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



See page 146 for On Table Items

September 4, 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 September 9, 2019 to begin at **4:30 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 September 9, 2019 as circulated.

3. **ADOPTION OF MINUTES**

**Page 4**

a) July 22, 2019

**RECOMMENDATION**

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

a) July 22, 2019

***Note:** Items 4 to 8 were initially presented at the July 22, 2019 meeting. Due to time constraints, they were deferred to the next Governance and Legislation Committee meeting.*

3.1 **INTRODUCTION: MANAGER OF COMMUNICATIONS AND GOVERNMENT RELATIONS**

The Director of Corporate Administration to introduce Donna Kell, the City of White Rock's new Manager of Communications and Government Relations.

4. **PROPOSED UPDATES: VACATION (SHORT TERM) RENTAL REGULATIONS**

Corporate report dated July 22, 2019 from the Director of Planning and Development Services titled "Proposed Updates: Vacation (Short Term) Rental Regulations".

**Page 9**

**RECOMMENDATION**

THAT the Governance and Legislation Committee:

1. Receive for information the corporate report dated July 22, 2019, from the Director of Planning and Development Services, titled "Proposed Updates: Vacation (Short Term) Rental Regulations"; and
2. Direct staff to bring forward proposed amendments to the Zoning Bylaw, 2012, No. 2000 and Business Licence Bylaw, 1997, No. 1510 to Council, to add new vacation rental regulations as outlined in this corporate report and/or as directed by Committee.

5. **COUNCIL AND COMMITTEE PROCEDURE BYLAW, 2018, NO. 2232 – DELEGATIONS TO COUNCIL** **Page 15**

Councillor Fathers requested the City’s Council and Committee Procedure Bylaw be placed on the agenda to discuss Section 20. Delegations / Petitions.

6. **CITY POLICY AND SELECT BYLAW REVIEW** **Page 48**

Corporate report date July 22, 2019 from the Director of Corporate Administration titled “City Policy and Select Bylaw Review”.

**RECOMMENDATION**

THAT the Governance and Legislation Committee receive for information the corporate report dated July 22, 2019 from the Director of Corporate Administration titled “City Policy and Select Bylaw Review”.

7. **POLICY ENDORSEMENT**

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. Policies 207, 800 and 405 are presented for discussion / consideration.

**RECOMMENDATION**

THAT the Governance and Legislation Committee endorses the following policies:

- Administration Policy No. 207: Distribution of City Lapel Pins **Page 63**
- Information Technology Policy No. 800: Video Surveillance/Recording at Civic Properties **Page 64**
- Human Resources Policy No. 405: Respectful Workplace **Page 66**

***Note:** Proposed amendments to Policy No. 800 were made following consultation with the City’s Manager of Freedom of Information.*

8. **PROPOSED AMENDMENTS TO THE BUSINESS LICENCE BYLAW, 1997, NO. 1510** **Page 80**  
Corporate report dated September 9, 2019 from the Acting Director of Planning and Development Services titled “Proposed Amendments to the Business Licence Bylaw, 1997, No. 1510”.

**RECOMMENDATION**

THAT the Governance and Legislation Committee receive for information the corporate report dated September 9, 2019 from the Acting Director of Planning and Development Services, titled “Proposed Amendments to the Business Licence Bylaw, 1997, No. 1510”.

9. **MEMORIAL PARK PLAQUE LOCATION** **Page 90**  
There are three (3) possible placements of the plaque (24” x 24”). Two are on the east of the grand staircase and one by the washroom doors.

- Option 1: have the plaque just under the indent on the wall (may be a little low though and could cause a minor jam of people reading it on the stairs)
- Option 2: To the left at of the equipment room and right of the men’s washroom (space available in this area)
- Option 3: Down at the bottom of the stairs (open area for all to see).

***Note:** Plaque wording is attached for reference purposes*

**10. PARKADE PLAQUE LOCATION**

Photos noting proposed locations for the plaque at the Waterfront Parkade are attached for reference purposes. **Page 95**

**11. ACTION TRACKING: GOVERNANCE AND LEGISLATION COMMITTEE AND REGULAR COUNCIL**

Action tracking documents included on the agenda for information purposes

- The Action Tracking document for Governance and Legislation Committee **Page 97**
- The Action Tracking document for Regular Council meetings **Page 105**

**RECOMMENDATION**

THAT the Governance and Legislation Committee receive the following for information purposes:

- The Action Tracking document for Governance and Legislation Committee
- The Action Tracking document for Regular Council meetings

**12. DATA POLICY REVIEW**

Councillor Kristjanson requested the topic of Data Policy Review be placed on the agenda for discussion.

**13. CLASSIFICATION OF WEEKLY BULLETIN AND WEEKLY CORRESPONDENCE**

Councillor Trevelyan requested the topic of Classification of Weekly Bulletin and Weekly Correspondence be placed on the agenda for further discussion from the July 22, 2019 Governance and Legislation Committee.

**14. PIER RECOGNITION (PLANKS AND PLAQUES)**

Councillor Fathers requested the topic of Pier Plank Recognition and Mayor Walker requested Pier Plaques Recognition be placed on the agenda for discussion. **Page 122**

**15. BYLAW 854: A BYLAW TO DESIGNATE THE PIER AS A HERITAGE SITE **Page 123****

Councillor Chesney has requested Bylaw 854 be placed on the agenda for information purposes.

**16. BYLAW 2018: WHITE ROCK NOISE CONTROL BYLAW, 2013, NO. 2018 **Page 124****

Councillor Johanson requested Bylaw 2018 be placed on the agenda to discuss concerns regarding vehicles with modified exhaust systems causing excessive noise in the parkade due to high speed driving.

**17. GRANT APPLICATION: WHITE ROCK WATERFRONT AND PIER**

In accordance with Finance Policy 324 a grant application was submitted to Infrastructure Canada for the White Rock waterfront and pier. A copy of the City policy and the grant as submitted on August 23, 2019 are attached for information purposes.

- Finance Policy 324 – Grant Applications / Infrastructure and Operational **Page 130**
- August 23, 2019 – Infrastructure Canada – Disaster Mitigation and Adaptation Fund (Grant Application) **Page 132**

**18. CONCLUSION OF THE SEPTEMBER 9, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING**

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

**STAFF:** D. Bottrill, Chief Administrative Officer  
T. Arthur, Director of Corporate Administration  
C. Johannsen, Director of Planning and Development Services  
C. Zota, Manager of Information Technology  
C. Isaak, Manager of Planning  
J. Nyhus, Manager, Building and Bylaw Enforcement  
S. Lam, Deputy Corporate Officer

Press: 7  
Public: 0

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1. **CALL MEETING TO ORDER**  
The meeting was called to order at 5:27 p.m.

2. **ADOPTION OF AGENDA**

2019-G/L-097 **It was MOVED and SECONDED**  
THAT the Governance and Legislation Committee adopts the agenda for  
July 22, 2019 as circulated.

**CARRIED**

3. **ADOPTION OF MINUTES**

a) July 8, 2019

2019-G/L-098 **It was MOVED and SECONDED**  
THAT the Governance and Legislation Committee adopts the following meeting  
minutes as circulated:

a) July 8, 2019.

**CARRIED**

4. **E-MAIL TO “MAYOR AND COUNCIL” E-MAIL ADDRESS**

Councillor Fathers requested this item be placed on the agenda for discussion.

**Note:** Council Policy No. 107: Correspondence received by the City has been  
attached for reference purposes.

Currently e-mail being sent to Mayor and Council as a group are received through the City's main system. There is an auto response set up and staff receive/review them. Following a review they are forwarded to the appropriate department if there is any required action. The e-mails are coordinated and sent weekly (Fridays) to Council within the Bulletin along with information available as to action taken or to let Council know it is being worked on and by which department.

The following discussion points were noted:

- Council would like to receive the e-mail sooner
- Would like to have an option of one e-mail address to Mayor and Council (it was noted that this is already in place)
- Do not want to face bulk e-mail to Mayor and Council within the Bulletin once a week, finding that it is a lot of information to go through
- If Council "Reply All" then everyone is aware of responses being made
- Each member of Council has the right to consider making a response

Staff noted the intent of the current practice was that Council would receive the e-mail but rather than individually throughout the day it is given through the Bulletin once a week. Any that are of an operational manner are forwarded directly to staff so work can begin right away to address the concern. Staff report back on these emails to the Administration Department and this information will also be placed in the Bulletin so Council are aware of what occurred. If it is Council's wish to receive the e-mail right away and they want to respond this practice could be amended. It can be arranged so the auto response is removed and staff will no longer receive notifications from this account. As Council will be receiving the e-mail directly they will not be included in the Bulletin any longer.

2019-G/L-099

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee endorses a generic e-mail address to Mayor and Council that will allow the e-mail to automatically go to all Council, staff will not be responding / making copies for the Council Bulletin any longer as Council want to receive and be able to respond as soon as possible on their own.

**CARRIED**

**5. TERMS OF REFERENCE: HOUSING TASK FORCE COUNCIL POLICY 164**

At the July 8, 2019 regular Council meeting the following motion was adopted:

*THAT Council endorses the following:*

1. *A Housing Task Force being established where all aspects of housing in the Community will be reviewed;*
2. *A Community Forum regarding Affordable Housing be scheduled (July 29, 2019 5:30 p.m. White Rock Community Centre); and*
3. *Staff be directed to bring forward a draft Terms of Reference for the Housing Task Force.*

2019-G/L-100      **It was MOVED and SECONDED**  
THAT the Governance and Legislation Committee recommends that Council endorses Council Policy No. 164 – Terms of Reference: Housing Task Force as circulated.

2019-G/L-101      **Amending Motion**  
**It was MOVED and SECONDED**  
THAT the Governance and Legislation Committee amends proposed Council Policy No. 164 – Terms of Reference: Housing Task Force to include MP G. Hogg and MLA T. Redies, be invited to participate on the task force as a resource (non voting members).

**CARRIED**

Question was called on the main motion as amended and it was

**CARRIED**

6.      **PROPOSED AMENDMENTS TO THE TICKETING FOR BYLAW OFFENCES BYLAW, 2011, NO. 1929**

Corporate report dated July 22, 2019 from the Director of Planning and Development Services titled “Proposed Amendments to the Ticketing for Bylaw Offences Bylaw, 2011, No. 1929”.

2019-G/L-102      **It was MOVED and SECONDED**  
THAT the Governance and Legislation Committee receives for information the corporate report dated July 22, 2019 from the Director of Planning and Development Services, titled “Proposed Amendments to the Ticketing for Bylaw Offences Bylaw, 2011, No. 1929”.

**CARRIED**

2019-G/L-103      **Subsequent Motion**  
**It was MOVED and SECONDED**  
THAT the Governance and Legislation Committee requests staff to investigate if specific decimal limits should be included in the bylaw and if they are enforceable

**CARRIED**

7.      **PROPOSED AMENDMENT TO THE ANIMAL CONTROL AND LICENSING BYLAW, 2012, NO. 1959**

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”.

2019-G/L-104      **It was MOVED and SECONDED**  
THAT Governance and Legislation Committee receives 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”.

**CARRIED**

8. **MARINE DRIVE LIQUOR LICENSING: ISSUES AND OPTIONS**

Corporate report dated July 22, 2019 from the Director of Planning and Development Services titled “Marine Drive Liquor Licensing: Issues and Options”.

The following discussion points were noted:

- Owners of the Oceanside Yacht Club and the West Beach Bar and Grill were in attendance to answer questions as to how the bylaw amendment (change in hours) could impact them
- The committee inquired if it was felt by the owners of the Oceanside Yacht Club if there is enough RCMP presence in the area during closing time – they responded that yes they thought so
- Owners of the Oceanside Yacht Club stated there can be a meeting set up with RCMP, Council and staff to discuss and work through concerns. They noted that the hours of operation are important to their business but they want to be sure that the community feels safe
- Owners for the West Beach Bar and Grill, want to be part of the solution, they have taken steps to try and work with adjoining neighbours and are available to meet with them further
- It was noted by the committee that signs may be helpful outside the West Beach Bar and Grill, No Smoking / No Parking to help with the adjoining neighbours

2019-G/L-105

**It was MOVED and SECONDED**

THAT Governance and Legislation Committee:

1. Receives for information the corporate report dated July 22, 2019 from the Director of Planning and Development Services, titled “Marine Drive Liquor Licensing: Issues and Options”; and
2. Directs staff to bring forward proposed amendments to the Business Licence Bylaw, 1997, No. 1510 to Council, to add new liquor licencing regulations as outlined in ‘Option 3’ in this corporate report and/or as directed by Committee.

**CARRIED**

9. **Meeting Adjourned**

The Chairperson adjourned the meeting at 6:34 p.m. noting it would be continued following the conclusion of the July 22, 2019 regular Council meeting in the City Hall Council Chambers.

**Meeting Reconvened and Meeting Concluded**

The Chairperson reconvened the meeting at 10:41 p.m. with the following in attendance:

Councillor Chesney  
Councillor Fathers  
Councillor Manning  
Councillor Kristjanson  
Councillor Trevelyan  
Staff: D. Bottrill, T. Arthur, Carl Johanson and J. Nyhus

And noted the remaining topics from the agenda (Items 9 – 13) will be placed on the next Governance and Legislation Committee in September 2019 and concluded the meeting at 10:42 p.m.

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Councillor Fathers  
Chairperson

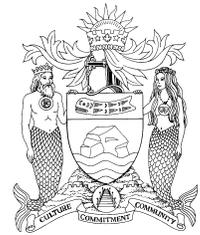
  

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Tracey Arthur, Director of  
Corporate Administration

Unapproved

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 Updates: Vacation (Short Term) Rental Regulations

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**RECOMMENDATIONS**

THAT the Governance and Legislation Committee:

1. Receive for information the corporate report dated July 22, 2019, from the Director of Planning and Development Services, titled “Proposed Updates: Vacation (Short Term) Rental Regulations”; and
  2. Direct staff to bring forward proposed amendments to the Zoning Bylaw, 2012, No. 2000 and Business Licence Bylaw, 1997, No. 1510 to Council, to add new vacation rental regulations as outlined in this corporate report and/or as directed by Committee.
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**EXECUTIVE SUMMARY**

In January 2019 Council directed staff to bring forward a corporate report regarding potential updates to accessory vacation rental regulations (‘vacation’ or ‘short term’ rentals) in the City of White Rock’s Zoning Bylaw. This corporate report presents potential updates for Governance and Legislation Committee’s feedback and direction back to staff, including:

1. Updating the ‘Accessory Vacation Rental’ Zoning Bylaw definition to ‘short term rentals’;
2. Adding ‘Responsible Person’ and contact information clauses to improve rental property management and oversight;
3. Adding regulations clarifying the difference between long term and short term rentals;
4. Requiring vacation rental business licence numbers in on-line advertisements; and
5. Increasing Business Licence Fees for Vacation Rentals.

This corporate report also summarizes Bylaw enforcement activities regarding vacation rentals, and identifies ‘in progress’ initiatives that staff are undertaking to improve public awareness, and monitoring and enforcement of vacation rentals, including a proposed increase in fines.

**BACKGROUND**

At the January 28, 2019 Regular Council meeting, Council approved the following resolutions:  
THAT Council:

- directs staff to prepare a corporate report with options on amending Section 5 of the City's Zoning Bylaw to address Short-Term Rentals in the City of White Rock and that staff use an aggregator, such as AirDNA, to ensure all properties listed for rent are identified in the search, and;

- authorizes the corporate report include options included in the newly adopted bylaw on short term rentals by the City of Victoria (requiring a responsible person must be identified to the City and they must be available to be onsite within two (2) hours if the owner of the owner is not present).

In response to these resolutions, this corporate report presents an overview of current City of White Rock regulations for Accessory Vacation Rentals (‘vacation rentals’ or ‘short term rentals’), an update regarding the City’s enforcement of vacation rental regulations, and proposed updates to the vacation rental regulations section in the City’s Zoning Bylaw, for Committee’s feedback and direction back to staff.

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

### ***Vacation Rentals: Zoning Bylaw and Business Licence Bylaw Regulations***

The emergence of ‘informal’ or ‘sharing economy’ vacation rental platforms and tourist accommodation businesses (ie. AirBnB, VRBO) provides an opportunity to increase tourist accommodations in White Rock, given the low amount of hotel rooms in White Rock and the Semiahmoo Peninsula. This in turn can provide positive ‘spinoff’ effects for the local economy.

However, while it’s important to support this new type of business, it should be regulated in a manner that minimizes impacts on neighbours, doesn’t reduce the availability of rental stock (ie. rental apartments) in the City or result in the illegal use of land and buildings, or reduce the availability of parking in neighbourhoods.

Vacation rentals are thus regulated like other land uses and businesses in White Rock through the Zoning Bylaw and Business Licence Bylaw. The Zoning Bylaw only permits vacation rentals in registered, legal secondary suites within single family homes, for rental periods no longer than 30 days, and requires on-site parking for vacation rental units. Multi-family dwellings, such as apartments and townhouses, are not permitted to host vacation rentals (this differs from other cities, such as Vancouver, which permits vacation rentals in apartments). The Business Licence Bylaw also requires vacation rental businesses to have a business licence to operate, under the ‘Bed and Breakfast’ licence category.

Currently there are twenty-five business licenses issued for vacation rentals, seven building permit applications in process to legalize secondary suites for hosting vacation rentals, and two building permit applications to legalize secondary suites, for hosting vacation rentals, and are awaiting permit review.

### ***Previous Zoning Bylaw Updates Regarding Vacation Rentals***

Accessory vacation rental regulations were first added to the Zoning Bylaw (Section 5.8) in 2013. These regulations were updated in 2018, through the first phase of the Zoning Bylaw Update. The current Zoning Bylaw requirements for vacation rentals are as follows:

#### **5.8 Accessory Vacation Rental**

5.8.1 An accessory vacation rental use shall:

- a) only be operated from an *accessory registered secondary suite* that complies with all applicable BC Building Code requirements;
- b) only be operated by an *owner* (or family member of the owner) of the subject property, where they are a full-time resident and occupant of the *one-unit residential use*. A tenant may not sublet the *accessory registered secondary suite* for this purpose;
- c) install fire extinguishers, interconnected smoke and carbon monoxide alarms, and emergency lighting in hallways and egress points, to B.C. Building Code standards;
- d) not permit any structural alteration or addition that changes the residential character and form of the *principal building*;

- e) be limited to a maximum of two (2) *sleeping units* only;
- f) be limited to no more than four (4) adult guests at any given time;
- g) not be occupied by more than one booking or reservation at any given time;
- h) not have any exterior signage advertising the *accessory vacation rental use*;
- i) provide accessory off-street parking in accordance with the provisions of Section 4.14;
- j) not create any form or manner of nuisance for neighbouring properties, including but not limited to noise, light, traffic or on-street parking;
- k) have a valid business license;
- l) only provide for the temporary accommodation of any number of guests for periods not to exceed thirty (30) days.

### ***Vacation Rentals: Bylaw Awareness and Enforcement, and Results to Date***

While vacation rentals like Air BnB are permitted and regulated as legal uses in Metro Vancouver municipalities, many illegal and unlicensed vacation rentals also exist and are typically found on accessory vacation rental platform websites.

The City's Bylaw Enforcement Officers (BEOs) regularly monitor vacation rental website listings, involving multiple searches per week, to identify and curtail illegal vacation rentals in White Rock. The BEOs also respond to complaints regarding specific listings and properties. Staff note that a key component of on-line searching involves positively identifying illegal rentals that are actually in the City of White Rock and not Surrey, as many listings note 'White Rock' as their location, even though they are located in South Surrey.

When the BEOs come across an illegal vacation rental (operating as an unpermitted use and/or without a business licence), the BEOs:

- contact the individual operating the vacation rental;
- direct the individual to immediately stop operating the illegal vacation rental and remove the listing from the online vacation rental platform. Many of the unlicensed vacation rentals that the BEO's find do not meet Zoning and Building Bylaw regulations (ie. in an apartment/townhouse unit or unpermitted secondary suite), and must be discontinued; or
- if the rental is operating in a registered secondary suite (in a single family home), request the individual come into compliance by obtaining a vacation rental business licence; or
- if the rental is operating in an existing un-registered secondary suite, request the individual come into compliance by:
  - first updating and registering their suite as a legal use, by going through a building permit process to bring the secondary suite into compliance with the Building and Fire Code; and
  - then obtaining a valid vacation rental business licence.

As a result of BEO investigations of suspected illegal vacation rental listings and complaints, since 2017 115 of the listings and complaints reviewed were determined to be un-licensed rentals, and have been discontinued following BEO intervention. The remainder were found to have existing licences, be in the process of getting licences, or offering rentals longer than 30 days.

### ***Emerging Approaches Regarding Accessory Vacation Rentals***

#### **Renting Non-primary Residences and Higher Business Licence Fees**

The City of Victoria updated their Short-term Regulation Bylaw (Appendix A) in October 2018 to allow a two-tiered system that requires owners to pay business licence fees according to their residence status:

1. rentals involving a room or unit in a principal residence require a \$150 annual fee; and

2. rentals in non-principal residences, including investment properties and second homes, pay a \$1,500 annual fee.

As of June 2019, the City of Victoria has collected \$529,000 in business license fees from owners hosting legal vacation rentals. Victoria's two tiered approach is not recommended for White Rock, as it will likely result in rental units in strata buildings being used for short term rentals, which may in turn reduce the available long-term rental stock in the City.

#### Online Tracking Companies (ie. Air DNA)

In recent years vacation rental tracking companies, such as 'AirDNA', have emerged to help cities, property managers, tourism boards and investors track and analyze trends in short term rental markets worldwide. These tracking platforms can also be valuable for searching and identifying vacation rental listings, legal and illegal, in a particular area, which in turn could assist the City's Bylaw enforcement efforts.

#### Provincial Taxation of Short Term Vacation Rentals

In February 2018 the Province struck an agreement with AirBnB to collect up to eleven percent in taxes on short-term rentals. The taxes include the eight percent PST and, where applicable, a municipal and regional district tax (MRDT) of up to three percent on accommodations. The Province intends to use the PST portion (~\$16 million annually) to improve housing affordability.

#### Increased Fines for Hosting Illegal Vacation Rentals in Stratas

In July 2018 the Provincial *Strata Property Act* was amended to allow strata corporations to fine strata owners or residents up to \$1,000 a day for not complying with strata bylaw(s) limiting or banning short-term rentals.

### **DISCUSSION/ANALYSIS**

#### ***Potential Updates to Vacation Rental Regulations***

Based on the above context, in response to the April 8, 2019 Council resolution and following review of Victoria's vacation rental Bylaw and approaches in other cities, staff have prepared potential updates to White Rock's accessory vacation rental regulations. Staff seek Committee's feedback and direction on these potential updates, including which updates are to be brought forward to Council as proposed amendments to the Zoning and Business Licence Bylaws:

##### 1. Updating Definitions in City Bylaws

Noting that 'short term rentals' is now a common term used to refer to 'Air BnBs' etc., renaming the current 'Accessory Vacation Rental' term to 'Short Term Rental' in the Zoning Bylaw and Business Licence Bylaw would help make the Bylaws more user-friendly, and allow for a clearer explanation of short term rental regulations through public awareness initiatives.

##### 2. Adding Responsible Person and Contact Information Clauses

Section 5.8.1(b) of the Zoning Bylaw requires vacation rentals to be operated by the subject property's owner (legal property title holder), or a family member of the owner, and they must be a full time resident and occupant. This approach helps to ensure that the vacation rentals are closely managed by the person offering the rental. However, and following some of the City of Victoria's responsible person regulations, staff note that adding clauses requiring the designation of a 'responsible person' in the Zoning Bylaw would be beneficial to ensure continued close management of the vacation rental unit, if the owner is away on vacation or away from the home for any other reason. These clauses should also require that 1.) the responsible person is available to attend the short term rental unit within two hours of being requested to do so by the tenant or by City Bylaw staff, and that 2.) the contact information of the owner and the responsible person designate are prominently displayed within the short term rental unit.

### 3. Adding Regulations Regarding Long Term Rental Uses

As noted above, Section 5.8 specifies that licenced Accessory Vacation Rentals are to only provide rental accommodations for no more than 30 days. In order to provide clarity that legal secondary suites that do not have vacation rental licences are intended to provide long term rental accommodations over 30 days, Section 5.5 (Accessory Registered Secondary Suites) of the Zoning Bylaw should be updated to clearly state that suites are to provide rental accommodations for more than 30 days, unless the owner has a valid business licence for a vacation rental.

### 4. Requiring Vacation Rental Business Licence Numbers in Advertisements

Requiring owners with a valid vacation rental business licence to display their business licence number in advertisements would help in on-line monitoring and enforcement efforts. This approach can also help to identify illegal vacation rentals to the public, which could deter potential customers, generate more accurate bylaw violation complaints and motivate those hosting illegal vacation rentals to get their units properly licenced.

### 5. Increasing Business Licence Fees for Vacation Rentals

White Rock's business licencing fee for vacation rentals is \$150. Given the time and staff resources that vacation rental enforcement requires, staff recommend the business licencing fee be increased to \$250 or \$300 annually, with increased revenue being use to assist with enforcement.

### ***Initiatives Already Underway***

A number of initiatives monitoring illegal vacation rental activity and increasing awareness of and compliance with the City's bylaws are already underway, including:

- raising public awareness of the City's vacation rental regulations, through advertisements in the *Peace Arch News*, e-newsletters, the city's website and forthcoming brochures. This includes communicating what is permitted by the City's bylaws, how owners interested in hosting vacation rentals can do so in a way that complies with bylaws, and that staff are ready to help owners get the right permits and licences to do so; staff are also considering the creation on an on-line information page on the City's website, similar to the City of Vancouver's vacation rental information and application webpage: <https://vancouver.ca/doing-business/short-term-rentals.aspx>;
- increasing the amount of Bylaw Enforcement staff resources assigned to 'monitoring and compliance efforts', by hiring additional casual BEOs to undertake this work and assist with other Bylaw Enforcement duties;
- requiring the vacation rental business licence holders to display their business licence number in their on-line vacation rental advertisements; and
- increasing fines for bylaw violations, to act as a viable deterrent to illegal vacation rentals. New fines are proposed in a separate July 22, 2019 report to Governance and Legislation Committee, including \$500 for a first offence, \$1,000 for a second offence and \$2,000 for a third and subsequent offences. The current fine is \$150.

### ***Potential Future Initiatives***

Additional future initiatives related to vacation rentals could include:

- utilizing an on-line vacation rental tracking platform, such as AirDNA, to assist the BEOs in identifying and tracking illegal vacation rental activity. Although this may enable more time-efficient monitoring, staff note that new software purchases should include careful consideration of the software's costs and benefits prior to recommending purchase; and
- requiring business licencing for all rental units, short term and long term. This would help to encourage more secondary suites to be properly permitted and licenced, and enable for a more accurate count of the City's rental housing stock.

### ***Next Steps***

Pending Committee feedback and direction, staff recommend that Committee direct staff to prepare amendments to the Zoning Bylaw and Business Licence Bylaw, to incorporate the updates identified in this corporate report into these Bylaws.

### **BUDGET IMPLICATIONS**

Administration of the proposed new vacation rental regulations can be undertaken with existing staff resources. Enforcement of on-line vacation rental listings and complaints can be accomplished using existing Bylaw Enforcement staff, augmented by additional casual BEOs funded through contingency.

Increased business licence fee and fine revenue can also be used to fund additional staff resources to monitor and enforce vacation rental activity, or fund monitoring software such as AirDNA.

### **OPTIONS**

The Governance and Legislation Committee can:

1. Receive this corporate report as information and direct staff to bring forward amendments to the Zoning Bylaw, 2012, No. 2000 and Business Licence Bylaw, 1997, No. 1510, according to the content of this corporate report and/or Committee feedback and direction; 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 presents an overview of current City of White Rock regulations for Accessory Vacation Rentals ('vacation rentals' or 'short term rentals'), an update regarding the City's enforcement of vacation rental regulations, and proposed updates to the vacation rental regulations section in the City's Zoning Bylaw and Business Licence Bylaw, for Committee's feedback and direction back to staff. Pending feedback and direction from Committee, staff recommend that Committee direct staff to bring forward proposed amendments to the Zoning and Business Licence Bylaw to a future Council meeting.

Respectfully submitted,



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

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

I concur with the recommendations of this corporate report.



Dan Bottrill  
Chief Administrative Officer

**THE CORPORATION OF THE  
CITY OF WHITE ROCK  
BYLAW NO. 2232**

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A Bylaw to establish the rules of procedure for  
Council and Committee Meetings.

**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 January 2019.

<b>TABLE OF CONSOLIDATION</b>			
<b>BYLAW</b>	<b>DATE APPROVED</b>	<b>AMENDMENT NO.</b>	<b>SUBJECT MATTER</b>
2277	January 14, 2019	1	Question & Answer Period
2284	January 28, 2019	2	Agenda Publication & Deadlines

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

## **PART 1 – INTRODUCTION**

### Title

1. This Bylaw may be cited as the “*Council and Committee Procedure Bylaw, 2018, No. 2232*”.

### Definitions

2. In this bylaw:
  - (a) ‘City’ means the City of White Rock.
  - (b) ‘Chief Administrative Officer’ is the staff person whose responsibilities are outlined under Chief Administrative Officer in the *Community Charter*. and as set out in the City’s Officer and Indemnification Bylaw.
  - (c) ‘Chairperson’ means the presiding member of a meeting.
  - (d) ‘Closed Meeting’ means a meeting that the public are not permitted to attend in accordance with the *Community Charter*.
  - (e) ‘Committee’ means a standing, select or advisory committee, but does not include Committee of the Whole.
  - (f) ‘Committee Clerk’ is the person who is responsible for establishing an agenda, with other City staff and the Chairperson, and taking the minutes at a meeting of a Committee.
  - (g) ‘Committee Member’ is a person who is appointed by the Mayor or City Council to a standing, select, advisory, task force. panel or other Committee.
  - (h) ‘Committee of the Whole’ (COTW) refers collectively to those members of Council present when Council moves to sit as a Committee.
  - (i) ‘Council’ is the Mayor and Councillors duly elected in the City of White Rock and who continue to hold office.
  - (j) ‘Councillor’ is a Councillor duly elected in the City of White Rock and who continues to hold office.
  - (k) ‘Delegation’ refers to an individual or group bringing information to Council on a topic specified on a “Request to Appear as a Delegation” form.
  - (l) ‘Deputy Mayor’ is the Councillor who, in accordance with Part 3 of this Bylaw, is responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
  - (m) ‘Director of Corporate Administration’ is the staff person with the responsibilities of the Corporate Officer as outlined in the *Community Charter* and as set out in the City’s Officer and Indemnification Bylaw.

- (n) ‘Mayor’ is the Mayor duly elected in the City of White Rock and who continues to hold office.
- (o) ‘Member’ is a Member of Council including the Mayor or a person appointed to a committee, as defined in this bylaw, by Council and/or by the Mayor.
- (p) ‘Presentation’ refers to an individual or group that has been requested by staff in order to inform or update Council on a subject relevant to business being conducted on the agenda. The presenter’s name and, if applicable, title to the organization, and topic will be placed on the meeting agenda.
- (q) ‘Presiding Member’ is the person who is responsible for chairing the meeting.
- (r) ‘Public Hearing’ means a hearing that is required according to the *Local Government Act*, for the purposes of this bylaw where public hearing is noted will also include public meetings.
- (s) ‘Public Notice Posting Place’ is the notice board at City Hall.
- (t) ‘Quorum’ means a majority of all of its Council or Committee voting members that must be present in order to conduct official business (any matters requiring a vote, including adoption of the agenda, minutes, etc.).

#### Application of Rules of Procedure

- 3. (1) The provisions of this Bylaw apply to all meetings of Council, COTW and all Committees.
- (2) In cases not provided for under this Bylaw, the latest edition of Robert’s Rules of Order will apply to the proceedings of Council, COTW, and Committees to the extent that those rules are:
  - (a) applicable in the circumstances, and
  - (b) not inconsistent with the provision of this Bylaw the *Community Charter* or *Local Government Act*.

## **PART 2 – COUNCIL MEETINGS**

### Inaugural Meeting

4. (1) Following a general local election, the inaugural meeting (the first meeting of the newly elected Council) must be held on the first Monday in November in the year of the election.
- (2) If a quorum of members elected at the general local election has not taken office by the date of the meeting referred in subsection (1), the first Council meeting will be called by the Director of Corporate Administration and held as soon as reasonably possible after a quorum of members has taken office.

### Time and Location of Meetings

5. (1) Council meetings will take place within City Hall, or at a city owned facility, unless another location is deemed necessary by Council or staff to hold its meetings elsewhere. The meeting location will be noted on the meeting notice when applicable, and/or the agenda for the meeting.
- (2) Regular Council meetings will:
  - (a) be held on Mondays, in accordance with the schedule adopted by resolution by Council on or before December 31 of the preceding year;
  - (b) commence in accordance with the approved regular Council meeting schedule posted at the Public Notice Posting Place; generally, but not exclusively, at 7:00 p.m.; if there is a public hearing/meeting scheduled, the regular meeting will begin at the scheduled start time and be reconvened immediately following conclusion or adjournment of the public hearing/meeting;
 

Earlier start times for regular meetings and public hearings / meetings will be applied when circumstances, determined by the Mayor and/or staff require them (including but not limited to: high volume of business, special presentation(s) or a large public hearing/meeting is anticipated).
  - (c) be concluded or adjourned at 10:30 p.m. unless Council resolves to proceed beyond that time in accordance with Section 32 of this bylaw.
- (3) Council Meetings may:
  - (a) be cancelled by resolution by Council, provided that two consecutive meetings are not cancelled.
- (4) Special Council meetings may be called:
  - (a) By the Mayor at their discretion; or

- (b) By two (2) or more Council Members, in writing, may request the Mayor call a Special Council meeting;
- (c) Two (2) or more Council Members may themselves call a Special Council meeting if:
  - Within 24 hours after receiving a request under subsection (b), and no arrangements are made under subsection (a) for a special Council meeting to be held within the next seven (7) days, or
  - both the Mayor and the Acting Mayor are absent or otherwise unable to act

Note: if the meeting is called under subsection (c) the Council Members calling the meeting or the Director of Corporate Administration must sign the meeting notice.

- (5) (1) Closed Meetings of Council will be called as the need arises.
- (2) Any items which, in the opinion of Council, do not comply with the Closed Meeting criteria specified in the *Community Charter* must be deleted from the agenda of the Closed Meeting and be referred to:
  - (a) a future Regular Council Meeting as an additional item; or
  - (b) a committee; or to
  - (c) staff.
- (3) Information considered in any part of a Closed Meeting of Council must be kept in confidence until Council discusses the information at a meeting that is open to the public or releases the information to the public. The consequences of a Member breaching the duty of confidentiality may include, but are not limited to: motions by Council to censure the Member, removal of the Member from the Deputy Mayor rotation, removal of the Member from committees, court proceedings to recover damages from the Member, and court proceedings to obtain a statutory injunction (including contempt of court proceedings in the event of a continuing contravention).

#### Notice of Council Meetings

- 6. (1) In accordance with the *Community Charter*, Council will annually:
  - (a) adopt on or before December 31 a schedule of dates, times and places of Regular Council meetings for the following year and make the schedule available to the public by posting it at the Public Notice Posting Place ; and

- (b) give notice when the schedule of Regular Council meetings will be available at least once a year in accordance with sections 94 and 127the *Community Charter*.

7. (1) Except where notice of a special meeting is waived by unanimous vote of all members, a notice of the date, time and place of a special Council meeting must be given at least 24 hours before the time of a meeting by:
- (a) posting a copy of the notice on the Public Notice Posting Place;
  - (b) leaving a copy of the notice for each member in the member's mailbox at City Hall; and
  - (c) e-mailing Council.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Director of Corporate Administration.

### **PART 3 – DESIGNATION OF COUNCILLOR TO ACT IN PLACE OF THE MAYOR**

#### Deputy (Acting) Mayor

8. (1) Annually Council will designate the order in which each member will serve as Deputy Mayor on a rotating basis. During an election year this will be conducted at the inaugural Council meeting. Amendments to the schedule must be made by Council resolution.
- (2) If both the Mayor and the Councillor appointed under section (1) are absent from a Council meeting, the Councillor that appears next on the rotation and is present at the Council meeting will act as Deputy Mayor/Chairperson for that Council meeting.
- (3) When the Mayor is absent or otherwise unable to act, or when the office of the Mayor is vacant, the Deputy Mayor:
- (a) has the same powers and duties as the Mayor in relation to the applicable matter;
  - (b) must fulfill the responsibilities of the Mayor at the Council Meeting; and
  - (c) may sit in the Mayor's chair for the duration of the Council meeting.

### **PART 4 – COUNCIL PROCEEDINGS**

#### Attendance of Public at Meetings

9. (1) Except where the provisions of the *Community Charter* apply, all Council meetings must be open to the public.

- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with the *Community Charter* that states:
- The fact that the meeting or part of the meeting is to be closed; and
  - The basis under the applicable subsection of section 90 of the *Community Charter* on which the meeting or part is to be closed
- (3) .  
This section applies to all meetings of the bodies referred to in the *Community Charter* including without limitation :
- (a) COTW
  - (b) Standing, Select, Sub Committees;
  - (c) Parcel Tax Review Panel;
  - (d) Boards;
  - (e) Advisory Committees; and
  - (f) Task Forces
- (4) Despite subsection (1), the Presiding Member may expel or exclude a person from a Council meeting in accordance with the *Community Charter*.

#### Minutes of the Meetings

10. (1) Minutes of the proceedings of Council must be legibly recorded and certified as correct by the Director of Corporate Administration and signed by the Mayor or Chairperson at the meeting or at the next meeting at which the minutes are adopted responsible for taking the meeting minutes.
- (2) The Director of Corporate Administration is responsible for taking the meeting minutes and shall record that a Member has moved the motion and a Member has seconded the motion but need not record the names of the Members that move and second the motion.
- (3) Subject to subsection (4), minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours and available on the City website.
- (4) Subsection (3) does not apply to minutes of a Council meeting or that part of a Council meeting that is closed to the public
- (5) The Director of Corporate Administration is responsible for taking the meeting minutes and may make minor amendments to approved minutes including but not limited to typographical errors, sequential number errors, grammatical errors or completing missing information.

Seating Arrangements

11. (1) The Mayor shall designate each Councillor to a seat at the Council table at the beginning of the term.
- (2) Except as provided in section 8(3), each Councillor shall remain in their designated seat at each Council meeting for the duration of the term.

Calling Meeting to Order

12. (1) As soon after the time specified for a Council meeting and if there is a quorum present, the Mayor must take the Chair as Chairperson and call the Council meeting to order.
- (2) If the Mayor is absent, then the Deputy Mayor must take the Chair as Chairperson and call the meeting to order.
- (3) If a quorum of Council is present but the Mayor and the Deputy Mayor do not attend within 15 minutes of the scheduled time for a Council meeting:
  - (a) the Director of Corporate Administration must call to order the members present; and
  - (b) the next scheduled Deputy Mayor of the rotation would act as Chairperson for the meeting.

Adjourning Meeting Where No Quorum

13. (1) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Director of Corporate Administration will:
  - (a) record the names of the Members present, and those absent; and
  - (b) Adjourn the meeting until the next scheduled meeting stating date/time and location of the meeting.

Agenda

14. (1) Prior to each Council meeting:
  - (a) the Director of Corporate Administration, in consultation with the Chief Administrative Officer and the Mayor, must have prepared an Agenda setting out all items for consideration at the meeting; and
  - (b) Will provide a copy of the agenda by end of the day on the Wednesday prior to the meeting to each member of Council through technological means and/or in their mailbox at City Hall, unless otherwise directed by the member of Council. *(amended by Bylaw 2284)*  
~~will provide a copy of the agenda by end of day on the Thursday prior to the meeting to each member of Council through technological means and/or in~~

~~their mailbox at City Hall, unless otherwise directed by the member of Council.~~

- (2) The deadline for items or submission to the Corporate Administration Department for inclusion on the agenda for Council, staff and the public is 4:30 p.m. on the Monday prior to the Council meeting. If a time-sensitive matter arises, the Director of Corporate Administration and/or the Chief Administrative Officer may, at their discretion, add agenda items following this deadline.
- (3) The Director of Corporate Administration will make the agenda available to the public after it has been sent to Council as follows:
  - A reading / reference copy will be available in the Administration office;
  - Photocopies of the agenda will be available upon request in accordance with the City's Fees and Charges Bylaw; and
  - On the City website, the Friday prior to the Monday meeting (making allowance for technical error when the system is down and or documents have had issue being uploaded to the website).

#### Order of Proceedings and Business

15. (1) The agenda order of proceedings and business for all regular Council meetings will be set in accordance with a separate council policy.

#### Late Items (On Table or Supplemental Agenda)

16. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless Council resolves to introduce the late item to the agenda by vote of the majority of members present.
- (2) If the Council makes a resolution under subsection 15(1), information pertaining to the late item(s) must, when possible, be distributed to the Members by written copy or verbally.

If Council votes to permit the amendment to the agenda, the Chairperson or Director of Corporate Administration will advise if a) there is a written copy of the information to be supplied on table or b) if the item will be introduced verbally.

#### Voting at Meetings

17. (1) The following procedures apply to voting at Council meetings:
  - (a) when debate on a matter is closed, the Chairperson must put the matter to a vote of Members;
  - (b) after the Chairperson finally puts the question to a vote, a member must not speak to the question or make a motion concerning it;

- (c) the Chairperson’s decision about whether a question has been finally put is conclusive;
  - (d) whenever a vote of Council on a matter is taken, each member present will signify their vote by raising their hand; and
  - (e) the Chairperson must declare the result of the voting.
- (2) Every Council member present when a question is put will be expected to vote unless they make a declaration under the provisions of the *Community Charter*, regarding conflict of interest, in which case the provisions of that section apply and in such cases they will not participate in the discussion or vote but must leave the Chambers until the vote is taken at which time they may resume their seat.
- (3) Should any member in attendance refrain from voting when any question is put, for any reason other than situations pertaining to provisions of the *Community Charter*, regarding conflict of interest, the member will be regarded as having voted in the affirmative and the vote will be counted accordingly.
- (4) A speaker may not speak against the motion they have made, but may choose to vote against it.
- (5) All acts whatsoever authorized or required by the *Community Charter*, to be done by the Council, and all other questions, including questions of adjournment, that may come before the Council will, save where otherwise so expressed, be done and decided by the majority of the members of Council present at the meeting.
- (6) In all other cases where the votes of the members then present, including the vote of the Chairperson, are equal for and against a question, the question will be defeated, and it will be the duty of the Chairperson to so declare.
- (7) The name of any member who voted in the negative on a question will be recorded in the minutes of such meeting.
- (8) When the question under consideration contains distinct propositions, upon request of any member, the vote upon each proposition will be taken separately.
- (9) When a regular meeting is to be adjourned to go into a Public Hearing or Public Meeting (Development Variance Permit) it will be noted in the agenda and noted verbally by the Chairperson as follows:

**MEETING POSTPONE (ADJOURNMENT)**

In the circumstance the Public Hearing for Bylaws (No. xxxx) is not concluded by 7:00 p.m. the regular Council meeting will be called to order and at this point in the agenda the meeting will be postponed (adjourned) in order to continue the public hearing.

The regular meeting will be reconvene directly following the adjournment or conclusion of the noted Public Hearing here at (location: City Hall Council Chambers) later this same evening.

Presentations on a Regular Agenda)

18. (1) A presentation by the Mayor or a Councillor at a Council meeting shall only pertain to:
- (a) events attended as a representative of the City; or
  - (b) information on community events and activities.
- (2) Presentations by a Member to Council will be limited to a maximum of five (5) minutes.
- (3) Presentations by an invited guests at a Council meeting will be limited to a maximum of ten (10) minutes.

Presentation time by an invited guest can only be extended by Council by unanimous vote of all present members of Council.

19. Question and Answer Period (*added by Bylaw 2277 and renumbered accordingly*)

- Section 19 (1) Question and Answer Period will be included toward the start of the regular Council meeting (following Meeting Minutes approval). This will be an opportunity for the public to ask questions and make comments.
- (2) Questions will be addressed to the Chairperson. If there are questions for an individual member of Council, they will be addressed through the Chairperson for direction.
  - (3) Question and Answer Period will be timed, not to exceed 15 minutes unless Council wishes to extend Question and Answer Period just prior to the conclusion of the regular Council meeting. Extension for a further 15 minutes at that time may be permitted by majority vote of Council. No further extensions will be permitted for that evening for Question and Answer Period.
  - (4) Each speaker will be given two (2) minutes, the speaker will be given one (1) opportunity to ask a question or make comment(s) during this time. In the circumstance there is still time from the original 15 minutes remaining and there are no further speakers a second opportunity may be provided.
  - (5) The speaker will begin by stating their name and city of residence to

be recorded in the minutes along with a summary of the question / comment(s). When the Chairperson does not have the information to provide for an immediate answer to the response it will be given in written format and included on the next agenda under this topic when the information is available.

- (6) An area on the website will be designated for a summary list of all the questions, comment topics and answers provided during Question and Answer Period so this item can be easily searched by the public.
- (7) There is to be no questions or comments on a matter that will be the subject of a public hearing or public meeting (example: Development Variance Permit). Questions that may be subject to Freedom of Information and Protection of Privacy will be forwarded for a direct response through the FOI process.
- (8) Question and Answer Period will not be conducted during the months of September and October of an election year.

#### Delegations / Petitions

20. (1) The Council may allow a Delegation to address the Council at a meeting on a topic provided a Delegation request form has been received by the Director of Corporate Administration by 8:30 a.m. on the Monday prior to the meeting.  
*(amended by Bylaw 2284)*  
~~The Council may allow a Delegation to address the Council at a meeting on a topic provided a Delegation request form has been received by the Director of Corporate Administration by 4:30 p.m. on the Monday prior to the meeting.~~
- (2) A maximum of five Delegations will be permitted at any Council meeting.
- (3) Each Delegation must be limited to a maximum of five (5) minutes; this time may only be extended by unanimous vote of all Members present.
- (4) The Mayor and Chief Administrative Officer or the Director of Corporate Administration must not permit a Delegation to address a meeting of the Council regarding:
  - i. Any matter that will be the subject of a public hearing that is required under an enactment as a prerequisite to the adoption of a bylaw;
  - ii. Any matter that is undergoing a local area service process or counter petition process;
  - iii. Any matter which the City has commenced prosecution and on which judgment has not been rendered;

- iv. The promotion of commercial products or services which have no connection to the business of the City;
  - v. Publicly tendered contracts or proposal calls for the provision of goods and services for the City, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded by Council or City staff; and further
  - vi. A subject is beyond the jurisdiction of Council.
- (5) A delegate may only appear once per year in relation to a specific topic, such appearance is to be measured from the time of the last appearance on the matter. This includes the topic, any process, resolution or concerns regarding the topic or any review or assessment of the topic.
- (6) The Director of Corporate Administration may schedule Delegations to a later Council meeting than requested considering the subject matter or if there are already five (5) requests to appear as a Delegation at the same meeting.
- (7) A Delegation intending to give a Power Point presentation must supply the Director of Corporate Administration with a copy of the presentation by 8:30 a.m. on the Monday prior to the meeting. The presentation will be reviewed by staff, to ensure that it is professional and relevant to the Council proceedings. If the Director of Corporate Administration is of the opinion that the Presentation is unprofessional or irrelevant the noted slides/pages will be removed or the entire presentation will be rejected. Staff will contact the delegation to inform if this is to occur. *(amended by Bylaw 2284)*  
~~A Delegation intending to give a Power Point presentation must supply the Director of Corporate Administration with a copy of the presentation by 4:30 p.m. on the Monday prior to the meeting. The presentation will be reviewed by staff, to ensure that it is professional and relevant to the Council proceedings. If the Director of Corporate Administration is of the opinion that the Presentation is unprofessional or irrelevant the offending slides/pages will be removed or the entire presentation will be rejected. Staff will contact the delegation to inform if this is to occur.~~
- (8) Every petition presented to Council by a Delegation, or otherwise, must include:
- (a) the date of the petition;
  - (b) legible full names of each signatory petitioner with their address; and,
  - (c) a statement at the top of the page clearly indicating why signatures have been collected.
- (9) All petitions addressed to Council will be placed on the Council agenda for receipt. Petitions must be received by 8:30 a.m. on the Monday prior to the next regular scheduled meeting. Petitions received after this agenda deadline will be

automatically placed on the next regular scheduled meeting agenda. (*Amended by Bylaw 2284*)

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

~~All petitions addressed to Council will be placed on the Council agenda for receipt. Petitions must be received by 4:30 p.m. on the Monday prior to the next regular scheduled meeting. Petitions received after this agenda deadline will be automatically placed on the next regular scheduled meeting agenda.~~

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

Point of Order (Question to the Chair: Are the rules of the meeting being followed?)

21. (1) The Chairperson will preserve order and decide all points of order which may arise, but subject to an appeal to the other members of the Council present.
- (2) Without limiting the Chairperson’s duty under the *Community Charter*, the Presiding Member must apply the correct procedure to a motion:
  - (a) if the motion is contrary to the rule of procedure in this Bylaw; and
  - (b) whether or not another Member has raised a point of order in connection with the motion.
- (3) When the Chairperson is required to decide a point of order:
  - i) first immediately suspend the debate;
  - ii) ask “What is your Point of Order?”;
  - iii) rule as to whether or not the point of order is valid; citing the applicable rule or authority, if required by another Member;
  - iv) another Member must not question or comment on the rule or authority cited by the Chairperson under subsection (2)(a);
  - v) the Chairperson may reserve the decision until the next Council meeting; and
  - vi) the Chairperson may direct the members to stand at ease (brief pause where members remain in their places until the Chairperson calls the meeting to order) while considering their decision.
- (4) If an appeal (disagreement with the ruling by the Chairperson) be taken by a member of the Council from the decision of the Presiding Member, the question will be immediately put, and decided without debate. "Will the Chair be sustained?" and the Chairperson will be governed by the vote of the majority of the other members of the Council then present, and the names of the members of the Council voting against the question "Will the Chairperson be sustained?" will be recorded on the minutes, and in the event of the votes being equal, the question will pass in the affirmative. The Chairperson will not be permitted to vote on an appeal of their decision hereunder.

- (5) If the Chairperson refuses to call the question "Will the Chairperson be sustained?" the Council will immediately appoint one of its members to preside temporarily, and the Chairperson temporarily appointed will proceed in accordance with (4) and in the event of the votes being equal, the question will pass in the affirmative.

### Conduct and Debate

22. (1) A member may speak to a question or motion at a Council meeting only if that member first addresses the Chairperson.
- (2) A member must address the Chairperson by that person's title followed by their surname: Mayor, Councillor, Deputy Mayor or Chairperson.
- (3) A member must address other non-Chairperson by the title of Councillor, Mayor or Committee Member followed by their surname.
- (4) No member may interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks, the Chairperson must call the member who, in the Chairperson's opinion, first spoke.
- (6) A member who is called to order by the Chairperson:
- (a) must immediately stop speaking;
  - (b) may explain their position on the point of order; and
  - (c) may appeal to Council for its decision on the point of order in accordance with the *Community Charter*.
- (7) Member at a Council Meeting:
- (a) must use respectful language;
  - (b) must not use offensive gestures or signs;
  - (c) must speak only in connection with the matter being debated;
  - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded; and
  - (e) must adhere to the rules of procedure established under this bylaw and to the decision of the Chairperson and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), they may order the member to leave the member's seat and:
- (a) if the member refuses to leave, the Chairperson may cause the member to be removed by a peace officer or by the R.C.M.P.; and

- (b) if the member apologizes to the Council, Council, may, by resolution, allow the member to retake the member’s seat.
- (9) A member may require the motion being debated at a Council meeting to be read at any time during the debate, if that does not interrupt another member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at the Council meeting:
  - (a) a member may speak no more than twice for a maximum of five (5) minutes per time in connection with the same question unless:
    - i. with the permission of Council by majority vote, or
    - ii. if the member is explaining a material part of a previous speech while introducing a new matter;
  - (b) the mover of the motion, after obtaining the floor from the Chairperson, will have the first opportunity to speak to the motion; and be permitted the opportunity of summation before the question is called.
- (11) The following rules apply to all persons attending a City meeting. This includes participants, staff, and Members of the public.

Members of the public may attend to observe open council meetings. A Member of the public at a meeting must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.

In accordance with Human Resources Policy No. 405 (Workplace Harassment), *“Every employee has the right to work in a respectful atmosphere that promotes equal opportunities and is free from harassment, bullying and discrimination.”*

City meetings are working meetings for Council and staff; as such, outbursts, shouting (questions or comments), clapping, and booing/heckling are not permitted. Members of the public must view the meeting from the designated gallery/seating area established for the public (area away from the Council / Committee Member table) in most circumstances there will be chairs set up.

Council meetings, unless Closed as per the provisions of the *Community Charter*, are open to all Members of the public. If the public have signs or placards, they must not contain profanity or disrespectful language. Those with signs and placards may display their signs from the back of the room in order to ensure the sightline of others observing the meeting are not blocked.

Members of the public who do not adhere to the meeting conduct, as outlined in this bylaw, will be given a compliance warning. If a Member of the public is unwilling to do so, as per the *Community Charter*, the City reserves the right to request or have a person removed from the meeting.

- (a) If, in the opinion of the Chairperson, a Member of the public has contravened section 11(a) the Chairperson may issue a warning to the

offender. A warning will consist of the following: The Chairperson will advise the offending individual or group of individuals the behavior is not in accordance with this bylaw. The offending individual(s) will be requested to provide their name and it will be noted in the meeting minutes (if name is not provided a description will be noted).

If the behavior continues, the Chairperson may, in accordance with the *Community Charter*, order that the offending individual or group is expelled from the meeting (c) Should the Chairperson determine expulsion from the meeting is required they will state the following:

“In accordance with the *Community Charter* Section 133, hereby order that (Persons Name or Description) be expelled from the meeting at this time due to the person acting improperly as follows: (state the offending behavior) thus interrupting the meeting proceedings.

If you do not leave the meeting at this time, the RCMP will be contacted and you will be escorted from these Council Chambers / City Hall.”

Motions

- 23. (1) A motion will be phrased in a clear and concise manner so as to express an opinion or achieve a result. When a motion has been moved by a member and seconded by another member, it is then a motion on the floor, and is deemed to be in the possession of Council, and such motion:
  - (a) must be recorded in the minutes;
  - (b) the mover of the motion, after obtaining the floor from the Chair, will have the first opportunity to speak to the motion;
  - (c) the mover of the main motion will be permitted the opportunity of summation before the question is called; and
  - (d) may only be withdrawn by the mover and seconder of the motion, with the consent of all the members present (any Member not in agreement must make this known by raising their hand to notify the Chairperson).
  
- (2) A Council member may make only the following motions, when the Council is debating a question. These motions are numbered; the higher number determines the type of motion that must be considered prior to the lower number motion. Each of the following motions are required to be seconded:

	<b>Motion/Purpose</b>	<b>Amendable</b>	<b>Debatable</b>	<b>Required Vote</b>
1	Postpone Indefinitely	Amendable	Yes	Majority
2	Amend	Amendable if primary	Yes	Majority
3	Refer (to someone or somewhere)	Amendable	Yes	Majority
4	Postpone Definitely/Defers (until	Amendable	Yes	Majority

	a certain time)			
5	Limit or Extend Debate	Amendable	No	2/3
6	End Debate and Amendments		No	2/3
7	Table (temporarily suspend consideration of an issue to address another topic). The Presiding Member would ask “For what reason?” and rule on it.		No	Majority

- (3) A member may request that a motion that is on the floor, be read for information, at any time during the debate.
- (4) Amendments will be put to the question in the reverse order to that in which they have been moved. An amendment will be only to the main motion and will be decided or withdrawn before the question is put to the vote on the main motion. Only one amendment will be considered by Council at a time. Council may amend an amendment by way of a sub-amending motion. No amendment will alter in a material way the principle embodied in the main motion but should merely vary its terms in one or more particulars.
- (5) A motion to refer the subject matter to a Committee, until it is decided, will preclude all amendment(s) of the main motion.
- (6) At any time after a question has been proposed, any member may "call for the question" and unless the Chairperson considers such request is an abuse of the Rules of Procedure or an infringement of the rights of minority the original question will immediately thereafter be put and decided without further debate.
- (7) Prior to the Question being called a member may request a motion to be read by either the Chairperson or the Director of Corporate Administration.
- (8) Motions that are not seconded will not be included in the meeting minutes.
- (9) A motion to conclude a meeting is not necessary. Following the completion of all agenda items the Presiding Member may state: “This meeting is now concluded.”

Amending Motions

- 24. (1) A member, other than the mover of a motion, may propose an amendment to a motion, and subject to the provisions regarding sub-amendments, that amendment must be disposed of before any subsequent amendments are proposed.
- (2) When an amendment to a motion has been moved and seconded, the Chairperson must, if requested by a member, state the original motion and the

amendment, and must permit debate only on the amendment.

- (3) If the amendment is defeated, debate may continue on the original motion, and if no further amendments are proposed, the Chairperson must call the question on the original motion.
- (4) If an amendment is adopted and no further amendments are proposed, the Chairperson must then call the question on the original motion, as amended.
- (5) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

#### Sub-Amendments of Motions

25. (1) A member may propose a sub-amendment to an amendment, and the provisions of Amending Motions apply, so far as applicable to sub-amendments.
- (2) A member may not propose a sub-amendment to a sub-amendment.
- (3) The Chairperson must call the question on a motion which has been amended, in the following order:
  - (a) a sub-amendment, if any;
  - (b) an amendment to the original motion; and
  - (c) the original motion.

#### Scope of Amendments and Sub-Amendments

26. The amendments may take the form of the deletion, addition, or substitution of words or figures, provided such deletions, additions, or substitution do not, in the opinion of the Chairperson, affect the original motion, the amendment, or the sub-amendment, whichever is applicable, to the extent that it is either:
  - (a) negated, or
  - (b) changed in such a way that either an alternative motion is proposed, or all reference to the original motion, the amendment, or the sub-amendment, whichever is applicable, is eliminated.

#### Bringing Back Adopted Motions

27. (1) A Member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.

- (2) A resolution or bylaw which was adopted may be brought back before Council by a motion to reconsider, rescind or amend something previously adopted, provided:
  - (a) Council has given due consideration to any actions taken by an officer, employee, or agent of the City; and
  - (b) the resolution or bylaw has not had the approval of the electors or the assent of the electors.
- (3) A motion to reconsider or rescind an adopted resolution or bylaw:
  - (a) may be made at the same meeting; and
  - (b) may only be made by a Member who voted in favour of it.
- (4) A motion to rescind or amend an adopted resolution or bylaw:
  - (a) may be made at a future meeting, by a Member giving notice under Notice of Motion at a regular Council meeting; and
  - (b) may be made by any Member, regardless of how they voted the first time.
- (5) A motion to reconsider:
  - (a) is debatable;
  - (b) if adopted, the resolution or bylaw shall be reopened for debate; and
  - (c) if reopened for debate, may be referred, amended, postponed, or voted on for a second time.
- (6) A motion to rescind:
  - (a) Is debateable; and
  - (b) If adopted, the motion is no longer applicable, and it would be in order to move a subsequent motion.
- (7) If a motion to reconsider or rescind something previously adopted is defeated twice within three (3) months, the same or substantially the same motion to rescind or amend may not be renewed for at least six (6) months, except if Council, by a two-thirds majority vote, permits such renewal.

#### Bringing Back Defeated Motions

28. (1) A motion to reconsider a defeated motion of City Council will only be applicable to the votes taken on main motions, resolutions or bylaws, and will not apply to votes on secondary motions, i.e. to postpone, to refer, to table and to amend.
- (2) A resolution or bylaw which was defeated may be brought back for consideration by a motion to reconsider or rescind something previously defeated, provided:
  - (a) Council has given due consideration to any actions taken by an officer, employee, or agent of the City.
- (3) A motion to reconsider or rescind a defeated resolution or bylaw:

- (a) may be made at the same meeting during which the resolution or bylaw was defeated
  - (b) may be made at the next regular Council meeting; and
  - (c) may only be made by a Council Member who voted against the resolution or bylaw (voted in favour), or who was not in attendance during the vote.
- (4) A motion to rescind a defeated resolution or bylaw:
- (a) may be made at a future meeting, by a Member giving notice under notice of motion at a regular Council meeting; and
  - (b) may be made by any Member, regardless of how they voted the first time.
- (5) A motion to reconsider:
- (a) is debatable
  - (b) if adopted, the resolution or bylaw shall be re-opened for debate; and
  - (c) if re-opened for debate, may be referred, amended, postponed or voted on for a second time.
- (6) A motion to rescind:
- (a) is debatable; and
  - (b) if adopted, the motion is no longer applicable, and it would be in order to move a subsequent motion.
- (7) If a motion to reconsider or rescind something previously defeated is defeated twice within three (3) months, the same or substantially the same motion to rescind or amend may not be renewed for at least six (6) month, except if Council by a two-thirds majority vote, permits such renewal.

#### Reconsideration Requested by the Mayor

29. (1) Without limiting the authority of council to reconsider a matter, the Mayor may require the council to reconsider and vote again on a matter that was the subject of the vote.
- (2) As restrictions on the authority under subsection (1):
- (a) the Mayor may only initiate a reconsideration under this section:
    - i) at the same council meeting as the vote took place; or
    - ii) within the 30 days following that meeting, and
  - (b) a matter may not be reconsidered under this section if:
    - i) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the council, or

- ii) there has already been a reconsideration under this section in relation to the matter.
- (3) On a reconsideration under this section, the council
- (a) must deal with the matter as soon as convenient, and
  - (b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.

#### Notice of Motion

30. (1) A Notice of Motion, if forwarded to the Director of Corporate Administration’s office prior to the Council agenda deadline, will be placed on the upcoming regular meeting agenda under Motion and Notices of Motion with the requesting Member of Council’s name so they may introduce the motion for consideration at that time or at a future meeting; or
- (2) During the Motion and Notices of Motion portion of a regular or special meeting of the Council, any Council Member may give a “Notice of Motion” respecting an item which they intend to present at a future meeting, upon the Member being acknowledged by the Chairperson and the Notice of Motion being read to the meeting.

The Member of Council shall provide a written copy of the motion presented under this section the Director of Corporate Administration for inclusion in the Minutes of that meeting as a “Notice of Motion”. The Director Corporation Administration shall place the motion on the Agenda of the next regular or special council meeting, or other future meeting designated by the Member of Council by bringing forward the Notice of Motion, for consideration.

#### Reports from Committees

31. Council may take any of the following actions in connection with a recommendation(s) it receives from COTW or any of its Committees:
- (a) agree or disagree with the recommendation(s);
  - (b) amend the recommendation(s);
  - (c) refer the recommendation(s) to staff
  - (d) refer the recommendation(s) back to the originating committee or to another committee; or
  - (e) postpone consideration of the recommendation(s).

#### Communications to Council

32. (1) Communications intended to be presented to Council will:

- (a) be legibly written, typed or printed;
  - (b) signed by a least one person; and
  - (c) include the name and civic address for each person who has signed the communication.
- (2) All communications which require a report may be referred by Council to any Committee, the CAO or to staff by formal resolution by Council for such referral.
33. (1) A Council may continue a Council meeting after 10:30 p.m. only by an affirmative majority vote of Members present.
- (2) At the close of a meeting of Council or Committee, the Chairperson will state “This meeting is concluded” (motion to conclude is not necessary).

## **PART 5 – PUBLIC HEARINGS**

### Rules of Public Hearing/Meetings

34. (1) Public Hearings must be held in accordance with the *Local Government Act*. A statement outlining the meeting conduct will be read at the start of the public hearing for the evening by either the Presiding Member or the Director of Corporate Administration. The statement must include the following points:
- (a) each person wishing to address Council will be given a maximum of five (5) minutes to speak;
  - (b) in order to speak, one must be acknowledged first by the Chairperson;
  - (c) once all in attendance have had the opportunity to speak, the Chairperson will ask again for anyone wishing to speak to come forward. Those speakers who have already addressed Council may speak again; however, speakers should refrain from repeating information that they have already presented to Council; and
  - (d) At the end of the public hearing the Chairperson will conclude the Public Hearing (motion to conclude is not necessary)

## **PART 6 – BYLAWS**

### Copies of Proposed Bylaws to Council

35. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each member with the agenda or where circumstances prevented a copy of the bylaw from being delivered to each Member with the agenda, with an affirmative majority vote of Members present.

Form of Bylaws

36. A bylaw introduced at a Council meeting must:
- (a) be available in hard copy for review by Council;
  - (b) have a distinguishing name;
  - (c) have a distinguishing number and
  - (d) be divided into sections.

Bylaws to be Considered Separately or Jointly

37. Council must consider a proposed bylaw at a Council meeting either:
- (a) separately when directed by the Chairperson or required by a member; or
  - (b) jointly with other proposed bylaws in the sequence determined by the Presiding Member.

Reading and Adopting Bylaws

38. (1) The reading of a proposed bylaw may be given by stating its short title or by reference to the bylaw number provided a copy of the proposed bylaw has been included in the agenda.
- (2) First, second and third reading of the Bylaw may consist of debate upon the general principles of the Bylaw.
- (3) The bylaw may be given first and second reading or first, second and third readings in one (1) motion at the same Council meeting provided a copy of the proposed bylaw has been included in the agenda or hard copy has been placed on table for consideration.
- (4) The only motion required for the final adoption of a bylaw after consideration shall be “That Council give “bylaw title or number” final reading”, may be noted in this short form if included in the agenda or a hard copy has been placed on table.
- (5) A proposed bylaw may be amended at any time during the first three (3) readings unless prohibited by the *Community Charter*.
- (6) Unless otherwise provided, each reading of a proposed bylaw must receive the affirmative vote of a majority of Members present.
- (7) Notwithstanding the *Community Charter* and in accordance with the *Local Government Act*, Council may adopt a proposed official community plan or

zoning bylaw at the same meeting at which the plan or bylaw was given third reading.

- (8) The Director of Corporate Administration may consolidate one or more of the City's bylaws for convenience purposes.

#### Bylaws Must be Signed

39. After a bylaw is adopted, and signed by the Director of Corporate Administration and the Chairperson of Council at which it was adopted, the Director of Corporate Administration must have the bylaw placed in the City's records for safekeeping.

## **PART 7 – COMMITTEE OF THE WHOLE (COTW)**

40. (1) A COTW meeting can be called:
- (a) at any time by the Mayor; and
  - (b) at any time during a council meeting, Council may, by resolution, go into COTW.

#### Notice of Committee of the Whole Meetings

41. (1) Subject to subsection (2), a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by;
- a) posting a copy of the notice at the Public Notice Posting Place; and
  - b) leaving a copy of the notice for each member in the member's mailbox at City Hall; and
  - c) e-mailing Council.
- (2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with section 40 during a Council meeting for which public notice has been given pursuant to this Bylaw.

During a Council meeting, Council may resolve to go into a COTW by a resolution "...that the Council do now resolve itself into a Committee of the Whole." The Chairperson of the Council Meeting will release the Chair. The Chairperson of the COTW (the Deputy Mayor) will then assume control of the COTW meeting. When all matters referred to a COTW have been considered, a question will be called on a motion to revert back to the regular meeting.

#### Chairperson at COTW Meetings

42. The current Deputy Mayor will act as the Chairperson of COTW.

Conduct and Debate

43. The rules of the Council will be observed in Committee of the Whole, so far as may be applicable, except that the number of times that a Member may speak on any question will not be limited, and debate may occur prior to a motion being made.

## **PART 8 – COMMITTEES (INCLUDING COMMITTEE OF THE WHOLE WHERE NOT SPECIFICALLY ADDRESSED UNDER PART 7)**

Duties of Standing Committees

44. (1) Standing Committee members may consider, inquire into, report and make recommendations to Council on the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
  - (b) matters that are assigned by Council; and
  - (c) matters that are assigned by the Mayor.
- (2) Notwithstanding section 43 (1) Standing Committees consisting of all members of Council may deliberate on all matters in 43(1) but will forward only matters onto Council that pertain to Council policy, bylaws and legislated items for a decision of Council; all other matters will be handled at the Committee level.

Duties of Select Committees

45. (1) Select committees may consider, inquire into, report and make recommendations to Council about matters referred to committee by Council, the Chief Administrative Officer, Staff Liaison or items brought forward by Committee members that are described in the Committee's mandate / Terms of Reference.
- (2) Select committees must report and make recommendations to Council when directed by Council resolution.

Schedule of Committee Meetings

46. (1) At the first meeting after its establishment, a select committee will review and adopt the established regular schedule of meetings distributed by the Corporate Administration Office.

- (2) Standing Committees meet as the need arises; items are brought forward by staff in accordance with the Committee mandate and agendas will be provided at the same time and means as the regular Council meeting agendas.

**Note:** Standing Committees that consist of all Members of Council in most cases will hold their meetings on the same days as regular Council meetings are scheduled (example: Land Use and Planning, Governance and Legislation, Finance and Audit Committee).

#### Agendas for Committee Meetings

47. (1) The deadline for submissions by the staff and by the public to the Committee Clerk or the Director of Corporate Services of items for inclusion on the Agenda for the Committee meeting must be by noon on the Wednesday prior to the Committee meeting.
- (2) If there are no agenda items for meeting received by noon on the day that is one (1) week prior to the meeting the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the Committee meeting.

#### Notice of Committee Meetings

48. (1) Subject to subsection (2), after the Committee has reviewed the established regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Place; and
  - (b) providing a copy of the schedule to each Member of the Committee.
- (2) Where revisions are necessary to the annual schedule of Committee meetings, the Committee Clerk or the Director of Corporate Administration must post a notice and a revised schedule as soon as possible at the Public Notice Posting Place
- (3) The Committee Clerk or the Director of Corporate Administration must ensure a notice of the day, time and place of a meeting called under section 43 (2) is given or sent to all Members of the Committee at least 24 hours before the time of the meeting.

#### Attendance at Committee Meetings

49. (1) Members of the public may attend committee meetings that are not closed in accordance with the *Community Charter*, to observe only.

#### Presentations at Committee Meetings

50. (1) When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to a member of the public in attendance to speak to the item in question.
- (2) At Standing Committees meetings, where the members are comprised of all of Council, a presentation will be permitted regarding an item on the agenda where the presenter could outline the intent of an application or give professional insight to a subject matter. A presentation of this nature must not exceed 10 minutes unless agreed to by a majority of members present. In this case a notation will be made on the agenda to indicate that there is a Presentation expected.

#### Minutes of the Committee Meetings

51. Minutes of the proceedings of a Committee must be:
- (a) legibly recorded;
  - (b) certified by the Committee Clerk;
  - (c) open for public inspection in accordance with the *Community Charter*; and
  - (d) motions are to be recorded as recommendations that would be forwarded to Council for ratification, unless they are by a Standing Committee of Council that is comprised of all members of Council and the Terms of Reference states contrary, the Terms of Reference in this circumstance will be followed.

#### Conduct and Debate

52. (1) The rules of the Council procedure must be observed during Committee meetings, so far as is possible and unless as otherwise provided in this bylaw.
- (2) Persons attending a meeting of a Committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the Committee Members present.

#### Terms of Reference

53. Council must approve all of the City's Committee Terms of Reference.

## **PART 9 – GENERAL**

54. If any provision of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.
55. A motion to censure may be used to express Council's indignation with a Council member's conduct regarding Council business. A motion of this nature would be used

only in extra-ordinary circumstances, where the principles of the Respectful Workplace Policy has not been adhered to, and will be:

- (a) seconded;
- (b) debatable;
- (c) amendable;
- (d) requires a majority vote;
- (e) and will be recorded in the Council meeting minutes.

56. “*The White Rock Council Procedure Bylaw, 2015, No. 2105*” and all amendment are hereby repealed.

RECEIVED FIRST READING on the	29 <sup>th</sup> day of	January, 2018
RECEIVED SECOND READING on the	29 <sup>th</sup> day of	January, 2018
RECEIVED THIRD READING on the	29 <sup>th</sup> day of	January, 2018
PUBLISHED in the Peace Arch News on the	9 <sup>th</sup> & 16 <sup>th</sup> days of	February, 2018
ADOPTED on the	19 <sup>th</sup> day of	February, 2018

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MAYOR

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DIRECTOR OF CORPORATE ADMINISTRATION

**THE CORPORATION OF THE  
CITY OF WHITE ROCK  
BYLAW 2232  
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THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
CORPORATE REPORT



**DATE:** July 22, 2019  
**TO:** Governance and Legislation Committee  
**FROM:** Tracey Arthur, Director of Corporate Administration  
**SUBJECT:** City Policy and Select Bylaw Review

---

**RECOMMENDATION**

THAT the Governance and Legislation Committee receive for information the corporate report dated July 22, 2019 from the Director of Corporate Administration titled "City Policy and Select Bylaw Review".

---

**INTRODUCTION**

Following each local government election the City's policies and some select bylaws are brought forward to Council for an opportunity to review/update/revise and make the documents their own. This project is led by the Corporate Administration Department and is included as part of this Council's Strategic Priorities.

**ANALYSIS**

There are over 100 Council endorsed policies to support the operations and governance of the City of White Rock. To ensure the City's operations and governance are aligned with Council's vision, reviews are conducted to allow for updates and for the policies to be ratified by the current Council.

**Policies:**

Since November 2018, a number of policies have been reviewed and endorsed by the current Council. Staff are scheduling the balance of policies for Council's consideration this Fall/Winter in order to meet the Council Strategic Priorities deadline of December 31, 2019.

Appendix A (Status of City Policies) indicates which policies have been reviewed by current Council.

**Bylaws:**

The City has many longstanding bylaws that, when required, have been updated through bylaw amendments. Bylaws are also created and brought forward as the need arises for Council consideration. Frequently referenced bylaws, when amended, are consolidated with the original bylaw (for convenience purposes) for ease of reference and are available for inspection on the City's website.

In addition to the City's Policy review, the Senior Management Team was requested to advise which bylaws should be reviewed/updated. The bylaw review will be a lengthy project as it requires much dedicated staff time and in many circumstances will require a review by the City's solicitor to ensure the bylaw is complete from all aspects and is defensible. Many of the bylaws have already been noted through facilitated Council discussions and at various meetings including Council. The list of bylaws, broken down by Department, is attached as Appendix B (Senior Management Team's Suggested Bylaws for review).

### **CONCLUSION**

This corporate report has been provided for information purposes. A review of all city policies and select bylaws is good practice to ensure the operations and governance of the city is up-to-date and compliant with Council's Strategic Priorities. This corporate report provides an update on what has been reviewed since Council's election, and what is anticipated to be brought forward. Staff anticipate having all policies before the Governance and Legislation Committee by the conclusion of 2019. The select bylaws will be forthcoming throughout the Council term.

Respectfully submitted,



Tracey Arthur  
Director of Corporate Administration

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

This corporate report is provided for information.



Dan Bottrill  
Chief Administrative Officer

Appendix A – Status of City Policies

Appendix B – Senior Management Team's Suggested Bylaws for Review

**APPENDIX A: STATUS OF CITY POLICIES****Green = Reviewed by our Current Council****100 Series still to be reviewed:** 101, 103, 107-110, 112, 117, 120-125, 128-132, 136, 146, 151**100 Series numbers that are repealed/unassigned:** 102, 104, 113, 115, 116, 118, 121, 127  
139-141, 148-150, 152

<b>POLICY NO.</b>	<b>POLICY NAME</b>	<b>LAST AMENDED</b>
No. 101	Corporate Vision, Mission, and Values	June 2015
No. 103	Council Policy Development	June 2015
No. 105	Council Orientation	January 2019
No. 106	Council Remuneration and Expenses	July 2019
No. 107	Correspondence Received by the City	February 2017
No. 108	Deputy Mayor	June 2015
No. 109	Proclamations	June 2015
No. 110	Council/Committee Minutes	June 2015
No. 111	Order of Proceedings and Business for Council Meeting Agendas	January 2019
No. 112	Freedom of the City	June 2015
No. 114	Council Goals/Priorities/Strategic Planning Process	January 2019
No. 117	Annual Reports for Select Committees	June 2015
No. 119	Communication Between Mayor and Council and City Staff	January 2019
No. 120	Code of Conduct for Committee Members	June 2015
No. 122	Invitations to Mayor and Council	June 2015
No. 123	Committee Member Feedback Opportunity	June 2015
No. 124	Verbal Submissions – Attendance At Conventions, Conferences, Education/Training	June 2015
No. 125	White Rock Outstanding Canadians on the Peninsula Legacy Program	April 2018

No. 126	Chief Administrative Officer (CAO) Annual Performance Review	January 2019
No. 128	Sub-Committee / Committees Composed of Council Members Only	June 2015
No. 129	City News	July 2015
No. 130	Operational Communications Objective	July 2015
No. 131	City Website	July 2015
No. 132	Communication of Council Decisions	July 2015
No. 133	Internal Handling Media Requests	January 2019
No. 134	Press Releases	January 2019
No. 135	Recognition and Strategic Messages	February 2019
No. 136	Managing the City of White Rock's Social Media Presence	July 2015
No. 137	Terms of Reference - Economic Investment Committee	July 2019
No. 138	Terms of Reference - Environmental Advisory Committee	April 2019
No. 142	Terms of Reference – Governance and Legislation Committee	January 2019
No. 143	Terms of Reference – Cultural Advisory Committee	January 2019
No. 144	Terms of Reference – Tour de White Rock	January 2019
No. 145	Terms of Reference – Finance and Audit Committee	January 2019
No. 146	Use of City Flag Pole	June 2018
No. 147	Terms of Reference – Public Art Advisory Committee	May 2019
No. 151	Use of Elected Official Office - Official Title Policy	June 2016
No. 153	Terms of Reference – Sea Festival Planning Committee	January 2019
No. 154	Terms of Reference – Intergovernmental and First Nation Affairs Committee	January 2019
No. 155	Terms of Reference – Land Use and Planning Committee	January 2019

No. 156	Terms of Reference – Parking Task Force	June 2019
No. 157	Terms of Reference – Water Community Advisory Panel	June 2019
No. 158	Terms of Reference – Seniors Advisory Committee	February 2019
No. 159	History and Heritage Committee	February 2019
No. 160	Marine Drive Task Force	June 2019
No. 161	No Policy Endorsed for 161 – in progress.	
No. 162	Dogs on Promenade Task Force	July 2019

**200 Series still to be reviewed:** 200, 201, 203, 207, 213-215

**200 Series numbers that are repealed/unassigned:** 204, 208, 210-212

<b>POLICY NO.</b>	<b>POLICY NAME</b>	<b>LAST AMENDED</b>
No. 200	General Administration	September 2015
No. 201-01	Coat of Arms and City Logo	February 2017
No. 202	Naming of City Facilities	June 2019
No. 203	Commemorative Recognitions in City Parks	September 2015
No. 205	Corporate Sponsorships	June 2019
No. 207	Distribution of City Lapel Pins	September 2015
No. 209	Employee Parking at City Facilities	June 2019
No. 213	Corporate Process Regarding Requirement to E-mail Records and Back Up Data Schedule	September 2015
No. 214	City Cell Phone Usage	September 2015
No. 215	Sister Cities and Friendship City Relationships	February 6, 2017

**300 Series still to be reviewed:** 301, 307, 310, 316, 318-324

**300 Series numbers that are repealed/unassigned:** 303-306, 308-309, 311-315, 320-321

<b>POLICY NO.</b>	<b>POLICY NAME</b>	<b>LAST AMENDED</b>
No. 301	Procurement Policy	September 2015
No. 302	Grants-In-Aid	February 2019
No. 307	Accumulated Surplus Fund	September 2015
No. 310	Investment Policy	September 2015
No. 316	Insurance Coverage for Contractors	September 2015
No. 317	Municipal Property Tax Exemptions	June 2019
No. 318	Temporary Parking Privileges (in Designated Pay Parking Areas)	November 2013
No. 319	Complimentary Parking for Veterans	September 2015
No. 322	Emergency Expenditures	September 2015
No. 323	Financing of Lane Paving Projects	September 2015
No. 324	Grant Opportunities – Infrastructure	May 2017

**400 Series still to be reviewed: 401, 403, 405**

**400 Series numbers that are repealed/unassigned: 402**

<b>POLICY NO.</b>	<b>POLICY NAME</b>	<b>LAST AMENDED</b>
No. 401	City Employee Recognition Program	July 2015
No. 403	Exempt Compensation	July 2015
No. 404	Employee Code of Conduct	December 2018
No. 405	Respectful Workplace	January 2014

**500 series to be reviewed: All.**

**500 Series numbers that are repealed/unassigned: 500-503, 506-507,**

<b>POLICY NO.</b>	<b>POLICY NAME</b>	<b>LAST AMENDED</b>
No. 504	Towing of Unauthorized Vehicles	April 2013
No. 505	Existing Accessory Bed & Breakfast Establishments	April 2009
No. 508	Secondary Suites	April 2013
No. 509	Development Approval Procedures City Owned Public Space	April 2013
No. 510	Criteria for Type 2 Tree Removal Requests on Private Lands	April 2013
No. 511	Density Bonus / Amenity Contribution Policy	June 2017
No. 512	Official Community Plan Consultation Policy	November 2016
No. 513	Secondary Stoves in Dwelling Units	June 2017
No. 514	Tenant Relocation Policy	June 2018

**600 series to be reviewed: All.**

**600 Series numbers that are repealed/unassigned: 601-602, 605, 609-610**

<b>POLICY NO.</b>	<b>POLICY NAME</b>	<b>LAST AMENDED</b>
No. 600	Roads/Road Allowance	April 2013
No. 603	Inspection and Maintenance of Sidewalks and Roadways	April 2013
No. 604	Ditch Elimination	September 2015
No. 606	Banners Over City Streets	April 2013
No. 607	Heritage Trees	September 2000
No. 608	Traffic Calming	June 2015
No. 611	Tree Management on City Lands	July 2016
No. 612	Dangerous Tree Removal	June 2015
No. 613	Sweeping and Cleaning	June 2015
No. 614	Roads Inspection and Maintenance	June 2015
No. 615	Curbs Inspection and Maintenance	June 2015
No. 616	Parking Lot Inspection and Maintenance	June 2015
No. 617	Street Lights	June 2015
No. 618	Centre Lines, Lane Lines, Crosswalks and Stop Bars – Inspection and Maintenance	June 2015
No. 619	Street Lights	June 2015
No. 620	Traffic Control Signage and Signals	June 2015
No. 621	Equipment Maintenance	June 2015
No. 622	Polychlorinated Biphenyls (PCB's)	June 2015
No. 623	Insect and Pest Control – Private Lands	June 2015
No. 624	Asbestos	June 2015
No. 625	Chemical and Hazardous Materials	June 2015

No. 626	Bridges Inspection and Maintenance	June 2015
No. 627	Public Open Spaces Inspection and Maintenance	June 2015
No. 628	Snow and Ice Control	June 2015
No. 629	Retaining Wall Systems	June 2015
No. 630	Facilities Inspection and Maintenance	June 2015
No. 631	Facilities Lighting	June 2015
No. 632	Sanitary Sewers	June 2015
No. 633	Storm Drainage System	June 2015
No. 634	White Rock Pier	June 2015
No. 635	Beach Access Inspection and Maintenance	June 2015
No. 636	Sports Fields	June 2015
No. 637	Sports Courts	June 2015
No. 638	Playgrounds and Equipment	June 2015
No. 639	Public Recreational Pathways	June 2015
No. 640	Insect and Pest Infestation on City Lands	June 2015
No. 641	Latecomers Policy	November 2015

**700 series to be reviewed: All.**

**700 Series numbers that are repealed/unassigned: 700-703**

<b>POLICY NO.</b>	<b>POLICY NAME</b>	<b>LAST AMENDED</b>
No. 704	Beer Garden/Public Function Liquor Licences	July 2015
No. 705	Museum/Archives	July 2015
No. 706	Pier (Special Events)	July 2015
No. 707	Fee Waiver Policy	July 2015
No. 708	Community Public Art	July 2015
No. 709	Arena Facility Inspection and Maintenance	June 2015

**800 Series to be reviewed: All.**

<b>POLICY NO.</b>	<b>POLICY NAME</b>	<b>LAST AMENDED</b>
No. 800	Video Surveillance / Recording at Civic Properties	February 2018

**APPENDIX B: Senior Management Team's Suggested Bylaws for Review**

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**Engineering and Municipal Operations**

<b>BYLAW NO.</b>	<b>BYLAW NAME</b>	<b>COMMENTS</b>
1831	Tree Management Bylaw, 2008, No. 1831	In progress
1529	Street and Traffic Bylaw, 1999, No. 1529	How encroachments are dealt with.
2298	Fees and Charges Bylaw, 2019, No. 2298	Increase fees and fines for highway use violations
2203	White Rock Sidewalk Use Agreement Bylaw, 2017, No. 2203	Administered by Engineering
396	Sewer Connection and Rental Charges Bylaw, 1970, No. 396	
2117	Water Services Bylaw, 2015, No. 2117	
2112	Development Cost Charges Bylaw, 2015, No. 2112	Cannot be conducted until the OCP review is complete.

**Financial Services**

<b>BYLAW NO.</b>	<b>BYLAW NAME</b>	<b>COMMENTS</b>
1529	Street and Traffic Bylaw, 1999, No. 1529	
1216	White Rock Parking Metre Bylaw, 1990, No. 1216	
1186	White Rock Land Sale Reserve Fund Establishment Bylaw, 1989, No. 1186	Housekeeping Updates
947	Machinery and Equipment Depreciation Reserve Fund Establishment Bylaw, 1984, No. 949	Housekeeping Updates
820	White Rock Capital Works, Machinery and Equipment Reserve Fund Establishment Bylaw, 1981, No. 820	Housekeeping Updates

### Human Resources:

<b>BYLAW NO.</b>	<b>BYLAW NAME</b>	<b>COMMENTS</b>
2057	White Rock Fire Protection Bylaw, 2014, No. 2057	
TBD	Respectful Workplace Bylaw	

### Planning and Development Services

<b>BYLAW NO.</b>	<b>BYLAW NAME</b>	<b>COMMENTS</b>
2000	White Rock Zoning Bylaw, 2012, No. 2000	Ongoing
1510	White Rock Business Licence Bylaw, 1997, No. 1510	
1923	White Rock Sign Bylaw, 2010, No. 1923	
1831	Tree Management Bylaw, 2008, No. 1831	In progress
2203	White Rock Sidewalk Use Agreement Bylaw, 2017, No. 2203	Administered by Engineering

### Recreation and Culture

<b>BYLAW NO.</b>	<b>BYLAW NAME</b>	<b>COMMENTS</b>
675	White Rock Parks Regulation Bylaw, 1977, No. 675	

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**POLICY TITLE:     DISTRIBUTION OF CITY LAPEL PINS**

**POLICY NUMBER: ADMIN - 207**

<i>Date of Council Adoption:</i> December 14, 2009	<i>Date of Last Amendment:</i> September 14, 2015
<i>Council Resolution Number:</i> 2009-590, 2013-082, 2015-309	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 27, 2015

**Policy:**

To be eligible for free City lapel pins, a group or individual must be involved in an activity which promotes the City of White Rock. Permitted distribution of City of White Rock lapel pins (stock permitting) are as follows:

1. Events outside the City (other than sports-related activities):

- a) For individuals – first 56 pins free; additional pins at cost plus applicable taxes.
- b) For groups – first 25+8 pins free; additional pins at cost plus applicable taxes.

2. Events outside the City (sports-related activities):

Up to 25 pins per team member of a sports team that are requesting pins for trading at sporting events (where distribution of the pins is deemed advantageous)

3. Events hosted in the City:

- a) When the Mayor has been invited to speak and greet visiting participants, each participant may receive one pin at no cost;
- b) When the Mayor is not speaking and welcoming participants, pins shall be available at cost plus applicable taxes.

Additional pins can be purchased at cost plus applicable taxes.

City Pins are ordered, stored and dispersed by the Executive Assistant to the Mayor and Chief Administrative Officer.

**Rationale:**

To provide general guidance for staff in regard to the distribution of free City of White Rock lapel pins.



**POLICY TITLE: VIDEO SURVEILLANCE / RECORDING AT CIVIC PROPERTIES**

**POLICY NUMBER: INFORMATION TECHNOLOGY - 800**

<i>Date of Council Adoption: October 6, 2014</i>	<i>Date of Last Amendment: September 14, 2015</i>
<i>Council Resolution Number: 2014-310, 2015-309</i>	
<i>Originating Department: Information Technology / Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: July 27, 2015</i>
	<i>Corresponding Staff Directive: IT 800</i>

**POLICY**

To establish guidelines for the use of video surveillance / recording equipment to enhance the security of properties, objects and activities and the personal safety of persons that are in, on or near facilities owned or occupied by the City of White Rock.

Staff from Information Technology (IT) in conjunction with members of the City of White Rock Senior Management team or designates are authorized to make video surveillance recordings as a tool for safety, security of persons and City facilities and to assist in the enforcement of unlawful activity. When cameras are installed they will not be located in areas that would constitute an invasion of privacy.

All video recording equipment is to be located in a locked room only accessible, as necessary, to the following staff authorized personnel:

- IT;
- Bylaw Enforcement Officers; and
- Members of the Senior Management Team or designate where facilities under their responsibility include a video surveillance camera.
- Manager in charge of Facilities or designate

Authorized personnel should access the video recording equipment only as reasonably necessary to operate or maintain the equipment or to view or retrieve images captured by the equipment when necessary. If, in the opinion of authorized personnel, any video recording includes evidence of unlawful activity, a copy of that video recording may be provided to a Peace Officer.

## **SIGNAGE**

All areas placed under video surveillance shall ~~post~~ be posted with signage clearly indicating its use and any other information required under the *Freedom of Information and Protection of Privacy Act*, ~~to be prominently displayed. Signage will include the following information: the video surveillance is authorized under the *Freedom of Information and Protection of Privacy Act* for the purpose of deterring or detecting unlawful activity and will include the contact information of the IT Manager for information regarding the surveillance.~~

## **USE OF THE VIDEO SURVEILLANCE**

Use of the video surveillance will primarily, but not exclusively, be used as a tool to provide personal safety and to deter and/or record unlawful activity.

## **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

Requests for access to video recordings by persons other than a peace officer or those already identified as authorized personnel in ~~the system procedure~~ this policy shall be processed as formal FOI/Privacy requests under the *Freedom of Information and Protection of Privacy Act*.

## **POLICY AUTHORITY:**

The *Community Charter, Local Government Act, Occupiers' Liability Act* and the *Freedom of Information and Protection of Privacy Act*. Video surveillance will be used only in accordance with the provisions of this policy and the above noted legislation.

## **RATIONALE:**

To clarify the purpose and use of video surveillance recordings by the City of White Rock.

THE CORPORATION OF THE  
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**POLICY TITLE: RESPECTFUL WORKPLACE**

**POLICY NUMBER: HUMAN RESOURCES - 405**

<i>Date of Council Adoption: April 2, 2012</i>	<i>Date of Last Amendment: September 14, 2015</i>
<i>Council Resolution Number: 2012-090, 2013-134; 2014-014, 2015-309</i>	
<i>Originating Department: Human Resources</i>	<i>Date last reviewed by the Governance and Legislation Committee: July 27, 2015</i>

**Policy:**

**1.0 Purpose**

The purpose of this policy is to assist the City of White Rock, Council, and its Employees in fostering and maintaining a respectful working environment that is free from discrimination, bullying and harassment. The policy outlines the roles and responsibilities of the City, Council and its Employees in promoting and maintaining a respectful workplace where Employees are treated with dignity and respect. As well, it provides the procedures to be taken in resolving a complaint of bullying, harassment or discrimination.

**2.0 Principles**

Every Employee has the right to work in a respectful atmosphere that promotes equal opportunities and is free from harassment, bullying and discrimination.

Bullying, harassment and discrimination as described in this policy is strictly prohibited and will not be tolerated by the City of White Rock. All complaints of bullying, harassment or discrimination will be addressed in a fair, unbiased and timely manner. If it is determined that an Employee engaged in harassment, bullying or discrimination then disciplinary action will result up to and including immediate termination of employment.

This policy prohibits retaliation or reprisals against anyone who, in good faith, reports a violation of this policy or participates in a complaint investigation process. If any Employee is found to have retaliated against another Employee in such circumstance, disciplinary action will result up to and including immediate termination of employment.

Complaints found to be false, frivolous or malicious are also considered a violation of this policy and will result in disciplinary action up to and including immediate termination of employment.

Failure to comply with any other responsibilities or obligations pursuant to this policy may result in disciplinary action, up to and including immediate termination of employment.

This policy is developed in accordance with Sections 115, 116 and 117 of the *Workers Compensation Act* which sets out the general duties of employers, workers and supervisors respectively, and Guideline G-D3-115(1)-3 Bullying and harassment, of the *Workers Compensation Act*.

### 3.0 Scope

The conduct prohibited by this policy applies to all persons associated with or employed by the City of White Rock, including Employees, contractors, students, volunteers, members of the ~~public~~-public and elected officials. This policy applies to all aspects of the employment relationship including employment-related functions and to off-duty conduct that has the potential to negatively impact the work environment, whether or not the function or conduct occurs at City facilities or worksites. Bullying and harassment through electronic technology and cyberspace, including phones, email, text and chat messaging, the internet and social media, is prohibited.

This policy covers:

- Discrimination and harassment, including sexual harassment, based on the protected grounds of the *British Columbia Human Rights Code*
- Personal harassment including bullying

This policy does not limit the rights of the City to appropriately and in good faith manage the workforce as described in section 5.0 below. The City has the responsibility to investigate incidents, with or without the person's consent, where there are concerns of alleged discrimination, bullying or harassment, and the potential impact of such conduct on a respectful workplace.

The Complaint Resolution process as defined in section 8.0 below does not apply to persons who are not Employees ~~as defined in that section 8.0~~.

### 4.0 Definitions

**A Respectful Workplace** - A place free from discrimination, harassment and bullying of any kind, and where all Employees are treated with dignity and respect and where diversity and inclusion are valued.

A respectful workplace:

- promotes positive communication
- embraces diversity and equality
- values dignity of the person
- encourages fair and respectful treatment
- encourages thinking about how other people want and deserve to be treated

- applauds polite, courteous and considerate conduct
- promotes collegiality and team work
- supports an inclusive atmosphere
- promotes active listening
- promotes the sharing of opinions and ideas in an open-minded environment
- encourages positive feedback for ideas, suggestions or work that is accomplished well
- encourages thinking before we act or speak or type
- encourages considering how our actions affect others

In short, a respectful workplace is about ‘raising the bar’ for the way we treat each other.

**Allegation** - An unproven assertion, claim or statement based on a person’s perception that someone has done something wrong.

**Bullying** - A type of harassment that is marked by the intentional, persistent attempt of one or more persons to intimidate, demean, torment, control, mentally or physically harm or isolate another person(s).

***Bullying Behaviour includes:***

- Persistent, excessive and unjustified criticism that intimidates or humiliates
- A deliberate attempt to sabotage a person’s ability to do their job properly
- Abusive, vindictive, malicious behaviour and misuse of power deliberately aimed at undermining a person’s dignity and self-esteem

***Cyberbullying:*** Using electronic technology, the internet or social media with the intent to harm or isolate another person.

***Examples of Bullying***

Other than the obvious forms of bullying, such as verbal, emotional and physical abuse, threats, and intimidation, other examples as part of a pattern of behaviour may include, but are not limited to:

- Excluding, shunning or ignoring
- Unwarranted persistent, excessive and unjustified criticizing of ~~the~~ another person or their work
- Spreading malicious rumours and making false allegations about another person
- Undermining or hindering another person’s work by sabotaging their ability to do their job properly
- Assigning or making unreasonable work demands; setting impossible deadlines and goals
- Constantly changing goals, expectations and guidelines applicable to the targeted person
- Removing responsibilities from the target and making them feel useless
- Blocking the target’s application for leave, training or promotion for unjustified reasons
- Rumors spread by email or posted on websites such as social networking sites
- Embarrassing pictures or videos spread electronically such as by e-mail or posted on websites such as social networking sites
- Fake profiles created to disparage, intimidate or humiliate another person

**Complainant** - The person bringing the complaint forward and/or alleging that discrimination or harassment has occurred. There may be one or more Complainants.

**Discrimination** – Adverse or negative treatment of a person related to his/her employment based on a prohibited ground of discrimination under the *BC Human Rights Code*. Discrimination includes making adverse distinctions between persons based on a prohibited ground.

**Prohibited grounds** of discrimination include:

- Race
- Colour
- Ancestry
- Place of origin (birthplace)
- Age Political belief
- Religion
- Marital status
- Political belief
- Criminal convictions unrelated to employment
- Physical disability
- Mental disability
- Sex (including pregnancy) ~~& gender identity~~
- Gender identity or expression Age
- Sexual orientation
- Family status

**Employee(s)** - Includes all employees (full-time, part-time, temporary fulltime, casual, probationary), apprentices, and paid students.

**Harassment** – As defined in this policy, any of the three following types of behaviours:

**a. Harassment based on a prohibited ground of discrimination**

Unwelcome or objectionable conduct, comment or behaviour directed towards another person that:

- is directly or indirectly based on a prohibited ground of discrimination under the *BC Human Rights Code*,
- the individual knows or ought reasonably to know would be unwelcome or offensive to another, and
- has the effect of creating an intimidating, hostile or offensive work environment or leads to adverse job-related consequences.

**b. Sexual Harassment**

Unwanted, unwelcome, unsolicited, or unreciprocated conduct, that is sexual in nature. Including: sexual advances, requests for sexual favors or other verbal or physical behavior of a sexual nature that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment,

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- Has the purpose or effect of undermining work performance, work relationships or productivity, or
- Places conditions upon employment, promotion, work assignments, and compensation or is used as the basis for decisions generally affecting an individual's employment.

**c. Personal Harassment**

A type of harassment that is not related to one of the prohibited grounds of discrimination. Personal harassment is any inappropriate conduct, comment, display, action, or gesture by a person towards another person that the first person ought to have known would cause the other person to be humiliated or intimidated.

Personal harassment includes verbal or physical abuse, threats, violence, bullying, insults, belittling comments, or intimidation, and subtler forms of harassment such as unwelcome non-verbal gestures, manipulation, ignoring or isolating a person or treating a person adversely for no legitimate work purpose, when the person engaged in the conduct ought to have known it would cause the other person to be humiliated or intimidated.

Harassment of any kind may be intentional or unintentional. Generally it consists of repeated incidents or actions; however, a single serious incident that has a lasting harmful effect may constitute harassment. Examples of harassment include but are not limited to:

- Verbal or written insults, abuse or threats, physical assault (actual or threatened)
- Bullying, hazing
- Derogatory, demeaning, degrading or intimidating comments
- Racial or ethnic slurs, including racially derogatory nicknames
- Practical jokes which cause embarrassment, endanger safety, or negatively affect work performance
- Unwelcome or offensive jokes, innuendo, taunting or teasing based on a prohibited ground of discrimination
- Unwelcome remarks, questions, jokes, innuendo, gestures or taunting about a person's body, sex, sexual orientation, sexual attractiveness or unattractiveness, including: sexual invitations, requesting sexual favors or making sexual advances with actual or implied work related consequences
- Unwanted physical contact such as touching, patting, pinching, grabbing, brushing up against, hugging, kissing and any touching with a sexual connotation, including intimidation, threats or actual physical assault of a sexual nature
- Display of sexual or pornographic materials, including emails and electronic materials, offensive or sexually explicit pictures, posters, pin-ups, graffiti, cartoons or sayings
- Patronizing or condescending behavior
- Excluding, shunning, ostracizing, misuse of authority
- Malicious gestures or actions
- Spreading of malicious rumours or lies
- Unwarranted and excessive supervision or criticism of an individual
- Bullying including cyberbullying

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**Mediation** - A voluntary process where parties in dispute consent to meet with a Mediator to determine whether the dispute can be resolved in a mutually satisfactory manner. Mediation discussions between parties are private and confidential.

**Personal Information and Confidentiality** – any allegation or informal or formal complaint of inappropriate workplace behaviour under the policy will be considered personal information “supplied in confidence” as per Section 22(2)(f) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and the substance of the investigative reports and meetings held by those in authority to make a decision on the disposition of the complaint will be protected from disclosure to third parties in accordance with section 22(2)(f) and Section 22(2)(h) of the Act and any other provisions and laws as applicable.

**Reasonable Person Standard** - A test to determine whether a reasonable person, in a similar situation as the Complainant, would be humiliated, offended or intimidated as a result of another person’s conduct or pattern of conduct.

**Respondent** - The person(s) who the allegations of harassment or discrimination have been made against in accordance with this policy.

**Retaliation** - Any intentional act or omission by a person, in response to a complaint, that adversely affects a Complainant, a person named in a complaint or person who gives evidence or assists in a complaint, including:

- Coercion or intimidation
- Suspension, lay-off or dismissal, demotion or loss of opportunity for promotion, discontinuation or elimination of the job
- Transfer of duties, change of location, reduction in wages or hours
- Imposition of any discipline, reprimand or other penalty

**Workplace** - Includes City facilities, worksites, offices, vehicles, parks, washrooms, locations visited by Employees or elected officials on City-related business; including conferences, meetings, client sites, locations of work-based social gatherings and all written, verbal and electronic communication taking place in such venues or for work-related purposes.

## 5.0 Workplace Harassment Is **NOT**:

### Management of the workforce:

- Supervision, direction or management of Employees undertaken in a good faith manner for a legitimate work purpose does not constitute harassment. For example, harassment does not include changes to working conditions, corrective action, discipline, termination of employment, decisions relating to workload and deadlines, performance evaluation, transfers, changes in job duties, lay-offs, demotions and reorganizations unless such

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conduct is carried out in an abusive or threatening manner or is intended to cause emotional harm.

- It is not harassment for a manager or supervisor to informally or formally investigate behaviour or incidents of concern that occur at or arise from the workplace by interviewing Employees unless an interview is carried out in an abusive or threatening manner or intended to cause emotional harm.
- It is not harassment for a supervisor or manager during an investigation to warn an Employee of the disciplinary consequences that may result from failure to comply with this Policy including engaging in bullying & harassment, failing to cooperate with the company's investigation, failure to report bullying & harassment, breaching confidentiality or retaliation.

**Interpersonal conflict** between persons at the workplace is not harassment unless the conflict results in behavior that is considered threatening or abusive.

- Expressing differences of opinion is not harassment.
- Personal disputes over non work-related matters should not be engaged in at the workplace. Disputes over work-related matters should be resolved respectfully between the persons involved or with the assistance of a supervisor, manager or Human Resources.
- It is not harassment to respectfully and constructively attempt to resolve workplace issues with co-workers.

## 6.0 Responsibilities

### Council, Management and Supervisors

Have the responsibility to:

- Act in a manner that is consistent with a Respectful Workplace
- Not engage in behaviour that constitutes discrimination, bullying or harassment as defined in this policy
- Comply with, administer and promote awareness, understanding and compliance by everyone of this policy
- Participate in training and become familiar with this policy
- Model inclusive and respectful behaviour
- Lead by example in treating all Employees with dignity and respect
- Set and enforce standards of appropriate workplace conduct
- Promptly respond to reported or suspected breaches of this policy
- Deal with all incidents or allegations in a manner consistent with this policy and in consultation with Human Resources as required
- Maintain confidentiality related to complaints to the extent possible to comply with this policy, investigate complaints in a fair, unbiased and thorough manner and take corrective action
- Know and abide by Sections 115 ~~(1)(a)~~, ~~115 (2)(e)~~ and Policy Guidelines D3-115-2, Employer Duties, Workplace Bullying and Harassment and D3-117-2, Supervisor Duties, Workplace Bullying and Harassment, of the *Workers Compensation Act*.

- Know and comply with the rights and obligations arising from the *BC Human Rights Code*

## Human Resources

Has the responsibility to:

- Act in a manner that is consistent with a Respectful Workplace
- Not engage in behaviour that constitutes discrimination, bullying or harassment as defined in this policy
- Comply with, administer and promote awareness, understanding and compliance by everyone of this policy, the *BC Human Rights Code*, and related policies, guidelines and regulations under the *Workers Compensation Act*
- Ensure management, supervisors, elected officials and Employees are provided with training on respectful workplace behaviour including bullying and harassment training
- Advise management with regards to this policy and assist with addressing resolving issues of bullying, harassment and discrimination
- Promptly respond to reported or suspected breaches of this policy
- Investigate allegations of discrimination, bullying and harassment
- Provide mediation where appropriate and determine when a third party mediation is appropriate
- Maintain confidentiality to the extent possible to comply with this policy, investigate complaints in a fair, unbiased and thorough manner, and take corrective action
- Conduct any follow-up steps that are determined to be appropriate following an investigation
- Keep records of complaints, investigations, corrective action and follow-up measures in a secure manner
- Review the policies and procedures and steps taken by the City to address bullying and harassment on an annual basis
- Comply with this policy and any other policy implemented by the City related to preventing and addressing bullying & harassment

## Employees including Union representatives

Have the responsibility to:

- Act in a manner that is consistent with a Respectful Workplace
- Not engage in behaviour that constitutes discrimination, bullying or harassment as defined in this policy
- Participate in training and become familiar with this policy
- Know and comply with the rights and obligations arising from this policy and the *BC Human Rights Code*
- Attempt to resolve differences with other Employees in a respectful way as soon as possible and raise concerns in a timely manner

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- Inform a person engaged in unwelcome conduct that it is not welcome as long as the Employee is comfortable doing so safely
- Promptly report breaches or potential breaches of this policy including bullying and harassment of any kind that is experienced or observed
- Fully cooperate with interventions, investigations and mediations to resolve complaints
- Maintain confidentiality related to complaints
- Know and abide by Policy Guideline D3-116-1, Worker Duties – Workplace Bullying and Harassment, of the *Workers Compensation Act*

### **7.0. Confidentiality**

Allegations of discrimination and harassment, especially sexual harassment, often involve the collection, use and disclosure of sensitive personal information. It is imperative that confidentiality is maintained, not only from a legal standpoint but it is essential in order to ensure people feel comfortable to come forward and confident that their personal information will not be shared. Confidentiality must also be maintained in order to protect the reputations and interests of those whom the allegations are made against.

The person(s) investigating a complaint or suspected breach of this policy will disclose personal information to persons as reasonably necessary to comply with this policy, investigate alleged or potential breaches of this policy, and take corrective, remedial and follow-up measures.

Subject to any limits or disclosure requirements imposed by law or required by this policy, all information, oral and written, created, gathered, received or compiled through the course of a complaint and investigation will be maintained in confidence by the Complainant, Respondent, their representatives, witnesses and any other parties that may be privy to the information.

Any person breaching confidentiality may be subject to disciplinary action, up to and including immediate termination of employment.

The Director of Human Resources may provide information concerning a complaint to appropriate City officials on a need-to-know basis.

### **8.0 Complaint Resolution**

#### **Informal Resolution**

An Employee who believes that he or she has experienced or observed conduct that is not consistent with a Respectful Workplace is encouraged to first resolve the issue through respectful and open dialogue in an informal process. For the purposes of the informal and formal resolution process, “Employee(s)” includes volunteers and practicum students of the City.

### ***Informal Conversation***

- If comfortable doing so safely, the Employee is strongly encouraged to approach and engage the person responsible for the conduct in conversation to clarify and resolve concerns.
  - Let them know that their behaviour/conduct is unwelcome
  - Ask them to stop the behaviour
- If the Employee is not comfortable with directly approaching the individual or there is no resolution to the issue, they should promptly contact their supervisor/manager or alternatively a member of Human Resources who will assist in the matter as soon as possible.

### ***Informal Conversation with assistance of Supervisor/Manager or Human Resources Personnel***

- The Supervisor, Manager or a member of Human Resources will meet with the Employee to discuss the situation, provide information about the policy, and discuss options for resolution, which may include an informal or formal resolution process.
- Manager/Supervisor/Human Resources may decide to:
  - Meet separately with each person involved in the complaint and review concerns
  - Meet together with all persons to facilitate a conversation to resolve the issue
  - Review policies and reinforce expectations of respectful conduct
  - Seek commitments from persons that they will conduct themselves in a respectful manner
  - Follow-up, where appropriate, with persons after the resolution process to ask whether commitments have been adhered to

An Employee that pursues an informal course of action is not prevented from filing a formal complaint in the future. However, the prompt reporting of all allegations of bullying, harassment or discrimination that are not resolved in an informal matter is required.

### **Formal Resolution of bullying, harassment and discrimination complaints**

If resolution cannot be attained by Informal Resolution and the conduct alleged may constitute bullying, harassment or discrimination of an Employee as defined in this Complaint Resolution section then the complaint by the Employee must go through Formal Resolution. A Formal Resolution process or investigation may be carried out even if the Complainant requests that it not occur because the City is committed to maintaining a workplace free from bullying, harassment and discrimination.

- A complaint of bullying, harassment or discrimination involving the CAO or a member of Council and involving a staff member(s) should be reported to the Director of Human Resources. Conduct of such an investigation, resulting action and any appeals will take place in accordance with the policy.

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- Complaints involving Council that do not involve staff will be handled within Council.

~~If resolution cannot be attained by Informal Resolution and the conduct alleged may constitute bullying, harassment or discrimination of an Employee as defined in this Complaint Resolution section then the complaint by the Employee must go through Formal Resolution. A Formal Resolution process or investigation may be carried out even if the Complainant requests that it not occur because the City is committed to maintaining a workplace free from bullying, harassment and discrimination.~~

~~Ensuring that we maintain a safe and respectful workplace is everyone’s responsibility and deserves our immediate attention. Accordingly, the City expects that a complaint of bullying, harassment or discrimination be filed immediately after the alleged incident(s) have occurred or immediately after any attempts at informally resolving the incident(s) have been unsuccessful. Delays in reporting complaints can compromise the workplace and affect the City’s ability to take corrective action when needed. A complaint of bullying, harassment or discrimination must be filed promptly after the alleged incident(s) or unsuccessfully attempted informal resolution of the incident(s) and not later than six (6) months from the incident(s). The Director of Human Resources may extend the time limit in extenuating circumstances.~~

A formal complaint should be reported to the Employee’s immediate supervisor/manager or directly to **H**uman **R**esources. In the event the complaint involves the immediate supervisor/manager then it should be reported directly to **H**uman **R**esources. If a member of **H**uman **R**esources is involved in the complaint then it should be reported to the Director of Human Resources and the Chief Administrative Officer.

In the event that the Director of Human Resources is involved in the investigation as a Complainant, Respondent or witness, the Chief Administrative Officer, or designate, will fulfill the role of the Director of Human Resources as it relates to this process.

Formal complaints must be in writing and signed by the Complainant. Information required for a written complaint includes:

- Description of the incident(s) that have led to the complaint being filed
- The date(s) and location(s) where the incident(s) occurred
- The name(s) of the Respondent(s)
- The name(s) of any witnesses
- The effect the incident(s) have had on the Complainant’s work and well-being
- Any attempts made to resolve the complaint through an informal process

Employees are encouraged to consult the Director of Human Resources (or a designate) in formalizing their complaint.

The Director of Human Resources, or designate, will determine whether the Complaint involves allegations of bullying, harassment or discrimination that should proceed to the investigation process.

### **The Investigation**

The investigation of a formal complaint will be conducted as soon as possible and will be kept as confidential as possible. Any resolutions necessary as an outcome of the investigation will be implemented in a timely manner.

The Director of Human Resources, or designate, may decide not to proceed with an investigation when a determination is made that:

- The complaint has no reasonable basis, is frivolous, vexatious, malicious, lies outside the scope of conduct prohibited by this policy
- ~~or is beyond the time limits imposed by this policy~~
- The alleged conduct could not constitute bullying, harassment or discrimination
- The issue is more appropriately dealt with under the Informal Resolution process or under another policy or procedure
- The complainant chooses a different forum for resolution  
(see *Other Proceedings* section)

If the allegations would not constitute proceeding with the investigation into the complaint, the Complainant will be informed of this decision and the reasons behind it.

If the complaint proceeds, the Director of Human Resources will conduct the investigation or may appoint a designate or an external investigator to investigate the allegations made by the Complainant. The Complainant and the Respondent will be notified of the investigation and who will be investigating.

The investigator will conduct a thorough and fair investigation of the complaint. The investigator will interview the Complainant, Respondent and any witnesses with relevant information, make findings of fact and determine whether the facts constitute a finding of a breach of this policy.

The investigation will be conducted in a manner that ensures both the Complainant and Respondent each have a fair opportunity to know what the other party is saying and a fair opportunity to be heard. The Respondent will be given the opportunity to respond to the allegations.

Employees have an obligation to participate in the investigative process. Refusing to do so may be grounds for disciplinary action.

At any time during the investigation, the Director of Human Resources may pursue the option to informally resolve the complaint, which may include mediation. The investigation may be suspended for an informal process to occur. If unsuccessful, the investigation will recommence.

In reaching a decision, the investigator will use the standard of proof corresponding to the civil burden of proof on a balance of probabilities.

Upon the conclusion of the investigation, a report will be written setting out the nature of the complaint and the investigation's findings. If the investigator is someone other than the

Director of Human Resources, the investigator will provide a confidential report to the Director of Human Resources. The Director of Human Resources, in consultation with the appropriate City personnel, will determine the remedial action that must be taken.

The parties will be informed of the outcome of the investigation.

The above procedure and the ~~any~~ investigation carried out are intended to be flexible in order to respond to the specific circumstances at issue. The City reserves the right to engage in a different procedure as deemed appropriate in any given circumstance.

The Complaint, notes, witness statements and all other documentation gathered as part of the investigation will be securely kept in a confidential investigation file.

If it is determined that harassment, bullying or discrimination occurred then disciplinary action will result up to and including immediate termination of employment.

If the investigation determines that the Complainant initiated a false allegation or an allegation with intent to harm the Respondent or others then disciplinary action will result up to and including immediate termination of employment.

### **9.0 Other Proceedings**

This policy does not preclude an Employee from accessing their rights through their Collective Agreement, the *BC Human Rights Code* ~~or~~ the ~~Occupational Health and Safety~~ *Workers Compensation Act* ~~or WorkSafeBC~~ as applicable.

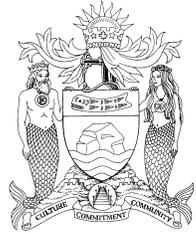
### **10.0 Appeals**

Exempt Employees may appeal any disciplinary action to the Chief Administrative Officer. Union Employees may follow the procedures as prescribed in the applicable Collective Agreement.

#### **Rationale:**

The City values all of its Employees and is committed to providing a respectful working environment that is free from discrimination and harassment and where all Employees are treated with dignity and respect.

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



**DATE:** September 9, 2019

**TO:** Governance and Legislation Committee

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

**SUBJECT:** Proposed Amendments to the Business Licence Bylaw, 1997, No. 1510

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**RECOMMENDATIONS**

THAT the Governance and Legislation Committee receive for information the corporate report dated September 9, 2019 from the Acting Director of Planning and Development Services, titled "Proposed Amendments to the Business Licence Bylaw, 1997, No. 1510".

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**INTRODUCTION**

This corporate report provides an overview of proposed changes to the Business Licence Bylaw, consisting primarily of housekeeping updates to the Schedules in the Business Licence Bylaw which are intended to improve interpretive clarity and fairness, and also new definitions and regulations for body works studios which would increase the ability of the City to regulate businesses offering massage services that are not regulated by a professional body registered with the Province of British Columbia. Among the notable housekeeping updates, it is recommended that operators of Accessory Registered Secondary Suites and Accessory Boarding Rooms be required to obtain business licences (with a minor fee) to allow the City to obtain more accurate information about the rental stock currently available in the community..

**PAST PRACTICE / POLICY / LEGISLATION**

The current Business Licence Bylaw (No. 1510) was originally adopted in 1997, replacing Bylaw No. 1172 from 1989. The bylaw has been amended several times since then, but there are aspects of the bylaw which are not current with changes in the community or in the way that business in White Rock is conducted.

## **ANALYSIS**

The most significant changes proposed to the bylaw are related to definitions, and the amendments related to Body Works Studios, as outlined in the following sections.

### **Definitions - Inconsistent Use of Terms and Business Categories**

There are some terms defined in the Bylaw that are not used in the rest of the Bylaw, rendering enforcement difficult or any tickets written possibly invalid. Further, many types of businesses do not fit within current categories of businesses within the bylaw, in some cases requiring broad interpretation on the part of staff to issue a business licence with an appropriate description and applicable fee. The bylaw has needed to be creatively interpreted to keep pace with the changes in business in White Rock and the new “sharing economy” such as AirBnB and similar types of business.

#### *Accessory Vacation Rental and Boarding Rooms*

There is proposed a new business type in Group 4 of Schedule A for Accessory Vacation Rentals with a fee representative of the time staff devote to these types of businesses. Also proposed are requirements for Accessory Registered Secondary Suites and Accessory Boarding Rooms to obtain a Business Licence for a small licence fee. The objective of this is not added revenue, but to obtain information about the owners of these and, more importantly, to have a realistic total of the entire rental stock available in White Rock. With the total rental units available in the City, Council can make well informed decisions about approval of bylaws, initiatives, and developments that fit the needs of people who would want to live in rental accommodation in the City.

#### *Multiple Practitioner Medical Clinics*

Many medical clinics now operate under the model where there are multiple medical practitioners that are essentially subcontractors to the medical clinic and under the current Bylaw provisions each individual medical practitioner is required to have a business licence to support their operation. The Groups currently listed in the Schedule of the Business Licence Bylaw, 1997, No. 1510, do not include a category for these types of businesses, resulting in these individual practitioners being charged the same rate as the office in which they worked, which is considered an excessive fee. To come to an interim solution, staff defaulted these individuals into Group 5 “Other” to reduce the applicable fee, but this is not appropriate as a long-term solution.

#### *Licence Inspectors*

The term Inspector is defined, but not used consistently throughout the bylaw (currently varying between ‘Inspector’ and ‘Licence Inspector’). This is the most important regulatory position to administer the bylaw and must be consistently used within the bylaw to support the enforceability. One of the proposed changes is to change the definition of ‘Inspector’ to ‘Licence Inspector’ in order to avoid confusion with Building Officials performing their duties under the Building Bylaw. This is an important distinction as the Building Official has specific duties under the *Building Act* under which the City administers the Building Code.

### **Body Works Studios**

There has been an increase in the number of businesses in the City that are offering massage type services by persons who are not members of a professional college or association, such as the College of Registered Massage Therapist of British Columbia. Many businesses offer services, such as Reflexology or other similar services that are legitimate and valued by their clientele, but it is considered likely that some businesses are offering sexual services under the guise of

legitimate therapeutic massage or traditional medical practices. These businesses are opened with credentials from unknown or foreign quasi-regulatory bodies that do not have a code of conduct for the members or requirements for the operation of the practice.

There are many businesses that offer legitimate alternative medical therapies, such as reflexology and acupuncture, that are not regulated by a recognized authority or provincial body, This Bylaw amendment allows them to continue to operate with very little change in the business licensing procedure for them. The objective of this amendment are the businesses that are merely fronts for the sex trade. Staff suspects that there are at least three of these businesses presently operating in White Rock.

Beyond the obvious impact on the persons who are employed in these businesses, typically exploited women or women who are victims of human trafficking, these businesses detract from and demean the vitality and livability of the neighbourhoods in which they operate. Organized Crime Groups typically run these operations and bring with them illegal drugs, money laundering of the proceeds of illegal drugs sales through these businesses and there are other undesirable activities conducted by the clientele in a neighbourhood.

Criminal Code prosecutions for prostitution and sex trade offences are seldom successful and probably would not be entertained by Crown Counsel which leaves the City left to use the tools available to them when they establish themselves in the guise of a legitimate business. The powers granted under the *Community Charter* and the *Local Government Act* to regulate businesses within their jurisdictions are effective in doing this.

The Business Licence Bylaw is a regulatory bylaw and can be applied to all businesses upon adoption by Council giving staff tools by which to restrict and, potentially, shut down these types of businesses. Using a regulatory bylaw does not allow a use to hide behind the existing legal non conformity that would be extended to them by trying to regulate it through the Zoning Bylaw which regulates the use of land within the City.

The proposed Bylaw does give considerable discretion to the Director to ensure that legitimate businesses are not unduly impacted by this proposed Bylaw amendment.

### **BUDGET IMPLICATIONS**

There are no significant financial implications identified as a result of the proposed bylaw. The Business Licence fees for proposed categories of business are not anticipated to result in significant changes to the budget.

### **CONCLUSION**

Several housekeeping amendments to the current Business Licence Bylaw are proposed in this amendment bylaw, to address business categories that did not exist at the time of its original adoption, as well as to add interpretive consistency with key terms such as 'Licence Inspector.'

New definitions and regulations are also proposed for body works studios. Other jurisdictions with similar bylaws to the amendments proposed have found them to be successful in keeping the sex trade, masquerading as legitimate businesses, away from their communities, while allowing legitimate businesses to not be unduly impacted by the bylaw. The proposed updates will keep the Bylaw current with the needs of businesses and the community in White Rock.

Staff recommends that the Governance and Legislation Committee receive this report and that Council consider giving First, Second and Third Readings to Bylaw No. 2308.

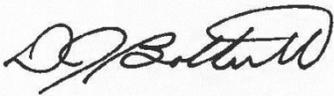
Respectfully submitted,



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

**Comments from the Chief Administrative Officer:**

This corporate report is provided for information and to introduce an amendment to the City's Business Licence Bylaw.



Dan Bottrill  
Chief Administrative Officer

Appendix A: Draft "Business Licence Bylaw, 1997, No. 1510, Amendment 9, 2019, No. 2308"

**THE CORPORATION OF THE  
CITY OF WHITE ROCK  
BYLAW NO. 2308**

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A Bylaw to amend the White Rock Business License Bylaw, 1997, No. 1510.

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

1. THAT White Rock Business License Bylaw, 1997, No. 1510, as amended, be further amended:

1) By adding the following definitions to section 1 Interpretation, in the correct alphabetical order:

**“Body Work”** means the kneading, rubbing, massaging, manipulating, touching or stimulating by any means of the human body by any person for remuneration and includes, but not limited to shiatsu, reflexology, bio-kinesiology, hellerwork, acupressure, reiki, rolfing, and trager approach, but does not include medical, therapeutic, chiropractic treatment given by any person licensed or registered under a statute in the Province of British Columbia governing these activities.

**“Body Work Studio”** means any premises in which **Body Work** occurs.

**“Licence Inspector”** means the Director of Planning and Development Services, the Senior Bylaw Enforcement Officer, a Bylaw Enforcement Officer, the Building Official, or the Manager of Building and Bylaw Enforcement;

2) By deleting the existing definition for Inspector in section 1 Interpretation;

3) By deleting section 5 (b) in its entirety;

4) By deleting the existing section 6 (a) in its entirety and replacing with the following new section 6 (a);

(a) All applications for licences under this bylaw shall be made to the Licence Inspector on the application form provided for that purpose;

5) By deleting the existing section 11 in its entirety and replacing it with the following new section 11:

11. Change of Condition

Where the licence fee for any business is based on the floor area, ground area number of people regularly engaged, number of machines, appliances or rental units used in carrying on the business, no person shall change such factors upon which the licence fee is based without notifying the Licence Inspector in writing and paying any additional fee which may be payable pursuant to this bylaw as a result of such change;

- 6) By deleting the existing section 12 (b) in its entirety and replacing it with the following new section 12 (b):

(b) No person to whom a licence has been granted under this bylaw shall change the location of the premises in which he/she carried on the business without first applying to the Licence Inspector in writing to have the licence altered in respect to the location of the premises set out herein and any person carrying on business at a premises other than the premises as specified in the licence shall be guilty of an infraction of this bylaw;

- 7) By deleting section 13 in its entirety and replacing it with the following new section 13:

13. Inspections

The Licence Inspector or any Peace Officer is hereby authorized to enter at all reasonable times, any house, place, premises, vehicle or other place in respect of which a licence has been granted pursuant to the Bylaw, to ascertain whether the regulations and provisions of the Bylaw are being obeyed;

- 8) By deleting section 18 in its entirety and replacing it with the following new section 18:

18. Zoning

Before any licence is granted in respect of any premises, the Licence Inspector shall be satisfied that the use for which the licence is sought shall not be in violation of the Zoning bylaw or any of the bylaws then in force with the City, and no licence shall be issued if the carrying out of that business in the premises applied for would be contrary to any City bylaws, applicable laws, rules, codes, regulations and orders of all Provincial and Federal authorities having jurisdiction over such business;

- 9) By deleting section 19 (a) in its entirety and replacing it with the following new section 19 (a);

(a) All operators of premises in which rooms or suites are let for lodging or living purposes shall maintain a register of persons dwelling therein and such register shall include the name and occupation of such person, and shall be produced at the request of any Licence Inspector or Peace Officer, but this clause shall not apply to the operator of premises having not more than two rooms available for letting.

- 10) By adding to section 19 a new section 19 (f) in the correct alphabetical order, as follows:

(f) Body Works Studios

(i) Every person conducting business as a **Body Work Studio** shall upon request:

- 1) provide the Director with a list containing the name, address, telephone number, date of birth, gender, and a copy of valid photographic identification of every person proposed to be employed or engaged in the business, together with any additional information as may be required;
  - 2) notify the Director within twenty four (24) hours and in writing of any change in the personnel employed or engaged in the business;
  - 3) not employ or engage any person in the business without them first receiving an approved business licence;
  - 4) permit the Director or his/her designates to enter at any time any premise where **Body Work** services are provided or offered to ascertain whether the provisions of this Bylaw are being complied with;
  - 5) display in a prominent location within any premises where **Body Work** services are provided, a list of rates and prices payable by the public for such services;
  - 6) establish and maintain a client registry of names, telephone numbers and addresses, with proof of identity to be established by the production of picture identification; and
  - 7) upon request, supply a copy of the client registry to the Director, his/her designates or the RCMP.
- (ii) No person carrying on the business of a **Body Work Studio** shall:
- 1) employ any person on the licensed premises unless such person is nineteen (19) years of age or older;
  - 2) permit any person to be on the licensed premises at any time unless such person is nineteen (19) years of age or older;
  - 3) permit any person engaged in providing **Body Work** in the licensed premises to perform **Body Work** services unless such person is wearing clean, washable, non-transparent outer garments covering his/her body between the neck and the top of the knee, the sleeves of which do not reach below the elbows;
  - 4) have been, or employ any persons who have been, convicted of an offence under any of Section 210, 211, 212, or 213 of the Criminal Code of Canada, any offence related to the sex trade evidenced by a criminal records check, or is not legally entitled to be employed in Canada, or;

- 5) permit any person engaged in providing **Body Work** to manipulate, touch, or massage the male or female genitalia or female breast of any client.
- (iii) No person carrying on the business of a **Body Work Studio** shall exhibit himself or herself, nor permit other persons to exhibit themselves, in any window on or about the licensed premises, or exhibit, or permit to be exhibited, any sign visible from outside of the premises showing any nude male or female bodies, or any part thereof, nor any printed words that might indicate that the licensed premises is a place that offers and form of sexual or nude entertainment.
  - (iv) Every application for a licence for a **Body Work Studio** shall be accompanied by a floor plan of the entire premises in a scale and with detail acceptable to the Director, and when any alterations are made to the licensed premises, a revised floor plan thereof shall be filed with the Director forthwith.
  - (v) Every room used for **Body Work** must:
    - 1) be free of any locking device;
    - 2) not be less than 5.5 square meters;
    - 3) be equipped with lighting of at least 550 lux, which must remain illuminated when either the door to the room is closed or the room is occupied; and
    - 4) be equipped with a window which may be translucent, must not be obstructed at any time, has a minimum area of 1 square meter with no side having a dimension less than 25 cm, and must be visible from the reception area
  - (vi) No person carrying on the business of a **Body Work Studio** may permit any client to enter or remain on the premises between 7:00 PM and 9:00 AM.
  - (vii) Every person carrying on the business of a **Body Work Studio** must maintain the premises where **Body Work** is provided to the public in a clean and sanitary condition, to the standards prescribed by the Health Authority, the City, or other lawful authority.
  - (viii) Every applicant for a licence to carry on the business of, or operate, a **Body Work Studio** must, where required by the Director as a condition of such licence, either;
    - 1) deposit with the City a security in the form of an indemnity bond acceptable to the Director in the amount of not less than two million dollars (\$2,000,000.00), or

2) provide evidence satisfactory to the Director that the applicant has obtained a comprehensive liability insurance policy in respect of such business operations in the amount of not less than two million dollars (\$2,000,000.00), per occurrence, from an insurance company licensed in the province of British Columbia, naming the City as an additional insured, and stating that the policy applies to each insured as if a separate policy has been issued to each.

(ix) The Director may require as a condition of granting a licence to carry on the business of, or operate, a **Body Work Studio** that every employee be bonded;

11) By deleting in Schedule “A” Group 2 the business type “Tree Topping Service” and adding “Arboricultural Service” in the correct alphabetical order;

12) By adding the following business types to Schedule “A” Group 3 in the correct alphabetical order:

Chiropractor (Contract)

Hair Stylist/Barber (Contract)

Physiotherapist (Contract)

Registered Massage Therapist (Contract);

13) By adding the following business types and associated Business Licence fees to Schedule “A” Group 4 in the correct alphabetical order:

Accessory Vacation Rental                      \$300.00

Accessory Registered Secondary Suite        \$40.00

Accessory Boarding Room (each room)        \$25.00

Body Works Studio                                \$2,000.00

Body Works Studio Employee                    \$500.00;

2. This Bylaw may be cited for all purposes as the “*White Rock Business Licence Bylaw 1997, No. 1510, Amendment No. 9, 2019 No. 2308.*”

RECEIVED FIRST READING on the	9 <sup>th</sup> day of	September,	2019
RECEIVED SECOND READING on the	9 <sup>th</sup> day of	September	2019
RECEIVED THIRD READING on the	9 <sup>th</sup> day of	September	2019
ADOPTED on the	30 <sup>th</sup> day of	September	2019

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MAYOR

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DIRECTOR OF CORPORATE ADMINISTRATION

# MEMORIAL PARK PLAQUE LOCATION POSSIBLE PLACEMENTS

OPTION #1



OPTION #2



OPTION #3





**CITY OF WHITE ROCK  
MEMORIAL PARK REVITALIZATION 2019**

MEMORIAL PARK WAS ESTABLISHED IN 1931 AND LATER NAMED TO HONOUR OUR VETERANS WHO SERVED IN THE FIRST AND SECOND WORLD WAR, MANY OF WHOM MADE THE ULTIMATE SACRIFICE, TO PRESERVE OUR FREEDOM.

THE MEMORIAL PARK REVITALIZATION PROJECT WAS COMPLETED IN 2019 THROUGH THE LEADERSHIP OF CITY COUNCIL AND THE SUPPORT OF PUBLIC SERVANTS DEDICATED TO INVESTING IN PUBLIC SPACES ON BEHALF OF THE COMMUNITY OF WHITE ROCK.

WE GIVE SPECIAL RECOGNITION TO MEMBERS OF COUNCIL FROM THE 2014-2018 TERM WHO ACTIVELY PARTICIPATED IN THE VISION THAT LED TO THE REVITALIZATION OF THIS PUBLIC PARK.

**WHITE ROCK CITY COUNCIL  
2014 – 2018**

**MAYOR WAYNE BALDWIN  
COUNCILLOR DAVID CHESNEY COUNCILLOR HELEN FATHERS  
COUNCILLOR MEGAN KNIGHT COUNCILLOR BILL LAWRENCE  
COUNCILLOR GRANT MEYER COUNCILLOR LYNNE SINCLAIR**

MAYOR DARRYL WALKER AND THE 2018-2022 COUNCIL REOPENED MEMORIAL PARK IN 2019 IN DEDICATION TO THE MEMORY OF OUR VETERANS WHO SERVED OUR COUNTRY.

**WHITE ROCK CITY COUNCIL  
2018 – 2022**

**MAYOR DARRYL WALKER  
COUNCILLOR DAVID CHESNEY COUNCILLOR HELEN FATHERS  
COUNCILLOR ERIKA JOHANSON COUNCILLOR SCOTT KRISTJANSON  
COUNCILLOR ANTHONY MANNING COUNCILLOR CHRISTOPHER TREVELYAN**



**CITY OF WHITE ROCK  
WEST BEACH PARKADE 2019**

THE WEST BEACH PARKADE PROJECT WAS COMPLETED IN MAY 2019 THROUGH THE LEADERSHIP OF CITY COUNCIL AND THE SUPPORT OF PUBLIC SERVANTS DEDICATED TO INVESTING IN PUBLIC INFRASTRUCTURE TO ENHANCE SERVICES ON BEHALF OF THE COMMUNITY OF WHITE ROCK.

WE GIVE SPECIAL RECOGNITION TO MEMBERS OF COUNCIL FROM THE 2014-2018 TERM WHO ACTIVELY PARTICIPATED IN THE VISION THAT LED TO THE DEVELOPMENT OF THIS PARKING FACILITY TO PROVIDE GREATER ACCESSIBILITY OPPORTUNITIES TO THE WATERFRONT.

**WHITE ROCK CITY COUNCIL  
2014 – 2018**

**MAYOR WAYNE BALDWIN  
COUNCILLOR DAVID CHESNEY COUNCILLOR HELEN FATHERS  
COUNCILLOR MEGAN KNIGHT COUNCILLOR BILL LAWRENCE  
COUNCILLOR GRANT MEYER COUNCILLOR LYNNE SINCLAIR**

MAYOR DARRYL WALKER AND THE 2018-2022 COUNCIL FORMALLY OPENED THE WEST BEACH PARKADE IN 2019.

**WHITE ROCK CITY COUNCIL  
2018 – 2022**

**MAYOR DARRYL WALKER  
COUNCILLOR DAVID CHESNEY COUNCILLOR HELEN FATHERS  
COUNCILLOR ERIKA JOHANSON COUNCILLOR SCOTT KRISTJANSON  
COUNCILLOR ANTHONY MANNING COUNCILLOR CHRISTOPHER TREVELYAN**

**Option 1: Located outside the entrance door on Martin Street.**



**Option 2: Located on the inside of the Martin Street Entrance (same door as Option 1).**



**NOV 2018 – DEC 31, 2019 GOVERNANCE AND LEGISLATION ACTION TRACKING**

Meeting	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
Nov 19	2018-G/L-033	4. Council and Committee Procedure Bylaw	<p>THAT the Governance and Legislation Committee directs staff to report back with an amendment to Council and Committee Procedure Bylaw, 2018, No. 2232 that includes a Question and Answer Period that models the City of Maple Ridge as outlined on page 2 of the November 19, 2018 corporate report titled "Council and Committee Procedure Bylaw 2018, No. 2232 Proposed Amendment".</p>	Corporate Administration	Completed January 14 first Question and Answer Period was held January 28, 2019
Nov 19	2018-G/L-035	5. Employee Code of Conduct – Proposed Amendment	<p>Recommends that Council adopt an amendment to the Code of Conduct Policy as outlined in the corporate report (Whistle Blower Element) Human Resources Policy No. 404</p> <p>Directs staff to bring forward the following amendment to the Council and Committee Procedure Bylaw, 2018, No. 2232:</p> <ul style="list-style-type: none"> <li>• Agenda packages will be ready for distribution on the Wednesday prior to the scheduled Council Monday meeting.</li> </ul>	Chief Administrative Officer	Adopted December 10, 2018
Dec 10	2018-G/L-038	4. Council and Committee Procedure Bylaw		Corporate Administration	Completed January 28 first Agenda Package with the new deadline was completed Feb 11, 2019

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Dec 10	2018-G/L-039	5. Strategic Planning	<p>Follow the information provided within the corporate report as direction to staff regarding next steps in the strategic planning process,</p> <ul style="list-style-type: none"> <li>• A Community Forum be held Jan 9 (5:00 p.m. until 9:00 p.m.) and a second Community Form to be held January 10 (9:00 a.m. to 1:00 p.m.)</li> <li>• Location: White Rock Community Centre;</li> </ul> <p>A survey will be drafted (Council will have opportunity for feedback as to the survey content), the survey will be offered on-line and hard copies to be available at all City facilities</p>	Corporate Administration	Completed as per noted dates
Dec 10	2018-G/L-040	5. Strategic Planning	<p>Directs staff to schedule on February 8 (or alternate time where the facilitator is available) for a full day</p> <p>9:00 a.m. – 4:00 p.m. facilitated Governance and Legislation Committee meeting where the goal will be to work through a designated process where Council can utilize the public input and define their Corporate Goals, Objective and Priorities.</p>	Corporate Administration	Completed as per noted dates
Dec 10	2018-G/L-041	6. Policy Review	<p>Following review of Council Policy 106 - Council Remuneration and directed staff to bring the policy back before the Committee at the end of March, 2018 with information in regard to the City of Pitt Meadows, City of Port Moody and City of Langley progress in regard to addressing the recent tax amendments.</p>	Financial Services	Completed June 10, 2019
Dec 10	2018-G/L-042	6. Policy Review	<p>Following review of Council Policy 111 - Order of Proceedings and Business for Council Agendas endorsed the policy as circulated with the agenda now referencing Question and Answer Period and minor wording amendment for clarity to the conclusion.</p>	Corporate Administration	Completed January 14

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Dec 10	2018-G/L-043	6. Policy Review	<p>Following review of Council Policy 114 - Councils Goals directed staff to amend the policy in regard to the following:</p> <p>Priority setting will include public input / engagement as part of the process; CAO is required to ensure dates are established for a facilitated Community Forum to obtain public feedback for consideration by Council when setting their Corporate Goals, Objective and Priorities; CAO is required to ensure dates are established for a facilitated open meeting(s) as a follow up to the Community Forum in order for Council to set their Corporate Goals, Objective and Priorities</p>	Corporate Administration	Completed Jan 14
Jan 14	2019-G/L-007	4. Community Special Events Policy 710	Endorses the "Community Special Events Policy – 710" as outlined in this corporate report.	Recreation and Culture / Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-008	5. Policy Review	<p>Amends Policy 119 – Communication Mayor/Staff by stating that Mayor and Council may forward inquiries for information to the relative Director with a copy to the Chief Administrative Officer; and</p> <p>THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 119 as amended</p> <p>Amends Policy No. 126 – CAO Performance Review to reflect the following:</p> <p>Council conduct a formal annual CAO Performance Review; and That in an election year, the review be completed not less than 90 days prior to the election.</p> <p>THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 126 as amended</p>	Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-009	5. Policy Review	<p>Amends Policy No. 126 – CAO Performance Review to reflect the following:</p> <p>Council conduct a formal annual CAO Performance Review; and That in an election year, the review be completed not less than 90 days prior to the election.</p> <p>THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 126 as amended</p>	Corporate Administration	Completed Jan 28

Meeting	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
Jan 14	2019-G/L-010	5. Policy Review	Council and the Chief Administrative Officer engage in a goal setting / expectation setting review following the establishment of the City's corporate priorities	Corporate Administration	Completed May 13
Jan 14	2019-G/L-011	5. Policy Review	Recommends that Council endorse Council Policy No. 133 – Internal Handling Media, as presented	Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-012	5. Policy Review	Recommends that Council endorse Council Policy No. 134 – Press Releases, as presented.	Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-013	5. Policy Review	Amends Council Policy No. 135 – Recognition/Strategic Messages, to include BC Day; and THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 135 as amended	Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-014	5. Policy Review	Requests a corporate report with details regarding options for managing comments/posting to social media, and that the report include details on how much time is spent using the City's social media.	Communications / Corporate Administration	October 2019 (New Manager of Communications and Government Relations recruitment being undertaken)
Jan 14	2019-G/L-015	5. Policy Review	Amends Council Policy No. 136 – Managing the City of White Rock's Social Media Presence by revising Point 5 to reference and clarify the City will “include the following disclaimer”, which is a standard social media disclaimer used by Social Media networks; and THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 136 as amended	Communications / Corporate Administration	October 2019 (New Manager of Communications and Government Relations recruitment being undertaken)
Jan 14	2019-G/L-016	5. Policy Review	Recommends that Council endorse Council Policy No. 142 – Terms of Reference: Governance and Legislation Committee, as presented	Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-017	5. Policy Review	Amends Policy No. 145 – Finance and Audit Committee by including direction for staff to bring forward a report regarding reserves to the Finance and Audit Committee; and	Financial Services to bring forward a report	Completed Feb 28

Meeting	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
Jan 14	2019-G/L-018	5. Policy Review	Recommends that Council endorse Council Policy No. 155 – Terms of Reference: Land Use and Planning Committee, as presented.	Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-019	5. Policy Review	Amends Council Policy No. 137 – Terms of Reference: Economic Investment Committee to reflect that the Committee reference the Economic Development Plan, and that the Tourism representative be removed from the Policy; and THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 137 as amended	Corporate Administration	Feb 25
Jan 14	2019-G/L-020	5. Policy Review	amends Council Policy No. 138 – Terms of Reference: Environmental Advisory Committee to reflect that the Committee reference the Stormwater Management Plan; and THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 138 as amended	Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-021	5. Policy Review	Amends Policy No. 143 – Terms of Reference: Cultural Advisory Committee to reflect the development of the next Cultural Strategic Plan; THAT the Committee name be amended to “Arts and Culture Advisory Committee”; and THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 143 as amended	Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-022	5. Policy Review	Recommends that Council endorse Council Policy No. 144 – Terms of Reference: Tour de White Rock as presented	Corporate Administration	Completed Jan 14 (due to time constraints)
Jan 14	2019-G/L-023	5. Policy Review	Policy No. 147 – Terms of Reference: Public Art Advisory Committee be further amended to note that when there is a call for artists, the selection committee must select only local artists from White Rock, South Surrey or Semiahmoo First Nation. THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 147 as amended	Review with the City’s Legal Counsel	May 13

Meeting	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
Jan 14	2019-G/L-024	5. Policy Review	<p>Amends Council Policy No. 156 – Terms of Reference: Parking Task Force by including/revising as follows:</p> <ul style="list-style-type: none"> <li>• Councillor to be a non-voting Chairperson of the Committee with no name within the Terms of Reference</li> <li>• Revise language to note: any changes that do not impact property taxes to fund a reduction in parking</li> <li>• Add the language “quality of life”</li> <li>• Amend membership to “up to 8”; and</li> </ul> <p>THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 156 as amended</p>	Corporate Administration	Completed Jan 14 (due to time constraints)
Jan 14	2019-G/L-025	5. Policy Review	<p>Amends Council Policy No. 153 – Terms of Reference: Sea Festival Planning Committee by revising the membership term to two (2) years; and</p> <p>THAT the Governance and Legislation Committee recommends that Council endorse Council Policy 153 as amended</p>	Corporate Administration	Completed Jan 14 (due to time constraints)
Jan 14	2019-G/L-026	5. Policy Review	<p>Amends the name of Council Policy No. 154 – Terms of Reference: Intergovernmental and First Nation Affairs Committee be renamed to “Intergovernmental Affairs Committee”; and</p> <p>THAT the Governance and Legislation Committee recommends Council endorse Policy No. 154 as amended</p>	Corporate Administration	Completed Jan 28
Jan 14	2019-G/L-027	5. Policy Review	<p>Requests staff report back to a future Governance and Legislation Committee with terms of reference for the following new committees:</p> <ul style="list-style-type: none"> <li>• Seniors Advisory Committee</li> <li>• History and Heritage Advisory Committee</li> <li>• Small Business Advisory Committee (to be incorporated in the Economic Investment Committee ToR)</li> </ul>	Corporate Administration	March 2019
Feb 25	2019-G/L-031	4. Economic Development Strategic Plan: Final Report	<p>THAT the Governance and Legislation Committee reinstates White Rock Tourism as an official part of the Economic Investment Committee membership.</p>	Corp Admin	Incorporated into the Terms of Reference Adopted March 2019

Meeting	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
Feb 25	2019-G/L-041	5.4 Council Policy 156 – Terms of Reference: Parking Task Force	<p>THAT the Governance and Legislation Committee directs staff to work with the BIA to come back to Council with an assessment / summary of the impact that the free parking offered in 2019 had for both businesses on the West and East of Marine Drive with the following elements:</p> <ul style="list-style-type: none"> <li>two (2) years of Financials 2018 and 2019 (giving fact as to the impact)</li> <li>cross section of businesses be included.</li> </ul>	Chief Administrative Officer Financial Services	CAO Discussed with BIA May 2019
Feb 25	2019-GL-049 2019-GL-050	5.8 Council Policy 161– Terms of Reference: Water Quality Task Force	<p>THAT the Governance and Legislation Committee directs staff to commission water sampling of the current quality and then again following the new treatments plant coming online, then the results / information all be brought back to Council so further consideration can be made at that time.</p> <p>THAT the Governance and Legislation Committee defers a decision be made in regard to the Water Quality Task Force until the water testing information as noted in motion 2019-G/L-49 is completed and the information is brought back to Council.</p>	Engineering and Municipal Operations	Water Quality Testing results presented to Council Jun 10
April 8	2019-GL-062	4.4 Donor Recognition for Pier Restoration	THAT the Governance and Legislation Committee requests staff provide a corporate report on April 29, 2019 with options for donor recognition for the pier restoration.	Engineering and Municipal Operations	April 29, Verbal Report
April 29	None				
May 27	None				
June 10	Item 8	Community Forums	<b>Direction for two (2) more topics Affordable Housing and Smart Cities</b>	Corporate Administration	Affordable Housing Forum – Done TransLink – Sep 2019
June 24	2019-G/L-089	5. Renovation and Potential Regulations	Directs staff to pursue a new policy as outlined within the corporate report, including review of ways to address protection of those livi in suites within single family dwellings Directs staff to pursue a new policy as outlined within the corporate report, including review of ways to address protection of those living in suites within single family dwellings	Planning and Development Services	Scheduled Oct 2019

June 24	2019-G/L-091	7. Proposed Vacancy Tax	<p>THAT the Governance and Legislation Committee recommends Council endorse the following resolution to be forwarded to Union of British Columbia Municipalities for consideration at their September 2019 convention:</p> <p><i>WHEREAS The City of Vancouver has authority through the Vancouver Charter to implement an Annual Vacancy Tax</i></p> <p><i>WHEREAS The City of White Rock is governed through the Community Charter where there is no current authority to implement a Vacancy Tax and it is believed that there are a number of vacant residential and commercial properties in the City of White Rock</i></p> <p><i>THEREFORE BE IT RESOLVED THAT the City of White Rock request that UBCM work with the Province of British Columbia to amend the authority given to Local Governments through the Community Charter permitting municipalities the authority to impose, by bylaw, an annual vacancy tax on taxable residential and commercial properties, and that the criteria and administrative requirements be similar to those of the Vancouver Charter .</i></p>	Corporate Administration	Forwarded to UBCM, confirmation received and placed on the July 8, 2019 agenda for information purposes
July 8	2019-GL-095	4. Committee Functions	THAT the Governance and Legislative Committee directs the role of a Council Liaison be formalized through a City policy and it be brought back to the Committee for review.	Corporate Administration	Brought back in July – G&L deferred item to next meeting
July 22	2019-GL-103	6. Proposed Amendments To The Ticketing For Bylaw Offences Bylaw, 2011, No. 1929	THAT the Governance and Legislation Committee requests staff to investigate if specific decimal limits should be in the bylaw and if they are enforceable	Planning and Development Services	Scheduled Oct 2019
July 22	2019-GL-105	8. Marine Drive Liquor Licensing: Issues and Options	2. Directs staff to bring forward proposed amendments to the Business Licence Bylaw, 1997, No. 1510 to Council, to add new liquor licencing regulations as outlined in 'Option 3' in this corporate report and/or as directed by Committee.	Planning and Development Services	Scheduled Oct 2019

## 2019 OPEN COUNCIL MEETING ACTION TRACKING

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red Indicates Completed Items)</i>
January 14	2019-003	4.1.3 Tom Mcconnell Carriage Homes	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>Refers the information provided by T. McConnell, resident, requesting Council consider a pilot project with respect to carriage homes in White Rock; and</li> <li>Directs staff to bring forward a corporate report outlining options for secondary suites and carriage homes</li> </ol>	Planning and Development Services	Scheduled Oct 2019
January 14	2019-004	4.1.5 Mike Armstrong Parking Plan 2019	<p>THAT Council refers the presentation and proposal from Mike Armstrong to City's Parking Task force for review.</p>	Finance and Planning and Development Services	First Meeting of the Task Force in March 2019
January 14	2019-005	5.2.1 Animal Control and Lic Bylaw Amendment	<ol style="list-style-type: none"> <li>Receives for information the corporate report dated January 14, 2019, from the Director of Planning and Development Services and the Director of Engineering and Municipal Operations, titled "Animal Control and Licensing Bylaw, 2012, No. 1959, Amendment 2, 2019, No. 2282 ("Dogs on Promenade" Bylaw Amendment)";</li> <li>Will consider the first three readings to the "Animal Control and Licensing Bylaw, 2012, No. 1959, Amendment 2, 2019, No. 2282";</li> <li>Considers directing staff to arrange for a consultation process, as determined by Council, prior to considering adoption of the "Animal Control and Licensing Bylaw, 2012, No. 1959, Amendment 2, 2019, No. 2282"; and</li> <li>Endorses the City providing dog waste bags and dispensers.</li> </ol>	Planning and Development Services	January 28 and final reading Feb 11, 2019

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
January 14	2019-024	10.1.1 Public Meeting Outside of City Boundary	<p>THAT Council, pursuant to Section 134.1 of the <i>Community Charter</i>, authorize and direct staff to schedule a Special Council to Council meeting with representatives of the Semiahmoo First Nation as follows:</p> <ul style="list-style-type: none"> <li>• <b>Date and Time: Wednesday, January 23, 2019 at 4:30 p.m.</b></li> <li>• <b>Address: 15622 Marine Drive</b></li> </ul>	Corporate Administration	January 23
January 14	2019-025	10.1.2 Water Services Community Advisory Panel	<p>1. Endorses The City of White Rock establish a Water Services Community Advisory Panel; and</p> <p>2. Directs staff to report back with the terms of reference (committee structure) at the next scheduled Governance and Legislation Committee meeting.</p>	Engineering	February 25
January 14	2019-026	10.2 Motion OCP / Scope and Consideration of Town Centre	<p>THAT Council directs staff to draft a corporate report, for the next meeting, the outlines what the implications to the existing Official Community Plan review would be if the review of the Town Centre's height and density were included within the scope and that the report also include the legal implications regarding this potential review.</p>	Planning and Development Services	February 11
January 28	2019-032	5.1.1 BIA Marine Drive Business, Challenges and Opportunities	<p>THAT Council directs staff bring forward a corporate report, at the next regular meeting, in regard to the possibility and option in regard to opening more of the parking spaces at the waterfront, in particular by Memorial Park.</p> <p>THAT Council:</p> <ul style="list-style-type: none"> <li>• Receives the information provided by G. Giffin, Peninsula Productions Society; and</li> <li>• Refers to staff the information so it may be brought forward to the upcoming Financial Planning Process the request for support: as follows: 25 % partnership / \$8,000 per year for the next three (3) years.</li> </ul>	Engineering	February 11
January 28	2019-033	5.1.3 Peninsula Productions Society: Introduction		Finance	2019 Financial Plan Process

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
January 28	2019-037	6.2.3 Pier and East Beach Storm Repair Schedule and Repair Strategies	<p>1. Receives for information the corporate report dated January 28, 2019, from the Director of Engineering and Municipal Operations, titled "Pier and East Beach Storm Repair Schedule and Repair Strategies;"</p> <p>2. Endorses the repair strategies and schedules outlined in this corporate report;</p> <p>3. Endorses that staff submit an application for grant funding for the White Rock Pier Reconstruction (Project No. IC0132) through the <i>ICIP – Community, Culture, and Recreation Program</i>; and</p> <p>4. Supports the project and commit to its share (\$4,277,195) of the project costs, as outlined in the <i>ICIP – Community, Culture, and Recreation Program</i> grant application.</p>	Engineering	Feb 18 deadline for grant – Done
January 28	2019-040	6.2.5 City Property Inventory 2019	<p>THAT Council directs staff to bring forward a corporate report listing the City Road Ends.</p> <p>Further Notation made on this, Feb 11 from a delegation:</p> <p>J. Gill, resident, appeared as a delegation to request the City sell their unused portion of Brearley Street (north side of Marine Drive).</p> <p>Ms. Gill owns a small lot at 14342 Marine Drive and informed Council she is interested in purchasing the vacant road end next to her lot. This has not been permitted in the past but is now looking to purchase a portion of the road end (approximately 30 ft.). (NOTE: this information was received by Council</p>	Corporate Administration	Corporate report Anticipated for March 11 - Road Ends, No Action taken on it at this time. Letter from Mayor March 2019

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
January 28	2019-051	10.1.1a December 20 Search and Rescue from White Rock Pier	<p>THAT Council requests the Mayor send the following correspondence to:</p> <ol style="list-style-type: none"> <li>1. Search and Rescue, requesting full reimbursement of costs incurred for rescuing individuals who can be proven to have willfully disregarded warnings against trespass in dangerous areas, such as the Pier; and</li> <li>2.The local RCMP detachment to thank them for stopping and fining other individuals for trespass along the pier and promenade.</li> </ol>	Mayor's Office	March 2019 )
January 28	2019-052/ 2019-053	10.1.1B Short Term Rentals	<p>THAT Council directs staff to prepare a corporate report with options on amending Section 5 of the City's Zoning Bylaw to address Short-Term Rentals in the City of White Rock and that staff use an aggregator, such as AirDNA, to ensure all properties listed for rent are identified in the search.</p> <p>THAT Council authorizes the corporate report include options included in the newly adopted bylaw on short term rentals by the City of Victoria (requiring a responsible person must be identified to the City and they must be available to be onsite within two (2) hours if the owner of the owner is not present).</p>	Planning and Development Services	Included on G&L Committee July 22/ Sept 9,2019 agenda
January 28	2019-054	10.1.1c Proposed Vacancy Tax	<p>THAT Council directs staff to prepare a corporate report regarding White Rock's implementation of a proposed vacancy tax, similar to the bylaw adopted by the City of Vancouver with the following considerations:</p> <ul style="list-style-type: none"> <li>• 5% of taxed assessed level of the property municipal levy on commercial and residential properties</li> <li>• 2.5% municipal levy on sale of assignments ("flipping"); this is in addition to new provincial levy</li> <li>• Earmark all receipts for acquisition and construction of affordable (at or below market rate) housing in White Rock (must be vetted through legal counsel)</li> </ul>	Financial Services	June 2019

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
January 28	2019-055	12.2 Water Quality Assessment Task Force	<p>THAT Council endorses:</p> <ul style="list-style-type: none"> <li>The establishment of a Water Quality Assessment Task Force with Councillor Kristjanson, Councillor Fathers, Mayor Walker and the Chief Administrative Officer as members;</li> <li>A Mandate and Terms of Reference for the Task Force be established the Task Force.</li> </ul>	Engineering / Corporate Administration	Feb 25
February 11	2019-061	5.1.3 Laurie McFarlan & Dr. Yasmin Jal Wadia, White Rock/South Surrey Stroke Recovery Branch: Requesting Expansion of Existing Space and to Secure Funding	THAT Council refers to staff the information by L. McFarlane & Dr. Y. Jal Wadia who appeared as a delegation to request additional space to their lease at the Centre for Active Living.	Corporate Administration	July 2019
February 11	2019-064	6.2.2 Financial Plan Bylaw (2018 to 2022), 2018, No. 2239 Amendment No. 2, 2019, No. 2288	<ul style="list-style-type: none"> <li>Provides direction to staff on the process of public consultation to be undertaken prior to adopting Financial Plan Bylaw (2018 to 2022), 2018, No. 2239, Amendment No. 2, 2019, No. 2288 as follows: <ul style="list-style-type: none"> <li>public comments at the February 25, 2019 regular Council meeting; and</li> <li>written submission may also be submitted and that this be advertised.</li> </ul> </li> </ul>	Corporate Administration	Advertising Done Feb 15/22
February 25	2019-088	5.1.1 David Baron White Rock Players Club: Advertising Opportunity	THAT Council refers to the upcoming Financial Planning process, the information / request by David Baron, White Rock Players Club, to propose an advertising / sponsorship opportunity in return for naming rights.	Financial Services	April 2019
March 11	2019-102	5.1.3 Rowland Kelly: Secondary Suites / Duplexes and the OCP	THAT Council refers the information for a corporate report from staff regarding the information from R. Kelly who appeared as a delegation to request that Council amend the City's Official Community Plan to permit secondary suites within duplexes.	Planning and Development Services	Official Community Plan is ongoing

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
March 13	2019-107	5.1.1 City Hall	THAT Council directs staff to prepare a business analysis, as described within the corporate report.	Engineering and Municipal Operations Admin Following	Scheduled Sept 2019
March 13	2019-109	5.1.3 City Unopened Road Allowance Inventory 2019	THAT Council directs staff to bring forward a corporate report regarding the encroachments on unopened roads, and that the report include estimated values.	Engineering and Municipal Operations Admin Following	Scheduled Nov 2019
March 13 Finance and Audit	2019-F/A-016	3.1 2019 TO 2023 Draft Financial Plan	THAT the Finance and Audit Committee recommends that Council direct staff to coordinate a Council to Council meeting with the City of Surrey to discuss transit issues, including striking a proposed Task Force.	Invitations extended – April 4, 2019	City of Surrey responded on May 6, 2019 stating their schedule is extremely busy, they will review and advise if there is an opportunity for the meeting to occur see file 400 – 50-01
April 8	2019-123	5.1.1 Sharon Gregson, Coalition of Child Care Advocates of BC: BC's \$10ADay Childcare Plan	THAT Council endorses the \$10aDay Childcare plan, becoming the 55 <sup>th</sup> Municipality in the Lower Mainland in support of the program.	Corp Admin	April 2019

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April 8	2019-124	5.1.4 White Rock Pride Society	THAT Council directs staff for a cost analysis of installing a thermoplastic rainbow crosswalk.	Corp Admin acknowledgement letter Engineering cost analysis to go back to Council	Scheduled for Oct 2019
April 8	2019-130	6.2.3 Release of Superceded Amenity Restrictive Covenant for 1456 Johnston Road	THAT Council authorizes staff to release the section 219 Covenant registered under number CA1625754 and related priority agreements for the property located at 1456 Johnston Road.	Planning and Development Services	Completed
April 8	2019-131	6.2.4 City Property at 15463 Buena Vista Avenue	THAT Council directs staff to report back with options for 15463 Buena Vista Avenue, and that the report include details regarding senior supportive housing, affordable housing, park options, or renting in the existing condition..	Corp Admin	June 2019
April 8	2019-137	11.1.1 Motion: adopted by Council	THAT Council directs staff to prepare an updated business case to determine if White Rock should continue to use their current water supply or receive water from Metro Vancouver by joining the Greater Vancouver Water District	Engineering	Scheduled for Oct 2019
April 8	2019-138	11.1.2 Motion: adopted by Council	THAT Council directs staff to bring forward a corporate report regarding "renoviction", outlining the City's current bylaws and policies in this area and reviewing the City of Port Coquitlam's Bylaw No. 4116 ensuring the City of White Rock's bylaws are protecting their residents from renovations in the same or similar manner.	Planning and Development Services	Completed June 2019

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
April 29		Delegations:	R. Coert: Telecom Development: Impacts On WR: Manager of IT to Communication with Mr. Coert M. Armstrong: Affordable Housing Proposal at 15463 Buena Vista: Corporate Report will be coming back to Council in June Re: options for this City owned land	IT  Admin	May 2019  June 2019
April 29	2019-170	13.1 Other Business Donor Recognition for Pier Restoration	THAT Council supports the idea of a donor recognition program for the White Rock Pier Restoration	Engineering Working with the Committee (not a City Committee)	Ongoing
May 13	2019-173	5.1.1 Delegation C. Lefaive Pickleball and the "Blue Zone"	THAT Council endorses proposal two (2) as noted by Mr. Coates in relation to pickleball in White Rock: Following staff working with the Lacrosse and Tennis groups for compromise: <ul style="list-style-type: none"> <li>Share with Lacrosse during the daytime or early afternoon – double mark 5 – 6 courts which will not interfere with the playing of Lacrosse or Floor Hockey which is also shares with the Lacrosse box; Add dual lines to the other three (3) tennis courts at Centennial Park.</li> </ul>	Recreation and Culture	July 22 2019
May 13	2019-174	5.1.1 Delegation C. Lefaive Pickleball and the "Blue Zone"	THAT Council refers to staff the proposal to designate the City of White Rock as a "Blue Zone" for a corporate report to include: <p>What are the requirements/commitments; How this can be facilitated; and If there are any budget implications; and</p> <p>Invite Dr. B. Byrne, Medical Director and Co-Founder of the Wellness Garage to give a presentation at a Council meeting in relation to Healthy Communities.</p>	Recreation and Culture	June 24 Dr. Byrne will also be in attendance

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
May 13	2019-175	5.1.1 Delegation C. Lefaive Pickleball and the "Blue Zone"	THAT Council authorizes items included in proposal two (2) by the delegation for two (2) additional benches for the existing pickleball courts, and two (2) lock boxes one (1) for the lower 12 courts and one (1) for the Lacrosse box and a small storage shed to put equipment chairs, hoppers etc.	Engineering working with Recreation and Culture	July 22 2019
May 13	2019-176	5.1.2 Delegation Three For All BC Energy Step Code	THAT Council refers to staff for a corporate report the information provided Tom Pierrer of Three for All, giving an overview of the BC Energy Step Code.	Planning and Development Services	Sept 2019
May 13	2019-183	7.2 Parking Task Force Recommendation	THAT Council directs staff to bring a corporate report back within 4 – 6 weeks of this meeting regarding the following recommendation of the Parking Task Force in relation to a delegation they had from the South Fraser Active Living Group's recommendation to implement a bylaw that: <ul style="list-style-type: none"> <li>• Addresses accessible parking requirements;</li> <li>• Better accommodates the increased use of side-loading wheelchair vans for individuals using wheelchairs;</li> <li>• Implements signage for handicap spots that are to be for wheelchair vans only; and</li> <li>• Increases parking enforcement for accessible parking stalls.</li> </ul>	Engineering and Municipal Operations	Scheduled Sep 2019

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
May 13	2019-186	7.2 Sea Festival Recommendation	<p>THAT Council defers, until the next scheduled Council meeting, consideration of the following recommendation by the Sea Festival Committee:</p> <p><i>THAT Council considers funding double-sided banners displaying advertising for the 70<sup>th</sup> Anniversary of the White Rock Sea Festival and the 40<sup>th</sup> Anniversary of the Tour de White Rock.</i></p> <p>And Directs staff to bring forward a corporate report including information in regard to the request including:</p> <ul style="list-style-type: none"> <li>• where the banners will be placed;</li> <li>• pricing including an element where there is an inquiry made with Explore White Rock (Tourism) to see if they are able to contribute toward the project);</li> <li>• timeline; and logistics to complete the request.</li> </ul>	Recreation and Culture	May 27
May 27	2019-201	5.1 Delegation, Fantastical Family Event	<p>THAT Council directs staff:</p> <ol style="list-style-type: none"> <li>1. To work with P. Kaur and C. Warner in regard to supporting a “Flights of Fantasy Festival” event to see if it is viable to occur this year, and/or how to hold it in future years;</li> <li>2. To bring forward a corporate report to the next scheduled Council meeting on this proposed event including an element of a “City Match Funding” of up to \$2,500.</li> </ol>	Recreation and Culture	June 10
May 27	2019-202	5.1 Delegation, E Doepker, Hillside Park Maintenance	<p>THAT Council directs staff to bring forward for a corporate report to the next scheduled meeting outlining information in regard to service levels / works for hillside maintenance within the City of White Rock and further information be included in regard to an estimate for restoration of a playground that has been removed.</p>	Engineering and Municipal Operations	June 10

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
May 27	2019-203	5.1 Delegation, S. and K Sahota, Playground Equipment for Emerson Park	THAT Council directs staff to bring forward a corporate report in regard to an upgrade of playground equipment (including swings) and further expansion of equipment for older children for Emerson Park located at Columbia Avenue and Lee Street	Engineering and Municipal Operations	Scheduled Sep 2019
May 27	2019-204	6.2.3 Capital Projects Update May 2019	That Council directs staff to prepare an official opening for Memorial Park, at the same time of the first event at Memorial Park (following all deficiencies being addressed and subject to the Mayor's schedule); and further A second ceremony be held for the Westbeach Parkade (June / July) in honour of the parkade being up and running / serving the public.	Recreation and Culture	Back to Gov and Leg June 10 for further discussion and planning
May 27	2019-215	11.1b Motion: 2019 Tree Planting Schedule	THAT Council directs staff to bring forward a City Tree Planting schedule for 2019 which will include information on the impact it will have on the tree canopy percentage following the completed plantings done in the year.	Engineering and Municipal Operations	Sept 9, 2019
May 27	2019-207	13 Other Business Improved Signage for Parkade	THAT Council directs staff to improve signage for the new Parkade on Vidal Street.	Engineering and Municipal Operations	Jul 2019
June 10	2019-220	4.1 Question and Answer	THAT Council refers the information to staff for a corporate report in regard to the how the City would implement policy in regard to banning use of single use plastic products.	Planning and Development Services	Scheduled Oct 2019
June 10	2019-225	6.2.1 Flights of Fantasy Bazaar	Approves funding in the amount of \$2,500 from the City's contingency fund to support the new Flights of Fantasy Bazaar family event to be held at the White Rock Community Centre on June 22, 2019 from 11:00 a.m. to 4:30 p.m.	Recreation and Culture	June 24 in the end notification was sent stating they were not going to proceed
June 10	2019-226	6.2.3 Hillside Walkway Maintenance	THAT Council approves the noted \$20,000 for the remainder of 2019 for upgraded maintenance to be conducted on the hillside walkways as noted in the June 10, 2019 from the Director of Engineering and Municipal Operations Department titled "Hillside Walkway Maintenance"; and further that the Budget for next year include an additional \$30,000 so this can be considered as part of the next financial planning session.	Engineering and Municipal Operations / Finance	Done

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
June 10	2019-229	6.2.5 Options for City Property at 15463 Buena Vista Avenue	THAT Council authorizes the staff to demolish the structures at 15463 Buena Vista Avenue and convert the land for use as park space (Option 1) as noted in the June 10, 2019 corporate report titled "Options for City Property at 15463 Buena Vista Avenue".	Engineering and Municipal Operations	In Progress
June 10	7.2	Committee Recommendation: Tour de White Rock	THAT Council directs staff to produce a wayfinding map for distribution that shows people how to get to the Tour events.	Recreation and Culture	Completed
June 10	2019-236	8.2.1 LIQUOR PRIMARY LICENCE AT 15475 MARINE DRIVE	<ol style="list-style-type: none"> <li>1. Directs staff to forward a copy of the 15475 Marine Drive report and the results of the Public Hearing to the Liquor and Cannabis Regulation Branch;</li> <li>2. Considers the potential impact for noise and the impact on the community, and would support approval of the requested liquor primary license on the conditions that: <ul style="list-style-type: none"> <li>• the hours of liquor service be limited to 1:00 AM on Friday and Saturday and 12:00 AM from Sunday to Thursday;</li> <li>• the hours of patio operation be restricted to 11:00 PM on Friday and Saturday and 10:00PM from Sunday to Thursday; and</li> <li>any live or DJ music be limited to ending one (1) hour prior to end of liquor service.</li> </ul> </li> </ol>	Planning and Development Services	Completed
June 24	2019-249	5.1.1 Delegation Museum and Archives Grant Funding	THAT Council directs staff to identify the funding source for a potential \$50,000 grant increase to White Rock Museum and Archives.	Finance	July 8
June 24	2019-252	6.2.1 Blue Zones	Directs staff report back on options for what the City can do, logistically and financially, to designate White Rock with Blue Zone status	Recreation and Culture	Scheduled Oct 2019
June 24	2019-254	6.2.2 2018 Annual Report	THAT Council directs staff to amend the 2018-2022 Strategic Priorities from this point to include rail relocation under Advocacy and it be placed as an addendum to the Annual Report.	Corporate Administration	June 28
June 24	2019-255	6.2.2 2018 Annual Report	THAT Council directs staff to bring forward a breakdown of "Protection Services" (RCMP, Fire, Bylaw Enforcement) and it be placed on the website as an addendum to the 2018 Annual Report.	Corporate Administration	June 28

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
June 24	2019-259	6.2.6 Capital Projects June 18, 2019	THAT Council directs staff to hold a retrospective meeting with respect to the West Beach Parkade and Memorial Park projects.	Engineering and Municipal Operations	In Progress
June 24	2019-261	6.2.7 Wilco Civil Inl Contract Adjustment for East Beach Restoration	Approves the change orders to Wilco Civil Inc. for up to \$960,000 (excluding GST) for additional works for the East Beach Promenade Restoration and Pedestrian Rail Crossings projects.	Engineering and Municipal Operations / Finance	Completed
June 24	2019-265	7.2 Committee Recommendation Gov and Leg: Vacant Property Tax	Endorses the following to be forwarded to the Union of British Columbia of Municipalities (UBCM) for the 2019 convention: <i>WHEREAS The City of Vancouver has authority through the Vancouver Charter to implement an Annual Vacancy Tax</i>  <i>WHEREAS The City of White Rock is governed through the Community Charter where there is no current authority to implement a Vacancy Tax and it is believed that there are a number of vacant residential and commercial properties in the City of White Rock</i>  <i>THEREFORE BE IT RESOLVED THAT the City of White Rock request that UBCM work with the Province of British Columbia to amend the authority given to Local Governments through the Community Charter permitting municipalities the authority to impose, by bylaw, an annual vacancy tax on taxable residential and commercial properties, and that the criteria and administrative requirements be similar to those of the Vancouver Charter.</i>	Corporate Admin	June Completed
June 24	2019-266	7.2 Committee Recommendation	THAT Council directs staff to approach the Business Improvement Association (BIA) to conduct a survey on the value of the Sea Festival for their businesses members in order to assess the impact it has on sales.	Recreation and Culture	Request has been submitted to BIA

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
June 24	2019-266	7.2 Committee Recommendation	THAT Council directs staff to work with Explore White Rock to conduct a survey with the attendees of the Sea Festival to measure the economic and social impact of the event.	Recreation and Culture	In Progress
June 24	2019-266	7.2 Committee Recommendation	THAT Council directs that a Business Forum with a Public Town Hall Meeting be scheduled for the fall, 2019.	Corporate Administration	Staff are working with BIA and Chamber for a date in Nov 2019
June 24	2019-266	7.2 Committee Recommendation	THAT Council directs that an invitation to a member/ representative from the Semiahmoo First Nation be forwarded for their attendance at a future Economic Investment Committee to share their perspectives on their community, from a business standpoint.	Corporate Administration	Done
June 24	2019-272	9.13 Correspondence; metro Board	THAT Council refers to staff for a corporate report the correspondence dated June 10, 2019 from Metro Vancouver regarding Metro 2040 Land Use Designation Amendment Request from the City of Delta (MK Delta Lands).	Planning and Development Services	July 22, Regular Meeting
July 8	2019-277	5.1.1 Hannah Newman & Shawn Murphy: White Rock Newest Park - 15463 Buena Vista Avenue	THAT Council directs staff to bring forward a corporate report working with the delegation of H. Newman and S. Murphy regarding concept(s) for development of a serenity/contemplation park at 15463 Buena Vista; and further that there be consideration of funding addressed in the corporate report.	Engineering and Municipal Operations	Scheduled Sep 2019
July 8	2019-278	5.1.3 Shelly Mare & Kerry Wray: Vegetation On The Hump	THAT Council directs staff to bring forward a corporate report that will outline what level of work can be done in regard to trimming / cutting along Marine Drive (maintaining vegetation on the hump).	Engineering and Municipal Operations	July 22 Regular Meeting
July 8	2019-282	6.2.2 Oxford Water Facility Fencing Installation, Contract Wr18-058	THAT Council directs staff bring forward the required amendment to policy giving the Chief Administrative Officer the authority sign off on funds up to \$250,000 plus all applicable taxes without further Council consent.	Financial Services	July 22, Regular Meeting

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
July 8	2019-287	7.2a Housing Task Force	<p>THAT Council endorses the following:</p> <ol style="list-style-type: none"> <li>1. A Housing Task Force being established where all aspects of housing in the Community will be reviewed;</li> <li>2. A Community Forum regarding Affordable Housing be scheduled; and</li> <li>3. Staff be directed to bring forward a draft Terms of Reference for the Housing Task Force.</li> </ol>	<p>Planning and Development Services</p> <p>Corporate Admin</p>	July 29, 2019
July 8	2019-288	7.2a Council Policy No. 106 – Council Remuneration And Expenses	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. Increases the Mayor and Council remuneration by 15%, enough to bring up the Council remuneration from what was lost with the new income tax act amendment that eliminated the nontaxable status of the non-accountable allowance for elected officials;</li> <li>2. Includes in addition for 2019, the Canadian Price Index (CPI) rate to be added to the Mayor and Council Remuneration.</li> </ol>	Financial Services	July 22, 2019 Regular Meeting
July 8	2019-290	7.2.3 Parking Task Force – Posting of Parking Plans on Development Sites	THAT Council directs that all development sites in the City of White Rock be mandated to prominently post their parking plan for all trades contractor staff.	Financial Services	In Progress
July 8	2019-291	7.2.3 Parking Task Force – Posting of Parking Plans on Development Sites	THAT Council considers staff explore and report back with sign and permit options that could be considered to address construction related parking issued	Financial Services	In Progress
July 22	2019-299	5.1.5 Gary Gumley, Festival of Lights	THAT Council direct staff to bring forward a corporate report regarding the proposed “Festival of Lights” event in White Rock.	Recreation and Culture	Sept 9, 2019

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
July 22	2019-302	6.2.1 Proposal For Dedicated Multicourt Pickleball Facility	<p>THAT Council</p> <ol style="list-style-type: none"> <li>1. Receive for information the corporate report dated July 22, 2019 from the Director of Recreation and Culture titled "Proposal for New Dedicated Multicourt Pickleball Facility";</li> <li>2. Direct staff to conduct research and host a public consultation meeting to determine a suitable location to build four (4) to eight (8) outdoor dedicated pickleball courts in White Rock;</li> <li>3. Direct staff to prepare a corporate report following the public consultation meeting, including a recommended detailed design, taking into consideration community concerns and detailed budget estimates; and</li> <li>4. Consider funding in the City's 2020-2024 Financial Plan to build four (4) to eight (8) dedicated outdoor pickleball courts on City property.</li> </ol>	Recreation and Culture	Scheduled Sep 2019
July 22	2019-303	6.2.1 Proposal For Dedicated Multicourt Pickleball Facility	<p>THAT Council directs staff to include information on where the Pickleball court users are located in the corporate report (White Rock/South Surrey).</p> <p>THAT Council refers the following documents to the City's Environmental Advisory Committee for input:</p> <ul style="list-style-type: none"> <li>• White Rock Tree Management Bylaw, 2008, No. 1831; and</li> <li>• Engineering and Municipal Operations Policy No. 611, with the following topics for consideration: <ul style="list-style-type: none"> <li>o Tree Management on City Lands for review from an environmental perspective / protecting our environment for recommendations to come back to this committee in the Fall 2019.</li> <li>o Tree Management on City Lands for review and make recommendation(s) as to how they should change in regard to Council oversight of trees before they are taken down.</li> </ul> </li> </ul>	Recreation and Culture	Scheduled Sep 2019
July 22	2019-315	7.2.1b City of White Rock Tree Matters	<ul style="list-style-type: none"> <li>• White Rock Tree Management Bylaw, 2008, No. 1831; and</li> <li>• Engineering and Municipal Operations Policy No. 611, with the following topics for consideration: <ul style="list-style-type: none"> <li>o Tree Management on City Lands for review from an environmental perspective / protecting our environment for recommendations to come back to this committee in the Fall 2019.</li> <li>o Tree Management on City Lands for review and make recommendation(s) as to how they should change in regard to Council oversight of trees before they are taken down.</li> </ul> </li> </ul>	Engineering and Municipal Operations	Scheduled Sep 2019

Meeting Date	Motion #	Agenda Item # & Title	Council Resolution	Staff/Dept. Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
July 22	2019-319	7.2.4 Water Community Advisory Committee recommendations	THAT Council consider in addition to water rates, Financial Services provides information to the Panel regarding current projects and their associated costs in the Capital Plan and to determine the total costs for upgrades not already included in the budget.	Financial Services	Scheduled Sep 2019
July 22	2019-320	7.2.5 Economic Development Advisory Committee recommendations	THAT Council directs staff to provide a corporate report to review what busking locations are working well, and whether the number of busking locations can be expanded.	Recreation and Culture	Scheduled Oct 2019
July 22	2019-321	7.2.5 Economic Development Advisory Committee recommendations	THAT Council endorses in principal a joint Economic Development Advisory and Marine Drive Task Force sub-committee to focus on a business retention and expansion strategy.	Corporate Administration	Scheduled Oct 2019
July 22	2019-333	11.1a Renaming of Totem Plaza	THAT Council directs staff to bring forward a corporate report that includes: <ul style="list-style-type: none"> <li>The history in regard to the formation and naming of Lions Lookout Park and Totem Plaza; and</li> <li>Possible options/consideration of future naming of the park and plaza.</li> </ul>	Corporate Administration	Scheduled Sep 2019
July 22	2019-334	11.1b Proposed Cut-Through Walkway From Oxford To Martin Street	THAT Council request staff prepare a report for the first Council meeting in September regarding the construction of the proposed cut-through walkway from Oxford to Martin Street.	Engineering and Municipal Operations	Scheduled Oct 2019
July 22	2019-335	11.1c Zoning Bylaw Definitions	THAT Council direct staff to report back with a corporate report that identifies issues regarding new single family home development in white rock, and presents potential options to address these issues, through a review of the zoning bylaw and other related city bylaws.	Planning and Development Services	In Progress



THE CORPORATION OF THE CITY OF WHITE ROCK

BY-LAW NO. 854

A By-law to designate the  
Pier as a Heritage Site.

WHEREAS pursuant to the provisions of Part III of the "Heritage Conservation Act" of the Province of British Columbia, the Council may, by By-law, designate a structure as a Municipal Heritage Site.

AND WHEREAS the 'Pier' is one of the oldest structures in the City of White Rock.

THEREFORE, the Council of The Corporation of the City of White Rock in open Meeting assembled, ENACTS as follows:

1. The structure known as the 'Pier' located at the southern most end of Martin Street, at Marine Drive, in the City of White Rock, is hereby designated as a Municipal Heritage Site.
2. No person shall demolish a structure or alter the facade or exterior of a structure designated as a Municipal Heritage Site under this by-law without the prior approval, by resolution, of the Council of the City of White Rock.
3. This by-law shall come into force and take effect from and after the date of the final adoption thereof.
4. This by-law may be cited for all purposes as "White Rock Heritage Structure (Pier) By-law, 1982, No. 854."

RECEIVED FIRST READING on the *13th* day of *April*, 1982.  
" SECOND " on the *13th* day of *April*, 1982.  
" THIRD " on the *13th* day of *April*, 1982.  
RECONSIDERED AND FINALLY ADOPTED on the *26<sup>th</sup>* day of *April*, 1982.

  
MAYOR

  
CLERK/ADMINISTRATOR

**THE CORPORATION OF THE  
CITY OF WHITE ROCK  
BYLAW 2018**



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A bylaw to provide for the regulation of certain noises or  
sounds in the City of White Rock

WHEREAS Division 10 of Part 3 of the *Community Charter* authorizes a local government to regulate, prohibit and impose requirements in relation to nuisances, disturbances and other objectionable situations;

AND WHEREAS the Council of the Corporation of the City of White Rock deems it expedient to provide for regulations and prohibitions regarding the making of noise;

AND WHEREAS Council may by bylaw regulate, prohibit and impose requirements in relation to the protection and enhancement of the well-being of its community in relation to nuisances, disturbances and other objectionable situations, including noise that is liable to disturb the peace, quiet, rest, enjoyment, comfort or convenience of individuals or the public.

NOW, THEREFORE, the Council of the Corporation of the City of White Rock in open meeting assembled hereby enacts as follows:

1. This Bylaw may be cited as "White Rock Noise Control Bylaw, 2013, No. 2018."
2. "White Rock Noise Regulation Bylaw, 1996, No. 1468" and any amendments thereto are hereby repealed.

3. **DEFINITIONS:**

In this Bylaw:

**"Bylaw Enforcement Officer"** means a person employed by or under contract to the City to administer and regulate City bylaws.

**"City"** means the Corporation of the City of White Rock.

**"Construction"** means an activity which includes erection, alteration, repair, relocation, dismantling, demolition, structural maintenance, painting, moving, land clearing, earth moving, grading, excavating, the laying of pipe and conduit (whether above or below ground level), street and highway building, concreting, equipment, installation and alteration, and the structural installation of construction components and materials in any form, or for any purpose, and includes any work being done in connection therewith.

**"Construction Equipment"** means any equipment or device designed and intended for use in construction, or material handling, including, but not limited to, air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, scrapers, pavers, generators, off-highway haulers or trucks,

ditchers, compactors and rollers, pumps, concrete mixers, graders, or other material handling equipment;

**“Emergency Vehicle”** means any of the following:

- a) a motor vehicle driven by a member of a fire department or the British Columbia Ambulance Service, while in the discharge of his or her lawful duties; or
- b) a motor vehicle, driven by a peace officer, constable or member of the Royal Canadian Mounted Police, or any other duly appointed Police Officer while in the discharge of his or her lawful duty.

**“Motor Assisted Cycle”** shall have the same meaning as defined in the *BC Motor Vehicle Act*.

**“Motor Vehicle”** or **“Vehicle”** has the same meaning as defined in the BC Motor Vehicle Act and includes a vehicle that is designed to be self-propelled, including off-road vehicles, parts and equipment.

**“Noise”** includes:

- a) any sound, continuous sound or non-continuous sound which disturbs or tends to disturb the peace, quiet, rest, enjoyment, comfort or convenience of the neighbourhood in which such sound is received, or, of any reasonable person in the vicinity of the source of such sound who receives such sound; or,
- b) any sound, continuous sound or non-continuous sound listed in Schedule “A” attached hereto.

**“Nuisance Property”** means a property where Bylaw Enforcement Officers have attended to complaints for noise violations and issued notices of violation three (3) times in any twelve (12) month period.

**“Occupant”** includes:

- a) a person residing on or in property;
- b) a person entitled to the possession of property if there is no person residing on or in the property;
- c) a leaseholder; or
- d) an authorized agent of the owner of the property.

**“Peace Officer”** includes the following:

- a) a person duly authorized by Council as a Bylaw Enforcement Officer and/or Peace Officer;
- b) a member of the Royal Canadian Mounted Police (RCMP).

**“Power Equipment”** means any tool, equipment or machinery powered by an internal combustion engine or electronic motor that is used for construction, lawn, garden, building and property maintenance, and includes edge-trimmers, line-trimmers, rototillers, pressure washers, carpet cleaning equipment, and hand operated power tools including but not limited to chain saws, chippers and leaf blowers.

**4. RIGHT OF ENTRY:**

Pursuant to Section 16 of the *Community Charter*, a Peace Officer may at all reasonable times, in a reasonable manner, and after taking reasonable steps to advise the owner or occupier, enter upon or into a property. With the approval of the owner or occupant, or with the provision of the requisite notice or warrant as outlined in Section 16 of the *Community Charter*, a Peace Officer may enter into a private dwelling, at a reasonable time and in a reasonable manner, to confirm compliance with this Bylaw.

**5. SEVERANCE:**

If any portion of this Bylaw is held to be ultra vires by a decision of a Court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this Bylaw.

**6. EXEMPTIONS:**

**6.1 City Exemption:**

Notwithstanding Sections 7, 8, and 9 of this Bylaw and the attached Schedule "A", the City or its agents, may at any time:

- a) Construct, alter, relocate, repair or demolish buildings and structures;
- b) Excavate, grade, or fill land;
- c) Engage in well-pointing;
- d) Construct, install, alter, relocate, repair or remove public facilities or utilities;
- e) Construct, alter, relocate, repair, fill, or excavate highways.
- f) Allow community and City sponsored special events on City streets or parks.

**6.2 Emergency Vehicle Exemption:**

The driver of an emergency vehicle is exempt from the provisions of this Bylaw while acting in the course of his or her lawful duty.

**7. PROHIBITIONS:**

7.1 No person shall make, cause, or permit to be made or caused any noise or sound which is liable to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of individuals or the public.

7.2 Without restricting the generality of the foregoing, no person shall

- a) make, cause, or permit to be made or caused any objectionable or disturbing noise listed in Schedule "A" to this Bylaw;
- b) make, cause, or permit to be made or caused by intermittent or reiterated cries any noise;
- c) make, cause or permit to be made or caused by or from any vehicle, motor vehicle, or motor assisted cycle, any noise or sound;
- d) make delivery of goods or merchandise to any commercial business in the City outside of the following posted hours:
  - Monday through Saturday – from 6:00am to 9:00pm
  - Sundays and Holidays – from 8:00am to 8:00pm

- e) play or operate or permit to be played or operated any radio, gramophone, or other instrument or any apparatus for the production or amplification of sound in a manner;
- f) harbour, keep, or control any animal in the municipality which causes a noise or sound; or
- g) shout, use megaphones, or make any other noise in or at or on streets, wharves, docks, piers, steamboat landings, railway stations, or other public places;

that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public.

- 7.3 No person shall before 7:00 a.m. in the morning, or after 9:00 p.m. in the evening, Monday through Saturday, carry on works in connection with the construction, re-construction, alteration or repair of any building or structure or carry on any excavation, land clearing, or other related activity, or operate any kind of machinery, power equipment, construction equipment or engine in a manner that is liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public, provided that in cases where it is impossible and impracticable to comply with this section Council may give approval in writing to carry on such works outside the said hours.
- 7.4 No person shall on a Sunday or Holiday carry on works in connection with the construction, reconstruction, alteration or repair of any building or structure or carry on any excavation or land clearing or other related activity, nor operate any kind of machine, power equipment, construction equipment or engine in a manner that is liable to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of individuals or the public, provided that in cases where it is impossible and impracticable to comply with this section Council may give approval in writing to carry on such works on a Sunday or Holiday for a specified length of time.
- 7.5 Notwithstanding 7.3 and 7.4 above, a property owner or occupant of residential property may carry on works in connection with construction, re-construction, alteration, or repair, on Sundays or Holidays between the hours of 9 a.m. in the morning and 6 p.m. in the evening, to the dwelling or accessory building located on the residential property upon which the property owner or occupant resides.
- 7.6 Where an owner or occupier of real property has been served with a violation notice for noise violations three (3) times in any twelve month (12) month period, the property shall be deemed a "Nuisance Property" as defined in this bylaw.
- 8. OFFENCE:**
- 8.1 Any person who violates any provision of this Bylaw commits an offence. For greater certainty, an owner of property who permits his or her tenant to violate any provision of this Bylaw commits an offence.
- 8.2 Each occasion on which a provision of this Bylaw is violated shall constitute a distinct and separate offence.

## SCHEDULE "A"

### Schedule of Objectionable or Disturbing Noise:

1. The vocal sound made by an animal, bird or fowl, under the control of, or owned by a person, which is creating any kind of sound continually or sporadically for any period in excess of fifteen (15) minutes.
2. The sound made by a combustion engine that is operated without an effective exhaust muffling system in good working order, being in use whenever such engine is in operation.
3. The sound made by operating a vehicle in such a way that the tires squeal.
4. The sound made by a vehicle horn or other warning device used except under as authorized by this Bylaw.
5. The noise made by a vehicle, or a vehicle with a trailer, resulting in banging, clanking, squealing, or other like noise due to an improperly secured load or equipment, or due to inadequate maintenance.
6. The noise made through the operation of a "Jacobs or Jake" brake or other type of engine brake on a motor vehicle for any purpose other than as an emergency braking device for the safe operation of the motor vehicle.
7. The amplified noise of a radio, television, sound playback device, amplification equipment, or musical instrument, which emanates from a motor vehicle and can be heard from outside the motor vehicle.
8. Construction activity is prohibited on Sundays and holidays, except as authorized in this Bylaw.
9. Shouting, the use of megaphones or voice amplification equipment, the making of any other noise, noisy conduct by any person in or at any street, wharf, dock, pier, or public place, is prohibited, save and except Peace Officers or Fire Fighters while in the conduct of their lawful duty.

**9. PENALTIES:**

- 9.1 Where a person is in violation of any provision of this Bylaw, a Peace Officer may issue a violation notice, to be served personally upon the person in violation, and such person shall be liable to pay the amount, as prescribed in the City of White Rock, Ticketing For Bylaw Offences Bylaw, 2011, No. 1929, as amended, to the City.
- 9.2 For greater certainty, an owner of property who permits his or her tenant to violate any provision of this Bylaw is in violation of this Bylaw.
- 9.2 If the penalty indicated on the Violation Notice is not paid, and the Violation Notice is not disputed within fourteen (14) days of issuance, the amount in full becomes due and payable to the City.
- 9.3 Any person who contravenes a provision of this Bylaw and fails to pay the penalty indicated may have the amount transferred to a collection agent or be subject to collection through other legal processes.

RECEIVED FIRST READING on the 7<sup>th</sup> day of October, 2013

RECEIVED SECOND READING on the 7<sup>th</sup> day of October, 2013

RECEIVED THIRD READING on the 7<sup>th</sup> day of October, 2013

RECONSIDERED AND FINALLY ADOPTED on the 21<sup>st</sup> day of October, 2013



MAYOR



CITY CLERK



**POLICY TITLE: GRANT APPLICATIONS / INFRASTRUCTURE AND OPERATIONAL**

**POLICY NUMBER: FINANCE - 324**

<i>Date of Council Adoption: May 15, 2017</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2017-222</i>	
<i>Originating Department: Finance</i>	<i>Date last reviewed by Governance and Legislation Committee: January 30, 2017</i>

**Policy:**

There are many grant opportunities that can arise, primarily Federal and/or Provincial. Staff will strive to seek out these opportunities and where it makes good economic sense will pursue them.

At times grant opportunities are announced with tight timelines for submission. When it is determined a grant will be pursued, staff, in discussion with the Chief Administrative Officer, will begin work to complete the grant.

There are two (2) types of grants defined as follows:

**Infrastructure:**

Projects related to new or replacement capital infrastructure as well as those that help improve or develop long-term comprehensive plans that include, but are not limited to: capital asset management plans, community energy plans, integrated storm water management plans, water master plans and liquid waste management plans.

There could be a range of activities that could be included in this category related to assessing the technical, environmental and / or economic feasibility of municipal infrastructure projects and the development of sustainable community infrastructure.

At times, a grant opportunity is available for multiple eligible infrastructure projects and the application provides for the order of preference or priority. Provided the application process provides for sufficient time to confirm Council’s priorities between infrastructure projects, this type of grant will be brought before Council with a corporate report giving information in regard to the grant, what is being applied for, a recommendation with regards to priorities, and financial plan considerations. Some of these grants may require Council approval / resolution of Council. Due to timing there may be occasion where a grant was applied for prior to Council resolution

and it is sought following the application being made. These grant applications are selected with the consideration of the financial plan which provides the authority to spend money on capital projects, as well as a review of the current Council priorities.

**Operational:**

Projects related to the operation and business function of the City.

This type of grant is handled through staff in communication with the Chief Administrative Officer. However, if there is a community event component to the grant application, a corporate report will be provided to Council with a recommendation regarding the scope of the event.

If there is not a requirement for a Council resolution and no significant community event component, staff will complete the grant application and submit it in order to ensure deadlines are met. Staff will inform Council of the result of these applications for informational purposes

**Rationale:**

This policy acknowledges two (2) types of grant opportunities and approval process associated with each. Infrastructure grants will come forward to Council for consideration and confirmation of capital priorities. Operational grants are typically handled through staff, working with the Chief Administrative Officer, excluding grants involving community events. In this circumstance a corporate report will be brought forward that will serve to ensure Council consideration and give the opportunity to inform the public with as much notice as possible.

## DISASTER MITIGATION & ADAPTATION FUND PROJECT APPLICATION FORM

### EXPRESSION OF INTEREST (STEP 1)

INTAKE # (Entered by INFC) #

#### A. RECIPIENT IDENTIFICATION

<b>A.1. Lead Applicant Organization</b>	<b>A.1.a. Legal Name</b> City of White Rock	<b>A.1.b. Mail Address</b> 15322 Buena Vista Drive V4B 1Y6	
<b>A.1.c. Lead Applicant mandate, role, rationale why it is the best suited to lead the project.</b>	The infrastructure vulnerable to climate change is in the City of White Rock and/or belongs to the City of White Rock		
<b>A.2. Applicant's Contact Information (name, title, mail address, email, tel., fax)</b>	<b>A.2.a. Primary Contact Coordinates</b>  Jim Gordon, P.Eng. 877 Keil Street, White Rock, BC V4B 4V6 jgordon@whiterockcity.ca 604-818-3389	<b>A.2.b. Secondary Contact Coordinates</b>	<b>A.2.c. Environmental Assessment and Duty to Consult Contacts' Coordinates If different from A.2.a and A.2.b</b>
<b>A.3. Lead Applicant Type</b>	<input checked="" type="checkbox"/> Municipal <input type="checkbox"/> Provincial <input type="checkbox"/> Indigenous Community <input type="checkbox"/> For-Profit Organization <input type="checkbox"/> Regional <input type="checkbox"/> Territorial <input type="checkbox"/> Post-Secondary Institution <input type="checkbox"/> Not-for-Profit Organization		
<b>A.4. Type of Required Collaboration (applies to for-profit and Post-Secondary Institutions, and Not-for-Profit organizations whose central mandate is to improve indigenous outcomes only)</b>	<input type="checkbox"/> Municipal/Regional <input type="checkbox"/> Provincial <input type="checkbox"/> Territorial <input type="checkbox"/> Indigenous Entities <input type="checkbox"/> Not-for-Profit <input type="checkbox"/> N/A		
<b>A.6. Project Type</b>	<input checked="" type="radio"/> Single <input type="radio"/> Bundled		
<b>B. PROJECT IDENTIFICATION</b>			
<b>B.1. Project Identifier</b>			
<b>B.2. Project Title</b>	White Rock Waterfront and Pier - Disaster Mitigation and Climate Adaptation Project		

<b>B.3. Project Description</b>	<p>The White Rock Pier was battered and broken during a storm surge and high winds Dec 20, 2018. The broken section was replaced with a new design using concrete and steel and intended to be resilient to; sea level rise, increased storm frequencies and magnitudes due to climate change, and earthquakes. Additional benefits are the removal of creosote piles from the water. The sections not broken by the storm were badly damaged and although patchwork repairs were made, the old wooden structure clearly is not resilient to the factors noted above. The shoreline was ripped open exposing middens, damaging drainage infrastructure and exposing the railway and adjacent community of 20,000 people to further damage and flooding of homes, businesses and sewage infrastructure. The shoreline to the east was repaired with heavy rip rap and is now resilient to sea level rise and increasingly intense storms. The shoreline adjoining the Pier and to the west was not repaired and it is vulnerable to storms and climate change. The third part of the project involves the replacement of the wharf on the end of the Pier which is now missing as a result of the storm. A new design as per the above is in the conceptual stages. Part of this work is the necessary dredging of infill materials so the wharf and the adjoining float to the east can remain accessible to Canada Customs boats, potentially police boats, Semiahmoo First Nations crab boat (previously docked at the west wharf), and boating tourists. This dredging will also provide an environmental benefit as some of the materials are contaminated and should be removed and disposed of in accordance with environmental regulations.</p>					
<b>B.4. Project Objectives</b>	<p>The objective is to harden and make the shoreline and Pier infrastructure more resilient to climate change outcomes such as sea level rise, more frequent and intense storms and earthquakes.</p>					
<b>B.5. Province(s) and/or Territory(ies)</b>	<input type="checkbox"/> Alberta  <input checked="" type="checkbox"/> British Columbia  <input type="checkbox"/> Manitoba  <input type="checkbox"/> New Brunswick	<input type="checkbox"/> Newfoundland & Labrador  <input type="checkbox"/> Northwest Territories  <input type="checkbox"/> Nova Scotia  <input type="checkbox"/> Nunavut	<input type="checkbox"/> Ontario  <input type="checkbox"/> Prince Edward Island  <input type="checkbox"/> Quebec  <input type="checkbox"/> Saskatchewan	<input type="checkbox"/> Yukon		
<b>B.6. Region, Municipality(ies), County(ies), Other(s)</b>	<p>City of White Rock</p>					
<b>B.7.a. Project Civic Address (Please include a Postal Code)</b>	<p>15322 Buena Vista Drive V4B 1Y6</p>		<b>B.7.b. GPS Location (Geo-coordinates i.e 45° 25'04.9"N 75°42'05.5"W)</b>	<p>49.02392°N, -122.79679°E</p>		
<b>C. PROJECT DETAILS</b>						
<b>C.1. Nature of the Project</b>	<input type="checkbox"/> New Construction		<input checked="" type="checkbox"/> Rehabilitation		<input type="checkbox"/> Expansion	
<b>C.2. Project Schedule</b>	<b>C.2.a. Site Preparation Start Date</b>	<p>23-Sep-2019</p>	<b>C.2.b. Construction Start Date</b>	<p>06-Jan-2020</p>	<b>C.2.c. Construction End Date</b>	<p>29-Jan-2021</p>
<b>C.3. Project Results</b>						
<b>C.4. Key Milestones Schedule</b>	<p>Completion of Pier, Foreshore and Public Wharf design components by October 15, 2019 Tender the construction of this Waterfront Disaster Mitigation and Climate Adaptation Project by November 15th Award of Contract December 16th Construction Start Jan 6, 2020 Construction End Jan 29, 2021</p>					
<b>C.5.a. Project National Significance</b>	<p><input checked="" type="checkbox"/> Reduce impacts on critical infrastructure including interruptions in essential services  <input type="checkbox"/> Reduce the amount of critical infrastructure that is at risk  <input type="checkbox"/> Reduce impacts on health and safety of Canadians  <input type="checkbox"/> Reduce significant disruptions in economic activity  <input type="checkbox"/> Reduce costs of recovery and replacement  <input type="checkbox"/> Reduce impact on Canada's vulnerable regions (Indigenous, northern, coastal, and remote communities)</p>					

	<input type="checkbox"/> None of the above			
<b>C.5.b. Please provide a detailed justification</b>	Breaching of the shoreline protection could expose White Rock to flooding from the sea and environmental damage from the destroyed railway and flooded sewage pump stations. Destruction of the Pier results in loss of Canada Customs function on Pier, loss of critical cell tower 911 coverage			
<b>Number of Assets</b>	2			
<b>C.6. Asset Identification</b>	West Beach Shoreline			Remove Asset
<b>C.7. Asset Type</b>	<input checked="" type="checkbox"/> Structural <input type="checkbox"/> Natural	<b>C.8. Asset Lifespan (Number of Years)</b>	75	<b>C.9. Is the asset considered critical infrastructure?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>C.10. Essential Service(s) Provided by the Asset</b>	<input type="checkbox"/> Transportation systems <input type="checkbox"/> Power Systems <input type="checkbox"/> Water Systems <input type="checkbox"/> Other <input checked="" type="checkbox"/> Stormwater Systems <input type="checkbox"/> Safety <input type="checkbox"/> Wastewater Systems			
<b>C.11.a. Asset Ownership, Use or Benefit</b>	Public			
<b>C.6. Asset Identification</b>	White Rock Pier			Remove Asset
<b>C.7. Asset Type</b>	<input checked="" type="checkbox"/> Structural <input type="checkbox"/> Natural	<b>C.8. Asset Lifespan (Number of Years)</b>	75	<b>C.9. Is the asset considered critical infrastructure?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>C.10. Essential Service(s) Provided by the Asset</b>	<input checked="" type="checkbox"/> Transportation systems <input type="checkbox"/> Power Systems <input type="checkbox"/> Water Systems <input type="checkbox"/> Other <input type="checkbox"/> Stormwater Systems <input checked="" type="checkbox"/> Safety <input type="checkbox"/> Wastewater Systems			
<b>C.11.a. Asset Ownership, Use or Benefit</b>	Public			
<b>C.12. Project alignment with strategic adaption and mitigation planning</b> Please upload any necessary plans, strategies or frameworks as per section K.5 of the Applicant's Guide	<input type="checkbox"/> Legislation/Regulations <input type="checkbox"/> Strategies <input type="checkbox"/> Guidelines <input checked="" type="checkbox"/> Other <input type="checkbox"/> Frameworks <input type="checkbox"/> Land-use Plans <input type="checkbox"/> Asset Management Plans			
<b>(Other)</b> <b>C.12.a. Type of Support</b>		<b>(Other)</b> <b>C.12.b. Order of Government</b>		+ -
<b>(Other)</b> <b>C.12.c. Title of Document</b>				
<b>(Other)</b> <b>C.12.d. Web link(s) if Available</b>				
<b>C.13. Public Engagement/Support</b>	<b>C.13.a.1. Have you engaged or are you planning to engage with relevant stakeholders such as provinces and territories, affected municipalities, indigenous communities and general public (if applicable)?</b> Please upload the Indigenous concern tracking table as per section K.3. of the Applicant's Guide			<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>C.13.a.2. Details on the stakeholders and engagement activities</b>	Meetings and consultation with Semiahmoo First Nations and five other adjacent First Nations. Semiahmoo First Nations has been engaged and meetings continue as design concepts are discussed. Tsawwassen First Nation, Katzie First Nation and Stolo have been regular participants and observers.			
<b>C.13.b. Which Indigenous groups have been notified?</b> Please upload a sample of the Indigenous communications log as per section K.4. of the Applicant's Guide	Semiahmoo First Nations has been engaged and meetings continue as design concepts are discussed. Tsawwassen First Nation, Katzie First Nation and Stolo have been regular participants and observers of other projects in the same area on the foreshore. Advisement on the potential for the Pier component			
<b>C.13.c. Indigenous Groups Interests</b>	<b>C.13.c.1. Are there Indigenous communities that could have interest in the positive and/or negative effects of the project or have expressed concerns?</b>			<input checked="" type="radio"/> Yes <input type="radio"/> No

<b>C.13.c.2.</b> If there are concerns or information gaps please provide details	These are not concerns, but Semiahmoo First Nations wants to continue to be involved in the design process. We work closely with them to understand and accommodate their desire for improved environmental benefits (new Pier gets rid of creosote piles), the desire to improve the Indigenous shellfish				
<b>C.13.d.</b> Concerns or Information Gaps Addressed	<b>C.13.d.1.</b> Have all concerns or information gaps expressed by Indigenous groups been addressed?				<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>C.13.d.2.</b> If concerns have not been addressed, please provide rationale	This project is still under development; although there aren't any outstanding concerns, the participation of Semiahmoo First Nations as we move forward with designs and eventually construction is necessary. Designs can be modified as we work together to refine details. Similarly, First Nations pr				
<b>C.14.</b> Has the Applicant considered a revenue model for this project?	<input type="radio"/> Yes <input checked="" type="radio"/> No				
<b>D. PROJECT FINANCIALS</b>					
<b>D.1.</b> Total Eligible Cost	\$24,500,000.00				
<b>D.2. Project Cost Share</b>					
<b>D.2.a.</b> Federal Share of Eligible Cost	\$9,800,000.00	<b>D.2.b.</b> Applicant's Share	\$5,900,000.00	<b>D.2.c.</b> Other	\$8,800,000.00
<b>D.3.</b> Federal Cash Flow	2018-19	2019-20	2020-21	2021-22	2022-23
	\$0.00	\$8,000,000.00	\$1,800,000.00	\$0.00	\$0.00
	2023-24	2024-25	2025-26	2026-27	2027-28
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>D.4.a.</b> Class Estimates	Class D	<b>D.4.b.</b> Contingency			

**Important Note:** Information provided under the EOI Application will be maintained for the Full Application.

**Attestation:**

On August 23, 2019, I, Jim Gordon, as an authorized official for City of White Rock, hereby declare that the above responses are true and accurate. I certify that this project will adhere to all applicable legislation

**Disclaimer** INFC is not responsible for any losses which may result from a project that does not meet the program eligibility requirements.

**DISASTER MITIGATION & ADAPTATION FUND  
PROJECT FULL APPLICATION FORM**

Full Application # (To be completed by INFC) <input type="text"/>	
<b>EXPRESSION OF INTEREST APPLICATION UPDATE</b>	
Note: Due to the competitive nature of this program, a limited number of fields from the Expression of Interest (EOI) can change at the Full Application. Please provide details for those sections that require updating.	
C.2.a. Site Preparation Start Date	<input type="text" value="23-Sep-2019"/>
C.2.b. Construction Start Date	<input type="text" value="06-Jan-2020"/>
C.2.c. Construction End Date	<input type="text" value="29-Jan-2021"/>
C.4. Key Milestone Schedule	<p>Completion of Pier, Foreshore and Public Wharf design components by October 15, 2019 Tender the construction of this Waterfront Disaster Mitigation and Climate Adaption Project by November 15th Award of Contract December 16th this is subject to approval of the City's Investing in Canada Infrastructure Program (Community, Culture and Recreation Program) Grant Application, No. ICO132, "White Rock Pier" and confirmation of anticipated fundraising proceeds Construction Start Jan 6, 2020 Construction End Jan 29, 2021</p>
C.13.a.2. Details on the stakeholders and engagement activities	<p>White Rock residents, Surrey residents and residents of the lower mainland frequently visit the Pier and the adjoining foreshore. Engagement is through Council meeting information, potential forums and website. First Nations engagement has started with Council to Council and staff meetings.</p>
C.13.b. Which Indigenous groups have been notified?	<p>Semiahmoo First Nations has been engaged and meetings continue as design concepts are discussed. Tsawwassen First Nation, Katzie First Nation and Stolo have been regular participants and observers of other projects in the same area on the foreshore. Advisement on the potential for the Pier component of the project has been sent to all of the above first nations plus Tselil-Waututh First Nation</p>
C.13.c.1. Are there Indigenous groups that could have an interest in the positive and/or negative effects of, or have expressed concerns about the project?	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
C.13.c.2. If there are concerns, please provide details	<p>These are not concerns, but Semiahmoo First Nations wants to continue to be involved in the design process. We work closely with them to understand and accommodate their desire for improved environmental benefits (new Pier gets rid of creosote piles), the desire to improve the Indigenous shellfish resource, and climate adaptation. We have a good working relationship and consider them partners in enhancing the environmental aspects of the foreshore, respecting archaeological sites and adapting to climate change. We recently joined them in a stakeholder meeting on climate change at the Semiahmoo First Nations Hall.</p>
C.13.d.1. Have all concerns or information gaps expressed by Indigenous groups been addressed?	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
C.13.d.2. If concerns have not been addressed, please provide the rationale	<p>This project is still under development; although there aren't any outstanding concerns, the participation of Semiahmoo First Nations as we move forward with designs and eventually construction is necessary. Designs can be modified as we work together to refine details. Similarly, First Nations presence during construction is key to ensure any potential archaeological finds are handled properly.</p>
D.1. Total Eligible Cost	<input type="text" value="\$24,500,000.00"/>

D.2.a. Federal Share of Eligible Cost	\$9,800,000.00	Please provide other sources and amounts for each share			Anticipated Investing In Canada Infrastructure Program (Community, Culture and Recreation)
D.2.b. Applicants' Share	\$5,900,000.00				
D.2.c. Other Share	\$8,800,000.00				
D.3. Federal Cash Flow	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
D.4.a. Class Estimates	Class D	D.4.b. Contingency	20%		
For projects involving assets owned by Indigenous communities, please specify if federal funding (other than DMAF) is included in total federal funding. If so, please indicate the federal program	Assets are not owned by Indigenous community, but are adjacent to Semlahmoo First Nations Reserve.				
For projects involving multiple eligible recipients, please specify the federal share to be allocated to each recipient					
Please confirm if all sources of funding have been secured (other than DMAF).	<input type="radio"/> Yes <input checked="" type="radio"/> No				
If 'No', please provide the rationale and planned steps to secure this funding	Anticipated Investing In Canada Infrastructure Program (Community, Culture and Recreation Program) Grant Application, No. IC0132, "White Rock Pier" grant (application has been submitted, but is not yet approved) - \$8.8M (assumed to be 73.33% of \$12M)				

**FULL APPLICATION ( STEP 2 )**

**D. FINANCIALS**

D.5.a. Expected Return on Investment Ratio	<input type="text"/> : <input type="text"/>	D.5.b. Formula including a detailed calculation	<input type="text"/>
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**E. PROJECT PLANNING**

E.1. Project rationale	The White Rock Pier was battered and broken during a storm surge and high winds Dec 20, 2018. The broken section was replaced with a new design using concrete and steel and intended to be resilient to; sea level rise, increased storm frequencies and magnitudes due to climate change, and earthquakes. Additional benefits are the removal of creosote piles from
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	<p>the water. The sections not broken by the storm were badly damaged and although patchwork repairs were made, the old wooden structure clearly is not resilient to the factors noted above. The shoreline was ripped open exposing middens, damaging drainage infrastructure and exposing the railway and adjacent community of 20,000 people to further damage and flooding of homes, businesses and sewage infrastructure.</p> <p>The shoreline to the east was repaired with heavy rip rap and is now resilient to sea level rise and increasingly intense storms. The shoreline adjoining the Pier and to the west was not repaired and it is vulnerable to storms and climate change.</p> <p>The third part of the project involves the replacement of the wharf on the end of the Pier which is now missing as a result of the storm. A new design as per the above is in the conceptual stages. Part of this work is the necessary dredging of infill materials so the wharf and the adjoining float to the east can remain accessible to Canada Customs boats, potentially police boats, Semlahmoo First Nations crab boat (previously docked at the west wharf), and boating tourists. This dredging will also provide an environmental benefit as some of the materials are contaminated and should be removed and disposed of in accordance with environmental regulations.</p>
<p>E.2.a. Innovation (If applicable)</p>	<p><input checked="" type="checkbox"/> Design                      <input checked="" type="checkbox"/> Functionality                      <input checked="" type="checkbox"/> Process</p> <p><input type="checkbox"/> Other                                      <input type="checkbox"/> None</p>
<p>E.2.b. Innovation details</p>	<p>The Pier is designed to look like the historic Pier with identical pile spacings and a wooden walking surface, yet the piles are steel, the pile caps are precast concrete and the structural deck is precast concrete. The deck is designed to be raised to accommodate sea level rise. Same look, yet resistant to climate change and earthquakes.</p> <p>The proposed West Wharf design is meant to be resilient but also to accommodate those with disabilities with a gently sloping ramp as well as a hoist to assist those with disabilities who may wish to enjoy sailing or other boating activities</p> <p>The shoreline work was carefully designed to allow for any archaeological presence such as buried middens and also in accordance with environmental best practices. The design process incorporated First Nations, environmental and technical input. Ramps to the beach are designed for those with disabilities.</p>
<p>E.3. Is the proposed asset included in an Asset Management Plan?</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>E.4.a. Does the project require land acquisition?</p>	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>E.4.c.1. Land Ownership</p>	<p><input type="checkbox"/> Federal                                      <input checked="" type="checkbox"/> Provincial / Territorial                                      <input type="checkbox"/> Municipal</p> <p><input checked="" type="checkbox"/> Private                                      <input type="checkbox"/> Other</p>

<p>E.4.c.2. In case of federal lands, please specify the land administrator</p>	<p><input type="checkbox"/> Indian Reserve Lands - INAC</p> <p><input type="checkbox"/> Indian Reserve Lands - First Nations</p> <p><input type="checkbox"/> National Park or Protected Area - Parks Canada</p> <p><input type="checkbox"/> Federal Agriculture Lands - Prairie Farm Rehabilitation Administration</p> <p><input type="checkbox"/> Federal Airport Lands - Airport Authority</p> <p><input type="checkbox"/> Federal Port Lands - Port Authority</p> <p><input type="checkbox"/> Other</p>
<p>E.4.c.3. If 'Other' please provide the name of the organization</p>	
<p>E.4.d. Please confirm if land acquisition is the sole project component</p>	<p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>
<p>E.5. Project Benefits</p>	<p><input type="checkbox"/> Co-benefits      <input checked="" type="checkbox"/> Multi-hazard solution      <input checked="" type="checkbox"/> GHG Reduction and Environmental Value</p> <p><input checked="" type="checkbox"/> Cultural Value      <input checked="" type="checkbox"/> Employment Benefits</p>
	<p><b>Rationale</b></p> <p><b>Multi-hazard Solution</b> - As per the above the project will provide infrastructure resilient to; sea level rise, increased storm intensities due to climate change, earthquakes and also provide environmental benefits due to the removal of creosote piles and ensure continuity of emergency 911 cell tower service.</p> <p><b>Environmental Value</b> - Removal of creosote piles and protection of the shoreline from environmental damage and erosion during increasingly intense storms. Removal of contaminated sand in the vicinity of the west wharf will be beneficial to the shellfish resource so valued by the First Nations community. Will also benefit those that fish off the Pier.</p> <p><b>Cultural Value</b> - Erosion of the shoreline could expose and damage archaeological sites. This project will provide protection. Also, replacement of the wharf will restore the space for docking the Semlahmoo First Nations crab boat.</p> <p><b>Employment Benefits</b> - Local firms and workers would benefit from providing the labour and materials for the Project.</p>
<p><b>F. PROJECT MANAGEMENT</b></p>	
<p>F.1. Project risk transfer management to be adopted during the design and implementation of the proposed project. Please refer to any strategies, guidelines, and/or measures</p>	<p>The project is designed by a Vancouver Marine Engineering firm. They would consult with the project partners to finalize the design and then post the Project Tender on BC Bid. Concurrently, the City would hire a Project Manager through a competitive process. Once the bids are received, the City would award the contract. The designer would be responsible for inspecting the works and ensuring that the workmanship and materials meets the design. The Project Manager would manage all aspect of the Project and report to the City Engineer. Both the Project Designer and Project Manager would be Professional Engineering firms with a Professional obligation as well as liability insurance to ensure that the project is completed in accordance with the design. The contractor would sign and abide by a national standard CCDC contract.</p>

F.2.a. Sole Source Contract(s) (If Applicable)	<input type="radio"/> Yes <input checked="" type="radio"/> No		
F.3.a. Project risks	1.Potential shortage of qualified marine construction firms 2.Environmental delays 3.First Nations concerns 4.Material shortages 5.Storms		
F.3.b. Project risk mitigation measures	Building upon experience with the replacement of one section of the Pier and the successful reconstruction of the East Beach shoreline, we have a head start with the environmental and First Nations processes. We have done ground work in both of these processes and continue to do so for this proposed Project. We have in effect completed two pilot projects which will form the basis of procedures for the main project. We propose to tender the Project late the year to ensure availability of marine construction firms for next year. We had a very positive and successful experience with the firm that constructed the replacement section of the Pier. They are very interested to bid again. We will source materials in advance and may even procure separately from the construction contract if shortages or long timelines are anticipated. We are aware of storms and will ensure that construction sites and equipment is appropriately hardened.		
<b>G. LEGAL, REGULATORY AND OTHER REQUIREMENTS</b>			
G.1. Legal, regulatory and other requirements that apply to the project	We have had extensive and successful experience in this regard with our recent two major marine projects discussed above. We need to: -Address any First Nations concerns and involve them in the process -Work with the Province as the Pier is on their lands (FLNRO) and also Provincial environmental agencies. -Department of Fisheries and Oceans -Burlington Northern and Sante Fe railway (BNSF) as the shoreline is adjacent to and also on lands we lease from them on a long term basis		
G.2.a. Is the project subject to Environmental Assessment requirements under a Modern Treaty / Northern Regime?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown	G.2.b. Is the project designated according to the Canadian Environmental Assessment Act 2012 Regulations?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
G.2.c. If G.2.b is 'Yes', have you provided the Canadian Environmental Assessment Agency (CEAA) with a project description?	<input type="radio"/> Yes <input type="radio"/> No		
G.3.a. Does the project involve vegetation clearing?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
G.3.b. If 'Yes', Please check all that apply	<input type="checkbox"/> Along a roadside <input type="checkbox"/> Forested area <input checked="" type="checkbox"/> Wetland <input checked="" type="checkbox"/> Developed area <input type="checkbox"/> Undeveloped area		
G.3.b.2. Please provide details	The Project is located in Semiahmoo Bay which is part of the Salish Sea. The Pier extends through the intertidal area to a breakwater on the open ocean. The shoreline protection is adjacent to where the Pier meets land. The City of White Rock is adjacent to the Project and vulnerable to flooding from sea level rise and increasingly severe storms and storm surges due to climate change.		

<p>G.3.c. If the project has works involving water, please check all that apply</p>	<p><input checked="" type="checkbox"/> In water                      <input checked="" type="checkbox"/> In a wetland                      <input checked="" type="checkbox"/> Over/under water</p> <p><input type="checkbox"/> That could cause impacts to water                      <input type="checkbox"/> Within 30m of a water body                      <input type="checkbox"/> N/A</p>
<p>G.4.a. Is the project expected to have other environmental impacts?</p>	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>G.4.b. If 'Yes', provide details</p>	<p>The intention is to mitigate environmental impacts and also protect against the environmental damage and impacts from severe storms.</p>
<p>G.5.a. Is the project located in whole or in part on land potentially contaminated by previous activities?</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown</p>
<p>G.5.b. If 'Yes', which type of environmental assessment has been undertaken?</p>	<p><input type="checkbox"/> Phase I                      <input type="checkbox"/> Phase II</p> <p><input type="checkbox"/> Phase III                      <input checked="" type="checkbox"/> N/A</p>
<p>G.6.a. Does the project require a Provincial Environmental Assessment?</p>	<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>G.6.b. Has another federal, provincial, or territorial entity indicated that Aboriginal consultation is required for the project?</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>G.7.a. Please list all provincial or territorial environmental permits that could be required for the project. (Separated by a ";")</p>	<p>BC Wildlife Act permit for activities inside a Wildlife Management Area; BC Heritage Conservation Act – Heritage Investigation/Inspection Permit; Alteration Permit</p>
<p>G.7.b. Please indicate all other federal departments or agencies that may require an environmental permit, authorization or license requirement (Separated by a ";")</p>	<p>Environment and Climate Change Canada – Disposal at Sea permit; Transport Canada – Navigation Protection Act approval; Fisheries and Oceans Canada – Fisheries Act;</p>
<p>G.7.c. Status of the construction permit required for this project</p>	<p><input type="radio"/> Approved                      <input type="radio"/> In the approval process                      <input checked="" type="radio"/> Pre-Approval</p>
<p>G.8. Description of the standards or best practices to address the main hazard (Separated by a ";")</p>	<p>Reconstruction of the remaining sections of the Pier, west wharf and west foreshore will all be to modern earthquake standards and also designed for projected sea level rise and increased intensity of storms due climate change. They will be designed to the National and Provincial building codes (excepting the foreshore for which the codes do not apply).</p>

	The main Hazard itself is the destruction of these three pieces of Infrastructure during a storm or earthquake and the danger of death of the people on or adjacent to them during destruction. For earthquakes in particular, there could be over 500 people on the Pier during an occurrence. Fewer people exposed during a storm but still, human life at risk as well as environmental and archaeological damage.
G.9. Net increase or net reduction in GHG emissions after the project completion (if available)	<input type="radio"/> Increasing >20% <input type="radio"/> Increasing ≥ 10% and < 20% <input type="radio"/> Increasing ≥ 0% and <10% <input type="radio"/> Reducing > 0% and < 10% <input type="radio"/> Reducing ≥ 10% and < 20% <input type="radio"/> Reducing ≥ 20% <input checked="" type="radio"/> Not available at this time
G.10.a. Accessibility Standards	<input checked="" type="checkbox"/> Federal/National <input checked="" type="checkbox"/> Provincial-Territorial <input checked="" type="checkbox"/> Municipal <input type="checkbox"/> Other <input type="checkbox"/> None
G.10.b. Please provide the title of the accessibility standards (Separated by a ";")	<ul style="list-style-type: none"> <li>• CAN/CSA-B651, Accessible Design for the Built Environment, 2010;</li> <li>• British Columbia Building Code 2018;</li> <li>• WorkSafeBC;</li> <li>• Accessible Boating Facilities, United States Access Board, 2003;</li> <li>• PIANC Disability Access Guidelines for Recreational Boating Facilities, 2004; and</li> <li>• ADA Standards for Accessible Design, 2010.</li> </ul>
G.11.a. Energy Efficiency Requirements	<input type="checkbox"/> Pan Canadian Framework Actions <input type="checkbox"/> Energy Efficiency Regulations <input type="checkbox"/> Energy Code <input type="checkbox"/> National Building Code <input type="checkbox"/> Provincial or Territorial Building Codes <input type="checkbox"/> Other <input checked="" type="checkbox"/> None
G.11.b. If 'Other', please provide details	
G.12.a. Concerns related to public or media perception	<input type="radio"/> Yes <input checked="" type="radio"/> No
G.12.b. If "Yes", please provide details	<p>The BC Lower Mainland community is very positive about this project as evidenced by the support for the reconstruction on East Beach and the replacement of the missing section of Pier.</p> <p>Concerns are mainly if we don't do the work.</p>
G.13.a. Community Employment Benefits target groups	<input type="checkbox"/> Apprentices <input checked="" type="checkbox"/> Indigenous Peoples <input checked="" type="checkbox"/> Women <input type="checkbox"/> Persons with disabilities <input type="checkbox"/> Veterans <input type="checkbox"/> Youth <input checked="" type="checkbox"/> Recent Immigrants <input checked="" type="checkbox"/> Small, Medium and Social Enterprises

G.13.b. Please provide the total number of employees targeted in these groups (if available)	Indigenous People	5
	Women	10
	Recent Immigrants	10
	Small, Medium and Social Enterprises	5

**H. MAIN HAZARD**

H.1. Data type and sources	Hazard risk assessment indicators	H.1.a. Data type and sources (details in guide)	H.1.b. Data time	Data type
	Likelihood	Storm causes flooding erosion and destruction of West Beach shoreline protection leading to failure of railway and incursion of water into the homes and businesses in West White Rock. Potential train derailments exposing population to hazardous chemicals and also flooding of sewage pump stations exposing population to hazardous waste.	Both	Both
	Loss of lives and missing people	In the event of a subsequent train derailment this could be significant otherwise, minimal loss of life from flooding	Projected	Qualitative
	Directly affected people	5000	Projected	Qualitative
	Local economic loss	1000000	Projected	Qualitative
	Population without essential services	20000 without sewage, electrical and other key services	Projected	Qualitative
H.2. Main Hazard	Storm			
H.3. Hazard details (context, type, magnitude, intensity and speed of onset and duration)	Intense record breaking storms seem to be an annual occurrence. Also, there seems to be more log and other debris in the water during these storms. These storms can occur suddenly as evidenced by the December 20, 2018 storm. Quick thinking RCMP escorted about 20 people off the Pier as it collapsed beneath them. One person was trapped on the Pier and needed to be airlifted to safety. It could have been much worse. The shoreline is vulnerable to destruction of the minimal present protection which could allow breaching of this protection, destruction of the railway and water incursion into populated areas of White Rock.			
H.4.a. Total area exposed	0.1			
H.4.b. Unit of Measurement	<input type="radio"/> Square meters <input checked="" type="radio"/> Square kilometres <input type="radio"/> Hectares			

H.5. Name(s) of community (ies) at risk (Separated by a ";")	All BC Lower Mainland residents accessing the shoreline and Pier. Includes indigenous persons living nearby.
H.6. Total population at risk	1,000,000
H.7. Affected area-geographical boundaries	Shown on attachment. White Rock Pier and waterfront.
H.8.a. Asset(s)' vulnerabilities related to the risk of the natural hazard? (for existing assets)	<input checked="" type="checkbox"/> Location <input checked="" type="checkbox"/> Structural <input checked="" type="checkbox"/> Materials <input checked="" type="checkbox"/> Age <input type="checkbox"/> Dependencies <input type="checkbox"/> Interdependencies <input type="checkbox"/> Poor Performance <input checked="" type="checkbox"/> Accessibility Issues <input type="checkbox"/> Lack of Monitoring Capacity <input checked="" type="checkbox"/> Lack of Compliance with a Specific Hazard Related Codes and Regulations <input type="checkbox"/> Other
H.8.b. If 'other', Please provide details	
H.9.a. Risk management capacity	<input checked="" type="checkbox"/> Emergency and evacuation plans <input type="checkbox"/> Built-in redundancies and lifelines back-up <input checked="" type="checkbox"/> Insurance <input type="checkbox"/> Effective response capacity <input type="checkbox"/> Operational efficiencies such as sewer backups, drainage systems, alternative power source <input type="checkbox"/> Warning systems and risk communication plans <input type="checkbox"/> Secured storage Location <input type="checkbox"/> Business continuity plans <input type="checkbox"/> Ability to relocate if necessary <input type="checkbox"/> Other <input type="checkbox"/> Collaboration and assistance capacity
H.9.b. If 'Other', please provide details	
H.10. Measures that will be adopted to improve the asset resilience capacity	Reconstruction with steel, concrete and rock materials designed for strength to resist storms and earthquakes. Designs will incorporate elevations to assist with resiliency and also grades to assist with accessibility. Similar design parameters for the shoreline protection.

**I. LIKELIHOOD**

I.1. Likelihood of occurrence	Once in less than 10 years
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**J. IMPACTS (BEFORE AND AFTER THE PROJECT)**

	Before the Project	After the Project
J.1. Loss of lives and missing population	< 10	< 10
J.2. Percentage of people directly affected	> 15%	< 5%
J.3. Percentage of local economic loss (if available)	> 5%	< 2%
J.4. Percentage of population without essential services	< 2%	< 2%

#### K. REQUIRED DOCUMENTS

Please attach the following documents:

**K.1.** Environmental assessment reports in pdf format - If applicable

**K.2.** Project location map in kml format (mandatory for all projects)

**K.3.** Consultation records that involve provinces or territories, and Indigenous communities and affected communities in pdf format - If applicable

**K.4.** Sample of a notification letter to Indigenous groups - If applicable

**K.5.** In case a web link is not available for relevant adaptation and mitigation related plans, strategies and frameworks, legislation, regulations and policies, Applicants could provide the pdf files if available

**K.6.** Not for Profit organization whose mandate is to improve Indigenous outcomes and for-profit applicants must provide a letter of support from another eligible recipient

**K.7.** Land acquisition attestation - If applicable

#### Attestation:

On August 23, 2019, I Jim Gordon as an authorized official for White Rock, hereby declare that the above responses are accurate and based on reliable data and best available science, the information provided complies with the general guidance provided under the DMAF Applicant's Guide and all applicable legislation.

#### Disclaimer:

INFC is not responsible for any losses which may result from a project that does not meet the program eligibility and merit requirements.

Please save the form in its original PDF format, and please attach the completed form to your email (infc.dmaf-faac.infc@canada.ca) to submit your application.

# Business Licence Bylaw Amendments

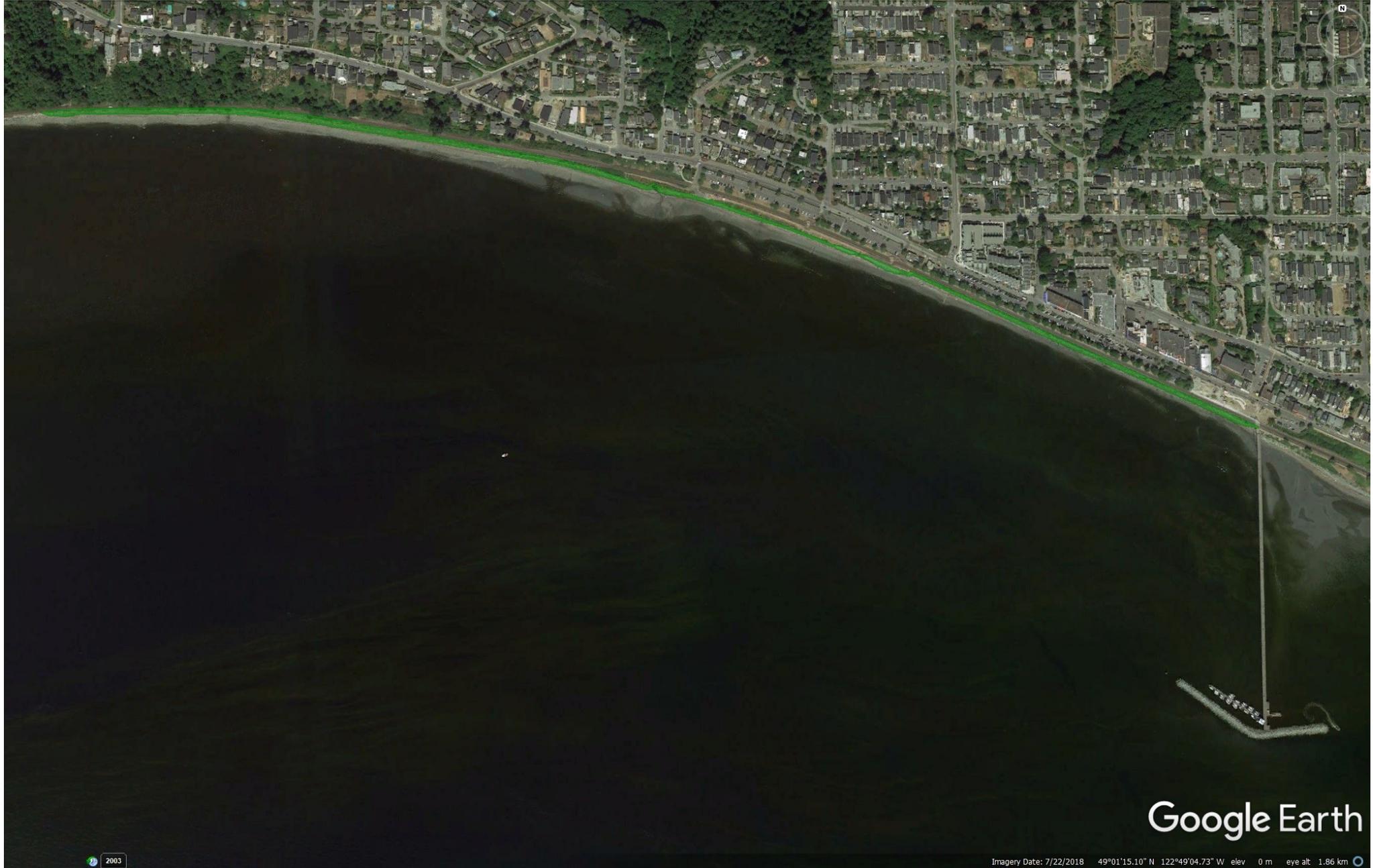
*Housekeeping, Secondary Suites, and Body Work Studios*

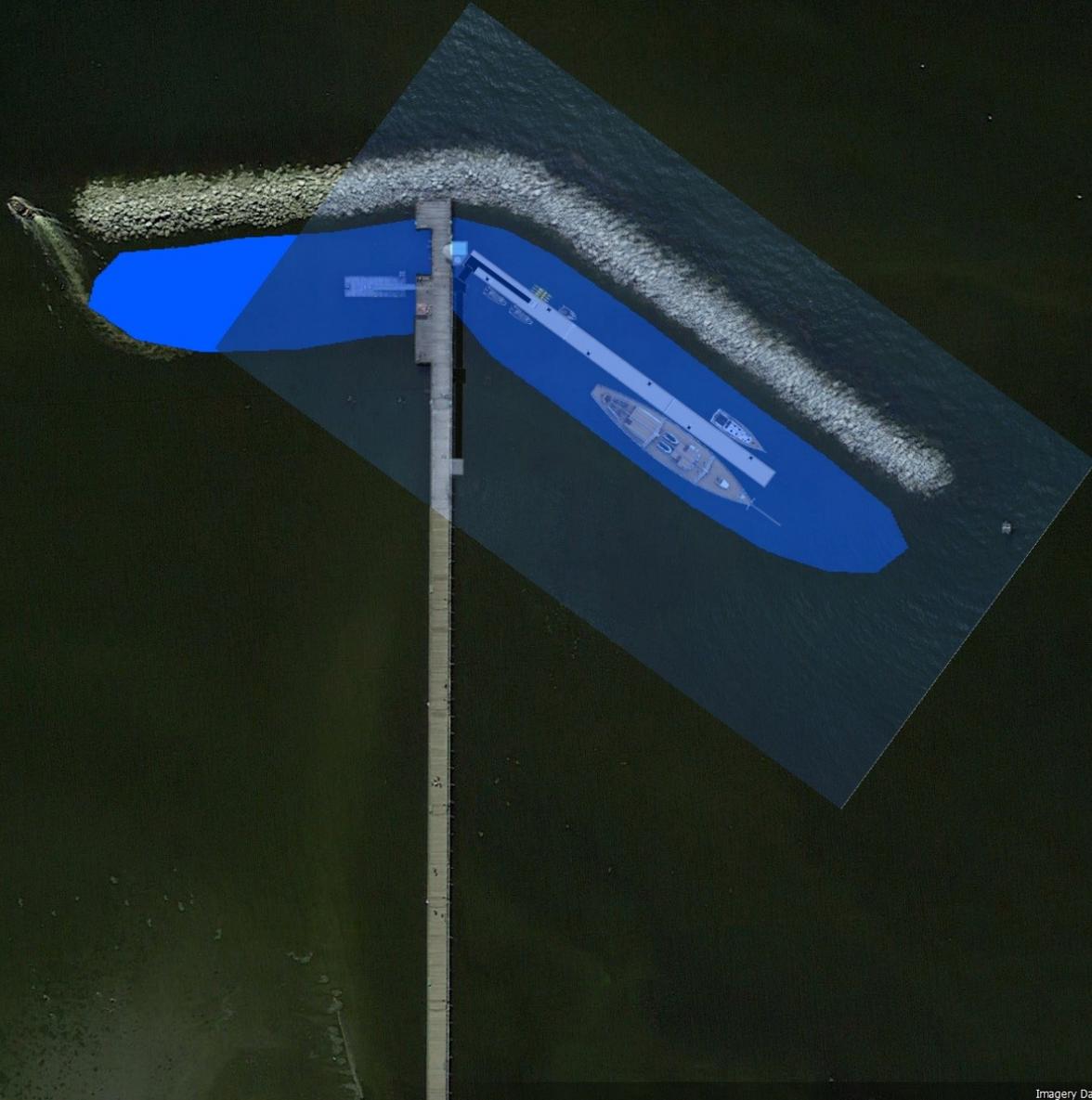
**WHITE ROCK**  
*My City by the Sea!*

*September 9, 2019*



ON TABLE - GOVERNANCE &  
LEGISLATION  
SEPTEMBER 9, 2019  
ITEM 17





Google Earth

1998

Imagery Date: 7/22/2018 49°01'02.74" N 122°48'22.61" W elev 0 m eye alt 452 m



Google Earth

Imagery Date: 7/22/2018 49°01'08.00" N 122°48'23.60" W elev 0 m eye alt 760 m

1998

# Vacation (Short Term) Rentals

## *Proposed Updates to Regulations*

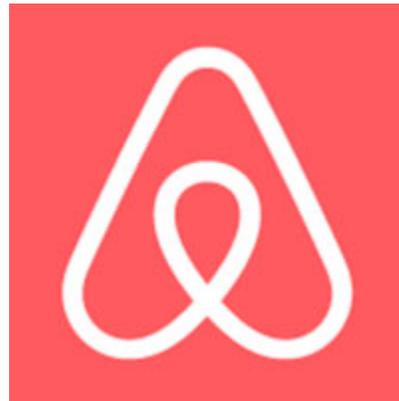
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# “Accessory Vacation Rentals”

- Informal / sharing economy – many platforms and variations
- Increase tourist accommodations, benefits to local economy
- Can have negative impacts on neighbours and rental vacancy



# **“Accessory Vacation Rentals” – Current Policy**

- **Allowed in accessory registered secondary suites, where owner or family member of owner is full-time resident of the main dwelling**
- **Not allowed in condos, or in an entire dwelling (unlike Vancouver, where the rental can only be operated from your principal dwelling).**
- **Maximum of two sleeping units and four adult guests**
- **Minimum of one additional parking space for guests**
- **Must not create any form of nuisance for neighbouring properties**
- **Must have business licence to operate**

# **“Accessory Vacation Rentals” – Current Stats**

- **25 business licences issued for vacation rentals**
- **7 building permit applications to legalize suites for hosting vacation rentals (plus 2 applications awaiting review)**
- **115 suspected illegal vacation rentals (through investigation of listings and complaints) found to be unlicensed and discontinued following Bylaw Enforcement Officer intervention**
- **Remainder of complaints either have existing licences, are in the process of obtaining a licence, or are actually offering long-term (30+ day) rentals**

# **“Short Term Rentals” – Proposed Changes**

- 1. Reader-friendly language – from ‘accessory vacation rental’ to ‘short term rental’ which is more commonly used**
- 2. Addition of ‘responsible person’ and contact information clauses (similar to City of Victoria)**
  - Must be available to attend within two hours**
  - Contact information must be displayed**
- 3. Clarify regulations for secondary suites – longer than 30 day terms**
- 4. Require short-term rental owners to display business licence number in advertisements**
- 5. Increase business licence fees from \$150 to \$250-\$300 (\$300)**

# **“Short Term Rentals” – Future Changes**

- 1. Utilizing AirDNA to track illegal vacation rental activity (following cost benefit analysis of software purchase)**
- 2. Requiring business licences for all rental units, including secondary suites (*this is included in the separate report on Business Licence Bylaw amendments, Bylaw No. 2308*)**

# **“Short Term Rentals” – Next Steps**

- **Following direction from G&L Committee, preparation of bylaw amendments to the Zoning and Business License Bylaws to be brought to Council at a future meeting**

# *Feedback*

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