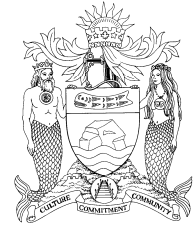


\***Live Streaming/Telecast:** Please note that Standing Committees, Council Meetings, and Public Hearings held in the Council Chamber are being recorded and broadcasted as well included on the City's website at: [www.whiterockcity.ca](http://www.whiterockcity.ca)

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



Click on the item to take  
you to the relative document

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

April 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 **MONDAY, APRIL 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

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### *Councillor Fathers, Chairperson*

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

#### **RECOMMENDATION**

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

3. **ADOPTION OF MINUTES**  
Governance and Legislation Committee Meeting – February 25, 2019

**Page 3**

#### **RECOMMENDATION**

THAT the Governance and Legislation Committee adopt the February 25, 2019 minutes as circulated.

4. **POLICIES: TERMS OF REFERENCE (4.1.1 – 4.1.4)**
  - 4.1.1 **Terms of Reference: History and Heritage Advisory Committee Council Policy– 159 Page 12**  
Membership clarification required within the Terms of Reference

#### **RECOMMENDATION**

THAT the Governance and Legislation Committee endorse Terms of Reference: History and Heritage Advisory Committee Council – 159.

- 4.1.2 **Terms of Reference: Parking Task Force Council Policy – 156** **Page 18**  
The first meeting of the Task Force was held and additional objectives have been requested.

#### **RECOMMENDATION**

THAT the Governance and Legislation Committee endorse Terms of Reference: Parking Task Force Council – 156

- 4.1.3 Terms of Reference: Environmental Advisory Committee Council Policy - 138 Page 21**  
Committee Chairperson Johanson proposed a number of amendments to the Terms of Reference.

**RECOMMENDATION**

THAT the Governance and Legislation Committee endorse Terms of Reference: Environmental Advisory Committee Council - 138

- 4.1.4 Terms of Reference: Dogs on the Promenade Committee Council Policy - 162 Page 25**  
A first draft of the Terms of Reference are presented for the Committee's consideration.

**RECOMMENDATION**

THAT the Governance and Legislation Committee endorse Terms of Reference: Dogs on the Promenade Council - 162

- 4.2 BYLAW ENFORCEMENT / TICKETING – DOGS ON THE PROMENADE Page 30**  
Councillor Johanson requested this item be added to the agenda at the February 25, 2019 Governance and Legislation Committee meeting.

***Note:** A copy Schedule B3, which relates to White Rock Animal Control and Licensing Bylaw No. 1959, from the consolidated Ticketing for Bylaw Offences Bylaw, 2011, No. 1929 is attached for reference purposes.*

- 4.3 WHITE ROCK SIGN BYLAW, 2010, NO. 1923**  
Councillor Trevelyan requested the White Rock Sign Bylaw, 2010, No. 1923 be added to the agenda for discussion by the Committee. **Page 31**

- 5. CONCLUSION OF THE APRIL 8, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING**

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

**STAFF:** D. Bottrill, Chief Administrative Officer  
T. Arthur, Director of Corporate Administration  
S. Kurylo, Director of Financial Services  
C. Johannsen, Director of Planning and Development Services  
E. Stepura, Director of Recreation and Culture  
E. Keurvorst, Manager of Cultural Services

Press: 0  
Public: 3

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

2. **ADOPTION OF AGENDA**

2019-G/L-029

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee adopts the February 25, 2019 agenda as circulated.

**CARRIED**

2. **ADOPTION OF MINUTES**

- a) Governance and Legislation Committee Meeting – January 14, 2019
- b) Governance and Legislation Committee Meeting – February 4, 2019

2019-G/L-030

**It was MOVED and SECONDED**

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

- a) Governance and Legislation Committee meeting – January 14, 2019 (with a noted amendment that Councillor Manning as absent); and
- b) Governance and Legislation Committee meeting – February 4, 2019.

**CARRIED**

4. **ECONOMIC DEVELOPMENT STRATEGIC PLAN: FINAL REPORT**

From discussion at the February 8, 2018 Special Council meeting.  
The White Rock Business Needs Assessment was also provided for information purposes.

There was discussion where the following points were noted:

- Does not appear there was follow up made for the plan, rather than re-doing the plan this is something that we should have a good review of at this time and work with what applies at this time
- An Economic Advisor for White Rock is needed
- It was clarified that the Economic Investment Committee would have a meeting once every two (2) months
- Terms of Reference  
Membership should note full names of the organization White Rock Business Improvement Association and the South Surrey White Rock Chamber of Commerce
- Clarification was asked in regard to the Committee's removal of Tourism White Rock from the membership at the January 14, 2019 committee meeting.

2019-G/L-031

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee reinstates White Rock Tourism as an official part of the Economic Investment Committee membership.

**CARRIED**

2019-G/L-032

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee directs the Economic Investment Committee Terms of Reference be amended to include:  
The Chairperson, as elected by the Committee, and the City staff liaison(s) to the Committee will meet with the City of Surrey representative in order to keep each apprised of their works / plans for the City of Surrey's Semiahmoo Town Centre and the City of White Rock's Town Centre plan.

**CARRIED**

2019-G/L-033

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee adds to the Economic Investment Committee membership that the majority are to be White Rock residents or White Rock business owners.

**CARRIED**

Council Policy 137 - Economic Investment Committee – Terms of Reference for consideration

4.1

2019-G/L-034

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee endorses Council Policy 137 - Economic Investment Committee Terms of Reference as amended.

**CARRIED**

**5. POLICY REVIEW**

5.1 Council Policy 302 – Grants-In-Aid

2019-G/L-035

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee recommends Council endorse Council Policy 302 – Grants-In-Aid as circulated.

**5.2** Council Policy 135 – Recognition and Strategic Messages

The following discussion points were noted:

- To be noted in the Terms of Reference that the paid advertisement is noted through the Peace Arch News
- It was requested this policy be brought back at the end of 2019 so the Committee can review the messages again and have further discussion
- It was noted that staff do have other ways to get out messaging that are not as costly – Social Media, Website etc.

2019-G/L-036

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee removes from Council Policy 135 – Recognition and Strategic Messages March - Saint Patrick’s Day and adds National Indigenous Peoples Day (June 21).

**CARRIED**

2019-G/L-037

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee adds to Council Policy 135 – Recognition and Strategic Messages Pride Week, coordinating with the Local LGBTQ organization in regard to the timing of the message (June or July).

**CARRIED**

2019-G/L-038

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee recommends Council endorse Council Policy 135 – Recognition and Strategic Messages as amended.

**CARRIED**

**5.3** Council Policy 119 – Communications Between Mayor and Council and City Staff

The following discussion points were noted:

- It was clarified that Council were welcome to contact staff with inquiries for information but if they have direction that must be done through the Chief Administrative Officer (CAO)
- Mayor and Council have one (one) staff person – the CAO

2019-G/L-039

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee recommends Council endorse Council Policy 119 – Communications Between Mayor and Council and City Staff as circulated.

**CARRIED**

- 5.4** Council Policy 156 – Terms of Reference: Parking Task Force  
(Following discussion at the February 11, 2019 closed meeting the requested changes are noted in red in the circulated copy)

The following discussion points were noted:

There should be consistency with the City's Term of Reference for Committees and Task Forces:

- Add in clause regarding no remuneration

2019-G/L-040

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee directs that the following sentence be removed under the heading Purpose: The specific objectives will include:  
*The goal of the Task Force will be to enhance the quality of life for residents and visitors.*

**CARRIED**

2019-G/L-041

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee directs staff to work with the White Rock Business Improvement Association (BIA) to come back to Council with an assessment / summary of the impact that the free parking offered in 2019 had for both businesses on the West and East of Marine Drive with the following elements:

- two (2) years of Financials 2018 and 2019 (giving fact as to the impact)
- cross section of businesses be included.

**CARRIED**

2019-G/L-042

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee recommends the wording under bullet seven (7) to read as follows:

*To ensure that any changes in parking rates do not impact property taxes.*

**CARRIED**

2019-G/L-043

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee recommends Council endorse Council Policy – Terms of Reference: Parking Task Force as amended.

**CARRIED**

- 5.5** Council Policy 157 – Terms of Reference: Water Community Advisory Panel  
(These Terms of Reference were brought forward from the January 14, 2019 Regular Council meeting)

2019-G/L-044

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee directs the Council Policy 157 – Terms of Reference: Water Community Advisory Panel – Annual Work Plan be amended to state that the Committee is able to bring forward recommendations, from the committee structure, and make recommendations to Council.

**CARRIED**

The following discussion points were noted:

- Membership components (are staff / Chief Administrative Officer required)
- Water quality testing from the well (at the source), before and after the new treatment plant comes on line

2019-G/L-045

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee recommends Council endorse Council Policy 157 – Terms of Reference: Water Community Advisory Panel as circulated.

**CARRIED**

5.6

Council Policy 159 – Terms of Reference: History and Heritage Advisory Committee (These Terms of Reference were brought forward from the January 14, 2019 Governance and Legislation Committee Meeting)

2019-G/L-046

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee directs that Semiahmoo First Nation (SFN) references be added to Council Policy 159 – Terms of Reference: History and Heritage Advisory Committee:

- Policy – The History and Heritage Advisory Committee as item g) the Committee will endeavor to engage with the Semiahmoo First Nation and other indigenous groups in order to celebrate White Rock and the History of the Semiahmoo First Nation / other indigenous groups.;
- Membership include a representative from the Semiahmoo First Nation.

**CARRIED**

2019-G/L-047

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee recommends Council endorses Council Policy 159 – Terms of Reference: History and Heritage Advisory Committee as amended.

**CARRIED**

5.7

Council Policy 160 – Terms of Reference: Marine Drive Task Force (These Terms of Reference were brought forward from the January 28, 2019 Regular Council meeting)

Mayor Walker noted a number of amendments from what was circulated for Council Policy 160 – Terms of Reference: Marine Drive Task Force. The following were noted with actual wording that is proposed to go in the Terms of Reference in italics:

- Mandate: *This would include a review of the Waterfront Enhancement plan, Economic Strategic Plan, business bylaws and other related materials deemed relevant and provide feedback and recommendations to Council.*
- Strategy the first paragraph be removed and the following added:  
*In conjunction with the Planning and Development Services department and concurrent with the review of the waterfront related policies in the Official Community Plan (OCP) as well as public input, the marine Drive Task Force*

*will fulfill the directives set out in the Policy and recommend policy changes in several key areas including but not limited to:*

- Membership: following Mayor Walker the following be added:  
*and a Council representative and alternate as non-voting members*
- Chairperson / Vice-Chairperson that it be noted that *Catherine Ferguson* be noted as the Chairperson
- Meetings item e) the following be added at the end of the paragraph following the word question:  
*or leave written submissions for the Task Force to review and consider.*
- Meetings item l) remove the work may and insert *will*
- Meetings item n) insert the words *Mayor and Chief Administrative Officer* before submitted to City Council
- Meetings item o) insert the words *Mayor, Chief Administrative Officer* before City Council
- Meetings item q) add the following sentence:  
*Such commitments and contracts will be done through recommendation from the Task Force through the Mayor, Council and the Chief Administrative Officer.*

2019-G/L-048

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee directs that staff make the amendments as noted by Mayor Walker to Council Policy 160 – Terms of Reference: Marine Drive Task Force and it be brought forward to the March 11, 2019 Council meeting to be reviewed and considered for endorsement.

**CARRIED**

5.8

Council Policy 161– Terms of Reference: Water Quality Task Force  
(These Terms of Reference have been brought forward from the January 28, 2019 regular Council meeting)

Councillor Kristjanson provided On Table an amended copy of Council Policy 161– Terms of Reference: Water Quality Task Force.

**Meeting Recess / Reconvened**

The Chairperson called a meeting recess was called at 5:17 p.m. for five (5) minutes in order to give the Committee and staff time to review to document provided On Table in regard to the Water Quality Task Force.

The Chairperson reconvened the meeting at 5:21 p.m. with all noted members of Council and staff in attendance.

Councillor Kristjanson reviewed the On Table document with proposed amendments to Council Policy 161– Terms of Reference: Water Quality Task Force from what was circulated with the agenda.

The following points were noted:

- Membership – there should be a call for public membership for this Task Force and internal and external experts
- Public involvement is important
- Deadline for the report may be June 30<sup>th</sup> however there should be an option to extend the Task Force should Council determine there is a need



- In general wording to make the Task Force open and transparent
- It was clarified that the first order of business for the Water Quality Task Force, is to review water quality both before and after the water quality treatment plant is operating
- Difference noted between the Water Quality Task Force and the Water Service Community Advisory is that the Water Quality Task Force will be reviewing water quality of the City compared to Metro Vancouver and costs in regard to the City operations and having the water through Metro Vancouver. With the questions if the City should remain with its own White Rock water or join Metro Vancouver's service (financial data – long term and water quality data is needed for this). If the quality is the same, in terms of standards, then the long term costs too are important to review
- Gathering data and having the public involved and then presenting the information to Council
- Testing from the source only, when testing from the taps there are other elements in regard to individual plumbing that will impact the tests. Test results won't be accurate - it is the source of the water that is in question

2019-G/L-049

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee directs staff to commission water sampling of the current quality and then again following the new treatments plant coming online, then the results / information all be brought back to Council so further consideration can be made at that time.

**CARRIED**

Councillors Johanson and Kristjanson voted in the negative

2019-G/L-050

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee defers a decision be made in regard to the Water Quality Task Force until the water testing information as noted in motion 2019-G/L-49 is completed and the information is brought back to Council.

**CARRIED**

Councillors Johanson and Kristjanson voted in the negative

6.

**AMENDMENTS TO THE PLANNING PROCEDURES BYLAW AND BUSINESS LICENCE BYLAW FOR CANNABIS STORE APPLICATION PROCESS**

Corporate report dated February 25, 2019 from the Director of Planning and Development Services titled "Amendments to the Planning Procedures Bylaw and Business Licence Bylaw for Cannabis Store Application Process".

Discussion points included the following:

- Committee would like to be kept apprised as to what the City of Surrey, the two (2) Langley's and the Corporation of Delta are doing in this regard.

2019-G/L-051

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee:

1. Receives for information the corporate report dated February 25, 2019, from the Director of Planning and Development Services, titled “Amendments to the Planning Procedures Bylaw and Business Licence Bylaw for Cannabis Store Application Process”;
2. Recommends that Council give first, second, and third readings to “*City of White Rock Planning Procedures Bylaw, 2017, No. 2234, Amendment (Cannabis Store) Bylaw, 2019, No. 2280*”; and
3. Recommends that Council give first, second, and third readings to “*White Rock Business Licence Bylaw, 1997, No. 1510, Amendment No. 6 (Cannabis Store) Bylaw, 2019, No. 2281*”.

**CARRIED**

7.

**SENIORS ADVISORY COMMITTEES IN WHITE ROCK**

Corporate report dated February 25, 2019 from the Director of Recreation and Culture titled “Seniors Advisory Committees in White Rock”.

2019-G/L-052

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee receives for information the corporate report dated February 25, 2019 from the Director of Recreation and Culture titled “Seniors Advisory Committees in White Rock”.

**CARRIED**

Supplemental Agenda Item 7.1 Council Policy 158 - Terms of Reference for Seniors Advisory Committee was discussed at this time.

7.1

Council Policy 158– Terms of Reference: Seniors Advisory Committee  
(These Terms of Reference was brought forward from the January 14, 2019 Governance and Legislation Committee)

2019-G/L-053

**It was MOVED and SECONDED**

THAT the Governance and Legislation Committee recommends Council endorses Council Policy 158– Terms of Reference: Seniors Advisory Committee as circulated as a Supplemental Agenda item.

**CARRIED**

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

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

Councillor Johanson noted the following items for the next Governance and Legislation Committee meeting:


- Policy 135 Environmental Advisory Committee Terms of Reference
- The topic of Dogs on the Promenade, Council consider encouraging Bylaw Enforcement to not only enforce but also ticket offenders

**9. CONCLUSION OF THE FEBRUARY 25, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING**

The Chairperson declared the meeting concluded at 6:08 p.m.

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Councillor Fathers  
Chairperson

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Tracey Arthur, Director of  
Corporate Administration

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



**POLICY TITLE: TERMS OF REFERENCE:**  
**HISTORY AND HERITAGE ADVISORY COMMITTEE**  
**POLICY NUMBER: COUNCIL-159**

|   |  |
|---|--|
| <i>Date of Council Adoption: February 25, 2019</i>    | <i>Date of Last Amendment:</i>   |
| <i>Council Resolution Number:<br/>2019-</i>           | <i>Historical Changes (Amends, Repeals or Replaces):</i>   |
| <i>Originating Department: Recreation and Culture</i> | <i>Date last reviewed by the Governance and Legislation Committee: <del>February 25,</del><br/><u>2019 April 8, 2019</u></i> |

**Policy:**

The History and Heritage Advisory Committee shall act as an advisory body to Council on matters relating to White Rock's built, natural, and cultural heritage resources.

The History and Heritage Advisory Committee:

- a) advises Council on heritage conservation programs and policies, including:
  - i. identify sites of historical significance relating to White Rock's built, natural, and cultural heritage; and
  - ii. inspect and make maintenance recommendations of existing heritage markers such as heritage stones, storyboards, and memorial plaques.
- b) reviews and submits recommendations to Council on land use and planning matters which have heritage implications;
- c) supports activities and programs undertaken by the City or community organizations in the areas of built, environmental and cultural heritage that seek to benefit and advance awareness, preservation, and interpretation of heritage in the City;
- d) supports heritage education and public awareness through programs such as Heritage Week displays, newsletters, etc.;
- e) promotes and enhances the City's owned heritage resources;
- f) requests expenditures for heritage purposes; and,
- g) The Committee will endeavor to engage with the Semiahmoo First Nation and other indigenous groups in order to celebrate White Rock and the history of the Semiahmoo First Nation/ other indigenous groups.

The Committee will endeavor to engage with the Semiahmoo First Nation and other indigenous groups on matters regarding the natural and cultural heritage of this region.

## **Committee General Terms**

### **Term**

The committee appointments will be made by City Council for a two (2) year term, with the initial appointments expiring December 31, 2020 or until the activities are complete, whichever is sooner.

### **Membership**

- a) The History and Heritage Advisory Committee will consist of up to five (5) voting members appointed by City Council from the community at large, with an interest and knowledge in local heritage conservation and history, architecture, planning and design, and environmental and cultural preservation and interpretation;
- b) One (1) voting member from the White Rock Museum and Archives Board of Directors;
- c) One (1) voting representative from the Semiahmoo First Nations;
- d) One (1) non-voting staff member from the White Rock Museum and Archives;
- e) In addition, one (1) member of Council, the Director of Recreation and Culture and city staff as required will serve as non-voting members;
- f) The majority of members will be White Rock Residents or representatives of local organizations; and,
- a)g) \_\_\_\_\_ Committee members shall serve without remuneration or gifts.

~~The History and Heritage Advisory Committee will consist of up to EIGHT (8) voting members appointed by Council from:~~

- ~~● A member of City Council (1)~~
- ~~● The White Rock Museum and Archives Board of Directors (1)~~
- ~~● A representative from the Semiahmoo First Nation (1)~~
- ~~● A staff member from the White Rock Museum and Archives (1)~~
- ~~● Four (4) members of the community at large, with the following interests and knowledge:~~
  - ~~○ Local heritage conservation and history~~
  - ~~○ Architecture, planning and design~~
  - ~~○ Environmental and Cultural preservation and interpretation~~
- ~~● Non-Voting City Staff:~~
  - ~~○ Director of Recreation & Culture or designate, and~~
  - ~~○ City Staff as necessary~~

### **Chairperson / Vice-Chairperson**

The committee will appoint a Chairperson and a Vice-Chairperson from among its voting members at the committee's inaugural meeting.

### Meetings

- a) The committee shall mutually agree to a meeting schedule at their inaugural meeting. The meeting schedule will then be published and updated as needed by the Committee Clerk.
- b) The Chairperson of the committee may call a meeting of the committee, with at a minimum of staff being able to give twenty-four (24) hours' notice to the committee members, in addition to the scheduled meetings or may cancel a meeting.
- c) Quorum for meetings shall be one half of the voting membership plus one (1) or a member majority if the membership is of an even number (if the membership is ten members, quorum = six members).
- d) If there is no quorum of the committee present within 15 minutes of the scheduled start time the Committee Clerk will:
  - i) record the names of the members present, and those absent; and
  - ii) conclude the meeting until the next scheduled meeting.
- e) All committee meetings are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the Committee. The public would attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to a member of the public in attendance to speak to the item in question.
- f) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- g) If a member:
  - i fails to attend three (3) consecutively held meetings of the committee, or
  - ii fails to attend a committee meeting in any sixty (60) day period, providing a meeting of the committee is held in that sixty (60) day period (whichever is the longer period of time) and
  - iii unless the absence is because of illness; or
  - iv unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.

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

- h) Any person with particular expertise, including municipal staff may be invited by the Chairperson or staff member of the committee to attend a committee meeting in order to

provide information or advice, but only members appointed by City Council may vote on matters coming before the committee.

- i) The Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policy, meeting schedule, and administrative support to committees. Agendas and approved minutes will be posted on the City's website.
- j) Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- k) A committee meeting or a portion thereof may be closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- l) Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- m) Where a member of a committee, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- n) Committee chairpersons and staff liaisons will prepare an annual report to be submitted to the Chief Administrative Officer for review and to be forwarded to City Council.
- o) A committee cannot direct staff to take action without endorsement of City Council.
- p) A committee cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
  - i. any such action must be referred to Council for consideration and adoption;
  - ii. the staff member assigned to the committee or the Chief Administrative Officer may advise the committee of existing policies or directives and the needs to refer the matter to Council prior to taking any action.
- q) Committees do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- r) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the committee works with the staff member assigned to that committee on those matters.
- s) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- t) The committee Chairperson may appoint members to a subcommittee to consider, inquire into, report and make recommendations to the committee for a specific purpose.

- u) Members of the committee are not permitted to speak directly with the media on behalf of the committee.

### **Procedures**

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

### **Code of Conduct**

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

### **Rationale:**

The purpose of the History and Heritage Advisory Committee is to act as an advisory body to Council on matters relating to White Rock's built, natural and cultural heritage resources.



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

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

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)



**POLICY TITLE: TERMS OF REFERENCE:  
PARKING TASK FORCE**

**POLICY NUMBER: COUNCIL - 156**

|  |   |
|--|---|
| <i>Date of Council Adoption:</i> January 14, 2019          | <i>Date of Last Amendment:</i> February 25, 2019  |
| <i>Council Resolution Number:</i> 2019-0                   |   |
| <i>Originating Department:</i><br>Corporate Administration | <i>Date last reviewed by the Governance and Legislation Committee:</i> January 14, 2019 |

**Purpose**

The Parking Task Force will review and potentially revise pay parking in White Rock, including rates, parking permits, and the integration of the new parkade. The Task Force mandate will be to ensure rates are competitive with neighbouring jurisdictions, White Rock businesses are supported, and White Rock residents receive the best possible value in our City.

The specific objectives will include:

- To review and recommend seasonal parking rates at the new parkade.
- To review and recommend seasonal parking rates at the Montecito underground parkade.
- To review and recommend seasonal parking rates along the waterfront.
- To review and recommend parking rates at Centennial Arena.
- To review and recommend parking rates at Peach Arch Hospital.
- To review both the White Rock Resident Parking Decal and the new White Rock Resident Parking Permit.
- To ensure that any changes in parking rates do not impact property taxes; and,
- To review opportunities for electric charging stations throughout White Rock;
- To review non-resident permit parking options;
- To review congestion as it relates to parking;
- To review requirements for parking spaces in new developments; and,
- To complete an annual review to evaluate the effectiveness of the decisions of the Parking Task Force.

Staff have been requested to work with the White Rock Business Improvement Association (BIA) to provide to Council an assessment/ summary of the impact that the free parking offered in 2019 had for both businesses on the West and East of Marine Drive with the following elements to be included:

- Two (2) years of Financials 2018 and 2019 (giving fact as to the impact)
- Cross section of businesses.

### **Membership**

The Parking Task Force will consist of no more than seven (7) voting members, one (1) non-voting member of Council, one (1) non-voting representative for the Business Improvement Association and City staff as required. The composition of the Task Force will be determined by City Council who will review applications from the public. It is hoped that the Task Force will be composed of a cross section of interested parties, including waterfront businesses, interested residents, and White Rock staff and council.

Committee members shall serve without remuneration or gifts.

### **Chairperson**

The Parking Task Force will be chaired by the Council representative, who will serve as a non-voting member.

### **Term**

The goal of the Parking Task Force will be to present its recommendations to Council by May 30<sup>th</sup> 2019.

### **Meetings**

Meetings will be held as the need arises at the call of the Chairperson. A majority of the members shall constitute a quorum.

### **Procedures**

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

### **Code of Conduct**

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

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

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

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

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



**POLICY TITLE:** **TERMS OF REFERENCE:  
 ENVIRONMENTAL ADVISORY COMMITTEE**

**POLICY NUMBER:** **COUNCIL - 138**

|   |   |
|---|---|
| <i>Date of Council Adoption:</i> April 16, 2012   | <i>Date of Last Amendment:</i> January 28, 2019   |
| <i>Council Resolution Number:</i> 2012-107, 2013-082, 2015-130, 2015-2014, 2016-483; 2019-045 |   |
| <i>Originating Department:</i><br>Corporate Administration                                    | <i>Date last reviewed by the Governance and Legislation Committee:</i> January 14, 2019 |

**Policy:**

The purpose of the Environmental Advisory Committee is to advise City Council and staff on environmental matters regarding environmental issues in the City, that have been directly referred to the Committee by Council and / or the Chief Administrative Officer. The Environmental Advisory Committee will also review the City’s Integrated Storm-Water Management Plan and the Environmental Strategic Plan. The Committee may make representation to Council on environmental matters.

**Committee General Terms**

**Term**

The committee appointments will be made by City Council for a two (2) year term.

**Membership**

- a) The Environmental Advisory Committee will consist of up to seven (7) voting members appointed by Council from the community at large, following a public recruitment process, and representing a broad range of perspectives and expertise from the community.
- ~~a)b) In addition, one (1) non-voting member of Council and Alternate, the Chief Administrative Officer and the Director of Engineering and Municipal Operations (or Designate) will be non-voting members of the Committee. (non-voting).~~
- ~~b)c) Committee members shall serve in a voluntary capacity without remuneration or gifts.~~

**Commented [DJ1]:** Removed at the request of the CAO.

**Chairperson / Vice-Chairperson**

The committee will appoint a Chairperson and a Vice-Chairperson from among its voting members at the committee’s inaugural meeting.

## Meetings

a) ~~Meetings will be held as the need arises on environmental matters that have been referred to the committee by Council and / or the Chief Administrative Officer. The committee shall mutually agree to a meeting schedule. The meeting schedule will be published on the City website and up-dated as needed by the Committee Clerk.~~

b) The Chairperson of the committee may call a meeting of the committee, with at a minimum of staff being able to give twenty-four (24) hours' notice to the committee members, in addition to the scheduled meetings or may cancel a meeting.

c) Quorum for meetings shall mean a majority of all of its Committee voting members.

~~b)~~d) If there is no quorum of the committee present within 15 minutes of the scheduled start time the Committee Clerk will:

- i) record the names of the members present, and those absent; and
- ii) conclude the meeting until the next scheduled meeting.

~~e)~~e) All committee meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter* by the Committee.

~~f)~~f) The public is welcome to observe the meeting. When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to members of the public in attendance to speak to the item in question.

~~g)~~g) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.

h) If a member:

- i. Fails to attend three (3) consecutively held meetings of the committee, or
- ii. Fails to attend a committee meeting in any sixty (60) day period, providing a meeting of the committee is held in that sixty (60) day period (whichever is the longer period of time) and
- iii. Unless the absence is because of illness; or
- iv. Unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.

The Committee Clerk will keep an attendance log and notify the Chairperson and Director of Corporate Administration where there have been two (2) consecutive absences without consent. The Director of Corporate Administration will then make contact with the Committee member.

i) Any person with particular expertise, including municipal staff may be invited by the Chairperson or staff member of the committee to attend a committee meeting in order to provide information or advice, but only members appointed by City Council may vote on matters coming before the committee.

- f)j) The Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policy, meeting schedule, and providing administrative support to the committee. Agendas and approved minutes will be posted on the City's website.
- g)k) Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- h)l) Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- i)m) Where a member of a committee, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- j)n) An annual report will be submitted to the Chief Administrative Officer for review and to be forwarded to City Council.
- k)o) A committee cannot direct staff to take action without endorsement by City Council.
- l)p) Committees do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the committee works with the staff member assigned to that committee on those matters.
- m)r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- n)s) The committee's Chairperson may appoint members to a subcommittee to consider, inquire into, report and/or make recommendations to the committee for a specific purpose.
- o)t) Members of the committee are not permitted to speak directly with the media on behalf of the committee.

#### **Procedures**

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

#### **Code of Conduct**

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

**CITY OF WHITE ROCK  
COMMITTEE CODE OF CONDUCT  
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Committee Terms of Reference and I understood and will conform to the City’s Code of  
Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)



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



**POLICY TITLE:**        **TERMS OF REFERENCE:**  
                                   **DOGS ON THE PROMENADE TASK FORCE**

**POLICY NUMBER:** **COUNCIL – 162**

|  |  |
|--|--|
| <i>Date of Council Adoption:</i>                           | <i>Date of Last Amendment:</i>   |
| <i>Council Resolution Number: 2019-XXX</i>                 |  |
| <i>Originating Department:</i><br>Corporate Administration | <i>Date last reviewed by the Governance and Legislation Committee:</i> |

**Purpose**

City of White Rock Council has approved a trial period for dogs on leash to be allowed to be on the Waterfront Promenade. The term of the trial period is from October 1, 2019 to March 31, 2020.

The Dogs on the Promenade Task Force has been formed in advance of the trial period to determine the approach that will be used to assess the relative success or failure of allowing dogs on the promenade prior to the trial period. The outcomes of this assessment are expected to be used to determine if dogs should be allowed on the promenade beyond the trial period (on a seasonal basis or year round).

**Membership**

- a) The Task Force will consist of no more than five (5) voting members. The composition of the Task Force will be determined by City Council who will review applications from the public.
- b) In addition, one (1) member of Council and Alternate, and the Director of Planning and Development Services, and/or delegate (ie. the Manager of Building and Bylaw Enforcement), will serve as non-voting members in support of the objectives of the Task Force.
- c) The majority of members will be White Rock residents.
- d) Committee members shall serve without remuneration or gifts.

**Chairperson**

The Task Force will be chaired by the Council representative, who will serve as a non-voting member.

**Term**

The goal of the Task Force will be to present its recommended approach for assessing the trial period to Council by June 30<sup>th</sup> 2019.

## Meetings

- a) Meetings will be held as the need arises at the call of the Chairperson. The meeting schedule will then be published and updated as needed by the Committee Clerk.
  - b) The Chairperson of the committee may call a meeting of the committee, with at a minimum of staff being able to give twenty-four (24) hours' notice to the committee members, in addition to the scheduled meetings or may cancel a meeting.
  - c) Quorum for meetings shall be one half of the voting membership plus one (1) or a member majority if the membership is of an even number (if the membership is ten members, quorum = six members).
  - d) If there is no quorum of the committee present within 15 minutes of the scheduled start time the Committee Clerk will:
    - i) record the names of the members present, and those absent; and
    - ii) conclude the meeting until the next scheduled meeting.
  - e) All committee meetings are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the Committee. The public would attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to a member of the public in attendance to speak to the item in question.
  - f) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
  - g) If a member:
    - i fails to attend three (3) consecutively held meetings of the committee, or
    - ii fails to attend a committee meeting in any sixty (60) day period, providing a meeting of the committee is held in that sixty (60) day period (whichever is the longer period of time) and
    - iii unless the absence is because of illness; or
    - iv unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.
- The Committee Clerk will keep an attendance log and notify the Chairperson and Corporate Officer where there have been two consecutive absences without consent. The Corporate Officer will make contact with the Committee member.
- h) Any person with particular expertise, including municipal staff may be invited by the Chairperson or staff member of the committee to attend a committee meeting in order to provide information or advice, but only members appointed by City Council may vote on matters coming before the committee.

- i) The Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policy, meeting schedule, and administrative support to committees. Agendas and approved minutes will be posted on the City's website.
- j) Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- k) A committee meeting or a portion thereof may be closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- l) Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- m) Where a member of a committee, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- n) Committee chairpersons and staff liaisons will prepare an annual report to be submitted to the Chief Administrative Officer for review and to be forwarded to City Council.
- o) A committee cannot direct staff to take action without endorsement of City Council.
- p) A committee cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
  - i. any such action must be referred to Council for consideration and adoption;
  - ii. the staff member assigned to the committee or the Chief Administrative Officer may advise the committee of existing policies or directives and the needs to refer the matter to Council prior to taking any action.
- q) Committees do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- r) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the committee works with the staff member assigned to that committee on those matters.
- s) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- t) The committee Chairperson may appoint members to a subcommittee to consider, inquire into, report and make recommendations to the committee for a specific purpose.
- u) Members of the committee are not permitted to speak directly with the media on behalf of the committee.

**Procedures**

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

**Code of Conduct**

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

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COMMITTEE CODE OF CONDUCT  
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(DATE)  
Policy 120, “Code of Conduct for Committee Members” and Council Policy \_\_\_\_\_,  
Committee Terms of Reference and I understood and will conform to the City’s Code of  
Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

**SCHEDULE B3**

**Schedule B3 - White Rock Animal Control and Licensing Bylaw, 2012, No. 1959**

(amended by Bylaw 1960) & (amended by Bylaw 2028)

| <i>Designated Offense</i>  | <i>Section</i> | <i>Penalty</i>  |
|--|----------------|---|
| Operating an unauthorized kennel   | Sec. 5         | \$300   |
| Keep an exotic animal,   | Sec. 7         | \$75 1 <sup>st</sup> offense  |
| Keep livestock or poultry  | Sec. 45        | \$150 2 <sup>nd</sup> offense<br>\$300 3 <sup>rd</sup> and subsequent offenses                                  |
| Failure to license a dog   | Sec. 8         | \$75 1 <sup>st</sup> offense<br>\$150 2 <sup>nd</sup> and subsequent offenses                                   |
| No license tag on dog  | Sec. 11        | \$50 1 <sup>st</sup> offense<br>\$100 2 <sup>nd</sup> and subsequent offenses                                   |
| Howling or barking dog causing disturbance   | Sec. 22        | \$100 1 <sup>st</sup> offense<br>\$200 2 <sup>nd</sup> offense<br>\$300 3 <sup>rd</sup> and subsequent offenses |
| Dog off leash in a public place  | Sec. 23 (4)    | \$100   |
| Dog on beach, pier or promenade  | Sec. 23 (5)    | \$100   |
| Dog running at large   | Sec. 23 (1)    | \$100 1 <sup>st</sup> offense<br>\$200 2 <sup>nd</sup> offense<br>\$300 3 <sup>rd</sup> and subsequent offenses |
| Failure to secure dog in heat  | Sec. 25        | \$150   |
| Failure to confine aggressive dog  | Sec.29(1)      | \$200   |
| Failure to keep aggressive dog on leash  | Sec. 29(2)(a)  | \$200   |
| Failure to muzzle aggressive dog   | Sec. 29(2)(c)  | \$250   |
| Failure to comply with an order for an aggressive dog  | Sec. 29        | \$300   |
| a) Dog excrement left on public property or private property other than property of the dog owner; | Sec. 38        | \$150   |
| b) No suitable means to remove feces (separate fine)   | Sec. 37        | \$100   |
| Dog confined in enclosed space without sufficient ventilation                                      | Sec. 42        | \$150   |
| Interfere with Animal Control Officer or Peace Officer   | Sec. 48        | \$300   |

**THE CORPORATION OF THE  
CITY OF WHITE ROCK  
BYLAW NO. 1923**



A Bylaw to Regulate the Placing, Maintenance  
and Repair of Signs

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

Consolidated as of July 27, 2015

| <b>TABLE OF CONSOLIDATION</b> |                      |                      |   |
|-------------------------------|----------------------|----------------------|---|
| <b>BYLAW</b>                  | <b>DATE APPROVED</b> | <b>AMENDMENT NO.</b> | <b>SUBJECT MATTER</b>   |
| 1963                          | April 16, 2012       | #1                   | 7. Item 6 Promotional Signs, Schedule II  |
| 2072                          | January 26, 2015     | #2                   | Parts 2, 6, and 7 relating to Construction Project Signage, development project signage, and Changeable Copy or Electronic Message Board Signs. |
| 2090                          | July 27, 2015        | #3                   | Replacing Part 7 section 3.2 relating to fascia signs impacting buildings with more than one premise.   |

Under the statutory powers of the *Local Government Act* and 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 shall be cited as the “White Rock Sign Bylaw, 2010, No. 1923.”

Purpose

2. The purpose of this Bylaw is to:

- 2.1. Reflect the aesthetic standards and enhance the appearance and the unique identity of the City of White Rock;
- 2.2. Support the viability of local businesses by providing sufficient opportunity for them to advertise their places of business and the types of goods and services available on the premises;
- 2.3. Ensure that public safety and traffic safety are not compromised; and
- 2.4. Enable fair and consistent enforcement of sign regulations.

Definitions

3. In this Bylaw:

**“Abandoned Sign”** means any Sign which no longer serves its previously intended purpose, or which is not maintained as required by this Bylaw.

**“Animated Sign”** means a Sign which includes action, motion or colour changes to any part of the Sign, but does not including an Electronic Message Board Sign or a time and temperature sign.

**“Awning”**

means a weather protection device made of non-rigid material, supported entirely by and extending from the exterior wall of a building by a fixed or retractable frame.

**“Awning Sign”** means any Sign which is painted onto, stencilled on or attached to any surface on an awning and does not extend vertically or horizontally beyond the limits of the awning.

**“Balcony”** means a floor projecting beyond an exterior wall of a building and includes any associated railing, balustrade or parapet.

**“Banner Sign”** means a Temporary Sign composed of lightweight, non-rigid material such as cloth, canvas or similar fabric.

**“Bed and Breakfast Sign”** means a Sign identifying an accessory use bed and breakfast establishment located on the premises.

**“Billboard”** means any Sign with a Sign Area exceeding 3.0 square metres (32.29 square feet) and which contains third party advertising.



**“Building”** means any structure wholly or partly enclosed by a roof or roofs, supported by walls, columns or posts and used or intended for the shelter or accommodation of persons, animals, chattels or things.

**“Building Face”** means all of the individual wall areas of a building in one plane or elevation.

**“Building Official”** means the persons employed or contracted by the City to administer this Bylaw, and includes Building Inspectors and Plan Checkers.

**“Building Projection”** means any projection from a building which is not a Canopy or a Projecting Sign.

**“Bus Shelter Sign”** means a sign on a structure intended to shelter bus patrons and situated on land which adjoins a bus stop in ordinary use by buses operated by a public transit authority.

**“Business License Officer”** means the persons employed or contracted by the City to administer this Bylaw and the City’s “Business License” and “Ticketing for Bylaw Offenses” Bylaw.

**“Bylaw Enforcement Officer”** means the persons employed or contracted by the City to administer this Bylaw and the City’s “Ticketing for Bylaw Offenses” Bylaw.

**“Canopy”**  
means a rigid, permanent roof-like shelter or marquee extending from all or part of a building face.

**“Canopy Sign”**  
means any Sign painted onto, attached to or constructed as part of or installed on the face of a Canopy and does not extend vertically or horizontally beyond the limits of the Canopy.

**“Changeable Copy Sign”** means a Sign on which the Copy can be changed mechanically or manually through the use of detachable letters, numbers or pictorials, but does not include an Electronic Message Board Sign.

**“City”** means the Corporation of the City of White Rock and its designated officials.

**“Clearance”** means the vertical distance from Grade to the underside of the Sign or its supporting structure, whichever is less.

**“Community Event Sign”**

means a Temporary Sign for a special community event, charitable, civic, patriotic or religious purpose indicating that the activity is to be, or is being carried on.

**“Comprehensive Sign Plan”** means a comprehensive plan for the signage on a site, approved through a development permit, which specifies the size, type, illumination, Height, design, location and number of Signs for the new development or the redevelopment of a site.

**“Copy”**

means the letters, characters, numbers, Logos or graphics which make up the messages on a Sign, but does not include the background colour.

**“Copy Area”**

means the area within a square, rectangle, triangle or circle, or combination of these figures, which encloses all of the Copy on the Sign.

**“Corner Lot”** means a Lot with both Frontage and Flankage adjacent to a public street.

**“Council”** means the municipal Council of the Corporation of the City of White Rock. **“Courtesy Bench Sign”** means a Sign forming part of a bench located on public property at a bus stop, rest area or park.

**“Directional Sign”** means a Sign directing people or traffic, or indicating the direction or route from the Sign to a business or businesses, place or event.

**“Directory Sign”** means a Sign located at the premise of a place of worship, service club or organization which contains information on the organization and its meetings and events.

**“Electronic Message Board Sign”** means a Sign which displays illuminated and changing or moving effects, or a Sign with moving letters, symbols or changing messages.

**“Face of a Sign”** means a side of a Sign where Copy may be placed.

**“Fascia Sign”** means a Sign painted on, attached to or recessed into the face or wall of a Building.

**“Flankage”**

means the length of the longer of the property lines of a parcel of land abutting a public street on a corner lot, excluding a lane.

**“Flashing Sign”** means a Sign which contains or gives the illusion of intermittent or flashing light sources but does not include an Electronic Message Board Sign or time and temperature sign.

**“Free-Standing Sign”** means a Sign, excluding a Billboard, which is attached to the ground and is supported independently of any building or structure.

**“Free-Standing Portable Sign”**

means a Portable Sign supported by a metal or other rigid frame with a stable base.

**“Frontage”**

means the length of a property line of a parcel of land abutting a public street, excluding a lane. Where a property is on a corner Lot, the Frontage shall be deemed to be the shorter of the two property lines.

**“Grade”**

means the average ground surface elevation within 1.0 metre (3.28 feet) horizontally from the Sign.

**“Height”** means the vertical distance measured from the Grade to the highest point of a Sign.

**“Home Occupation Sign”**

means a Sign indicating that a home occupation is carried out in the building to which the sign is affixed.

**“Identification Sign”** means a Sign containing only the name, address and number of the Building, institution or person, or a description of an activity in the Building or institution, or the occupation of the person.

**“Illuminated Sign”** includes a Sign which is:

- (a) internally illuminated (directly illuminated); or
- (b) which reflects light from a source intentionally directed upon it (indirectly illuminated): or
- (c) where the surface upon which individually mounted letters has light directed upon it (halo lit).

**“Life Style Graphics”** means graphics, images, Murals and Copy which are affixed to the windows of a business.

**“Logo”** means a symbolic representation not including words, names or numbers unless part of a registered trademark, which is used exclusively to simplify the

advertising of a product, business, service or activity and which contains no additional identification, information or message.

**“Lot”** means a separate and distinct parcel in which land is held or into which land is subdivided.

**“Menu Box”** means a display box containing the menu or special promotions of a restaurant.

**“Monument Sign”**  
means a Free-standing Sign, attached to the ground, which is supported by and integrated with a solid base.

**“Mural”**  
means a graphic representation on the face of a Building or structure which is decorative and has limited identification, advertising or information purpose.

**“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.

**“Portable Sign”** means any Sign which is easily moved and which is not permanently attached to the ground or to a Building.

**“Premise”** means that area of a Lot or Building or portion thereof occupied by a business.

**“Prohibition/Trespass Sign”** means a Sign which provides a warning, prohibition or penalty respecting the site or Premise on which it is located.

**“Projecting Sign”** means a Sign other than an Awning Sign, Canopy Sign or Fascia Sign which is attached to and projects from a Building face.

**“Promotional Sign”** means a Temporary Sign advertising a promotion, new business or change in ownership of a business on the Premises to which the Sign is affixed.

**“Pylon Sign”**  
means a Free-standing Sign supported by a pole or similar structure.

**“Real Estate Sign”** means a Temporary, Free-standing or Fascia Sign indicating that the property on which the Sign is located is for sale, rent or lease.

**“Real Estate Directional Sign”** means a Temporary Sign directing the public to a specify property which is for sale, rent or lease.

**“Roof Sign”** means any Sign erected above the roof line, or line made by the intersection of the exterior wall of a Building with the roof of the Building.

**“Sandwich Board Sign”** means a Portable Sign consisting of two rigid surfaces attached together at one edge.

**“Sign”** means any visual communication device or medium which is visible from any public location including any dedicated right-of-way, which by means of Sign Copy, Illumination, inscription or other means attracts attention for advertising, identification or information purposes.

**“Sign Area”** means the total area within the outer edge of the frame or border of a Sign, counting all Sign Faces. Where a Sign has no frame or physical or visual borders, the Sign Area is the same as the Copy Area of the Sign.

**“Temporary Sign”** means a Sign erected for a limited period of time as authorized in this Bylaw.

**“Under Awning/Under Canopy Sign”** means any Sign which is suspended from and is entirely beneath an Awning or Canopy.

**“Third Party Sign”** means a Sign which directs attention to a business, commodity, service or entertainment which is conducted, sold or offered elsewhere than on the Premises on which the Sign is located.

**“Vehicle Sign”** means a Sign attached to, painted on or mounted on a parked vehicle or trailer not normally used in the daily activity of the business, with the sign visible from a public location so as to act as a sign for the advertisement of products or to direct people to a business or activity.

4. Where a word or term is not defined in this Bylaw, it shall have the meaning assigned by the City’s Zoning Bylaw as amended.

## **PART 2 – APPLICATION OF THIS BYLAW**

1. This Bylaw applies to all Signs within the municipal boundaries of the City of White Rock, with the exception of addressing information attached to a building.

~~1. This Bylaw applies to Signs on any property within the municipal boundaries of the City of White Rock, and to all Signs encroaching on or over a street or lane.<sup>1</sup>~~

2. No sign shall be erected, placed or displayed within the City except in conformity with the provisions of this Bylaw.

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<sup>1</sup> Amended by Bylaw No. 2072

### **PART 3 – ADMINISTRATION OF THIS BYLAW**

1. The Building Official is authorized to receive and process applications and to issue permits in accordance with the provisions of this Bylaw.
2. The Building Official shall issue a permit if the application complies with all provisions of this Bylaw.
3. No permit shall be issued for any Sign where the proposed Sign does not comply with the provisions of this Bylaw.
4. Notwithstanding the clause above, in the event that a proposed Sign does not satisfy all of the requirements set out in this Bylaw, the applicant may submit an application to vary the provisions of this Bylaw.
5. The provisions of this Bylaw may be varied in conjunction with the approval by Council of a Comprehensive Sign Plan and Development Permit.
6. A permit shall expire if active work is not commenced within a period of six months from the date of its issuance.
7. The Building Official may refuse to issue a permit where the installer does not hold a valid business licence to carry on the business of installing Signs within the City.
8. Reference in this Bylaw to any zone shall be in reference to such zones as described in the City of White Rock Zoning Bylaw as amended.

#### **Application for a Sign Permit**

9. Every application for a sign permit for a Sign other than a Temporary Sign shall include a completed sign application form signed by the Building or site owner or authorized agent and the person responsible for installing the Sign, containing the name and address of the Sign manufacturer, proof of professional liability insurance and the following information:
  - 9.1. The civic address and legal description of the property, Building or structure;
  - 9.2. Scaled drawings showing the location, size, dimensions, Height, Clearance, weight, materials, finishes, colours, size of lettering, Copy and graphics, method of illumination, method of construction and details of the supporting structure, and estimated cost (including installation) of all proposed Signs;
  - 9.3. A current photo of the wall surface to which the Sign is to be attached; and
  - 9.4. For Free-standing Signs, the proposed location of the Sign in relation to the property lines.

10. Every application for a sign permit for a Temporary Sign including a Sandwich Board Sign, a Free-standing Portable Sign or a Promotional Sign shall include:
  - 10.1. A completed Sign Application Form signed by site owner or authorized agent and containing the civic address and legal description of the property;
  - 10.2. A sketch or photograph of the proposed location of the Sign in relation to the building facade or property lines, building access, and if applicable, dimensions of the unimpeded sidewalk area; and
  - 10.3. A sketch or photograph of the proposed Sign.

#### Application for a Comprehensive Sign Plan

11. A Comprehensive Sign Plan shall be submitted showing the size, dimensions, Height, clearance, design concept and method of illumination of all existing and proposed Signs for any new building or major redevelopment\* of a building, group of buildings or multi-tenant complex in any CS zone, CR zone or applicable CD zone. Every application for a Comprehensive Sign Plan shall include a completed development permit application in addition to the information required by this Bylaw. (\*Major redevelopment involves 50% or more upgrade to the value of the improvement).

#### Sign Construction, Maintenance and Safety

11. The Building Official may refuse to issue a permit for a Sign where:
  - 12.1 The Building or structure to which the Sign is to be attached is incapable of supporting the Sign, or the information submitted regarding the construction of the building or structure is insufficient to allow a determination of its capability to safely support the Sign;
  - 12.2 The proposed Sign would obstruct or interfere with any traffic control device or interfere with the safety of motorists or pedestrians.
12. Where the Building Official has concerns for the structural integrity of a proposed Sign, they may require, as a condition of the issuance of any permit, that all drawings and specifications, or any part thereof, be prepared and sealed by, and the construction carried out under the supervision of a Professional Engineer registered in the Province of British Columbia. The Building Official may refuse to issue a permit until he is provided with a letter signed by such Professional Engineer, undertaking to supervise the work authorised by such permit, or any part thereof, until it is completed.

#### **PART 4 – PROHIBITED SIGNS**

1. Signs that are not expressly permitted by this Bylaw are prohibited.
2. The following types of Signs are specifically prohibited:
  - 2.1. Animated Signs

- 2.2. Balloons or inflatable signs
  - 2.3. Billboard Signs
  - 2.4. Flashing Signs
  - 2.5. Portable Signs except for Sandwich Board Signs as regulated by this Bylaw
  - 2.6. Pylon Signs
  - 2.7. Roof Signs
  - 2.8. Streamers and strings of light not continually attached to a building or landscape feature
  - 2.9. Third Party Signs except for Community Event Signs, Bus Shelter Signs, Courtesy Bench Signs and Directional Signs as regulated by this Bylaw
  - 2.10. Vehicle Signs
3. Any Sign which interferes with the safe use of the street by vehicles or pedestrians, impedes traffic or interferes with the use or visibility of any traffic control device or other equipment installed by the City or by a utility company is prohibited.
  4. Any Sign which imitates or resembles an official sign or traffic control device is prohibited.
  5. Any Sign which may damage a tree is prohibited.
  6. Any Sign that obstructs any window, door opening, passageway, fire escape, walkway, road, lane, sidewalk or similar feature is prohibited.

## **PART 5 – GENERAL PROVISIONS**

### **Permits Not Required**

1. A sign permit is not required:
  - 1.1. For any Sign or Logo having a total Sign Area less than 0.1 square metre (1.07 square feet).
  - 1.2. For the cleaning, maintenance and repair of any Sign.
  - 1.3. For a commemorative plaque, cornerstone, or patriotic flag.
  - 1.4. For temporary seasonal decorations.

### **Permits Required**

2. A sign permit is required to relocate any Sign requiring a permit, or to alter or change its supporting structure, or its Sign Copy, colour, or the name of the owner or business.

### **Sign Maintenance**

3. All Signs shall be maintained to be structurally sound and free from all hazards. Any Sign Area, Sign Copy and Illumination shall be maintained in a clean, operating and readable condition, and the Lot on which Sign is located shall be maintained free of weeds or debris.



### Sign Illumination

4. Permanent signs in all CR, CS and P zones, and in CD zones that permit a commercial use, may be directly or indirectly illuminated. All signs in RS and RM zones and all signs not requiring a permit shall be non-illuminated unless otherwise permitted in Part 6 of this Bylaw.
5. Illumination for any Sign shall not create a direct glare causing nuisance to adjacent properties or create a safety concern on the adjacent public rights-of-way.
6. Externally Illuminated Signs shall use a shielded light source. Signs having individual halo-lit lettering or symbols shall be mounted on a solid, opaque background. Projecting Signs shall use a low intensity of illumination.
7. All wiring and conduits for Illuminated Signs shall be placed underground or otherwise concealed.

### Colours and Coordination

8. The colours, design and placement of Signs and their supporting structure and surrounding framework shall be coordinated with both the architectural elements of the facade and with other Signs on the facade.

### Maximum Permitted Sign Area

9. The maximum permitted Sign Area of all Signs on a Lot or Premise requiring a permit shall not exceed 0.2 square metres (2.15 square feet) of Sign Area for each 0.3 metres (0.98 feet) of Lot Frontage (see Appendix II, Illustrations “1” and “2”).
10. For Buildings located on a Corner Lot, the maximum permitted Sign Area for all Signs may be increased by 0.1 square metres (1.07 square feet) of Sign Area for each 0.3 metres (0.98 feet) of Building Face located along the Flankage of the lot.

## **PART 6 – REGULATIONS FOR SIGNS NOT REQUIRING A PERMIT**

The Signs set out in Part 6 are permitted in all zones where the associated use is permitted unless otherwise specified, and are exempt from obtaining a sign permit provided they comply with the regulations of this Bylaw.

### **1. Bed and Breakfast Signs and Home Occupation Signs**

- 1.1. One sign may be erected per bed and breakfast establishment and per home occupation use, as either a Facia Sign or as a Free-Standing Sign, provided the Sign does not exceed 0.37 square metres (4.0 square feet) in Sign Area.
- 1.2. A Free-standing Bed and Breakfast Sign or Home Occupation Sign shall not exceed 0.6 metres (2.0 feet) in height, and may be indirectly illuminated.

### **2. Civic Signs**

- 1.1 A Sign may be erected by the City for any City purpose.

- 1.2 Community Event Signs and decorative Banners on or over public rights-of-way are permitted.
- 1.3 Signs required to be posted by bylaw or by government order, rule or regulation are permitted.
- 1.4 Traffic control Signs pursuant to the *Motor Vehicle Act* are permitted.

### **3. Community Event Signs**

- 3.1 One Community Event Fascia Sign, Free-Standing Sign or Banner not exceeding a total of 3.0 square metres (32.29 square feet) in Sign Area, indicating the name, place and time of a meeting, activity or event may be erected per Lot.
- 3.2 Community Event Signs shall be displayed for no more than 30 days prior to the community event and 7 days after the event.
- 3.3 Any Community Event Sign intended for location on a public right-of-way shall only be permitted subject to the written approval of the City.

### **4. Construction Project Signage<sup>2</sup> ~~Construction Project Sign~~**

- 4.1 One Temporary Sign shall be permitted on up to two frontages of a construction project site, providing a graphic rendering of the project and identifying the owner, general contractor, architects, engineers, sub-trades and others associated with the planning, design and development of the project, provided each sign does not exceed 3.0 square metres (32.29 square feet) in Sign Area.
- 4.2 Construction Project Signs shall be removed not more than 30 days after receiving an occupancy permit for the project.
- 4.3 Signage promoting an approved development project is permitted on solid hoarding/fencing surrounding the development site.<sup>3</sup>

### **5. Development Proposal Signs**

- 5.1 Development Proposal Signs shall be a minimum of 1.5 square metres (16.15 square feet) in Sign Area, and shall be posted as a Free-Standing Signs or Facia Signs, no further than 6 metres (19.69 feet) from the property lines abutting the street line. Alternatively a Development Proposal Sign may be installed at a 45 degree angle from the intersection point of two streets on a corner Lot. Where placement of the Sign is not possible on the property, the Development Proposal Sign shall be installed on the abutting road right-of-way subject to prior written approval of the City.

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<sup>2</sup> Amended by Bylaw No. 2072

<sup>3</sup> Amended by Bylaw No. 2072

5.2 Development Proposal Signs shall be installed not later than 14 days following the submission of an application to the City and must be removed within 10 days following completion of the public hearing or withdrawal of the development application.

## **6. Directional Signs**

6.2 Directional Signs may be located on or over City rights-of-way subject to an agreement with the City as set out in Part 8 of this Bylaw.

6.3 Directional Signs may have up to two Sign Faces with a maximum Sign Area of 1.5 square metres (16.15 square feet) per Sign Face and may be illuminated.

6.4 Two or more parties may combine their messages on one Directional Sign subject to a coordinated design concept approved by the City.

## **7. Directory Signs**

7.1 One Directory Sign shall be permitted on the premise occupied by a place of worship, service club, community group or similar organization.

7.2 Directory Signs may have up to two sign faces, with a maximum Sign Area of 1.5 square metres (16.15 square feet) per Sign Face and may be illuminated.

## **8. Identifications Signs**

8.1 One Identification Sign, which may identify more than one institution, person, activity or occupation located at the premises, shall be permitted for each premise.

8.2 In all RS, RT and RM zones identification signs shall not exceed 0.3 square metres (.98 square feet) in Sign Area or 1.5 metres (4.92 feet) in Height.

## **9. Menu Boxes**

9.1 A Menu Box not exceeding 0.6 square metres (6.46 square feet) may be mounted on the Fascia, affixed to the Balcony of a restaurant or located within the area defined by a sidewalk cafe business licence. Menu Boxes may be illuminated.

## **10. Political Signs**

10.1 Political Signs shall be displayed not more than 30 days before the date of a local government, provincial or federal election or referendum, and shall be removed within 7 days following the election or referendum.

10.2 Political Signs shall be non-illuminated and may have up to four Sign Faces. No single Sign Face shall exceed 2.5 square metres (26.91 square feet) in Sign Area and no freestanding political sign shall exceed 2.1 metres (6.56 feet) in height.

10.3 Political Signs shall not be placed on a public right-of-way or on any City property except that Political Signs may be placed on road ends and unopened road allowances,

and on a public right-of-way in a front or side yard on the inside of the sidewalk, with the permission of the adjacent property owner.

10.4 Any Political Sign which obstructs access or visibility for traffic, or is placed on public property other than provided for in this section will be removed by the City.

### **11. Prohibition/Trespass Signs**

11.1 Prohibition/Trespass Signs may be displayed on any premises provided the Sign does not exceed 0.2 square metres (2.15 square feet) in sign area or a height of 2 metres (6.56 feet). A Prohibition/Trespass Sign may be indirectly illuminated.

### **12. Real Estate Signs**

12.1 A maximum of two Real Estate Signs may be erected on any one unit or Lot which is for sale, rent or lease. Real Estate Signs may be Fascia Signs or Free-standing Signs.

12.2 The maximum Sign Face for a Real Estate Sign in any RS, RT or RM zone shall be 0.7 square metres (7.53 square feet) and the Real Estate Sign shall not be illuminated. The maximum Sign Face for a real estate sign in all other zones shall not exceed 2.2 square metres, and the Sign may be indirectly illuminated.

12.3 Free-standing Real Estate Signs may have a maximum of two Sign Faces and shall not exceed 1.5 metres (4.92 feet) in Height.

12.4 Real Estate Directional Signs may have two Sign Faces and each Sign Face shall not exceed 0.2 square metres (2.15 square feet). Real Estate Directional Signs are permitted only for the duration of open house hours and shall not be placed on City rights-of-way.

### **13. Window Signs**

13.1 Window Signs may be painted on, etched or installed on the inside of a window in any CR or CS zone, or in any CD zone that permits a commercial use, provided the Copy Area of the Window Sign, including all Life Style Graphics does not exceed 25 percent of the total window area. In the case of window doors, the Window Sign shall not exceed 50 percent of the glass area.

## **PART 7 – REGULATIONS FOR SIGNS Requiring A PERMIT**

The following Signs are permitted in all CR zones, CS zones and CD zones where commercial uses are located, and require a Sign Permit subject to the regulations of this Bylaw.

### **1. Awning, Canopy, Under Awning and Under Canopy Signs (see Appendix III, Illustration “3”)**

1.1. Signs shall be painted or affixed to the flat surface of the exterior front or sides on an Awning or a Canopy, and shall not extend vertically or horizontally beyond the limits of the Awning or Canopy.

- 1.2. An Awning or Canopy Sign may be directly or indirectly illuminated.
- 1.3. The Copy Area of an Awning or Canopy Sign shall not exceed 40% of the face of the Awning or Canopy.
- 1.4. The vertical dimension of the Copy Area shall not exceed 0.61 metres (2.0 feet) in Height.
- 1.5. Where more than one business Premise occupies a Building, an Awning or Canopy Sign shall be permitted for each business Premise. Separate Awnings and Canopies on the same Building shall be of uniform Height, character and design.
- 1.6. One Under Awning or Under Canopy Sign may be attached to the apron of an Awning or Canopy per Premise, identifying only the name of the business or the service offered. Under Awning and Under Canopy Signs shall be attached perpendicular to the Building Face. The Sign Area shall not exceed 0.3 square metres (3.23 square feet), the Copy Area shall not exceed 0.2 metres (0.66 feet) in copy height and the Sign shall have a minimum Clearance of 2.2 metres (7.22 feet) from the finished grade of the sidewalk. All Under Awning and Under Canopy Signs on the same Building shall be of a consistent Height, material, dimension, method of Illumination and design.

## **2. Changeable Copy Signs and Electronic Message Board Signs**

- 2.1 Changeable Copy or Electronic Message Board Signs shall be permitted only at theatres, community centres, recreational establishments, schools, service stations and places of worship where changes of events and/or prices necessitates changes in the message of the sign. ~~Changeable Copy or Electronic Message Board Signs shall be permitted only at theatres, community centres, recreational establishments, schools and service stations where constant changes of events and prices necessitates changes in the message of the sign.~~<sup>4</sup>
- 2.2 The changeable Copy Area shall not exceed 50% of the sign area of a Changeable Copy Sign or an Electronic Message Board Sign.
- 2.3 Changeable Copy Sign or an Electronic Message Board Signs shall only be permitted as an integral part of, and included in the display surface of a Free-Standing Sign or Fascia Sign.

## **3. Fascia Signs**

- 3.1 Fascia Signs shall be permitted on the exterior walls of a building in all CR, CS and P zones and in all CD zones that permit a commercial use, and may be directly or indirectly illuminated.
  - 3.1.1 For all Buildings constructed after the date of the adoption of this Bylaw, Fascia Signs shall be recessed into the building so that the facade sign is flush with the

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<sup>4</sup> Amended by Bylaw No. 2072

exterior wall of the building, except that individual channel letter, neon letter or pin-mounted letter signs may extend up to 20.5 cm (8 inches) from the building facade.

- 3.1.2 For existing Buildings constructed prior to the adoption of this Bylaw, Facia Signs may be permitted to be attached to the face of the building provided they extend no more than 20.5 cm (8 inches) from the face of the building.
- 3.2 Where more than one Premise occupies a Building, one Fascia Sign shall be permitted for each business premise. On a Corner Lot a Premise may have one Fascia Sign per Building Face. *Amended by Bylaw 2090.*
- 3.3 The Sign Copy Area shall not exceed 0.61 metres (2.0 feet) in Height and shall not exceed 45% of the Sign Area.
- 3.4 Where consistent with the provisions of a Comprehensive Sign Plan, the Sign Copy Area may be placed vertically, in which case the horizontal dimension shall not exceed 0.61 metres (2.0 feet) in width.
- 3.5 The upper limit of a Fascia Sign shall not be higher than the roof line of a building, or the uppermost portion of a Building storey used for commercial purposes where residential uses are located above.
- 3.6 Murals are allowed on the exterior walls of buildings, as long as the Sign Copy Area of the Mural does not exceed 5% of the area of the Mural.

#### **4. Free-Standing Signs (see Appendix III, Illustration “4”)**

- 4.1 A maximum of one Monument Sign with a maximum on two Sign Faces shall be permitted on a lot in any CR zone or P zone, and shall be permitted in all RS and RM zones as an Identification Sign at the entrance to a residential building or complex.
- 4.2 Free-standing Signs shall be mounted on a permanent base, and the Sign and its base shall be coordinated in colour, materials and design with the overall design and landscaping on the premise.
- 4.3 Monument Signs shall not exceed a height of 2.2 metres (7.22 feet) including the supporting base or structure, and shall not exceed a total Sign Area on the two Sign Faces of 4.0 square metres (40.05 square feet) excluding its supporting base or structure.
- 4.4 Two or more businesses may combine their signage on one single Monument Sign, provided the Sign Height and Sign Area do not exceed the provisions of Part 7, section 4.3.
- 4.5 Notwithstanding 4.3 above, properties in a P zone or a CR zone with frontage on North Bluff Road, and land area in excess of 3,600 square metres, may be permitted to have a

larger monument sign and, when permitted, shall not exceed a maximum height of 6.1 metres (20 feet) and a total Sign Area on the two Sign Faces of 30 square metres (323 square feet).

## **5. Projecting Signs (see Appendix III, Illustration “5”)**

- 5.1 A maximum of one Projecting Sign shall be permitted per Premise in all CR and CS zones and CD zones where commercial uses are located, except on a Corner Lot where a Premise may have one Projecting Sign per Building Face.
- 5.2 A Projecting Sign should be located at or near the centre of the length of the Building Face or in the vicinity of the doorway of the Premise.
- 5.3 A Projecting Sign shall extend no further than 1.2 metres (3.94 feet) from the supporting wall, and have a minimum Clearance of 2.2 metres (7.22 feet) from top of Grade or sidewalk. The maximum total Sign Area on the two Sign Faces shall be 0.7 square metres (7.53 square feet).
- 5.4 Where more than one Premise occupies a Building, one Projecting Sign shall be permitted for each business Premise in a Building, provided all Projecting Signs are of uniform design, size, placement, method of Illumination and Height.

## **6. Promotional Signs**

- 6.1 One Promotional sign, which may be a Banner Sign, may be displayed on a Premise for up to three (3) separate events per year with a maximum limit of twenty-eight (28) days for any one event for a combined maximum of eighty-four (84) days for all three events.
- 6.2 In addition to 6.1, special promotional permits may be obtained by the White Rock Business Improvement Association (BIA) to authorize the placement of banners signs on multiple businesses (one per premise) for a maximum of twenty-four (24) days.
- 6.3 The approval of permits for banner signs, including the special promotional permits, shall be subject to the applicants and/or the occupants of Premises entering into agreement to accept full responsibility and liability for the placement and maintenance of the banner signs, to indemnify the City, and for the provision of proof of liability insurance in the amount of \$5 million.
- 6.4 The maximum Sign Area for a Promotional or Banner Sign shall be 3.0 m<sup>2</sup> (32.29 ft<sup>2</sup>).<sup>5</sup>

## **7. Sandwich Board Signs and Free-Standing Portable Signs (see Appendix III, Illustrations “6” and “7”)**

- 7.1 A maximum of one Sandwich Board Sign or one Free-Standing Portable Sign may be displayed per Premise in all CR and CS zones, and in CD zones where commercial uses are located.

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<sup>5</sup> Amended by Bylaw No. 1963

7.2 Sandwich Board Signs and Free-Standing Portable Signs shall be displayed only during the operating hours of the business.

7.3 Sandwich Board Signs and Free-Standing Portable Signs shall not be illuminated and shall not contain Third Party advertising.

7.4 All Sandwich Board Signs and Free-standing Portable Signs shall be located on private property on the site for which the sign is intended. Where there is insufficient room on the site, a Sandwich Board Sign or Free-Standing Portable Sign may be placed on the area defined by a Sidewalk Cafe Business Licence with the City subject to the conditions outlined in sub-section 7.7 below and subject to the provisions of Part 8 below.

7.5 A Sandwich Board Sign shall not exceed a Height of 1 metre (3.28 feet) and a width of 0.61 metre (2.0 feet) and shall have a maximum of two Sign Faces, with a maximum Sign Area of 0.73 square metres (7.88 square feet) on each Sign Face.

7.6 A Free-Standing Portable Sign shall not exceed a Height of 1.2 metres (3.94 feet) and a width of 0.61 metres (2.0 feet) and shall have a maximum of two Sign Faces, with a maximum Sign Area of 0.73 square metres (7.88 square feet) on each Sign Face.

7.7 All Sandwich Board Signs and Free-Standing Portable Signs shall be placed so that there is a minimum unimpeded 1.5 metres (4.92 feet) of sidewalk width for pedestrian use.

7.8 All Sandwich Board Signs and Free-Standing Portable Signs shall be of a weight and construction to prevent the Sign from being blown over by wind or passing traffic.

## **8. Service Station Canopy Signs**

8.1 A maximum of one Sign is permitted on each face of a Canopy over service station pumps, provided that the Sign shall be less than 25 percent of the length of the canopy, the vertical dimensions of the Sign shall not exceed 0.61 metres (2.0 feet) and the entire Sign Area on the Lot as set out in Part 5 of this Bylaw.

## **PART 8 – PROVISIONS FOR SIGNS ON OR OVER PUBLIC RIGHT-OF-WAY**

1. No Sign or any part of a Sign shall be displayed upon or suspended over a public street, sidewalk, walkway or any public place where public access is allowed, unless the owner of the Sign has obtained a licence to encroach and entered into an “encroachment agreement” with the City providing for such Sign. The licence shall, among other things, contain conditions that require insurance coverage and the deposit with the City and maintains in full force and effect throughout the life of the licence, a policy of insurance in a sum of at least \$5,000,000.00 indemnifying the City against all loss, cost, damage or expense incurred by the City arising from the construction, erection, maintenance and existence of the Sign.



2. In the event that the owner fails to obtain a licence under Section 1 of this Part, it shall be lawful for the City's Business License Officer, Bylaw Enforcement Officer or Building Official to order the owner to remove the Sign from on or over the public street walkway or public place. If the owner fails to remove the Sign forthwith, the City may remove the Sign at the expense of the owner.
3. The following Signs may be displayed upon or suspended over on a public right-of-way without a permit, provided the owner has obtained a licence under Section 1 of this Part :
  - 3.1. Bus Shelter Signs provided that the Signs are erected at only one end of the Bus Shelter, to a maximum of two Sign Faces and a total maximum Sign Area of 5.0 square metres (53.82 square feet).
  - 3.2. Courtesy Bench Signs.
  - 3.3. Directional Signs as authorized in Part 6.
4. Signs which are attached to and project from Buildings, and are suspended over or placed on a public right-of-way shall only be permitted subject to receiving a sign permit consistent with Part 7 of this Bylaw, and subject to a licence as set out in Section 1 of this Part. Such Signs include:
  - 4.1. Awning and Canopy Signs
  - 4.2. Under Awning and Under Canopy Sign
  - 4.3. Projecting Signs
  - 4.4. Sandwich Board Signs

#### **PART 9 – ENFORCEMENT AND PENALTIES**

1. The City's Business License Officer, Bylaw Enforcement Officer or Building Official, in the administration of the Bylaw, may:
  - 1.1. Enter any premises at any reasonable hour in order to inspect any Sign installation to ascertain compliance with the provisions of this Bylaw or any plans associated with it;
  - 1.2. Order the correction of any work which is being or has been improperly done under a permit, or is done in contravention of the terms and conditions of a permit or licence granted under Part 7;
  - 1.3. Order the cessation of work that is proceeding in contravention of this Bylaw or any licence or permit issued pursuant to this Bylaw;
  - 1.4. Revoke a permit or licence where there is a violation of any term or condition of the permit or licence or a contravention of this bylaw;
  - 1.5. Order the removal by the owner of a Sign which is Abandoned, or for which there is no valid permit or licence or which does not conform to this Bylaw;

- 1.6. Remove a Sign placed on public property without the required permit or licence; and
- 1.7. Order the painting, cleaning, repair, maintenance, alteration or removal of any Sign which has become soiled, dilapidated, abandoned, or which constitutes a hazard to the public safety or property.
- 1.8. Any person who violates any provision of this Bylaw, or omits to do or refrains from doing anything required to be done by any of the provisions of this Bylaw commits an offence, and is liable to a fine as set out in the City's "Ticketing for Bylaw Offences Bylaw". For the purposes of this Bylaw, each day that a violation of this Bylaw is caused or permitted to continue shall constitute a separate offence.

**PART 10 – ENACTMENT**

1. If any section, subsection, clause or phrase of this Bylaw is, for any reason, held to be invalid by a court of competent jurisdiction, it will be deemed to be severed and the remainder of the Bylaw will remain valid and enforceable in accordance with its terms.
2. Any Sign lawfully in existence at the time of the adoption of this Bylaw which does not conform with the provisions of this Bylaw may continue to be used, provided it is maintained in a clean and safe condition as set out in this bylaw, but shall not be reconstructed, altered, moved or replaced except in conformity with this Bylaw.
3. White Rock Sign Bylaw, 1986, No. 1042, consolidated with amendments, is hereby repealed.
4. This Bylaw shall come into force on the date of final adoption thereof.

RECEIVED FIRST READING on the 10<sup>th</sup> day of January, 2011

RECEIVED SECOND READING on the 10<sup>th</sup> day of January, 2011

RECEIVED THIRD READING on the 10<sup>th</sup> day of January, 2011

FINALLY CONSIDERED AND ADOPTED on the 24<sup>th</sup> day of January, 2011

\_\_\_\_\_ *Original Signed by Mayor Catherine Ferguson*  
MAYOR

Original Signed by Tracey Arthur, City Clerk  
CLERK

CITY

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**SCHEDULE II – PERMIT FEE SCHEDULE**

1. Any permit fee shall be paid at the time of permit application in accordance with this Bylaw.
2. Every applicant for a permit for a Temporary Sign shall, at the time of the application, pay a fee to the City in accordance with the following scale plus applicable taxes:<sup>6</sup>

Sandwich Board Sign or

---

<sup>6</sup> Amended by Bylaw No. 1963

|  |  |
|--|--|
| Free-Standing Portable Sign.....                         | \$ 25.00   |
| Promotional Sign.....                                    | \$ 25.00 per event for a<br>maximum of 3 events<br>(\$75.00 total) |
| Special Promotional Sign Permit (as per sub-section 6.2) | no fee   |

3. Every applicant for a permit for a Permanent Sign shall, at the time of application, pay a fee to the City in accordance with the following scale plus applicable taxes.

This fee shall include a non-refundable processing fee of \$50.00 which shall be credited to the application fee if the Sign Permit is approved:

Table Summarizing Application Fees

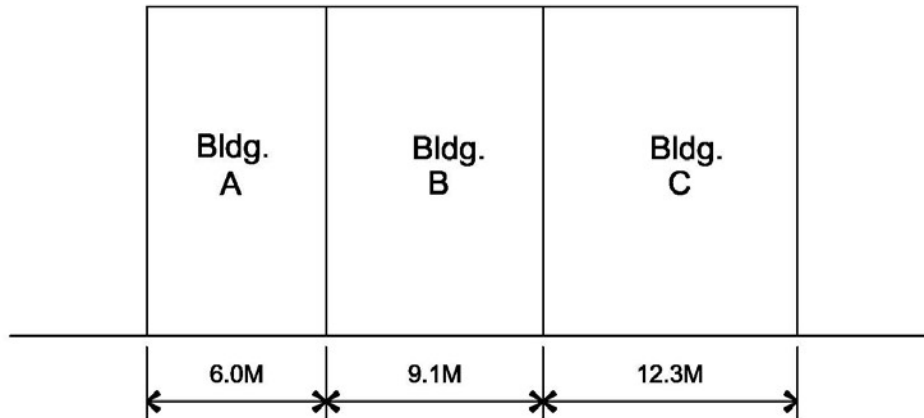
| <b>Application</b>  | <b>Fee</b> |
|---|------------|
| To alter or move an existing Sign   | \$ 50.00   |
| For Free-Standing Signs up to 3 square metres of Sign Area                  | \$150.00   |
| For Free-Standing Signs over 3 square metres of Sign Area                   | \$250.00   |
| For Fascia, Projection, Canopy and Awning Signs                             | \$150.00   |
| For an Electronic Message Board Sign  | \$250.00   |
| For a Comprehensive Sign Plan   | \$200.00   |
| For each Sign for a Premise included in an approved Comprehensive Sign Plan | \$ 50.00   |

**SCHEDULE III – ILLUSTRATIONS**

The attached illustrations are for information and interpretation purposes only and do not form part of this Bylaw.

ILLUSTRATION "1"

**PERMITTED SIGN AREA**



**EXAMPLES OF SIGN AREA CALCULATIONS**

| BLDG. | FRONTAGE | TOTAL AREA FOR ALL SIGNS REQUIRING A PERMIT * |
|-------|----------|---|
| A     | 6.0M     | 4.0M <sup>2</sup>                             |
| B     | 9.1M     | 6.06M <sup>2</sup>                            |
| C     | 12.3M    | 8.20M <sup>2</sup>                            |

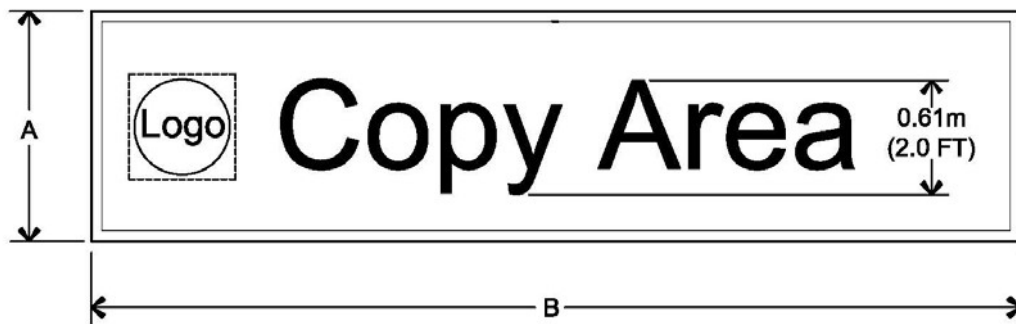
**TOTAL AREA FOR ALL SIGNS REQUIRING A PERMIT \***  
= 0.2M<sup>2</sup> (2.15 ft<sup>2</sup>) OF SIGN AREA PER 0.3M (0.98 ft<sup>2</sup>) OF FRONTAGE

**SAMPLE CALCULATION - BLDG. A :**  
 $6m \div 0.3 = 20 \times 0.2M^2 = 4.0M^2$

\* Includes temporary signs - ie: promotional, sandwich board and free-standing portable signs

ILLUSTRATION "2"

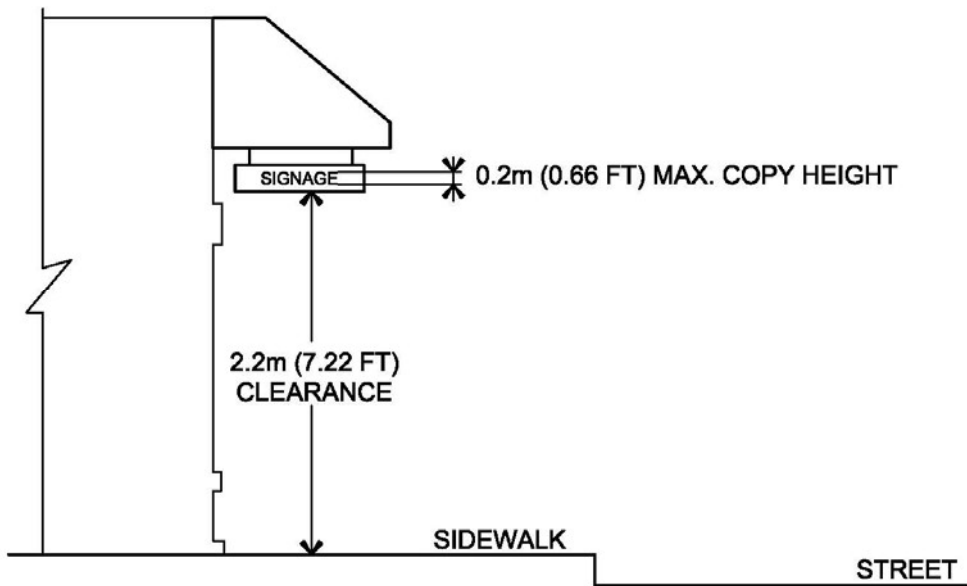
**SIGN AREA**



- $A \times B = \text{SIGN AREA}$
- COPY MAXIMUM VERTICAL DIMENSION  
[0.61M (2.0 FT) WITH OR WITHOUT FRAME]

ILLUSTRATION "3"

**UNDER AWNING / CANOPY SIGN**

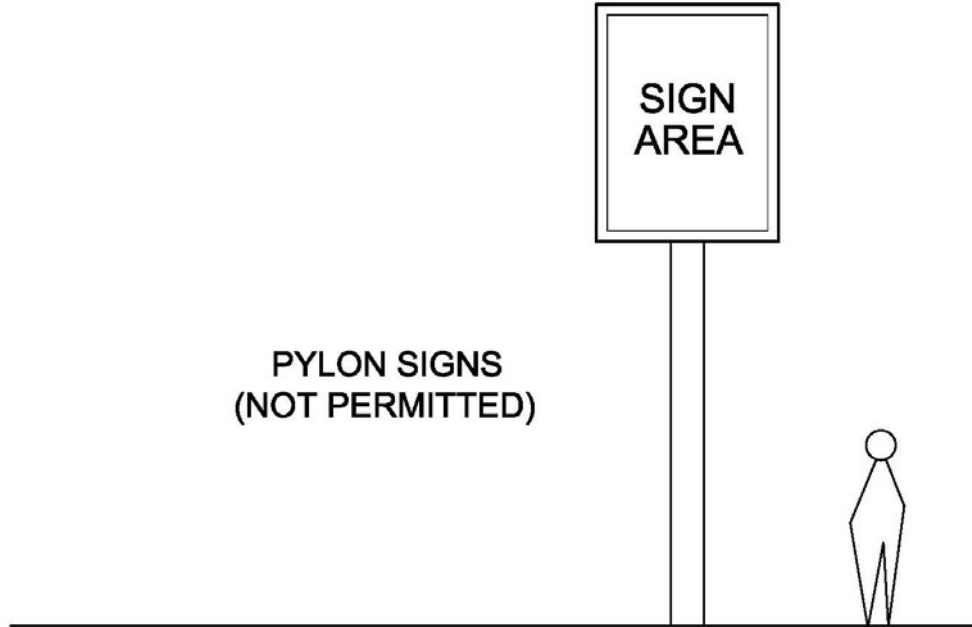
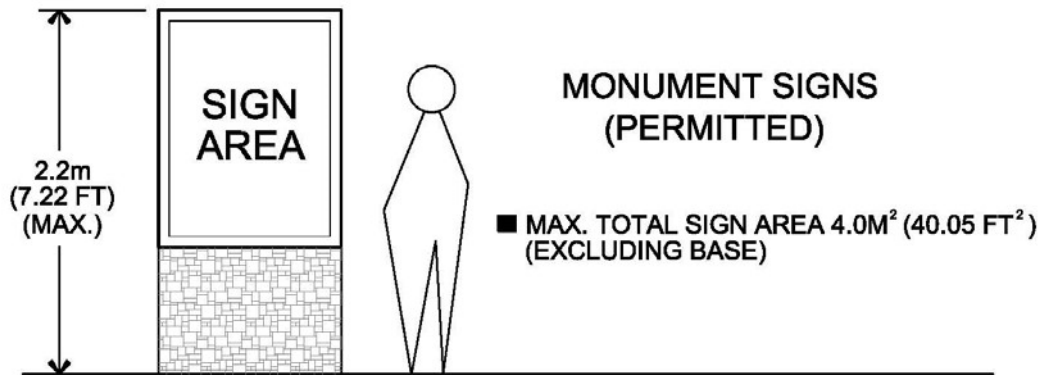


■ MAX. 0.3M<sup>2</sup> (3.23 FT<sup>2</sup>) PER SIGN FACE



ILLUSTRATION "4"

# FREESTANDING SIGNS



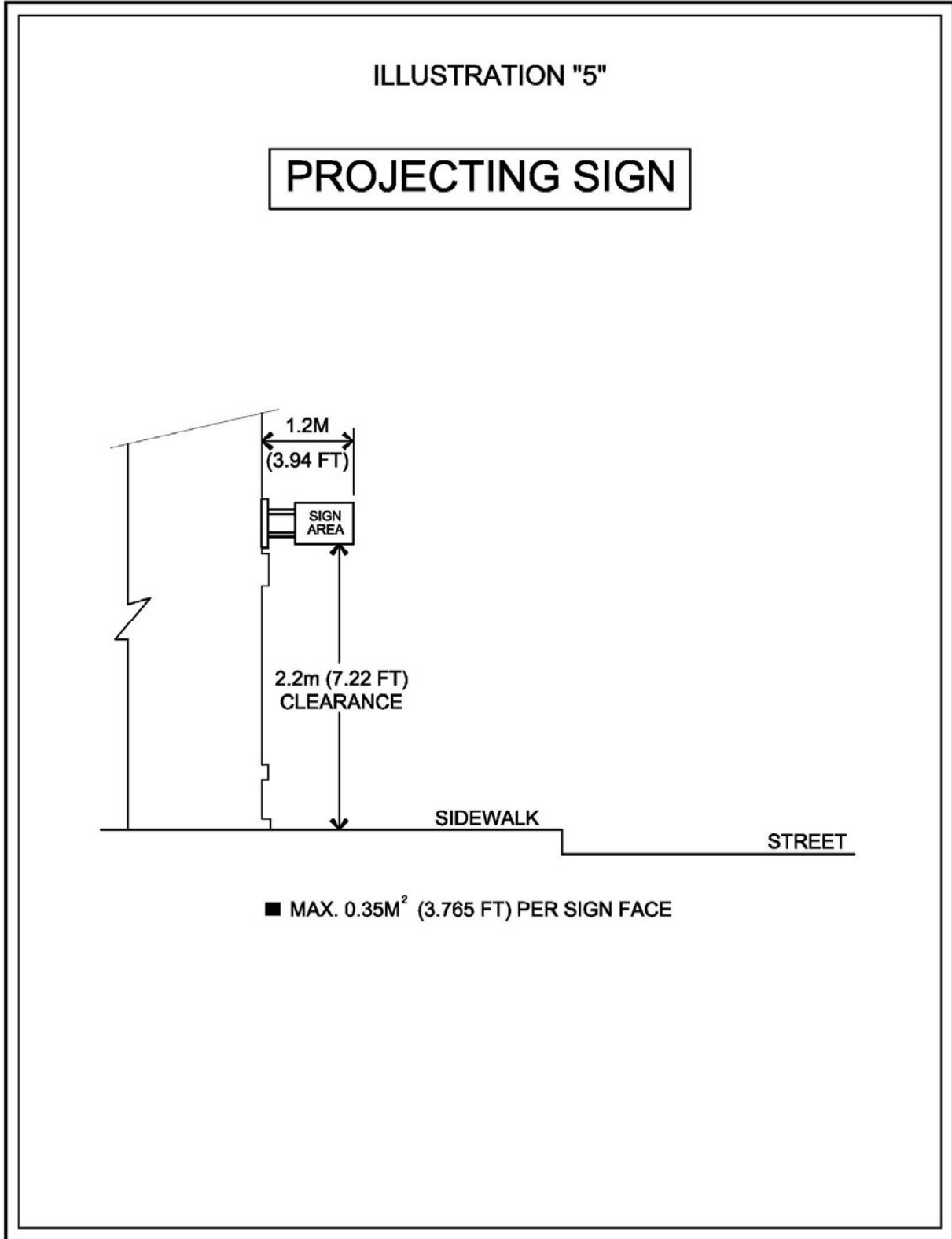


ILLUSTRATION "6"

**SANDWICH BOARD SIGN**

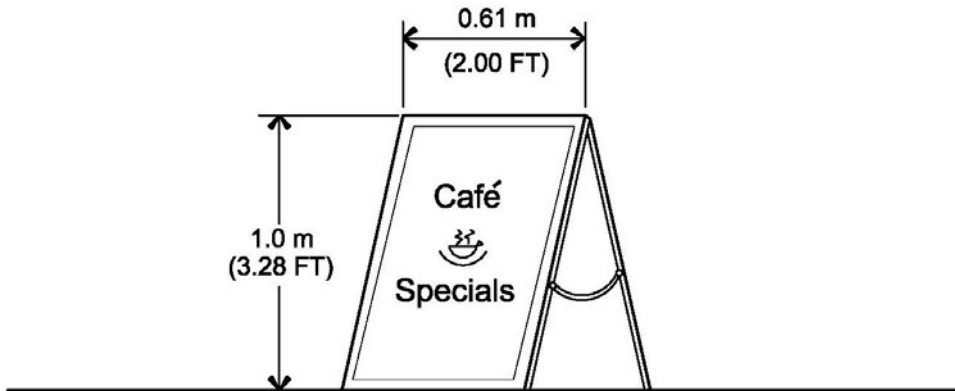


ILLUSTRATION "7"

**FREESTANDING PORTABLE SIGN**

(example)

