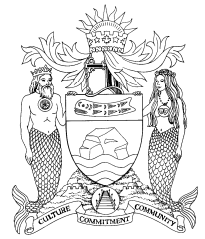


***Live Streaming/Telecast:** Please note that Standing Committees, Council Meetings, and Public Hearings held in the Council Chamber are being recorded and broadcasted as well included on the City's website at: www.whiterockcity.ca

Corporate Administration
E-mail

(604) 541-2212
clerksoffice@whiterockcity.ca

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



ON TABLE see page 67

July 3, 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 **JULY 8, 2019** to begin at **4:00 p.m.** for the transaction of business as listed below.

T. Arthur, Director of Corporate Administration

A G E N D A

Councillor Fathers, Chairperson

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

RECOMMENDATION

THAT the Governance and Legislation Committee adopt the agenda for July 8, 2019 as circulated.

3. **ADOPTION OF MINUTES**
a) June 24, 2019

Page 3

RECOMMENDATION

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

- a) June 24, 2019

***Note:** Items that were not addressed during the June 24, 2019 Governance and Legislation Committee meeting were deferred to this meeting.*

4. **SPECIAL EVENT PROTOCOL GUIDELINES**
Corporate report dated June 24, 2019 from the Director of Recreation and Culture titled "Special Event Protocol Guidelines".

Page 8

RECOMMENDATION

THAT the Governance and Legislation Committee

1. Receive for information the corporate report dated June 24, 2019 from the Director of Recreation and Culture titled "Special Event Protocol Guidelines"; and
2. Endorse the Special Event Protocol Guidelines as outlined in Appendix A of this corporate report.

5. UPCOMING COMMUNITY FORUMS

Discussion regarding timing for future forums, further topics and format.

***Note:** At the June 10, 2019 Governance and Legislation it was determined that the following will be future community forum topics:*

- *Affordable Housing*
- *Smart Cities*

6. COUNCIL POLICY NO. 106 – COUNCIL REMUNERATION AND EXPENSES

Page 27

Councillors Chesney and Fathers have requested that Council Policy No. 106 (Council Remuneration and Expenses) be placed on the agenda for discussion.

***Note:** The noted policy has been placed on the agenda for reference purposes.*

***Note:** The following three (3) recommendations were adopted by the Committee at the June 10, 2019 Governance and Legislation Committee and have been placed on this agenda for reference purposes.*

RECOMMENDATION #1:

THAT the Governance and Legislation Committee recommends that Council increase 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.

RECOMMENDATION #2:

THAT the Governance and Legislation Committee recommends that Council include in addition for 2019, the Canadian Price Index (CPI) rate to be added to the Mayor and Council Remuneration.

RECOMMENDATION #3:

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 106 – Council Remuneration and Expenses.

7. CITY OF WHITE ROCK: TREE MATTERS

Councillor Fathers has requested that the following items/documents pertaining to city trees be placed on the agenda for discussion:

- White Rock Tree Management Bylaw, 2008, No. 1831 **Page 32**
- Engineering & Municipal Operations Policy No. 611: Tree Management on City Lands **Page 51**
- Arborist Report dated June 13, 2019 regarding 1235 Oxford Street, White Rock **Page 57**

8. CONCLUSION OF THE JULY 8, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

PRESENT: Councillor Fathers, Chairperson
Mayor Walker
Councillor Chesney
Councillor Johanson (arrived at 5:32 p.m.)
Councillor Kristjanson (arrived at 5:34 p.m.)
Councillor Manning
Councillor Trevelyan (arrived at 5:32 p.m.)

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

Press: 1
Public: 4

1. **CALL MEETING TO ORDER**
The meeting was called to order at 5:30 p.m.

2. **ADOPTION OF AGENDA**

2019-G/L-085 **It was MOVED and SECONDED**
THAT the Governance and Legislation Committee adopts the agenda for
June 24, 2019 as circulated.

CARRIED

3. **ADOPTION OF MINUTES**
a) June 10, 2019

2019-G/L-086 **It was MOVED and SECONDED**
THAT the Governance and Legislation Committee adopts the following meeting minutes
as circulated:

a) June 10, 2019

CARRIED

Councillors Johanson and Trevelyan arrived at the meeting at 5:32 p.m.
Counillor Kristjanson arrived at the meeting at 5:34 p.m.

4. **AFFORDABLE HOUSING**
This item was discussed at the June 10, 2019 Governance and Legislation Committee
meeting and due to time constraints, was placed on this agenda as a continuation of the
discussion.

Staff confirmed that Development Cost Charges (DCC's) cannot be used to purchase land for affordable housing. The only land purchase they would permit are for parkland purposes.

Community Amenity Contributions (CAC's) may be used for purchase of property for various purposes. A breakdown was given that outlined uncommitted CAC's at this time that have been received (\$2.4M). It is expected that the City will receive an additional \$6.4/\$6.5M in CAC's in 2019 but there is no timing when they will actually be received.

Some outstanding projects to consider where CAC funds could be utilized:

- Amount of Grants the City will have approved for the pier renovation (\$8M currently anticipated to be received however if the grants are not approved then those funds will need to come from the City, perhaps from CAC's) or if fundraising comes in less than \$2M additional funds will have to be made up by the City
- Additional funds to be paid for 1510 Johnston Road (site expropriated by the City in 2018 for a Town Plaza)
- Replace City Hall

AGENDA VARIED

As the Director of Financial Services was asked to address information contained the Community Amenity Contributions Report (Item 8) and it was considered at this time.

8.

COMMUNITY AMENITY CONTRIBUTIONS

Corporate report dated June 24, 2019 from the Director of Financial Services titled "Community Amenity Contributions".

2019-G/L-087

It was MOVED and SECONDED

THAT the Governance and Legislation Committee receives for information the corporate report dated June 24, 2019 from the Director of Financial Services, titled "Community Amenity Contributions".

CARRIED

2019-G/L-088

It was MOVED and SECONDED

THAT the Governance and Legislation Committee endorses a:

1. Housing Task Force be established where all aspects of housing in the community will be reviewed; and
2. Community Forum on the topic of Affordable Housing be held.

CARRIED

It is the expectation that staff will bring forward a proposed Housing Task Force Terms of Reference for review. The Task Force will look at creative ways to bring affordable housing to White Rock without necessarily purchasing land or assembling land specifically for this purpose.

ORIGINAL AGENDA ORDER RESUMED

5. RENOVICTION AND POTENTIAL REGULATIONS

Corporate report dated June 24, 2019 from the Director of Planning and Development Services titled “Renoviction and Potential Regulations”.

The Director of Planning and Development Services reviewed the corporate report using a Power Point titled “Renoviction and Potential Regulations”.

2019-G/L-089

It was MOVED and SECONDED

THAT the Governance and Legislation Committee:

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

CARRIED

The following discussion points were noted:

- It was confirmed that existing tenants maintain the existing rent amount when they move back to the unit is to be addressed
- Would like the policy to also review situations where the entire single family dwelling is rented out and then demolished
- Tenants being given eviction notices prior to land assembly or development permit being finalized (Penalties can be given for this – the *Tenancy Act* must be adhered to).

In the circumstance of this being done in a single family dwelling, there are property owner rights that must be adhered to

6. DRAFT GOOD NEIGHBOUR CONSTRUCTION POLICY

Corporate report dated June 24, 2019 from the Director of Planning and Development Services titled “Draft Good Neighbour Construction Policy”.

The Director of Planning and Development Services reviewed the corporate report using a Power Point titled “Draft Good Neighbour Construction Policy”.

The following discussion points were noted:

- What can the City do when there is not a specific bylaw in place? Staff noted that there are City bylaws (ex: Noise / Parking Bylaws) for this and they can be ticketed for infractions under these various bylaws
- Blue Frog Studio noted concern(s) on this, they sent information to Council
- The contractors need to work with the City and the community
- It is important for builders to follow the policy, if not a stop work order should be considered (the rights of those that live in the community need to be respected)

- Small development (three stories) should be moved to a higher threshold (remove four and state three instead)
- Enforcement should be reflected within the City's Financial Plan

2019-G/L-090

It was MOVED and SECONDED

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

CARRIED

7.

PROPOSED VACANCY TAX

Corporate report dated June 24, 2019 from the Director of Financial Services titled "Proposed Vacancy Tax".

The following motion was placed "On Table" for the committee to discuss and consider at this time so it can then later in the evening be ratified by Council and thus meet the June 30th deadline for submission:

2019-G/L-091

It was MOVED and SECONDED

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:

WHEREAS The City of Vancouver has authority through the Vancouver Charter to implement an Annual Vacancy Tax

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

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 .

CARRIED

2019-G/L-092

It was MOVED and SECONDED

THAT the Governance and Legislation Committee receives for information the corporate report dated June 24, 2019 from the Director of Financial Services, titled "Proposed Vacancy Tax".

CARRIED

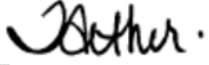
ADJOURNMENT OF THE MEETING

12.

CONCLUSION OF THE JUNE 24, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

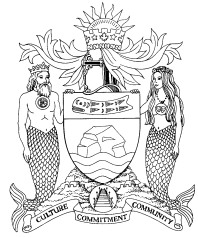
The Chairperson adjourned the meeting at 6:32 p.m. until the conclusion of the June 24, 2019 regular Council meeting.

Mayor Walker



Tracey Arthur, Director of
Corporate Administration

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: June 24, 2019

TO: Governance and Legislation Committee

FROM: Eric Stepura, Director of Recreation and Culture

SUBJECT: Special Event Protocol Guidelines

RECOMMENDATIONS

THAT the Governance and Legislation Committee

1. Receive for information the corporate report dated June 24, 2019 from the Director of Recreation and Culture titled "Special Event Protocol Guidelines"; and
 2. Endorse the Special Event Protocol Guidelines as outlined in Appendix A of this corporate report.
-

INTRODUCTION

The City of White Rock recognizes that special events play an important role in providing opportunities for residents and visitors of all ages to connect and engage by offering quality, affordable entertainment throughout the year. It also recognizes that special events enhance tourism, culture, and recreation, while providing an economic benefit to businesses in the City. However, special events held on City property must be financially sustainable, well managed, safe, and be planned to ensure optimal success thereby minimizing negative impacts to the City, its residents, local businesses, the environment and neighboring communities.

One of the important components of a successful special event is ensuring that proper protocols are followed when involving White Rock elected officials and other dignitaries from different levels of government. Not following established protocols with Civic, Provincial, Federal, First Nation and other dignitaries can result in confusion and embarrassment to the dignitaries and portray an unprofessional image of the City to visiting dignitaries and members of the public.

City staff have conducted extensive best practices research, along with consultation with the Office of the Mayor and the Communications and Government Relations Office on correct protocols to follow for various situations involving dignitaries from various levels of government that may occur at special events held in the City. The Special Event Protocol Guidelines were developed to help City staff and community event organizers ensure that correct protocols are followed when hosting events in the City of White Rock.

The purpose of this corporate report is to request Council's endorsement of the Special Event Protocol Guidelines as outlined in this corporate report.

ANALYSIS

Over the past few years, there has been a significant increase in the number and complexity of special events being held on City owned or leased property. The protocols used by event organizers when involving White Rock elected officials and other dignitaries from other levels of government were inconsistent, and in some instances incorrect.

White Rock City staff are responsible for ensuring that our elected civic officials and invited dignitaries representing other levels of government receive appropriate support and guidance in their official duties when attending special events in which the City is the producer, co-producing partner or supporter.

It is also the role of City staff to coach and guide community groups that organize special events held in White Rock where dignitaries from different levels of government are invited, to ensure that the City's Special Event Protocol Guidelines are followed and communicated in an accurate and timely manner.

The Special Event Protocol Guidelines document will greatly assist City staff, community event organizers, masters of ceremonies and event volunteers to deal with a variety of protocol situations including inviting VIP's, welcoming elected officials and other dignitaries, arranging correct flag placement, speaking order, seating arrangements, parade line-up order and appropriate use of the City logo and brand.

BUDGET IMPLICATIONS

There are no budget implications associated with the approval of the recommendations of this corporate report.

OPTIONS

The following options are available for the Committee's consideration:

- 1: Endorse the Special Event Protocol Guidelines as outlined in Appendix A of this corporate report; or
- 2: Not endorse the Special Event Protocol Guidelines as outlined in Appendix A of this corporate report.

Staff recommend Option 1 which is reflected in the recommendations of this corporate report.

CONCLUSION

In past years, the protocols used by City staff and other community event organizers when involving White Rock elected officials and other dignitaries from other levels of government were inconsistent, and in some instances incorrect. To address this situation, staff conducted research on correct protocols and developed a Special Event Protocol Guidelines document to help City staff and community event organizers ensure that correct protocols are followed when hosting events held on property owned or leased by the City of White Rock.

Staff request Council's endorsement of the Special Event Protocol Guidelines as outlined in this corporate report.

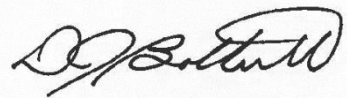
Respectfully submitted,



Eric Stepura
Director of Recreation and Culture

Comments from the Chief Administrative Officer:

I concur with the recommendations of this corporate report.



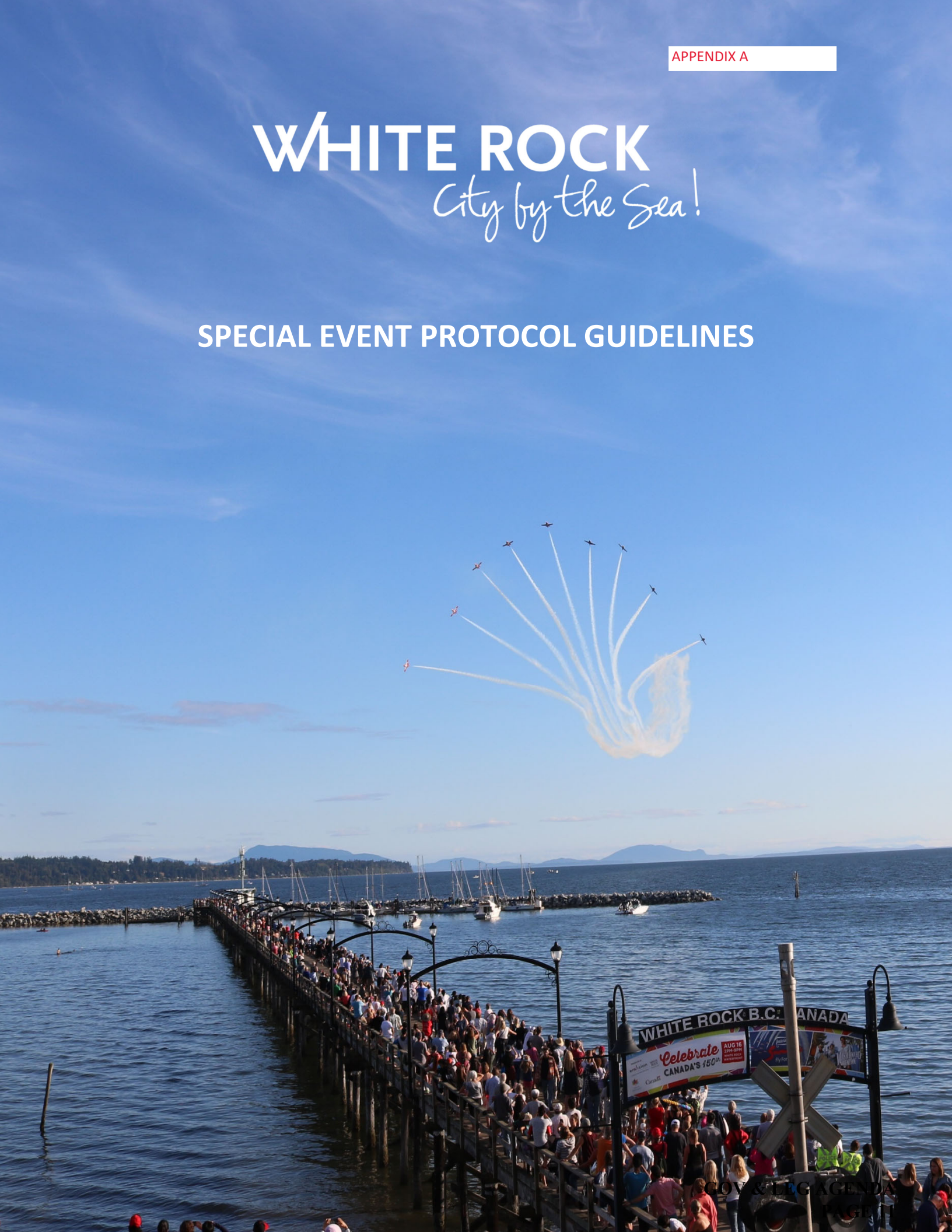
Dan Bottrill
Chief Administrative Officer

Appendix A – Special Event Protocol Guidelines

WHITE ROCK

City by the Sea!

SPECIAL EVENT PROTOCOL GUIDELINES



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INTRODUCTION

The Special Event Protocol Guidelines were developed by the Office of the Mayor, Communications and Government Relations, and Recreation and Culture to help event organizers ensure that correct protocols are followed when coordinating events held at City of White Rock facilities or public spaces. By using this guide, City staff, community event organizers, masters of ceremonies, and event volunteers will be prepared to deal with a variety of situations including inviting and welcoming elected officials and other dignitaries, arranging correct flag placement, designing seating plans, use of the City's logo, etc.

Once an event is approved by the City of White Rock, organizers can expect a complete package of information to help them plan, implement and celebrate successfully, including:

- Welcome letter outlining the details of the event requirements and expectations
- A copy of the Special Events Policy 710
- A copy of this Special Event Protocol Guidelines
- An Event Communication Kit
- Any other relevant policies, guidelines, contact information, maps, etc.

SPECIAL EVENTS CATEGORIES

As detailed in the City of White Rock Special Events Policy 710, special events fall into three distinct categories. It is important to be aware of which category your event is, and therefore what support the City will provide.

CATEGORY A - CITY-PRODUCED EVENTS

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

CATEGORY B – CITY as a PRODUCING PARTNER

When the City is a **Producing Partner**, a high level of City staff support is required to work with the producing partner's event organizers ensuring that the program content optimizes civic engagement, planning, and production details; and that the marketing needs are sufficient to achieve strategic objectives. Examples includes the TD Concerts at the Pier as a producing partner with the White Rock BIA; and Culture Days as a producing partner with Peninsula Arts and Culture Alliance (PACA).

CATEGORY C – CITY as a SUPPORTER

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

COMMUNICATIONS GUIDELINES

CITY LOGO USE:

For internal users contact the Communications and Government Relations Department for the most up-to-date usage guidelines.

For external groups City logo approval is required from the City prior to printing, publishing and distributing event information and/or collateral.

All A, B and C level events must have the City logo included in all marketing materials as agreed upon.

Refer to the Event Communication Kit for submission deadlines and format.

CHANNELS FOR PUBLICITY AND INFORMATION SHARING:

CATEGORY A EVENT – City Produced Events

Only the City of White Rock will prepare and send media communications for these City produced events.

City event staff will liaise with the Communication Office to follow proper protocols including arranging interviews with media, advertisements and social media postings. Event staff will provide an event description/ backgrounder, timeline of the event, parking information, road closures, etc. The Communication Office will follow up with the City event staff regarding other publicity opportunities and follow-up required.

CATEGORY B EVENT – City as a Producing Partner

The City of White Rock will prepare and send joint media communications for these events, in partnership with the event co-producer or committee.

City event staff will liaise with the event partner and the Communication Office to follow proper protocols including arranging interviews with media, advertisements and social media postings. City event staff and/or the event organizer will provide an event description/ backgrounder, itinerary, parking information, road closures, etc. The Communication Office will follow up with the City event staff regarding other publicity opportunities and follow-up required.

CATEGORY C EVENT – City as a Supporter

Event organizers must be clear when promoting their event that it is not an event created, hosted or managed by the City of White Rock.

The City's Special Event Coordinator will work with the event organizer and the Communication Office to utilize the City of White Rock's publicity channels (see list below) as appropriate and to ensure the messaging is clear about who is responsible for the creation and management of the event.

Channels for publicity managed by the City include:

- City Website Event Calendar
- Social Media – Twitter, Facebook, Instagram
- Recreation & Culture E-newsletter and/or City E-newsletter
- Centennial Park & Leisure Centre Electronic Reader Board
- City Kiosks (space permitting)
- City of White Rock facility bulletin boards – White Rock Community Centre, Kent Street Activity Centre, Centennial Park Leisure Centre, Centre for Active Living

Explore White Rock is the City of White Rock's tourism site and a great resource for visitors who are looking for information on best places to eat in White Rock, things to do, and what events are happening and when. To advertise in the Explore White Rock Event Calendar, event organizers may submit information to the Explore White Rock website directly: <http://explorewhiterock.com/events/>

MUNICIPAL, FEDERAL, PROVINCIAL, and FIRST NATION REPRESENTATIVES

INVITING GOVERNMENT OFFICIALS/DIGNITARIES TO AN EVENT

CATEGORY A EVENT – City Produced Events

Only the Office of the Mayor will prepare and send letters of invitation for these events.

City event staff will liaise with the Mayor's Office to follow proper protocols including arranging for Mayor and Council attendance and to extend invitations to Government Officials and other Dignitaries. As soon as details are known, and preferably a minimum of six (6) weeks prior to the event date, City event staff will provide an event description/ backgrounder, itinerary, speaking agenda with timelines and VIP parking information. The Mayor's office will follow up with the City event staff regarding RSVPs and expectations about the event, (e.g. speeches, ribbon cutting, photo opportunities, etc.).

CATEGORY B EVENT – City as a Producing Partner

The Office of the Mayor will prepare and send joint letters of invitation for these events, in partnership with the event producer or committee.

City event staff will liaise with the event partner and the Mayor's Office to coordinate and follow the proper protocols including arranging for Mayor and Council attendance and to arrange for joint invitations to Government Officials and other Dignitaries. As soon as details are known, and preferably a minimum of six (6) weeks prior to the event date, City event staff and/or the event partner will provide an event description/ backgrounder, itinerary, speaking agenda with timelines and VIP parking information. The Mayor's office will follow up with the City event staff regarding RSVPs and expectations about the event, (e.g. speeches, ribbon cutting, photo opportunities, etc.).

CATEGORY C EVENT – City as a Supporter

Event organizers must be clear when extending invitations on their own behalf that it is not an event created, hosted or managed by the City of White Rock.

The City's Special Event Coordinator will work with the community event organizer(s) to invite the Mayor and City Council, and to determine the Mayor and Council's role at the event (i.e. speaker or guest). The City's event staff will work directly with the Mayor's office to coordinate the attendance and participation of Mayor and Council. As soon as details from the community event organizer are known, and preferably a minimum of six (6) weeks prior to the event date, City event staff will provide the Mayor's Office with an event description/background, itinerary, speaking agenda with timelines and VIP parking information.

Typically, for most events of this category, other government officials are not invited to participate. However, if the organizers choose to invite other elected officials (such as MP's, MLA's, and First Nation Leaders etc.) they must contact their offices directly, and provide the following event information (see the template in the resource section on page sixteen (16) of this document):

- The purpose of the event
- Event name, date, time and location
- Information about your group (history, key organizers, mandate, etc.)
- Clarify that the event is not a City managed event: *The City of White Rock supports (name of event) held on (date) at (location) however, the vision, creation and management is the responsibility of (Name of the Organization).*
- Time frame they are requested at the event
- Are you inviting them to speak at your event or to attend as a guest only?
- Any special messaging they need to be aware of and make reference to in his/her speech if speaking
- Where VIP parking is located
- Draft agenda/speaking list
- Event purpose and program highlights/schedule
- Contact name and number

ADDRESSING OFFICIALS/DIGNITARIES

There are standard protocols in place when addressing, writing or introducing elected officials/dignitaries. It is important to show respect for the office of the person being addressed, no matter how personally familiar you may be with the individual. The City of White Rock adheres to these protocols and expects all Category A, B, and C event organizers to do the same.

Mayor

Address: His/Her Worship, Mayor 'First and Last Name' or Mayor 'First and Last Name'

Salutation: Dear Mayor 'Last Name'

Introduction: His/Her Worship (first name, last name)

Conversation: Your Worship (formal); Mayor 'Last Name' (less formal); Mr./Ms. Mayor

Mayor and Councillors as a group

Address: His/Her Worship, Mayor 'First and Last Name' and Councillors **or** Mayor 'First and Last Name' and Councillors

Salutation: Dear Mayor 'Last Name' and Councillors

Councillors

Address: Councillor 'First and Last Name'

Salutation: Dear Councillor 'Last Name'

Introduction: Councillor 'First and Last Name'

Conversation: Councillor 'Last Name'

Acting Mayor (when Mayor is not present)

Introduction: Representing the City of White Rock, Acting Mayor 'First and Last Name'

Conversation: Acting Mayor 'Last Name'

Prime Minister of Canada

Address: The Right Honourable 'First and Last Name', Prime Minister of Canada

Salutation: Dear Prime Minister **or** Prime Minister

Introduction: The Right Honourable 'First and Last Name'

Conversation: Mr./Ms. Prime Minister **or** Sir/Madam

Members of Parliament (MP) - With a Cabinet Post

Address: The Honourable 'First and Last Name', Minister of 'Cabinet Post'

Salutation: Dear Minister 'Last Name'

Introduction: The Honourable 'First and Last Name', MP

Conversation: Minister 'Last Name'

Members of Parliament (MP) - Without a Cabinet Post

Address: Mr./Ms. 'First and Last Name', MP

Salutation: Dear Mr./Ms. 'Last Name'

Introduction: Mr./Ms. 'First and Last Name'

Conversation: Mr./Ms. 'Last Name'

Premier of British Columbia

Address: The Honourable 'First and Last Name', Premier of British Columbia

Salutation: Dear Premier 'Last Name'

Introduction: The Honourable 'First and Last Name', Premier of British Columbia

Conversation: Premier 'Last Name'

Members of Legislative Assembly (MLA) With a Cabinet Post

Address: The Honourable 'First and Last Name', Minister of 'Cabinet Post'

Salutation: Dear Minister 'Last Name'

Introduction: The Honourable 'First and Last Name', Minister of 'Cabinet Post'

Conversation: Minister 'Last Name'

Members of Legislative Assembly (MLA) Without a Cabinet Post

Address: Mr./Ms. 'First and Last Name', MLA

Salutation: Dear Mr./Ms. 'Last Name'

Introduction: Mr./Ms. 'First and Last Name'

Conversation: Mr./Ms. 'Last Name'

First Nation Chiefs

Address: Chief 'Full Name'

Salutation: Dear Chief 'Name'

Introduction: Chief 'Full Name'

Conversation: Chief 'Last Name'

First Nation Band Councillors

Address: Councillor 'First and Last Name'

Salutation: Dear Councillor 'Last Name'

Introduction: Councillor 'First and Last Name'

Conversation: Councillor 'Last Name'

SPEAKING ORDER PRIORITY

Organizers are advised to request only one speaker per level of government and then only when it is relevant to the occasion (e.g. government funding provided, special historical or cultural significance).

Speaking order priority should be as follows (as applicable to the event):

1. Master of Ceremonies
2. Mayor or Mayor Designate
3. Chief of Local First Nation(s) or Designate
4. Most Senior Federal Government Representative
5. Most Senior Provincial Government Representative
6. Local School Trustee, if applicable to the event
7. President of Association/Society/Organization producing the event, if applicable to the event
8. Presenting Sponsor of the event, if applicable to the event

Note: Elected officials and dignitaries present are typically acknowledged by the Mayor. Please provide the City’s Special Events Coordinator, in advance of the event, a list of elected officials and dignitaries who have confirmed attendance.

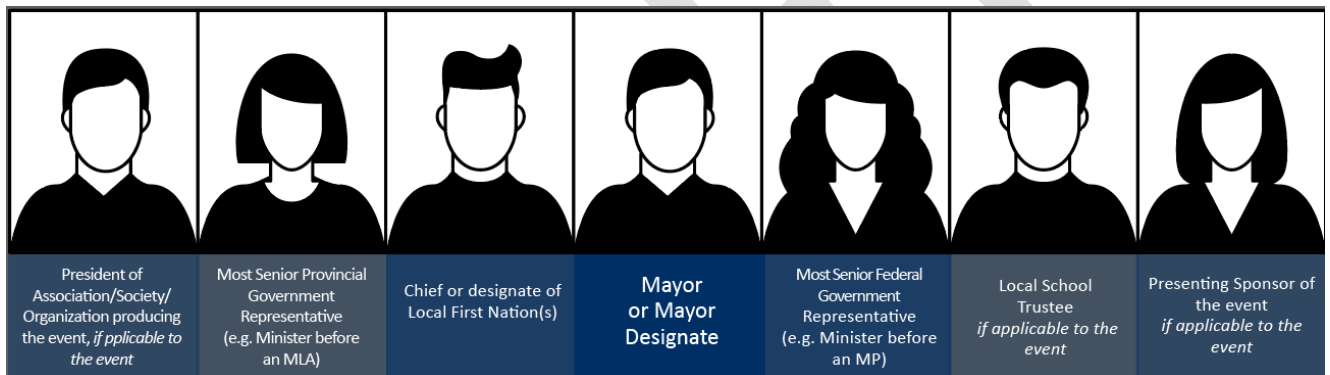
COLOUR PARTY

A Colour Party is a ceremony to lead in the small group of dignitaries to the ceremonial site (e.g. cenotaph, stage, head table) often preceded by flag bearers, pipers, etc. The order of the Colour Party should be the same as the speaking order priority (see above).

SEATING ARRANGEMENTS

Speakers and Emcee on a Stage or at a Head Table

The order as seen from the audience perspective:



Other dignitaries, who are not speaking, to be seated in a designated VIP seating area or in the general audience area. The Master of Ceremonies (MC) should always be seated at the corner of the podium, close to the microphone. The MC should not cross in front of the guests to get to the microphone.

FORMAL REMARKS

FIRST NATION LAND ACKNOWLEDGMENT

For events that the City produces or is a producing partner (Category A and B events) it is the City’s expectation the First Nation land be acknowledged at the beginning of the event by a City official (typically the Mayor or designate). An example of a First Nation Land Acknowledgement statement is:

I would like to acknowledge that we are meeting/celebrating today/tonight on the traditional and unceded territory of the Coast Salish People, in particular, the Semiahmoo People.

For events that the City supports (Category C events), the City of White Rock encourages organizers to include the First Nation Land Acknowledgement above.

BLESSINGS AT EVENTS AND/OR GRACE AT MEALS

For events that the City produces or is a producing partner (Category A and B events), it is the City's practice to include a blessing on the occasion led by a First Nation representative and the City may consider also inviting a local religious leader to provide a blessing particularly when meals are served.

For Category C events, we encourage organizers to follow the City's practice as stated above in order to foster a relationship based on mutual respect and trust. We advise organizers if they are hoping to include participation by First Nation representatives, to reach out to the First Nation Council well in advance.

FLAGS

USE OF FLAG POLES AT CITY HALL

The City receives a number of requests annually to fly flags outside City Hall. This policy establishes the types of organizations that the City would consider having their flag flown in front of the City Hall facility. As per Council Policy 146:

- Requests must be made in writing to the Mayor and Council (whiterockcouncil@whiterockcity.ca) for Council's consideration of a flag to be flown outside City Hall on the single flag pole in front of the City Hall facility.
- The organization making the request must be not for profit with a noted affiliation with the City of White Rock.
- The request must clearly indicate the affiliation in order for Council to make a fully informed decision at a Regular Council Meeting.

FLAG PLACEMENT

The national, provincial, and local government flags are important symbols that show our pride for our country, province, and city. The manner in which flags are to be displayed is established by the Federal and Provincial Protocol Secretariats.

- Each flag must have its own pole
- Flags flown together must be the same size and dimension

There are also protocols around how flags are to be placed as they are ranked in order of the position of honour. Below is the Flag Placement Protocol as set by the Government of Canada and the Government

of British Columbia.

Two Flags

When two flags are displayed, to an observer facing the flags, the position of honour is on the left. In the example below, the Canadian flag must be in the position of honour.



Position of Honour



Second-Ranking Flag

Three Flags

In Canada, when three flags are displayed, the position of honour is in the centre. To an observer facing the display, the second-ranking flag (in order of precedence) is placed to the left of center and the other to the right.

Example One:



Second-Ranking Flag

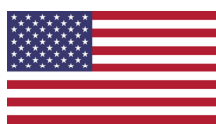


Position of Honour



Third-Ranking Flag

Example Two:



Second-Ranking Flag



Position of Honour

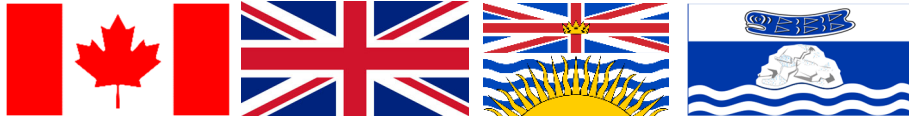


Third-Ranking Flag

Multiple Flags

When there are more than three flags that need to be flown, the position of honour is furthest to the left, following by other flags in order of precedence:

- 1) National Flag of Canada
- 2) Flag of other sovereign nations in alphabetical order (if applicable)
- 3) The flags of the provinces of Canada (in the order in which they joined Confederation)
- 4) The flags of the territories of Canada (in the order in which they joined Confederation)
- 5) The flags of municipalities/cities
- 6) Banners of organizations
- 7) Historical Flags



Position of Honour

Second-Ranking Flag

Third-Ranking Flag

Fourth-Ranking Flag

PARADES

PARADE ENTRIES

All parade entries must be arranged for the enjoyment of the spectators and to fit with the context of the event.

Category A and B events entries must be reviewed by the parade organizers and the City's Special Event Coordinator to ensure it complies with the purpose of the celebration, and the central theme of the event.

Please see Parade Line-Up diagram on next page.

DRAFT

PARADE LINE-UP ORDER

When planning the line up for a parade for any Civic or Civic-Related Event, please refer to the Government of Canada's [Table of Precedence](#) and the parade line up as outlined below.



POLITICAL CANDIDATE ENTRIES

Political candidates running, or in the process of running, for political office will not be permitted to participate on their own behalf in a parade held in White Rock (**City By-Law #1923**). Sponsored political signs, slogans or other promotional material during a campaign are not permitted on any entries. Sitting elected officials are to represent the level of Government they serve (for example the MP represents the Government of Canada, the MLA represents the Province of BC), not a distinct political party.

The City's Sign Bylaw refers to "Election Signs" as:

"Political Sign" means a Sign erected to support the election of a particular candidate or the support for a particular cause at a municipal, provincial or federal election. Any sign on a vehicle is prohibited under Part 4 2.10. Political Signs are regulated in Part 6 Section 10, of interest is the time during which a political sign can be displayed. Any sign not directly mentioned in the Bylaw is prohibited in Part 4.

LIVE ANIMAL ENTRIES

The use of domestic or exotic animals in parades must be approved by the City's Special Events Coordinator and comply with applicable laws or conditions imposed by the City's By-Law Department or other authorities. Animal trainers may be required. Unless otherwise permitted, live animals must be placed at the end of the parade, along with people to pick up animal droppings and dispose appropriately.

REFERENCES

[Office of Protocol of Canada – Government of Canada](#)

The Office of Protocol, within Global Affairs Canada, contributes to shaping the international agenda to Canada's benefit and advantage, in accordance with Canadian interests and values, at home and abroad through the management and oversight of:

- Official/state visits (both in Canada and abroad)
- Official events, summits management and international events
- Diplomatic corps services and outreach programs

[Office of Protocol - Province of British Columbia](#)

The Government of British Columbia's Office of Protocol, within the Intergovernmental Relations Secretariat, leads and coordinates ceremonial, protocol and diplomatic activities for the B.C. Government. These services are vital to the well-being and positive perceptions of B.C., in Canada and internationally. The Office of Protocol provides the following services:

- Advises on all matters of protocol and [precedence](#), [provincial symbols](#) and the [use of the name of the province for a company or organization](#)
- Plans and conducts official ceremonies such as the Opening of the Legislature and Cabinet swearing-in ceremonies
- Plans and conducts [official visits](#) to B.C. for members of the Royal Family, the Governor General, heads of state and government, foreign ministers, heads of diplomatic missions and other distinguished visitors
- Acts as the principal government contact for [the Consular Corps of B.C.](#)
- Coordinates [birthday and wedding anniversary congratulatory messages](#) from The Queen, the Premier and others
- Manages the [Order of British Columbia](#) and the [British Columbia Medal of Good Citizenship](#)
- Provides information and advice on [flag protocol](#) and [flying flags at half-mast \(PDF\)](#)

EXAMPLE TEMPLATE – SPEAKING INVITATION TO OTHER ELECTED OFFICIALS

Date

[Appropriate way to address the Official(s)]:

[Address]

[City, Province, Postal Code]

Dear [Appropriate way to address the Official(s)]:

Re: _____

The [Name of Organization] cordially invites you to [Event Name] taking place at [Event Location], on [Month, Day, Year].

(Name of Organization) is (describe your history and mandate).

The City of White Rock supports (name of event) held on (date) at (location) however, the vision, creation and management is the responsibility of (Name of the Organization).

Write a brief description of the event any information about the event partners, donors, or entertainers.

Make sure to also include:

- Date, time, location, and purpose of the event
- Timeline/Agenda for the ceremony
- When/If the Official is required to speak and how much time is allotted to his/her speech
- VIP Parking (with map)

We hope you can come out to enjoy this [Informal/Formal] event. Please RSVP by [Month, Day, Year] to [First & Last Name], [Title] at XXX-XXX-XXXX or [Email].

Sincerely,

[First & Last Name]

[Title]

[Organization]



POLICY TITLE: COUNCIL REMUNERATION AND EXPENSES

POLICY NUMBER: COUNCIL - 106

<i>Date of Council Adoption: 2015</i>	<i>Date of Last Amendment: January 29, <u>2018 June 10, 2019</u></i>
<i>Council Resolution Number: 2004-136, 2005-441, 2008-039, 208-040, 2008-041, 2008-042, 2008-175, 2009-378 and 2009-379, 2009-477, 2010-249 and 2010-250; 2010-395, 2012-092; 2013-343; 2013-405; 2015-216; 2015-285, 2018-034</i>	
<i>Originating Department: Corporate Administration / Finance</i>	<i>Date last reviewed by the Governance and Legislation Committee: December 10, <u>2018 June 10, 2019</u></i>

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Policy:

1- Remuneration for Council Members

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

The remuneration for the position of Councillor is to be based on a rate ratio of 40% which is consistent with rate ratios of comparable sized municipalities to the City of White Rock.
- 1.4 Effective January 1, 2018, the remuneration paid to the Mayor and Councillors in all other years shall be adjusted by the previous year’s change in the consumer price index for the City of Vancouver. ~~For 2018 only, the remuneration paid to the Mayor and Councillors shall also be adjusted to reflect the 2015 and 2016 changes in the consumer price index for the City of Vancouver.~~

1.5 The calculation of the remuneration in subsections 1.2 to 1.4 shall be rounded to the nearest ten (10) dollars.

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

2.1.2 Group Insurance

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

2.2.3 Allowance for Incidental Expenses

~~One third of the annual remuneration paid to the Mayor and Councillors of the City of White Rock shall be considered an allowance for expenditures incidental to the discharge of the duties of office within the boundaries of the City. This amount is currently exempt from taxation in accordance with the Income Tax Act subsection 81(3).~~

~~Effective January 1, 2019, this exemption will no longer be allowed. Therefore, beginning on that date, one third will no longer be considered an allowance and the full remuneration paid to the Mayor and Councillors will become taxable.~~

2.3 Event Allowance

3.1 2.3.1 Event tickets for the Mayor to attend on behalf of the City will be purchased and/or reimbursed by the City. The events the Mayor attends will be at their discretion (considering budget limitations). In circumstances where the Mayor is unavailable the Deputy Mayor will be asked to attend in their place.

3.2 2.3.2 Councillors shall be reimbursed up to \$900 annually, to cover expenses of attending and representing the City of White Rock, as individual Councillors, at local community events.²

2.4.4 Business Meetings Outside of Metro Vancouver

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

2.5 Kilometre/Vehicle Allowance

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

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6.2.6 Expenses Incurred

2.6.16.1 That the City reimburses members of Council for the reasonable expenses to attend the UBCM, FCM and LMLGA annual conferences. *(Amended May 3, 2010)*

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6.2.2.6.2 That the City reimburses members of Council for the reasonable expenses to attend the local Newly Elected Seminar hosted by the UBCM.

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2.6.3.6.3 That the City reimburses a member of Council for expenses relating to a conference where Council has designated a member of Council by motion to attend.

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2.6.4.6.4 That the Mayor be allocated \$8,000 for the four-year term for discretionary education conferences or education materials.

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

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

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

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

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

2.6.6.6 That a member of Council who is elected via by-election, Sections 2.6.6.4 and 2.6.6.5, as applicable, these amounts would be prorated.

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2.6.7.6.7 That the City provides members of Council for electronic equipment, computer software, and computer hardware that is compatible with City systems for the four -year term .

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6.8.2.6.8 Reimbursement for expenses set out in Sections 6 and 2.6.7 of this policy shall be by written claim in accordance with the City of White Rock Expense Policy.

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6.2.6.9 Council members may, after reaching the term limit for their additional educational and conference expenses, apply to Council in advance of incurring the expenses, for further

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educational or conference funding. The City will reimburse further funding by motion of Council.

Note: Until December 31, 2018, Section 81(3) of the Income Tax Act stipulates that 1/3 of Council remuneration shall be considered a non-accountable allowance for expenses incidental to the discharge of the duties of office. Further, until December 31, 2018, Council Policy 106 stipulates these expenses are to be incurred within the boundaries of White Rock.

Application Guidelines:

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

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

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

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

- Technical equipment such as software, hardware, and peripherals. These items are for Council members' use for the duration of their term(s) and remain City property throughout this period. Upon the end of the term(s) of office, these items must be returned to the City
- Conferences, seminars, educational materials and other expenses incurred/reimbursed subject to the provisions of Council Policy 106.
- Business use of personal vehicle when representing the City at meetings outside of the White Rock boundaries for which no other compensation/indemnity is provided.
- City business cards.
- Mayor's City business expenses such as mobile telecommunication costs, stationary, meals and attendance to official events etc.
- Electronic Communication as per Section 2.68.

2.6

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2.7 **7. Qualifying Expenses**

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Expenditures that qualify for payment are:

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

~~m) That the Councillors be allocated \$5,400 for the four year term for discretionary education conferences or education materials.~~

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2.78 Electronic Communications

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

Rationale:

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

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW 1831**



A Bylaw to regulate and prohibit the cutting, removal and damage of trees, the setting of fees and issuance of permits for the same and the requirement for replacement trees and of security for their provision and maintenance

CONSOLIDATED FOR CONVENIENCE ONLY

Disclaimer: This Bylaw is a consolidation of the bylaws amending “White Rock Tree Management Bylaw, 2008, No. 1831.” Efforts are made to ensure that this consolidation is current however accuracy and completeness cannot be guaranteed. Original bylaws should be consulted for all interpretations and applications of the bylaw regarding this subject.

Consolidated as of December 2014

TABLE OF CONSOLIDATION			
Bylaw No.	Date of Adoption	Amendment No.	Purpose of Amendment
2073	December 18, 2014	1	Amends part 1 / sec. 2, part 2 / sec. 1, part 13 / sec. 2, and Schedule B.
2161	September 12, 2016	2	Amends Part 7 a) & b) Permit Fees

I hereby certify that this is a true and correct copy of Bylaw No. 1831 (consolidated) which has not been altered in any way.

Certified this 9 day of Jan, 2018

S. Alan
Deputy Corporate Officer, City of White Rock

WHEREAS pursuant to Sections 8(3) (c) and 50 to 52 of the *Community Charter*, a city may, by bylaw, exercise certain powers to preserve and protect trees within the city, regulate the removal of trees and require their replacement;

AND WHEREAS trees provide an essential environmental function contributing to a clean air environment as well as providing habitat for birds and wildlife;

AND WHEREAS Council considers it is in the public interest to provide for the conservation and propagation of trees, and the regulation of their removal and replacement;

Under its statutory powers, including Sections 8(3) (c) and 50 to 52 of the *Community Charter*, the Council of the Corporation of the City of White Rock, in open meeting assembled, enacts the following provisions:

Part 1 –Introductory Provisions

Title

1. This Bylaw may be cited as “White Rock Tree Management Bylaw, 2008 No. 1831.”

Purpose

1. This By-law is intended to:
 - (a) Prohibit the removal of protected trees in the City of White Rock without a permit; ~~on all lands in the designated areas as shown on Schedule “B”;~~¹
(Amended by 2073)
 - (b) Prohibit the damaging of protected trees;
 - (c) Regulate and establish requirements for the removal, preservation, protection and replacement of protected trees through a permit process; and,
 - (d) Set forth inspection and enforcement provisions for protected tree conservation, removal and replacement, and penalties for damaging or removing protected trees without a permit.

Definitions

1. In this Bylaw,
“arborist” or “Project Arborist”
means a person who is:
 - (a) a Certified Arborist by the International Society of Arboriculture, or a PNW ISA, WCB Certified Tree Risk Assessor; or,
 - (b) A Registered member of the Association of BC Forest Professionals, preferably with a specialization in urban forestry.

¹ Amended by Bylaw No. 2073

"caliper"

means the trunk size of a deciduous replacement tree. Deciduous replacement trees with trunk diameter measurements less than 10 cm are measured at 15 cm above base. Deciduous replacement trees with trunk diameter measurements equal to or greater than 10 cm are measured at 30 cm above base.

"City"

means the Corporation of the City of White Rock.

"City Arborist"

means a person retained and / or designated by the City as the City's arborist.

"City-Owned Properties"

means all properties owned by the City of White Rock as generally shown on Schedule "B", plus all road rights-of-way and dedications under jurisdiction of the City of White Rock.

"coordinated site development plan (CSDP)"

means a site development plan for a proposed project that has been coordinated with all project consultants and reviewed, approved and signed by the owner (or authorized agent), project Architect, Landscape Architect, Project Arborist, and Builder (the "Project Team"), where appropriate.

The CSDP may be in the form of plans, text and graphics. The purpose of the CSDP is to clearly indicate all site works proposed within the critical root zone of all on-site and off-site protected trees, the proposed methods for tree protection during the site development and construction processes, post-construction tree maintenance, and recommendations for tree replacement and protected tree securities. The CSDP is to include the results of the tree survey, tree assessment report, tree protection plan, information from civil engineering and geotechnical reports, and landscape design and architectural conceptual designs.

The CSDP must clearly indicate the location, size, species, health and general characteristics of protected trees proposed for preservation and removal, the site grading before and after development, approximate finished floor elevations, conceptual building footprints and projections/overhangs of proposed structures, the alignment, depth and method of installation of site services (sewer, water, storm, electrical, hydro/telephone/cable) and location of service kiosks, sumps, poles and utility rooms, driveways, sidewalks and retaining systems, and temporary and permanent on-site storm water drainage, detention and siltation control systems.

The CSDP must include a statement from the owner (or authorized agent) and project team that every effort has been made to preserve all protected trees on the site and adjacent properties, that any proposal for the removal of protected trees is solely the result of geotechnical, civil or building design restrictions, construction methods, zoning provisions and restrictions, or other City or utility company requirements, and that all approved pruning, root cutting, tree

removal, and excavation within the critical root zone of a protected tree will be conducted under the direction of the project arborist.

The CSDP must include a letter of commitment from the Project Arborist that they shall monitor construction activities in the vicinity of protected trees during critical phases of development. As well, the Project Arborist shall inspect site conditions, the preservation trees and the barrier fences on a regular basis. The project arborist shall submit a progress report to the City at least once every month during the course of site development and construction confirming that they have visited the project site to ensure the maintenance of tree protection barriers.

The CSDP must also include a statement that the CSDP is an accurate and complete representation of existing, site development and construction phase, and post development project and site conditions as they relate to protected tree preservation, protection, replacement and maintenance.

“Council”

means the municipal Council of the Corporation of the City of White Rock.

“critical root zone”

means the area of land surrounding the trunk of a tree contained within a circle of radius equal to the DBH of the tree multiplied by 6, or one meter beyond the drip line of the tree, whichever is the greater distance.

“cut”

means to cut down a tree and shall include to pull up, push or pull over or otherwise fall a tree.

“damage”

means any action which will cause a tree to die or to decline, including, but not limited to: girdling, ringing, removing bark from a tree, dent, gouge, puncture or damage a tree trunk, poisoning, burning, undermining structural roots within the critical root zone, excessive pruning, excessive crown lifting, topping, or pruning in a manner not in accordance with the most recent edition of the “American National Standards Institute Publication A300” and the most recent edition of the companion publication “Best Management Practices – Tree Pruning”, published by the International Society of Arboriculture.

“diameter at breast height” (DBH)

means the diameter of the trunk of a tree at 1.4 metres above the base of a tree. For multi-trunk trees, each trunk shall be measured 1.4 metres above the highest point of the natural grade of the ground measured from grade and the DBH of the tree shall equal the cumulative total of the three largest trunks.

“Director of Planning and Development Services”

means the person appointed by Council as the Director of Planning and Development Services or the duly authorized designate.

“drip line”

means a circle on the ground around the trunk of a tree, the radius of which is the distance between the outermost twigs of the tree and the centre point of the trunk, or its vertical extension.

“Ecosystem Enhancement Areas”

means those properties identified on Schedule “B” where the City has targeted areas of natural drainage and or sloped areas with a need to preserve or enhance the tree canopy to protect soils, minimize erosion and reduce greenhouse gases in conjunction with the Integrated Storm Water Protection and the Climate Action Plans.

“engineer”

means a person registered as a Professional Engineer (P. Eng.) to practice as such pursuant to the provisions of the *Engineers and Geoscientists Act*, R.S.B.C. 1996, c. 116, as amended.

“hazardous tree”

means a tree identified in writing by a Certified Tree Risk Assessor as having significant structural defects and an extreme hazard risk which could lead to part or all of the tree falling and causing personal injury or significant property damage.

“heritage tree”

means a tree that is of cultural or historical value to the City and that has been designated as a heritage tree.

“live crown ratio”

means the height of the part of a tree with live branches divided by the total height of the tree.

“lot”

means land designated as a separate and distinct parcel on a legally recorded subdivision plan or description filed in the records of the New Westminster Land Titles Office.

“natural causes”

means death or decline of a tree as a result of natural diseases, pests, climactic, hydrological and geotechnical conditions, inherent structural defects or ageing.

“Official Community Plan”

means the Official Community Plan of the City of White Rock, No. 1837, as may be amended or replaced from time to time.

"off-site tree"

means a tree of any size planted either on the property line or on neighbouring properties.

"on-site tree"

means a protected tree located within the boundary of the property.

“owner”

means the registered owner in fee simple of a lot upon which a tree is located; or their authorized agent.

“protected tree”

means:

- (a) a woody plant with roots and branches that has a trunk DBH greater than 30 centimeters, or has a combined DBH of its three largest trunks greater than 30 centimeters;
- (b) a replacement tree or a tree planted or retained as a requirement of a tree management permit;
- (c) a heritage tree
- (d) a specimen tree
- (e) a tree with evidence of nesting or use by:
 - (i) raptors as defined in the *Wildlife Act*, R.S.B.C. 1996, c. 488, or
 - (ii) the nest of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, or
- (f) the following tree species of any size:
 - (i) *Arbutus (Arbutus menziesii)*,
 - (ii) Garry Oak (*Quercus garryana*),
 - (iii) Pacific Dogwood (*Cornus nutalii*).

“Ravine Lands”

means the lands identified on Schedule “B”.

“replacement tree”

means a tree required in accordance with this Bylaw, to replace a tree cut, removed or damaged.

“replacement tree report”

means a document prepared by an arborist or a landscape architect indicating the subject lot address, location, size and species of replacement trees that have been planted on the lot.

The document must include a scaled drawing illustrating the location, size and species of each replacement tree in relation to the property lines and footprints of all structures and driveways on the lot.

The report must include a statement confirming that the replacement trees have been planted according to the provisions and requirements of this By-law. The document must be signed and dated by the arborist.

“remove”

means to cut a tree and/or to remove it from the lot where it exists, or the elimination of any tree from its present location.

“Significant Stand of Trees”

means the lands identified on Schedule “B”.

“specimen tree”

means a large and mature deciduous or coniferous tree with a trunk DBH greater than 50 cm or that has a combined DBH of its 3 largest trunks greater than 50 cm and a life expectancy of more than 10 years, or a native flowering or ornamental tree with a trunk DBH greater than 30 cm or that has a combined DBH of its 3 largest trunks greater than 30 cm and a life expectancy of more than 10 years.

"structural root"

means large, woody, tree roots that anchor and support the trunk and crown; roots characterized by secondary thickening and relatively large diameter (greater than 2 cm diameter) giving form to the root system and functioning in anchorage and support.

“tree assessment report”

means a report prepared by an arborist, that documents the size, location, species, extent of canopy/critical root zone, health, and at least one photograph of each protected tree on a lot or adjacent thereto, that is proposed for removal or retention. The nature and urgency of removal of a hazardous protected tree, examines all treatments available for diseased protected trees proposed for removal, confirms that a dead protected tree proposed for removal is dead, and indicates whether a protected tree proposed for removal is a specimen or heritage tree, or a replacement tree from previous tree replacement. If a protected tree proposed for removal is a member of a stand of trees, the report must comment on the impact of tree removal on the health of the remaining trees in the stand.

The report must include a plan indicating the relationship of protected trees proposed for removal or preservation, and proposed replacement trees, to current and proposed building footprints and property lines.

The report must include recommendations for the preservation, removal and planting of trees on a lot and off-site, including replacement tree size and species, the protection of retained trees during site development and building construction/demolition, protected tree maintenance security, security for replacement tree planting during site development and building construction/demolition, or a proposal for cash-in-lieu of replacement tree planting.

A report remains valid for six months from the date it is signed and dated by the arborist, and must be reviewed and re-signed by the arborist prior to the end of each six month period for it to remain valid, and must immediately be resubmitted to the City.

“tree management permit”

means the written authority granted by the City pursuant to Parts 6 and 7 of this By-law for the cutting or removal of a protected tree, or the pruning or removal of a structural root within the critical root zone of a protected tree.

“tree protection barrier”

means a barrier constructed around a tree in accordance with the most current requirements of the City to protect the tree from damage during site work or construction. The tree protection barrier shall be constructed in accordance to Schedule A, or one meter outside the drip line of the tree.

“tree protection zone”

means the area within a tree protection barrier.

“tree protection plan”

means a document prepared by an arborist with recommendations for the protection and maintenance for all on-site and off-site protected trees on a lot and adjacent thereto, during and after the land development and construction of a project on that lot.

“tree replacement plan”

means a plan prepared by the project arborist that illustrates the location, size and species of all trees that have been planted as replacement trees on a lot or property adjacent thereto.

“tree survey”

means a survey plan prepared by a BC Land Surveyor that illustrates the tree number and location, size and species of all protected on-site trees and off-site trees within 4 meters of the property line on adjacent lots or rights-of-ways in relation to the property lines of a lot. The tree survey shall also show the drip line of each tree, the existing base elevation of each tree, the legal description of the property and any statutory rights-of-way or easements, the location and type of all known utilities entering or immediately adjacent to the site and any proposed or existing service or utility kiosks, the existing and proposed building footprints as well as proposed excavation zones, walkways, patios, driveways and site access. All protected trees on the lot associated with the development are to be numerically identified with a survey tag attached to the trunk and the tree number that corresponds with the survey plan.

"topping"

means an inappropriate pruning technique to remove the top portion of a tree's main leader(s), resulting in an overall reduction in the tree's height, size and potential health or life expectancy.

“Zoning Bylaw”

means White Rock Zoning Bylaw No. 1591, as may be amended or replaced from time to time.

Part 2 – Application and Exemptions

- ~~1. This Bylaw applies to protected trees on all lands within the designated areas in the City of White Rock as shown on Schedule “B” attached herein. (Amended by 2073)~~
1. This Bylaw applies to protected trees within the municipal boundaries of the City of White Rock.²
2. This Bylaw does not apply to protected trees that are cut, removed or damaged, pursuant to the *Railway Safety Act*, R.S. 1985, c. 32 (4th Supp.), the *Hydro and Power Authority Act*, R.S.B.C. 1996, c. 212 or the *Pipeline Act*, R.S.B.C. 1996, c. 364.
2. This Bylaw does not apply to protected trees on City-owned or occupied property or rights of way that are cut or removed by the City or its authorized agents as part of the City’s operations. Requests by residents for the trimming, pruning or removal of protected trees on City-owned or occupied property or rights of way require separated approval through the City’s Department of Engineering and Municipal Operations.

Part 3 – Prohibitions

1. No person shall cut, remove or damage any protected tree or cause, suffer or permit any such tree to be cut, removed or damaged, except where permitted by and in accordance with the terms of this Bylaw.
2. No person shall fail to comply with the terms and conditions of a tree management permit issued pursuant to this Bylaw.
3. An arborist that submits any report to the City as a requirement of this Bylaw, cannot also cut, remove or damage any tree that the arborist included in the report.
4. In the event that a protected tree is in imminent danger of falling due to natural causes, and it is not possible to obtain a tree cutting permit prior to the tree falling, the owner may cut the tree or have it cut, but shall report the cutting of the tree to the City within the next business day. The owner shall not remove the tree from the property until the City has visited the property and confirmed that the tree was in imminent danger of falling due to natural causes and injuring people or property. If the City determines that the tree was not in eminent danger, or was in eminent danger due to reasons other than natural causes, the City may consider the filing of an offense in accordance with Part 11 of this bylaw.

Part 4 – Delegation of Council Authority and Appeal to Council

1. Council hereby delegates to the Director of Planning and Development Services the authority to administer this By-law and to approve or deny Type 1 tree management permit applications, as prescribed in Part 6 of this By-law, provided that all applicants

may speak to and provide documentation to Council for a final Council decision on their application.

2. Council hereby delegates to the Director of Planning and Development Services the authority to administer this By-law and to approve or deny Type 2 tree management permit applications, as prescribed in Part 6 of this By-law, provided that all applications are reviewed and assessed in accordance with the criteria established by Council policy, and that all applicants may speak to and provide documentation to Council for a final Council decision on their application.
3. Type 3 tree management permit applications, as prescribed in Part 6 of this By-law, will be approved or denied by Council in conjunction with the associated permit or subdivision application.

Part 5 – Tree Management Permits

1. A person wishing to cut or remove a protected tree or cut and remove roots within the critical root zone of a protected tree, shall apply to the Director of Planning and Development Services for a tree management permit to cut or remove the tree or roots.
2. A notice shall be posted at the property line of the lot for which a tree management permit has been issued, in a location visible to the public and facing the street, prior to the commencement of any cutting or removal of a protected tree or roots and shall remain posted until the completion of all work related to the cutting or removal of protected trees or portion thereof on the lot. The notice shall include a copy of the tree management permit, identify by species and location the trees which are to be cut or removed and provide a contact number for the permit holder and the City.
3. A tree management permit is not required for the pruning of a protected tree provided that the pruning is conducted in accordance with the standards and recommendations of the International Society of Arboriculture. Pruning shall not include:
 - (a) the lift pruning of lower limbs to the extent that the live crown ratio is less than 50%,
 - (b) the removal of more than 25% of the crown in one season,
 - (c) topping
 - (d) the pruning or removal of a structural root within the critical root zone of a protected tree
4. The pruning and treatment of diseased trees shall be practiced where possible and practical as an alternative to the cutting or removal of a protected tree. A tree management permit will be required for the re-topping of protected trees when a safety hazard is identified and confirmed in a report by an arborist.
5. The fee for a tree management permit shall be determined as set out in Part 7 and shall be paid upon application for the permit.

Part 6 – Types of Tree Management Permit Applications, Application Submission and Approval Requirements

1. The owner of a lot where a protected tree is located shall apply for one of the following types of tree management permits to remove a protected tree or prune or remove structural roots within the critical root zone of a protected tree, and shall provide the documentation described as Application Submission Requirements at the time of application.
2. Type 1 - Tree Management Permit To Remove A Dead, Or Hazardous Protected Tree, Or Remove A Structural Root within the critical root zone of a protected tree
 - (a) Application Submission Requirements
 - (i) Complete application form
 - (ii) Application fee
 - (iii) Tree Assessment Report (not required if documentation/photos provided confirming that the tree is an imminent hazard to the public, as indicated in Part 3 of this By-law)
 - (iv) Letter from property owner with rationale for removal of protected tree
 - (v) If applicable, letter from adjacent property owner for removal of structural roots within the critical root zone of a protected tree on adjacent property
 - (b) Tree Management Permit Issuance Requirements
 - (i) No replacement tree requirements
3. Type 2 - Tree Management Permit to Remove an Unwanted Protected Tree
 - (a) Application Submission Requirements
 - (i) Complete application form Application fee
 - (ii) Tree Assessment Report
 - (iii) Letter from property owner with rationale for tree removal and commitment to plant and maintain replacement trees.
 - (iv) Photos/graphics for an application to remove tree obstructing view corridor.
 - (b) Tree Management Permit Issuance Requirements
 - (i) Replacement Tree Report and, where applicable, receipt by the City of proposed cash-in-lieu of planting of replacement trees

4. Type 3 - Tree Management Permit to Remove a Protected Tree on a Property Under Application for a Building Permit, Development Permit, Demolition Permit Or Subdivision
 - (a) Application Submission Requirements
 - (i) Complete application form
 - (ii) Application fee
 - (iii) Tree Assessment Report
 - (iv) Tree Survey
 - (v) Coordinated Site Development Plan (CSDP)
 - (b) Tree Management Permit Issuance Requirements
 - (i) Replacement Tree Report and, where applicable, receipt by the City of proposed cash-in-lieu of the planting of replacement trees
 - (ii) Securities for:
 - a. maintenance of retained protected trees;
 - b. replacement trees;
 - (c) Registration of a restrictive covenant on Title of the property or properties for the preservation and maintenance of protected trees
5. The City may revoke a tree management permit if the terms and conditions of the permit have been breached or the information supplied by the applicant in support of the permit is found by the City to have been inaccurate, incomplete or erroneous.

Part 7 – Permit Fees, Securities and Proposals for Cash-in-Lieu of Replacement Tree Planting

Permit Fees

1. The application fee for a tree management permit shall be made in accordance with the City of White Rock Planning and Procedures Bylaw. (*Amended by 2161*)
~~The application fee for a tree management permit shall be:~~
 - ~~(a) Permit Type 1 – Removal of dead, diseased or hazardous tree – No fee~~
 - ~~(b) Permit Type 2 – Removal of unwanted tree – Fee = \$150~~

Permit Type 3 - Removal of a protected tree from a property under application for a Building Permit, Development Permit, Demolition Permit and/or Subdivision
- Fee = \$150
2. Any amendment requested or required for a tree management permit that has been issued will require payment of a new application fee.

Securities and Proposals for Cash-in-lieu of Replacement Tree Planting

3. A security deposit payable by the owner of the subject lot will be required for:
 - (a) The provision and maintenance of replacement trees that will be planted after site development and construction is completed;
 - (b) The maintenance of preserved protected trees;
 - (c) The provision and maintenance of replacement trees and the maintenance of protected trees as part of a penalty for cutting, removing or damaging protected trees without a tree management permit, or cutting, removing or damaging protected trees in excess of the number allowed by the tree management permit.
4. The owner shall provide to the City the security deposit in cash or irrevocable letter of credit in a form satisfactory to the City in an amount determined under this by-law and for the period and terms specified in this By-law.
5. Notwithstanding the provisions of Part 7, Item 3 above, security for the maintenance of replacement trees will not be required for applications to remove unwanted trees, as set forth in Part 6 Item 3 of this By-law, unless required by Council as a condition of application approval.
6. Any irrevocable letter of credit required to be provided under this Bylaw shall be a clean, unconditional and irrevocable letter of credit drawn from a Canadian financial institution acceptable to the City. If, for any reason, the irrevocable letter of credit may cease to be effective security or become unenforceable so as to remove or reduce its purpose as full security for the due and proper performance of the requirements of this By-law, the owner shall replace it with a further letter of credit acceptable to the City within 21 days prior to the expiry of the letter of credit then held by the City. If the owner fails to do so, the City will draw down on the current letter of credit without notice or restriction and hold the monies in lieu thereof as security.
7. If at any time an owner fails to comply with the provisions of this By-law relating to requirements for retention of existing trees or replacement trees and their maintenance, the City may by its employees or others under its direction enter upon the lands that are the subject of the requirements, at all reasonable times and after notification to the owner, to plant replacement trees or maintain protected trees and for such purposes may draw upon the security provided and expend the funds to cover all costs and expenses of doing so.
8. Where conditions on a lot will make it impractical to plant replacement trees an applicant may make a proposal for cash-in-lieu of the planting of replacement trees. The City will use the cash-in-lieu funds to plant trees elsewhere in the City on City-owned property.
9. The amount of the security for the provision and maintenance of replacement trees or proposed cash-in-lieu of planting replacement trees shall be:
 - (a) \$1000 per replacement tree where the replacement tree required is a 6 cm caliper deciduous tree or a 3 meter tall conifer,

- (b) \$3,000 per replacement tree where the replacement tree required is a 10 cm caliper deciduous tree or a 4 meter tall conifer,
10. The amount of security for the protection and maintenance of protected trees proposed to be retained shall be:
- (a) \$2,500 per retained tree where the tree is a deciduous or coniferous tree with a trunk DBH less than or equal to 50 cm, or a native flowering or ornamental tree with a trunk DBH less than or equal to 30 cm;
 - (b) \$4,500 per retained specimen tree where the specimen tree is a deciduous or coniferous tree with a trunk DBH greater than 50 cm, or a native flowering or ornamental tree with a trunk DBH greater than 30 cm; or,
 - (c) \$10,000 per retained heritage tree, or specimen tree where the trunk DBH of the tree is greater than 65 cm.
11. The total amount of security deposited under Part 7, Items 9 and 10 above will be held by the City for a period of one year after submission of a tree replacement report or final building approval, to ensure that the protected trees are properly protected and maintained in accordance with this By-law and the tree management permit.
12. It will be a condition of release of any security provided by this By-law that the City will be satisfied that the owner has complied with the tree replacement and maintenance requirements of this By-law and the tree management permit.
13. The remaining security will be released to the owner upon receipt by the City of a letter from the owner's arborist confirming that the protected trees have been properly protected and maintained in accordance with this By-law and the tree management permit during the one year security period.

Part 8 – Replacement Trees

1. The number and size of the replacement trees is dependent upon the size of the protected tree removed. Replacement trees shall be replaced according to the following:
- (a) 30 – 50 cm DBH tree removed – Two 6 cm caliper deciduous trees or two 3 meter high coniferous trees are required for the replacement of each protected tree removed.
 - (b) 51 cm to 65 cm DBH tree removed – Three 10 cm caliper deciduous trees or three 4 meter high conifer trees are required for the replacement of each protected tree.
 - (c) 66 cm to 75 cm DBH tree – Four 10 cm caliper deciduous trees or four 4 meter high conifer trees are required for the replacement of each protected tree.
 - (d) 76 cm to 85 cm DBH specimen tree – Five 10 cm caliper deciduous trees or five 4 meter high conifer trees are required for the replacement of each protected tree.
 - (e) Greater than 85 cm DBH specimen tree – Six 10 cm caliper deciduous trees or six 4 meter high conifer trees are required for the replacement of each protected tree.

2. The required number of replacement trees may be reduced by 50 percent, provided that the DBH or height of replacement trees to be planted is increased by 75 percent or more, if so recommended by the Project Arborist.
3. Replacement tree species are to be selected by the Project Arborist from a list of recommended replacement tree species available from the City, or as recommended by the arborist, provided that the recommended species comply with the Naturescape principles set forth in the Official Community Plan. The City encourages replacement trees that are of a species that will not grow to screen or block views of neighbouring properties.
4. Notwithstanding the provisions of Part 8, Items 1 and 2 above, replacement trees for fruit-bearing and ornamental trees may be of a similar species.
5. Subject to Part 8, Items 6 and 7 below, a minimum of one replacement tree must be planted on each lot that is the location of a protected tree subject to an application.
6. Replacement Trees must meet the plant condition and structure requirements set out in the latest edition of the British Columbia Society of Landscape Architects/British Columbia Landscape & Nursery Association "B.C. Landscape Standard" and the Canadian Nursery Trade Association "Canadian Standards for Nursery Stock" to be considered acceptable by the City.
7. Replacement Trees must be planted and maintained in accordance with the requirements set out in the latest edition of the British Columbia Society of Landscape Architects/British Columbia Landscape & Nursery Association "B.C. Landscape Standard".
8. Where no construction or site disturbance on a lot is proposed that would affect the planting of replacement trees, the replacement trees must be planted within ninety (90) days of the date of issuance of the tree management permit.
9. Where the planting of replacement trees would hinder proposed site development and building construction/demolition or where proposed site development and building construction/demolition would jeopardize the survival of replacement trees, security for the planting of the replacement trees, based on the requirements of Part 7, Item 9 of this By-law, must be submitted to the City and held by the City until submission of a tree replacement report confirming the planting of those trees.

Part 9 – Tree Protection

1. All protected trees to be retained shall have a designated tree protection zone identifying the area sufficiently large enough to protect the tree and roots from disturbance. The recommended tree protection zone area can be determined by the formula outlined (see Schedule A) Retention trees must be protected with tree protection barrier fence during site development and building construction/demolition, as recommended by the owner's arborist and according to the requirements prescribed in Schedule A of this By-law.
2. The required location of the tree barrier is determined by the size of the trunk of the protected tree, as prescribed in Schedule A. These locations will only be reduced where

- the full distance cannot be provided, and the tree will not be harmed, as confirmed by a report from the Project Arborist, which report has been submitted and approved by the City. Further, the City may require measures to mitigate potential damage during the excavation and construction stages as recommended by the Project Arborist.
3. No demolition permit, building permit or tree management permit shall be issued for work on the lot where the protected tree is located until a tree protection barrier has been installed and confirmed by a report from the Project Arborist, which report has been received and approved by the City.
 4. A tree protection barrier must remain in place and in accordance with any recommendations of the owner's arborist and any requirements of the City until the removal of the tree protection barrier is recommended by a report from the Project Arborist, which report has been received and approved by the City.
 5. The Project Arborist is to submit a report to the City once a month during the period in which tree protection barriers are in place, confirming that they have visited the site and that the tree barriers are maintained as approved by the City.
 6. Site disturbance within a tree protection zone is prohibited including, but not limited to, site grading, deposition or storage of soil or any other material, disposal of any toxic material, access by any vehicle or heavy equipment, use of the area as an amenity space during construction, or use of tree trunks as a winch support, anchorage or temporary power.
 7. Any proposed work within a tree protection zone must first be recommended in a report by the Project Arborist, which report has been received and approved by the City.

Part 10 - Inspection and Assessment

1. The City is authorized to enter, at all reasonable times and after notification to the owner, any lot that is subject to the By-law to ascertain whether the regulations, prohibitions and requirements of this By-law or any tree management permit are being met or to assess or inspect any tree or tree remains on the lot.
2. Where a protected tree has been cut or damaged on a lot in violation of this Bylaw, without a tree management permit, or in excess of any permission or in violation of any terms and conditions of a tree management permit, the trunks, limbs, roots and remains of the cut or damaged tree shall not be removed from the lot until an investigation and assessment by the City is completed and the removal is expressly authorized by the City.
3. Once all replacement trees required under a tree management permit have been planted, the owner shall submit a report from his arborist to the City that the replacement tree(s) have been installed in accordance with this By-law and that a reduction or release of securities is in order.

Part 11 – Offences

1. Every person commits an offence against this By-law and is liable to a fine of not less than \$1,000 and not more than \$10,000 per offence, who:
 - (a) cuts, removes or damages a protected tree contrary to this By-law or contrary to the terms and conditions of a tree management permit;
 - (b) violates any of the provisions of this By-law or a tree management permit;
 - (c) suffers or permits any act or thing to be done in contravention or violation of any provision of this Bylaw or a tree management permit; or
 - (d) omits to do or refrains from doing anything required to be done by any of the provisions of this By-law or a tree management permit.
2. For the purposes of this By-law, each tree cut, removed or damaged in violation of this Bylaw and each day that a violation of this Bylaw is caused or permitted to continue shall constitute a separate offence.

Part 12 – Penalties

1. In the event that a person who commits an offense against this By-law fails to pay the fine before the 31st day of December in the year following the year that the fine was effected by the City, the costs shall be added to and form part of the taxes payable on the lot as taxes in arrears.
2. Prosecution of a person pursuant to Part 11 of this By-law does not exempt the person from the provisions of Part 12 of this By-law.

Part 13 – Schedules

1. Schedule “A” forms part of this By-law.
2. ~~Schedule “B” forms part of this By-law.~~³-(Amended by 2073)

Part 14 – General Provisions

1. “White Rock Tree Management Bylaw No. 1567”, consolidated with amendments is hereby repealed.
2. This By-law shall come into force on the date of final adoption hereof.

RECEIVED FIRST READING on the	26 th day of	April, 2010
RECEIVED SECOND READING on the	26 th day of	April, 2010
RECEIVED THIRD READING on the	26 th day of	April, 2010
RECONSIDERED AND FINALLY ADOPTED on the	3 rd day of	May, 2010

Catherine V. Ferguson

³ Amended by Bylaw No. 2073

MAYOR

Arthur.

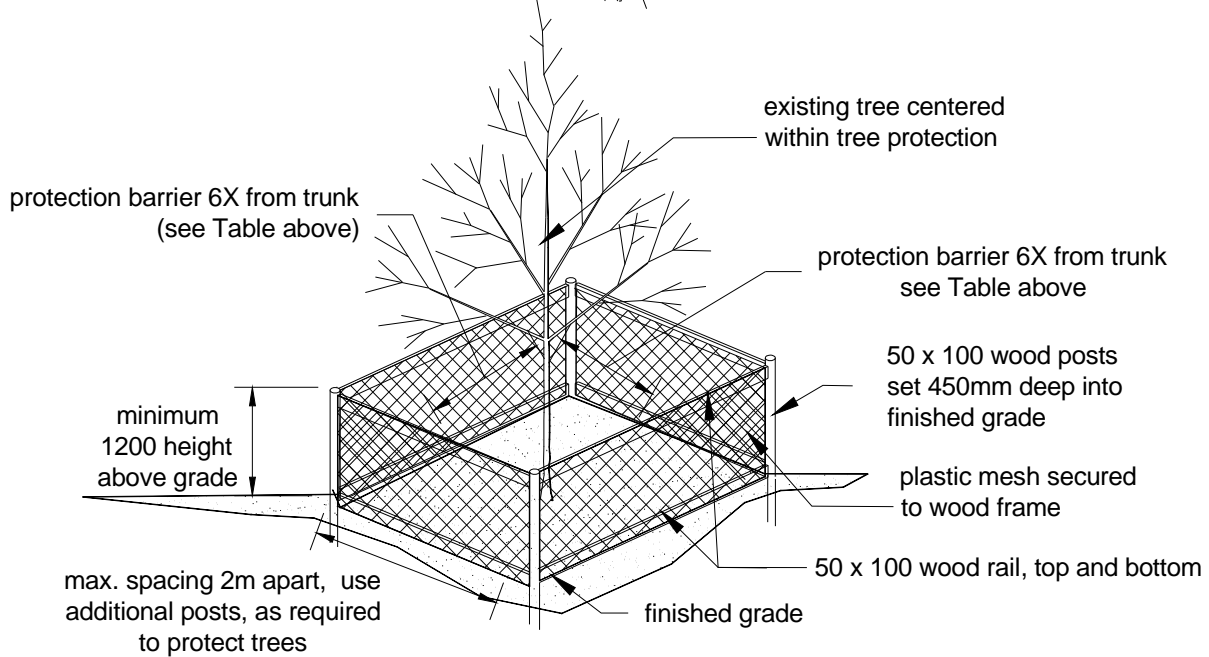
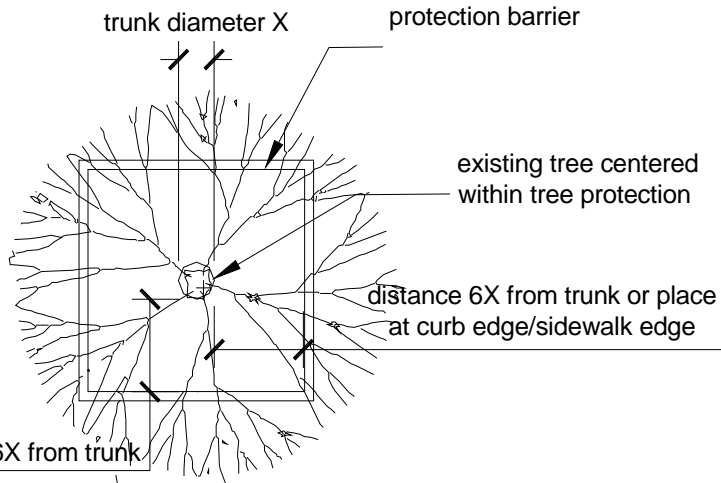
CITY CLERK

SCHEDULE "A"

Specifications for Tree Protection Barriers

TABLE: PROTECTION BARRIER DISTANCE

TRUNK DIAMETER (CM)	MINIMUM PROTECTION DISTANCE (M FROM TRUNK)
X	6X
20	1.2
25	1.5
30	1.8
35	2.1
40	2.4
45	2.7
50	3.0
55	3.3
60	3.6
75	4.5
90	5.0
100	6.0



max. spacing 2m apart, use additional posts, as required to protect trees

NOTES

Install tree protection barrier before construction begins and keep in place until landscape installation is complete.

Storage of building materials & litter within or against protection barrier is prohibited. Developer/Owner responsible for maintenance within Tree Protection Barrier.

Damaged trees will be replaced at Developer/Owner's cost.

Maintain existing grades at protection barrier for all protected retained and existing trees.

Regrading outside of protection barrier should not adversely compromise protected retained and existing trees.



POLICY TITLE: TREE MANAGEMENT ON CITY LANDS

POLICY NUMBER: OPERATIONS / ENG. - 611

<i>Date of Council Adoption:</i> June 28, 2010	<i>Date of Last Amendment:</i> July 25, 2016
<i>Council Resolution Number:</i> 2012-008, 2013 – 134, 2016-282	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 11, 2016

1. Policy

It is the policy of the City of White Rock to manage, preserve and enhance trees on City lands while taking into consideration established views from White Rock properties and scenic views in the City. The long-term objective is ensure the sustainability of the City’s urban forest assets by increasing the number of healthy trees and amount of tree canopy in the City, without negatively impacting established views that are important to City of White Rock property owners and the City.

2. Definitions

City Land - includes City property, *City Parkland*, public rights-of-way and easements, and property under lease to the City of White Rock.

City Parkland – means Bryant Park, Columbia & Balsam Hillside Park, Coldicutt Park, Memorial Park, Bayview Park, Oxford Street Park, Gage Park, Stager Park, Emerson Park, Upper Finlay (Davey) Park, Lower Finlay Park, Dolphin/Cliff Park, Five Corners Park, Ash Street Steps Park, Barge Park, Bergstrom Entrance Park, Hughes Park, Marine Drive Linear Park, Maccaud Park, Marine & Cypress Hillside Park, Prospect & Blackwood Hillside Park, Sanford Park, Stayte Road Entrance Park, Hodgson Park, Gogg’s Park, Totem Park, Peace Arch Elementary Park, Rotary Park, Vidal & Beachview Park.

City Tree – a living, woody plant with roots and branches that has a trunk DBH greater than 6 centimeters.

DBH (Diameter at Breast Height) - means the diameter of the trunk of a tree at 1.4 metres above the base of a tree. For multi-trunk trees, each trunk shall be measured 1.4 metres above the highest point of the natural grade of the ground measured from grade and the DBH of the tree shall equal the cumulative total of the three largest trunks.

Hazardous Tree - means a tree identified in writing by a Certified Tree Risk Assessor as having significant structural defects and an extreme hazard risk which could lead to part or the entire tree falling and causing personal injury or significant property damage.

Significant Tree – means any tree on *City land* that is of particular significance to the City, due to landmark value, cultural, historical, ecological or social import and has been included in the Significant Tree Registry of the Significant Tree Policy.

Tree Topping – means an inappropriate pruning technique to remove the top portion of a tree's main leader(s), resulting in an overall reduction in the tree's height, size and potential health or life expectancy.

View/View Corridor - A three dimensional area extending out from a viewpoint. The width and depth of the view corridor depends on the focus of the view. The focus of the view may be a single object, such as a mountain, which would result in a relatively narrow corridor, or a group of objects, such as a downtown skyline, which would result in a wide corridor. Panoramic views, such as areas of ocean, have wider corridors.

3. Management of City Trees

- a) The City manages trees on City lands:
 1. for the trimming and removal of trees for health reasons, such as thinning, spacing, pruning and treatment of diseased trees;
 2. for the trimming, pruning or removal of trees for safety reasons such as hazardous, dead or diseased trees that cannot be treated;
 3. for the trimming or removal of trees and vegetation that interfere with visibility at intersections and driveway entrances, the illumination of City lands by street lighting, or pose a risk for damage to infrastructure such as water, sanitary, storm, sidewalks, power lines, etc.;
 4. for the control of invasive species;
 5. for the maintenance of views from City viewpoints;
 6. for the maintenance of slope stability and other geotechnical purposes;
 7. for the planting of replacement and new trees; and
 8. for the removal and replanting of trees as part of a parks or right-of-way (ROW) redevelopment plan.
- b) The pruning or removal of a City tree is the sole responsibility of the City of White Rock and its authorized agents. The pruning or removal of a City tree without a City permit is subject to fines as detailed in Section 9 of this Policy.
- c) The planting of trees, shrubs or other vegetation on City lands by White Rock property owners, residents or visitors is prohibited, unless authorized by a City Boulevard Improvement Permit. The City reserves the right to remove vegetation that has been planted on City property without a permit.
- d) Trees are considered to be joint property of the City and a property owner when any part of the tree trunk crosses a shared property line.

4. Exemptions

This policy does not apply to trees on City lands that are cut, removed or damaged, pursuant to the *Railway Safety Act*, R.S. 1985, c. 32 (4th Supp.), the *Hydro and Power Authority Act*, R.S.B.C. 1996, c. 212 or the *Pipeline Act*, R.S.B.C. 1996, c. 364.

5. Refusal of Requests to Prune or Remove Trees on City Lands

The following types of requests to remove a tree on City land will not be considered:

- a) A tree will not be pruned or removed from City lands due to concerns related to size, shade or leaf, flower, pitch or seed litter. These are naturally occurring situations inherent to a tree and will not be considered as justification for tree pruning or removal.
- b) A tree will not be pruned or removed from City lands:
 - i) during bird nesting season from February 1 to August 31,
 - ii) which has evidence of active nesting, or
 - iii) has evidence of use by raptors, as defined in the *Section 34* of the *Wildlife Act*, R.S.B.C. 1996, c. 488.
- c) A *significant tree* on City lands will not be pruned or removed.
- d) A tree on *City parkland* will not be pruned or removed.
- e) A tree in a City ravine area will not be pruned or removed in contradiction to the federal *Fisheries Act* and the provincial *Riparian Areas Regulations*.
- f) A tree will not be pruned or removed from City lands to establish a new view.
- g) A tree on City land will not be topped. The topping of a tree can cause permanent damage by promoting decay as well as leading to hazardous conditions due to unnatural, dense and weak branching structure. Previously topped trees may be considered for re-topping, provided that the re-topping, in the opinion of the City Arborist, will not result in future hazardous conditions for the tree.

6. Applications to Permit the Pruning or Removal of a Tree on City Lands

- a) City policy is to retain trees on City lands where practical. However, residents may apply for the trimming, pruning or removal of trees on City lands as outlined below. (Application Form- Appendix A)
- b) Applications are made to the City's Department of Engineering and Municipal Operations.

- c) The pruning or removal of a healthy tree on City land is a private benefit to the property owner. All costs necessary for the approved pruning or removal of a tree on City land, as determined by the Director of Engineering and Municipal Operations, will be at the expense of the applicant.
- d) Applications to trim, prune or remove a tree on City land to re-establish a view will be considered only in those instances in which a White Rock property owner is able to clearly demonstrate that a City tree has grown over a period of time to obscure an established view from their White Rock property.

6.1 Applicant Requirements

- a) Applicants must be an owner of a property in White Rock within 30 metres of the tree under application.
- b) Applicants must have owned the property for which the application has been made for a continuous period of not less than 2 years.
- c) No more than 1 application to prune or remove a specific tree(s) will be considered from a the same property owner within a 2 year period.

6.2 Application Submission Requirements

- a) Completed tree trimming/pruning/removal application.
- b) Written rationale describing the manner in which a view has been obscured by tree growth, and the manner in which the applicant wishes to have the tree pruned or removed in order to re-establish a view.
- c) Non-refundable fee as outlined in the City of White Rock Planning and Procedures Bylaw, 2009, No. 1869.
- d) Property title demonstrating 2 years of continuous property ownership prior to the date of application.
- e) Photographic and/or graphic information that clearly demonstrates the manner in which a view has become obscured by tree growth. City staff may require a site visit to substantiate the information submitted. Refusal to allow City staff to access a property may result in the closing of the application.
- f) Funds for geotechnical/hydrological assessments, as deemed necessary by the Director of Engineering & Municipal Operations in order to review the application.

6.3 Notification Prior to Decision

The City will provide notification as follows:

- a) The City will mail letters, with an attached response form, to all White Rock property owners within 30 metres of the tree under application, notifying the property owners of the application, the rationale provided for tree pruning or removal, providing a recent photograph of the tree, and requesting that the White Rock property owners complete the response form and submit it to the Engineering and Municipal Operations Department, indicating either support or opposition to the application.
- b) Response forms indicating support or opposition to the proposed tree pruning or removal are to be received within 2 weeks of the letter delivery. Any response forms received after this time period will not be considered.

6.4 Criteria for Decision

- a) The tree under application must be clearly demonstrated to have increased in size to obscure an established view from the application property, as determined by the Director of Engineering and Municipal Operations.
- b) 65% of the response forms received by the Engineering and Municipal Operations Department from White Rock property owners within 30 metres of the tree must indicate support for the proposed tree pruning or removal. A maximum of one property owner response form will be considered from each White Rock address. Only response forms clearly indicating support or opposition to the proposed tree pruning or removal will be considered. Responses or surveys submitted on behalf of nearby property owners or residents will not be considered.

6.5 Application Approval Requirements

- a) Submission of funds for retaining systems and hydrological improvements, as determined by the Director of Engineering & Municipal Operations.
- b) Submission of tree pruning, tree removal and cleanup costs.
- c) Submission of funds for tree replacement, as follows:
 - (a) 6 – 50 cm DBH tree removed - \$2,000
 - (b) 51 cm to 65 cm DBH tree removed - \$9,000
 - (c) 66 cm to 75 cm DBH tree - \$12,000
 - (d) 76 cm to 85 cm DBH - \$15,000
 - (e) Greater than 85 cm DBH tree - \$18,000

6.6 Application Decision

- a) The approval or denial of an application to prune or remove a tree on City lands will be made by the Director of Engineering & Municipal Operations, whose decision is final.
- b) A final decision on an application to prune or remove a tree on City lands will be provided in a timely manner, and in any case within 60 days of the date of application, unless extended by mutual agreement between the applicant and the Director of Engineering and Municipal Operations.
- c) Written confirmation of the decision will be provided to the applicant, all White Rock property owners within 30 metres of the tree, and Council.

7. Tree Pruning, Removal and Planting

- a) All tree pruning, removal and replacement resulting from an approved application to prune or remove a tree on City lands will be conducted by City staff and/or their designated agents.
- b) A minimum of 2 trees will be planted on City property as replacements for each tree removed as a result of an approved tree removal application, except as detailed in the following sections c) and d).
- c) Securities submitted for tree replacement may be applied to the installation of any form of vegetation, including trees, on City lands, as determined by the Director of Engineering & Municipal Operations.
- d) Trees planted as new or replacement trees will be sited and of a species such that they will not grow to obscure established views from White Rock properties.

8. Trees on City Lands Impacted by Development

Requests to prune or remove City trees that are the result of applications for rezoning, development permit, demolition permit, building permit, or subdivision of properties within 30 metres of the tree will be reviewed as Type 3 requests under Tree Management Bylaw No. 1831, in conjunction with the development proposal and forwarded to Council for decision simultaneous with the development proposal. Application fees, securities, proposals for cash-in-lieu, replacement trees, tree protection, and inspection and assessment shall be as outlined in Parts 7 to 10 of Bylaw No. 1831.

9. Fines

Any person who willfully prunes, damages or removes a tree from City lands is guilty of an offense and is liable to the fines and penalties as set forth in the City of White Rock *Ticketing for Bylaw Offences Bylaw*, 2011, No. 1929, as amended, and any penalties imposed by the Offense Act R. S. B. C. 1996, C. 338.

BC PLANT HEALTH CARE INC.

ARBORIST REPORT

JOB NAME: City of White Rock – 20190611

RE: Arborist Report for a Level 1 Risk Assessment

SITE: 1235 Oxford Street, White Rock

PREPARED FOR: Steve Whitton
City of White Rock
877 Kiel Street
White Rock, V4B 4V6
Work: 604-541-2119
Mobile: 604-541-2210
Email: swhitton@whiterockcity.ca

DATE: June 13th, 2019

PROJECT ARBORIST: Reid Hardman
I.S.A. Certified Tree Risk Assessor #651
I.S.A. Tree Risk Assessment Qualification
I.S.A. Certified Arborist/Climber Specialist-PN #5910AT
I.T.A. Certified Utility Arborist #00013-TT-14
I.T.A. BC Certificate of Qualification Arborist Technician#00007-TA-10

18465 53rd Avenue | Phone: 604-575-8727
Surrey, BC, V3S 7A4 | Fax: 604-576-2972
Email: info@bcplanthealthcare.com
24 Hour Emergency Pager 604-607-1616



June 13th, 2019

City of White Rock

877 Kiel Street

White Rock, V4B 4V6

Work: 604-541-2119


Mobile: 604-541-2210

Email: swhitton@whiterockcity.ca




Attention: Mr. Steve Whitton

Re: Arborist Report of Level One Tree Risk Assessment at 1235 Oxford Street, White Rock

INTRODUCTION / ASSIGNMENT

 BC Plant Health Care Inc. has been contracted by the City of White Rock to provide a basic level 1 tree risk assessment for [2] Douglas fir () located along Oxford Street, east of 1235 Oxford Street, White Rock. The purpose of this assignment was to perform a tree risk assessment in the context of determining the overall risk and the potential for mitigation and retention. Both trees have been monitored for several years. In 2009, the south tree started to decline and had been monitored to assess the rate of decline. In 2016, the north tree started to decline and was added to the monitoring. On December 20th, 2018, a significant windstorm hit the area, causing portions of both trees to fail and strike two homes. I, Reid Hardman, was the lead arborist for this assignment. I visited the site on May 16th, 2019 and completed a basic level 1 visual assessment. On May 17, 2019, the findings were verbally reported back to City Arborist Steve Whitton. This report was completed on the afternoon of June 13th, 2019, at the request of City staff. The report includes only the information that was discussed and included in the initial assessment.

OBSERVATIONS

-  Both trees are located along the east side of property 1235 Oxford Street and adjacent Oxford Street. A basic visual inspection showed advanced decline in the upper canopy of both trees.
-  Crown vigour was low and appeared to be heavily reduced on the remaining canopy.
-  Multiple branch stubs remained and could be seen from the ground in both canopies which indicated multiple recent failures.

DISCUSSION

- 🌳 The home to the west of the tree has reported multiple dead branches failing onto the home, this was supported based on the site assessment. Further discussions with the home to the east across the road, also reported similar issues, which were also supported based on the evidence of previous branch failures.
- 🌳 The site is considered an arterial road with several local connectors. Based on the height of the trees, multiple homes, including multiple sidewalks, are all within range.
- 🌳 The first concern that was obvious during my visual tree assessment was the advanced decay in the upper canopy of both trees. The tops had been dead for several years, and multiple signs of past failures were observed from the ground. The upper canopy of the south tree was dead and measured at approximately 40% total tree height. The north tree also had a dead top and was measured at approximately 35% total tree height.
- 🌳 My secondary concern was the rate of decline. In 2009 the south tree initiated a declined state and rapidly declined. Upon review, very few branches were left as the majority had already failed onto targets below. The stability of the upper trunk is a major concern as the entire section of tree will likely fail during normal wind events. The north tree has been declining since 2016 and is also quickly failing apart.
- 🌳 The option to remove the dead sections and retain the remaining portion of each tree was considered. However, after assessing the remaining canopies it was evident that the both trees were in full decline and the remaining canopies were already declining to a point that would not make retention suitable or viable due to risk.

CONCLUSION

- 🌳 At this time, the overall risk to people, property and activities is considered *High*. The assessed issues have now become very clear. The trees cannot reasonably be retained as they are in a state of heavy decline. At this stage it may be reasonable for the risk manager/owner to review whole tree removal.
- 🌳 The probability of failure of tree components as a result of advanced internal wood decay is considered *High* within the next year. The most likely target within proximity is the home to the west and the overhead power lines.

RECOMMENDATIONS

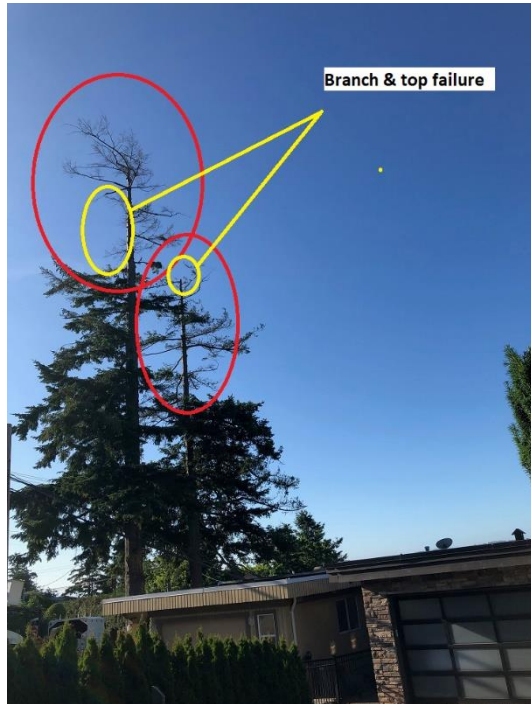
- 🌳 Both trees are recommended for removal due to the current risk. These trees are not a suitable candidate for retention due to the advanced decline noted in the lower crown. Failure of both tops is only a matter of time.

ATTACHMENTS

- 🌳 This report includes the following supporting documents:
 - 📍 Photos of the tree assessment
 - 📍 An aerial site map obtained from Cosmos online mapping system
 - 📍 The Overall Risk Ratings and Action Thresholds
 - 📍 The Limitations of Assessment



Aerial Site Map
1235 Oxford Street, White Rock



Tree #	Species	Common Name	Site Description	General Health	Live Crown Ratio	Age	By/law Class	Condition Type	Location of Condition	Condition Notes	Severity of Condition	Target	Zone [Occ. Move Restrict]	Failure Probability	Impact Likelihood	Likely Consequences	Risk Rating of Condition	Mitigation
South	<i>Pseudotsuga menziesii</i>	Douglas fir	Arterial road and Residence (City Boulevard)	Poor	40-50%	Mature (40+)	Protected (size)	Dead top	Trunk	Previous failures	major	House	house Within dripline Frequent No No	Probable	High	Significant	High	Remove whole tree, rate of decline on remaining section is too high.
North		Douglas fir	Arterial road and Residence (City Boulevard)	Poor	50-60%	Mature (40+)	Protected (size)	Dead top	Trunk	Previous failures	Major	House	house Within dripline Frequent No No	Probable	High	Significant	High	Remove whole tree, rate of decline on remaining section is too high.

Qualitative Tree Risk Assessment Guidelines

Qualitative risk assessment is the process of using ratings of the likelihood and consequences of an event to determine a risk level and evaluate the level of risk against qualitative criteria.

Matrix used to estimate the likelihood of a tree failure impacting a specified target

<u>Likelihood of Failure</u>	<u>Likelihood of Impact</u>			
	<i>Very Low</i>	<i>Low</i>	<i>Medium</i>	<i>High</i>
<i>Imminent</i>	Unlikely	Somewhat likely	Likely	Very likely
<i>Probable</i>	Unlikely	Unlikely	Somewhat likely	Likely
<i>Possible</i>	Unlikely	Unlikely	Unlikely	Somewhat likely
<i>Improbable</i>	Unlikely	Unlikely	Unlikely	Unlikely

Likelihood of Failure

- **Improbable** – the tree or tree part is not likely to fail during normal weather conditions and may not fail in extreme weather conditions within the specified time frame.
- **Possible** – failure may be expected in extreme weather conditions, but it is unlikely during normal weather conditions within the specified time frame.
- **Probable** – failure may be expected under normal weather conditions within the specified time frame.
- **Imminent** – failure has started or is most likely to occur in the near future, even if there is no significant wind or increased load. This is an infrequent occurrence for a risk assessor to encounter, and it may require immediate action to protect people from harm. The imminent category overrides the stated time frame.

Likelihood of Impact

- **Very low** – the chance of the failed tree or tree part impacting the specified target is remote. Likelihood of impact could be very low if the target is outside the anticipated target zone or if occupancy rates are rare. Another example of very low likelihood of impact is people in an occasionally used area with protection against being struck by the tree failure due to the presence of other trees or structures between the tree being assessed and the targets.
- **Low** – there is a slight chance that the failed tree or tree part will impact the target. This is the case for people in an occasionally used area with no protection factors and no predictable direction of fall, a frequently used area that is partially protected, or a constant target that is well protected from the assessed tree. Examples are vehicles on an occasionally used service road next to the assessed tree, or a frequently used street that has a large tree providing protection between vehicles on the street and the assessed tree.

- **Medium** – the failed tree or tree part could impact the target but is not expected to do so. This is the case for people in a frequently used area when the direction of fall may or may not be toward the target. An example of a medium likelihood of impacting people could be passengers in a car traveling on an arterial street (frequent occupancy) next to the assessed tree with a large, dead branch over the street.
- **High** – the failed tree or tree part is likely to impact the target. This is the case when there is a constant target with no protection factors, and the direction of fall is toward the target.

Risk rating matrix showing the level of risk as the combination of likelihood of a tree failing and impacting a specified target, and severity of the associated consequences.

<u>Likelihood of Failure and Impact</u>	<u>Consequences of Failure</u>			
	<i>Negligible</i>	<i>Minor</i>	<i>Significant</i>	<i>Severe</i>
<i>Very likely</i>	Low	Moderate	High	Extreme
<i>Likely</i>	Low	Moderate	High	High
<i>Somewhat likely</i>	Low	Low	Moderate	Moderate
<i>Unlikely</i>	Low	Low	Low	Low

Consequences of Failure

- **Negligible** – no personal injury, low-value property damage, or disruptions that can be replaced or repaired.
- **Minor** – minor personal injury, low-to-moderate value property damage, or small disruption of activities.
- **Significant** – substantial personal injury, moderate- to high-value property damage, or considerable disruption of activities.
- **Severe** – serious personal injury or death, high-value property damage, or major disruption of important activities.

Overall Tree Risk Rating

- **Low** – some trees with this level of risk may benefit from mitigation and maintenance measures, but immediate action is not usually required. Tree risk assessors may recommend retaining and monitoring these trees, as well as mitigation that does not include removal of the tree.
- **Moderate** – the tree risk assessor may recommend mitigation and/or retaining and monitoring. The decision for mitigation and timing of treatment depends upon the risk tolerance of the tree owner or manager.
- **High** – tree risk assessor should recommend mitigation measures be taken as soon as is practical. The decision for mitigation and timing of treatment depends upon the risk tolerance of the tree owner or risk manager.
- **Extreme** – tree risk assessor should recommend that mitigation measures be taken as soon as possible. In some cases, this may mean immediate restriction of access to the target zone area to avoid personal injury.

Limitations of this Assessment

It is BC Plant Health Care Inc.'s policy to attach the following clause regarding limitations. We do this to ensure that developers or owners are clearly aware of what is technically and professionally realistic in retaining trees.

The assessment of the trees presented in this report has been made using accepted arboricultural techniques. These include a visual examination of the above-ground parts of each tree for structural defects, scars, external indications of decay such as fungal fruiting bodies, evidence of insect attack, discolored foliage, the condition of any visible root structures, the degree and direction of lean (if any), the general condition of the tree(s) and the surrounding site, and the proximity of property and people. Except where specifically noted in the report, none of the trees examined were dissected, cored, probed, or climbed, and detailed root crown examinations involving excavation were not undertaken.

Notwithstanding the recommendations and conclusions made in this report, it must be raised that trees are living organisms, and their health and vigor constantly change over time. They are not immune to changes in site conditions, or seasonal variations in the weather conditions.

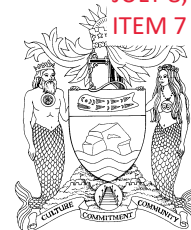
While reasonable efforts have been made to ensure that the trees recommended for retention are healthy, no guarantees are offered, or implied, that these trees, or any parts of them, will remain standing. It is both professionally and practically impossible to predict with absolute certainty the behavior of any single tree or group of trees or their component parts in all circumstances. Inevitably, a standing tree will always pose some risk. Most trees have the potential for failure in the event of adverse weather conditions, and this risk can only be eliminated if the tree is removed.

Although every effort has been made to ensure that this assessment is reasonably accurate, the trees should be re-assessed periodically. The assessment presented in this report is valid at the time of inspection.

CONSOLIDATED FOR CONVENIENCE ONLY

This Bylaw is a consolidation of the bylaws amending "White Rock Tree Management Bylaw, 2008, No. 1831." Efforts are made to ensure that this consolidation is current; however, accuracy and completeness cannot be guaranteed. Original bylaws should be consulted for all interpretations and applications of the bylaw regarding this subject.

ON TABLE
JULY 8, 2019 - G/L
ITEM 7



THE CORPORATION OF THE CITY OF WHITE ROCK BYLAW 1831

Consolidation includes:

- Bylaw 2073 (December 18, 2014)
- Bylaw 2161 (September 12, 2016)
- Bylaw 2215 (October 23, 2017)

A Bylaw to regulate and prohibit the cutting, removal and damage of trees, the issuance of permits for the same, and the requirement for replacement trees and of securities for their provision and maintenance.

WHEREAS pursuant to Sections 8(3) (c) and 50 to 52 of the *Community Charter*, a city may, by bylaw, exercise certain powers to preserve and protect trees within the city, regulate the removal of trees and require their replacement;

AND WHEREAS trees provide an essential environmental function contributing to a clean air environment as well as providing habitat for birds and wildlife;

AND WHEREAS Council considers it is in the public interest to provide for the conservation and propagation of trees, and the regulation of their removal and replacement;

Under its statutory powers, including Sections 8(3) (c) and 50 to 52 of the *Community Charter*, the Council of the Corporation of the City of White Rock, in open meeting assembled, enacts the following provisions:

Part 1 –Introductory Provisions

Title

1. This Bylaw may be cited as “White Rock Tree Management Bylaw, 2008 No. 1831.”

Purpose

2. This Bylaw is intended to:
 - (a) Protect trees on private property and City-owned properties within the City;
 - (b) Prohibit the removal of protected trees in the City of White Rock without a permit;
 - (c) Prohibit the damaging of protected trees;
 - (d) Regulate and establish requirements for the removal, preservation, protection and replacement of protected trees through a permit process; and,
 - (e) Set forth inspection and enforcement provisions for protected tree conservation, removal and replacement, and penalties for damaging or removing protected trees without a permit.

Definitions

3. In this Bylaw,
“arborist” or “Project Arborist”
means a person who is:

- (a) a Certified Arborist by the International Society of Arboriculture, or a Certified Tree Risk Assessor (TRAQ); or,
- (b) a Registered member of the Association of BC Forest Professionals with a specialization in urban forestry.

"caliper"

means the trunk size of a deciduous replacement tree, measured at 15 cm above the ground at the base of the tree.

"City"

means the Corporation of the City of White Rock.

"City Arborist"

means a person retained and / or designated by the City as the City's arborist.

"City-Owned Properties"

means all properties owned by the City of White Rock, plus all road rights-of-way and dedications under jurisdiction of the City of White Rock.

"coordinated site development plan (CSDP)"

means a site development plan for a proposed project that has been coordinated with all project consultants and reviewed, approved and signed by the owner (or authorized agent), project Architect, Landscape Architect, Project Arborist, and Builder (the "Project Team"), where appropriate.

The CSDP must clearly identify all site works proposed within or immediately adjacent to the critical root zones of all protected trees, and clearly state when the project arborist is required to be on-site to supervise work. Site works to address include but are not limited to building location, excavation, site grading, site servicing, driveway location, sidewalks, retaining walls, and tree removals. Specific construction techniques must be outlined that will minimize potential impacts to protected trees, where appropriate.

"Council"

means the municipal Council of the Corporation of the City of White Rock.

"critical root zone"

means the area of land surrounding the trunk of a tree contained within a circle of radius equal to the DBH of the tree multiplied by 6, or one meter beyond the drip line of the tree, whichever is the greater distance.

"cut"

means to cut down a tree and shall include to pull up, push or pull over or otherwise fall a tree.

“damage”

means any action which will cause a tree to die or to decline, including, but not limited to: girdling, ringing, removing bark from a tree, dent, gouge, puncture or damage a tree trunk, poisoning, burning, undermining structural roots within the critical root zone, excessive pruning, excessive crown lifting, topping, or pruning in a manner not in accordance with the most recent edition of the “American National Standards Institute Publication A300” and the most recent edition of the companion publication “Best Management Practices – Tree Pruning”, published by the International Society of Arboriculture.

“diameter at breast height” (DBH)

means the diameter of the trunk of a tree at 1.4 metres above the base of a tree. For multi-trunk trees, each trunk shall be measured 1.4 metres above the highest point of the natural grade of the ground measured from grade and the DBH of the tree shall equal the cumulative total of the three largest trunks.

“Director of Planning and Development Services”

means the person appointed by Council as the Director of Planning and Development Services or the duly authorized designate.

“drip line”

means a circle on the ground around the trunk of a tree, the radius of which is the distance between the outermost twigs of the tree and the centre point of the trunk, or its vertical extension.

“hazardous tree”

means a tree identified in writing by a Certified Tree Risk Assessor as having significant structural defects and an extreme hazard risk which could lead to part or all of the tree falling and causing personal injury or significant property damage.

“hedge”

means four or more trees or shrubs 6 metres high or less, planted 1 metre or less apart, that forms a continuous, linear screen of vegetation that provides privacy, fencing, wind breaking, and/or boundary definition.

“heritage tree”

means a tree that is of cultural or historical value to the City and that has been designated as a heritage tree.

“live crown ratio”

means the height of the part of a tree with live branches divided by the total height of the tree.

“lot”

means land designated as a separate and distinct parcel on a legally recorded subdivision plan or description filed in the records of the New Westminster Land Titles Office.

“lower value tree”

means a protected tree with significant structural issues from past pruning or due to natural events, or a severely diseased protected tree with limited life expectancy, as determined at the sole discretion of the City. Fruit trees, alders, and cottonwoods also qualify as lower value trees.

“natural causes”

means death or decline of a tree as a result of natural diseases, pests, climactic, hydrological and geotechnical conditions, inherent structural defects or ageing.

“Official Community Plan”

means the Official Community Plan of the City of White Rock, No. 2220, as may be amended or replaced from time to time.

"off-site tree"

means a tree of any size planted either on the property line or on neighbouring properties.

"on-site tree"

means a protected tree located within the boundary of the lot.

“owner”

means the registered owner in fee simple of a lot upon which a tree is located; or their authorized agent.

“protected tree”

means a woody plant with roots and branches that has a trunk DBH of 30cm or greater, as well as:

- (a) a replacement tree of any size planted as a requirement of a tree management permit;
- (b) a tree, hedge, or shrub of any size on City-owned properties;
- (c) a tree with evidence of nesting or use by raptors as defined in the *Wildlife Act*, R.S.B.C. 1996, c. 488 or the nest of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl; or
- (d) an Arbutus (*Arbutus menziesii*), Garry Oak (*Quercus garryana*), or Pacific Dogwood (*Cornus nutalii*) of any size.

Invasive species (including holly trees) and hedges on private property are not considered protected trees.

“replacement tree”

means a tree required in accordance with this Bylaw, to replace a tree cut, removed or damaged. Deciduous replacement trees must have a minimum caliper of 6cm, and coniferous replacement trees must be at least 3 metres in height. Hedges will not be considered as replacement trees.

“remove”

means to cut a tree and/or to remove it from the lot where it exists, or the elimination of any tree from its present location.

"structural root"

means large, woody, tree roots that anchor and support the trunk and crown; roots characterized by secondary thickening and relatively large diameter (greater than 2 cm diameter) giving form to the root system and functioning in anchorage and support.

“tree assessment report” or “arborist report”

means a report prepared by an arborist, that documents the size (dbh), height, location, species, live crown ratio, health, and structure of all protected trees on a lot and on the property adjacent thereto. A photo of each protected tree must also be included.

The report must include a recommendation to retain or remove each protected tree, based on the details of the proposed works. If a protected tree proposed for removal is a member of a stand of trees, the report must comment on the impact of tree removal on the health of the remaining trees in the stand.

The report must include a plan that shows the location of all protected trees proposed for removal or preservation, the extent of canopy/critical root zone for each protected tree, the location of all proposed buildings, and the location of all required tree protection barriers. A separate plan must also be included that identifies all protected trees that are to be retained as well as the species and location of all proposed replacement trees.

A report remains valid for six months from the date it is signed and dated by the project arborist.

“tree barrier confirmation letter”

means a letter prepared by the project arborist confirming that all required tree protection barriers have been constructed and located correctly. The letter must include photos of the tree protection barriers and a plan showing the approved location of the tree protection barriers.

“tree management permit”

means the written authority granted by the City pursuant to Parts 6 and 7 of this Bylaw to regulate the protection and retention of protected trees, the removal of

protected trees, and/or the removal of structural roots within the critical root zone of protected trees.

“tree protection barrier”

means a barrier constructed around a tree in accordance with the most current requirements of the City to protect the tree from damage during site work or construction. Tree protection barriers shall be constructed in accordance to Schedule A, with the locations as recommended by the project arborist and approved by the City based on the critical root zones of protected trees.

“tree protection zone”

means the area within a tree protection barrier.

“tree protection and replacement report”

means a report prepared by the project arborist upon completion of all works on a site that confirms that all requirements related to tree protection outlined in the tree management permit and CSDP have been followed. The report must clearly state when the arborist was on site and identify the works that were supervised, and include comments on the health and long-term survivability of all retained protected trees. Photos of the work that was supervised must be included in the report.

The report must also identify the size and species of all replacement trees, and include a plan showing the location of all replacement trees. The project arborist must comment on the health of the replacement trees, and confirm that all replacement trees have been planted correctly and are expected to survive long-term. A photo of each replacement tree must also be included.

“tree survey”

means a survey plan prepared by a BC Land Surveyor that illustrates the tree number and location, size, and species of all protected on-site trees and off-site trees within 4 meters of the property lines. The tree survey shall also show the dripline of each tree, the existing base elevation of each tree, and the footprint of the existing and proposed buildings.

"topping"

means an inappropriate pruning technique to remove the top portion of a tree's main leader(s), resulting in an overall reduction in the tree's height, size and potential health or life expectancy.

“Zoning Bylaw”

means White Rock Zoning Bylaw No. 2000, as may be amended or replaced from time to time.

Part 2 – Application and Exemptions

1. This Bylaw applies to protected trees within the municipal boundaries of the City of White Rock.
2. This Bylaw does not apply to protected trees that are cut, removed or damaged, pursuant to the *Railway Safety Act*, R.S. 1985, c. 32 (4th Supp.), the *Hydro and Power Authority Act*, R.S.B.C. 1996, c. 212 or the *Pipeline Act*, R.S.B.C. 1996, c. 364.
3. This Bylaw does not apply to protected trees on City-owned properties that are cut or removed by the City or its authorized agents as part of the City's operations. Requests by residents for the trimming, pruning or removal of protected trees on City-owned properties require separate approval through the City's Department of Engineering and Municipal Operations.

Part 3 – Prohibitions

1. No person shall cut, remove or damage any protected tree or cause, suffer or permit any such tree to be cut, removed or damaged, except where permitted by and in accordance with the terms of this Bylaw.
2. No person shall fail to comply with the terms and conditions of a tree management permit issued pursuant to this Bylaw.
3. An arborist that submits any report to the City as a requirement of this Bylaw, cannot also cut, remove or damage any tree that the arborist included in the report.
4. In the event that a protected tree is in imminent danger of falling due to natural causes, and it is not possible to obtain a tree cutting permit prior to the tree falling, the owner may cut the tree or have it cut, but shall report the cutting of the tree to the City within the next business day. The owner shall not remove the tree from the property until the City has visited the property and confirmed that the tree was in imminent danger of falling due to natural causes and injuring people or property. If the City determines that the tree was not in eminent danger, or was in eminent danger due to reasons other than natural causes, the City may consider the filing of an offense in accordance with Part 11 of this bylaw.

Part 4 – Delegation of Council Authority and Appeal to Council

1. Council hereby delegates to the Director of Planning and Development Services the authority but not the duty to:
 - (a) administer the provisions of this Bylaw; and
 - (b) approve or deny an application for a Type 1, Type 2, and Type 3 tree management permit, if the application complies with the requirements for the applicable permit under Part 6.

2. Council hereby delegates to the Director, Planning and Development Services the authority to grant exemptions in respect of a provision of this Bylaw, in circumstances where:
 - (a) the presence of utility and/or City infrastructure, as well as sight-line areas for the safe operation of motor vehicles and safe passage of cyclists and pedestrians, impacts the ability to fully implement the provisions of this Bylaw;
 - (b) existing subject property configuration, slope and geotechnical characteristics, and constraints on the subject property by the configuration, slope and geotechnical characteristics of immediately adjacent properties, impacts the ability to fully implement the provisions of this Bylaw; or
 - (c) replacement trees having the size specified in this Bylaw are not reasonably available from area suppliers, subject to confirmation of this lack of availability, and smaller-sized trees are available for replacement purposes, to the satisfaction of the Director, Planning and Development Services.

Part 5 – Tree Management Permits

3. A person applying for a Demolition Permit or a Building Permit or a person wishing to cut or remove a protected tree or cut and remove roots within the critical root zone of a protected tree, must apply to the Director of Planning and Development Services for a tree management permit. The tree management permit must be approved prior to the issuance of the Demolition or Building Permit. A tree management permit is not required if it is confirmed through a tree survey and a site visit by City staff that no protected trees or critical root zones of protected trees are present within the boundaries of the lot.
4. A notice shall be posted at the property line of the lot for which a tree management permit has been issued, in a location visible to the public and facing the street, prior to the commencement of any cutting or removal of a protected tree or roots and shall remain posted until the completion of all work related to the cutting or removal of protected trees or portion thereof on the lot. The notice shall include a copy of the tree management permit, identify by species and location the trees which are to be cut or removed and provide a contact number for the permit holder and the City.
5. A tree management permit is not required for the pruning of a protected tree provided that the pruning is conducted in accordance with the standards and recommendations of the International Society of Arboriculture. Pruning shall not include:
 - (c) the lift pruning of lower limbs to the extent that the live crown ratio is less than 50%,
 - (d) the removal of more than 25% of the crown in one season,
 - (e) topping
 - (f) the pruning or removal of a structural root within the critical root zone of a protected tree
6. The pruning and treatment of diseased trees shall be practiced where possible and practical as an alternative to the cutting or removal of a protected tree. A tree

management permit will be required for the re-topping of protected trees when a safety hazard is identified and confirmed in a report by an arborist.

7. The fee for a tree management permit shall be as set out in City of White Rock Planning Procedures Bylaw, and shall be paid upon application for the permit.

Part 6 – Types of Tree Management Permit Applications, Application Submission and Approval Requirements

1. The owner of a lot where a protected tree is located shall apply for one of the following types of tree management permits to remove a protected tree or prune or remove structural roots within the critical root zone of a protected tree, and shall provide the documentation described as Application Submission Requirements at the time of application.

2. Type 1 - Tree Management Permit to Remove a Dead or Hazardous Protected Tree

- (a) Application Submission Requirements
 - (i) Complete application form
 - (ii) Title Search
 - (iii) Tree Assessment Report confirming the tree is a hazardous tree (not required if documentation/photos provided confirming that the tree is an imminent hazard to the public, as indicated in Part 3 of this Bylaw)
 - (iv) Letter from property owner with rationale for removal of protected tree
 - (v) If applicable, letter from adjacent property owner agreeing to proposed removal (for shared trees)
- (b) Tree Management Permit Issuance Requirements
 - (i) No replacement tree requirements

3. Type 2 - Tree Management Permit to Remove an Unwanted Protected Tree

- (a) Application Submission Requirements
 - (i) Complete application form
 - (ii) Application fee
 - (iii) Title Search
 - (iv) Tree Assessment Report
 - (v) Letter from property owner with rationale for tree removal and commitment to plant and maintain replacement trees.
 - (vi) If applicable, letter from adjacent property owner agreeing to proposed removal (for shared trees)

- (vii) Photos and plan showing the tree proposed for removal
 - (b) Tree Management Permit Issuance Requirements
 - (i) Tree replacement securities or cash-in-lieu
4. Type 3 - Tree Management Permit for a property under application for a Demolition Permit or a Building Permit
- (a) Application Submission Requirements
 - (i) Complete application form
 - (ii) Application fee
 - (iii) Title Search
 - (iv) Tree Assessment Report
 - (v) Tree Survey
 - (b) Tree Management Permit Issuance Requirements (if applicable)
 - (i) Tree protection and replacement securities or cash-in-lieu
 - (ii) Coordinated Site Development Plan (CSDP)
 - (iii) Tree Barrier Confirmation Letter
 - (iv) Letter from adjacent property owner(s) agreeing to proposed removals and acknowledging work around trees that are to be retained (for shared trees)
5. The City may revoke a tree management permit if the terms and conditions of the permit have been breached or the information supplied by the applicant in support of the permit is found by the City to have been inaccurate, incomplete or erroneous.

Part 7 – Permit Fees and Securities

- 1. The application fee for a tree management permit shall be made in accordance with the City of White Rock Planning Procedures Bylaw.
- 2. Any amendment requested or required for a tree management permit that has been issued will require payment of a new application fee.
- 3. A security deposit payable by the owner of the subject lot will be required for:
 - (a) The provision and maintenance of replacement trees that will be planted after site development and construction is completed; and
 - (b) The maintenance of preserved protected trees.
- 4. The owner shall provide to the City the security deposit in cash or irrevocable letter of credit in a form satisfactory to the City in an amount determined under this bylaw and for the period and terms specified in this Bylaw.

5. Any irrevocable letter of credit required to be provided under this Bylaw shall be a clean, unconditional and irrevocable letter of credit drawn from a Canadian financial institution acceptable to the City. If, for any reason, the irrevocable letter of credit may cease to be effective security or become unenforceable so as to remove or reduce its purpose as full security for the due and proper performance of the requirements of this Bylaw, the owner shall replace it with a further letter of credit acceptable to the City within 21 days prior to the expiry of the letter of credit then held by the City. If the owner fails to do so, the City will draw down on the current letter of credit without notice or restriction and hold the monies in lieu thereof as security.
6. If at any time an owner fails to comply with the provisions of this Bylaw relating to requirements for retention of existing trees or replacement trees and their maintenance, the City may by its employees or others under its direction enter upon the lands that are the subject of the requirements, at all reasonable times and after notification to the owner, to plant replacement trees or maintain protected trees and for such purposes may draw upon the security provided and expend the funds to cover all costs and expenses of doing so.
7. Where conditions on a lot will make it impractical to plant replacement trees an applicant may make a proposal for cash-in-lieu of the planting of replacement trees. The City will use the cash-in-lieu funds to plant trees elsewhere in the City on City-owned properties. If replacement trees are not planted within one year of the issuance of a Type 2 tree management permit, or within three years of the issuance of a Type 3 tree management permit, the applicant will forfeit the tree protection securities to the City to be used to plant and maintain trees on City-owned properties.
8. The amount of the security for the provision and maintenance of replacement trees, or proposed cash-in-lieu of planting replacement trees, shall be \$1,500 per replacement tree.
9. The number and size of the replacement trees is dependent upon the size of the protected tree removed. Replacement trees shall be required according to the following:
 - (a) Less than 50 cm DBH protected tree removed – Two replacement trees
 - (b) 51 cm to 65 cm DBH protected tree removed – Three replacement trees
 - (c) 66 cm to 75 cm DBH protected tree – Four replacement trees
 - (d) 76 cm to 85 cm DBH protected tree – Five replacement trees
 - (e) Greater than 85 cm DBH protected tree – Six replacement trees
10. Notwithstanding Part 7, Item 9 above, two replacement trees shall be required for the removal of a *lower value tree* regardless of size (dbh).
11. The amount of security for the protection and maintenance of protected trees proposed to be retained shall be:
 - (a) \$2,500 per retained protected tree with a DBH of less than 50cm;
 - (b) \$4,500 per retained protected tree with a trunk DBH of 51-65cm; or,

- (c) \$10,000 per retained protected tree with a trunk DBH greater than 65 cm.
12. Notwithstanding Part 7, Item 11 above, the amount of security required for a *lower value tree* of any size (dbh) shall be \$2,500.
 13. The total amount of security deposited under Part 7, Items 8, 9, 10, 11, and 12 above will be held by the City for a period of one year after submission of an acceptable tree protection and replacement report and final building approval (if applicable), to ensure that the protected trees are properly protected and maintained in accordance with this Bylaw and the tree management permit.
 14. Securities for tree replacement may be retained by the City if the applicant does not plant a sufficient number of replacement trees, or if the replacement trees that have been planted do not meet the minimum size requirements, are planted incorrectly, have not been maintained properly, are in poor health, or have been planted in inappropriate locations. It will be a condition of release of any security provided in accordance with this Bylaw that the City will be satisfied that the owner/applicant has complied with the tree replacement and maintenance requirements of this Bylaw and the tree management permit.
 15. Securities for tree protection may be retained by the City if the applicant damages or removes a protected tree contrary to the terms and conditions of their tree management permit, or if the applicant fails to provide required information from the project arborist confirming that all terms and conditions of the tree management permit and CSDP were met. It will be a condition of release of any security provided in accordance with this Bylaw that the City will be satisfied that the owner/applicant has complied with the tree protection requirements of this Bylaw and the tree management permit.

Part 8 – Replacement Trees

1. The required number of replacement trees may be reduced by 50 percent, provided that the DBH or height of replacement trees to be planted is increased by 75 percent or more, if so recommended by the Project Arborist and approved by the City.
2. Replacement tree species are to be proposed by the Project Arborist. The City encourages replacement trees that are of a species that will not grow to screen or block views of neighbouring properties.
3. A minimum of one replacement tree must be planted on each lot that is the location of a protected tree subject to an application.
4. Replacement Trees must meet the plant condition and structure requirements set out in the latest edition of the “Canadian Landscape Standard” published jointly by the Canadian Society of Landscape Architects and the Canadian Landscape Association to be considered acceptable by the City.
5. Replacement Trees must be planted and maintained in accordance with the requirements set out in the latest edition of the “Canadian Landscape Standard” published jointly by the Canadian Society of Landscape Architects and the Canadian Landscape Association.

Part 9 – Tree Protection

1. All protected trees to be retained shall have a designated tree protection zone, based on the critical root zone, protected with tree protection barriers during demolition and building. The size of the tree protection zone will only be reduced where the full critical root zone cannot be protected and the reduced tree protection zone will still allow the tree to be retained. The final location of the tree protection barriers must be proposed by the project arborist and approved by the City in the tree management permit.
2. No demolition permit, building permit or tree management permit shall be issued for work on the lot where the protected tree is located until a tree protection barrier has been installed and confirmed by an approved tree barrier confirmation letter from the Project Arborist.
3. Tree protection barriers must remain in place throughout demolition and building, unless otherwise approved in the tree management permit and CSDP. Tree protection barriers are only removed and relocated under the supervision of the project arborist.
4. The Project Arborist is to submit reports to the City upon completion of the demolition and building stages, confirming when they were on site and whether conditions of the tree management permit and CSDP were followed. Reports from the project arborist may be required more frequently, as outlined in the tree management permit.
5. Site disturbance within a tree protection zone is prohibited including, unless specifically permitted in the tree management permit and CSDP and supervised by the project arborist. Prohibited site disturbance includes but is not limited to, site grading, excavation, deposition or storage of soil or any other material, disposal of any toxic material, access by any vehicle or heavy equipment, use of the area as an amenity space during construction, or use of tree trunks as a winch support, anchorage, or temporary power.

Part 10 - Inspection and Assessment

1. The City is authorized to enter, at all reasonable times and after notification to the owner, any lot that is subject to the Bylaw to ascertain whether the regulations, prohibitions and requirements of this Bylaw or any tree management permit are being met or to assess or inspect any tree or tree remains on the lot.
2. Where a protected tree has been cut or damaged on a lot in violation of this Bylaw, without a tree management permit, or in excess of any permission or in violation of any terms and conditions of a tree management permit, the trunks, limbs, roots and remains of the cut or damaged tree shall not be removed from the lot until an investigation and assessment by the City is completed and the removal is expressly authorized by the City.
3. Upon completion of all works and once all replacement trees required under a tree management permit have been planted, the owner shall submit a tree protection and replacement report from the project arborist.

Part 11 – Offences

1. Offences against this Bylaw are subject to fines in accordance with the Ticketing for Bylaw Offences Bylaw. Offences include but are not limited to:
 - (a) cuts, removes or damages a protected tree contrary to this Bylaw or contrary to the terms and conditions of a tree management permit;
 - (b) violates any of the provisions of this Bylaw or a tree management permit;
 - (c) suffers or permits any act or thing to be done in contravention or violation of any provision of this Bylaw or a tree management permit; or
 - (d) omits to do or refrains from doing anything required to be done by any of the provisions of this Bylaw or a tree management permit.
2. For the purposes of this Bylaw, each tree cut, removed or damaged in violation of this Bylaw and each day that a violation of this Bylaw is caused or permitted to continue shall constitute a separate offence.

Part 12 – Penalties

1. In the event that a person who commits an offense against this Bylaw fails to pay the fine before the 31st day of December in the year following the year that the fine was effected by the City, the costs shall be added to and form part of the taxes payable on the lot as taxes in arrears.
2. Prosecution of a person pursuant to Part 11 of this Bylaw does not exempt the person from the provisions of Part 12 of this Bylaw.

Part 13 – Schedules

1. Schedule “A” forms part of this Bylaw.

Part 14 – General Provisions

1. “*White Rock Tree Management Bylaw No. 1567*”, consolidated with amendments is hereby repealed.
2. This Bylaw shall come into force on the date of final adoption hereof.

RECEIVED FIRST READING on the	26 th day of	April, 2010
RECEIVED SECOND READING on the	26 th day of	April, 2010
RECEIVED THIRD READING on the	26 th day of	April, 2010
RECONSIDERED AND FINALLY ADOPTED on the	3 rd day of	May, 2010

Catherine V. Ferguson

MAYOR

Arthur.

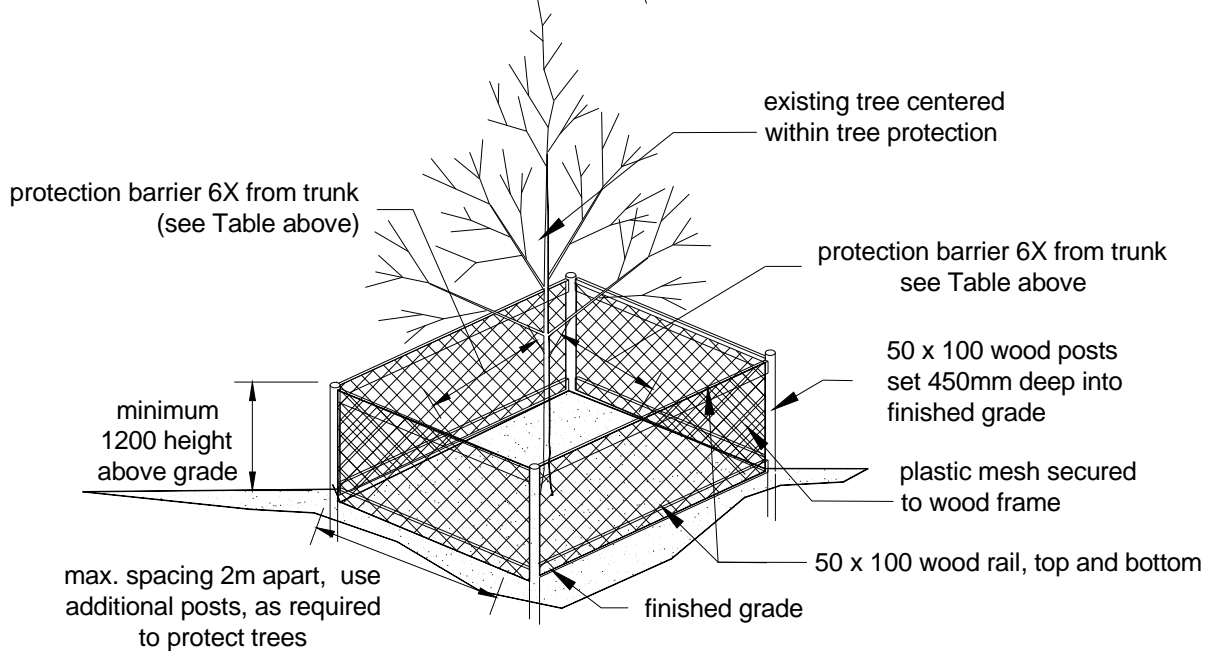
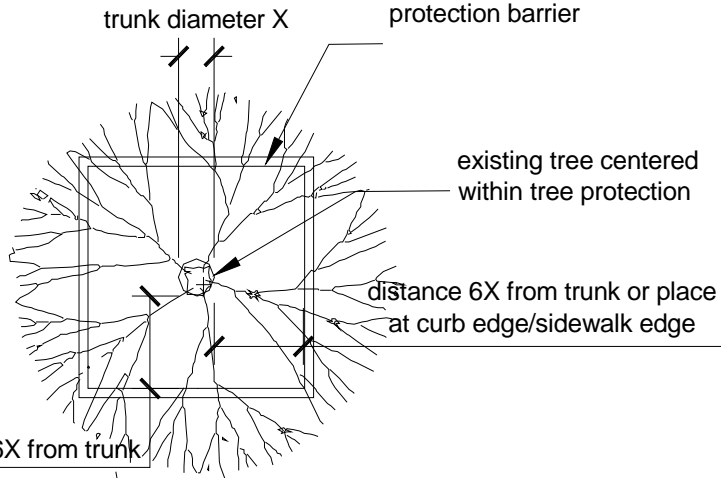
CITY CLERK

SCHEDULE "A"

Specifications for Tree Protection Barriers

TABLE: PROTECTION BARRIER DISTANCE

TRUNK DIAMETER (CM)	MINIMUM PROTECTION DISTANCE (M FROM TRUNK)
X	6X
20	1.2
25	1.5
30	1.8
35	2.1
40	2.4
45	2.7
50	3.0
55	3.3
60	3.6
75	4.5
90	5.0
100	6.0



max. spacing 2m apart, use additional posts, as required to protect trees

NOTES

Install tree protection barrier before construction begins and keep in place until landscape installation is complete.

Storage of building materials & litter within or against protection barrier is prohibited. Developer/Owner responsible for maintenance within Tree Protection Barrier.

Damaged trees will be replaced at Developer/Owner's cost.

Maintain existing grades at protection barrier for all protected retained and existing trees.

Regrading outside of protection barrier should not adversely compromise protected retained and existing trees.