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

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the document**

**ON TABLE see page 108**

October 30, 2019

A **GOVERNANCE AND LEGISLATION COMMITTEE MEETING** will be held in the **CITY HALL COUNCIL CHAMBERS** located at **15322 Buena Vista Avenue, White Rock, BC**, on **MONDAY, NOVEMBER 4, 2019** to begin at **4:00 p.m.** for the transaction of business as listed below.

T. Arthur, Director of Corporate Administration

## A G E N D A

**Councillor Fathers, Chairperson**

1. **CALL MEETING TO ORDER**
2. **ADOPTION OF AGENDA**

**RECOMMENDATION**

THAT the Governance and Legislation Committee adopt the agenda for November 4, 2019 as circulated.

3. **ADOPTION OF MINUTES**  
a) October 21, 2019

**Page 4**

**RECOMMENDATION**

THAT the Governance and Legislation Committee adopt the following meeting minutes as circulated:

- a) October 21, 2019.

4. **USE OF DECIBEL LEVELS IN THE NOISE CONTROL BYLAW**

**Page 11**

Corporate report dated October 21, 2019 from the Director of Planning and Development Services titled "Use of Decibel levels in the Noise Control Bylaw".

**Note:** *This item was deferred from the October 21, 2019 Governance and Legislation Committee meeting.*

**RECOMMENDATION**

THAT the Governance and Legislation Committee receive for information the corporate report dated October 21, 2019 from the Director of Planning and Development Services, titled "Use of Decibel Levels in the Noise Control Bylaw."

5. **REVISED GOOD NEIGHBOUR CONSTRUCTION POLICY** **Page 15**  
Corporate report dated November 4, 2019 from the Director of Planning and Development Services titled “Revised Good Neighbour Construction Policy”.

**RECOMMENDATION**

THAT the Governance and Legislation Committee:

1. Receive for information the corporate report dated November 4, 2019, from the Director of Planning and Development Services, titled “Revised Good Neighbour Construction Policy”; and
  2. Recommend that Council endorse Draft Council Policy No. 515: Good Neighbour Construction Policy.
6. **DRAFT RENOVATION AND RELOCATION POLICY NO. 516** **Page 50**  
Corporate report dated November 4, 2019 from the Director of Planning and Development Services titled “Draft Renovations and Relocation Policy No. 516”.

**RECOMMENDATIONS**

THAT the Governance and Legislation Committee:

1. Receive for information the corporate report dated November 4, 2019, from the Director of Planning and Development Services, titled “Draft Renovation and Relocation Policy No. 516”; and
  2. Recommend that Council endorse Draft Council Policy No. 516: Renovation and Relocation.
7. **MEETING FREQUENCY / STRUCTURE**  
Councillor Fathers requested this item be placed on the agenda for discussion purposes.
8. **POLICY REVIEW – ENGINEERING AND MUNICIPAL OPERATIONS (600 SERIES)**  
As part of the ongoing City Policy review, the following policies have been reviewed by the Engineering and Municipal Operations department. These policies are presented for discussion / consideration.

**Note:** *An index summarizing what has been amended is included for reference purposes.* **Page 64**

- 1) Engineering and Municipal Operations is proposing that matters addressed in Policies No. 614-616 be consolidated into Policy No. 603. Recommendation #1 addresses these proposed changes.
- 2) Policies that have no proposed amendments are listed below to be ratified under Recommendation #2.
- 3) Policies that have proposed amendments are noted with tracked changes and are presented for the Committee’s endorsement under Recommendation #3.

**RECOMMENDATION #1**

**Page 65**

THAT the Governance and Legislation Committee recommends that Council:

- 1) Repeal the following Engineering and Municipal Operations Policies:
  - a) Policy 614 – Roads Inspection Maintenance;
  - b) Policy 615 – Sidewalks Inspection and Maintenance;
  - c) Policy 616 – Curbs Inspection and Maintenance; and
- 2) Endorse Engineering and Municipal Operation Policy No. 603 - *Inspections and Maintenance of Sidewalks and Roadways*, which has been revised to include matters addressed in Policies No. 614-616.

**RECOMMENDATION #2**

**Page 72**

THAT the Governance and Legislation Committee endorses the following policies:

1. Policy 604 – Ditch Elimination;
2. Policy 606 – Banner over City Streets;
3. Policy 613 – Sweeping and Cleaning;
4. Policy 617 – Parking Lot Inspection and Maintenance;
5. Policy 618 – Centre Lines, Lane Lines, Crosswalks, and Stop Bars – Inspection and Maintenance;
6. Policy 619 – Street Lights;
7. Policy 620 – Traffic Control Signage and Signals;
8. Policy 621 – Equipment – Maintenance;
9. Policy 622 – Polychlorinated Biphenyls (PCB's);
10. Policy 623 – Insects and Pest Infestation – Private Lands;
11. Policy 624 – Asbestos;
12. Policy 625 – Chemical and Hazardous Materials;
13. Policy 626 – Bridges – Inspection and Maintenance;
14. Policy 629 – Retaining Wall;
15. Policy 630 – Facilities Inspection and Maintenance;
16. Policy 631 – Facilities Lighting; and
17. Policy 634 – White Rock Pier.

**RECOMMENDATION #3**

**Page 96**

THAT the Governance and Legislation Committee endorses the following policies (with noted tracked changes):

1. Policy 600 – Roads/Road Allowance;
2. Policy 627 – Public Open Spaces Inspection and Maintenance;
3. Policy 628 – Snow and Ice Control;
4. Policy 632 – Sanitary Sewers;
5. Policy 633 – Storm Drainage System;
6. Policy 635 – Beach Access – Inspection and Maintenance;
7. Policy 636 – Sports Fields; and
8. Policy 637 – Sport Courts.

**9. CONCLUSION OF THE NOVEMBER 4, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING**

**PRESENT:** Councillor Fathers, Chairperson  
Mayor Walker  
Councillor Johanson  
Councillor Kristjanson  
Councillor Trevelyan  
Councillor Manning

**ABSENT:** Councillor Chesney

**STAFF:** D. Bottrill, Chief Administrative Officer  
C. Isaak, Director of Planning and Development Services  
J. Gordon, Director of Engineering and Municipal Operations  
Eric Stepura, Director of Recreation and Culture  
S. Lam, Deputy Corporate Officer

Press: 0

Public: 0

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**1. CALL MEETING TO ORDER**

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

**2. ADOPTION OF AGENDA**

2019-G/L-125 **It was MOVED and SECONDED**

THAT the Governance and Legislation Committee adopts the agenda for October 21, 2019 as circulated.

**CARRIED**

**3. ADOPTION OF MINUTES**

- a) September 16 & 17, 2019 – Orientation Session with D. Lidstone
- b) October 7, 2019

2019-G/L-126 **It was MOVED and SECONDED**

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

- a) September 16 & 17, 2019 – Orientation Session with D. Lidstone; and
- b) October 7, 2019.

**CARRIED**

**4. COMMUNITY AMENITY CONTRIBUTIONS**

Corporate report dated October 21, 2019 from the Director of Financial Services titled “Community Amenity Contributions”.

The Director of Financial Services provided an overview of the corporate report.

Staff provided the following information in response to the Committee questions:

- \$7M has been committed in the Financial Plan for Community Amenity Contributions (CACs)
- If the City is not awarded a grant for Phase 2 of the Pier, funds could be allocated towards that project

The Committee noted that they would like to have a CAC Forum/Information session, and provided the following comments with respect to the type of information and feedback they hope to receive through this event:

- Would like to ask residents to determine the percentage of CACs that should be devoted to affordable housing
- The City could assess the pertinent CAC eligible projects and the Community could rate the options
- The City could have an “open” process and ask residents what they would like to do with the CACs
- Clear information on how the City collects CACs should be provided so that residents understand how the monies are collected (collected as density and height permitted)
- The corporate report is available for the public to review as part of the forum, noting that there are a variety of ideas listed within the document

It was recognized that the Policy was drafted based on previous Council’s view, adding that it needs to be rewritten to update current Council’s goals, and to clean-up other housekeeping references.

Discussion continued with respect to CAC uses, and the following comments were noted:

- Parks along the waterfront
- City Hall precinct
- Communicating what the City has now in CACs may not be what they have in the future
- Park Improvements (playground, landscape, etc.), referencing McCaud Park Plan, Centre Street Walkway, Waterfront Park
- Funicular
- Theatre Facility or Convention Centre/Stage for the Community to access

2019-G/L-127 **It was MOVED and SECONDED**

THAT Council direct staff to address the following list of items for public consideration/input at the Community Amenity Contribution Forum:

- Parks along the waterfront
- City Hall precinct
- Communicating that what the City has now in CACs may not be what they have in the future
- Park Improvements (playground, landscape, etc.), referencing McCaud Park Plan, Centre Street Walkway, Waterfront Park
- Funicular
- Theatre Facility or Convention Centre/Stage for the Community to access

**CARRIED**

2019-G/L-128 **It was MOVED and SECONDED**

THAT the Governance and Legislation Committee receives for information the corporate report dated October 21, 2019 from the Director of Financial Services, titles "Community Amenity Contributions".

**CARRIED**

5. **AMENDMENTS TO THE ANIMAL CONTROL AND LICENSING BYLAW AND THE PARKS REGULATION BYLAW**

Corporate report dated October 21, 2019 from the Director of Planning and Development Services titled "Amendments to the Animal Control and Licensing Bylaw and the Parks Regulation Bylaw".

The Committee discussed the leash length restriction, and suggested that the 2 metre limit should apply to the promenade only.

2019-G/L-129 **It was MOVED and SECONDED**

THAT Council directs staff to amend the Animal Control and Licensing Bylaw to permit up to 2 metre leach lengths on the promenade only.

**CARRIED**

Councillor Fathers voted in the negative

Discussion continued and the following comments were noted:

- The City has been in discussion with the Province with respect to installing signage along the waterfront about what is/is not permitted, which could assist the Bylaw Enforcement Officers
- Fishing is permitted off the float only, not the Pier itself
- Though fishing off the Pier itself is prohibited, it was suggested that there are still individuals who are contravening the bylaw

Staff advised they would report back with further information with respect to the fishing from the pier.

2019-G/L-130 **It was MOVED and SECONDED**

THAT the Governance and Legislation Committee receives for information the corporate report dated October 21, 2019 from the Director of Planning and Development Services, titled “Amendments to the Animal Control and Licensing Bylaw and the Parks Regulation Bylaw”.

**CARRIED**

**Note:** The following report was deferred to the next Governance and Legislation Committee meeting:

6. **USE OF DECIBEL LEVELS IN THE NOISE CONTROL BYLAW**

Corporate report dated October 21, 2019 from the Director of Planning and Development Services titled “Use of Decibel levels in the Noise Control Bylaw”.

2019-G/L-131 **It was MOVED and SECONDED**

THAT the Governance and Legislation Committee defers the corporate report dated October 21, 2019 from the Director of Planning and Development Services, titled “Use of Decibel Levels in the Noise Control Bylaw” to the next Governance and Legislation Committee meeting.

**CARRIED**

7. **WATERFRONT PARKADE: WAYFINDING SIGNAGE ON MARINE DRIVE**

Councillor Trevelyan requested this item be added to the agenda for discussion and consideration for staff to provide a corporate report regarding the improvement of wayfinding signage on Marine Drive to the Waterfront Parkade.

Discussion ensued and the following points were noted:

- Signage could be posted along North Bluff Road, Johnston Road, or Oxford Street (or the main arteries) directing visitors to the parkade, adding that the signage could advise how much parking is available in lot
- Technology to have a digital informational signage exists, and staff can look at ways of tying this into the City network
- The City could look into implementing a mobile app with GPS that can direct visitors to the parkade
- Visitors will be inclined to find parking along the waterfront first
- Deferential pricing could encourage visitors to park in the parkade
- It was suggested that more signage is needed along the waterfront as it may not be obvious to visitors that there is a parkade.

2019-G/L-131 **It was MOVED and SECONDED**

THAT the Governance and Legislation Committee directs staff to provide a corporate report regarding wayfinding signage along Marine Drive and possibly white rock, to the Waterfront Parkade, so that the improvements will be in place prior to the next high-season.

**CARRIED**

8. **COUNCIL POLICY NO. 317 – MUNICIPAL PROPERTY TAX EXEMPTIONS**

Corporate report dated October 21, 2019 from the Director of Financial Services titled “Council Policy No. 317 – Municipal Property Tax Exemptions”.

The Director of Financial Services summarized Council Policy No. 317. Discussion ensued and the following comments were noted:

- Council recently granted a Permissive Tax Exemption that did not meet the criteria in Policy No. 317. This applicant has engaged an accountant so that they can ensure they are eligible to apply next year
- If the City does not amend their policy, yet would like to grant a Permissive Tax Exemption, the policy requirements would need to be waived again in the future
- Concerns were expressed that a precedent could be set for other organizations seeking a Permissive Tax Exemption
- It was noted that the Permissive Tax Exemption application process must be done annually, and suggested that the timeline could be adjusted to be less frequent (eg: for established non-profits with a track record, every other year)
- If tax exemptions are provided, the balance needs to be accounted for in other areas, noting that it could then impact the general tax base
- Each City addresses Permissive Tax Exemptions differently
- The City was recommended to request audited or reviewed statements from those that receive Permissive Tax Exemptions

2019-G/L-132

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee receive for information the corporate report dated October 21, 2019 from the Director of Financial Services, titled “Council Policy No. 317 – Municipal Property Tax Exemptions”.

**CARRIED**

Councillor Kristjanson voted in the negative

9. **CITY POLICY REVIEW**

As part of the ongoing City Policy review, the following policies were reviewed by staff and the proposed updates (shown with proposed tracked changes) were presented for the Committee’s consideration. The Committee removed Policy No. 164 from the list and considered that item first.

- a) ~~Council Policy 164 – Terms of Reference: Housing Advisory Committee~~
- b) Administration Policy 214 – City Cell Phone Usage
- c) Recreation & Culture Policy 704 – Beer & Wine Garden/Public Function Liquor Licences
- d) Recreation & Culture Policy 705 – Museum & Archives
- e) Recreation & Culture Policy 706 – Pier – Special Events
- f) Recreation & Culture Policy 707 – Facility Fee Waiver Policy
- g) Recreation & Culture Policy 709 – Arena Facility Inspection and Maintenance



- h) Recreation & Culture Policy 710 – Special Events Policy

**HOUSING ADVISORY COMMITTEE**

It was suggested that the number of Council representatives on the Committee be increased to three (3).

2019-G/L-133 **It was MOVED and SECONDED**

THAT the Governance and Legislation Committee recommends that the Housing Advisory Committee Terms of Reference be amended by increasing the Council membership to three (3) persons.

**CARRIED**

2019-G/L-134 **It was MOVED and SECONDED**

THAT the Governance and Legislation Committee recommends that the Terms of Reference be amended to eliminate specific names of members, referring only to the position (e.g.: Member of Parliament).

**CARRIED**

2019-G/L-135 **It was MOVED and SECONDED**

THAT the Governance and Legislation Committee endorses the following Council policies for Council consideration:

- a) Council Policy 164 – Terms of Reference: Housing Advisory Committee (as amended);
- b) Administration Policy 214 – City Cell Phone Usage;
- c) Recreation & Culture Policy 704 – Beer & Wine Garden/Public Function Liquor Licences;
- d) Recreation & Culture Policy 705 – Museum & Archives;
- e) Recreation & Culture Policy 706 – Pier – Special Events;
- f) Recreation & Culture Policy 707 – Facility Fee Waiver Policy;
- g) Recreation & Culture Policy 709 – Arena Facility Inspection and Maintenance; and
- h) Recreation & Culture Policy 710 – Special Events Policy.

**CARRIED**

**10. COUNCIL REMUNERATION AND EXPENSES – POLICY - 106**

The Chief Administrative Officer placed this policy on the agenda in regard to Section 3 Event Allowance / Item 3.2 Councillors shall be reimbursed up to \$900 annually, to cover expenses of attending and representing the City of White Rock, as individual Councillors, at local community events.

Discussion ensued, and the following points were noted:

- Council is expected to attend events throughout the year, and many of those events require a purchased ticket
- It has been since at least 2014 since the \$900 limit was decided
- The limit could be increased to \$1200 to reflect \$100 per month, understanding that there may be months where there are no commitments/expenses incurred
- Per diem amounts have not been adjusted since 2012.

With respect to per diems, staff advised they would report back with recommendations to amend the policy in November.

2019-G/L-136

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee recommends that Council amend Section 2.3.2 of Council Policy No. 106 by increasing the annual amount of expenses to \$1200.

**CARRIED**

Councillor Trevelyan voted in the negative

**10. CONCLUSION OF THE OCTOBER 21, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING**

The Chairperson declared the meeting concluded at 5:08 p.m.

S. Alam

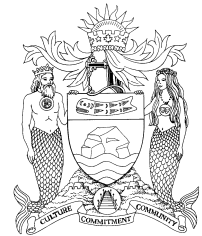
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Councillor Helen Fathers, Chairperson

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Stephanie Lam, Deputy  
Corporate Officer

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



**DATE:** October 21, 2019

**TO:** Governance and Legislation Committee

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

**SUBJECT:** Use of Decibel Levels in the Noise Control Bylaw

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**RECOMMENDATION**

THAT the Governance and Legislation Committee receive for information the corporate report dated October 21, 2019 from the Director of Planning and Development Services, titled "Use of Decibel Levels in the Noise Control Bylaw."

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**INTRODUCTION**

This corporate report addresses whether incorporating decibel levels (dB) of sound as the means by which a violation of the Noise Control Bylaw can be determined is desirable and enforceable.

**PAST PRACTICE / POLICY / LEGISLATION**

At the Governance and Legislation Committee on July 22, 2019, after receiving for information a report titled "Proposed Amendments to the Ticketing for Bylaw Offences Bylaw, 2011, No. 1929," the committee passed the following motion:

THAT the Governance and Legislation Committee requests staff to investigate if specific decimal [decibel] limits should be included in the bylaw and if they are enforceable.

[2019-G/L-103]

**ANALYSIS**

There are a range of possible approaches to assessing potential violations of a Noise Control Bylaw. Due to the common legislative environment and similarity of enforcement issues, staff canvassed other municipalities in the Metro Vancouver area to better understand what their approach to sound measurement is, and their experience in administering those provisions.

Several jurisdictions in the Lower Mainland presently use measurement of sound (in dB) to determine violations of their respective Noise or Sound Control Bylaws, including:

- City of North Vancouver
- City of Port Coquitlam
- City of Port Moody
- City of Burnaby
- City of Vancouver (regulated under the *Vancouver Charter*)

Several jurisdictions that do not use dB to measure sound are:

- City of Coquitlam
- City of Maple Ridge
- City of Pitt Meadows
- City of Surrey
- City of Langley
- Township of Langley

All jurisdictions that do use dB as part of the Bylaw cite a standard by which the noise is measured by a device or meter, for example:

- The City Of North Vancouver; “sound level meter” is a device listed in A.N.S.I. Type 11 or I.E.C. 123, that is calibrated for the measurement of sound and includes Bruel and Kjaer’s Precision Sound Level Meter Type 2215;
- The City of Port Coquitlam; Sound Level Meter means a sound measuring device designated to meet the C.S.A. Standard Z107.1-1973 as amended from time to time; or the A.N.S.I. Standard S1.4-1971 as amended from time to time.
- The City of Port Moody; sound level meter means a device which meets the "C.S.A. Standard Z107.1- 1973"; or the International Electro-Technical Commission Standard No. 123 or the British Standard No. 3539 Part 1 or the United States of America Standard A.N.S.I. S1.4-1971;
- The City of Burnaby; “Sound Level Meter” shall mean a device which meets the International Electro-Technical Commission Standard No. 123 or the British Standard No. 3539 Part 1, or the U.S.A. Standard S1.4-1971.
- The City of Vancouver; "approved sound meter" means an instrument calibrated to measure levels of sound pressure in accordance with the minimum specifications for type 2 general purpose sound level meters set out under ANSI S1.4 or IEC 123, and includes Bruel and Kjaer's Sound Level Meter Type 2232, 2230, and 2205 as well as Larson-Davis Laboratories Model 700;

One of the jurisdictions that does use dB as the means to determine a violation of their respective Noise Bylaw did share their opinion that if a Ticket is challenged, unless the person using a device is certified to operate and calibrate the device and has the credentials to prove that, a decibel test probably would not be recognized by the court. A Certified Sound Technician’s sworn affidavit to certify the results from a decibel test as accurate would be the level that would be probably acceptable to the court, but would still be subject to a challenge from other subject matter experts. As such, this jurisdiction is reluctant to issue fines associated with their Noise Bylaw without Bylaw Enforcement staff first determining an offence with a sound level meter and then hiring a Professional Sound Technician to prove the level of sound and swear an affidavit as to the accuracy of the reading to be presented as supporting evidence should it go to court.

Another local government only uses Sound meters to determine if a commercial operation or business may be violating the Sound Control Bylaw, but never uses it in investigating residential complaints.

### Current Enforcement Approach in White Rock

The Standard Operating Procedure of the Bylaw Enforcement Officers (BEOs) in the City is to obtain compliance with the Noise Control Bylaw by using their judgement to determine if a noise is in violation of the Bylaw and then to obtain voluntary compliance from the offender. Where this fails to achieve compliance or there are repeat offences, the BEOs would issue a Ticket for a fine as per that set out in the Ticketing for Bylaw Offences Bylaw. These are typically not challenged by the offender in court.

All Bylaw Enforcement in the City of White Rock resulting in a decision to issue a Ticket is weighed by the validity of a Ticket being challenged in court and being upheld by a judge. If there is a clear possibility that the Ticket may not be upheld in court, the Ticket will not be issued.

### Implementation Requirements of Establishing Specific Decibel Limits

In order to implement a change to the Noise Control Bylaw using dB as the violation criteria, the Bylaw Enforcement team would need to acquire a Sound Level Meter of suitable quality and conformance to a recognized standard for manufacture and calibration. A single device would cost between \$700 and \$3,500 with required accessories costing another \$1,200. A one day training course for Bylaw staff is estimated to cost \$4,000. Annual maintenance and lab calibration would be between \$500 and \$1,000. The total startup cost (not including staff time) would be approximately \$6,400 to \$8,700.

Where a fine would be challenged in court, the services of a Professional Sound Technician may be required, adding more expense to the enforcement of this approach to the Noise Control Bylaw.

### **BUDGET IMPLICATIONS**

If Council directs staff to implement specific decibel limits in the Noise Control Bylaw, the primary costs would be acquiring the necessary equipment and training Bylaw staff in its use, as well as the ongoing hiring of a Professional Sound Technician to confirm and document the violation of the Noise Control Bylaw. The initial costs are estimated at up to \$8,700, and ongoing maintenance and lab calibration of the equipment is estimated at \$1,000 annually, which is not currently included in the departmental budget.

### **CONCLUSION**

While having sound measurement criteria in the Noise Control Bylaw may seem to be an effective tool for dealing with violations, the training of Bylaw staff and the accuracy of the equipment will probably not withstand a legal challenge in court without the support of a Professional Sound Technician, and even that would be subject to a challenge from the defendants' subject matter experts; a favourable outcome is in question regardless of the thoroughness of the case the City could put before the court. Staff consider that enforcement of the Noise Control Bylaw would become cumbersome and expensive without any means to recover those costs, requiring a significant increase in the operating budget of the Bylaw Enforcement section. Accordingly, staff do not recommend adding decibel level references into the Noise Control Bylaw.

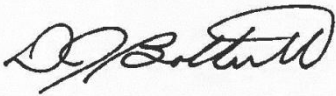
Respectfully submitted,

A handwritten signature in cursive script that reads "Carl Isaak".

Carl Isaak,  
Director of Planning and Development Services

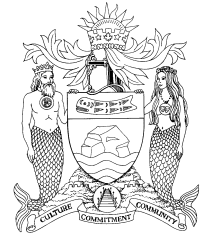
**Comments from the Chief Administrative Officer:**

This corporate report is provided for information.

A handwritten signature in cursive script that reads "Dan Bottrill".

Dan Bottrill  
Chief Administrative Officer

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



**DATE:** November 4, 2019

**TO:** Governance and Legislation Committee

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

**SUBJECT:** Revised Good Neighbour Construction Policy

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**RECOMMENDATIONS**

THAT the Governance and Legislation Committee:

1. Receive for information the corporate report dated November 4, 2019, from the Director of Planning and Development Services, titled “Revised Good Neighbour Construction Policy”; and
  2. Recommend that Council endorse Draft Council Policy No. 515: Good Neighbour Construction Policy.
- 

**BACKGROUND**

This corporate report re-introduces a new policy that seeks to help minimize the nuisance and impact of construction on neighbourhoods by clearly identifying to builders the expectations of the City regarding management of construction activities. There are multiple bylaws that apply to construction activities on private property, including the Building, Noise Control, Street and Traffic, Business Licence and Tree Protection Bylaws, among other City Bylaws. This policy would summarize and identify these bylaws and other issues in a single reference document.

The original draft policy was provided to the Governance and Legislation (G&L) committee on June 24, 2019, and has been revised following direction from the committee as well as minor changes to the submission requirements for construction management plans to better reflect which City department is responsible for reviewing certain components included

The revised policy is attached to this corporate report as Appendix A, and the preceding corporate report from June 24, 2019 report is attached as Appendix B.

The City of White Rock is experiencing a high amount of redevelopment activity on private properties, involving the construction of new single family homes as well as large-scale apartment and mixed-use buildings. This redevelopment will help to renew our neighbourhoods and create new and updated housing options and business opportunities.

## **PAST PRACTICE / POLICY / LEGISLATION**

At the June 24, 2019 Governance and Legislation Committee meeting, the committee approved the following resolution:

THAT the Governance and Legislation Committee receives for information the corporate report dated June 24, 2019, from the Director of Planning and Development Services, titled “Draft Good Neighbour Construction Policy.”

G&L Resolution 2019-089

Committee discussion during this item included the suggestion that major projects, which are required to submit a construction management plan, should include mixed use buildings that are three storeys or above, rather than four storeys or above as indicated in the draft policy.

## **DISCUSSION/ANALYSIS**

### ***Applying the GNCP to Construction Projects in White Rock***

Per the above-noted discussion at the June 24, 2019 G&L Committee meeting, the draft policy has been revised to include mixed use buildings three storeys and above. Major projects are typically those that would be considered complex buildings (or “Part 3 buildings”) in the B.C. Building Code. Single family home construction and small-scale (i.e. two-storey) townhouse construction would continue to be treated as small developments.

The draft GNCP includes detailed requirements that developers and builders are expected to comply with, and agree to do when they receive their building permits and before they start construction. The GNCP also identifies information that builders must provide to the City prior to receiving their permits to proceed, according to the type and scale of their project:

#### **1. Small Developments**

- (‘Simple Construction’, such as single family homes, small-scale townhouse projects)
  - a. builders will receive a copy of the GNCP when they apply for a building permit; and
  - b. builders are required to acknowledge they understand GNCP requirements to City staff prior to receiving their building permit.

#### **2. Major Projects**

- (‘Complex Construction’, such as residential, mixed-use buildings 3 storeys and above)
  - a. builders will receive a copy of the GNCP when they apply for a building permit;
  - b. builders are required to submit a Construction Management Plan, that includes designated off-street trades parking area(s), street/sidewalk closures and other information. The information that builders are required to provide for Construction Management Plans is listed in Appendix A of the attached draft GNCP; and
  - c. builders are required to acknowledge they understand GNCP requirements to City staff prior to receiving their building permit.

### ***Information Required in Construction Management Plans***

The other revision to the draft policy since it was reviewed by the committee on June 24, 2019, is to the list of required documents submitted with Construction Management Plans. Staff noted that Traffic Management Plans are reviewed and approved by the Engineering and Municipal Operations department, and it may cause confusion for applicants to submit that item within their Construction Management Plan. Similarly, a Construction Fire Safety Plan (and Technical High Angle Rescue Agreement where cranes are used on site) is the relevant emergency information



needed prior to Building Permit issuance, but it is reviewed by White Rock Fire Rescue. The list of documents in Appendix A of the policy has been updated accordingly.

### **BUDGET IMPLICATIONS**

None; administration of the proposed Good Neighbour Construction Policy can be undertaken with existing staff resources.

### **OPTIONS**

The Governance and Legislation Committee can:

1. Receive this corporate report as information and recommend that Council endorse the revised Good Neighbour Construction Policy; or
2. Request that staff undertake further research and report back to Committee with an updated/modified policy, as directed by the Committee.

Staff recommends Option 1.

### **CONCLUSION**

The City of White Rock is experiencing a high amount of construction on private properties, and this can create nuisances and impact the neighbourhood. Noting that the City's current approach to managing / regulating construction activities involves the enforcement of numerous Bylaws and permits, staff propose that a Good Neighbour Construction Policy (GNCP) also be adopted by Council, to create a high level of awareness amongst developers and their builders about the importance of being a Good Neighbour, and to help ensure construction is undertaken in a way that minimizes impacts and respects the surrounding neighbourhood.

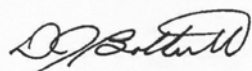
Respectfully submitted,



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

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

I concur with the recommendations of this corporate report.



Dan Bottrill  
Chief Administrative Officer

Appendix A: Draft Council Policy 515: Good Neighbour Construction Policy

Appendix B: Corporate report dated June 24, 2019 and titled "Draft Good Neighbour Construction Policy"

# GOOD NEIGHBOUR CONSTRUCTION POLICY

DRAFT APPENDIX A – COUNCIL POLICY 515

# White Rock's Good Neighbour Construction Policy

As our City grows and changes, the redevelopment of private properties helps to renew our neighbourhoods and create new housing options and business opportunities. While redevelopment helps to enhance the community, and the time it takes to construct new buildings is short compared to their total life expectancy, construction activities can create nuisances and impact the neighbourhood.

Based on this, the City of White Rock expects that construction activities are undertaken in a way that respects neighbours, the environment and the greater neighbourhood, and minimizes impact and disruption to residents, businesses, and visitors.

**Property owners, developers and builders, as well as their workers and sub-contractors ('trades'), are expected to be 'Good Neighbours' by following these seven rules:**

1. Get your permits before you start;
2. Communicate with your neighbours;
3. Protect the neighbourhood and environment;
4. Keep a safe and clean work site;
5. Limit construction to permitted hours;
6. Don't take parking away or block access; and
7. Minimize traffic disruptions.

## White Rock's 'Good Neighbour Construction Policy'

All construction projects on private property are required to follow the '**Good Neighbour Construction Policy**' (GNCP), which is based on the above rules. To support the use of good neighbor construction practices, builders are expected to review the GNCP, and acknowledge to City staff they understand the GNCP and provide required project information, according to the type and scale of their project:

### 1. Small Developments ('Standard Construction', such as single family homes, small-scale townhouses):

- a. builders will receive a copy of the GNCP when they apply for a building permit; and
- b. builders will acknowledge they understand the GNCP prior to receiving their building permit.

### 2. Major Projects ('Complex Construction', such as residential, mixed-use buildings 3 storeys & above):

- a. builders will receive a copy of the GNCP when they apply for a building permit;
- b. builders are required to submit a Construction Management Plan that includes designated off-street trades parking area(s), street/sidewalk closures and other information. Information that builders are required to provide for Construction Management Plans is listed in Appendix A; and
- c. builders will acknowledge they understand the GNCP prior to receiving their building permit.

***Behave Like You Live in The Neighbourhood***

***Treat Your Neighbours Like You Would Like Them To Treat You***

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# Building in White Rock? *Follow the Seven Rules.*

## 1. Get Your Permits Before You Start

### a. Seek Permission First

All construction projects must be approved by the City through applicable permit and licencing processes prior to starting work. Project-specific conditions may also be identified during the approval process, and these must be followed during the construction period.

All builders and their workers must be aware of the City's conditions before working on the site. All contractors, including subcontractors, require a valid business licence prior to starting work.

Failure to comply with development conditions or City bylaws may result in a stop work order, or other enforcement action. Valid permits must be available on the construction site for inspection by City staff.

### b. Know & Understand City Bylaws

Generally, all construction projects must conform to City Bylaws except where an exemption has been granted by City Council or a City department (such as through a noise extension permit).

All builders need to know and understand these Bylaws. This will help their construction projects run smoothly and limit impacts to neighbours. Relevant Bylaws include:

- Anti-Idling Bylaw
- Building Bylaw
- Business Licence Bylaw
- Fire Protection Bylaw
- Noise Control Bylaw
- Public Health Smoking Protection Bylaw
- Sign Bylaw
- Streets and Traffic Bylaw
- Tree Management Bylaw
- Unsightly Premises and Graffiti Control Bylaw
- Zoning Bylaw

## 2. Communicate With Your Neighbours

### a. Communication & Project Notification

Construction is noisy and can be disruptive, but builders are expected to minimize impact to neighbours. As a good first step before starting construction, builders are to notify their neighbours prior to starting work, which includes any site clearing, demolition, construction or traffic flow changes.

Notification is to include a description of proposed works, anticipated duration, key emergency contact numbers including the builder/contractor(s), project manager, the owner/developer, or the owner's representative.

Reaching out and establishing good communications with neighbours and providing them with detailed information on the project early on is one of the best ways to avoid and minimize future conflicts that may occur as a result of ongoing construction.

### b. Keep Your Neighbours Up To Date!

Neighbouring residents and businesses are to be given written notice of construction start, any street or sidewalk closures, traffic flow changes, any parking restrictions, noise extension permits (longer construction hours), or any changes in access that may impact their premises. Any alternate arrangements to compensate for lost parking or restricted access is to be arranged with residents and businesses prior to construction, and with approval from the City.

### c. Construction Signage

For major projects, signage providing project and construction information, developer and builder contact details, directional information regarding parking and access, hazard identification, construction site rules and first aid information is to be installed along the boundaries of the construction site prior to construction start. This signage can be affixed to solid hoarding/fencing surrounding the site, and a sign permit is not required.

All construction projects are to also post, in a visible place accessible to the public, a sign (minimum 1 metre by 1.2 metres in size) that clearly displays normal construction hours that apply to the project according to the City's Noise Control Bylaw, and also provides a space to post notice of a noise extension permit and the applicable hours if the builder has received an extension from the City to undertake construction activities beyond normal hours. This sign shall also identify the builder and their contact information, as well as the City's contact information.

Projects that involve hazard materials abatement (such as asbestos removal prior to demolition of an existing structure) must also display 'notice of project' and applicable 'danger – hazard' signage in prominent places around the boundaries of the construction site, as required by WorkSafe BC.

If traffic flow is proposed to be impacted by a specific construction activity, the builder must submit a Highways Use Permit / Roads and Right of Way ('HUP/RROW') permit application and a traffic management plan to the Director of Engineering and Municipal Operations for review and approval.

This updated traffic management plan, complete with new directional signage and flag person locations and other information, is to be submitted no less than seven (7) business days in advance of the traffic flow change, to ensure early advertisement on the City's website. As part of the HUP RROW permit, the builder must send a notification letter to residents. The following notification periods are required:

- minimum 3 business days' notice for work within the Town Centre area; or
- minimum 24 hours notice for all other areas.

### **3. Protect the Neighbourhood & Environment**

#### **Respect Your Neighbour's Property**

Builders are to ensure that construction activities do not impact or damage neighbouring properties, such as (but not limited to) buildings, fencing, trees and landscaping, retaining walls, driveway access and loading areas. Builders should also be mindful of construction dust and debris impacts, and seek ways to minimize dust spread and keep a clean site.

Waste bins, storage containers, and construction equipment should be kept away from neighbouring properties. If there is risk of damage or impacts to neighbouring properties, or if use of adjacent properties is desired, then builders should obtain the appropriate agreements with neighbouring owners prior to construction start.

#### **Using City Property**

Some construction activities may require the use of City property, such as sidewalks and streets, for site access, loading of construction materials and maintaining public safety as required by the BC Building Code. In order to use City property, builders must obtain a Highways Use Permit / Roads and Right of Way Permit ('HUP/RRROW') from the Engineering and Municipal Operations Department.

This permit and related securities are required for the following activities, including but not limited to:

- any use of City property to support construction activities;
- any construction work that takes place on City property (such as improvements or repairs to streets, roads, lanes, sidewalks, or unimproved boulevards);
- the temporary or permanent use of City property for construction vehicles, waste storage contains, and other related activities;
- the transportation of materials or heavy equipment from or to the site from City property;
- use of the City's stormwater drainage system to manage site run-off; and
- use of the City's water supply system.

Any damage that occurs to City property will result in the forfeiture of securities.

#### **Protect Those Trees!**

The protection, removal, and replacement of protected trees in White Rock is regulated under the Tree Management Bylaw. Nearly all construction projects in the City will require a Tree Management Permit to be approved by the City prior to construction start.

This permit will identify which trees are to be retained and protected during construction, which trees can be removed, where and what type of new trees are to be planted, and the amount of tree retention and replacement securities that are to be provided to the City prior to permit issuance.

As a part of permit requirements, builders are required to install tree protection barriers prior to construction. No damage or impact is to occur to protected trees on site and on neighbouring properties during construction. Builders are to also obtain written consent from neighbouring owners if proposed construction may affect the health and safety of their protected trees.

For more information, please see the City's Guide to the Tree Management Bylaw on our website. Please also be aware of Provincial and Federal bird nesting season regulations.

**Any violation of the Tree Management Bylaw will result in fines and/or confiscation of securities.**

### **Have an Erosion & Sediment Control (ESC) Plan**

Construction typically involves excavations and exposing soil to the elements where it can be vulnerable to erosion by wind, water and other factors. Soil erosion from construction sites can result in soil, sediment and runoff getting into neighbouring properties, City streets, watercourses and stormwater systems. This can damage fish-bearing streams and surrounding habitat, require costly repairs to the City's stormwater drainage system and create nuisances and hazards on City streets and sidewalks.

Based on this, sediment-filled water and soil must not enter the City's stormwater systems, or any watercourses, and run-off from construction sites onto City streets is not allowed (unless expressly permitted by the Engineering and Municipal Operations Department). Sediment, such as mud or soil, must be removed from City streets immediately.

Builders may be required to provide and follow an Erosion and Sediment Control (ESC) Plan during construction. An ESC Plan may be required by the City as a condition of Development Permit approval, of Building Permit issuance, or by Engineering and Municipal Operations staff, as necessary.

An ESC Plan will include construction practices that minimize disturbed land area, avoid work on steep slopes, and control the amount and rate of sediment and runoff leaving the site. An ESC plan should, at minimum, include location and amount of sediment settling devices, runoff controls, truck wash, plans for keeping roads around the site clean, and how the ESC plan will be monitored and maintained.

### **Minimize Vehicle Idling**

In accordance with the City's Anti-Idling Bylaw (2015, No. 2089), builders are expected to minimize construction vehicle idling on and around their construction sites. This Bylaw prohibits vehicle idling for more than three minutes in a 60 minute period, unless otherwise specified in the exemptions section of the Bylaw (see the Anti-Idling Bylaw for details).

### **Security & Surveillance**

Construction sites are to be safely fenced according to BC Building Code regulations and sites must be secured after construction hours to prevent trespassing and vandalism. If surveillance cameras and lighting are installed to assist site security, then they must not violate the privacy of surrounding properties and should be done in accordance with the Province's Public Sector Surveillance Guidelines.

### **Portable Toilets**

Portable toilets are required on construction sites. Toilets are to be kept in good and hygienic condition, should be situated in a way to minimize impact or nuisance to adjacent neighbours, and regularly cleaned to minimize odours. Portable toilets are not permitted on City property without prior approval from the Engineering and Municipal Operations Department.

### **No Outdoor Burning**

All outdoor burning, including the burning of construction waste, is prohibited by the Fire Protection Bylaw. Any outdoor burning should be reported to Bylaw Enforcement immediately.



## 4. Keep a Safe & Clean Work Site

### Protect the Public & Your Site: Fencing & Covered Walkways

Part 8 of the B.C. Building Code (Safety Measures at Construction and Demolition Sites) require builders to implement measures that protect the safety of builders and their workers, and ensure safe passage for pedestrians and vehicular traffic passing by the construction site. Key measures include:

- the installation of fencing, hoarding, or barricades over 1.8 metres in height is necessary where work is 2 or more metres from a public right of way, and along open sides of a construction site;
- if construction is proposed to occur within 2 metres of a public right of way, such as a sidewalk and boulevard, a covered overhead hoarding structure (complete with lighting, and designed by a Professional Engineer) to protect pedestrians from construction activity and overhead hazards and to prevent site entry, is required to be constructed and requires a permit from the Engineering and Municipal Operations Department:
  - hoarding permit submissions must contain engineering drawings and lighting level analysis, and electrical supply must be from a private property and not the City's; and
- excavations must be kept reasonably clear of water to minimize danger and health hazards.

Builders working on single-family dwellings and other similar sites may be requested to enact site-specific safety requirements as a part of their Building Permit and servicing agreement requirements.

### Prevent Unsightliness

The appearance and maintenance of a construction site should be a 'point of pride' for any builder and maintaining a safe and clean construction site is one of the easiest ways to minimize construction impacts, respect your surroundings, and help a construction project go smoothly.

Builders also need to be aware that the City's Unsightly Premises and Graffiti Control Bylaw prohibits the accumulation of demolition and construction waste on a property. If a construction site is unsightly, instructions will be given to remedy unsightliness, involving:

- the removal of unsightly accumulation of filth, discarded materials, rubbish or debris;
- the cleaning, stacking, or covering of any materials;
- the clearing of dead landscaping;
- the cutting of grass or weeds, or pruning of unkempt vegetation; or
- the clearing of destructive insects, rodents and invasive plants (according to the Cosmetic Pesticides Bylaw).

As noted in Section 3, and where necessary, the use of on-site truck wash station(s) will help keep City streets and sidewalks around construction sites clean and tidy.

### Snow Control

Every property owner, including those currently operating as construction sites, must remove all snow, ice, or other seasonally-related debris from any sidewalk bordering their properties by no later than 10:00 AM on all days of the week (except Sunday).

### Smoking & Vaping

The City's Public Health Smoking Protection Bylaw prohibits individuals from smoking or vaping within seven and a half (7.5) metres of the perimeter of a customer service area (such as a patio), doors, openable windows, or air intakes.

## 5. Limit Construction to Permitted Hours

### When You Can & Can't Make Noise

Noise from construction work is regulated under the Noise Control Bylaw, and is permitted between:

- 7:30 AM to 7:00 PM on Mondays through to Fridays;
- 9:00 AM to 7:00 PM on Saturdays; and
- No work is permitted on Sundays and Statutory Holidays.

Property owners (or occupants) may conduct repairs, alterations, or construction activities on their own properties where they reside, on Sundays and statutory holidays, between the hours of 9:00 AM and 6:00 PM. Construction and renovation work that takes place wholly indoors is also exempt from this list, assuming that noise does not spill over to adjacent properties.

Builders need to be aware that there are other sources of noise indirectly related to construction that are regulated under the City's Noise Control Bylaw, such as amplified music, generators/pumps, or raised voices. Builders should ensure that workers under their supervision conduct themselves in manner that is respectful of their neighbours and public, and minimizes noise. No swearing please.

The City's Bylaw Enforcement Officers may issue tickets for noises or sounds that disturb the quiet, rest, enjoyment, comfort, or convenience of individuals or the public. Repeat offenders may have their sites considered to be "nuisance properties" and further bylaw enforcement action may be involved.

### Noise Extension Permits

From time to time, construction projects (particularly major projects involving concrete construction) may require construction activity to start earlier or end later on a typical workday. This may, for example, involve significant concrete pours that must be done 'all at once' to ensure structural integrity.

Given that this activity may involve construction noise after permitted hours, in these cases builders are required to obtain a **noise extension permit** from the City. Builders that request a noise extension permit must obtain approval for this permit from:

- the Director of Planning and Development Services (for Mondays through to Saturdays), or
- City Council (for Sundays and other statutory holidays).

Once a builder has obtained a noise extension permit, they are required to provide 24 hour advance notice of work to neighbours and follow any other noise-related requirements identified by the Director and/or Council. The noise extension permit must also be posted on the 'permitted work hours' sign at the construction site, in a manner that is a clearly visible and publicly accessible.

It is also recommended that crane installations and removals be undertaken in a manner that protects worker/public safety and minimizes traffic disruptions, ie. through appropriate traffic management plans and using Saturdays when possible.

## 6. Don't Take Parking Away or Block Access

### Vehicle Parking & Loading

A key step builders can take to minimize construction impacts involves having their workers park their vehicles on private property and in a manner that does not take parking away from residents and businesses.

**No on-street parking spaces or City-owned parking spaces are to be used for construction worker parking, unless otherwise permitted by the City.**

Builders of major projects must identify off-street parking location(s) for their worker's private vehicles, as a part of their development and/or building permit application, for review and approval by City staff. This plan is a required component of the Construction Management Plan that builders of major projects are required to submit for review and approval by City staff (see Appendix A for details).

A worker or 'trades' parking plan may also be presented to Council as a part of a development application process. These plans are to clearly identify designated off-street parking areas (such as churches, commercial surface parking lots, etc.) and number of spaces, duration of use (including expected level of use during construction) and other information relevant to the proposed parking arrangement (such as potential transit use, carpooling and shuttling approaches).

In general, any vehicle parking or loading related to construction must minimize parking and traffic flow disruptions, and not obstruct access to neighboring properties, boulevards, or driveways. Builders shall also follow the parking, loading and street-use provisions of their Highways Use Permit / Roads and Right of Way ('HUP/RRROW') permits, as outlined and approved by City staff.

### Maintaining Accessibility

The City must remain accessible to everyone, including during construction. To ensure that residents and visitors of all abilities can continue with their daily activities, public sidewalks and building entrances are to remain, as much as possible and feasible, fully accessible during construction. Any construction-related structures that secure construction sites and protect passers-by, as well as ramps and pathways, must be consistent with the design requirements outlined the BC Building Access Handbook (2007).

While the partial or full closure of sidewalks or building entrances are necessary from time to time to enable specific construction, access and/or loading activities, alternative accessible routes must be provided that are well-signed and are located to minimize travel distance times. For construction activities that involve simultaneous road and sidewalk use, flag persons should also be employed to identify alternate accessible routes where necessary.

Transit stops must remain fully operational during the construction process. If closure or relocation of transit stops is necessary during construction, alternative locations must be provided to the City that is consistent with TransLink's Passenger Facility Design Guidelines (2011). Alternative locations must be well-signed and be in close proximity to the original transit stop site.

## **7. Minimize Traffic Disruptions**

### **Vehicular Traffic**

Although construction projects are expected to have some impacts on vehicular traffic, from time to time and on a temporary basis to accommodate loading and site access, builders are expected to minimize traffic disruptions as much as possible.

Major projects, given their size and associated traffic/loading volumes, must submit an application for a Highways Use Permit / Roads and Right of Way ('HUP/RRROW') permit, which includes a Traffic Management Plan as a part of their Construction Management Plan package, for review and approval by Engineering and Municipal Operations Department staff. This Plan is to identify how traffic is to be routed to/from and around the construction site, and where signage is proposed to be located to identify traffic changes, detours, etc.

For more information on the required contents and layout of a HUP/Traffic Management Plan, please contact the Engineering and Municipal Operations Department.

### **Notify in Advance**

If traffic flow is proposed to be impacted by a specific construction activity, the builder must submit a Highways Use Permit / Roads and Right of Way ('HUP/RRROW') permit application and a traffic management plan to the Director of Engineering and Municipal Operations for review and approval.

This updated traffic management plan, complete with new directional signage and flag person locations and other information, is to be submitted no less than seven (7) business days in advance of the traffic flow change to ensure early advertisement on the City's website. As part of the HUP/RRROW permit, the builder must send a notification letter to residents. The following notification periods are required:

- minimum three business days advance notice for work within the Town Centre area; or
- minimum 24 hours advance notice for all other areas.

### **Use Designated Truck Routes!**

The City has designated truck routes to minimize the impact of heavy transport and construction vehicles on residents and neighbourhoods. Builders and their contractors are expected to route heavy transport and construction vehicles or 'trucks' (ie. over 5,500 kg GVW) in a manner that these vehicles utilize designated truck routes according to the City's Street and Traffic Bylaw. Truck routing variations requires authorization from Engineering and Municipal Operations.

## Any Questions?

If you have any questions regarding the Good Neighbour Construction Policy, or for finding the correct Department to contact at the City of White Rock, please see the following information below:

### *Planning Services*

Phone: 604-541-2136

E-mail: [planning@whiterockcity.ca](mailto:planning@whiterockcity.ca)

### *Bylaw Enforcement*

Phone: 604-541-2146

E-mail: [bylaw@whiterockcity.ca](mailto:bylaw@whiterockcity.ca)

### *Building Permits & Inspections*

Phone: 604-541-2149

E-mail: [building@whiterockcity.ca](mailto:building@whiterockcity.ca)

### *Engineering & Municipal Operations*

Phone: 604-541-2181

E-mail: [operations@whiterockcity.ca](mailto:operations@whiterockcity.ca)

### *Business Licensing*

Phone: 604-541-2139

E-mail: [licences@whiterockcity.ca](mailto:licences@whiterockcity.ca)

### *Parking Services*

Phone: 604-541-2100

E-mail: [finance@whiterockcity.ca](mailto:finance@whiterockcity.ca)

Questions about potential on-site hazards and Provincial hazard abatement requirements?

### *WorkSafe BC*

[www.worksafebc.com](http://www.worksafebc.com)

Prior to demolition or any excavation on a construction site, be certain to **'call before you dig'**:

### *BC 1 Call (Underground Utility Locators)*

Phone: 1-800-474-6886

### *Telecommunications (Shaw Cable)*

Phone: 604-280-6266

### *Telecommunications (Telus)*

Phone: Dial 611

### *Natural Gas (Fortis)*

Phone: 888-224-2710

### *Electricity (BC Hydro)*

Phone: 1-877-520-1355

## Appendix A: Construction Management Plan Requirements

Builders of major projects, such as residential, commercial or mixed-use buildings that are 3 storeys & above, are required to submit and follow a Construction Management Plan.

These plans will be reviewed and approved by City staff in Planning and Development Services and Engineering and Municipal Operations, and submissions are to include the following details:

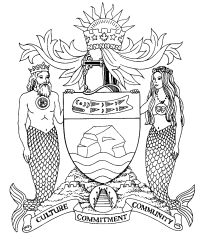
- developer/builder/contractor(s) contact information;
- project and construction information signage;
- permitted hours of works signage;
- site plan showing fencing/hoarding/covered walkways, lighting plan and levels, vehicle access points, loading/staging areas, office and first aid room locations, crane location(s) and swing radius;
- designated off-street trades parking area(s), that are:
  - i. located on private property and not on City streets or City-owned public parking lots;
  - ii. large enough for the anticipated level of workers on-site and available for use by the builder for the duration of project construction; and
  - iii. visually identified as parking area for workers of specific project(s).
- confirmation that the Ministry of Environment has accepted a remediation plan (if applicable);
- street/sidewalk/street frontage use (identifying which areas/frontages are open or closed during construction, on a permanent and/or temporary basis); and
- other project-specific information as required by City staff.

While the following items are not directly reviewed by Planning and Development Services, as part of the Construction Management Plan process and prior to Building Permit issuance, builders may also be required to obtain approvals directly from other departments or agencies, including Fire Rescue and Engineering and Municipal Operations. Items which require approval from other departments include:

- Construction Fire Safety Plan;
- Technical High Angle Rescue Agreement;
- Traffic Management Plan; and
- Highway Use/Alteration Permits for street/sidewalk/street frontage use, including shoring and hoarding.

***The City of White Rock may request that developers and builders update their construction management plans to respond to emerging/unforeseen issues and ensure their plans remain effective in minimizing construction impacts through the duration of project construction.***

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



**DATE:** June 24, 2019

**TO:** Governance and Legislation Committee

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

**SUBJECT:** Draft Good Neighbour Construction Policy

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### **RECOMMENDATION**

THAT the Governance and Legislation Committee receive for information the corporate report dated June 24, 2019, from the Director of Planning and Development Services, titled “Draft Good Neighbour Construction Policy.”

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### **BACKGROUND**

The City of White Rock is experiencing a high amount of redevelopment activity on private properties, involving the construction of new single family homes as well as large-scale apartment and mixed-use buildings. This redevelopment will help to renew our neighbourhoods and create new and updated housing options and business opportunities.

While redevelopment will enhance the community, and the time it takes to construct new buildings is short compared to their total life expectancy, construction activities can create nuisances and impact the neighbourhood. Based on this, construction activities need to be undertaken in a way that:

- I. Respects neighbours, the environment and the greater neighbourhood; and
- II. Minimizes impact and disruption to surrounding residents, businesses, and visitors in the City of White Rock.

In order to ensure these principles are closely followed by builders, maintain a high level of awareness amongst builders about the importance of being a Good Neighbour and create a consolidated, ‘one stop shop’ source of information for builders on how to be a Good Neighbour, staff propose that all construction projects on private property be required to follow the City of White Rock’s ‘Good Neighbour Construction Policy’ (draft GNCP; attached as Appendix A).

This corporate presents the draft GNCP to the Governance and Legislation Committee for review and feedback, prior to bringing the GNCP to Council, as an official Council Policy, for consideration of endorsement.

### **PAST PRACTICE / POLICY / LEGISLATION**

In White Rock construction activities occurring on private property are regulated through the Building, Noise Control, Street and Traffic, Business Licence and Tree Protection Bylaws, among other City Bylaws. The builders of major development projects (apartments or mixed-use buildings 4 storeys and above) are also required to provide a construction management plan to

staff that details the builder's approach to providing parking for site workers ('trades'), street and sidewalk use, site access, site safety and security truck route plans, among other details. These construction management plans are also posted on the City's Construction Information Portal, for the public's information: <http://whiterockcity.ca/386/Construction-Information-Portal>).

Staff also require builders to obtain permits for using streets, sidewalk and boulevards during construction activities, and builders are to follow City bylaws and permit requirements in this regard. The City's Bylaw Enforcement Officers and Parking Services respond to complaints regarding construction activities, seek compliance from builders regarding the applicable Bylaws and permits, and issue fines when necessary.

## **DISCUSSION/ANALYSIS**

As noted above, the City's current approach to managing / regulating construction activities involves the application and enforcement of numerous City Bylaws and required permits. Staff propose that the draft GNCP be adopted as a Council Policy, to ensure that Council's 'Good Neighbour' expectations of minimizing construction impacts and respecting neighbors are clearly communicated to developers, builders and their workers. The draft GNCP, which draws on similar policies from other municipalities in the region, is organized around these seven key rules (refer to Appendix A for details):

### **1. Get the Required Permits Before You Start**

- a) Seek Permission First
- b) Know and Understand City Bylaws

### **2. Communicate With Your Neighbours**

- a) Communications and Project Notification
- b) Keep Your Neighbours Up To Date
- c) Construction Signage

### **3. Protect the Neighbourhood and Environment**

- a) Respect Your Neighbours Property
- b) Using City Property
- c) Protect Those Trees
- d) Have an Erosion and Sediment Control (ESC) Plan
- e) Minimize Vehicle Idling
- f) Security and Surveillance
- g) Portable Toilets
- h) No Outdoor Burning

### **4. Keep a Safe and Clean Work Site**

- a) Protect the Public and Your Site: Fencing and Covered Walkways
- b) Prevent Unsightliness
- c) Snow Control
- d) Smoking and Vaping

### **5. Limit Construction to Permitted Hours**

- a) When You Can and Can't Make Noise
- b) Noise Extension Permits

### **6. Don't Take Parking Away or Block Access**

- a) Vehicle Parking and Loading
- b) Maintaining Accessibility



## 7. Minimize Traffic Disruptions

- a) Vehicular Traffic
- b) Notify in Advance
- c) Use Designated Truck Routes

### ***Applying the GNCP to Construction Projects in White Rock***

The draft GNCP includes detailed requirements that developers and builders are expected to comply with, and agree to do when they receive their building permits and before they start construction. The GNCP also identifies information that builders must provide to the City prior to receiving their permits to proceed, according to the type and scale of their project:

#### 1. Small Developments

- ('Simple Construction', such as single family homes, small-scale townhouse projects)
  - a. builders will receive a copy of the GNCP when they apply for a building permit; and
  - b. builders are required to acknowledge they understand GNCP requirements to City staff prior to receiving their building permit.

#### 2. Major Projects

- ('Complex Construction', such as residential, mixed-use buildings 4 storeys and above)
  - a. builders will receive a copy of the GNCP when they apply for a building permit;
  - b. builders are required to submit a Construction Management Plan, that includes designated off-street trades parking area(s), street/sidewalk closures and other information. The information that builders are required to provide for Construction Management Plans is listed in Appendix A of the attached draft GNCP; and
  - c. builders are required to acknowledge they understand GNCP requirements to City staff prior to receiving their building permit.

Staff note that periodic reviews and updates of construction management plans may be necessary to respond to emerging/unforeseen issues and ensure these plans remain effective in minimizing construction impacts through the duration of construction.

Staff from Building, Engineering and Municipal Operations, Bylaw Enforcement, and Parking Services collectively monitor and respond to construction issues, and seek compliance with City Bylaws and relevant permit conditions – and will also use the GNCP as a tool to remind and educate builders of their obligation to be a Good Neighbour. Planning and Development Department staff also communicate directly with major project developers, as necessary, to ensure that developers and their builders are effectively addressing construction-related issues.

## **BUDGET IMPLICATIONS**

There are no budget implications. Administration of the proposed Good Neighbour Construction Policy can be undertaken with existing staff resources.

## **OPTIONS**

The Governance and Legislation Committee can:

1. Receive this corporate report as information and provide feedback to staff, prior to staff bringing forward an updated Good Neighbour Construction Policy to Council for consideration of approval; or
2. Request that staff undertake further research and report back to Committee with an updated/modified policy, as directed by the Committee.

Staff recommends Option 1.

**CONCLUSION**

The City of White Rock is experiencing a high amount of construction on private properties, and this can create nuisances and impact the neighbourhood. Noting that the City's current approach to managing / regulating construction activities involves the enforcement of numerous Bylaws and permits, staff propose that a Good Neighbour Construction Policy (GNCP) also be adopted by Council, to create a high level of awareness amongst developers and their builders about the importance of being a Good Neighbour, and to help ensure construction is undertaken in a way that minimizes impacts and respects the surrounding neighbourhood.

Respectfully submitted,



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

**Comments from the Chief Administrative Officer:**

This corporate report is provided for Committee's information.



Dan Bottrill  
Chief Administrative Officer

Appendix A: Draft Council Policy 515: Good Neighbour Construction Policy

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



**POLICY TITLE: GOOD NEIGHBOUR CONSTRUCTION POLICY**

**POLICY NUMBER: PLANNING AND DEVELOPMENT SERVICES No. 515**

<i>Date of Council Adoption: xxxx, xx, 2019</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2019-xxx</i>	
<i>Originating Department: Planning and Development Services</i>	<i>Date last reviewed by the Governance and Legislation Committee:</i>

**Policy:**

**Purpose**

The purpose of the Good Neighbour Construction Policy is to communicate to property owners, developers, builders and workers that construction activities are to be undertaken in a way that:

- I. Respects neighbours, the environment and the greater neighbourhood; and
- II. Minimizes impact and disruption to surrounding residents, businesses, and visitors in the City of White Rock.

In addition to following all applicable City Bylaws, permits and policies, property owners, developers and their builders, as well as workers and sub-contractors ('trades'), are expected to be 'Good Neighbours' when undertaking construction activities, by following these seven rules:

1. Get your permits before you start;
2. Communicate with your neighbours;
3. Protect the neighbourhood and environment;
4. Keep a safe and clean work site;
5. Limit construction to permitted hours;
6. Don't take parking away or block access; and
7. Minimize traffic disruptions.

The detailed Good Neighbour Construction Policy is attached, in brochure form, as Appendix A to this policy, as amended from time to time by Council. Appendix A is considered by Council to constitute Council Policy 515 in its detailed and complete form.

**Application**

Appendix A to this policy includes detailed requirements that developers and builders are expected to comply with, and agree to do when they receive their building permits and undertake

construction. Appendix A also identifies information that builders must provide to the City prior to receiving their permits to proceed, according to the type and scale of their project:

**1. Small Developments** (such as single family homes, small-scale townhouses):

- a. builders are required to acknowledge to City staff that they understand Good Neighbour Construction Policy requirements (as included in Appendix A), prior to permit issuance, and keep a copy of the Policy on-site.

**2. Major Projects** (such as residential, mixed-use buildings 4 storeys & above):

- a. builders are required to acknowledge to City staff that they understand Good Neighbour Construction Policy requirements (as included in Appendix A), prior to permit issuance, and keep a copy of the Policy on-site.
- b. builders are required to submit and follow a Construction Management Plan, that includes designated trades parking area(s), street/sidewalk use and other information. Submission requirements for Construction Management Plans include (submitted to City staff for review and approval, prior to construction):
  - i. developer/builder/contractor(s) contact information;
  - ii. project and construction information signage;
  - iii. permitted hours of works signage;
  - iv. emergency and first aid information;
  - v. site plan showing fencing/hoarding/covered walkways, lighting plan and levels, vehicle access points, loading/staging areas, office and first aid room locations, crane location(s) and swing radius;
  - vi. designated off-street trades parking area(s), that are:
    1. located on private property and not on City streets or City-owned public parking lots;
    2. large enough for the anticipated level of workers on-site and available for use by the builder for the duration of project construction; and
    3. visually identified as parking area for workers of specific project(s).
  - vii. street/sidewalk/street frontage use (identifying which areas/frontages are open or closed during construction, on a permanent and/or temporary basis);
  - viii. Traffic Management Plan; and
  - ix. other project-specific information as required by City staff.

Appendix A: Good Neighbour Construction Policy (detailed and complete form)

Attachment to the June  
24, 2019 G/L report

# GOOD NEIGHBOUR CONSTRUCTION POLICY

DRAFT APPENDIX A – COUNCIL POLICY 515

# White Rock's Good Neighbour Construction Policy

As our City grows and changes, the redevelopment of private properties helps to renew our neighbourhoods and create new housing options and business opportunities. While redevelopment helps to enhance the community, and the time it takes to construct new buildings is short compared to their total life expectancy, construction activities can create nuisances and impact the neighbourhood.

Based on this, the City of White Rock expects that construction activities are undertaken in a way that respects neighbours, the environment and the greater neighbourhood, and minimizes impact and disruption to residents, businesses, and visitors.

**Property owners, developers and builders, as well as their workers and sub-contractors ('trades'), are expected to be 'Good Neighbours' by following these seven rules:**

1. Get your permits before you start;
2. Communicate with your neighbours;
3. Protect the neighbourhood and environment;
4. Keep a safe and clean work site;
5. Limit construction to permitted hours;
6. Don't take parking away or block access; and
7. Minimize traffic disruptions.

## White Rock's 'Good Neighbour Construction Policy'

All construction projects on private property are required to follow the '**Good Neighbour Construction Policy**' (GNCP), which is based on the above rules. To support the use of good neighbor construction practices, builders are expected to review the GNCP, and acknowledge to City staff they understand the GNCP and provide required project information, according to the type and scale of their project:

### 1. Small Developments ('Standard Construction', such as single family homes, small-scale townhouses):

- a. builders will receive a copy of the GNCP when they apply for a building permit; and
- b. builders will acknowledge they understand the GNCP prior to receiving their building permit.

### 2. Major Projects ('Complex Construction', such as residential, mixed-use buildings 4 storeys & above):

- a. builders will receive a copy of the GNCP when they apply for a building permit;
- b. builders are required to submit a Construction Management Plan, that includes designated off-street trades parking area(s), street/sidewalk closures and other information. Information that builders are required to provide for Construction Management Plans is listed in Appendix A; and
- c. builders will acknowledge they understand the GNCP prior to receiving their building permit.

***Behave Like You Live in The Neighbourhood***

***Treat Your Neighbours Like You Would Like Them To Treat You***

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# Building in White Rock? *Follow the Seven Rules.*

## 1. Get Your Permits Before You Start

### a. **Seek Permission First**

All construction projects must be approved by the City through applicable permit and licencing processes prior to starting work. Project-specific conditions may also be identified during the approval process, and these must be followed during the construction period.

All builders and their workers must be aware of the City's conditions before working on the site. All contractors, including subcontractors, require a valid business licence prior to starting work.

Failure to comply with development conditions or City bylaws may result in a stop work order, or other enforcement action. Valid permits must be available on the construction site for inspection by City staff.

### b. **Know & Understand City Bylaws**

Generally all construction projects must conform to City Bylaws, except where an exemption has been granted by City Council, or a City department (such as through a noise extension permit).

All builders need to know and understand these Bylaws. This will help their construction projects run smoothly and limit impacts to neighbours. Relevant Bylaws include:

- Anti-Idling Bylaw
- Building Bylaw
- Business Licence Bylaw
- Fire Protection Bylaw
- Noise Control Bylaw
- Public Health Smoking Protection Bylaw
- Sign Bylaw
- Streets and Traffic Bylaw
- Tree Management Bylaw
- Unsightly Premises and Graffiti Control Bylaw
- Zoning Bylaw



## **2. Communicate With Your Neighbours**

### **a. Communication & Project Notification**

Construction is noisy and can be disruptive, but builders are expected to minimize impact to neighbours. As a good first step before starting construction, builders are to notify their neighbours prior to starting work, which includes any site clearing, demolition, construction or traffic flow changes.

Notification is to include a description of proposed works, anticipated duration, key emergency contact numbers including the builder/contractor(s), project manager, the owner/developer, or the owner's representative.

Reaching out and establishing good communications with neighbours, and providing them with detailed information on the project early on is one of the best ways to avoid and minimize future conflicts that may occur as a result of ongoing construction.

### **b. Keep Your Neighbours Up To Date!**

Neighbouring residents and businesses are to be given written notice of construction start, any street or sidewalk closures, traffic flow changes, any parking restrictions, noise extension permits (longer construction hours), or any changes in access that may impact their premises. Any alternate arrangements to compensate for lost parking or restricted access is to be arranged with residents and businesses prior to construction, and with approval from the City.

### **c. Construction Signage**

For major projects, signage providing project and construction information, developer and builder contact details, directional information regarding parking and access, hazard identification, construction site rules and first aid information is to be installed along the boundaries of the construction site prior to construction start. This signage can be affixed to solid hoarding/fencing surrounding the site, and a sign permit is not required.

All construction projects are to also post, in a visible place accessible to the public, a sign (minimum 1 metre by 1.2 metres in size) that clearly displays normal construction hours, that apply to the project according to the City's Noise Control Bylaw, and also provides a space to post notice of a noise extension permit and the applicable hours, if the builder has received an extension from the City to undertake construction activities beyond normal hours. This sign shall also identify the builder and their contact information, as well as the City's contact information.

Projects that involve hazard materials abatement (such as asbestos removal prior to demolition of an existing structure) must also display 'notice of project' and applicable 'danger – hazard' signage in prominent places around the boundaries of the construction site, as required by WorkSafe BC.

If traffic flow is proposed to be impacted by a specific construction activity, the builder must submit a Highways Use Permit / Roads and Right of Way ('HUP/RROW') permit application and a traffic management plan to the Director of Engineering and Municipal Operations for review and approval.

This updated traffic management plan, complete with new directional signage and flag person locations and other information, is to be submitted no less than seven (7) business days in advance of the traffic flow change, to ensure early advertisement on the City's website. As part of the HUP RROW permit, the builder must send a notification letter to residents. The following notification periods are required:

- minimum 3 business days notice for work within the Town Centre area; or
- minimum 24 hours notice for all other areas.

### **3. Protect the Neighbourhood & Environment**

#### **Respect Your Neighbour's Property**

Builders are to ensure that construction activities do not impact or damage neighbouring properties, such as (but not limited to) buildings, fencing, trees and landscaping, retaining walls, driveway access and loading areas. Builders should also be mindful of construction dust and debris impacts, and seek ways to minimize dust spread and keep a clean site.

Waste bins, storage containers, and construction equipment should be kept away from neighbouring properties. If there is risk of damage or impacts to neighbouring properties, or if use of adjacent properties is desired, then builders should obtain the appropriate agreements with neighbouring owners prior to construction start.

#### **Using City Property**

Some construction activities may require the use of City property, such as sidewalks and streets, for site access, loading of construction materials and maintaining public safety as required by the BC Building Code. In order to use City property, builders must obtain a Highways Use Permit / Roads and Right of Way Permit ('HUP/RRROW') from the Engineering and Municipal Operations Department.

This permit and related securities are required for the following activities, including but not limited to:

- any use of City property to support construction activities;
- any construction work that takes place on City property (such as improvements or repairs to streets, roads, lanes, sidewalks, or unimproved boulevards);
- the temporary or permanent use of City property for construction vehicles, waste storage contains, and other related activities;
- the transportation of materials or heavy equipment from or to the site from City property;
- use of the City's stormwater drainage system to manage site run-off; and
- use of the City's water supply system.

Any damage that occurs to City property will result in the forfeiture of securities.

#### **Protect Those Trees!**

The protection, removal, and replacement of protected trees in White Rock is regulated under the Tree Management Bylaw. Nearly all construction projects in the City will require a Tree Management Permit to be approved by the City prior to construction start.

This permit will identify which trees are to be retained and protected during construction, which trees can be removed, where and what type of new trees are to be planted, and the amount of tree retention and replacement securities that are to be provided to the City prior to permit issuance.

As a part of permit requirements, builders are required to install tree protection barriers prior to construction. No damage or impact is to occur to protected trees on site and on neighbouring properties during construction. Builders are to also obtain written consent from neighbouring owners if proposed construction may affect the health and safety of their protected trees.

For more information, please see the City's Guide to the Tree Management Bylaw on our website. Please also be aware of Provincial and Federal bird nesting season regulations.

**Any violation of the Tree Management Bylaw will result in fines and/or confiscation of securities.**

### **Have an Erosion & Sediment Control (ESC) Plan**

Construction typically involves excavations and exposing soil to the elements, where it can be vulnerable to erosion by wind, water and other factors. Soil erosion from construction sites can result in soil, sediment and runoff getting into neighbouring properties, City streets, watercourses and stormwater systems. This can damage fish-bearing streams and surrounding habitat, require costly repairs to the City's stormwater drainage system and create nuisances and hazards on City streets and sidewalks.

Based on this, sediment-filled water and soil must not enter the City's stormwater systems, or any watercourses, and run-off from construction sites onto City streets is not allowed (unless expressly permitted by the Engineering and Municipal Operations Department). Sediment, such as mud or soil, must be removed from City streets immediately.

Builders may be required to provide and follow an Erosion and Sediment Control (ESC) Plan during construction. An ESC Plan may be required by the City as a condition of Development Permit approval, of Building Permit issuance, or by Engineering and Municipal Operations staff, as necessary.

An ESC Plan will include construction practices that minimize disturbed land area, avoid work on steep slopes, and control the amount and rate of sediment and runoff leaving the site. An ESC plan should, at minimum, include location and amount of sediment settling devices, runoff controls, truck wash, plans for keeping roads around the site clean, and how the ESC plan will be monitored and maintained.

### **Minimize Vehicle Idling**

In accordance with the City's Anti-Idling Bylaw (2015, No. 2089), builders are expected to minimize construction vehicle idling on and around their construction sites. This Bylaw prohibits vehicle idling for more than 3 minutes in a 60 minute period, unless otherwise specified in the exemptions section of the Bylaw (see the Anti-Idling Bylaw for details).

### **Security & Surveillance**

Construction sites are to be safely fenced according to BC Building Code regulations, and sites must be secured after construction hours to prevent trespassing and vandalism. If surveillance cameras and lighting are installed to assist site security, then they must not violate the privacy of surrounding properties and should be done in accordance with the Province's Public Sector Surveillance Guidelines.

### **Portable Toilets**

Portable toilets are required on construction sites. Toilets are to be kept in good and hygienic condition, should be situated in a way to minimize impact or nuisance to adjacent neighbours, and regularly cleaned to minimize odours. Portable toilets are not permitted on City property without prior approval from the Engineering and Municipal Operations Department.

### **No Outdoor Burning**

All outdoor burning, including the burning of construction waste, is prohibited by the Fire Protection Bylaw. Any outdoor burning should be reported to Bylaw Enforcement immediately.

## 4. Keep a Safe & Clean Work Site

### Protect the Public & Your Site: Fencing & Covered Walkways

Part 8 of the B.C. Building Code (Safety Measures at Construction and Demolition Sites) require builders to implement measures that protect the safety of builders and their workers, and ensure safe passage for pedestrians and vehicular traffic passing by the construction site. Key measures include:

- the installation of fencing, hoarding, or barricades over 1.8 metres in height is necessary where work is 2 or more metres from a public right of way, and along open sides of a construction site;
- if construction is proposed to occur within 2 metres of a public right of way, such as a sidewalk and boulevard, a covered overhead hoarding structure (complete with lighting, and designed by a Professional Engineer) to protect pedestrians from construction activity and overhead hazards and to prevent site entry, is required to be constructed and requires a permit from the Engineering and Municipal Operations Department:
  - hoarding permit submissions must contain engineering drawings and lighting level analysis, and electrical supply must be from a private property and not the City's; and
- excavations must be kept reasonably clear of water to minimize danger and health hazards.

Builders working on single-family dwellings and other similar sites may be requested to enact site-specific safety requirements as a part of their Building Permit and servicing agreement requirements.

### Prevent Unsightliness

The appearance and maintenance of a construction site should be a 'point of pride' for any builder, and maintaining a safe and clean construction site is one of the easiest ways to minimize construction impacts, respect your surroundings, and help a construction project go smoothly.

Builders also need to be aware that the City's Unsightly Premises and Graffiti Control Bylaw prohibits the accumulation of demolition and construction waste on a property. If a construction site is unsightly, instructions will be given to remedy unsightliness, involving:

- the removal of unsightly accumulation of filth, discarded materials, rubbish or debris;
- the cleaning, stacking, or covering of any materials;
- the clearing of dead landscaping;
- the cutting of grass or weeds, or pruning of unkempt vegetation; or
- the clearing of destructive insects, rodents and invasive plants (according to the Cosmetic Pesticides Bylaw).

As noted in Section 3, and where necessary, the use of on-site truck wash station(s) will help keep City streets and sidewalks around construction sites clean and tidy.

### Snow Control

Every property owner, including those currently operating as construction sites, must remove all snow, ice, or other seasonally-related debris from any sidewalk bordering their properties by no later than 10:00 AM on all days of the week (except Sunday).

### Smoking & Vaping

The City's Public Health Smoking Protection Bylaw prohibits individuals from smoking or vaping within seven and a half (7.5) metres of the perimeter of a customer service area (such as a patio), doors, openable windows, or air intakes.

## 5. Limit Construction to Permitted Hours

### When You Can & Can't Make Noise

Noise from construction work is regulated under the Noise Control Bylaw, and is permitted between:

- 7:30 AM to 7:00 PM on Mondays through to Fridays;
- 9:00 AM to 7:00 PM on Saturdays; and
- No work is permitted on Sundays and Statutory Holidays.

Property owners (or occupants) may conduct repairs, alterations, or construction activities on their own properties where they reside, on Sundays and statutory holidays, between the hours of 9:00 AM and 6:00 PM. Construction and renovation work that takes place wholly indoors is also exempt from this list, assuming that noise does not spill over to adjacent properties.

Builders need to be aware that there are other sources of noise indirectly related to construction that are regulated under the City's Noise Control Bylaw, such as amplified music, generators/pumps, or raised voices. Builders should ensure that workers under their supervision conduct themselves in manner that is respectful of their neighbours and public, and minimizes noise. No swearing please.

The City's Bylaw Enforcement Officers may issue tickets for noises or sounds that disturb the quiet, rest, enjoyment, comfort, or convenience of individuals or the public. Repeat offenders may have their sites considered to be "nuisance properties" and further bylaw enforcement action may be involved.

### Noise Extension Permits

From time to time, construction projects (particularly major projects involving concrete construction) may require construction activity to start earlier or end later on a typical workday. This may, for example, involve significant concrete pours that must be done 'all at once' to ensure structural integrity.

Given that this activity may involve construction noise after permitted hours, in these cases builders are required to obtain a **noise extension permit** from the City. Builders that request a noise extension permit must obtain approval for this permit from:

- the Director of Planning and Development Services (for Mondays through to Saturdays), or
- City Council (for Sundays and other statutory holidays).

Once a builder has obtained a noise extension permit, they are required to provide 24 hour advance notice of work to neighbours and follow any other noise-related requirements identified by the Director and/or Council. The noise extension permit must also be posted on the 'permitted work hours' sign at the construction site, in a manner that is a clearly visible and publically accessible.

It is also recommended that crane installations and removals be undertaken in a manner that protects worker/public safety and minimizes traffic disruptions, ie. through appropriate traffic management plans and using Saturdays when possible.

## 6. Don't Take Parking Away or Block Access

### Vehicle Parking & Loading

A key step builders can take to minimize construction impacts involves having their workers park their vehicles on private property and in a manner that does not take parking away from residents and businesses.

**No on-street parking spaces or City-owned parking spaces are to be used for construction worker parking, unless otherwise permitted by the City.**

Builders of major projects must identify off-street parking location(s) for their worker's private vehicles, as a part of their development and/or building permit application, for review and approval by City staff. This plan is a required component of the Construction Management Plan that builders of major projects are required to submit for review and approval by City staff (see Appendix A for details).

A worker or 'trades' parking plan may also be presented to Council as a part of a development application process. These plans are to clearly identify designated off-street parking areas (such as churches, commercial surface parking lots, etc.) and number of spaces, duration of use (including expected level of use during construction) and other information relevant to the proposed parking arrangement (such as potential transit use, carpooling and shuttling approaches).

In general any vehicle parking or loading related to construction must minimize parking and traffic flow disruptions, and not obstruct access to neighboring properties, boulevards, or driveways. Builders shall also follow the parking, loading and street-use provisions of their Highways Use Permit / Roads and Right of Way ('HUP/RRROW') permits, as outlined and approved by City staff.

### Maintaining Accessibility

The City must remain accessible to everyone, including during construction. To ensure that residents and visitors of all abilities can continue with their daily activities, public sidewalks and building entrances are to remain, as much as possible and feasible, fully accessible during construction. Any construction-related structures that secure construction sites and protect passers-by, as well as ramps and pathways, must be consistent with the design requirements outlined the BC Building Access Handbook (2007).

While the partial or full closure of sidewalks or building entrances are necessary from time to time to enable specific construction, access and/or loading activities, alternative accessible routes must be provided that they are well-signed and are located to minimize travel distance times. For construction activities that involve simultaneous road and sidewalk use, flag persons should also be employed to identify alternate accessible routes where necessary.

Transit stops must remain fully operational during the construction process. If closure or relocation of transit stops is necessary during construction, alternative locations must be provided to the City that is consistent with TransLink's Passenger Facility Design Guidelines (2011). Alternative locations must be well-signed and be in close proximity to the original transit stop site.

## **7. Minimize Traffic Disruptions**

### **Vehicular Traffic**

Although construction projects are expected to have some impacts on vehicular traffic, from time to time and on a temporary basis to accommodate loading and site access, builders are expected to minimize traffic disruptions as much as possible.

Major projects, given their size and associated traffic/loading volumes, must submit an application for a Highways Use Permit / Roads and Right of Way ('HUP/RRROW') permit, which includes a Traffic Management Plan) as a part of their Construction Management Plan package, for review and approval by Engineering and Municipal Operations Department staff. This Plan is to identify how traffic is to be routed to/from and around the construction site, and where signage is proposed to be located to identify traffic changes, detours, etc.

For more information on the required contents and layout of a HUP/Traffic Management Plan, please contact the Engineering and Municipal Operations Department.

### **Notify in Advance**

If traffic flow is proposed to be impacted by a specific construction activity, the builder must submit a Highways Use Permit / Roads and Right of Way ('HUP/RRROW') permit application and a traffic management plan to the Director of Engineering and Municipal Operations for review and approval.

This updated traffic management plan, complete with new directional signage and flag person locations and other information, is to be submitted no less than seven (7) business days in advance of the traffic flow change, to ensure early advertisement on the City's website. As part of the HUP/RRROW permit, the builder must send a notification letter to residents. The following notification periods are required:

- minimum 3 business days advance notice for work within the Town Centre area; or
- minimum 24 hours advance notice for all other areas.

### **Use Designated Truck Routes!**

The City has designated truck routes to minimize the impact of heavy transport and construction vehicles on residents and neighbourhoods. Builders and their contractors are expected to route heavy transport and construction vehicles or 'trucks' (ie. over 5,500 kg GVW) in a manner that these vehicles utilize designated truck routes, according to the City's Street and Traffic Bylaw. Truck routing variations requires authorization from Engineering and Municipal Operations.

## Any Questions?

If you have any questions regarding the Good Neighbour Construction Policy, or for finding the correct Department to contact at the City of White Rock, please see the following information below:

### *Planning Services*

Phone: 604-541-2136

E-mail: [planning@whiterockcity.ca](mailto:planning@whiterockcity.ca)

### *Bylaw Enforcement*

Phone: 604-541-2146

E-mail: [bylaw@whiterockcity.ca](mailto:bylaw@whiterockcity.ca)

### *Building Permits & Inspections*

Phone: 604-541-2149

E-mail: [building@whiterockcity.ca](mailto:building@whiterockcity.ca)

### *Engineering & Municipal Operations*

Phone: 604-541-2181

E-mail: [operations@whiterockcity.ca](mailto:operations@whiterockcity.ca)

### *Business Licensing*

Phone: 604-541-2139

E-mail: [licences@whiterockcity.ca](mailto:licences@whiterockcity.ca)

### *Parking Services*

Phone: 604-541-2100

E-mail: [finance@whiterockcity.ca](mailto:finance@whiterockcity.ca)

Questions about potential on-site hazards and Provincial hazard abatement requirements?

### *WorkSafe BC*

[www.worksafefbc.com](http://www.worksafefbc.com)

Prior to demolition or any excavation on a construction site, be certain to **'call before you dig'**:

### *BC 1 Call (Underground Utility Locators)*

Phone: 1-800-474-6886

### *Telecommunications (Shaw Cable)*

Phone: 604-280-6266

### *Telecommunications (Telus)*

Phone: Dial 611

### *Natural Gas (Fortis)*

Phone: 888-224-2710

### *Electricity (BC Hydro)*

Phone: 1-877-520-1355



## Appendix A: Construction Management Plan Requirements

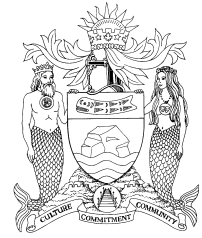
Builders of major projects, such as residential, commercial or mixed-use buildings that are 4 storeys & above, are required to submit and follow a Construction Management Plan.

These plans will be reviewed and approved by City staff in Planning and Development Services and Engineering and Municipal Operations, and submissions are to include the following details:

- developer/builder/contractor(s) contact information;
- project and construction information signage;
- permitted hours of works signage;
- emergency and first aid information;
- site plan showing fencing/hoarding/covered walkways, lighting plan and levels, vehicle access points, loading/staging areas, office and first aid room locations, crane location(s) and swing radius;
- designated off-street trades parking area(s), that are:
  - i. located on private property and not on City streets or City-owned public parking lots;
  - ii. large enough for the anticipated level of workers on-site and available for use by the builder for the duration of project construction; and
  - iii. visually identified as parking area for workers of specific project(s).
- street/sidewalk/street frontage use (identifying which areas/frontages are open or closed during construction, on a permanent and/or temporary basis);
- Traffic Management Plan; and
- other project-specific information as required by City staff.

***The City of White Rock may request that developers and builders update their construction management plans to respond to emerging/unforeseen issues and ensure their plans remain effective in minimizing construction impacts through the duration of project construction.***

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



**DATE:** November 4, 2019

**TO:** Governance and Legislation Committee

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

**SUBJECT:** Draft Renovation and Relocation Policy No. 516

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**RECOMMENDATIONS**

THAT the Governance and Legislation Committee:

1. Receive for information the corporate report dated November 4, 2019, from the Director of Planning and Development Services, titled “Draft Renovation and Relocation Policy No. 516”; and
  2. Recommend that Council endorse Draft Council Policy No. 516: Renovation and Relocation.
- 

**BACKGROUND**

This corporate report introduces a new policy related to minimizing the need for tenants to relocate during the renovation of their dwelling unit, following direction received from the Governance and Legislation (G&L) committee on June 24, 2019. On that date, G&L considered a range of approaches for mitigating the impact that renovations and repairs may have on renters, including a regulatory bylaw or a new Council Policy. G&L directed staff to pursue the new policy approach as identified in the corporate report, and to ensure that the policy would also apply to renters living in secondary suites.

The proposed new policy, attached to this corporate report as Appendix A, includes the key elements identified in the June 24, 2019 report, which is attached as Appendix B.

**PAST PRACTICE / POLICY / LEGISLATION**

At the April 8, 2019 Regular Council meeting, Council approved the following resolution:

THAT Council directs staff to bring forward a corporate report regarding “renoviction”, outlining the City’s current bylaws and policies in this area and reviewing the City of Port Coquitlam’s Bylaw No. 4116 ensuring the City of White Rock’s bylaws are protecting their residents from renovictions in the same or similar manner.

Council Resolution 2019-128

At the June 24, 2019 Governance and Legislation Committee meeting, the committee approved the following resolutions:

THAT the Governance and Legislation Committee:

1. Receives for information the corporate report dated June 24, 2019, from the Director of Planning and Development Services, titled “Renoviction and Potential Regulations”; and
2. Directs staff to pursue a new policy as outlined within the corporate report, including review of ways to address protection of those living in suites within single family dwellings.

G&L Resolution 2019-089

### **BUDGET IMPLICATIONS**

Administration of the proposed Renovation and Relocation Policy can be undertaken with existing staff resources, though it may take additional staff time in processing renovation Building Permits in order to liaise with the applicant and Residential Tenancy Branch. Applicants submitting Building Permit applications to renovate a dwelling unit will be required to declare if the dwelling unit is occupied by a tenant.

### **CONCLUSION**

This corporate report presents a proposed policy regarding ‘renoviction’ (or Renovation and Relocation), a term that is used to describe situations where renters have to move or relocate due to the renovation of their rental unit/building. This policy follows the direction of the Governance and Legislation Committee on June 24, 2019 and is being presented to the Governance and Legislation Committee, for discussion prior to Council considering endorsement of the policy.

Respectfully submitted,

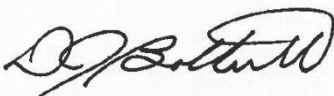


Carl Isaak, MCIP, RPP

Director of Planning and Development Services

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

I concur with the recommendations of this corporate report.



Dan Bottrill

Chief Administrative Officer

Appendix A: Draft Council Policy No. 516: Renovation and Relocation

Appendix B: Corporate Report dated June 24, 2019 and titled “Renoviction and Potential Regulations”

**APPENDIX A**

Draft Council Policy No. 516: Renovation and Relocation

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



**POLICY TITLE: CITY OF WHITE ROCK RENOVATION/RELOCATION POLICY**  
**POLICY NUMBER: PLANNING AND DEVELOPMENT SERVICES NO. 516**

<i>Date of Council Adoption: XXXX xx, 2019</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2019 - xxx</i>	
<i>Originating Department: Planning and Development Services</i>	<i>Date last reviewed by the Governance and Legislation Committee: November 4, 2019</i>

**Policy:**

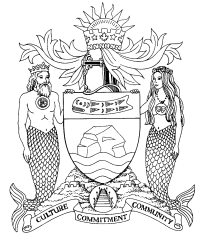
For Building Permit applications involving the renovation of rental units, including those in Multi-Family buildings and accessory secondary suites in Single Family buildings:

1. The Building Official to whom the Building Permit application for the proposed renovation or restoration has been assigned, will request that the Residential Tenancy Branch (RTB) reviews the scope of work and provides preliminary feedback as to the dwelling units being renovated are required to be vacant as per their regulations.
2. Upon review of the Building Permit application, staff will contact the owner/agent and work out a comprehensive plan for the renovation work to take place in segments or stages as per the provisions of the Building Bylaw in order to avoid the need for relocation or displace as few person as is required to complete the work proposed. The Building Official may split the application into several permits to achieve the objective of this policy.
3. Planning and Development Services staff shall ensure that the displacement of persons is in accordance with RTB regulations.

**Rationale:**

The purpose of the Renovation/Relocation Policy is to ensure that tenants in residential dwelling units are not displaced by a Landlord doing only minor renovations or improvements to a building or, where such renovations are large in scope, the impact on the tenants is kept to the bare minimum required to complete the necessary work.

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



**DATE:** June 24, 2019  
**TO:** Governance and Legislation Committee  
**FROM:** Carl Johannsen, Director of Planning and Development Services  
**SUBJECT:** Renoviction and Potential Regulations

---

**RECOMMENDATION**

THAT the Governance and Legislation Committee receive for information the corporate report dated June 24, 2019, from the Director of Planning and Development Services, titled “Renoviction and Potential Regulations”.

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**EXECUTIVE SUMMARY**

In April 2019 Council directed staff to bring forward a corporate report regarding renovictions and ensuring that the City’s bylaws are protecting residents from renovictions. The Council direction also referenced the City of Port Coquitlam’s renoviction regulations, which have been placed in Port Coquitlam’s business licencing bylaw (through Bylaw No. 4116, attached).

This corporate report presents potential regulations that aim to mitigate the impacts that renovations /repairs may have on renters, for consideration and feedback from the Governance and Legislation Committee. This report also describes potential legal and practical challenges that may arise if renoviction regulations are placed in a White Rock bylaw. These challenges include the relevant bylaw being potentially subject to legal challenge, and the creation of ‘unintended consequences’ that could impact tenants and/or result in end-of-life or un-safe buildings staying in their current state for lengthy periods of time.

It is also important to note that Port Coquitlam’s renoviction bylaw is currently being challenged in court by the owner of a rental building in Port Coquitlam. Based on this staff recommend that the adoption of a bylaw amendment, to add renoviction regulations to White Rock’s Business Licence Bylaw, not be considered by Council until the outcomes of this court case are known. An alternative approach could involve creating a new Council Policy regarding renoviction, that seeks to mitigate impacts on rental tenants.

**BACKGROUND**

At the April 8, 2019 Regular Council meeting, Council approved the following resolution:

THAT Council directs staff to bring forward a corporate report regarding “renoviction”, outlining the City’s current bylaws and policies in this area and reviewing the City of Port

Coquitlam's Bylaw No. 4116 ensuring the City of White Rock's bylaws are protecting their residents from renovictions in the same or similar manner.

Council Resolution 2019-128

This corporate report presents potential regulations regarding 'renoviction', a term that is used to describe situations where tenants in purpose-built rental buildings have to move or relocate due to the renovation/repair of their rental unit/building, and/or have to pay higher rents once the renovation or repair is complete. This report also summarizes recent updates to the Provincial *Residential Tenancy Act*, and the City's policies regarding new rental housing development, rental building redevelopment and mitigating impacts on the tenants of rental buildings that are proposed for redevelopment.

These potential regulations are being presented to the Governance and Legislation Committee, for consideration and feedback, prior to staff preparing an amendment to the City of White Rock Business Licence Bylaw, 1997, No. 1510, to add renoviction-related regulations to this Bylaw.

These potential regulations are also based on the City of Port Coquitlam's Bylaw No. 4116 (Appendix A), which includes regulations that aim to prevent renovictions. However, staff note these regulations are currently being challenged in court, by the owner of a purpose-built rental building in Port Coquitlam. Based on this, staff recommend that the adoption of a bylaw amendment regarding renovictions in the City of White Rock be not considered by Council until the outcomes of this court case are known. Staff will report back to Committee on the outcomes of this court decision and recommended steps forward.

## **PAST PRACTICE / POLICY / LEGISLATION**

### ***Provincial Residential Tenancy Act Updates***

In May 2018 the *Residential Tenancy Act* (RTA) was updated to strengthen rental tenant rights, and now includes the following regulations, among others:

1. landlords must give four months' notice to end tenancy for demolition, renovation or repair, or conversion, and tenants have 30 days to dispute the notice;
2. compensation is being increased to 12 months' rent if a landlord (or purchaser) ends a tenancy under Section 49 (landlord use) and they don't (within a reasonable period) take steps to accomplish the purpose for ending the tenancy or use the rental unit for that stated purpose for at least 6 months;
3. tenants have a right of first refusal to enter into a new tenancy agreement at a rent determined by the landlord if the landlord ends their tenancy to renovate or repair the rental unit;
4. a landlord must compensate a tenant 12 months' rent payable under the tenancy agreement if the tenant exercises a right of first refusal and the landlord does not give the tenant notice and a tenancy agreement to sign; and
5. if a landlord is ending a tenancy on behalf of a purchaser, the notice must contain the purchaser's name and address.

### ***Rental Housing-Related Policies in the Official Community Plan (OCP)***

The Land Use (Section 8) and Housing component (Section 11) of the OCP includes the following policies that support the renewal of the City's rental housing stock through the creation of new purpose built rental units, and support tenants affected by the redevelopment of existing purpose-built rental housing (paraphrased, see page 47-48 of the OCP for details):

- 8.2.3: allow a 40% increase in maximum FAR for new developments in the Town Centre Transition land use area, provided that at least half of the additional floorspace is composed of secured market rental units;
- 11.1.4: increase rental housing stock through considering secondary suites in duplexes/triplexes and two secondary suites in single-detached houses;
- 11.2.1.b: waive or reduce Community Amenity Contributions (CACs) for affordable rental and secured rental housing developments;
- 11.2.1.d: support rezonings for affordable rental housing developments up to 2.5 FAR and maximum six storeys on select properties (as identified in Figure 11, page 49 OCP);
- 11.2.1.e: support new secured rental housing on institutional properties, where feasible;
- 11.2.1.f: require a minimum one-to-one replacement of existing rental units when an existing rental building is proposed for redevelopment;
- 11.2.1.g: review parking, to determine if relaxations for rental units are supportable;
- 11.2.2: retain existing rental building stock in Urban Neighbourhood land use area south of Thrift Avenue, and support redevelopment with additional density; and
- 11.2.3: establish a tenant relocation policy to support those affected by redevelopment of existing rental housing. Plans for relocating tenants are the developer's responsibility.

#### **Council Policy 514: Tenant Relocation Policy**

Following OCP Policy 11.2.3, the Tenant Relocation Policy was adopted by Council in 2018 to mitigate the impacts resulting from the redevelopment of purpose-built rental apartments on current tenants. Due to situations that have occurred in other municipalities, some refer to the redevelopment of rental properties and the consequent displacement of existing tenants as 'demoviction'.

Noting this has not occurred in White Rock to date, and that the redevelopment of rental buildings will be required over the long term to renew the City's rental housing stock, it is nonetheless imperative that Council has a solid policy foundation that attempts to minimize displacement impacts on existing renters, and that redevelopment of existing rental buildings results in the same amount, or more (through OCP policy 11.2.1.f), rental units being added back into the City's rental unit inventory.

The Tenant Relocation Policy applies to all development applications involving the redevelopment of purpose-built rental housing in a building with three or more units, and requires developers and landlords to provide advanced notice and relocation/financial assistance to affected tenants beyond what is required by the Provincial RTA.

#### **DISCUSSION/ANALYSIS**

The City does not currently have policy or regulations for mitigating the impacts that rental building renovations or repairs may have on renters. Based on this, and following the April 8, 2019 Council resolution, staff have compiled a set of potential regulations (listed later in this report section) that aim to mitigate the impacts that renovations /repairs may have on renters.

If Council chooses to adopt new renoviction regulations by bylaw, they could be embedded in the City's Business Licence Bylaw 1997, No. 1510. The reasons for this include:

1. the Provincial *Community Charter* enables municipalities to issue licences to businesses, to allow them to operate within the City according to specific terms and conditions;
2. given that the City's Business Licence Bylaw requires that all property owners/landlords of apartment rental buildings obtain a business licence for their rental business, new renoviction regulations may be applied to purpose-built rental buildings within the City, through the terms and conditions of business licences issued to rental property owners/landlords; and
3. the City may, through seeking compliance with/enforcing the Business Licence Bylaw, be able to compel an owner/landlord to follow specific regulations that seek to protect renters in buildings (or parts thereof) that are subject to renovation(s).

While the intent of new renoviction regulations is to reduce the occurrence of tenants being evicted from affordable rental housing units for the purpose of increasing rents, they should not restrict repairs or renovations to rental units. This being said, the aim of these new regulations would be to require landlords to approach rental building repair and renovations in a more considerate manner.

These potential regulations, which are based on the City of Port Coquitlam's Bylaw No. 4116, should also include language that provides additional discretion for staff in responding to potential renoviction situations and life safety issues.

### ***Potential Renoviction Regulations***

With the above context in mind, the following points describe potential renoviction-based regulations, for Committee's consideration and feedback:

- a purpose-built rental building owner/landlord, who is planning to renovate or repair units in a way that requires the units to be vacant, is to obtain every permit or approval required by the City before it can deliver 'notice of termination of tenancy' to any tenant;
- owners/landlords are expected to provide copies of all permits and approvals from the City to tenants;
- owners/landlords are expected to consider tenant relocation options before renovations/repairs commence, including:
  - relocating the tenant to a unit of similar size within the building and at the same (or less) rent if the repairs or renovations require the unit to be vacant for a period of time. When the work is completed, within a reasonable time frame, the tenant is provided the opportunity to either stay in the new unit or return to the repaired or renovated unit; or
  - if there is no unit available within the building, the landlord is expected to make arrangements to temporarily accommodate the tenant elsewhere (in a comparable rental unit in another building) while the unit is being repaired or renovated. When the work is completed, within a reasonable time frame, the tenant should be able to return to the repaired/renovated unit; and



- landlords are to consider performing renovations or repairs as units in the building become vacant (ie. renters leaving on their own volition), if possible, before issuing notices of termination of tenancy.
- in relation to the options noted above, landlords should not increase rental rates for tenants moving back into their units, beyond what is permitted annually by the RTA;
- exemptions from these regulations should be contemplated as well. For example, potential regulations should give Council the ability to consider, if an owner is able to demonstrate to Council's satisfaction, that the building needs to be vacant in whole or part to ensure tenants' safety and health during a repair or renovation. This evaluation would require a report from a registered professional such as an architect or building inspector and may require staff review of such a report prior to a review and decision by Council. If a building requires units be vacated, Council may be able to set provisions pertaining to temporary relocation of tenants and rent increases in granting an exemption;
- in cases where landlords do not follow the above renoviction regulations, enforce penalties including refusal of the landlord's business licence renewals (or potential suspension of business licence) or applying a penalty fee to the business licence renewal; and
- these regulations may not apply to a building or units within a building that are damaged to the point of being unsafe through age, hazardous conditions (electrical failure, fire suppression deficiencies, widespread asbestos use, etc.) or disaster such as fire, flood, or structural failure. If the building is deemed unrepairable by a registered professional, such as an architect or building inspector, and is proposed for redevelopment, relevant OCP policies, Council Policy 514 (Tenant Relocation Policy) and RTA provisions apply. In this context, staff suggest that new Bylaw regulations include Council delegating some discretionary authority to staff (ie. Director-level) in determining if Bylaw exemptions (in certain circumstances) are warranted due to the condition of a rental building and the landlord's proposed approach.

### ***Challenges Regarding Renoviction Regulations***

While the potential regulations listed above could be a useful tool for the City in seeking to protect tenants from renoviction, there may be legal and practical challenges to implementing renoviction regulations, particularly by way of a City bylaw.

#### Legal Challenges

From a local government perspective, renoviction regulations similar to Port Coquitlam's, are intended to be distinct from the RTA which governs the relationship between a landlord and a tenant. However, it is possible that others see these potential regulations as conflicting with the RTA's jurisdiction and are thus unenforceable by a local government (or 'ultra vires'). If challenged, a court could find that the City does not have the authority to regulate a rental business to the extent contemplated in the above potential regulations, and/or that the regulations interfere with a landlord's property rights. A successful court challenge of these regulations could also result in the City paying damages to a landlord.

As noted earlier in this corporate report, the City of Port Coquitlam's renoviction regulations are currently being challenged in court. The challenging landlord wishes to renovate a 51 year old rental building, and is asking the court to set aside the applicable Bylaw because they view it as

being inconsistent with the RTA and that the City does not have the authority to implement the regulations. The City has responded by saying it is exercising its right to regulate businesses through the business licencing powers of the *Community Charter* and its own business licencing Bylaw. It also notable that the Residential Tenancy Branch declared the landlords' action of terminating the tenancy of all tenants in the building as invalid and having no effect, due to the landlord not providing sufficient evidence to support the need to evict all of the tenants at once in order to conduct the renovations.

Based on the above, and noting that there has been no decision in the Port Coquitlam court case, staff suggest that Council delay consideration of adding renoviction regulations to the Business Licence Bylaw until there is a judgement and additional information is available.

### Practical Challenges

New Bylaw regulations aiming to prevent or mitigate renovictions should not result in 'un-intended consequences'. An example of this could be where enforcement actions, such as not renewing a business licence for an existing rental building business, may directly impact tenants if they are required to vacate that building (due to not having a valid licence to operate). Other problems could involve situations where a landlord does not have vacant units in their building or another building to re-house affected tenants (ie. if affected tenants units need to be vacated), or business licence penalty fees are too low and become a 'part of doing business' for a landlord.

Renoviction-prevention regulations could also inadvertently result in end-of-life or un-safe buildings remaining in their current state or deteriorating over lengthy periods of time. In this context these buildings would be those, as defined by a registered professional (ie. a building inspector, architect), that cannot reasonably be brought up to Building and Fire Code standards through renovations and alterations.

Beyond threatening the health and safety of tenants, end-of-life or un-safe buildings also create unsightly property conditions, could involve extensive remediation of hazardous materials (asbestos) and be hard to insure or be un-insurable. In some cases it may be preferable to encourage the redevelopment of end-of-life or unsafe rental buildings and create new (and more), up-to-date rental housing units, provided there is a viable tenant relocation strategy in place.

### ***Potential Alternative Approach: New Council Policy***

Noting it is possible that the above potential regulations conflict with the RTA's jurisdiction and are thus unenforceable by a local government, an alternative approach could involve the creation of a new Council Policy (similar to the Tenant Relocation Policy) that provides specific direction to City staff regarding renoviction issues. This policy would focus on requiring City staff to make the Residential Tenancy Branch aware of renovations/repairs to rental buildings, and to work with landlords to approach renovations and repairs in a manner that considers potential impacts on tenants and enables renovations/repairs to be completed in a logical and time-sensitive manner.

Potential key elements of this Council Policy could include City staff:

- upon receiving a building permit application involving rental building renovation/repair, seeking to reasonably resolve/mitigate tenant relocation impacts with the landlord, including requesting landlords provide considerate tenant relocation plans and submit those to staff for review and comment, prior to issuance of building permit;
- working with landlords to develop phased renovation/repair approaches that limit the need to relocate all tenants at once, by way of phased permits that allow a portion of a rental

- building to be renovated/repared at one time (where rental units need to be vacated), while the remaining portion remains ‘as is’ (where units don’t need to be vacated); and
- notifying the Residential Tenancy Branch when a building permit application for a rental building renovation/repair is received, and requesting that the Branch provide their preliminary feedback on the proposed work (ie. if it requires some or all of the rental units to be vacated or not). Staff will also seek feedback from the Branch regarding compliance with the RTA, prior to issuing a building permit for the renovation/repair.

### **BUDGET IMPLICATIONS**

Administration of the potential renoviction regulations in this corporate can be undertaken with existing staff resources. Should Council proceed now with adding renoviction regulations to the City’s Business Licence Bylaw, without knowledge of the outcomes of a current court case involving a challenge to the validity of similar regulations in Port Coquitlam, it is possible that the City’s regulations may be challenged in court and result in damages being paid by the City.

### **CONCLUSION**

This corporate report presents potential regulations regarding ‘renoviction’, a term that is used to describe situations where tenants in purpose-built rental buildings have to move or relocate due to the renovation of their rental unit/building, and/or have to pay higher rents once the renovation is complete. These potential regulations are being presented to the Governance and Legislation Committee, for discussion and feedback to staff, prior to preparing an amendment to the City of White Rock Business Licence Bylaw, 1997, No. 1510. Alternatively, Council could choose to place renoviction regulations into a new Council Policy, similar to the Tenant Relocation Policy.

While these potential regulations aim to mitigate the impacts that rental building renovations may have on renters, there are legal and practical challenges outlined in this corporate report that should be carefully considered in developing any new renovation-related regulations.

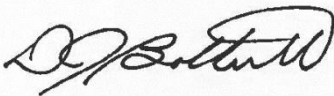
Respectfully submitted,



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

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

This corporate report is provided for Committee’s information.



Dan Bottrill  
Chief Administrative Officer

Appendix A: City of Port Coquitlam Business Amendment Bylaw, 2019, Bylaw No. 4116

CITY OF PORT COQUITLAM  
BUSINESS AMENDMENT BYLAW, 2019  
Bylaw No. 4116

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The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. CITATION

This Bylaw is cited as “Business Bylaw, 2010, No. 3725, Amendment Bylaw, 2019, No. 4116.

2. ADMINISTRATION

Business Bylaw, 2010, No. 3725 is amended as follows:

2.1 By adding the following definition to Section 2. Definitions:

“*Residential Tenancy Act*” means Chapter 78 of the Statutes of British Columbia 2002 and any successor legislation dealing with the relationship between residential landlords and their tenants.

2.2 Adding the following as Section 42. SUITE RENTAL BUSINESSES:

42.1 No owner of a **Suite Rental Business** in an apartment building shall deliver to any tenant a notice of termination of the tenant’s tenancy of a suite in the apartment building in order to renovate or repair the suite, or having delivered such a notice prior to the adoption of this Bylaw, require the tenant to vacate their suite pursuant to the notice, unless the owner has obtained every building permit, plumbing permit, development permit or heritage alteration permit required by any City bylaw and any other permit or approval required to authorize the renovation or repair, and has either:

- (a) entered into a new tenancy agreement with the tenant in respect of a comparable suite in the same building, on the same terms, including rent, as the tenancy agreement pertaining to the suite being renovated or repaired, or terms that are more favourable to the tenant, and provided a copy of the agreement to the Licence Inspector, or
- (b) made other arrangements in writing for the tenant’s temporary accommodation during the course of the renovation or repair, and for their return to their original suite following completion of the renovation or repair, with no increase in rent other than any additional rent increase allowed under Part 3 of the *Residential*

*Tenancy Act*, and provided to the Licence Inspector satisfactory documentation of the arrangements including evidence of the tenant's consent to the arrangement.

- 42.2 For the purposes of Section 42.1,
- (a) a suite is comparable to a suite that is being renovated or repaired if it has the same or a greater number of bedrooms and complies with the maintenance standards in Section 32 of the *Residential Tenancy Act*, and the rent for the suite is equal to or less than the rent for the suite that is being renovated or repaired; and
  - (b) the new tenancy agreement may either transfer the tenant's tenancy permanently to the other suite or entitle the tenant to occupy the other suite temporarily during the course of the renovation or repair and return to their original suite following completion of the renovation or repair with no rent increase other than any "additional rent increase" approved under Part 3 of the *Residential Tenancy Act*.
- 42.3 An owner who is subject to Section 42.1 may apply to the Council for:
- (a) an exemption from that section in respect of the owner's building, on the grounds that the owner's renovation or repair plans cannot be safely implemented unless the building is vacated, or
  - (b) an exemption from that section in respect of a portion of the owner's building, on the grounds that the owner's renovation or repair cannot be safely implemented unless that portion of the building is vacated and there are insufficient vacant suites in the building to which the owner could relocate tenants.
- 42.4 An application under Section 42.3 must be accompanied by the written opinion of a suitably qualified person that, after due consideration of all practical alternative approaches to the work, the safe implementation of the owner's renovation or repair plans requires that the owner's building be vacated or that a portion of the owner's building be vacated.
- 42.5 The Council may require an owner who has made an application under Section 42.3 to pay the City's cost in obtaining a second opinion from a suitably qualified person on whether the safe implementation of the owner's plans requires that the owner's building or portion of the owner's building be vacated.
- 42.6 The Council may, in approving an exemption, impose conditions pertaining to the relocation of tenants, including conditions relating to the accommodation of tenants during and following the renovation or repair and the rent that may be charged for the suites following the completion of the work.

- 42.7 Section 42.1 does not apply to any suite in a building that has been determined by an architect, engineer or building code consultant or any governmental authority having jurisdiction, including the local assistant to the fire commissioner, to have been damaged by natural disaster, fire, water, smoke, insect infestation or structural failure to the point that it is unsafe for any person to occupy the building, if the determination is made in writing and a copy has been delivered to a Licence Inspector before any notice of termination of a tenant's tenancy is delivered to any tenant in the building.
- 42.8 The Licence Inspector may require an owner of a suite rental business to provide, prior to obtaining a business licence or business licence renewal under this Bylaw, a statutory declaration that states the rent payable in respect of any suite prior to and following renovation or repair work for which the owner required a tenant to vacate their suite and, if the rent was increased, a copy of the director's approval of the rent increase under Part 3 of the *Residential Tenancy Act*.
- 42.9 The Licence Inspector may issue or renew a business licence under this bylaw to an owner who has applied for an additional rent increase related to renovation or repair under Part 3 of the *Residential Tenancy Act* if the director has not yet decided the rent increase application, if in doing so the Inspector indicates on the licence that a surcharge may become payable under Section 42.10 if the additional rent increase is not allowed, but the rent for the suite in question exceeds the rent that is allowed without the increase.
- 42.10 The Licence Inspector may levy a monthly business licence surcharge on any owner who increases rent contrary to this Bylaw, in the amount that is the difference between the rent permitted by this Bylaw and the rent that the owner's tenant is paying in respect of the suite that has been renovated or repaired, and may refuse to renew the business licence of any owner who, being subject to such a surcharge, has not paid the surcharge by the date on which the licence renewal is required.
- 42.11 For certainty, Sections 42.1 to 42.10 apply in respect of the renovation or repair of any suite in an apartment building regardless of whether a building permit authorizing the renovation or repair had been applied for or issued prior to the date of adoption of Business Amendment Bylaw No. 4116, 2019, and regardless of whether a notice to terminate a tenancy had been delivered prior to that date.
- 42.12 In Sections 42.1 to 42.11, "owner" means the owner of any apartment building who operates a **Suite Rental Business** in the building and includes the person who holds a Licence under this Bylaw to carry on that business."

2.3 Sections 42 - 46 are renumbered accordingly.

READ A FIRST TIME this day of , 2019

READ A SECOND TIME this day of , 2019

READ A THIRD TIME this day of , 2019

ADOPTED this day of , 2019

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

DRAFT

## Engineering Policies - Summary of Updates

Policy #	Policy Name	Updates
600	Roads/Road Allowance	Added encroachment agreement, specified concrete driveways are not permitted on unfinished roads
603	Inspections and Maintenance of Sidewalk, Curbs and Roadways	Revised and eliminate 614, 615, 616
604	Ditch Eliminations	updated #2 to 100%
606	Banners Over City Street	no change
613	Sweeping and Cleaning	no change
614	Roads Inspection Maintenance	superceded by new 603
615	Sidewalks Inspection and Maintenance	superceded by new 603
616	Curbs Inspection and Maintenance	superceded by new 603
617	Parking Lot Inspection and Maintenance	no change
618	Centre Lines, Lane Lines, Crosswalks and Stop Bars - Inspection and Maintenance	no change
619	Street Lights	no change
620	Traffic Control Signage and Signals	removed "annually" and "look for"
621	Equipment - Maintenance	no change
622	Polychlorinated Biphenyls (PCB's)	no change
623	Insects and Pest Infestation - Private Lands	no change
624	Asbestos Inspections/Abatement - Inspection and Maintenance	no change
625	Chemical and Hazardous Materials	no change
626	Bridges - Inspection and Maintenance	no change
627	Public Open Spaces Inspection and Maintenance	changed to 5 days
628	Snow and Ice Control	added bc ambulance and coast mountain bus
629	Retaining Wall Systems	no change
630	Facilities Inspection and Maintenance	no change
631	Facilities Lighting	no change
633	Storm Drainage System	multiple changes
632	Sanitary Sewers	change to sanitary sewer systems, every 2 years, multiple changes
634	White Rock Pier	no change
635	Beach Access - Inspection and Maintenance	Minor text update
636	Sports Fields	Minor text update
637	Sports Courts	Minor text update
638	Playgrounds and Equipment	Minor text update
639	Public Recreational Pathways	Minor text update
640	Insect and Pest Control - City Lands	updated insurance to \$5M
641	Excess & Extended Services (Latecomers)	updated time periods
642	Dedication/Donation Program	no change



THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
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**POLICY TITLE:            ROADS INSPECTION MAINTENANCE**

**POLICY NUMBER:    OPERATIONS / ENG. - 614**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-214	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

**Policy:**

1. It is recognized that due to financial resources and budgetary constraints that daily or monthly inspection of all roads is not possible. The City will conduct the following inspection and maintenance program:
  - Major patch repairs will be conducted as per Road Program Budget
  - Every two years visually inspect road surfaces for potholes, shoulders, manholes, drainage, excessive vegetation, erosion, sloughing etc.
  - A list of deficiencies requiring mitigation will be compiled and provided to the Director of Engineering & Municipal Operations for review, planning and budgeting.
  - Every two years conduct grading of gravel surfaces.
  - Pot hole repair will be carried out by request or as per Program Budget.
  - Pavement overlays will be conducted as per Program Budget
  
2. Within three (3) working days of Notification by the public or City staff of a roadway deficiency or hazardous condition, a City employee will inspect, take photographs and assess the situation. The Manager, Municipal Operations or designate will be notified of the condition and repairs initiated or scheduled within the annual budget program.
  
3. For unsafe conditions repairs of the road will be carried out as soon as staff and equipment are readily available, or as soon as practicable.
  - Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fills. City staff will visit the site, as required, to ensure the temporary precautions remain in place until the repairs are completed.
  - Time permitting; they will also inspect the site for other potential hazards during these visits.
  - It is recognized that, where cost effective to do so, repairs may also be carried out to the roadway sections which do not meet the requirements of this policy.

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Roads Inspection/Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.

THE CORPORATION OF THE  
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**POLICY TITLE:            SIDEWALKS INSPECTION AND MAINTENANCE**

**POLICY NUMBER:        OPERATIONS / ENG. - 615**

<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: Engineering and Municipal Operations</i>	<i>Date last reviewed by the Governance and Legislation Committee: May 25, 2015</i>

**Policy:**

It is recognized that due to financial resources and budgetary constraints daily or monthly inspections of all sidewalks is not possible. The City will rely upon reports of observed defects by members of the public and City Staff and **shall** introduce a policy of systematic and regular inspections of sidewalks on a two (2) year cycle.

For the sidewalks in the demarked area the inspector will check for the following conditions:

- Look for signs of damage, lifting or holes that may cause injury to pedestrians.
- Look for signs of root growth with hazardous consequences.
- The sidewalk will be evaluated for differences in elevation and alignment.
- The size of the defect or damage will be noted and repairs initiated if there is a difference in elevation of 25 mm or a gap greater than 40 mm.
- If the unsafe condition cannot be promptly repaired or removed, the area will be barricaded, marked and/or properly signed to warn users of its presence.

Within three (3) working days of Notification by the public or City staff that a hazardous condition exists, a City employee will inspect, take photographs and assess the situation. The Manager, Municipal Operations or his designate will be notified of the condition.

Repair of the sidewalk will be carried out as soon as funds, staff and equipment are readily available, or as soon as practicable

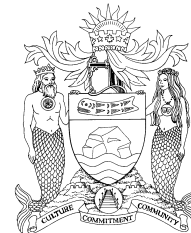
- Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs, temporary fills and/or high visibility paint. City staff will visit the site as required, to ensure the temporary precautions remain in place until the repairs are completed.
- Time permitting; they will also inspect the sidewalk for other potential hazards during these visits.
- It is recognized that, where cost effective to do so, repairs may also be carried out to the

sidewalk sections, which do not meet the requirements of this policy.

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Sidewalk Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.

THE CORPORATION OF THE  
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**POLICY TITLE: CURBS INSPECTION AND MAINTENANCE**

**POLICY NUMBER: OPERATIONS / ENG. - 616**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-214	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

**Policy:**

Due to financial resources and budgetary constraints daily or monthly inspections of all Curbs is not possible. Every two years the curbs within the area bounded by Bergstrom Road; North Bluff Avenue; Stayte Street and Marine Drive, will be inspected. The City will not inspect the rest of the curbs throughout the City and will rely upon reports of observed hazardous conditions by members of the public or City staff.

For the demarked area the inspector will check for the following conditions every two years:

- Look for signs of damage, lifting or holes that may cause injury to pedestrians.
- Look for signs of root growth with hazardous consequences.
- The curb will be evaluated for differences in elevation and alignment.
- The size of the defect or damage will be noted and repairs initiated if there is a difference in elevation of twenty five (25) mm or a gap greater than 40 mm.
- If the unsafe condition cannot be promptly repaired or removed, the area will be barricaded, marked and/or properly signed to warn users of its presence.

The City staff will respond to a complaint within three (3) calendar days. If the unsafe condition cannot be promptly repaired or removed, the area will be barricaded, marked and/or properly signed to warn users of its presence.

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Curbs Inspections/Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



**POLICY TITLE: INSPECTIONS AND MAINTENANCE OF  
 SIDEWALK, CURBS AND ROADWAYS**

**POLICY NUMBER: OPERATIONS / ENG. - 603**

<i>Date of Council Adoption:</i> September 11, 2000	<i>Date of Last Amendment:</i> April 29, 2013
<i>Council Resolution Number:</i> 2013-134	
<i>Originating Department:</i> Engineering and Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 15, 2013

**Policy:**

It is recognized that due to financial resources and budgetary constraints, daily or monthly inspections of all sidewalks, curbs, and roadways are not possible. The City will rely upon reports of observed defects by members of the public and City Staff. The City will conduct the following inspection and maintenance program:

**A.** That for financial planning purposes, City Staff will inspect all sidewalks, curbs, and roadways within the City boundaries to determine areas requiring repair and/or replacement once every two (2) years.

**B.** All City employees are advised that they should:

"On an ongoing basis, observe the condition of sidewalks and roads in the City and advise City Operations of any material defects so that repairs can be carried out within sixty (60) days."

**C.** The City will conduct the following inspection and maintenance program:

For roadways, the inspector will check for the following conditions:

- Every two years visually inspect road surfaces for potholes, shoulders, manholes, drainage, excessive vegetation, erosion, sloughing etc.
- A list of deficiencies requiring mitigation will be compiled and provided to the Director of Engineering & Municipal Operations for review, planning and budgeting.
- Every two years conduct grading of gravel surfaces.
- Pot hole repair will be carried out by request or as per Paving Program Budget.
- Pavement overlays will be conducted as per Paving Program Budget

For curbs and sidewalks, the inspector will check for the following conditions:

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- Look for signs of damage, lifting or holes that may cause injury to pedestrians.
- Look for signs of root growth with hazardous consequences.
- The sidewalk will be evaluated for differences in elevation and alignment.
- The size of the defect or damage will be noted and repairs initiated if there is a difference in elevation of 25 mm or a gap greater than 40 mm.
- If the unsafe condition cannot be promptly repaired or removed, the area will be barricaded, marked and/or properly signed to warn users of its presence.

**D.** When a defect is noted for sidewalks, the condition should be marked for public notice within forty-eight (48) hours.

**E.** That members of the public be encouraged to immediately report any observed defects in sidewalks and roadways in the City to City Hall or City Operations.

**RATIONALE:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Sidewalk, Curb and Roadway Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.

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THE CORPORATION OF THE  
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**POLICY TITLE:        DITCH ELIMINATION**  
**POLICY NUMBER: OPERATIONS / ENG. - 604**

<i>Date of Council Adoption:</i> September 11, 2000	<i>Date of Last Amendment:</i> September 14, 2015
<i>Council Resolution Number:</i> 2013-134, 2015-309	
<i>Originating Department:</i> Engineering and Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 27, 2015

**Policy:**

- 1) The City will participate in the cost of eliminating a ditch only when the City has taken the initiative.
- 2) The City will contribute 100% of the cost of eliminating the ditch along the entire frontage of properties whose owners request the elimination of the ditch, with the provision that no City contribution be made toward the construction of driveway approaches whatsoever, whether in existence or not.
- 3) City staff are authorized to undertake ditch elimination projects solely at the expense of the City, with funding from the Operating Budget where the cost of maintaining the ditch over a ten year period exceeds the cost of eliminating the ditch.

**Rationale:**

Establish criteria and guidelines to ensure consideration of ditch elimination is consistently implemented..



THE CORPORATION OF THE  
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**POLICY TITLE: BANNERS OVER CITY STREETS**

**POLICY NUMBER: OPERATIONS / ENG. - 606**

<i>Date of Council Adoption:</i> September 11, 2000	<i>Date of Last Amendment:</i> April 29, 2013
<i>Council Resolution Number:</i> 2013-134	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 15, 2013

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**Policy:**

All applications for installation of overhead banners across roadways, which are open to vehicular traffic, be referred to the Director of Engineering and Operations for review on an individual basis.

See attached Provincial Regulations.



**POLICY TITLE:            SWEEPING AND CLEANING**

**POLICY NUMBER:        OPERATIONS / ENG. – 613**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-214	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

**Policy:**

It is recognized that daily sweeping or cleaning of all streets and sidewalks is not possible; the following action will be undertaken

**COMMERCIAL CORE STREETS (see attached map)**

- Streets in the area designated as the “Commercial Core” should be swept annually, except where snowfall/ice or other weather may have created a hazard.

**RESIDENTIAL AREA STREETS (see attached map)**

- Streets in the area designated as “Residential Area” should be swept annually, except where snowfall/ice or other weather may have created a hazard.

**ALL OTHER STREETS INCLUDING CONSTRUCTION SITES**

Upon Request

- All other streets and construction areas will be swept upon request except where melting of snow/ice or weather or sanding may have created a hazard.

On Demand

- Cleaning may be done on demand or as required by unusual circumstances, parades or weather conditions.

**SIDEWALKS**

- It is recognized that due to financial resources and budgetary constraints that cleaning of sidewalks is not possible. Cleaning may be done as required by unusual circumstances, parades or weather conditions.

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Sweeping and Cleaning is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.

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



**POLICY TITLE:            PARKING LOT INSPECTION AND MAINTENANCE**

**POLICY NUMBER:        OPERATIONS / ENG. - 617**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-214	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

**Policy:**

It is recognized that due to financial resources and budgetary constraints that daily or monthly inspection of all City parking lots is not possible. The City will rely upon reports of deficiencies by members of the public, or City staff in conjunction with a two year inspection noted below.

The following checks are conducted annually:

- Check for rocks, lifting, potholes, cracking, sinking or other irregular conditions that may cause injury to pedestrians or vehicular hazard.
- Look for frost boils (during season).
- Check for settled utility cuts.
- Look for edge rut.
- Check for settled utility covers, drains, sewer covers etc.
- Check for excessive litter debris, spills, abandoned cars, tires or hazardous waste that may present a pedestrian or vehicle hazard.
- Note the location of downed or damaged signs.
- Look for trees, branches or shrubs that block stop signs, signal lights or pedestrian crossings and the nature of vegetation that may block public access or view.
- Check the condition of guardrails, and no-post barriers.
- Look at conditions in general, note any hazard and what additional safety features may be added to reduce the possibility of injury or property damage.
- Look for signs of root growth with hazardous consequences.
- Check for continuity of elevation between parking areas and adjoining sidewalks and/or pathway accesses.

Within three (3) working day of Notification by the public or City staff of a deficiency a City employee will inspect, take photographs and assess the situation. The Manager, Municipal Operations or his designate will be notified of the condition.

Repair of the parking lot will be carried out as soon as staff and equipment are available, or as soon as practicable.

- Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and / or temporary fills. City staff will visit the site, as required, ensuring the temporary precautions remain in place until the repairs are completed.
- Time permitting; they will also inspect the site for other potential hazards during these visits.
- It is recognized that, where cost effective to do so, repairs may also be carried out to the roadway sections which do not meet the requirements of this policy.

### **Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Parking Lot Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



**POLICY TITLE: CENTRE LINES, LANE LINES, CROSSWALKS AND STOP BARS – INSPECTION AND MAINTENANCE**

**POLICY NUMBER: OPERATIONS / ENG. - 618**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-214	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

**Policy:**

That for annual budget preparations purposes, the Manager, Municipal Operations or designee(s) will plan to inspect centre lines, lane lines, crosswalks and stop bars every two years. A list of all lines requiring repainting will be compiled and provided to the Operations Manager for review, planning and budgeting.

Provided the budget and resources are available the following maintenance will be conducted:

- Stop bars repainted as needed.
- Center lines and lane lines are repainted as needed.
- Cross walk lines are repainted as needed.

Within three (3) working days of Notification by the public or City staff of a hazardous condition, a City employee will inspect, take photographs and assess the situation. The Director of Engineering or his designate will be notified of the condition and will take mitigating action. Weather permitting the mitigating action, will be carried out as soon as staff and equipment are readily available, or as soon as practicable.

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of Centre Lines, Lane Lines, Crosswalks and Stop Bars inspections / maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.

THE CORPORATION OF THE  
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**POLICY TITLE:            STREET LIGHTS**

**POLICY NUMBER:    OPERATIONS / ENG. - 619**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-214	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

**Policy:**

It is recognized that due to budgetary and resource constraints daily or monthly inspection of street lighting is not possible. The City has implemented a policy of systematic and regular inspections of City owned street lighting. City owned lights will be monitored throughout the year and repaired upon notification / complaint, inspected once (1) per year. The members of the public are also encouraged to report any observed defects.

Within five (5) calendar days of Notification by the public or City staff that the hazardous condition with respect to owned Street Lighting, a City employee will inspect, take photographs and assess the situation. The Director of Engineering and Municipal Operations or designate will be notified, deficiencies recorded, remedial action prioritized and repairs scheduled.

Repair of owned street lighting will be carried out as soon as staff or contractors and equipment are readily available, or as soon as practicable. Non-owned street lighting **will not** be maintained or repaired by the City.

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of Street Lighting Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care



**POLICY TITLE:            TRAFFIC CONTROL SIGNAGE AND SIGNALS**

**POLICY NUMBER:        OPERATIONS / ENG. - 620**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-214	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

**Policy:**

**Traffic Control Signals**

City owned traffic lights shall be repaired upon complaint, inspected annually by City Staff and annually by a Certified Contractor. City staff inspects for proper operation and perform minor maintenance. Deficiencies noted at the time of inspection are recorded and remedial action prioritized and scheduled.

Repair of owned traffic control signals will be carried out as soon as staff and equipment are readily available, or as soon as practicable. Cost shared traffic lights are maintained by the City of Surrey and the City of White Rock specifically **shall not** introduce a policy of systematic and regular inspections of Cost Shared traffic signals.

**Traffic Control Signage**

City staff will report on obstruction of signs caused by trees, branches or shrubs and report their findings to the Director of Engineering or his designate. Deficiencies noted at the time of inspection are recorded and remedial action prioritized and scheduled. Inspected every two (2) years, or by complaint.

If public complaints are received, they will be documented and within five (5) calendar days the complaint investigated, including the taking of photographs (dated) of the current situation. If changes or repairs are required, the changes will be approved by the Director of Engineering or his designate; remedial action shall be prioritized and carried out as soon as practicable. If complaints are received they will be documented and scheduled within the available budget.

**Rationale:**



The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Traffic Control Signage & Signals program of Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.

THE CORPORATION OF THE  
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**POLICY TITLE:            EQUIPMENT – MAINTENANCE**

**POLICY NUMBER:        OPERATIONS / ENG. - 621**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-214	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

**Policy:**

The City realizes that the proper maintenance of equipment is necessary not only to reduce waste and unnecessary replacement, but the City's liability resulting from failure to maintain adequately. Therefore, after considering financial resources and budget constraints, it is City policy that equipment preventative maintenance checks will be conducted annually or at Ministry approved intervals. Adequate records of the checks as well as records of any maintenance performed will be kept for the six (6) years or disposal of the equipment. The following minimum standards will apply:

- Licensed Vehicles
  - I. Every vehicle shall have a vehicle file. The file shall be completed as soon as the vehicle has been put into use for the life of the vehicle. The file shall be the depository of all details of maintenance, together with warranty, license and major component changes, e.g., engine, transmission, drive line, etc. The vehicle file to be retained for one year after the vehicle is disposed of.
  - II. Preventive maintenance will be completed annually or at appropriate intervals as established by generally accepted standards. Repairs arising from a preventive maintenance inspection shall be recorded on a Maintenance Record Form.
  - III. Each driver of Air Brake Equipped Vehicles shall conduct a pre-trip inspection. The pre-trip inspection report will be kept in the vehicle file.
  - IV. If any vehicle problems are encountered by the driver / operator he / she will complete a vehicle complaint form to notify the Shop Foreman of the issue. The Shop Foreman will assess the problem and assign a priority for repair.
  - V. Vehicles requiring Ministry Approval are to be inspected by Ministry approved third party inspection facility.
    - I. Equipment Other Than Licensed Vehicles.

The conservation of equipment is the direct responsibility of all employees. Therefore, it is municipal policy that preventative maintenance be conducted on Equipment Other Than Licensed Vehicles annually. Adequate records of the checks as well as any maintenance

performed will be kept for six (6) years or disposal of the equipment to facilitate preparation of defence in the event of litigation.

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Equipment Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



**POLICY TITLE:            POLYCHLORINATED BIPHENYLS (PCB's)**

**POLICY NUMBER:    OPERATIONS / ENG. - 622**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-214	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

**Policy:**

Polychlorinated biphenyls are known to be a hazard to humans and the environment. However due to budgetary and resource constraints the City will not conduct a facilities audit for PCB's. The City will rely upon reports of observed identification of PCB hazards by members of the public or City staff and will respond within three (3) working days to reduce or eliminate the hazard associated with PCB's. The City is committed to the orderly elimination of PCB's once identified and has adopted the following.

- An inventory will be kept of all existing equipment owned or used which is known to contain PCBs, such as transformers, capacitors, and hydraulic systems.
- The area or equipment containing PCBs will be clearly identified and labelled to warn of the danger.
- Identified areas will be kept free of the storage of combustible materials and in no event be closer than ten (10) metres to any combustible material.
- If the threat of spreading fumes through any air conditioning system or ventilation system exists, either remove the product or material to a location where spreading through ducts is eliminated, or if that is not possible install an automatic and manual shut off system that would close ducts and prevent fume spread in the event of an emergency.
- If the possibility of contamination through drainage exists, eliminate by removal to an alternate site where the risk is lower.
- In the event of an incident involving PCB's the Municipal Emergency Program procedures will be followed.

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Polychlorinated biphenyls Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.

THE CORPORATION OF THE  
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**POLICY TITLE: INSECTS AND PEST INFESTATION – PRIVATE LANDS**

**POLICY NUMBER: OPERATIONS / ENG. - 623**

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2015-244</i>	
<i>Originating Department: Engineering and Municipal Operations</i>	<i>Date last reviewed by the Governance and Legislation Committee: May 25, 2015</i>

**Policy:**

The City recognizes the possible dangers to human health associated with insect and pest infestation on private lands. Insect and pest infestation control on private lands is the responsibility of the property owner(s). The City will take no action in this regard.

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of Insect and Pest Infestation Control on Private Lands is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



**POLICY TITLE:            ASBESTOS INSPECTIONS / ABATEMENT**  
**- INSPECTION AND MAINTENANCE**

**POLICY NUMBER:    OPERATIONS / ENG. - 624**

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2015-244</i>	
<i>Originating Department: Engineering and Municipal Operations</i>	<i>Date last reviewed by the Governance and Legislation Committee: May 25, 2015</i>

**Policy:**

The City recognizes the possible dangers to human health associated with asbestos however due to budgetary and resource constraints the City **will not** conduct a facilities audit for asbestos. The City will rely upon reports of observed identification of asbestos hazards by members of the public and City Staff and will respond to notification within three (3) working days. The asbestos hazard will be evaluated and preparations made, to accomplish the orderly elimination of the asbestos hazard as soon as practicable or when budgeted resources are available.

- Due to budgetary and resource constraints decommissioned asbestos piping will be left in the ground. We have asbestos removal procedure, remove pipe and dispose of in special bin (bagging and taping prior to putting in bin).
- The Public Works Foreman or designate will ensure that the handling, removal and disposal of asbestos materials, where required, is in compliance with Work Safe BC.

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of asbestos inspections is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



**POLICY TITLE:            CHEMICAL AND HAZARDOUS MATERIALS**

**POLICY NUMBER:       OPERATIONS / ENG. - 625**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

**Policy:**

To protect City employees and the public, the storage and use of chemicals/hazardous materials will be guided by the following procedures:

1. Handling of chemicals and materials called “hazardous materials” will be by trained City employees unless unusual circumstances require that contractors be used.
2. When contractors are used they must be certified applicators and hold a current licence. They must also provide a minimum of \$2,000,000.00 liability insurance including coverage for pollution, clean up costs, contamination or other acts of negligence. The City of White Rock shall be added as an Additional Insured.
3. The following minimum precaution will be taken with respect to storage:
  - Storage of chemicals should be kept to minimum quantities.
  - Storage should be in a well-secured separate storage building with adequate ventilation. Control switches must be located outside the storage area.
  - Chemicals must be stored away from heat, moisture or freezing. Use original containers with clearly legible labels only. Under no circumstances should chemicals be removed from the original manufacturer’s container. If the label is not clear, do not accept from supplier. Always leave sufficient room between the chemicals to prevent interaction.
  - Storage room should be locked always when not in use. Use should be restricted to those individuals who have been trained and certified to use pesticides. Data sheets in accordance with WHMIS will be kept and be clearly visible.
  - The store room will have a first aid kit.
  - Those engaged in the use of chemicals will use protective clothing at all times when using chemicals.
  - The handling and transportation of chemicals shall be in compliance with Provincial Transportation of Dangerous Goods Programs.

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Chemical / Hazardous Material Storage and Handling is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.





**POLICY TITLE:            BRIDGES – INSPECTION AND MAINTENANCE**

**POLICY NUMBER:    OPERATIONS / ENG. - 626**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

**Policy:**

Bridge Inspection and Maintenance Policy

The City is committed to the repair, replacement and maintenance of bridges however due to limited financial resources and budgetary constraints, regular scheduled inspections of Bridges will not be conducted. The City will however respond to notification a hazardous situation.

Within three (3) working days of notification by the public or City staff that a hazardous condition may exist, a City employee will inspect, take photographs and assess the situation. The Director of Engineering and Municipal Operations or their designate will be notified of the condition.

If required, repair of the bridge will be carried out as soon as staff and equipment are readily available, or as soon as practicable.

- Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and / or temporary fills. City staff will visit the site, as required, ensuring the temporary precautions remain in place until the repairs are completed.
- Time permitting; they will also inspect the site for other potential hazards during these visits.
- It is recognized that, where cost effective to do so, repairs may also be carried out to the bridge sections which do not meet the requirements of this policy.

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of bridge inspections is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



**POLICY TITLE:            RETAINING WALL SYSTEMS**

**POLICY NUMBER:    OPERATIONS / ENG. - 629**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

**Policy:**

**Policy for City Owned or Controlled Retaining Wall Systems**

Due to limited financial resources and budgetary constraints, regular scheduled inspections and maintenance of City Owned or Controlled Retaining Wall Systems will not be conducted however the City will respond upon request or complaint for retaining wall repair.

Within five (5) working day of Notification by the public or City staff that a hazardous condition may exist, a City employee will inspect, take photographs and assess the situation. The Director, Engineering and Municipal Operations or his designate will be notified of the condition.

If required, repair of the retaining wall system will be carried out as soon as staff and equipment are readily available, or as soon as practicable.

- Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fills.
- City staff will visit the site, as required, ensuring the temporary precautions remain in place until the repairs are completed.
- Time permitting; they will also inspect the site for other potential hazards during these visits.
- It is recognized that, where cost effective to do so, repairs may also be carried out to the retaining wall sections which do not meet the requirements of this policy.

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s program of City owned Retaining Wall System Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



**POLICY TITLE:            FACILITIES INSPECTION AND MAINTENANCE**

**POLICY NUMBER:    OPERATIONS / ENG. - 630**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

**Policy:**

1. Use of the facility for private functions and / or commercial and /or not for profit operations are at the direction and responsibility of the Facility Manager. Facility Users will be required to provide a minimum \$2,000,000 General Liability Certificate of Insurance naming the City as an Additional Insured.
2. It is recognized that due to budgetary and resource constraints daily visual inspections and maintenance of the Facilities will be performed by Staff, including Contract Staff and / or a Cleaning Contractor.
3. The City will perform a visual inspection of the facility to ensure that mechanical, electrical, structural, plumbing and facility maintenance has been performed. Exterior and interior inspections shall include entry stairs, railings, sidewalks, windows, carpet, tiles ceiling tiles and roof. The results of the audit shall be recorded on a facility assessment form. The City also relies upon the public and user groups for notification of hazardous situations and or defects. Within five (5) working days of notification by the public or staff of a hazardous condition staff will assess the situation, and take photographs. The Director of Engineering and Municipal Operations or designate will be notified as soon as practical.
  - Repair of deficiencies will be carried out as soon as staff and equipment are available, or as soon as practical
  - Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fixes.
  - Staff will visit the site, as required, to ensure the temporary precautions remain in place until the repairs are completed.
  - Repair of the hazard will be carried out as scheduled.
  - It is recognized that, where cost effective to do so, repairs may also be carried out to other portions of the Facility.

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Facilities Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



**POLICY TITLE:            FACILITIES LIGHTING**

**POLICY NUMBER:        OPERATIONS / ENG. - 631**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

**Policy:**

1. Facility lighting systems shall be monitored throughout the year by staff and inspected when the facility building assessment inspection is scheduled and evaluated after the third year from re-lamping completion. Deficiencies or mitigating maintenance shall be prioritized and performed as soon as practicable.
2. Re-lamping shall consist of replacing all fluorescent tubes, ballasts as required, incandescent bulbs and cleaning of fixtures.
3. Due to budget constraints the City will not study lighting levels of facilities.
4. The City also relies upon the public and user groups for notification of hazardous situations and or defects. Within three (3) days of notification by the public or staff of a hazardous condition staff will assess the situation, and take photographs. The Manager, Municipal Operations or designate will be notified as soon as practical.
  - Repair of deficiencies will be carried out as soon as staff and equipment are available, or as soon as practical.
  - Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fixes.
  - Staff will visit the site, as required, to ensure the temporary precautions remain in place until the repairs are completed.
  - Repair of the hazard will be carried out as scheduled.
  - It is recognized that, where cost effective to do so, repairs may also be carried out to other portions of the Facility.

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of Facilities Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



**POLICY TITLE:            WHITE ROCK PIER**

**POLICY NUMBER:    OPERATIONS / ENG. - 634**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

**Policy:**

It is recognized that due to budgetary and resource constraints daily or weekly inspections of the White Rock Pier and east and west dock is not possible. The following system of maintenance and / or inspections will be conducted:

**Annual inspection**

Inspection will be conducted annually with emphasis on the following:

- Condition of wharf decking
- Condition of rails and rub rails
- Condition of ramps
- Condition of signage for wharf usage
- Lighting
- Non potable water
- Electrical visual inspection for signs of corrosion

**Five (5) Year Inspections**

Inspections will be conducted every five (5) years in conjunction with a firm specializing in Piers/Wharfs. The inspection will include but not be limited to:

- Condition of pilings
- Condition of anchor lines
- Condition of floats, above and below water surface repair

Within one (1) working day of notification by the public or staff of a hazard, a City Employee will inspect, take photographs and assess the situation. The Director of Engineering and Municipal Operations or his designate will be notified as soon as practical.

Minor maintenance or repairs to the Pier / Wharf will be carried out within five (5) working days of notification; major repairs requiring specialized skills will be repaired as soon as practicable.

- Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fills.
- Staff will visit the site, as required, to ensure the temporary precautions remain in place until the repairs are completed.

### **Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Pier & Dock inspection / maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.

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**POLICY TITLE: ROADS/ROAD ALLOWANCE**

**POLICY NUMBER: OPERATIONS/ENG. - 600**

<i>Date of Council Adoption:</i> September 11, 2000	<i>Date of Last Amendment:</i> April 29, 2013
<i>Council Resolution Number:</i> 2013-134	
<i>Originating Department:</i> Engineering and Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 15, 2013

**Policy:**

- 1) ~~For unfinished roads (roads without curb, gutter and sidewalks), c~~Concrete driveways on boulevards are prohibited.
- 2) ~~No e~~Encroachment ~~by or~~ improvements on the ~~Road allowance~~ ~~Right of Way will be allowed without the express~~ are not permitted. If a geotechnical engineer determines that retaining wall is necessary to support the City's highway, protect trees or support a neighbouring property's driveway, ~~prior approval of~~ the City Engineer may permit the installation of a retaining wall through a ~~Boulevard Improvement~~ Road and Right of Way Use Permit ~~and an encroachment agreement.~~
- 3) No more than one driveway per household shall be permitted without the express prior approval of the City Engineer and at the cost of the property owner.

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**Rationale:**

Driveways have been allowed to proliferate, often for the accommodation of illegal secondary suites. Without the sanction of the City Engineer this should not be permitted.





**POLICY TITLE: PUBLIC OPEN SPACES INSPECTION AND MAINTENANCE**

**POLICY NUMBER: OPERATIONS / ENG. - 627**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

**Policy:**

It is recognized that due to budgetary and resource constraints daily or monthly inspection of all Public Open Spaces is not possible. The City will rely upon reports of observed defects by members of the Public and or City Staff and specifically **shall not** introduce a policy of systematic and regular inspections of public open spaces.

- For purposes of this policy, public open spaces is defined as property owned, managed or maintained by the City, or privately owned property for which written or statutory agreement exists allowing City access for specified purposes, e.g. maintenance, and includes:
  - Boulevard including forested and planted grass within road allowance.
  - Boulevard buffer including the portion of the boulevard retained in natural state between roadway and adjacent private property.
  - Statutory Right of Way.

1. Within ~~five (5) working days of notification by the public or City staff of a hazardous condition, a City employee will inspect, take photographs and assess the situation. The Manager, Municipal Operations or his designate will be notified of the findings.~~
2. Repair of the public open space will be carried out as soon as staff and equipment are readily available, or as soon as practicable.
  - Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fills.
  - City staff will visit the site, as required, to ensure the temporary precautions remain in place until the repairs are completed.
  - Time permitting; they will also inspect the site for other potential hazards during

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these visits.

- Repair of the space will be carried out as scheduled.
- It is recognized that, where cost effective to do so, repairs may also be carried out to the space sections which do not meet the requirements of this policy.

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of Public Open Spaces Inspection / Maintenance Program is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.

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**POLICY TITLE:            SNOW AND ICE CONTROL**

**POLICY NUMBER:       OPERATIONS / ENG. - 628**

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2015-244</i>	
<i>Originating Department: Engineering and Municipal Operations</i>	<i>Date last reviewed by the Governance and Legislation Committee: May 25, 2015</i>

**Policy:**

The City’s system of snow and ice control is reasonable in light of all circumstances including budgetary limits, available personnel and equipment.

City officials and staff will attempt to do everything within their means to reduce possible snow and ice hazards. On an ongoing random basis they will monitor weather forecasts by Environment Canada and observe the snow and ice condition of City’s roads and parking lots. The Manger of Municipal Operations or his designate is to be notified so that an appropriate corrective action is carried out.

Snow and Ice Control will be initiated when five (5) centimeters of snow accumulates or upon verification of poor street conditions as determined by the Manager of Municipal Operations, or upon verification of poor or hazardous street conditions by the RCMP, BC Ambulance, Coast Mountain Bus Company, and White Rock Fire Department.

Sand and / or de-icing materials will be applied in the proportions considered appropriate for the particular road and weather conditions prevailing at the time and those forecasted to occur.

Members of the public are to be encouraged to immediately report any observed hazardous condition due to bad weather. The City will respond as soon as practicable and determine the necessary corrective action.

**Rationale:**

The City of White Rock Snow and Ice Control policy sets out requirements and guidelines of how and when road conditions will be addressed.



**POLICY TITLE:** SANITARY SEWERS

**POLICY NUMBER:** OPERATIONS / ENG. - 632

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

**Policy:**

The City is committed to the repair, replacement and maintenance of Sanitary Sewer Infrastructure (manholes and castings). Due to limited financial resources and budgetary constraints, regular scheduled inspections and maintenance of the Sanitary Sewer Infrastructure will be conducted every two (2) years.

Sanitary sewers under the control of the City will be cleaned as needed.

Sanitary sewer main flushing, rodding and video inspection will be conducted once every five (5) years (1/5 of the system per year).

The City staff will respond to a complaint within five (5) working days for regular complaints of hazardous situations as soon as practicable. If the unsafe condition cannot be promptly repaired or removed, the area will be barricaded, marked and / or properly signed to warn users of its presence.

**Sewer Blockage Responsibility**

Clearing sewer blockages within the Main Lines is the responsibility of the City of White Rock.

Costs for clearing any blockages within the service line are the responsibility of the property owner.

If the blockage is such that an excavation is required to clear the problem, the owner will be responsible for hiring and paying for the necessary equipment to dig on private property to resolve the problem. If the blockage requires excavation on City property, the City will excavate

**Deleted:** The City is committed to the repair, replacement and maintenance of sanitary sewers and the repair or replacement of sections that have been damaged or have become inadequate. Due to limited financial resources and budgetary constraints, the City **will not** implement a regular system of inspection. Repairs are upon complaint and maintenance is limited to the following:

- <#>Flushing and rodding as needed¶
- <#>Flushing every six months for problem areas¶
- <#>Video inspection as needed¶
- <#>Manhole adjustment as required¶

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or hire a contractor to resolve the problem. The City has the right to determine the responsibility for the costs based on the origin of the problem including material costs. Resident must provide video proof that blockage is on City property, and where on City property. The City of White Rock will be responsible for sewer main repair costs only.

**Upon Complaint**

The City staff will respond to a complaint within one (1) working day for regular complaints of hazardous situations and within four (4) hours for complaint of flooding. If the unsafe condition cannot be promptly repaired or removed, the area will be barricaded, marked and/or properly signed to warn users of its presence.

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of Sanitary Sewers, Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.

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**POLICY TITLE:        STORM DRAINAGE SYSTEM**

**POLICY NUMBER:    OPERATIONS / ENGINEERING - 633**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

**Policy:**

The City is committed to the repair, replacement and maintenance of Storm Drainage Infrastructure (Ditches, Dikes, Culverts, ~~Catch Basin and Creeks~~). Due to limited financial resources and budgetary constraints, regular scheduled inspections and maintenance of the Storm Drainage Infrastructure will be conducted every two (2) years.

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Storm Drainage Infrastructure under the control of the City will be cleaned as needed.

Storm Sewer System flushing, rodding, ~~and~~ CCTV program will be conducted once every five (5) years (1/5 of the system per year). Catch basins will be cleaned every two (2) years.

The City staff will respond to a complaint within five (5) working days for regular complaints of hazardous situations as soon as practicable a. If the unsafe condition cannot be promptly repaired or removed, the area will be barricaded, marked and / or properly signed to warn users of its presence.

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s program is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



**POLICY TITLE: BEACH ACCESS – INSPECTION AND MAINTENANCE**

**POLICY NUMBER: OPERATIONS / ENG. - 635**

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2015-244</i>	
<i>Originating Department: Engineering and Municipal Operations</i>	<i>Date last reviewed by the Governance and Legislation Committee: May 25, 2015</i>

**Policy:**

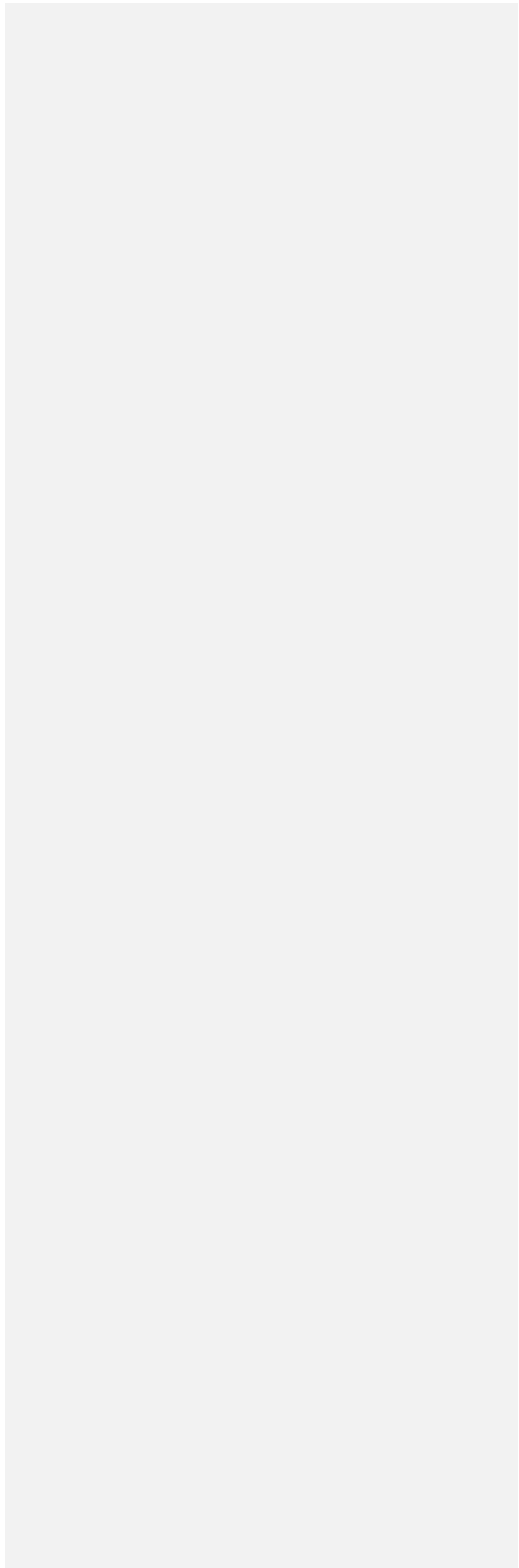
It is recognized that due to budgetary and resource constraints daily or monthly inspection of all Beach Access is not possible. The City will rely upon reports of observed defects by members of the Public and or City Staff and specifically **shall not** introduce a policy of systematic and regular inspections of wilderness trails.

1. Within five (5) working days of Notification by the public or City Staff that the condition may cause injury to a person, staff will inspect, take photographs and assess the situation. The Manager, Park Operations or designate will be notified as soon as practicable.
2. Repair of beach access will be carried out as soon as staff and equipment are readily available, or as soon as practicable.
  - Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fills.
  - Staff will visit the site, as required, to ensure the temporary precautions remain in place until the repairs are completed.
  - Time permitting; they will also inspect the site for other potential hazards during these visits.
  - Repair of the space will be carried out as scheduled.
  - It is recognized that, where cost effective to do so, repairs may also be carried out to other portions of the beach access, following environmental permitting requirements by the Ministry of Environment.

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**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s Beach Access Policy of Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.







**POLICY TITLE:        SPORTS FIELDS**

**POLICY NUMBER:    OPERATIONS / ENG. - 636**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

**Policy:**

It is recognized that due to budgetary and resource constraints daily inspection of all Sports Fields and Bleachers is not possible. Annually prior to sanctioned sports seasons, the Parks Manager and President of each league will inspect all bleachers, fields, fences, benches and surrounding area. Prior to each season, the President of each league will be advised of their responsibility and the responsibility of the referees / umpires and coaches to ensure that the fields and equipment including but not limited to fencing, players' benches, bases, late, etc. are hazard-free prior to each game. In addition, the Parks Manager will inspect not only the field, bleachers and fences but any other areas of concern such as Parking lot, Picnic Area. The inspection will be documented and the Director of Engineering and Municipal Operations notified of any hazards.

The City also relies upon the public and user groups for notification of hazardous situations and or defects.

1. Within three (3) working days of Notification by the public or staff of a hazardous condition staff will assess the situation, and take photographs. The Director of Engineering and Municipal Operations will be notified as soon as practical.
2. Repair of deficiencies will be carried out as soon as staff and equipment are available, or as soon as practical.
  - Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fills.
  - Staff will visit the site, as required, to ensure the temporary precautions remain in place until the repairs are completed.
  - Time permitting; they will also inspect the fields and bleachers for other potential hazards

Deleted: Operations

Deleted: Operations

during these visits.

- Repair of the hazard will be carried out as scheduled.
- It is recognized that, where cost effective to do so, repairs may also be carried out to other portions of the fields and bleachers.

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of Sports Fields Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.

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



**POLICY TITLE:        SPORT COURTS**

**POLICY NUMBER:    OPERATIONS / ENG. - 637**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

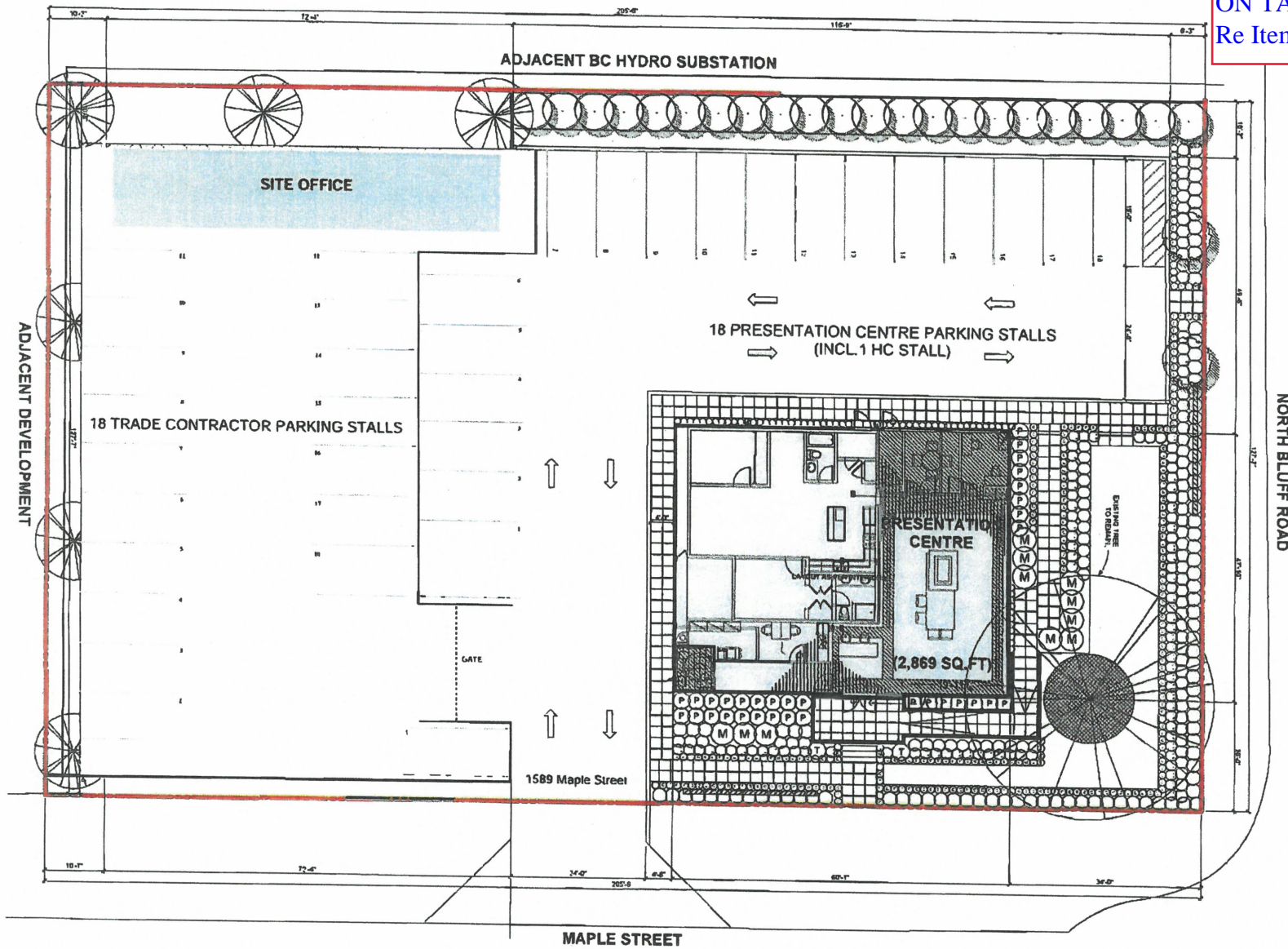
**Policy:**

1. It is recognized that due to budgetary and resource constraints daily or weekly inspection of all Sport Courts is not possible. The City has put in place the following system of inspections every four (4) months checks / maintenance. The noted visual reviews/maintenance do not conform to CSA/CSA – Z614-98 and will consist of general clean up, checking for tripping hazards and gate and fencing integrity. Results will be recorded.
2. Within three (3) working days of Notification by the public or City Staff of a hazardous condition, staff will inspect, take photographs and assess the situation. The Manager, Parks or his designate will be notified as soon as practicable.
3. If necessary, repair of sports courts will be carried out as soon as staff and equipment are readily available, or as soon as practicable
  - Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fills.
  - Staff will visit the site, as required, to ensure the temporary precautions remain in place until the repairs are completed.
  - Time permitting; they will also inspect the site for other potential hazards during these visits.
  - Repair of the sports courts will be carried out as scheduled or as soon as practicable.

**Deleted:** Municipal Operations

**Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of Sports Courts Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



ALTUS - Employee Parking Plan 1589 Maple Street, White Rock

# Fantom: Construction Parking & Street Use



**Developer:**  
Forge Projects 2 Inc.

**Prime Builder/Contractor:**  
Forge Properties Inc.  
(778-294-2920); [www.forge.ca](http://www.forge.ca)

**Construction (Trades) Parking:**

- Centennial Arena Parking Lot
- Underground Parkade (Once Complete)

*On Street Parking NOT Permitted for Construction Crews.*

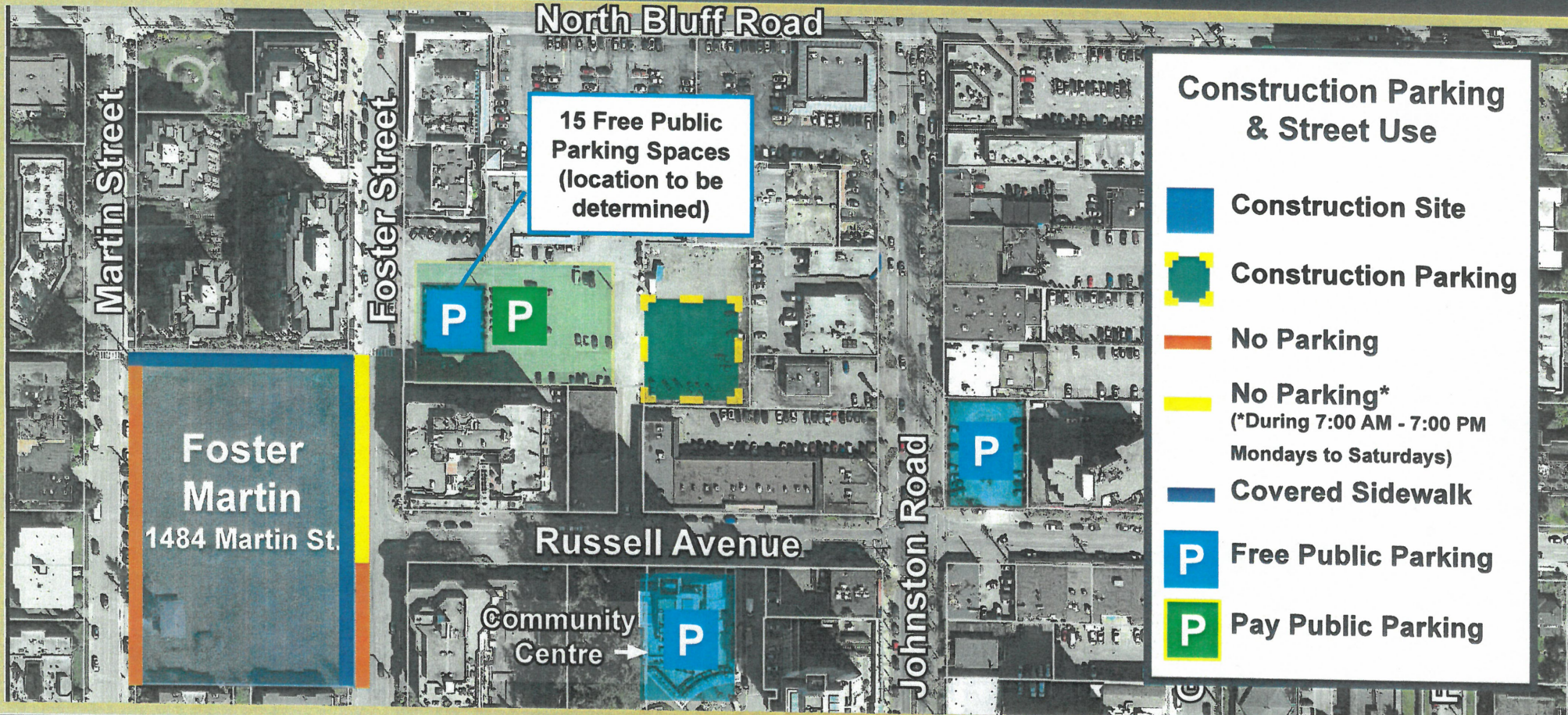
**On-Street Use (Staging, No Parking):**  
Ongoing: Thrift Ave. (North)

**Construction Completion Schedule:**  
Underground Parkade: Late 2019  
High-rise Portion: Late 2020

**Construction Management Plan:**  
[Click here to find out more!](#)



# Foster Martin: Construction Parking & Street Use



**Developer:**

Landmark Premiere Properties Ltd.

**Prime Builder/Contractor:**

Urban One Builders (604.873.5100)  
[urbanonebuilders.com](http://urbanonebuilders.com)

**Construction (Trades) Parking:**

Central Plaza fenced lot. *No On-Street Parking Permitted for Construction Crews.*

**Street Use:**

No Parking on Martin St. (east), Foster St. (west), south of Russell Ave.  
 No Parking during 7:00 AM to 7:00 PM Monday to Saturday on Foster (north of Russell Ave)

**Construction Completion Schedule:**

Underground Parkade: Late 2019  
 High-rise Portion: Mid 2021

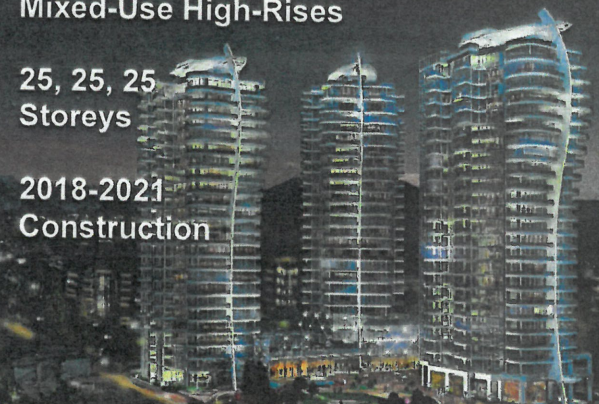
**Construction Management Plan:**

Click [here](#) to access.

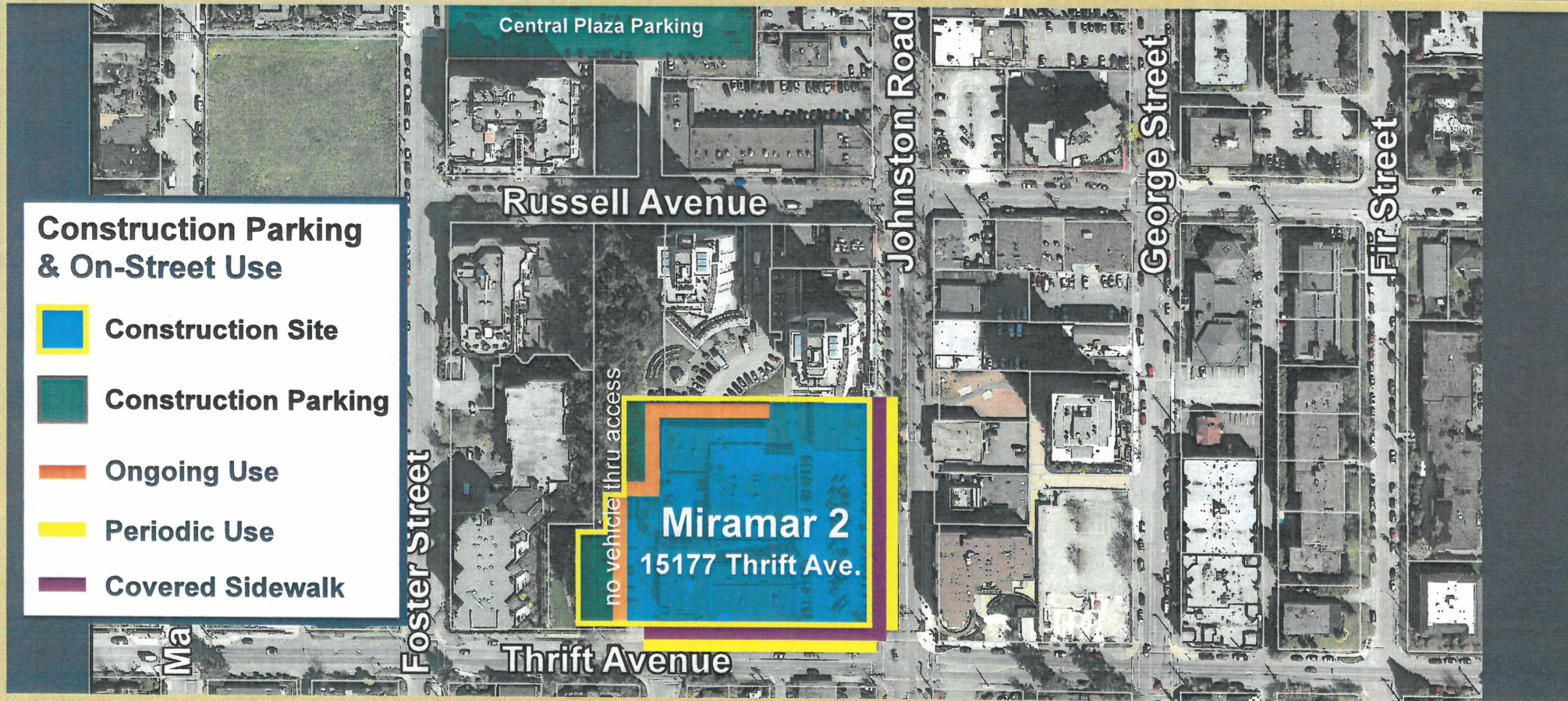
**Mixed-Use High-Rises**

25, 25, 25 Storeys

2018-2021 Construction



# Miramar 2: Construction Parking & Street Use



**Developer:**  
Bosa Properties

**Prime Builder/Contractor:**  
Axiom Builders (604.433.5711)  
[axiombuilders.com](http://axiombuilders.com)

**Construction (Trades) Parking:**  
Bryant Park lot, Central Plaza (south) lots. *No On-Street Parking Permitted for Construction Crews.*

**On-Street Use (Staging, No Parking):**  
Covered, but open sidewalk ('hoarding') & Periodic Use (concrete pours): Johnston Rd. (west side), Thrift Ave. (north side)

**Construction Completion Schedule:**  
Underground Parkade: Early 2019  
High-rise Portion: Mid-2020

**Construction Management Plan:**  
Access via Link on Info Portal Webpage

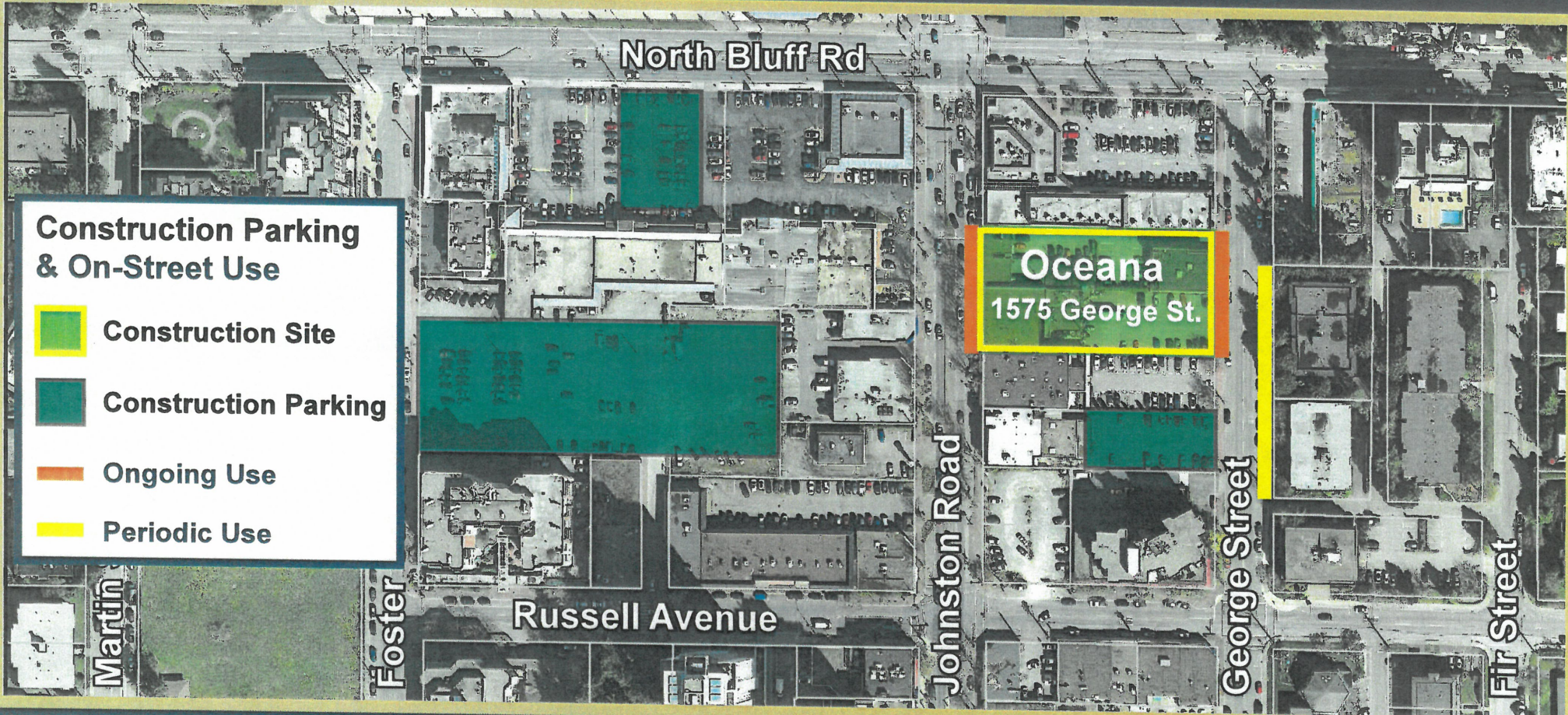
**Mixed-Use High-Rises**

15 & 16 Storeys

2018-2020  
Construction



# Oceana PARC: Construction Parking & Street Use



**Developer:**  
PARC Retirement Living

**Prime Builder/Contractor:**  
Ventana Construction (604.291.9000)  
[VentanaConstruction.com](http://VentanaConstruction.com)

**Construction (Trades) Parking:**  
Coast Capital Theatre and Central Plaza Lots. *No On-Street Parking Permitted for Construction Crews.*

**On-Street Use (Staging, No Parking):**  
Ongoing: Johnston Rd. (east), George St. (west)  
Periodic Use: George St. (east)

**Construction Completion Schedule:**  
Underground Parkade: Early 2018  
High-rise Portion: Mid-2019

**Construction Management Plan:**  
Access by link on Info Portal Webpage



Johnston Rd. View



# Semiah: Construction Parking & Street Use



## Construction Parking & On-Street Use

- Construction Site
- Construction Parking
- Ongoing Use
- Periodic Use
- Covered Sidewalk

**Developer:**  
Marcon Developments Ltd.

**Prime Builder/Contractor:**  
Marcon Construction Ltd. (604.530.5646)  
[marcon.ca](http://marcon.ca)

**Construction (Trades) Parking:**  
St. Johns Church (1480 George Street);  
Saltaire underground parkade. *No On-Street  
Parking Permitted for Construction Crews.*

**On-Street Use (Staging, No Parking):**  
Covered sidewalk ('hoarding') & ongoing  
use: George St. (west); covered sidewalk &  
periodic use: Thrift Ave. (north)

**Construction Completion Schedule:**  
Underground Parkade: Early 2019  
High-rise Portion: Mid 2020

**Construction Management Plan:**  
Access via Link on Info Portal Webpage

High-Rise  
Apartment

14 Storeys

2018-2020  
Construction

