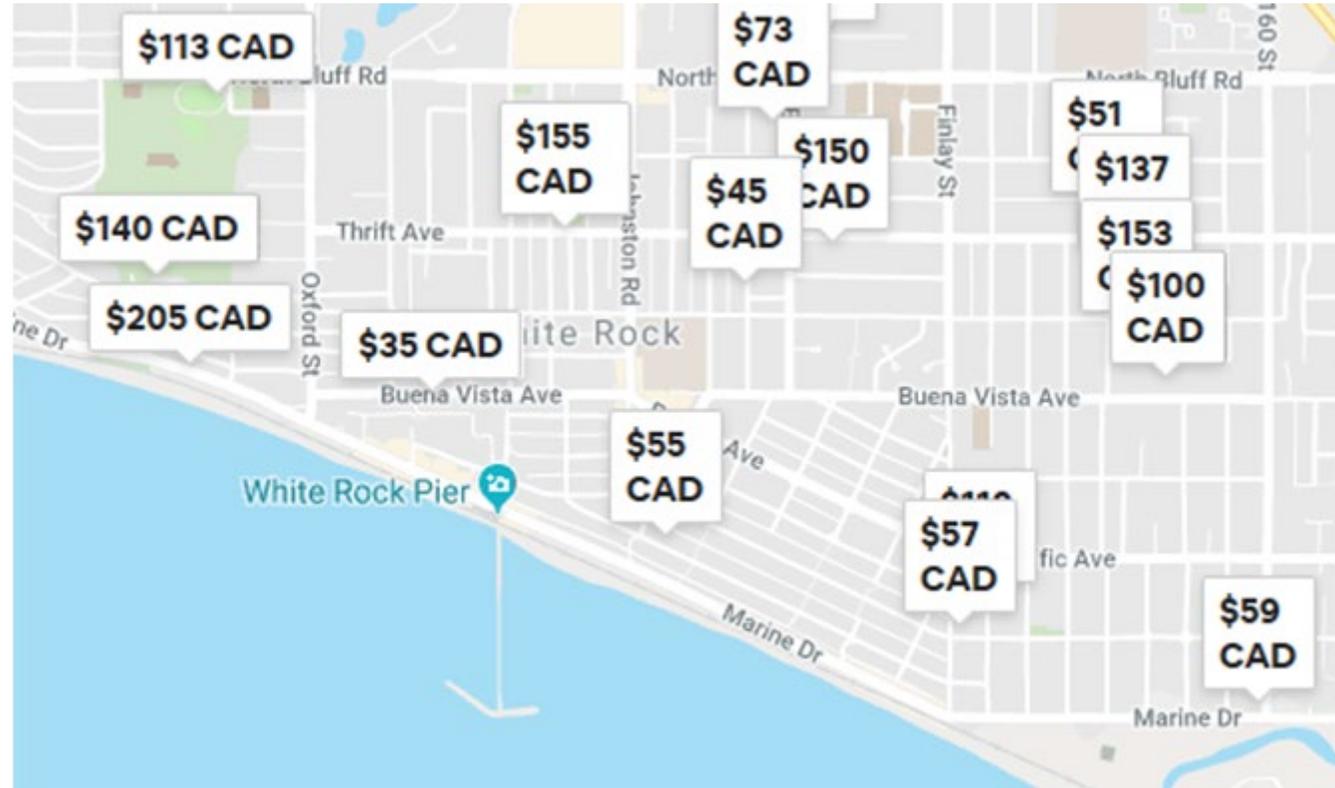
## Issues with Short Term Rentals

- Noise
- Traffic
- Housing affordability / availability
- Planning issues
- Resource strain
- Miscellaneous code issues
- “Everyone else is doing it!”
- Neighbourhood character & cohesion
- Complaints
- Liability issues

The Airbnb logo, featuring the word "airbnb" in a blue, rounded, lowercase font.The VRBO logo, featuring the word "VRBO" in a white, uppercase, sans-serif font on a green background.

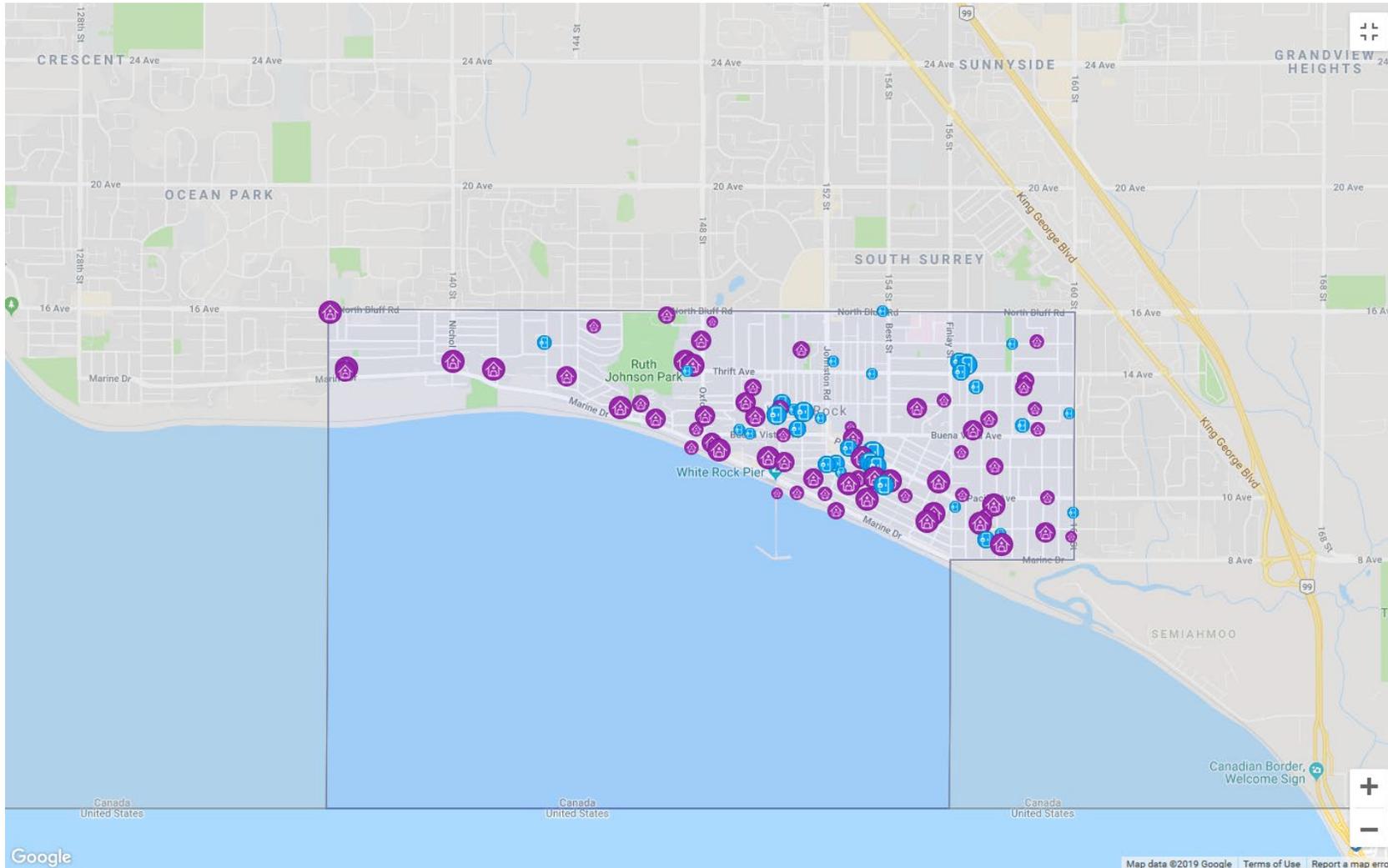
# Airbnb

16 locations



# Airdna

96 locations



NO. 18-036

SHORT-TERM RENTAL REGULATION BYLAW  
A BYLAW OF THE CITY OF VICTORIA

The purposes of this Bylaw are to provide for the regulation of short-term rentals including vacation rentals in operators' principal residences where permitted under the Zoning Regulation Bylaw No. 80-159 and where permitted pursuant to section 528 of the *Local Government Act*.

A quick read shows these differences between current White Rock and Victoria bylaws:

- License number must be included in STR ad.
- If owner does not live at property, a “responsible person” must be identified who can be on-site within 2 hours.
- Offences are specific, penalties are higher.

Amend 5.5, "Accessory Registered Secondary Suite," to include:

- shall only accommodate tenants for periods of 30 days or greater.

Amend 5.8, "Accessory Vacation Rental," as follows:

- Rename to "Accessory Short-Term Rental (STR)"
- Incorporate elements of sections from Victoria's bylaw, 18-036, as subsections of this bylaw:
  - 2 Definitions
  - 3 License Required
  - 4 Power to Refuse a Licence
  - 5 Licence Number to be Included in Advertising
  - 6 Responsible Person
  - 7 Offences
  - 8 Penalties

ON TABLE  
January 28, 2019: Regular Council  
Item 10.1.1 c.



***Singapore***



***White Rock***



SEASIDE LIVING  
40 MINUTES FROM YVR

## Proposed vacancy tax for White Rock

- 5% municipal levy on commercial and residential properties
- 2.5% municipal levy on sale of assignments (“flipping”); this is in addition to new provincial levy
- earmark all receipts for acquisition and construction of affordable (at or below market rate) housing

ON TABLE

January 28, 2019: REGULAR COUNCIL

NEW Item 12.1 (OTHER BUSINESS)

SRC Group # 2019-834

Jan 28, 2019

City of White Rock  
877 Keil Street  
White Rock, BC V4B 4V6  
Attn: Saad Jasim

Date Samples Received: Jan-18-2019

Client P.O.:

---

All results have been reviewed and approved by a Qualified Person in accordance with the Saskatchewan Environmental Code, Corrective Action Plan Chapter, for the purposes of certifying a laboratory analysis

Results from Lab Sections 1 and 2 have been authorized by Keith Gipman, Supervisor

Results from Lab Section 3 have been authorized by Pat Moser, Supervisor

Results from Lab Sections 4 and 5 have been authorized by Vicky Snook, Supervisor

Results from Lab Section 6 have been authorized by Marion McConnell, Supervisor

- 
- \* Test methods and data are validated by the laboratory's Quality Assurance Program.
  - \* Routine methods follow recognized procedures from sources such as
    - \* Standard Methods for the Examination of Water and Wastewater APHA AWWA WEF
    - \* Environment Canada
    - \* US EPA
    - \* CANMET
  - \* The results reported relate only to the test samples as provided by the client.
  - \* Samples will be kept for 30 days after the final report is sent. Please contact the lab if you have any special requirements.
  - \* Additional information is available upon request.

This is a final report.

SRC Group # 2019-834

Jan 28, 2019

City of White Rock  
 877 Keil Street  
 White Rock, BC V4B 4V6  
 Attn: Saad Jasim

Date Samples Received: Jan-18-2019

Client P.O.:

**3272** 01/14/2019 13:30 OXFORD WELLS \*WATER\*  
**3273** 01/14/2019 13:30 MERKLIN WELLS \*WATER\*

Analyte	Units	3272	3273
<b>Lab Section 4 (Radiochemistry)</b>			
Gross alpha	Bq/L	<0.08	<0.09
Gross beta	Bq/L	0.10±0.02	0.15±0.03
Radium-226	Bq/L	<0.005	<0.005
Radium-228	Bq/L	<0.04	<0.04

Symbol of "<" means "less than". This indicates that it was not detected at level stated above.

The temperature of the cooler was 4.6 °C upon receipt.