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



October 16, 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 **October 21, 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 October 21, 2019 as circulated.

3. **ADOPTION OF MINUTES**

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

Page 4
Page 10

RECOMMENDATION

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

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

4. **COMMUNITY AMENITY CONTRIBUTIONS**

Page 15

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

RECOMMENDATION

THAT the Governance and Legislation Committee receive for information the corporate report dated October 21, 2019 from the Director of Financial Services, titled “Community Amenity Contributions”.

***Note:** Discussion in regard to the upcoming Community Forum on this topic is required including format.*

5. **AMENDMENTS TO THE ANIMAL CONTROL AND LICENSING BYLAW AND THE PARKS REGULATION BYLAW** **Page 27**
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”.

RECOMMENDATION

THAT Council receive 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.”

6. **USE OF DECIBEL LEVELS IN THE NOISE CONTROL BYLAW** **Page 36**
Corporate report dated October 21, 2019 from the Director of Planning and Development Services titled “Use of Decibel levels in the Noise Control Bylaw”.

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.”

7. **WATERFRONT PARKADE: WAYFINDING SIGNAGE ON MARINE DRIVE**
Councillor Trevelyan requested the topic of improving wayfinding signage on Marine Drive to the Waterfront Parkade be placed on the agenda for discussion and consideration of a corporate report.

RECOMMENDATION

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

8. **COUNCIL POLICY NO. 317 – MUNICIPAL PROPERTY TAX EXEMPTIONS** **Page 40**
Corporate report dated October 21, 2019 from the Director of Financial Services titled “Council Policy No. 317 – Municipal Property Tax Exemptions”.

RECOMMENDATIONS

THAT the Governance and Legislation Committee:

1. 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;” and
2. Review the applicant financial statement requirements noted in Council Policy No. 317 and consider if it wishes to recommend any amendments to Council.

9. CITY POLICY REVIEW

As part of the ongoing City Policy review, the following policies have been reviewed by staff and the proposed updates (shown with proposed tracked changes) are presented for Council's consideration. These policies are presented for discussion / consideration.

- a) Council Policy 164 – Terms of Reference: Housing Advisory Committee **Page 47**
- b) Administration Policy 214 – City Cell Phone Usage **Page 52**
- c) Recreation & Culture Policy 704 – Beer & Wine Garden/Public Function Liquor Licences **Page 54**
- d) Recreation & Culture Policy 705 – Museum & Archives **Page 56**
- e) Recreation & Culture Policy 706 – Pier – Special Events **Page 57**
- f) Recreation & Culture Policy 707 – Facility Fee Waiver Policy **Page 58**
- g) Recreation & Culture Policy 709 – Arena Facility Inspection and Maintenance **Page 60**
- h) Recreation & Culture Policy 710 – Special Events Policy **Page 62**

10. COUNCIL REMUNERATION AND EXPENSES - POLICY - 106 **Page 66**

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.

Note: *This may be a section that Council may wish to consider / discuss*

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

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

ABSENT: Councillor Manning

GUEST: Don Lidstone, Lidstone & Company (City Solicitor)

STAFF: D. Bottrill, Chief Administrative Officer
T. Arthur, Director of Corporate Administration
S. Lam, Deputy Corporate Officer
D. Johnstone, Committee Clerk

Press: 0
Public: 2

CALL MEETING TO ORDER

The meeting was called to order at 4:35 p.m.

2. ADOPTION OF AGENDA

2019-G/L-121

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopts the agenda for the September 16 & 17, 2019 meetings as circulated.

CARRIED

3. COUNCIL ORIENTATION WITH THE CITY SOLICITOR – DON LIDSTONE

Mr. Lidstone gave a PowerPoint presentation with the following topics to be noted during the sessions:

- Introduction to Council Authority
- Relationship with Other Governments and First Nation
- Personal Liability for Council Members
- Public Hearing and Show Cause Hearing
- Conflict of Interest and Gifts
- Respectful Workplace/Harassment/Bullying
- Confidentiality and Privacy
- Legal Role of Council Members Versus Roles of Mayor and Staff
- Financial Disclosures

- Municipalities are not an order of government, they are a creature of the province governed by the *Community Charter, Local Government Act*, + over 100 statutes
- Council only act in a “meeting”
Is there a quorum? Is there discussion regarding an item that will be decided in the future? Was there discussion and debate on the matter? Did it move the matter along the decision making process? If any of the questions can be answered yes then it is possible that any decision made in regard to the matter could be ruled invalid, if not discussed / decided upon at a “meeting”
- Question: What is the penalty, if something is discussed not in a meeting? The public can go to the Ombudsperson for a complaint, or to the Inspector of Municipalities or go to court. This could depend on the item; again it could render the decision made on the matter as invalid.
- Question: Local Government elections can the City adopt a bylaw that would make the candidates divulge their campaign contributors/funds two (2) weeks prior to election? No, this is a provincial decision; Council does not have the authority to do that.
- Question: Enforcement of dogs on the beach, does the City have jurisdiction on this? The beach is Crown Land; any city bylaw regarding the beach has no legal impact because it is Crown Land.
- Question: Can a member of Council get a legal opinion from Mr. Lidstone? The Mayor as the CEO (in accordance with the *Community Charter*) may obtain a legal opinion. If this is done the Mayor is responsible to communicate the information as soon as possible to all of Council.
Council may get a legal opinion by an adopted resolution (majority Council vote).
- Question: What is a legal opinion? A legal opinion is analysis by a lawyer who notes case law and legislation that applies to the issue and includes a conclusion and recommendation at the end of the opinion.
- Question: Are Council governed by the City’s Respectful Workplace Policy? Yes it is binding on all Council members.

The meeting was adjourned at 6:55 p.m. until as noted in the Agenda 4:30 p.m. September 17, 2019 to the City Hall Council Chambers.

Meeting reconvened at 4:33 p.m. September 17, 2019 in the City Hall in the Council Chambers with the following in attendance:

- Mayor Walker
- Councillor Fathers
- Councillor Johanson
- Councillor Kristjanson
- Councillor Trevelyan

Note: Councillors Chesney and Manning were absent from this session

The following staff were in attendance:

- D. Bottrill, Chief Administrative Officer
- T. Arthur, Director of Corporate Administration
- S. Lam, Deputy Corporate Officer

- D. Johnstone, Committee Clerk

Mr. Lidstone continued with the PowerPoint from the September 16th meeting. It was noted that the land items within the PowerPoint would be addressed at a future Governance and Legislation Committee meeting with Mr. Lidstone in attendance.

Today's topics to include Conflict of Interest/Contracts/Disqualification/Gifts/Pay Equity (contracts to prove gender equity).

Mr. Lidstone questioned if the City had a policy on living wage. The City does not. It was noted that the City could consider having all contracts include a clause regarding assurance of gender equity, there is work to this and considerations but it was noted that there is a balance for it.

Workplace Policies, Respectful Workplace policy there should be training sessions available, City Council should also receive training on this.

Other workplace policies available for the City to inquire help with include:

- Social Media
- Technology Use
- Fit for Duty (impairment)
- Anti-discrimination
- Attendance Management
- Sick Leave

Employer must be aware of their obligations; Workers Compensation Action and the Human Rights Code were noted.

Bullying and Harassment, includes inappropriate conduct or comments by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated.

Concern was noted at this time by the CAO who stated that there have been circumstances that this has occurred by members of the public toward staff.

Mr. Lidstone noted there are ways to work with this and agreed it must be addressed due to the legislation. The City, if aware of these circumstances, must follow its policy.

Question: Does the City monitor social media? Yes as much as it can, they try and monitor what is being said about the City of White Rock.

It was noted by Council that Communications may want to bring issues to Council as they notice anything becoming a "hot topic". Stating it would be useful to have this information forwarded to Council or placed in the bulletin.

Conflict of Interest (disqualified from voting): Pecuniary and Bias/Personal Interest. Result if found to vote on a matter where there was conflict of interest: possible disqualification from office.

Gifts: Receipt of gifts is prohibited. Result if found to have taken gifts: possible disqualification from office. Only exception would be protocol/social obligation gifts (ex. Delegation from another Country will often bring a gift), the limit of \$250 in value or the total value of gifts and benefits, received directly or indirectly from one source in any 12 month period, exceeds \$250. If someone gives you a gift see the Corporate Officer who will have paperwork on how to record this (proper documentation is required to report this).

Confidentiality and Privacy: Council, including former Council, must maintain confidential information (information considered in a closed meeting). If this is not maintained possible outcomes are, reference to police – prosecution, damage claim, removal from appointments, stipend reduction or motion of censure.

Meeting Recess/Reconvened

Meeting recess was called, for a dinner break, at 6:05 p.m. with the notation that the meeting would reconvene at 6:30 p.m.

Meeting was reconvened at 6:33 p.m. with all noted Council and staff in attendance including Mr. D. Lidstone who continued his PowerPoint Presentation.

Council remedies: Improper Conduct, there is a provision that gives the Mayor the authority to have someone removed from a meeting should their conduct be seen as threatening or interferes with meeting conduct. Police to respond for this, standing arrangements should be discussed with local RCMP. It was clarified that this would only be permitted for Council meetings.

The legislation does not apply to Committee meetings. If someone were acting in this way at a committee meeting the Chairperson would ask the person to leave and if they did not the meeting is to be adjourned.

Roles of Mayor, Councillors, staff are statutory.

The Mayor is the CEO who oversees implementation of law, communicates information to Council and recommends measures, directs staff (CAO) and has the right to suspend CAO subject to Council, reconsideration of items, expulsion from meetings and establishes standing committees.

Council members are collective (not individual power), they may call a special meeting (2 members are required to call a meeting), consider the well being of the City of White Rock, contributes to measure, participates at meetings, carry out assigned duties.

Staff – statutory are the CAO, Corporate Officer, Financial Officer, Approving Officer, who have termination requirement where a 2/3 vote of Council is required.

There was discussion regarding the Approving Officer appointment. The City's Approving Officer is appointed through the City of White Rock Officer and

Indemnification Bylaw 2012, No. 1994.

The Director of Planning and Development Services and the Director of Engineering and Municipal Operations as the Deputy Approving Officer of the City. Mayor Walker noted this is something Council may want to review.

Not part of the PowerPoint presentation however there were questions regarding committee meetings.

Good Governance: public participation and Council accountability. All meetings are open to the public. Section 90 of the *Community Charter* are the only provisions where Council or a Committee can decide to go into a closed meeting.

Section 901(2) (b)...a matter between a municipality and federal and/or provincial government. It was questioned about First Nation being a form of government. Mr. Lidstone noted there is case law and history that First Nation were the government of this area prior to colonization.

Council is a continuing body; you have the right to change items from prior Council but only through a resolution or bylaw.

Meetings have voting rules and there are procedures to be followed. Meetings of Council and Committees are open to the public and must have notice, agendas which state in advance time, date and place of meeting, there is to be quorum and minutes are to be taken.

There are two (2) types of committees addressed in the *Community Charter*: Standing and Select Committees.

Standing committees are appointed by the Mayor for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees. At least half of the members of a standing committee must be council members.

Select committees are appointed by Council to consider or inquire into any matter and to report its findings and opinion to the council. At least one (1) member of a select committee must be a council member.

There was discussion regarding the Council Members role on a select committee.

Although the City has not done this Mr. Lidstone noted it is usual that the Council member on the select committee is a voting member. In White Rock the practice has been that the Council Liaison to a committee has been non-voting.

It was questioned if two (2) or three (3) members of Council want to serve on a Committee, how is that to be determined? Mr. Lidstone noted that the Mayor decides on the Standing committees. For select committees there is a vote taken (this is political, not legal).

It was clarified that a Task Force is part of the committee structure. Sections 145, and 93 of the *Community Charter* addresses the application of procedure (must follow notice and minutes and openness to the public etc.).

When a sub-committee is formed then they create their own quorum with the number participating members (3 members for a formed sub-committee from the original 7 members of a select committee means quorum would be 2 of the sub-committee); full meeting requirements must be set up for this.

Mr. Lidstone noted any entity created by Council, Committee or sub-committee is subject to the rules of the *Community Charter*.

There are circumstances where a member or two (2) from a Committee is sent to do research with the expectation that they bring the information back to the Committee, this does not require a sub-committee to be formed.

An example brought up to clarify: Members of the Environmental Advisory Committee were asked to review the tree bylaw; they formed a sub-committee to do this in advance of a Committee meeting. Mr. Lidstone noted given the topic, this could happen but as a sub-committee that would require a meeting for the public to attend with a proper meeting agenda, quorum and minutes etc.


A further example noted circumstance where a member or two (2) from a Committee is sent to do research with the expectation that they bring the information back to the Committee, this does not require a sub-committee to be formed.

It was noted that this matter requires review of the City's Council and Committee Procedure Bylaw and Terms of Reference for the City's committees. It was evident that clarification was needed for the various circumstances that have occurred lately and that it would be helpful to ensure the City is on the correct track moving forward.

4. **CONCLUSION OF THE SEPTEMBER 16 / 17, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING**

The Chairperson declared the meeting concluded at 8:20 p.m.

Mayor Walker



Tracey Arthur, Director of
Corporate Administration

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

STAFF: D. Bottrill, Chief Administrative Officer
T. Arthur, Director of Corporate Administration
C. Isaak, Director of Planning and Development Services
J. Gordon, Director of Engineering and Municipal Operations

Press: 0
Public: 1

1. CALL MEETING TO ORDER
The meeting was called to order at 4:40 p.m.

2. ADOPTION OF AGENDA

2019-G/L-121 **It was MOVED and SECONDED**
THAT the Governance and Legislation Committee amends the agenda for October 7, 2019 to add the following as Item 3.1:

- Council and Standing Committee meeting schedule

and adopts the agenda as amended.

CARRIED

3. ADOPTION OF MINUTES
a) September 9, 2019

2019-G/L-122 **It was MOVED and SECONDED**
THAT the Governance and Legislation Committee adopts the following meeting minutes as circulated:

a) September 9, 2019

CARRIED

3.1 COUNCIL AND STANDING COMMITTEE MEETING SCHEDULE
Councillor Trevelyan requested this item be added to the agenda for discussion noting that the Council meeting days have been very long due to the stacking of standing committee meetings prior to the 7:00 p.m. regular Council meeting. It is long for Council but also the public.

Council may wish to consider that on the “off” Mondays that further meetings be added to help alleviate the 6 – 7 hours of meetings following a work day for some.

Discussion ensued and the following points were noted:

- Council noted all options should be reviewed, including an earlier start time. It was noted that 3:30 p.m. would be the earliest due to work schedules, meetings should be scheduled so all of Council can attend and be given the chance to participate.
- Three (3) out of four (4) Mondays may work, having some of the standing Committee meetings on that third Monday rather than prior to a regular Council meeting / Another Monday, makes the meeting dates more consistent
- There should be review of the items that are on the agenda (keep in mind the agenda size, it is achievable to complete)
- Shorter meetings, lends itself to better and clear decision making
- Review of the Council and Committee procedure bylaw could be helpful (consider further limit on delegations, presentation times, the amount of times a member of Council speaks on a topic (tends to be a lot of talk on an agenda item)
- Closed meetings can be held on a different day from a Council Monday
- Select committees are meeting most weeks Tuesdays – Thursdays, it may be possible to have a Standing Committee or Closed meeting at 6:00 p.m. on a Tuesday – Thursday

It was noted this item can be further discussed the first Governance and Legislation committee meeting in November. Council will have been in office for one (1) year by that time.

2019-G/L-123

It was MOVED and SECONDED

THAT the Governance and Legislation Committee directs staff to bring forward information, including an amount of potential costs, to conduct additional Council and Standing Committee meetings.

CARRIED

4.

STRATEGIC PLANNING DASHBOARD

Councillor Johanson gave a PowerPoint presentation regarding considerations for a strategic planning dashboard. There was attention noted to the an “On-Table” example of the dashboard

that Councillor Johanson drafted using information from the City’s February Council Priority Strategic Planning session.

It was noted that something like this would be helpful, making it easier to follow and track than what is currently being used.

Discussion ensued and the following points were noted:

- Familiar with the introduced worksheet having a plan, forecast, and actual dates is very helpful
- A way of tracking Council and staff’s work and anticipated dates of completion (status / how we are doing)
- A way at a glance to see how Council and staff are doing and status of items

5. **COMMUNITY AMENITY CONTRIBUTIONS (CAC) AND PUBLIC PROCESS**
Councillor Fathers requested that this item be placed on the agenda to discuss how CAC funding is allocated and a public process.

The Chief Administrative Officer reviewed the CAC process. The bylaw outlines how the funds may be used (community amenity). Community expected to be enriched by additional public amenities for them to enjoy such as parks or improvements to parks.

How the funds are spent is a Council decision through the financial planning process.

Council's Strategic Priorities are a consideration for a way to utilize funds.

Would like to have a review of Planning Policy 511 – Density Bonus / Amenity Contribution

- 2019-G/L-123 **It was MOVED and SECONDED**

THAT the Governance and Legislation Committee directs a Community Forum be scheduled in November 2019 regarding Community Amenity Contributions (CAC's) for an opportunity for public consultation in regard to City expenditures of the CAC funds.

CARRIED

6. **PROSPECT AVENUE CLOCK**

The Chief Administrative Officer introduced information regarding a possible donation of the Prospect Avenue Clock to the City. It was noted that the now owner of the clock is interested in the City taking ownership of it.

The Committee noted there may be interest in having the clock made a heritage item.

- 2019-G/L-123 **It was MOVED and SECONDED**

THAT the Governance and Legislation Committee directs to bring forward a corporate report reviewing the City taking responsibility and ownership of the Prospect Avenue Clock, the report is to include the following:

- When the clock needs to be moved
- Options of where it could go (including exploring erecting it at five (5) corners
- Cost to move it
- Cost to store it
- Cost to maintain it (including insurance)
- Concerns with maintenance
- Current history of the clock (noted it is on City property already)
- Consult with the White Rock Museum and Archives

CARRIED

Meeting Adjourned / Reconvened

The Chairperson adjourned the meeting at 5:30 p.m. until the conclusion of the October 7, 2019 regular Council meeting to be reconvened directly following in the City Hall Council Chamber.

The Chairperson reconvened the meeting at 8:49 p.m. with all members of Council and the following staff in attendance:

- D. Bottrill, Chief Administrative Officer
- T. Arthur, Director of Corporate Administration
- C. Isaak, Director of Planning and Development Services
- J. Gordon, Director of Engineering and Municipal Operations
- D. Johnstone, Committee Clerk

7. **APPROVING OFFICER SUMMARY**

The Chief Administrative Officer provided information regarding the Approving Officer appointment for the City of White Rock.

Included in the agenda package was the *City of White Rock Officer and Indemnification Bylaw, 2012, No. 1994*. Approving Officer is included under Section 6, page 4 of the bylaw. A summary of other municipality workings on this matter was also included in the agenda package and included for reference purposes.

It was noted that the summary of other municipality information in regard to their Approving Officer did not include the City of Richmond as they did not respond to the request for information. Staff noted they would make the request again and give the information to Council.

2019-G/L-123 **It was MOVED and SECONDED**

THAT the Governance and Legislation Committee receives the information in regard to the City of White Rock Approving Officer and Deputy Approving Officer as addressed in the City of “White Rock Officer and Indemnification Bylaw, 2012, No. 1994”.

CARRIED

8. **POLICY ENDORSEMENT**

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:

COUNCIL POLICIES (100 SERIES)

- a) Council Policy 109 – Proclamations
- b) Council Policy 110 – Council/Committee Minutes
- c) Council Policy 117 – Annual Reports for Select Committees
- d) Council Policy 120 – Code of Conduct for Committee Members
- e) Council Policy 123 – Committee Member Feedback Opportunity
- f) Council Policy 124 – Verbal Submissions – Attendance at Conventions, Conferences, Education/Training

2019-G/L-123

It was MOVED and SECONDED

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

COUNCIL POLICIES (100 SERIES)

- a) Council Policy 109 – Proclamations;
- b) Council Policy 110 – Council/Committee Minutes;
- c) Council Policy 117 – Annual Reports for Select Committees;
- d) Council Policy 120 – Code of Conduct for Committee Members;
- e) Council Policy 123 – Committee Member Feedback Opportunity; and
- f) Council Policy 124 – Verbal Submissions – Attendance at Conventions, Conferences, Education/Training.


CARRIED

9.

CONCLUSION OF THE OCTOBER 7, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

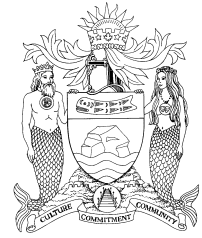
The Chairperson declared the meeting concluded at 8:52 p.m.

Mayor Walker



Tracey Arthur, Director of
Corporate Administration

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: **October 21, 2019**

TO: **Governance and Legislation Committee**

FROM: **Sandra Kurylo, Director of Financial Services**

SUBJECT: **Community Amenity Contributions**

RECOMMENDATION

THAT the Governance and Legislation Committee receive for information the corporate report dated October 21, 2019 from the Director of Financial Services, titled “Community Amenity Contributions”.

INTRODUCTION

This corporate report provides the status of the City’s Community Amenity Contributions (CACs), in preparation for the upcoming Community Forum on this topic.

ANALYSIS

A summary of the status of CACs is provided below:

Balance of CACs as of December 31, 2018	\$7,697,924
CAC’s Received in 2019 to Date	\$8,430,000
Interest Income to Date	\$97,900
2019 Commitments to Date	(\$7,033,000)
2020 to 2023 Commitments as per 2019 to 2023 Financial Plan	(\$1,405,000)
Amount Available and Uncommitted as of October 15, 2019	\$7,787,824

In addition, a further \$506,000 is projected to be received later this year (including \$240,000 earmarked for public parking in the Town Centre), and a possible \$6,480,000 in the following two years. However, the timing is difficult to predict, as it depends on how quickly the projects proceed and when the associated Building or Development Permits are applied for and issued. Once these funds are received, approximately \$14,534,000 will be available for other permitted uses, exclusive of the \$240,000 earmarked for parking as noted above.

Attached, as Appendix A, is a copy of Council Policy No. 511 - Density Bonus/Amenity Contributions, which stipulates the permitted uses of these funds. Community Amenity Reserve Fund Bylaw, 2017, No. 2190 (consolidated) is also attached, as Appendix B for reference purposes.

Possible projects that these CACs could be used for include but are not limited to the following:

- Implementation of elements of the Waterfront Enhancement Strategy
- Affordable Housing (must be a capital project)
- McCaud Park Redevelopment (to possibly also include pickle ball courts)
- Waterfront All Abilities Park (in excess of fundraising proceeds available)
- New City Hall, or major renovations to the existing buildings (including City Hall Annex)

CONCLUSION

It is recommended that the information contained in this corporate report be received.

Respectfully submitted,



Sandra Kurylo
Director of Financial Services

Comments from the Chief Administrative Officer:

This corporate report is provided for information as well as an opportunity for Committee members to deliberate on potential projects funded by CAC's.



Dan Bottrill
Chief Administrative Officer

Appendix A: Council Policy No. 511 – Density Bonus/Amenity Contributions

Appendix B: Community Amenity Reserve Fund Bylaw, 2017, No. 2190 (consolidated)

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



POLICY TITLE: DENSITY BONUS / AMENITY CONTRIBUTION

POLICY NUMBER: COUNCIL - 511

Date of Council Adoption: April 15, 2013	Date of Last Amendment: June 28, 2017
Council Resolution Number: 2017-309	
Originating Department: Planning and Development Services	Date last reviewed by the Governance and Legislation Committee: June 12, 2017

Policy:

Purpose

The purpose of density bonus/amenity contribution requirements is to permit an increase in allowable densities in exchange for providing community amenities. It allows the City to participate in a share of the increase in property values resulting from increases to the allowable densities. Variables such as location, land value, lot size, building costs and market conditions affect the feasibility of value increases to the land when greater density is permitted. If these variables provide worthwhile economic gains to a property owner proposing redevelopment of their site, over and above the costs of providing the amenity contribution, then density bonus is a realistic way of acquiring benefit for the community.

Amenities

Council's 2014-2018 Strategic Plan highlights several priorities which may be realized partly through the use of amenity contributions. The waterfront in particular is identified as the primary opportunity to drive the local economy and support community initiatives. As White Rock's main attraction, the waterfront is an amenity that serves the City as a whole, and it is the public open space that is most impacted by increased development. Therefore the improvement of the waterfront is the main priority for Council in allocating amenity contributions. Provision of amenities in the Town Centre, Lower Town Centre and surrounding areas, including but not limited to streetscape, public realm and transportation improvements, public art and building floorspace for civic uses, are also considered as a part of this policy.

Section 3.4.17 of the 2008 Official Community Plan (OCP) outlines the amenity contributions eligible for consideration for the Town Centre Area. The list of eligible amenity contributions for developments located outside of the Town Centre Area and which require rezoning, are similar, with clarification for area of applicability in brackets. Eligible contributions within the Waterfront, Town Centre Area, Lower Town Centre and elsewhere in the community are outlined as follows:

- A building or space within a building for civic uses, including but not limited to office, meeting or convention space (Town Centre Area)
- The provision and improvement of new publicly accessible open space, including a public square and/or pedestrian routes, either through dedication, easement, statutory right-of-way or covenant (all areas; with a preference for the East and West Beach Waterfront Business Areas)
- The improvement of existing publicly accessible open space and/or pedestrian routes (all areas; with a preference for the East and West Beach Waterfront Business Areas)
- Underground publicly accessible parking (Town Centre Area and East and West Beach Waterfront Business Areas)
- Publicly accessible parking (East and West Beach Waterfront Business Areas)
- Outdoor public art in the Town Centre Area located as recommended in the 2011 Town Centre Urban Design Plan (Town Centre Area)
- Outdoor public art elsewhere in the community subject to the review and advice of the City's Public Art Advisory Committee (all other areas)
- A transit station, "bus loop" and/or transit shelters (Town Centre Area)
- Special needs or non-market affordable housing (all areas)
- People movement infrastructure (e.g. outdoor escalators, funiculars, or gondola) to link Uptown to the Waterfront (Town Centre and Lower Town Centre areas, all areas)
- the provision of publically accessible open spaces or buildings or spaces within a building for civic uses, to serve the increased population. This could include the possibility of a shared-use facility at White Rock Elementary School (e.g. community gym space, art gallery, etc.) (Town Centre, Lower Town Centre Areas)
- the provision of public art that reflects the Johnston Road 'arts and culture corridor' (Town Centre, Lower Town Centre areas).

Process

In the Town Centre Area and Lower Town Centre Area, the City will establish the zoning that includes the maximum allowable densities both with and without the amenity contribution requirements, and proponents for redevelopment will be required to enter into written agreement for amenity contribution as a condition of development permit approval (when approved by Council for on-site amenities) and prior to the issue of building permits. Densities are expressed in terms of "Floor Area Ratio" (FAR) which is determined by dividing the gross floor area by the total site area.

For all other areas outside the Town Centre Area where higher densities are permitted in the OCP, redevelopment projects greater than 3 stories in height and/or 1.1 FAR in the Multi-Unit Residential designations, or greater than 3 stories in height and/or 1.75 FAR in the Commercial designations, will require rezoning to comprehensive development (CD) zone, and will be required to enter into agreement to establish the requirements for density bonus / amenity contribution prior to final approval of rezoning. Densities are expressed in terms of "Floor Area Ratio" (FAR) which is determined by dividing the residential floor area, commercial floor area, or institutional floor area (as applicable) by the total site area. For these projects, the CD zoning will make it possible to determine the appropriate site densities and

building heights on a case-by-case basis in accordance with the direction for allowable heights and densities established in the OCP. Further, market research will be required to determine the appropriate amount of density bonus / amenity contribution required, on a project by project basis.

Unless otherwise decided by Council, all amenity contributions will be in the form of payment- in-lieu. A reserve account will be created for deposit of these funds. Funds within this account will only be expended for those types of amenities listed above to be provided in the Waterfront area, the Town Centre area, the Lower Town Centre area, or in other public areas as determined by Council, and for the benefit of the overall community. Where Council has agreed to accept the amenity contribution to be developed on-site in conjunction with the redevelopment proposal, the specific amenities to be provided will be determined through discussion and negotiation between the City and the proponent. When it is agreed that the amenities are to be provided on-site, public access to the amenity will be secured through written agreement or covenant registered prior to building permit approval in the Town Centre and Lower Town Centre areas and may require the submission of financial securities acceptable to the City. Outside of the Town Centre and Lower Town Centre areas, public access to the amenity will be secured through written agreement or covenant registered prior to final approval of the rezoning.

Determination of Amenity to be Provided

Amenity contributions are required for every development:

- a) In the Town Centre Area and Lower Town Centre Area for developments exceeding three (3) stories in height and/or 1.75 FAR; and
- b) For every rezoning outside of the Town Centre Area and Lower Town Centre Area for proposed developments exceeding three (3) stories in height and/or 1.1 FAR in the Multi-Unit Residential designations, and three (3) stories in height and/or 1.75 FAR in the Commercial designations.

Note: In the Town Centre and Lower Town Centre Areas, FAR is calculated based gross floor area as defined in the zoning bylaw. For rezonings outside of the Town Centre and Lower Town Centre Area, FAR is calculated based on residential floor area, commercial floor area, or institutional floor area, as defined in the zoning bylaw, or a combination of the above if applicable.

Exemption of Above Ground Parkade Floorspace

Above ground parking floorspace areas, when contained within an above ground enclosed building, and not utilized for pay parking purposes or other revenue generating purpose, are exempt from providing amenity contributions.

Amenity Contribution Approach

1. Within the Town Centre Area, amenity contributions will be determined by using the following target rate as a guide in identifying the equal share of the increase in property value resulting from an increase in allowable density:

- \$0 for the 1st 1.75 FAR;
 - \$430 per m² for FAR of 1.75 to 5.4.
2. Within the Lower Town Centre Area, amenity contributions will be determined by using the following target rate as a guide in identifying the equal share of the increase in property value resulting from an increase in allowable density:
 - \$0 for the 1st 1.75 FAR;
 - \$323 per m² for FAR of 1.75 to 3.5.
 3. For every rezoning outside of the Town Centre Area and Lower Town Centre as noted above, the amenity contribution required will be determined for the entire project, on a project by project basis, based on the advice and recommendations of a qualified market research consultant specific to that project. Proponents will be required to submit the market research report at the time of application submission, and the City reserves the right to commission a 2nd report from an alternate consultant to determine the amenity contribution for that project.

In establishing the value of a proposed amenity, hard costs, soft costs and land costs will be considered. Eligible costs for on-site amenities, when approved by Council, therefore include:

- i) Hard Costs – all material and labour costs for the construction of the amenity;
- ii) Soft Costs – all fees and costs for the construction of the amenity; and
- iii) Land Costs – eligible only where the ownership of the land containing the amenity is transferred or dedicated to the City.

To determine the value of the on-site amenity, a 3rd party appraisal will be required.

Affordable Housing

Secured non market and market rental housing, as well as other forms of affordable housing, are considered community amenities as they provide for a more diverse range of housing types, tenures and rent or price levels that are available to White Rock residents. On this basis, and on upon the recommendations of the City’s 2016 Rental Housing Task Force, the City will consider waiving or reducing community amenity contributions for these types of development applications, on a project-by-project basis, through using the following approaches as a guide in determining appropriate amenity contribution reductions.

Consideration of Amenity Contribution Reductions

1. Affordable Rental Floorspace:
 - Affordable rental housing developments are those in which at least 30% of the units are owned or managed by non-profit groups and designed to be affordable for low and moderate income households.

- Consider waiver of up to 100 percent of applicable community amenity contribution for affordable rental floorspace, subject to this floorspace being secured by relevant legal agreements, and a review of the relevant development application and its merits in providing an affordable rental housing amenity that benefits the community. Projects will also be evaluated in way that considers how the proposed non or below market rental unit rates relate to what is currently available on the housing market, as determined by local and sub-regional housing market and household income indicators.
2. Secured Market Rental Floorspace:
 - Secured market rental housing developments are those designated for rental purposes only and protected with a covenant, lease agreement, or housing agreement registered against title for the life of the building.
 - Consider waiving up to a maximum of 50 percent of applicable amenity contribution for secured market rental floorspace, subject to this floorspace being secured by relevant legal agreements, and a review of the relevant development application and its merits in providing a secured market rental housing amenity that benefits the community.
 3. Amenity contribution reductions may also be considered for other types of affordable housing applications, on the condition that the proposals demonstrate the ability to provide rental, home ownership and/or other tenure models and dwelling units that are rented or purchased at rates below what is currently available on the housing market, as determined by local and sub-regional housing market and household income indicators, and continue to be offered at below market rates for a time period specified by the City of White Rock and secured by relevant legal agreements. A market research/housing consultant may be utilized in determining potential amenity contribution reductions, on a project by project basis, and consistent with the approach described above regarding the determination of amenity contribution value.

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW NO. 2190**



A Bylaw to Establish
A Community Amenity Reserve Fund

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

Consolidated as of October 2019.

TABLE OF CONSOLIDATION			
BYLAW	DATE APPROVED	AMENDMENT NO.	SUBJECT MATTER
2221	October 23, 2019	1	Use of the Fund

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

Interpretation

1. In this bylaw,

“Amenity” means a community asset owned or held by the City or designate of the City, and includes but is not limited to:

- (a) a building or space within a building for civic uses, including meeting or convention space,
- (b) the provision and improvement of new publicly accessible open space, including a public square and/or pedestrian routes, either through dedication, easement, statutory right-of-way or covenant,
- (c) the improvement of existing publicly accessible open space and/or pedestrian routes,
- (d) underground publicly accessible parking,
- (e) publicly accessible parking,
- (f) outdoor public art,
- (g) a transit station, “bus loop” and/or transit shelters,
- (h) special needs or non-market affordable housing,
- (i) transportation and transit services, including people movement infrastructure (e.g. outdoor escalators, funiculars, or gondola) to link Uptown to the Waterfront,
- (j) other land,
- (k) a park or other public place,
- (l) park improvements, including playgrounds,
- (m) landscaping of City land,
- (n) a library, a museum or archive,
- (o) an arts and cultural centre

- (p) a child care facility,
- (q) a community centre,
- (r) a recreation facility,
- (s) heritage conservation,
- (t) City meeting and administration facilities,
- (u) a greenhouse gas reduction measure,
- (v) a community energy facility, or
- (w) similar things that benefit the City and the well being of its community;

“Amenity Zoning Bylaw” means a bylaw under the *Local Government Act* that authorizes increased density if the owner provides the Amenity specified in the bylaw, or pays the City the cash in lieu of the Amenity as set out in the bylaw;

“Annual Financial Plan” means, in each calendar year, the financial plan as adopted, or amended, by the Council of the City under the *Community Charter*;

“Director of Financial Services” means that individual assigned the responsibility of financial administration under the *Community Charter*;

“Community Amenity Contribution” means cash in lieu of the provision of an Amenity;

“Fund” means the Community Amenity Fund established by this Bylaw;

“Phased Development Agreement” means an agreement authorized by a Phased Development Agreement bylaw under the *Local Government Act* that requires an owner to provide the Amenity specified in the agreement, or to pay the City the cash in lieu of the Amenity as set out in the agreement;

“Prevailing Rate” means, in any given year, the average annual rate of interest earned by investments by the Director of Financial Services on behalf of the City.

Establishment of Community Amenity Reserve Fund

2. There is established a reserve Fund to be known as the “Community Amenity Reserve Fund” for the specified purpose of receiving and spending monies for Amenities.

Contributions to Fund

- 3. The Fund shall be made up of:
 - (a) monies paid to the City by persons as cash in lieu of the provision of Amenities under a Phased Development Agreement;
 - (b) monies paid to the City by persons as cash in lieu of the provision of Amenities under an Amenity Zoning Bylaw;
 - (c) monies paid to the City by persons as gifts to be used only for the provision of Amenities;
 - (d) interest earned at the Prevailing Rate on the average annual balance in the Fund; and
 - (e) any other amounts designated by the City Council as contributions to the Fund.

Use of the Fund *(Amended by Bylaw 2221)*

~~4. The Fund may be used for the purpose of paying for Amenities, including by repaying other reserve funds money transferred from those funds for Amenities and any interest payable in respect of the money transferred.~~

- 4. The fund may be used for the purpose of paying for Amenities, including by:
 - (a) Repaying other reserve funds money transferred from those funds for Amenities and any interest payable in respect of the money transferred, and
 - (b) Repaying money externally borrowed for Amenities and any interest payable in respect of the money borrowed.

Severability

- 5. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Citation

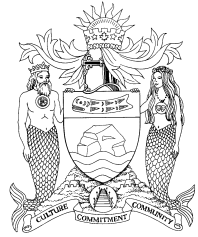
- 6. This Bylaw may be cited for all purposes as the "*Community Amenity Reserve Fund Bylaw, 2017, No. 2190*".

RECEIVED FIRST READING on the	27 th day of	March, 2017
RECEIVED SECOND READING on the	27 th day of	March, 2017
RECEIVED THIRD READING on the	27 th day of	March, 2017
ADOPTED on the	10 th day of	April, 2017

MAYOR

CITY CLERK

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: October 21, 2019

TO: Mayor and Council

FROM: Carl Isaak, Director of Planning and Development Services

SUBJECT: Amendments to the Animal Control and Licensing Bylaw and the Parks Regulation Bylaw

RECOMMENDATION

THAT Council receive 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."

BACKGROUND

This corporate report proposes amendments to the Animal Control and Licensing Bylaw related to recent Council direction on the Dogs on the Promenade pilot project, as well as to addressing inconsistencies in the Parks Regulation Bylaw and the Animal Control and Licensing Bylaw that imply the City still has regulatory authority over the Beach, which is under the jurisdiction of the Province and is part of the Boundary Bay Wildlife Management Area. There has been some concern in the public over a perceived lack of bylaw enforcement on the Beach, particularly regarding the presence of dogs on the beach. This corporate report also covers two additional changes to the Animal Control and Licensing Bylaw, one being directed by Council and the other to ensure public safety.

PAST PRACTICE / POLICY / LEGISLATION

At the Governance and Legislation Committee meeting held on July 22, 2019, the committee received a corporate report titled "Proposed Amendment to the Animal Control and Licensing Bylaw, 2012, No. 1959" related to prohibiting the feeding of wildlife (primarily in relation to concerns feeding of gulls along the Promenade). A draft amendment bylaw was included as Appendix A to this report, however that draft bylaw has not yet proceeded to Regular Council for bylaw readings. A separate report on the same agenda recommended adding a \$150 fine for feeding wildlife to the Ticketing for Bylaw Offences Bylaw.

At the Special Council meeting held on September 13, 2019, Council passed the following motions:

THAT Council endorses amending the Animal Control Bylaw to permit a leash length of a maximum of two (2) metres.

[2019-373]

THAT Council directs the City's Animal Control Bylaw to limit the number of dogs per person on the promenade to three (3).

[2019-384]

At the Regular Council meeting held on September 30, 2019, Council referred the following recommendation from the Environmental Advisory Committee back to the committee for clarification:

THAT the Environmental Advisory Committee (the Committee) recommends that Council consider bringing any changes to existing City Bylaws regarding the beach to the Committee for their consideration.

ANALYSIS

Amendments from the Dogs on the Promenade Task Force

Council has passed motions recommended by the Dogs on the Promenade Task Force that would require amendments to the Animal Control and Licensing Bylaw in order to be implemented. These motions include reducing the permitted length of the leash required for dogs in public places from three (3) metres to two (2) metres, and limiting the number of dogs per person on the promenade to three (3).

Amendments to Prevent the Feeding of Wildlife

On July 22, 2019, the Governance and Legislation Committee received a corporate report regarding proposed amendments to prohibit the feeding of wildlife. This previous corporate report, including the rationale for these amendments, is attached as Appendix C.

The draft bylaw amendments that were included with this previous corporate report have been combined with the other amendments to the Animal Control and Licensing Bylaw that are discussed in this corporate report, to form a single amendment bylaw (Bylaw No. 2307, attached as Appendix A).

Removing References to Bylaw Authority on the Beach

On December 10, 2018, Council resolved to allow dogs on the Promenade for a trial period to start on October 1, 2019 and end on April 30, 2020. Through the review of current regulations related to this trial period, some outdated information in City Bylaws, specifically the Animal Control and Licensing Bylaw and the Parks Regulation Bylaw, came to light when people began to question why there was no Bylaw enforcement on the Beach for perceived violations involving dogs.

These Bylaws imply that the City has legal authority over the Beach from the Burlington Northern Santa Fe (BNSF) Railroad to the 49th parallel, while the actual authority the City had was discontinued in 2015, when the City's lease from the Province over the foreshore (i.e. the area between the low water level and the natural boundary) was not renewed. It was the Province's view at the time of renewal that the lease allowed for quiet enjoyment of the land and that the City did not require tenure (i.e. a lease) in order to maintain that current use of the land. Further, the lease was originally issued in 1985 for a 30 year term, and following the issuance of the lease, the Boundary Bay Wildlife Management Area was designated in 1995 and land tenures are not generally permitted within a Wildlife Management Area. Jurisdiction over the foreshore became the responsibility of the Ministry of Forests, Lands, and Natural Resources and Rural Development, as the foreshore is part of the Boundary Bay Wildlife Management Area. In order for a Municipality to be able to enforce a regulation over Provincial lands, an agreement for concurrent authority would be required between that Municipality and the Provincial

government. It is unlikely that the Province would enter into an agreement for concurrent authority with the City should the City be interested in obtaining one. The Semiahmoo First Nation has expressed that they do not want to see dogs allowed on the foreshore at all, as part of an initiative to restore the traditional shellfish fishery the band has historically enjoyed in Semiahmoo Bay.

The proposed bylaw amendments (attached as Appendix A and B) will remove all references to the Beach in the Parks Regulation Bylaw and the Animal Control and Licensing Bylaw, but still regulate the Pier as it is a Heritage Structure owned by and under the control of the City. Dogs will continue to not be permitted on the Pier at any time under the current Animal Control and Licensing Bylaw.

As noted in the Past Practice and Policy section above, the Environmental Advisory Committee had made a recommendation to Council which was on the September 30, 2019 Council agenda, to “consider bringing any changes to existing City Bylaws regarding the beach to the Committee for their consideration.” Council may consider referring the draft bylaws to the Environmental Advisory Committee, however as the City does not have authority to enforce its bylaws within the Boundary Bay Wildlife Management Area, there may be limited scope for the Committee to recommend changes to the draft bylaws.

Amendments to Prohibit Dangerous Dogs from Residing in White Rock

The Animal Control and Licensing Bylaw has a definition for Dangerous Dogs that reflects that definition in the Community Charter. These are dogs that have severely injured or killed another animal or human being. In 2016, there was an incident where a dog residing in White Rock attacked and severely injured another dog and its owner. Bylaw staff declared the dog Dangerous as per Section 49 of the *Community Charter* and obtained a Court Order to have the dog destroyed. Had the City not been given that order, the Dangerous Dog would have been permitted to reside in White Rock under the restrictions for an Aggressive Dog in the Animal Control and Licensing Bylaw, with the owner maintaining responsibility for the dog. Staff believe that this is not acceptable for protecting public safety and are proposing an amendment to the Animal Control and Licensing Bylaw that would prohibit a dog that was deemed Dangerous under Section 49 of the *Community Charter* from residing in White Rock at all, whether the dog comes to White Rock from another jurisdiction or if it was already residing in White Rock and was declared Dangerous by Bylaw Enforcement staff.

BUDGET IMPLICATIONS

There are no budget implications with these proposed changes. If the proposed bylaw amendments are adopted, staff would update the City’s website, social media accounts, and other communication materials regarding dogs on the promenade to advise the public of the changes to these regulations.

CONCLUSION

The proposed amendments to the Animal Control and Licensing Bylaw and Parks Regulation Bylaw are primarily arising from recent Council directions regarding the Dogs on the Promenade pilot project, including limiting the length of leash for dogs from three (3) metres to two (2) metres, and establishing that a person with dogs on the promenade can have no more than three (3) dogs under their control. The amendments will also remove any outdated references to the Beach in the bylaws that imply that the City can enforce its Bylaws where it legally cannot, bring forward a previously proposed amendment to prohibit the feeding of wildlife, and prevent a

Dangerous Dog (a dog that has severely injured or killed another animal or human being) from residing in White Rock.

Staff recommends that Council receive this report and adopt the proposed amendments to the Animal Control and Licensing Bylaw and the Parks Regulation Bylaw.


Respectfully submitted,



Carl Isaak,
Director of Planning and Development Services

Comments from the Chief Administrative Officer:

This corporate report is provided for information and to introduce amendments to the Animal Control and Licensing Bylaw and the Parks Regulation Bylaw.



Dan Bottrill
Chief Administrative Officer

Appendix A: Draft Animal Control and Licensing Bylaw, 2012, No. 1959, Amendment 3,
Bylaw 2019, No. 2307

Appendix B: Draft Parks Regulation Bylaw, 1977, No. 675, Amendment 7, 2019, No. 2315

Appendix C: July 22, 2019 Governance and Legislation Committee corporate report: "Proposed
Amendment to the Animal Control and Licensing Bylaw, 2012, No. 1959"

THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW No. 2307



A Bylaw to amend the
 Animal Control and Licensing Bylaw, 2012, No. 1959

WHEREAS it is expedient to amend certain provisions of the Animal Control and Licensing Bylaw, 2012, No. 1959;

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

1. By adding the following definition in Section 3 Interpretation:

Wildlife means birds and other vertebrates that are indigenous to the province of British Columbia;

2. By deleting “beach area” from Section 3 interpretation;
3. By deleting Section 4 in its entirety and replace it with the following
 4. No person shall keep or allow to be kept on any real property;
 - (1) more than three dogs or,
 - (2) any dog that has been deemed or declared *dangerous* in the City or any another jurisdiction;
4. By deleting 23 (4) in its entirety and replacing it with the following:
 - (4) Be in a public place unless the dog is kept on a leash not exceeding two metres in length and is under the immediate control of a competent person;
5. By deleting 23 (5) in its entirety and replacing it with the following:
 - (5) Be on the pier at any time;
6. By adding the following as a new section 23 (6);
 - (6) Be on the Promenade between April 1st to September 30th;
7. By deleting 23 (7) in its entirety and replacing it with the following:

- (7) Be on the Promenade between October 1st and March 31st unless the dog is kept on a leash not exceeding two metres in length and is under the immediate control of a competent person who is controlling a maximum of three dogs;
- 8. By deleting 29 (2) (a) in its entirety and replacing it with the following:
 - (a) On a leash or tether not exceeding two metres in length;
- 9. By deleting section 45 in its entirety and replacing it with a new section 45 as follows:

Wildlife, Livestock and Poultry

45. No person shall;

- (1) keep or allow to be kept on any real property any livestock, poultry, aviary, or apiary except as permitted pursuant to City of White Rock Bee Keeping Bylaw, 1992, No. 1313, or
- (2) attract, feed or otherwise entice any wildlife within the City except for the use of Hummingbird feeders and bird feeders that dispense only seeds or suet kept on private property.

- 10. This Bylaw may be cited for all purposes as the “Animal Control and Licensing Bylaw, 2012, No. 1959, Amendment 3, 2019, No. 2307;

RECEIVED FIRST READING on the day of , 2019

RECEIVED SECOND READING on the day of , 2019

RECEIVED THIRD READING on the day of , 2019

RECONSIDERED AND FINALLY ADOPTED on the day of , 2019

MAYOR

DIRECTOR OF CORPORATE ADMINISTRATION

THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW No. 2315



A Bylaw to amend the
Parks Regulation Bylaw, 1977, No. 675

WHEREAS it is expedient to amend certain provisions of the Parks Regulation Bylaw, 1977, No. 675;

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

1. By deleting the definition for “Eastern White Rock Beach Area” Section 1. Interpretation.
2. By deleting Section 7 **BEACHES** in its entirety and replace it with the following new Section 7 **PIER**:
 7. The following regulations shall apply to the pier:
 - a) No person having custody, care or control of any dog shall allow such a dog to be on the pier.
 - b) No person shall hang, cast, or dangle any item or thing from the pier or from a person, fixture or moveable object on the pier, at the north side of the float attached to the East side of the pier, where boats are permitted to moor or dock, including angling, setting nets or traps or otherwise fishing.
3. This Bylaw may be cited for all purposes as the “*Parks Regulation Bylaw, 1977, No 675, Amendment 7, 2019, No. 2315*”;

RECEIVED FIRST READING on the _____ day of _____, 2019

RECEIVED SECOND READING on the _____ day of _____, 2019

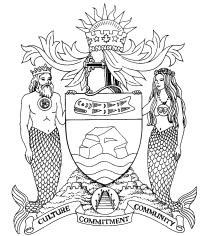
RECEIVED THIRD READING on the _____ day of _____, 2019

RECONSIDERED AND FINALLY ADOPTED on the _____ day of _____, 2019

MAYOR

DIRECTOR OF CORPORATE ADMINISTRATION

THE CORPORATION OF THE
CITY OF WHITE ROCK
 CORPORATE REPORT



DATE: July 22, 2019

TO: Governance and Legislation Committee

FROM: Carl Johannsen, Director of Planning and Development Services

SUBJECT: Proposed Amendment to the Animal Control and Licensing Bylaw, 2012, No. 1959

RECOMMENDATION

THAT Governance and Legislation Committee receive for information the corporate report dated July 22, 2019 from the Director of Planning and Development Services, titled “Proposed Amendment to the Animal Control and Licensing Bylaw, 2012, No. 1959”.

BACKGROUND

This corporate report is being brought forward to Governance and Legislation Committee to identify concerns regarding the feeding of wild birds (primarily Gulls) by individuals along the Promenade, and recommend an approach to curtailing this activity through a proposed amendment of the City’s Animal Control and Licensing Bylaw 2012, No. 1959.

The feeding of birds by humans can result in public nuisances – such as significant concentrations of birds along the Promenade that result in bird feces and food waste deposits that can attract pests. This activity can also cause birds to be more dependent on human-provided food, and associate humans with readily available food – which in turn can lead to unwanted interactions between the birds and people walking on the Promenade.

Wildlife feeding can also divert them from their natural habitat into harm’s way, and also result in a decline in the health of the animals or even their destruction. A good example of this is people feeding wild animals like coyotes; this has resulted in instances where these coyotes end up associating readily-available food with humans, and leads to them attacking humans and subsequently being destroyed by Provincial Conservation Officers.

DISCUSSION/ANALYSIS

Based on the above, and on the premise that key City Bylaws include regulations that seek to minimize public nuisances (ie. noise, unsightliness, etc.), staff recommend that the City’s Animal Control and Licencing Bylaw be amended to include a new regulation that prohibits activities that ‘attract, feed or otherwise entice any wildlife within the City’ (other than bird-feeders). See Appendix A for proposed new bylaw regulation wording. Staff also note that the BC SPCA, which was consulted on this issue, concurs that feeding wild birds is harmful to their health.

If adopted by Council this bylaw amendment will provide the City’s Bylaw Enforcement Officers the ability to curtail bird feeding on the Promenade by seeking compliance/enforcing the

Bylaw, which in turn will minimize nuisances associated with bird feeding, maintain people's ability to enjoy the waterfront and reduce harm to wildlife.

Enforcement:

In support of the proposed amendment to the Animal Control and Licencing Bylaw, through a separate July 22, 2019 corporate report staff are proposing amendments to the Ticketing for Bylaw Offences Bylaw that includes a \$150.00 fine for Animal Control and Licencing Bylaw violations related to bird feeding.

New Signage:

Staff also note that new signs that state 'do not feed the birds' are planned to be installed along the waterfront, in support of the proposed Bylaw Amendment and to raise public awareness of the new Bylaw regulation.

BUDGET IMPLICATIONS

Enforcement of the proposed bylaw amendment can be undertaken using existing Bylaw Enforcement staff resources. The installation of 'do not feed the birds' signs can be accommodated through the Engineering and Municipal Operations annual signage budget.

OPTIONS

The Governance and Legislation Committee can:

1. Receive this corporate report as information and recommend that Council give first, second and third readings to "Proposed Amendment to the Animal Control and Licensing Bylaw 2012, No. 1959 Amendment 3, 2019, No. 2307; or
2. Request that staff undertake further research and report back to Committee with an updated/modified approach, as directed by the Committee.

Staff recommends Option 1.

CONCLUSION

This corporate report identifies concerns regarding the feeding of birds by individuals along the Promenade, and recommends that an amendment be made to the City's Animal Control and Licensing Bylaw 2012, No. 1959 to add a new regulation that aims to curtail this activity and minimize associated nuisances.

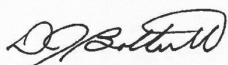
Respectfully submitted,



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

Comments from the Chief Administrative Officer:

I concur with the recommendations as outlined in this corporate report.

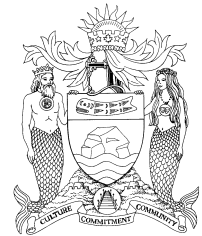


Dan Bottrill
Chief Administrative Officer

~~Appendix A: "Animal Control and Licencing Bylaw 2012, No. 1959, Amendment Bylaw, 2019, No. 2307".~~

Bylaw 2307 is appended to the October 21 as Appendix A

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

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."

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.

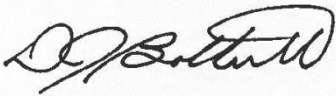
Respectfully submitted,

A handwritten signature in black ink that reads "Carl Isaak". The signature is written in a cursive style with a large initial 'C'.

Carl Isaak,
Director of Planning and Development Services

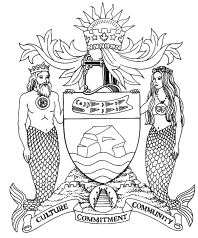
Comments from the Chief Administrative Officer:

This corporate report is provided for information.

A handwritten signature in black ink that reads "Dan Bottrill". The signature is written in a cursive style with a large initial 'D'.

Dan Bottrill
Chief Administrative Officer

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: October 21, 2019
TO: Governance and Legislation Committee
FROM: Sandra Kurylo, Director of Financial Services
SUBJECT: Council Policy No. 317 – Municipal Property Tax Exemptions

RECOMMENDATIONS

THAT the Governance and Legislation Committee:

1. 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;” and
 2. Review the applicant financial statement requirements noted in Council Policy No. 317 and consider if it wishes to recommend any amendments to Council.
-

INTRODUCTION

This corporate report requests the Governance and Legislation Committee to review the applicant financial statement requirements of Council Policy 317 and consider if it wishes to recommend any amendments to Council.

PAST PRACTICE / POLICY

Council Policy No. 317 – Municipal Property Tax Exemptions provides the criteria for the annual consideration of permissive tax exemption applications. One of the stipulations is that permissive tax exemption applicants submit audited financial statements for the last three years. If not available, the policy states that consideration will be given to applicants that submit financial statements which have been reviewed by a certified accountant along with Canada Revenue Agency returns containing relevant financial information.

ANALYSIS

Council adopted 2020 Annual Permissive Tax Exemptions Bylaw, 2019, No. 2305 on October 7, 2019. This included the granting of a permissive tax exemption to the Peace Arch Hospital Auxiliary (PAHA), which did not meet the financial statement requirements noted in the Policy. Specifically, the financial statements that were submitted by the PAHA were compiled by a certified accounting firm, but not reviewed or audited. The PAHA is preparing to engage an accountant to compile its upcoming year’s financial statements, and they have requested clarification on the City’s expectations to ensure that they meet the City’s criteria for next year’s application.

Audited, Reviewed and Compiled Financial Statements

As background information, there are three levels of financial statement services available to organizations, and each varies in terms of the amount of work done by the accountant, the cost of that work, and the resulting level of assurance that the financial statements are free from material misstatement. The highest level (and most expensive) is an audit; followed by a review; followed by a compilation (which is the least costly). An audit results in reasonable assurance, a review results in limited assurance and a compilation results in no documented assurance provided by the accountant to readers of the financial statements. When accountants compile financial statements, they typically take information provided to them by the organization and prepare the financial statements in proper format. They do not undertake additional steps to make sure that the information given to them is correct. With a review, the accountants make inquiries and undertake analytical procedures to provide some amount of assurance that the financial statements are materially correct. With an audit, additional testing and independent verification occur to provide the highest level of assurance that there are no material errors in the financial statements.

When making decisions about permissive tax exemptions it is important to know that organizations are financially viable. The question is how much assurance is required for Council to feel comfortable that taxpayers' money put to proper use, and balancing this with the organizations' cost of providing this assurance compared to the financial benefit of a tax exemption.

Peace Arch Hospital Auxiliary

In the case of the PAHA, they have advised that the cost of having their financial statements "compiled" by an accountant is in the range of \$3,000. Not all organizations hire an accountant to compile their financial statements. This usually occurs because they do not have the expertise on staff. It would cost approximately \$4,000 more for a total of \$7,000 (plus an additional \$500 during the first year) for the PAHA to have their statements "reviewed". It would cost about another \$5,000 more to have their statements audited, for a total of \$12,000.

The estimated value of the exempt municipal taxes for the PAHA is \$6,800. When the exempt school taxes, Translink taxes and other government levies are added, the total value of the exemption is in the range of \$12,800.

Policy Implications

When a permissive tax exemption is granted, the other property owners in the City have to pay more to cover the City's costs. Because of this, there needs to be some documented due diligence out of fairness to the rest of the taxpayers in the City. One way to achieve this is having a good comfort level that information provided to the City is accurate. Consequently, staff recommend that organizations being considered for permissive tax exemptions have their financial statements audited, and if not at the very least reviewed.

The current Policy requires that audited or reviewed financial statements be provided for the last three years. If there are no amendments made to the Policy and an applicant organization is having their financial statements reviewed for the first time, staff would interpret this requirement to mean that previous years' financial statements do not have to be reviewed retroactively; only the most recent and future years'. Therefore, if there are no amendments made to this section of the Policy No. 317, staff will advise the PAHA that the most recent year's financial statements submitted with next year's permissive tax exemption application (and those going forward) must be "reviewed" by a certified accountant.

CONCLUSION

It is recommended that the Governance and Legislation Committee receive this information and consider if it wishes to recommend any amendments to the applicant financial statement requirements noted in Council Policy No. 317.


Respectfully submitted,



Sandra Kurylo
Director of Financial Services

Comments from the Chief Administrative Officer:

I concur with the recommendations of this corporate report.



Dan Bottrill
Chief Administrative Officer

Appendix A: Council Policy No. 317 – Municipal Property Tax Exemptions

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



POLICY TITLE: MUNICIPAL PROPERTY TAX EXEMPTIONS

POLICY NUMBER: FINANCE - 317

<i>Date of Council Adoption: September 28, 2015</i>	<i>Date of Last Amendment: June 24, 2019</i>
<i>Council Resolution Number: 2007-410; 2013-346, 2015-336, 2019-233, 2019-264</i>	
<i>Originating Department: Finance</i>	<i>Date last reviewed by Governance and Legislation: June 10, 2019</i>

Policy:

I: General

Section 224 of the *Community Charter* authorizes municipal Councils to provide a permissive tax exemption for properties and facilities owned by non-profit organizations providing services that Council considers to be a benefit to the community and directly related to the purposes of the organization. A municipal property tax exemption is a means for Council to support community organizations that further Council's objectives of enhancing quality of life (social, economic, cultural) and delivering services economically. Section 224 also authorizes tax exemptions for other properties, such as land and improvements owned or held by a municipality and certain land or improvements surrounding places of worship.

In this Policy, Council recognizes the presence of non-profit organizations in White Rock that are providing a beneficial service to the community. To assist these organizations, it is reasonable that they be eligible to apply for a permissive exemption of municipal property taxes for a specified period of time. Permissive tax exemptions do not apply to sanitary sewer, drainage, solid waste and other user utility fees, which will still be payable by the organization.

II: Types of Property Exempted

In order for an organization's property to be eligible for consideration of a Permissive Tax Exemption, it must align with one of the following categories:

- (a) The land surrounding the buildings of places of worship which have been statutorily exempt from paying property taxes, in accordance with Section 220 of the *Community Charter*

- (b) Halls that Council considers necessary to buildings of places of worship which have been exempt from property taxes in accordance with Section 220 of the *Community Charter*
- (c) Land or improvements used or occupied by a religious organization, as a tenant or licensee, for the purpose of public worship or for the purposes of a hall that Council considers is necessary to land or improvements so used or occupied
- (d) BNSF City Leased property
- (e) City properties leased to not-for-profit organizations that
 - (i) are providing a community service not currently available through the City; and
 - (ii) have not previously paid property taxes on the City property in question.
- (f) Property owned by organizations whose principal purpose is to directly support Peace Arch Hospital's provision of health and wellness services to citizens of White Rock
- (g) Property owned by a charitable, philanthropic or other not-for-profit organizations whose principal purpose is delivery of social services to citizens of White Rock, provided that the property is being used for that purpose and it provides a beneficial service to the Community
- (h) Property owned by not-for-profit organizations whose principal purpose is delivery of cultural services to citizens of White Rock, provided that the property is being used for that purpose and it provides a beneficial service to the Community.

Criteria for Ineligibility

Organizations that fall into the following categories shall not be eligible for a permissive tax exemption:

- (a) Organizations providing, or associated with, housing
- (b) Service clubs

III: Process

Council will consider applications for permissive tax exemptions annually. The opportunity to apply will be advertised two times in the local newspaper and letters to this effect will be mailed to recipients designated in the preceding tax year.

Applications must be submitted to the Director of Financial Services, using a prescribed application form, before June 30 of each year. The Director will review the applications for completeness and arrange contact with applicants for additional information as necessary.

Application submissions must include:

- Copy of audited financial statements for the last 3 years. If not available, consideration will be given to applicants that submit financial statements which have

been reviewed by a certified accountant along with Canada Revenue Agency information returns containing relevant financial information.

- Copy of state of title certificate or lease agreement, as applicable
- Description of programs/services/benefits delivered from the subject lands/improvements including participant numbers, volunteer hours, groups benefited, fees charged for participation
- Description of any third-party use of the subject land/improvements including user group names, fees charged, and conditions of use
- Demonstrated legal status as a registered charity or other not-for-profit organization
- Written confirmation that any and all revenue generated from any of the properties being exempted, even if only on a temporary basis, is being dedicated to the programs and/or service delivery of the not-for-profit organization.

The Director of Financial Services will present a summary report of the applications, relative to the eligibility criteria, to Council and arrange for delegations to Council by applicants as necessary.

IV: Duration of Exemption

Eligible organizations may be considered for tax exemptions exceeding one year where it is demonstrated that the services/benefits they offer to the community are of a duration exceeding one year. Council will establish the term of the exemption in the bylaw authorizing the tax exemption. No exemption shall exceed a period of 10 consecutive years.

V: Conditions

Under Section 224 of the *Community Charter*, Council may impose conditions on land/improvements that are exempted under this Policy. These conditions will be specified in each bylaw authorizing the exemption. The conditions may include but are not limited to:

- Registration of a restrictive covenant on the property
- An agreement committing the organization to continue a specific service or program
- An agreement committing the organization to immediately disclose any substantial increase in the organization's revenue or anticipated revenue

Section 224 of the *Community Charter* stipulates that a tax exemption bylaw under this section ceases to apply when the use or ownership of the property in question no longer conforms to the conditions necessary to qualify for exemption. After this, the property will be liable to taxation.

Penalties

Council may impose penalties on an exempted organization for knowingly breaching conditions of exemption, including but not limited to:

- (a) Revoking exemption with notice
- (b) Disqualifying any future application for exemption for specific time period
- (c) Requiring repayment of monies equal to the foregone tax revenue



POLICY TITLE: TERMS OF REFERENCE: HOUSING TASK FORCE ADVISORY COMMITTEE

POLICY NUMBER: COUNCIL – 164

<i>Date of Council Adoption: July 22, 2019</i>	<i>Date of Last Amendment: N/A</i>
<i>Council Resolution Number: 2019-316</i>	
<i>Originating Department: Planning and Development Services</i>	<i>Date last reviewed by the Governance and Legislation Committee: July 22, 2019 <u>October 21, 2019</u></i>

Policy:

The White Rock Housing ~~Task Force~~Advisory Committee will provide advice to Council regarding potential housing and affordable housing policies, tools, incentives and partnerships that support a range of housing options and affordability levels in the City of White Rock. The ~~Task Force~~Committee will also assist the Planning and Development Services Department in completing the Official Community Plan Review, Zoning Bylaw Update and preparing a Housing Needs Report. The work of the ~~Task Force~~Committee will include these items:

- Reviewing background research on the City’s housing needs, particularly the standardized data provided by Metro Vancouver Regional District regarding factors that impact housing affordability (current and projected population, household income, significant economic sectors and currently available and anticipated housing units);
- Conducting a SWOT analysis to determine the strengths, weaknesses, opportunities and threats that impact the affordability of housing in White Rock;
- Reviewing municipal policies, tools and incentives for creating a range of affordable and rental housing options, including density bonuses and transfers, and the use of City land and/or Community Amenity Contributions (CACs) as City contributions to partnership-based affordable housing projects;
- Providing input into the Official Community Plan affordable housing policy review;
- Reviewing existing rental housing policies related to tenant relocation and protections;
- Providing recommendations on using ‘residential rental tenure zoning’ in White Rock, permitting multiple secondary suites in a single building, and eliminating the minimum size of secondary suites as currently proposed under the BC Building Code; and
- Consulting with community stakeholders, government and non-profit agencies, potential partners and the public to develop strategic goals and actions to protect, maintain, improve existing rental housing and create new affordable housing (ownership/rental).

Committee General Terms

Term

~~The Task Force appointments will be made by City Council for a one (1) year term, with the initial appointments expiring September 22, 2020 or until the activities are complete, whichever is sooner.~~

Membership

- a) The ~~Task Force~~ Committee will consist of up to seven (7) voting members appointed by Council from the community at large, two (2) non-voting members of Council, and City staff as required.

Representatives from the following groups, organizations or businesses will be invited to participate on the ~~Committee~~ Task Force:

- City Council (2 members)
- MP - G. Hogg
- MLA - T. Redies
- Peninsula Homeless to Housing Task Force
- Semiahmoo Seniors' Planning Table
- White Rock Economic Development Advisory Committee
- The Public

Staff liaisons are:

- Director of Planning and Development Services
- Manager of Planning
- Planner (as required)
- Committee and FOI Clerk

- b) Members shall serve without remuneration or gifts.

Chairperson / Vice-Chairperson

Council will appoint the Chairperson and a Vice-Chairperson of the ~~Task Force~~ Committee.

Meetings

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

- c) Quorum for meetings shall mean a majority of all of the ~~Task Force~~ Committee voting members.
- d) If there is no quorum present within 15 minutes of the scheduled start time the Committee Clerk will:
 - i) record the names of the members present, and those absent; and
 - ii) conclude the meeting until the next scheduled meeting.
- e) All ~~Task Force~~ Committee meetings are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the ~~Task Force~~ Committee. The public would attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration, the Chairperson may, with majority consent of those members in attendance, give permission to a member of the public in attendance to speak to the item in question.
- f) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the members present.
- g) If a member:
 - i) fails to attend three (3) consecutively held meetings; or
 - ii) fails to attend a meeting in any sixty (60) day period, providing a meeting is held in that sixty (60) day period (whichever is the longer period of time) and
 - iii) unless the absence is because of illness; or
 - iv) unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.

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

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

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

Procedures

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

Code of Conduct

Appointees will be required to sign a statement agreeing that they have read, understood, and will conform to the City's code of conduct as defined in the Council policy regarding Code of Conduct for Committee Members. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

Rationale:

The purpose of the Housing ~~Task Force~~ Advisory Committee is to provide advice to Council regarding potential housing and affordable housing policies, tools, incentives and partnerships and provide assistance to Planning and Development Services in completing the Official Community Plan Review and preparing a Housing Needs Report.

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

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

(PRINT NAME)

(SIGNATURE)

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



POLICY TITLE: CITY CELL PHONE USAGE

POLICY NUMBER: ADMIN - 214

<i>Date of Council Adoption: September 29, 2014</i>	<i>Date of Last Amendment: September 14, 2015</i>
<i>Council Resolution Number: 2014-295, 2015-309</i>	
<i>Originating Department: Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: July 27, 2015</i>

Policy

- 1) When members of Council or City staff are away from the office or the community and they expect to be conducting city business during this time the following must be considered and completed when there is possibility that additional charges for long distance and / or data roaming may be applied to billing:
 - a) In the Circumstance members of Council or City staff are leaving the country, unless there has been unforeseen circumstances Information Technology (IT) staff must be notified at least four (4) business days ahead of time so arrangements can be made to ensure the best possible rates can be applied. **When taking short trips to the USA the roaming rates agreed in the contract will be applied automatically and no additional roaming or long-distance plan is required.*
 - b) Staff and members of Council will receive electronic copies of statements so they are aware of charges paid on their behalf for cell phone plans and additional usage charges.
 - c) Upon receipt of these statements it is the responsibility of staff and / or members of Council to notify IT staff if they disagree with a charge.
 - d) Personal charges noted on the statement must be paid by members of Council and or staff directly to Finance.
 - e) When leaving the country, you will be incurring both data roaming and long distance (voice) charges. Members of Council are equipped with cellular network capable iPads and do not require tethering to an iPhone. To avoid roaming charges, the Data Roaming feature (found under Settings) should be turned OFF before leaving the country. ~~Tethering an iPad to your iPhone will be using up data charges. Using your City issued phone or tablet as a GPS or to stream videos and music (Netflix, Facebook, YouTube, Spotify) while outside of Canada will incur significant roaming charges.~~
 - f) Whenever it is possible staff and members of Council should try to connect City issued devices to existing WiFi networks in order to minimize the impact on data usage and

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roaming

- g) ~~Due to cost considerations, be mindful of data intensive applications while data roaming (ex. e-mailing photos, GPS, video streaming applications, etc.)~~
- h) In the circumstance the equipment has been lost or stolen, IT staff must be informed immediately.
- i) Staff are responsible for taking the necessary steps to protect the equipment by procuring and using adequate protective gear.
- j) Staff will take the appropriate steps to ensure the protection from disclosure of confidential data / information on these devices by using passwords and other protective measures.
- k) Staff is responsible for keeping these devices up to date by applying all the software updates issued by Apple.
- l) ~~Inappropriate usage of these devices may result in disciplinary action up to and including dismissal, as set out in the City's Code of Conduct.~~

Freedom of Information and Protection of Privacy Legislation (FOIPPA) Considerations:

Upon request cell phone charges paid by the City will be released in accordance with the FOIPPA.

Using a personal cell phone or other technological device (example iPad) for City business does not exclude information held within the technological device from being submitted upon request in accordance with FOIPPA.

Users should be aware that information transmitted or received using a City mobile handheld device or personal computer can be considered a City record and may be subject to requests for information under the FOIPPA.

Rationale

This policy clarifies payment for usage of cell phones by members of Council and staff that have either been issued by the City or personal devices that are being used for City business where payment is being made by the City.

It also notes important considerations in regard to the *Freedom of Information and Protection of Privacy Act*.



POLICY TITLE: BEER AND WINE GARDEN / PUBLIC FUNCTION LIQUOR LICENCES

POLICY NUMBER: RECREATION AND CULTURE - 704

<i>Date of Council Adoption:</i> April 29, 2013	<i>Date of Last Amendment:</i> July 27, 2015
<i>Council Resolution Number:</i> 2013-134, 2015-285	
<i>Originating Department:</i> Recreation and Culture	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 13, 2015

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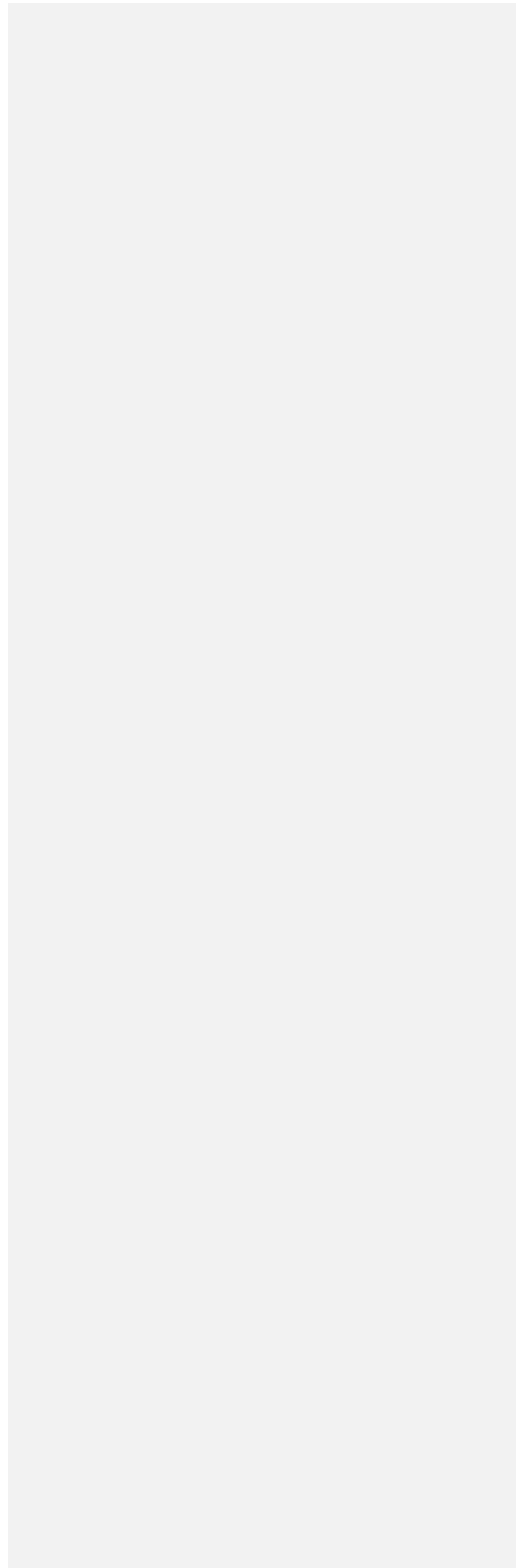
Policy:

General Policy Guidelines:

1. The process for Council approval of a beer and wine garden is as follows:
 - a) Application- (including a sketch of the beer and wine garden site layout) must be made to the Director of Recreation and Culture at least 45 days in advance of the event in order to provide sufficient time for processing.
 - b) The Director along with a representative of the White Rock Detachment of the RCMP and the White Rock Fire Chief will review the request and report to Council.
 - c) If the Council approves the beer and wine garden, then the applicant must next obtain the permission of the NCO in charge of White Rock Detachment of the RCMP, the application can then be taken to the local Liquor Control and Licensing Branch authority for final approval and a Special Occasion Licence.
2. Licences for outdoor public functions will only be approved by the R.C.M.P. after the applicant has first received approval from ~~the~~ City Council.
3. Following approval by the RCMP, the licence may be issued by the Liquor Control and Licencsing Branch.

Rationale:

This policy has been established to provide consistent guidelines to be utilized by staff when processing an application for an event that is requesting a beer and wine garden / public function where a liquor licence has been requested and for Council to apply as part of their approval process.





POLICY TITLE: MUSEUM / ARCHIVES
POLICY NUMBER: RECREATION AND CULTURE - 705

<i>Date of Council Adoption:</i> September 11, 2000	<i>Date of Last Amendment:</i> July 27, 2015
<i>Council Resolution Number:</i> 2013-0134, 2015-285	
<i>Originating Department:</i> Recreation and Culture	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 13, 2015

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Policy:

The City supports the White Rock Museum & Archives Society (WRMAS) and in recognition of their contributions, the City provides funds by way of a grant to assist them in their operations.

The following guidelines are established for the determination and payment of annual grants:

1. The WRMAS Board is required to submit a ~~budget for the upcoming year~~ five year financial plan to the Director of Financial Services by September 30 each year. The budget should show all expenses and revenues pertaining to the operation of the Museum and Archives, but not including: building maintenance, utilities, taxes, building insurance and telephone as these items will be paid directly by the City as the owner and operator of the building.
2. The Director of Financial Services will include the requested grant as well as a recommendation to City Council as part of the City's financial planning process.
3. WRMAS is encouraged to appear before City Council each year to make a presentation reviewing past year's activities as well as future plans. The presentation would include a rationale for any additional grant funds.
4. Council will make a determination of the annual grant as part of the financial planning process. Funds will be distributed in two equal payments (January 31 and June 30).
5. To receive the funds, the Society must provide the City with audited financial statements as soon as reasonably available each year as well as remain a society in good standing in accordance with the *Societies Act of B.C.*

Rationale:

This policy has been established to set guidelines for the determination and payment of annual grants from the City of White Rock to the White Rock Museum and Archives Society.

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



POLICY TITLE: PIER (SPECIAL EVENTS)
POLICY NUMBER: RECREATION AND CULTURE - 706

<i>Date of Council Adoption:</i> September 11, 2000	<i>Date of Last Amendment:</i> July 27, 2015
<i>Council Resolution Number:</i> 2013-134, 2015-285	
<i>Originating Department:</i> Recreation and Culture	<i>Date last reviewed by the governance and Legislation Committee:</i> July 13, 2015

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Policy:

1. Booths and displays shall not be permitted on the Pier except for special events and with the prior written approval of the Director of Recreation and Culture.
2. Approved booths and displays should relate to the theme of the special event.
3. Requests for booths or displays on the Pier during Special Events must be submitted in writing, 30 days prior to the event and must be approved by the Director of Recreation and Culture.
4. The preparation and selling of food or any display that requires gas, electrical, or combustible elements will not be permitted on the Pier.
5. Installation of decorative lighting for special events held on the Pier requires an electrical permit and approval from the Director of Engineering and Municipal Operations.

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Rationale:

This policy has been established to set guidelines, criteria and processes in regard to special events being held in and or around the White Rock Pier.



POLICY TITLE: FEE WAIVER POLICY
POLICY NUMBER: RECREATION AND CULTURE - 707

<i>Date of Council Adoption:</i> March 29, 2010	<i>Date of Last Amendment:</i> July 27, 2015
<i>Council Resolution Number:</i> 2010-137, 2010-184, 2011-IC-099, 2013-134, 2015-285	
<i>Originating Department:</i> Recreation and Culture	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 13, 2015

Policy:

This policy is established to ensure all individuals and organizations are treated fairly regarding consideration of waiver of facility rental fees. It outlines exemptions, grandfathered events and sets specific criteria by which consideration of a rental fee waiver for use of any of the City of White Rock Recreation facilities can be given.

1. A facility rental fee will be charged for use of a eCity facility in accordance with the City's Fees and Charges Bylaw.
2. The following activities are exempt of payment of a facility rental fee:
 - Direct eCity activities and meetings
 - Special Events that are organized and managed by the City (Example: Canada Day, Council meetings held at City recreation facilities etc.)
- ~~3. The following established events are grandfathered for a specific time period where the facility rental fee only will be waived:

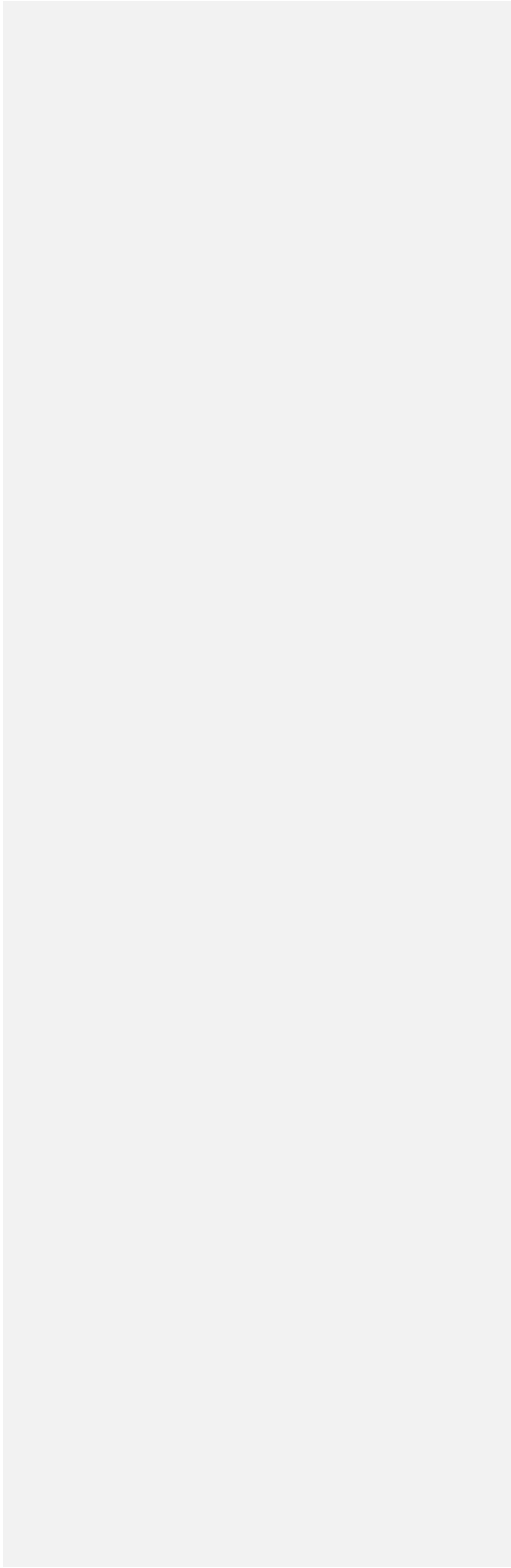
 - White Rock Events Society - White Rock Sea Festival~~
- ~~3~~4. -Any new groups/organizations requesting a facility rental fee waiver must meet the above criteria and be approved by the Director, Recreation and Culture.
4. Criteria for consideration of exemption of payment of a facility rental fee is limited to groups that are running fundraising events/activities that support City capital budget projects and are in the City's capital plan.

These non-profit organizations will have the facility rental fee only waived.

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Rationale:

This policy is established to ensure all individuals and organizations are treated fairly regarding consideration of waiver of facility rental fees. It outlines exemptions, ~~grandfathered events~~ and sets specific criteria by which consideration of a rental fee waiver for use of any of the City of White Rock Recreation facilities can be given.





POLICY TITLE: **ARENA FACILITY INSPECTION AND MAINTENANCE**

POLICY NUMBER: **RECREATION AND CULTURE - 709**

<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 Director of Recreation and Culture or their designate. Facility Manager. Facility users will be required to provide a minimum \$5,000,000 General Liability Certificate of Insurance naming the City of White Rock as an Additional Insured.
2. It is recognized that due to budgetary and resource constraints, daily maintenance and inspection of the arena facilities will be performed by staff, including contract staff and/ or a cleaning contractor. The refrigeration plant will be maintained and operated in compliance with the BC Safety Standards Act (Refrigeration Safety Regulation).
3. Recreation and Culture Department staff -will perform an annual audit 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 in a Building Safety Operator Log.
4. Recreation and Culture staff are responsible for the operation of the ice plant and ice maintenance services, staff will inspect the ice surface whenever it gets cleaned by the ice resurfacer. As required, staff will use an Icetech machine to read the thickness of the ice and forward a copy to the Supervisor of Arenas and Special Events Director of Recreation and Culture or designate on a weekly basis. Staff will adjust the ice surface thickness as required. They will inspect the dasher boards, doors leading to the ice, board glass, safety netting and bleachers. Their findings will be entered into the weekly worksheet log.

5. The City also relies upon the public and user groups for notification of hazardous situations and/ or facility defects. 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 Recreation and Culture -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 arena facility.
 - Ammonia evacuation drills for staff working at Centennial Arena and White Rock Fire Rescue personnel will be scheduled annually, or more often if directed by Technical Safety BC or WorkSafe BC.

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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 system of Recreational 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.

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

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



POLICY TITLE: COMMUNITY SPECIAL EVENTS
POLICY NUMBER: RECREATION AND CULTURE - 710

<i>Date of Council Adoption: January 28, 2019</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2019-042</i>	
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: January 14, 2019</i>

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Policy:

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1. **INTRODUCTION**

Purpose

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

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

community building;

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

Principles

The Policy ensures that community special events are:

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

2. DEFINITIONS

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

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

Category A - City Produced Events

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

Category B – City as a Producing Partner

When the City is a producing partner, a high level of staff support is required to

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

Category C – City as a Supporter

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

3. COMMUNITY SPECIAL EVENTS APPLICATION PROCESS

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

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

Community Special Event Applicants must:

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

- m. Provide a public safety plan (i.e. first aid, security, traffic control, etc.).
- n. Demonstrate sensitivity for environmental stewardship and First Nations culture in the planning and implementation of the event plan.
- o. Adhere to the protocol and communication guidelines as provided by the City.
- p. Provide event management experience references if requested.

Timelines for Special Event Approvals

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

September 30: Community Special Event applications are due from event organizers for the upcoming year

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

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

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

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

5. **FUNDING**

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

6. **RATIONALE**

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



POLICY TITLE: COUNCIL REMUNERATION AND EXPENSES

POLICY NUMBER: COUNCIL - 106

<i>Date of Council Adoption: 2015</i>	<i>Date of Last Amendment: July 8, 2019</i>
<i>Council Resolution Number: 2004-136, 2005-441, 2008-039, 208-040, 2008-041, 2008-042, 2008-175, 2009-378 and 2009-379, 2009-477, 2010-249 and 2010-250; 2010-395, 2012-092; 2013-343; 2013-405; 2015-216; 2015-285, 2018-034, 2019-288</i>	
<i>Originating Department: Corporate Administration / Finance</i>	<i>Date last reviewed by the Governance and Legislation Committee: June 24, 2019</i>

Policy:

1 Remuneration for Council Members

- 1.1 Remuneration amounts and notations contained in this section shall be effective January 1, 2015.
- 1.2 In addition to the remuneration for Councillor the appointed Deputy Mayor will receive an additional remuneration in the amount of 20% of the Mayor’s monthly rate for each month that they act in that capacity. Where an appointment to this role is made for less than a full month, the remuneration shall be prorated.
- 1.3 Directly following the swearing in of Council Members after a scheduled Municipal Election the Director of Financial Services shall revise the annual remuneration for the Mayor and Councillors using the following calculation:
 - The remuneration for the position of Mayor using the average of the remuneration for the previous year for the following three (3) noted municipalities:
 - City of Pitt Meadows
 - City of Port Moody
 - City of Langley

The remuneration for the position of Councillor is to be based on a rate ratio of 40% which is consistent with rate ratios of comparable sized municipalities to the City of White Rock.
- 1.4 Effective January 1, 2018, the remuneration paid to the Mayor and Councillors in all other years shall be adjusted by the previous year’s change in the consumer price index for the City of Vancouver.
- 1.5 The calculation of the remuneration in subsections 1.2 to 1.4 shall be rounded to the nearest ten (10) dollars.

- 1.6 Authorizes the payment of remuneration and expenses be carried out in accordance with City Policy.

2 Group Insurance

- 2.1 Group Accident Insurance will be provided to all members of City Council while going to, returning from, or attending Council Meetings and other Council activities, or performing any duties of a Council Member.

3 Event Allowance

- 3.1 Event tickets for the Mayor to attend on behalf of the City will be purchased and/or reimbursed by the City. The events the Mayor attends will be at their discretion (considering budget limitations). In circumstances where the Mayor is unavailable the Deputy Mayor will be asked to attend in their place.
- 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.

4 Business Meetings Outside of Metro Vancouver

- 4.1 Councillors shall be reimbursed for expenses of attending business meetings outside of Metro Vancouver when representing the City, if pre-approved by the Mayor.

5 Kilometre/Vehicle Allowance

- 5.1 Mayor and Councillors shall be reimbursed for using their personal automobiles while involved in Council business outside the boundary of White Rock. The rate claimed for mileage will be the same as that authorized for exempt City employees.

6 Expenses Incurred

- 6.1 That the City reimburses members of Council for the reasonable expenses to attend the UBCM, FCM and LMLGA annual conferences. *(Amended May 3, 2010)*
- 6.2 That the City reimburses members of Council for the reasonable expenses to attend the local Newly Elected Seminar hosted by the UBCM.
- 6.3 That the City reimburses a member of Council for expenses relating to a conference where Council has designated a member of Council by motion to attend.
- 6.4 That the Mayor be allocated \$8,000 for the four-year term for discretionary education conferences or education materials.

“**Discretionary**” is defined as not requiring the prior approval of Council. Notwithstanding, the expenditure is still subject to scrutiny by Council. If, in the opinion of the Council, it is determined the expenditure does not comply with the intent of the policy, the expenditure may be disapproved, or if already paid, will be recovered.

“Education Conferences” is defined as a short course, seminar, or conference on subject matter directly relevant to the duties of a member of Council. It is not intended to include accredited courses leading to certification in a trade or profession, or courses leading to a degree or diploma.

- 6.5** That the Councillors be allocated \$5,400 for the four-year term for discretionary education conferences or education materials.

“Discretionary” is defined as not requiring the prior approval of Council. Notwithstanding, the expenditure is still subject to scrutiny by Council. If, in the opinion of the Council, it is determined the expenditure does not comply with the intent of the policy, the expenditure may be disapproved, or if already paid, will be recovered.

“Education Conferences” is defined as a short course, seminar, or conference on subject matter directly relevant to the duties of a member of Council. It is not intended to include accredited courses leading to certification in a trade or profession, or courses leading to a degree or diploma.

- 6.6** That a member of Council who is elected via by-election, Sections 6.4 and 6.5, as applicable, these amounts would be prorated.
- 6.7** That the City provides members of Council for electronic equipment, computer software, and computer hardware that is compatible with City systems for the four -year term .
- 6.8** Reimbursement for expenses set out in Sections 6 and 7 of this policy shall be by written claim in accordance with the City of White Rock Expense Policy.
- 6.9** Council members may, after reaching the term limit for their additional educational and conference expenses, apply to Council in advance of incurring the expenses, for further educational or conference funding. The City will reimburse further funding by motion of Council.

Note: Until December 31, 2018, Section 81(3) of the Income Tax Act stipulated that 1/3 of Council remuneration shall be considered a non-accountable allowance for expenses incidental to the discharge of the duties of office.

Application Guidelines:

Incidental expenses which were covered by this non-accountable allowance, until December 31, 2018, included but were not limited to the following (incurred within the White Rock boundaries):

- Business use of personal vehicle within the White Rock boundaries
- Meals and entertainment (except while attending a conference or seminar authorized by Council Policy 106 where per diems would be applicable).
- Home office materials and supplies such as stationary, printer paper, toner and Christmas cards. This does not include City business cards as they are provided and paid for by the City directly. Computer templates for City Councillor letterhead are also available for use where appropriate.

- Home office internet access connections and land line telephone costs etc.

Effective January 1, 2019, due to the change in the Income Tax Act, this portion of Council remuneration is now taxable. Because it is expected that the above expenses will still be incurred by members of Council, annual remuneration has been adjusted to compensate for the additional income tax paid. Therefore the above items will not be reimbursed by the City.

Items not previously covered by the non-taxable allowance, which may be provided at the City's additional expense include the following:

- Technical equipment such as software, hardware, and peripherals. These items are for Council members' use for the duration of their term(s) and remain City property throughout this period. Upon the end of the term(s) of office, these items must be returned to the City
- Conferences, seminars, educational materials and other expenses incurred/reimbursed subject to the provisions of Council Policy 106.
- Business use of personal vehicle when representing the City at meetings outside of the White Rock boundaries for which no other compensation/indemnity is provided.
- City business cards.
- Mayor's City business expenses such as mobile telecommunication costs, stationary, meals and attendance to official events etc.
- Electronic Communication as per Section 8.

7 Qualifying Expenses

Expenditures that qualify for payment are:

- a) Overnight accommodation required while outside the Metro Vancouver as authorized by this policy or Council resolution, as applicable
- b) If air travel is used, flights shall be booked at the lowest available economy fare. Air travel shall be booked as far in advance as practical to take advantage of discounted fares
- c) Provision of a "gift" to a maximum of \$50 per night if the traveler stays at private accommodation
- d) Transportation other than personal vehicle
- e) Long distance telephone, facsimile transmission or other electronic communications.
- f) Meals not otherwise provided per diem
- g) Gratuities
- h) Reading material and other office supplies
- i) Excess medical insurance for travel outside of Canada
- j) Other appropriate incidentals (Council Members shall be reimbursed for the amount of reasonable expenses necessarily incurred that comply with the City of White Rock's Expense Policy.)

- k) Parking (airport / hotel as applicable)
- l) Other overnight expenses as pre-approved by the Mayor

8 Electronic Communications

- a) For City business use, a smartphone is available as an additional communications device for all members of Council; and
- b) For those members of Council wishing to pursue this, the units be purchased through three-year plans under the City's current wireless communications contract.

Rationale:

To provide an annual remuneration and the payment of benefits and expenses for the Mayor and Councillors.