

The Corporation of the
CITY OF WHITE ROCK

Regular Council Meeting
AGENDA



Monday, November 23, 2020, 7:00 p.m.

City Hall Council Chambers

15322 Buena Vista Avenue, White Rock, BC, V4B 1Y6

**ON TABLES
starting page 157**

***Live Streaming/Telecast:** Please note that all Committees, Task Forces, 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

The City of White Rock is committed to the health and safety of our community. In keeping with Ministerial Order No. M192 from the Province of British Columbia, City Council meetings will take place without the public in attendance at this time until further notice.

T. Arthur, Director of Corporate Administration

	Pages
1. CALL MEETING TO ORDER	
1.1. FIRST NATIONS LAND ACKNOWLEDGEMENT	
<i>We would like to recognize that we are standing/working/meeting on the traditional unceded territory of the Semiahmoo First Nation, and also wish to acknowledge the broader territory of the Coast Salish Peoples.</i>	
2. ADOPTION OF AGENDA	
<u>RECOMMENDATION</u> THAT the Corporation of the City of White Rock Council adopt the agenda for its regular meeting scheduled for November 23, 2020 as circulated.	
3. ADOPTION OF MINUTES	8
<u>RECOMMENDATION</u> THAT the Corporation of the City of White Rock Council adopt the following meeting minutes as circulated: November 9, 2020.	

4. QUESTION AND ANSWER PERIOD

Due to the COVID-19 global pandemic, in-person Question and Answer Period has been temporarily suspended until further notice. You may forward questions and comments to Mayor and Council by emailing ClerksOffice@whiterockcity.ca with Question and Answer Period noted in the subject line. Your questions and comments will be noted along with answers and placed on the City's website. You will be notified directly once this has been completed.

As of 8:30 a.m., November 18, 2020, there were no Question and Answer period submissions received.

5. DELEGATIONS AND PETITIONS

5.1. DELEGATIONS

5.1.a. YOUTH SPACE OF ALEXANDRA NEIGHBOURHOOD HOUSE - UPDATE ON YOUTH SPACE, AND HOW TO MOVE FORWARD SUPPORTING THE YOUTH OF WHITE ROCK

Kiko Kung and Maxine Larmour, Youth Collective, to attend to provide an update on the youth space at Alexandra Neighbourhood House and to request further funding for the program.

5.2. PETITIONS

None

6. PRESENTATIONS AND CORPORATE REPORTS

6.1. PRESENTATIONS

6.1.a. PEACE ARCH HOSPITAL AND COMMUNITY HEALTH FOUNDATION UPDATE

Stephanie Beck, Executive Director, Janice Stasiuk, Board Chair, and Cathy Wiebe, Interim Executive Director, Peace Arch Hospital, to appear as a delegation to provide an update on the Peace Arch Hospital and Community Health Foundation and COVID-19.

6.2. CORPORATE REPORTS

6.2.a. COVID-19 GLOBAL PANDEMIC VERBAL UPDATE

The Fire Chief to provide a verbal report regarding the COVID-19 Global Pandemic.

6.2.b. COUNCIL STRATEGIC PRIORITIES

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Corporate report from the Chief Administrative Officer dated November 23, 2020 titled "Updated Strategic Priorities".

RECOMMENDATION

THAT Council:

1. Ratify the new 2021-2022 strategic priorities as presented in this report; and
2. Direct Staff to publish the new 2021-2022 Strategic Priorities.

7. MINUTES AND RECOMMENDATIONS OF COMMITTEES

7.1. STANDING AND SELECT COMMITTEE MINUTES

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RECOMMENDATION

THAT Council receive for information the following standing and select committee meeting minutes as circulated:

- Land Use and Planning - November 9, 2020;
- Governance and Legislation - November 9, 2020;
- Arts and Cultural Advisory Committee - October 27, 2020;
- Public Art Advisory Committee - October 29, 2020;
- COVID-19 Recovery Task Force - November 3, 2020; and,
- Environmental Advisory Committee - November 5, 2020.

7.2. STANDING AND SELECT COMMITTEE RECOMMENDATIONS

7.2.a. Governance and Legislation Committee - November 9, 2020 (Councillor Manning)

7.2.a.a. Recommendation #1 - CITY COMMITTEES

RECOMMENDATION

THAT Council endorse the Environmental Advisory Committee meet twice in December 2020.

7.2.a.b. Recommendation #2 - CITY COMMITTEES

RECOMMENDATION

THAT Council endorse: :

1) The following City's Advisory Bodies / Committee appointments be extended to March 31, 2021:

- Arts and Cultural Advisory Committee;
- Advisory Design Panel
- Economic Development Advisory Committee;
- Environmental Advisory Committee;
- History and Heritage Advisory Committee;
- Public Art Advisory Committee;
- Seniors Advisory Committee;
- Tour de White Rock Task Force;
- Water Community Advisory Panel;
- White Rock Sea Festival Task Force; and

2) Endorse that there be a full review of the City's Advisory Bodies / Committees

to be conducted early in 2021 (including the work the Committees are producing and required involvement by staff to maintain the Committees)

7.2.a.c. CONTINUED POLICY REVIEW: HUMAN RESOURCES (400 SERIES) THREE (3) RECOMMENDATIONS

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RECOMMENDATION

THAT Council endorse the following Human Resource policies as circulated:

- a. Policy 401 - Employee Recognition Program.

RECOMMENDATION

THAT Council endorse the following Human Resource policies as circulated:

- a. Policy 405 - Respectful Workplace.

RECOMMENDATION

THAT Council endorse the following Human Resource policies as circulated:

- a. Policy 406 - Anti-Racial Discrimination and Anti-Racism.

7.2.a.d. CONTINUED POLICY REVIEW: COUNCIL AND ADMINISTRATION - SEVEN (7) RECOMMENDATIONS

130

RECOMMENDATION

THAT Council endorse Policy 112 - Freedom of the City as circulated.

RECOMMENDATION

THAT Council endorse Policy 129 - City News as circulated.

RECOMMENDATION

THAT Council endorse Policy 130 - Operational Communications Objective as circulated.

RECOMMENDATION

THAT Council endorse Policy 131 - City Website as circulated.

RECOMMENDATION

THAT Council endorse Policy 132 - Communication of Council Decisions: Facebook Live as circulated.

RECOMMENDATION

THAT Council endorse Policy 133 - Internal Handling of Media Requests as circulated.

RECOMMENDATION

THAT Council endorse Policy 134 - Media Releases as circulated.

7.2.a.e. FILMING POLICY

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RECOMMENDATION

THAT Council to endorse Policy 711 - Film Policy as circulated.

7.2.b. Arts and Cultural Advisory Committee - October 27, 2020 (Councillor Manning)

7.2.b.a. Recommendation #1 - Arts and Culture Online Strategy

RECOMMENDATION

THAT Council direct staff to investigate developing an online strategy for Arts and Culture

7.2.b.b. Recommendation #2 - Arts and Culture Online Promotions

RECOMMENDATION

THAT Council direct staff to explore the cost and feasibility for online promotions for Arts and Culture with community partners

7.2.c. Public Art Advisory Committee - October 29, 2020 (Councillor Trevelyan)

7.2.c.a. Recommendation #1 - White Rock Mural Policy

RECOMMENDATION

THAT Council direct:

1. Staff to develop a mural policy for White Rock, using best practices from other municipalities with respect to selection process and location selection; and
2. This policy be provided back to the Public Art Advisory Committee for discussion.

7.2.d. COVID-19 Recovery Task Force - November 3, 2020 (Councillor Manning)

7.2.d.a. Recommendation #1 - White Rock Events Online Hub

RECOMMENDATION

THAT Council direct staff to investigate the best avenue for an online hub to promote virtual White Rock events.

7.2.d.b. Recommendation #2 - Local Events and Activities Promotion

RECOMMENDATION

THAT Council direct staff to investigate options to better promote local events and activities.

8. BYLAWS AND PERMITS

8.1. BYLAWS

8.1.a. BYLAW 2368 - WATER SERVICES BYLAW, 2015, NO. 2117, AMENDMENT NO. 9, BYLAW, 2020, NO. 2368

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Bylaw 2368 - Water Services Bylaw, 2015, No. 2117, Amendment No. 9, Bylaw, 2020, No. 2368. A bylaw to amend the water service user fees. This item was discussed earlier in the evening at the Finance and Audit Committee. The bylaw is presented for consideration of first, second and third reading.

RECOMMENDATION

THAT Council give first, second and third reading to "*Water Services Bylaw, 2015, No. 2117, Amendment No. 9, Bylaw, 2020, No. 2368*".

8.2. PERMITS

8.2.a. PERMIT TITLE

None

- 9. CORRESPONDENCE
 - None
- 10. MAYOR AND COUNCILLOR REPORTS
 - 10.1. MAYOR'S REPORT
 - 10.2. COUNCILLORS REPORTS
- 11. MOTIONS AND NOTICES OF MOTION
 - 11.1. MOTIONS
 - 11.2. NOTICES OF MOTION
- 12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS
- 13. OTHER BUSINESS
- 14. CONCLUSION OF THE NOVEMBER 23, 2020 REGULAR COUNCIL MEETING

Regular Council Meeting of White Rock City Council

Minutes



November 9, 2020, 7:00 p.m.

City Hall Council Chambers

15322 Buena Vista Avenue, White Rock, BC, V4B 1Y6

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

STAFF: Guillermo Ferrero, Chief Administrative Officer
Tracey Arthur, Director of Corporate Administration
Jim Gordon, Director of Engineering and Municipal Operations
Carl Isaak, Director of Planning and Development Services
Jacquie Johnstone, Director of Human Resources
Colleen Ponzini, Director of Financial Services
Eric Stepura, Director of Recreation and Culture
Ed Wolfe, Fire Chief
Stephanie Lam, Deputy Corporate Officer
Greg Newman, Manager of Planning
Debbie Johnstone, Committee Clerk

1. **CALL MEETING TO ORDER**

The meeting was called to order at 7:00 p.m.

Mayor Walker welcomed back Councillor Fathers who had been away due to illness.

1.1 **FIRST NATIONS LAND ACKNOWLEDGEMENT**

We would like to recognize that we are standing/working/meeting on the traditional unceded territory of the Semiahmoo First Nation, and also wish to acknowledge the broader territory of the Coast Salish Peoples.

1.2 MOMENT OF SILENCE: REMEMBRANCE DAY

Council observed two minutes of silence, including showing a special tribute video in honour of the upcoming Remembrance Day.

2. ADOPTION OF AGENDA

Motion Number: 2020-532

THAT the Corporation of the City of White Rock Council amend the agenda for its regular meeting scheduled for November 9, 2020 as follows:

- Adding new Item 6.2c: Corporate report titled "Wearing Masks in White Rock - COVID-19 Pandemic: Communication Plan"; and
- Adding new Item 7.2d: Recommendations from the Grants-in-Aid Sub-Committee's November 4, 2020 meeting

AND THAT the agenda be adopted as amended.

Motion CARRIED

3. ADOPTION OF MINUTES

Motion Number: 2020-533

THAT the Corporation of the City of White Rock Council adopt the following meeting minutes as circulated:

1. October 19, 2020 – Public Hearing (Major DP 430 / DVP 431 and DP 429);
and
2. October 19, 2020 – Regular Council.

Motion CARRIED

4. QUESTION AND ANSWER PERIOD

Due to the COVID-19 global pandemic, in-person Question and Answer Period has been temporarily suspended until further notice. You may forward questions and comments to Mayor and Council by emailing ClerksOffice@whiterockcity.ca with Question and Answer Period noted in the subject line. Your questions and

comments will be noted along with answers and placed on the City's website. You will be notified directly once this has been completed.

The following correspondence was received by 8:30 a.m., November 4, 2020, with respect to Question and Answer Period:

- Email dated October 22, 2020 from M. Kroeker asking if the City has plans to aggressively address Chafer Beetle noted to be in neighbourhood parks.

The Director of Engineering and Municipal Operations stated they are aware of the issue and they have plans to address the "Chafer Beetle" however not using pesticides. In accordance with best management practices, beginning next spring the grass areas will be aerated, top dress and then they will be over seeded with a seed mixed with clover in it (mechanical practices rather than using pesticides).

Motion Number: 2020-534

THAT Council receive for information the correspondence submitted for Question and Answer Period by 8:30 a.m. November 9, 2020, including information provided by staff as a response given at the meeting.

Motion CARRIED

5. DELEGATIONS AND PETITIONS

5.1 DELEGATIONS

5.1.a PEACE ARCH CURLING CLUB REPRESENTATIVES - RENTAL RELIEF REQUEST

Terry Peel, President of the Peace Arch Curling Club (PACC), Gary MacKinnon, Manager PACC, Michelle MacKinnon, Treasurer PACC appeared as a delegation with a request for rent relief due to impacts they have suffered due to COVID, financial hardship partly as a result of the required closure.

The delegation reviewed information regarding their club and the lease basics. The Peace Arch Curling Club have noted an approximate loss due to having to close due to the COVID-19 global pandemic in the approximate amount of \$33,000.

Motion Number: 2020-535

THAT Council directs the information provided by the delegation from the Peace Arch Curling Club be forwarded to staff to review

and report back to Council, as soon as possible, in regard to ways that the City can provide relief to the group for financial impacts they have suffered due to the COVID-19 global pandemic impact.

Motion CARRIED

5.2 PETITIONS

6. PRESENTATIONS AND CORPORATE REPORTS

6.1 PRESENTATIONS

Staff Sergeant Kale Pauls gave a presentation in regard the Request for an Increase of One (1) Police Officer as outlined in the corporate report on the agenda as Item 6.2.a.

6.2 CORPORATE REPORTS

6.2.a STAFF SERGEANT KALE PAULS

Corporate report dated November 9, 2020 from the Staff Sergeant titled "Request for Increase of One (1) Police Officer".

Motion Number: 2020-536

THAT Council approve an increase of one (1) Royal Canadian Mounted Police (RCMP) Regular Member (RM) to the Municipal Police Service for White Rock in the upcoming 2021 budget process.

Motion CARRIED

6.2.b COVID-19 GLOBAL PANDEMIC VERBAL UPDATE

Fire Chief provided a verbal report regarding the COVID-19 Global Pandemic.

New Ministerial Orders were issued on Saturday, November 7, which now include expansion of authority to the RCMP and Bylaw Enforcement to help enforce the orders in regard to gatherings.

Council raised concern that the City had planned for public hearings to be scheduled for November 23, 2020.

Staff noted that the order states that formal meetings of Council can carry on, further information can be provided as to alternative ways to hold future public hearings during the global pandemic.

The Chief Administrative Officer informed that the City of White Rock will receive a grant in the amount of \$3.769M under the Provincial government's COVID- 19 Safe Restart Grant for Local Governments.

Staff will bring forward a breakdown of recommendations as to how the grant funds can be spent at the upcoming December 7, 2020 Finance and Audit Committee meeting.

It was inquired if there can be more information provided regarding outbreaks / numbers of COVID-19 cases specific to White Rock. Staff noted they are inquiring about this and it has been noted it would be possible but there is not timeline as to when they will be ready to provide to the City.

Motion Number: 2020-537

THAT Council defer the two (2) public hearings scheduled to be held November 23, 2020 to be held at a different time due to the recent increase in numbers COVID-19.

Motion CARRIED

Councillor Fathers and Mayor Walker voted in the negative

Note: If the Ministerial Order expires after Nov 23rd then the information can be reviewed and the public hearings can be re-scheduled.

Motion Number: 2020-538

THAT Council direct there be a request made for more definitive numbers of those affected by COVID-19 specific to the City of White Rock.

Motion CARRIED

6.2.c WEARING MASKS IN WHITE ROCK - COVID-19 PANDEMIC: COMMUNICATION PLAN

On Table corporate report dated November 9, 2020 from the Director of Corporate Administration titled "Wearing Masks in White Rock - COVID-19 Pandemic Communication Plan.

The "On-Table" corporate report was introduced by the Manager of Communications and Government Relations.

The City are encouraging the use of masks but are not enforcing it at this time as it is not the direction of the Provincial Order.

The City is taking a gentle approach at this time but are cautious with the growing number of COVID-19 cases and that Health Orders could change in response to that.

Motion Number: 2020-539

THAT Council approve the following:

1. The Communication Plan outlined in this corporate report and attached as Appendix A;
2. That posters are placed at City facilities asking those entering to wear a mask; and
3. A proposed budget of \$3,000 for the initiative.

Motion CARRIED

Motion Number: 2020-540

THAT Council in accordance with it's procedure bylaw consider and endorse the regular Council continue to run the meeting past 9:30 p.m.

Motion CARRIED

Councillors Chesney and Manning voted in the negative

7. MINUTES AND RECOMMENDATIONS OF COMMITTEES

7.1 STANDING AND SELECT COMMITTEE MINUTES

Motion Number: 2020-541

THAT Council receive for information the following standing and select committee meeting minutes as circulated as Items 7.1.a - 7.1.e as follows:

- 7.1.a. October 13, 2020 - Water Community Advisory Panel;
- 7.1.b. October 19, 2020 - Land Use and Planning Committee
- 7.1.c. October 20, 2020 - COVID-19 Recovery Task Force
- 7.1.d. October 22, 2020 - Environmental Advisory Committee
- 7.1.e. October 26, 2020 - Land Use and Planning Committee

Motion CARRIED

7.2 STANDING AND SELECT COMMITTEE RECOMMENDATIONS

7.2.a LAND USE AND PLANNING RECOMMENDATIONS - Councillor Manning, Chairperson

The Director of Planning and Development Services clarified the next stage for the noted applications, they each are at various stages. The recommendation would direct the applications would proceed to their next step in the process. It was confirmed that voting in favour at this time does not impact the future voting of the proposals (would not fetter the later vote).

It was noted the Council would like to see the Official Community Plan (OCP) review completed.

Motion Number: 2020-542

THAT Council resolve the following:

- The zoning amendment application at 1464 Vidal Street proceed to the next stage in the application review process;
- The zoning amendment application at 15963 Marine Drive proceed to the next stage in the application review process;
- The zoning amendment application at 1441 Vidal Street proceed to the next stage in the application review process;
- THAT staff proceed to work with the applicant of 15704 North Bluff Road back to address the noted feedback from the October 26, 2020 Land Use and Planning Committee meeting;

- The zoning amendment application at 14401 Sunset Drive proceed to the next stage in the application review process;
- The zoning amendment application at 14068 North Bluff Road proceed to the next stage in the application review process;.
- The zoning amendment application at 1091 Stayte Road proceed to the next stage in the application review process;
- The zoning amendment application at 15109 Buena Vista Avenue proceed to the next stage in the application review process;
- The zoning amendment application at 1361 Finlay Street proceed to the next stage in the application review process; and
- The zoning amendment application at 15053 Marine Drive Street proceed to the next stage in the application review process.

Motion CARRIED

Councillors Johanson and Kristjanson voted in the negative

7.2.a.a CONSIDERATION OF ACTIVE REZONING APPLICATIONS

This Item was the subject of discussion at the October 26, 2020 Land Use and Planning Committee meeting.

Motion Number: 2020-543

THAT Council:

1. Resolve that the zoning amendment application at 1464 Vidal Street is to proceed to the next stage in the application review process;
2. Resolve that the zoning amendment application at 15963 Marine Drive is to proceed to the next stage in the application review process;
3. Resolve that the zoning amendment application at 1441 Vidal Street is to proceed to the next stage in the application review process;

4. Directs staff to proceed to work with the applicant of 15704 North Bluff Road back to staff to address the noted feedback from the October 26, 2020 Land Use and Planning Committee meeting;
5. Resolve that the zoning amendment application at 14401 Sunset Drive is to proceed to the next stage in the application review process;
6. Resolve that the zoning amendment application at 14068 North Bluff Road is to proceed to the next stage in the application review process;
7. Resolve that the zoning amendment application at 1091 Stayte Road is to proceed to the next stage in the application review process;
8. Resolve that the zoning amendment application at 15109 Buena Vista Avenue is to proceed to the next stage in the application review process;
9. Resolve that the zoning amendment application at 1361 Finlay Street is to proceed to the next stage in the application review process; and
10. Resolve that the zoning amendment application at 15053 Marine Drive Street is to proceed to the next stage in the application review process.

**7.2.a.b EARLY REVIEW OF REZONING APPLICATIONS
(1363 JOHNSTON ROAD & 1453 STAYTE ROAD)**

This Item was the subject of discussion at the October 26, 2020 Land Use and Planning Committee.

Motion Number: 2020-544

THAT Council resolve that the zoning amendment application at 1363 Johnston Road is to proceed to the next stage in the application review process.

Motion CARRIED

Motion Number: 2020-545

THAT Council endorse the zoning amendment application at 1453 Stayte Road proceed to the next stage in the application review process.

Motion CARRIED

Councillors Johanson and Kristjanson voted in the negative

7.2.b October 13, 2020 - Water Community Advisory Panel - Councillor Trevelyan as Council Liaison

7.2.b.a Additional Panel Meetings for 2020 - Recommendation #1

Motion Number: 2020-546

THAT Council approve one (1) additional meeting in December 2020 for the Water Community Advisory Panel.

Motion CARRIED

7.2.b.b Term Extension - Recommendation #2

THAT Council consider extending their current term for one (1) additional year (term would then end December 31, 2021).

It was noted that at the Governance and Legislation Committee meeting held earlier in the evening that the City's Advisory Bodies / Committees appointments / term were extended until March 31, 2021.

Note: there will be a review of the City's Advisory Bodies / Committees conducted in regard to mandate / corporate priority alignment conducted early 2021.

Motion Number: 2020-547

THAT Council consider extending the Water Community Advisory Panel current term for one (1) additional year (term would then end December 31, 2021).

Motion DEFEATED

**Councillors Chesney, Fathers, Johanson,
Kristjanson,
Manning, Trevelyan
and Mayor Walker voted in the negative**

7.2.b.c White Rock Water Data - Recommendation #3

Motion Number: 2020-548

THAT Council direct staff to provide a report on why lead and copper levels are higher at various measuring stations than they are at the source treatment plant.

Motion CARRIED

**7.2.b.d Development Cost Charges Bylaw -
Recommendation #4**

Staff noted that Development Cost Charges have a detailed, legislated process that needs to be followed.

Motion Number: 2020-549

THAT Council table/postpone consideration, until after staff can meet with the Water Community Advisory Panel for clarification of their following recommendation: *in the interim until a Development Cost Charges (DCC) Bylaw for the water utility is finalized that the water DCCs be made ratable to Parks and Highways in the current DCC Bylaw.*

Motion CARRIED

7.2.b.e Water Rates - Recommendation #5

Staff noted that there are different sizes of meters in the City. The Water Community Advisory Panel would like to see a consumption based model for billing.

Financial staff noted that the recommendation requires a lot of detailed work which is not possible to bring forward by the next meeting. Further clarification is also required to understand the recommendation.

The Council Liaison noted that the Panel are looking for more information regarding water meter sizing.

The Director of Financial Services will attend the next meeting to clarify information on the process.

Motion Number: 2020-550

THAT Council refers back the Water Community Advisory Panel recommendation to the next committee meeting where additional staff will attend and discuss the following recommendation: *staff to provide a report back to the Water Community Advisory Panel at their next meeting to look into the concept of eliminating water meter sizing in the pricing structure.*

Motion CARRIED

7.2.b.f Water Rates - Recommendation #6

Motion Number: 2020-551

THAT Council amend the Water Community Advisory Panel recommendation as follows:

THAT Council direct staff to provide a report back to the Water Community Advisory Panel at their next meeting that would outline building a pricing model based on the Kerr Wood Leidal Consulting engineering model from the 2017 Water Master Plan.

To read staff will bring it forward to the Panel when it is available.

Motion CARRIED

**7.2.b.g Water Quality Communication - Recommendation
#7**

Staff noted they have been working on additional / simplified ways to display the water testing results, they will be available very soon on the website.

Motion Number: 2020-552

THAT Council direct staff to create an easily accessible webpage with simplified information on water quality on the City website.

Motion CARRIED

**7.2.c October 20, 2020 - COVID-19 Recovery Task Force - Councillor
Trevelyan Chairperson**

**7.2.c.a Temporary Comfort Stations - Recommendation
#1**

Motion Number: 2020-553

THAT Council direct staff investigate the feasibility of three (3) to five (5) temporary comfort stations on Marine Drive and uptown White Rock in partnership with the White Rock Business Improvement Association (BIA) and report back to the Task Force with options.

Motion CARRIED

**7.2.c.b Temporary Coverings in Memorial Park -
Recommendation #2**

Motion Number: 2020-554

THAT Council direct staff to investigate initial temporary coverings for the current picnic table areas in Memorial Park as well as look into a permanent solution.

Motion CARRIED

7.2.d RECOMMENDATIONS FROM THE GRANTS-IN-AID SUB-COMMITTEE - NOVEMBER 4, 2020

Councillor Chesney introduced the recommendations from the November 4, 2020 Grants-in-Aid sub-committee meeting.

Motion Number: 2020-555

THAT Council award a \$3,500 grant to Peninsula Productions for the purchase of a camera, as outlined in their 2020 application; and

THAT, in the event the Peninsula Productions dissolves, the City of White Rock have the first option to purchase back the camera by paying the remaining balance of the camera (as quoted in the 2020 application).

Motion CARRIED

Motion Number: 2020-556

THAT Council approve the following Grants-in-Aid be awarded:

Semiahmoo Seniors Planning Table	Seniors Lunch & Learns	\$500
White Rock South Surrey Stroke Recovery Branch	Evidence based therapies for Stroke Recovery (virtual, and working on a plan for when in-person is permitted)	\$2,000
Christmas on the Peninsula Society	Christmas on the Peninsula Festival. Event has gone virtual.	\$2,000
Holiday Home Tour for Hope	Holiday Home Tour for Hope - Benefiting Peace Arch Hospice Society and Surrey Hospital Foundation (Breast Health and Children's clinics). Publication of a magazine	\$2,000

Motion CARRIED

8. BYLAWS AND PERMITS

8.1 BYLAWS

**8.1.a BYLAW 2362 - WHITE ROCK FINANCIAL PLAN (2020-2024)
BYLAW, 2020, NO. 2330, AMENDMENT NO. 2, 2020, NO. 2362**

Bylaw 2362 proposes an amendment to the Financial Plan to allow for the purchase of solid waste vehicles. This bylaw received of first, second, and third reading at the October 19, 2020 Regular Council meeting and was presented for consideration of final reading.

Note: Advertising for the public comments in relation to Bylaw 2362 was placed in the Peace Arch News October 29, 2020.

Following advertising for comments it was noted that no submissions regarding the amendment to the Financial Plan (2020 – 2024) were received.

Motion Number: 2020-557

THAT Council give final reading to "*White Rock Financial Plan (2020 – 2024) Bylaw, 2020, No. 2330, Amendment No. 2, 2020, No. 2362*".

Motion CARRIED

**8.1.b BYLAW 2364 - LATECOMER INTEREST RATE BYLAW, 2015,
NO. 2088, AMENDMENT NO. 2, 2020, NO. 2364**

Bylaw 2364 proposes interest rates for latecomer charges under the *Local Government Act*. This Bylaw received first second and third reading at the October 19, 2020 Regular Council meeting and was presented for consideration of final reading.

Motion Number: 2020-558

THAT Council give final reading to "*Latecomer Interest Rate Bylaw, 2015, No. 2088, Amendment No. 2, 2020, No. 2364*".

Motion CARRIED

**8.1.c BYLAW 2361 – ZONING AMENDMENT BYLAW REGARDING
14234 MALABAR AVENUE (ZON/MIP/SUB 19-005)**

The following recommendation was considered and defeated at the October 5, 2020 Land Use and Planning Committee meeting and was brought forward to be ratified by Council on October 19, 2020. At that time the Council referred the application back to the October 26, 2020 Land Use and Planning. This bylaw was presented for first and second reading.

Motion Number: 2020-559

THAT Council:

1. Give first and second reading to "*White Rock Zoning Bylaw 2012, No. 2000, Amendment (RS-4 – 14234 Malabar Avenue) Bylaw, 2020, No. 2361*"; and
2. Direct staff to schedule a public hearing for "*White Rock Zoning Bylaw 2012, No. 2000, Amendment (RS-4 – 14234 Malabar Avenue) Bylaw, 2020, No. 2361*".

Motion CARRIED

Councillors Johanson and Kristjanson voted in the negative

**8.1.d BYLAW 2365: REZONING AND MINOR DEVELOPMENT
PERMIT APPLICATION - 15570 OXENHAM AVENUE (ZON/MIP
19-008)**

This item was the subject of discussion at the November 9, 2020 Land Use and Planning Committee meeting held **earlier this evening**. The bylaw was presented for consideration of first and second reading.

Motion Number: 2020-560

THAT Council:

1. Give first and second readings to "*White Rock Zoning Bylaw, 2012, No. 2000, Amendment (RT-1 – 15570 Oxenham Avenue) Bylaw, 2020, No. 2365*" as presented, and direct staff to schedule the required Public Hearing; and
2. Recommend that Council direct staff to resolve the following issues prior to final adoption, if Bylaw No. 2365 is given Third Reading after the Public Hearing;

- a. Ensure that all engineering requirements and issues, including completion of a servicing agreement, are addressed to the satisfaction of the Director of Engineering and Municipal Operations;
- b. Registration of a Section No. 219 Covenant to restrict basement suites; and
- c. Demolition of the existing home.

Motion CARRIED

8.1.e Bylaw 2366: REZONING AND MINOR DEVELOPMENT PERMIT APPLICATION - 15496 THRIFT AVENUE (ZON/MIP 19-018)

This item was the subject of discussion at the November 9, 2020 Land Use and Planning Committee meeting held **earlier this evening.**

Motion Number: 2020-561

THAT Council:

- 1. Give first and second readings to “White Rock Zoning Bylaw, 2012, No. 2000, Amendment(RT-1 – 15496 Thrift Avenue) Bylaw, 2020, No. 2366 as presented, and direct staff to schedule the required Public Hearing; and
- 2. Direct staff to resolve the following issues prior to final adoption, if Bylaw No. 2366 is given Third Reading after the Public Hearing;
 - a. Ensure that all engineering requirements and issues, including completion of a servicing agreement, are addressed to the satisfaction of the Director of Engineering and Municipal Operations;
 - b. Registration of a Section No. 219 Covenant to restrict basement suites; and
 - c. Demolition of the existing home.

Motion CARRIED

Councillors Johanson and Kristjanson voted in the negative

8.2 PERMITS

None

9. CORRESPONDENCE

9.1 CORRESPONDENCE - RECEIVED FOR INFORMATION

- Letter dated October 26, 2020 from the City of Richmond seeking support of their resolution in regard to "Roberts Bank Terminal 2 Expansion Project Update" where they are opposing the proposed terminal at Roberts' Bank due to adverse impacts that a project of the magnitude may cause.

Motion Number: 2020-562

THAT Council:

1. Receive the correspondence as circulated in the November 9, 2020 regular agenda as Item 9.1; and
2. Supports the City of Richmond's resolution in regard to "Roberts Bank Terminal 2 Expansion Project Update" where they are opposing the proposed terminal at Roberts' Bank due to adverse impacts that a project of the magnitude may cause.

Motion CARRIED

10. MAYOR AND COUNCILLOR REPORTS

10.1 MAYOR'S REPORT

Mayor Walker noted the following community events / information:

- October 20
 - Metro Vancouver Board of Directors' COVID-19 Response Task Force meeting.
 - Co-hosted White Rock Live Facebook Session with Councillor Johanson
 - "The Road Ahead: Transit in Metro Vancouver" hosted by the Vancouver & District Labour Council.
 - Virtual FCM Sustainable Communities Conference session
- October 21
 - Metro Vancouver Board of Directors' Budget Workshop

- FCM's Virtual Sustainable Communities Conference's session
- October 22
 - Mayors' Council on Regional Transportation's Finance and Governance Committee meeting
 - FCM's virtual Sustainable Communities Conference
- October 23, WESTAC's Annual General meeting
- October 24, Virtual Metro Vancouver Council of Councils meeting
- October 26, Land Use and Planning Committee meeting
- October 27
 - South Surrey & White Rock Chamber of Commerce's "Chamber Chat."
 - Semiahmoo Arts Society's "Virtual Talk – Day of Audio-Visual Heritage" event.
- October 28, Guest Speaker at the New Westminster & District Labour Council's Annual General Meeting
- October 29
 - TransLink Mayors' Council on Regional Transportation meeting
 - Smoking and Health's virtual Webinar "Smoke-Free Municipalities"
- October 30
 - Metro Vancouver Board of Directors' meeting
 - Working Enterprise's Board of Directors meeting
- November 2, interviewed by Ubiq Broadcasting regarding free parking on waterfront
 - November 3, South Surrey & White Rock Chamber of Commerce's "Chamber Chat."
- November 4, participated in a video clip for Sources in support of the Foundation's virtual "Run for the Roses Virtual Fundraiser"

10.2 COUNCILLORS REPORTS

Councillor Chesney noted the following community events / information:

- November 2, Rotary Hot Lunch Program
- November 3, White Rock Legion Poppy Sale

Councillor Manning noted the following community events / information:

- October 27, Arts and Culture Advisory meeting
- October 29, White Rock Museum and Archives Board Meeting
- November 3, COVID-19 Recovery Task Force meeting
- November 7, Virtual Sources Run for the Roses Gala

Councillor Johanson noted the following community events / information:

- October 20, Co-hosted White Rock Live Facebook Session with Mayor Walker
- November 5, Environmental Advisory Committee

Councillor Fathers noted she is happy to be back

11. **MOTIONS AND NOTICES OF MOTION**

11.1 **MOTIONS**

Motion Number: 2020-563

THAT Council approve the following 2021 regular Council meeting schedule:

- January 11 & 25;
- February 8 & 22;
- March 8 & 29;
- April 12 & 26;
- May 10 & 31;
- June 14 & 28;
- July 12 & 26;
- September 20;
- October 4 & 25;
- November 8 & 22; and

- December 13.

Motion CARRIED

Motion Number: 2020-564

THAT Council endorse the following schedule for the 2021 Deputy Mayor rotation:

Jan 1 – Mar 1 Councillor Chesney;

Mar 2 – May 1 Councillor Kristjanson;

May 2 – July 1 Councillor Trevelyan;

July 2 – Aug 31 Councillor Manning;

Sept 1 – Oct 31; Councillor Johanson; and

Nov 1 – Dec 31 Councillor Fathers.

Motion CARRIED

11.2 NOTICES OF MOTION

None

12. RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS

None

13. OTHER BUSINESS

It was requested to discuss the Festival of Lights / in relation to Council's recent decision to not permit placement of the large Christmas tree in the parking area as requested by the event organizers as it involved utilizing handicapped parking space.

Councillor Trevelyan requested this decision be reconsidered by Council at this time, noting the event organizer has stated that not having the tree in the specified location would be detrimental to the Festival of Lights event.

It was requested that staff continue to work with the organizers of the Festival of Lights in regard to placement of a large Christmas tree.

Motion Number: 2020-565

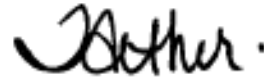
THAT Council reject a reconsideration of their decision in regard to the large Christmas tree placement in the parking lot for the Festival of Lights.

Motion CARRIED

Councillors Chesney and Trevelyan voted in the negative

14. CONCLUSION OF THE NOVEMBER 9, 2020 REGULAR COUNCIL MEETING

The Chairperson concluded the meeting at 9:32 p.m.



Mayor Walker

Tracey Arthur, Director of
Corporate Administration

UNAPPROVED

THE CORPORATION OF THE
CITY OF WHITE ROCK
 CORPORATE REPORT



DATE: November 23, 2020
TO: Mayor and Council
FROM: Guillermo Ferrero, Chief Administrative Officer
SUBJECT: Updated Strategic Priorities

RECOMMENDATIONS

THAT Council:

1. Ratify the new 2021-2022 strategic priorities as presented in this report; and
2. Direct Staff to publish the new 2021-2022 Strategic Priorities.

EXECUTIVE SUMMARY

After two years in office and due to 2020’s unprecedented COVID-19 global pandemic, Council gave direction to Staff to organize a session to refocus and re-prioritize strategic priorities for the balance of Council’s municipal term, taking into consideration COVID-19 demands on resources. This report presents a draft copy of the results from Council’s strategic planning sessions, including Staff’s input and alignment of projects to Council’s goals and objectives.

PREVIOUS COUNCIL DIRECTION

Motion # & Meeting Date	Motion Details
2020-408	<p><i>THAT Council:</i></p> <ol style="list-style-type: none"> 1. Report quarterly on strategic priorities utilizing the reporting tools presented in this meeting on the City of White Rock’s website; and 2. Add a “live” dashboard that shows overall progress of the current strategic priorities on the City of White Rock’s website.
2020-IC-083	<p><i>THAT Council directs staff to move forward with the following:</i></p> <ul style="list-style-type: none"> - Proceed with developing/updating a strategic plan; - Hire a facilitator for the initial session; and - Proceed booking workshops with Council to work on updating the strategic plan

INTRODUCTION/BACKGROUND

Early in 2019, Council worked to adopt the 2018-2022 Council Strategic Priorities document. The document, which is posted on the City's website, has provided the community with a road map of priorities that Council wishes to accomplish before the end of their current term in 2022. At the time of writing, the plan shows a 60% completion and this latest update is provided as Appendix C.

Early this year, an unprecedented global pandemic, COVID-19, hit. This has created substantial challenges to all residents and businesses. Municipalities have also been negatively impacted. As a result of the pandemic, the City of White Rock shifted their focus to protecting and keeping the residents, businesses and employees safe in the early days of the pandemic. Following the guidance and direction of the provincial government, we are currently in a phased recovery mode. This shift in operations has added substantial overhead and resulted in significant revenue loss to City's operations. These impacts have been reported in a variety of ways to Council, however, the status of projects related to Council's Strategic Priorities have also been impacted as reported to Council in the last Strategic Priorities quarterly update on July 27, 2020.

Staff contracted the services of Jerry Berry, JB Consulting, to conduct a facilitated session to discuss a potential refocus of Council's Strategic Priorities. Council and Senior staff held the session on Thursday and Friday, September 3 and 4, 2020. The first evening was a 'learn and lead' session dealing with a review of governance, and strategic planning basics. The second full day dealt with reviewing and re-evaluating Council's vision as set out in the existing strategic plan and revising and updating the strategic path that Council wished to set for the Corporation for the remainder of the term. Councillor Helen Fathers was unable to participate due to illness. The session was recorded in its entirety and made available to the public on the City of White Rock's website. Due to the COVID-19 pandemic, the public was not present at the meeting.

During this session, Mr. Berry facilitated discussion that provided Council with an opportunity to re-focus efforts for the balance of the term. Council ultimately chose the main priorities for the upcoming years by majority vote. Mr. Berry's Report is attached as Appendix B to this report for Council's reference.

The Senior Leadership Team utilized Mr. Berry's Report in several sessions during the months of September and October to organize projects and suggest goals and objectives as well as categorize descriptions as suggested by the consultant. The result of these sessions is included as Appendix A.

The Goals and objectives were identified as follows:

- **Our Community:** To make the best possible community decisions in collaboration with residents and stakeholders, providing an excellent quality of life.
 - o Guide land use decisions of Council to reflect the vision of the community;
 - o Confirm the City is following best practices in governance;
 - o Manage the delivery of City services efficiently and effectively;
 - o Select and complete the CACs projects to maximize the benefit to the community;
 - o Advocate on behalf of the community to senior levels of government and other stakeholder groups; and
 - o Continue to nurture a respectful, trusting partnership with the Semiahmoo First Nation for the benefit of both communities.

- **Our Environment:** Continue to improve our environmental stewardship to preserve and protect the natural environment for future generations.
 - o Integrate storm damage environmental capital assets into the strategic planning and budgeting process;
 - o Reduce greenhouse gas emissions; and
 - o Protect and increase tree canopy and enhance greenspace in the community.
- **Our Waterfront:** To enhance, promote and share our regional, premier, seaside experience.
 - o Attract visitors and residents to the Waterfront;
 - o Support a vibrant, year-round environment where businesses can thrive; and
 - o Minimize the impact of railroad activity on the community.
- **Our Infrastructure:** To build and maintain physical and organizational structures and facilities to enhance our community's quality of life.
 - o Select and complete the CAC projects to maximize the benefit to the community;
 - o Provide safe, reliable and sustainable infrastructure for the community while minimizing impacts on the environment;
 - o Ensure infrastructure required by new growth is funded by development; and
 - o Provide a safe, accessible, centralized City facility and amenities.
- **Our Economy:** Support the prosperity and diversification of the City's economic base.
 - o Develop an Economic Development Strategy;
 - o Partner with the White Rock BIA, South Surrey & White Rock Chamber of Commerce, Tourism White Rock Association and the local business community to attract business to the community;
 - o Improve provision of efficient and cost-effective services; and
 - o Manage parking resources to meet the needs of residents, visitors and businesses.
- **COVID-19:** To provide best possible community outcomes, resilience and to maximize recovery from COVID-19.
 - o Operate all facilities and provide services consistent with Provincial Health orders;
 - o Partner with service agencies and other community partners to provide social support for those most impacted by COVID-19; and
 - o Advocate on behalf of small business and work with community groups to support the local business community during the pandemic.

After the Goals and Objectives were drafted, Staff proceeded aligning projects and prioritizing them based on Council's vision and created an action plan for completion. The rationale that Staff followed for prioritizing projects is as follow:

- All projects that Council voted as priority during the session, were marked as '**top priority**' and scheduled to be completed during 2021-2022;
- All projects that were in the previous plan, appear as '**high priority**' and scheduled to be completed as shown in the new plan;
- All other projects appear as '**low priority**' and Council has an opportunity to remove these projects from the plan or assign a higher priority; and

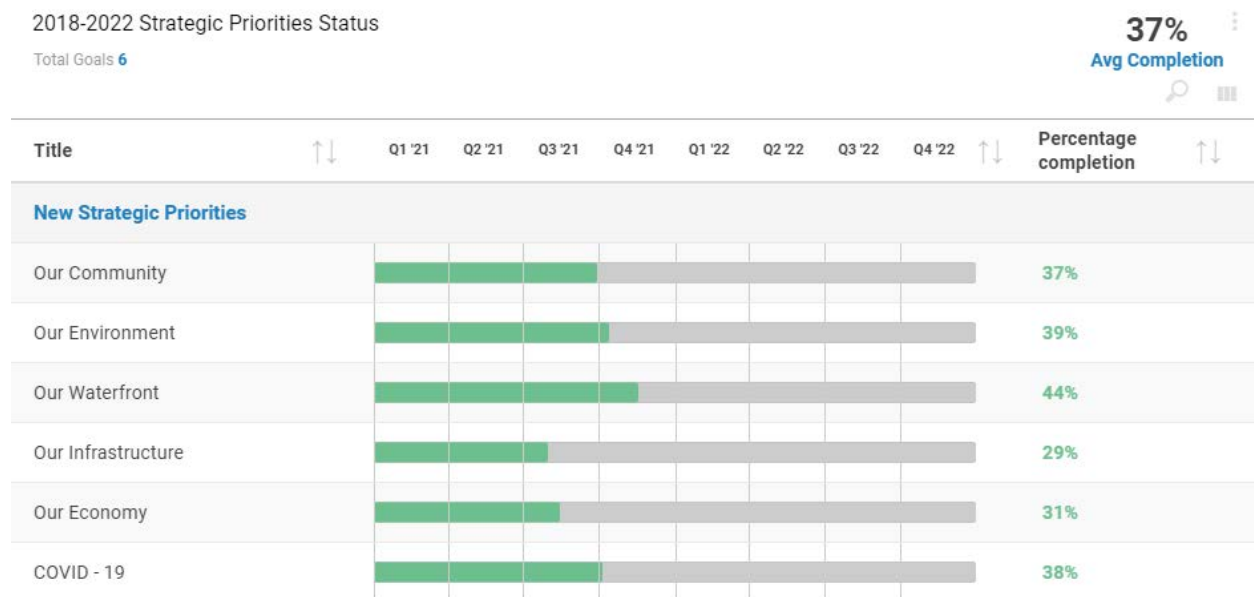
- There are some projects that are a high priority for staff and strongly recommended remain in the plan, as they will create needed efficiencies. These items have been identified as **‘staff high priority’**.

In many cases, some projects were aligned to more than one objective and some objectives to more than one goal. In these cases, a single project will appear under many objectives.

The intent of this new document is to replace the previous Council Strategic Priorities document and refocus Staff on Councils updated priorities over the next two years of Council’s term. This report provides a clear roadmap of the projects that staff identified as a priority for Council. The 5-Year Financial Plan that will be introduced in December 2020 will be prepared with Council’s Strategic Priorities in mind, focusing on the highest priority projects being included where funding is possible.

Staff are seeking Council approval of these priorities or discussion on changes necessary to develop a final draft of the document. If needed, staff could schedule a longer session with Council to discuss this item if Council prefers more time and/or the current document is not capturing Council vision forward.

The new 2021-2022 Strategic Priorities shows the following progress (this new dashboard will be available online live for Council’s and Residents’ reference).



FINANCIAL IMPLICATIONS

Council’s 2021 – 2022 Strategic Priorities are to be included where possible in the 2021 – 2025 Financial Plan, which is being developed at this time. Staff will estimate the financial impact of the strategic priorities and incorporate the requests for funding into their departmental work plans and capital programs. Understanding that the City has limited resources and that there are core services that must be maintained, those projects that rank highest on the strategic priorities are to take priority for funding while still maintaining the core services. Council will have several opportunities to refine the 2021 – 2025 Financial Plan before it is adopted.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

Council participated in a facilitated session with Senior staff to re-prioritized strategic projects for the balance of the term, that was recorded and placed on the City of White Rock's website shortly after the conclusion of the facilitated session. The public has an opportunity to view the full sessions and provide comments. No comments have been received to date.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

All departments participated in the realignment of the projects based on Council priorities and provided input creating goals and objectives that matches Council's vision for the balance of the term.

ALIGNMENT WITH STRATEGIC PRIORITIES

Providing regular updates to Council and the community are aligned to all strategic priorities.

OPTIONS / RISKS / ALTERNATIVES

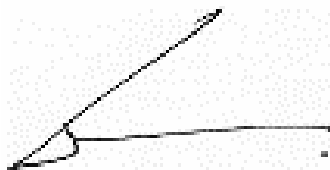
The following alternative options are available for Council's consideration:

1. Provide input on the content of the new plan.
2. Not accept the plan and continue with the same strategic priorities presented in the 2018-2022 Council Strategic Priorities document.

CONCLUSION

Council Strategic Priorities provide a high-level road map to the community and guides Staff in supporting Council with its major policy direction to be achieved during Council's term. It is noted that the success of completing these projects is directly related to the level of available capacity beyond the day-to-day City operations. Staff is presenting a plan forward believed to be aligned with outcomes from the facilitated sessions held in September and presented as a draft "New Strategic Priorities" plan that will carry out Council's vision for the balance of the term.

Respectfully submitted,



Guillermo Ferrero
Chief Administrative Officer

- Appendix A: 2021-2022 New Council's Strategic Priorities Update
Appendix B: JB Consultant's Report from Facilitated Session held September 4, 2020
Appendix C: 2018-2022 Strategic Priorities Status Report
Appendix D: **DRAFT** Strategic Priorities Update Document

● Draft
 ● Not started
 ● On Track
 ● Behind
 ● Overdue
 ● Complete
 → Direct Alignment
 ---→ Indirect Alignment

CITY OF WHITE ROCK PLAN
NEW STRATEGIC PRIORITIES

Goal	2019	2020	2021	2022	2023	2024	Current Co...	Latest Update	Weight
Our Community							41%		Top Priority
→ Guide land use decisions of Council to reflect the vision of the community.							38%		Top Priority
→ Review the Official Community Plan (OCP)							60%	Phase 1 Engagement Summary (Nov. 4, 2019)	Top Priority
→ Develop and recommend a Waterfront Enhancement Strategy (WES)							75%	At the September 14, 2020 Land Use and Planning Committee meeting, the committee requested that the Waterfront area policy review be prioritized over other topics within the OCP Review and accelerated in the review process.	High Priority
→ Patio Enclosures on Marine Drive							75%	Report with Draft Criteria for enclosed patios received by Council April 27, 2020, and a letter inviting proposals from current sidewalk use licence holders was sent.	High Priority
→ Waterfront Wayfinding Signage							0%	Council endorsed this project on December 16, 2019.	Low Priority
→ Waterfront Facade Facelift Program							0%	Council endorsed this project on March 9, 2020.	Low Priority
→ Marine Drive Sidewalk Walkability Improvements							0%	Council endorsed staff investigating ways to improve walkability of Marine Drive on March 9, 2020.	Low Priority
→ Miscellaneous Waterfront Enhancement Strategy Projects							5%	The Marine Drive Task Force recommended several waterfront-area projects, primarily as described in the draft Waterfront Enhancement Strategy. These include a Playground, Covered Multi-Use Area, Cultural Facility, and Synthetic Ice Rink. Consideration of these conceptual projects were deferred by Council on April 20, 2020 due to the financial uncertainties related to the ongoing COVID-19 pandemic.	Low Priority
→ Review of Waterfront Design Guidelines for East Beach and West Beach							0%	Council endorsed this project on March 9, 2020.	High Priority

<p>→ Town Centre Review (with DIALOG)</p>		<p>80%</p>	<p>Staff will be contacting land owners (non-strata) in the Town Centre area to offer opportunities to meet with staff to obtain feedback on the proposed implementation of the Town Centre recommendations from the OCP Review that were advanced by the Land Use and Planning Committee on September 16, 2020. This engagement is intended to be open from November 2020 until mid-January 2021.</p>	<p>Top Priority</p>
<p>→ Non-consultant topics (6) OCP Review</p>		<p>33%</p>	<p>Phase 1 Engagement Summary (Nov. 4, 2019)</p>	<p>Top Priority</p>
<p>→ Affordable Housing / Housing Needs Report</p>		<p>33%</p>	<p>On November 6, 2020, the Housing Needs Report project page and a related Housing Needs Survey went live on www.talkwhiterock.ca, the City's online public engagement platform. The survey will be promoted in the coming months to encourage residents and would-be residents of White Rock to share their experience and challenges with meeting their housing needs in White Rock, to inform the eventual Housing Needs Report.</p>	<p>Top Priority</p>
<p>→ Building Heights outside the Town Centre</p>		<p>33%</p>	<p>On November 4, 2019, Council received a Phase 1 Engagement Summary for this topic. Due to COVID-19 restrictions on public gatherings, the intended Phase 2 public consultation for this topic has not occurred and will be modified due to the current restrictions. At the September 14, 2020 Land Use and Planning Committee meeting, the committee requested that Building Heights outside the Town Centre, particularly in the Town Centre Transition area, be prioritized over other topics within the OCP Review and accelerated in the review process.</p>	<p>Top Priority</p>
<p>→ Greening the City</p>		<p>33%</p>	<p>On November 4, 2019, Council received a Phase 1 Engagement Summary for this topic. Due to COVID-19 restrictions on public gatherings, the intended Phase 2 public consultation for this topic has not occurred and will be modified due to the current restrictions.</p>	<p>Top Priority</p>
<p>→ Strengthening Transit</p>		<p>33%</p>	<p>On November 4, 2019, Council received a Phase 1 Engagement Summary for this topic. Due to COVID-19 restrictions on public gatherings, the intended Phase 2 public consultation for this topic has not occurred and will be modified due to the current restrictions.</p>	<p>Top Priority</p>
<p>→ Peace Arch Hospital Expansion</p>		<p>33%</p>		<p>Top Priority</p>
<p>→ Monitoring Official Community Plan Goals</p>		<p>33%</p>	<p>On November 4, 2019, Council received a Phase 1 Engagement Summary for this topic. Due to COVID-19 restrictions on public gatherings, the intended Phase 2 public consultation for this topic has not occurred and will be modified due to the current restrictions.</p>	<p>Top Priority</p>

→ Accessory Vacation Rentals (i.e. AirBnB) regulation		50%	Review Requested Feb. 24, 2020 / Previous Amendment Nov. 18, 2019	High Priority
→ Waterfront Commercial Zones (CR-3, CR-4)		75%	At the September 14, 2020 Land Use and Planning Committee meeting, Council directed staff to discontinue work on the CR-3A (West Beach Commercial / Residential) zone, which may be resumed after the Waterfront building heights component of the OCP Review has been considered by Council.	High Priority
→ Coach House/ Secondary Suites in duplexes/ triplexes		0%		High Priority
→ Single Family Home zones		5%	Strategic Priorities - scheduled Sept 2020 (also Council resolution Jan. 14/Mar 11, 2019)	High Priority
→ Confirm the City is following best practices in governance		40%		Top Priority
→ Governance and Legislative Committee to continue to review all Council policies		81%		Top Priority
→ Corporate Administration Policies		0%		High Priority
→ Policy 213 - Corporate Process Regarding Requirement to E-mail Records and Back Up Data Schedule Admin		30%	Under review will be brought forward to Governance and Legislation Committee	High Priority
→ Policy 200 - General Administration)		0%	Under review will be brought forward at the next Governance and Legislation Committee meeting	High Priority
→ Policy 201-01 Coat of Arms and City Logo		0%	For the Next Governance and Legislation Committee Meeting	High Priority
→ Policy 203 - Commemorative Recognitions in City Parks		0%	For Review with Engineering staff	High Priority
→ Council Policies		95%		High Priority
→ Policy 101 Corporate Vision, Mission, and Values		25%	Will bring back to Council following completion of the Council Priorities	High Priority
→ Policy 125 White Rock Outstanding Canadians on the Peninsula Legacy Program		0%	Under review with Communications staff	High Priority
→ Policy 146 Use of City Flag Pole		50%	Under review with Communications staff	High Priority
→ City Operations Policies		95%	Two outstanding items from the Policy review are the recommendation for the reconstruction of the curb letdowns at Russell Avenue and Johnston Road (project scheduled for late 2020) and a report on timelines for remediation of identified construction issues. Three policies concerning trees are under review at the EAC, the Traffic Calming Policy will be reviewed as part of the ongoing ITIMP and the Latecomers Policy will be reviewed in conjunction with DCC Bylaw update in 2021.	High Priority

→ Policy 607 Heritage Trees		74%	Environmental Advisory Committee (EAC) held two post COVID meeting, including October 8th. EAC is working through tree issues and modifications to the Tree Bylaw and tree Policies	High Priority
→ Policy 608 Traffic Calming		5%	Revisions to the Traffic Calming Policy will likely be made as an offshoot to the ongoing Integrated Transportation and Infrastructure Master Plan (ITIMP). The ITIMP is delayed due to restrictions on public meetings, but will resume once meetings are again permitted.	High Priority
→ Policy 611 Tree Management on City Lands		73%	Environmental Advisory Committee (EAC) held two post COVID meeting, including October 8th. EAC is working through tree issues and modifications to the Tree Bylaw and tree Policies	High Priority
→ Policy 612 Dangerous Tree Removal		73%	Environmental Advisory Committee (EAC) held two post COVID meeting, including October 8th. EAC is working through tree issues and modifications to the Tree Bylaw and tree Policies	High Priority
→ Policy 639 Public Recreational Pathways		0%		Low Priority
→ Policy 640 Insect and Pest Infestation on City Lands		0%		Low Priority
→ Policy 641 Latecomers		1%	The Latecomer Policy will be reviewed in conjunction with the new DCC Bylaw in 2021.	Staff High Priority
→ Policy 642 Dedication / Donation Program		0%		Low Priority
→ Finance Policies		87%		High Priority
→ Policy 504 - Towing - Unauthorized Vehicles Review		95%	This Policy will be moved to the Finance Department from Planning and Development Services, early 2021	High Priority
→ Policy 310 Investment		25%	The investment policy is expected to be updated in 2021	High Priority
→ Policy 316 Insurance Coverage for Contractors		25%	This policy should be replaced with an insurance limit matrix which can be used to determine contractor insurance limits. To be drafted by internal risk management staff.	High Priority
→ Human Resources Policies		70%		High Priority
→ Anti-racism Policy		95%	Reviewed at the Governance and Legislation Committee meeting, Council will consider November 23, 2020	High Priority
→ 401 - City Employee Recognition Program		95%	Policy to go to Council for final reading November 23	High Priority
→ 403 - Exempt Compensation		0%		High Priority

→ 405 - Respectful Workplace		95%	Policy to go to Council for final reading November 23	Staff High Priority
→ 404 - Employee Code of Conduct		65%	Updates to policy being incorporated	High Priority
→ Planning & Development Policies		97%		High Priority
→ Policy 516 - Renovation and Relocation Policy		50%	This policy was reviewed in conjunction with Policy 514 (Tenant Relocation Policy) on January 28, 2020 and referred back to staff for additional details on how tenant compensation under Policy 514 could be paid out over a longer period of time.	High Priority
→ Open Data		50%	Hosting platform configuration expected completion: August 30. The next step is to migrate non-spatial data from the current portal to the new one. *A P/T casual help to assist with the data curation would help move things along.	Staff High Priority
→ Smart City Strategy		0%	Cities in Canada and around the world are transforming their digital capabilities to improve the environmental, financial, and social aspects of urban life. While White Rock has some of core elements in place, it would benefit from taking a formal and intentional approach to smart city planning. The key to success for this initiative lies in our ability to engage the community in establishing a vision and high level set of priorities.	Low Priority
→ Cultural Strategic Plan		68%	Work on developing the Cultural Strategic Plan will commence with the restart of the Arts and Culture Advisory Committee on October 27, 2020.	Staff High Priority
→ Filming Policy		92%	Draft Film Policy is complete and will be presented to Governance and Legislative Committee on November 09, 2020 and then Council on November 23, 2020	Top Priority
→ Memorial Gift of Art Policy		27%	This project may resume when the Arts and Culture Advisory Committee resumes meetings on October 27, 2020.	High Priority
→ Explore Rainworks sidewalk art		54%	At the request of the Public Art Advisory Committee on October 29, 2020, the artist will be asked to provide drawings for consideration for Rainworks sidewalk art this winter.	Low Priority
→ Heritage Strategy & Action Plan		25%	This project may resume when the History and Heritage Committee resumes meetings on November 04, 2020.	Low Priority

→ Heritage Home Inventory		25%	This project may resume when the History and Heritage Committee resumes meetings on November 04, 2020. Council has referred a heritage home review of the Elm Street area to this committee for advice and costs if these homes were to be designated as heritage homes by the City.	Low Priority
→ Wayfinding Map for Tour de WR		26%	Three options have been developed and will be presented to the TWR Board whenever the Committee is able to meet again (likely 2021).	Staff High Priority
→ Vision 2022 for Tour de WR		30%	The 2020 Tour de White Rock was cancelled due to COVID-19 pandemic. It is quite likely that the 2021 Tour de White Rock and the 2021 BC Superweek cycling race series will be cancelled due to COVID-19. Some initial planning will take place this Fall/Winter in hopes of hosting a Tour de White Rock in 2022.	Staff High Priority
→ Mural Project @1350 Johnston		90%	Final jury selection of the mural artist was completed August 11, 2020. The developer will manage the project from now through completion. Jury to select the artist and art work has been disbanded with thanks from Monaco (the Developer).	Low Priority
→ Reserve Fund		0%	City Reserves are an integral part of the City's Financial sustainability. They are established through statute or Council Direction. The use of the City's Reserves are directed through the City's Financial Plan.	High Priority
→ Parks Bylaw Updates		53%	The EAC is investigating Bylaws and Policies related to trees and will make recommendations for changes to Council. This does not specifically address the Parks Regulation Bylaw. Council may request the EAC to review this Bylaw at a later date.	Low Priority
→ Street and Traffic Bylaw Update		14%	An update of the Street and Traffic Bylaw will follow completion of the Integrated Transportation and Infrastructure Master Plan (ITIMP) in 2021 and will reflect Council direction from upcoming meetings to discuss encroachments.	Staff High Priority
→ Manage the delivery of City services efficiently and effectively		49%		Top Priority
→ Water Community Advisory Panel		83%	An improved reporting format is developed and also a dashboard displaying results and trends. This is planned to be presented to the next WCAP meeting on November 9th	High Priority
→ Examine water quality results from Water Treatment Plant		82%	An improved reporting format is developed and also a dashboard displaying results and trends. This is planned to be presented to the next WCAP meeting on November 9th	High Priority

→ Implement new billing structure for Water		0%	Depending on the outcome of a review of the Water Utility rate structure, implementation to move to a new structure would likely be staged over multiple years.	Low Priority
→ Review the billing structure for the Water Utility		25%	Water Community Advisory Panel - Review possible new billing structures that would try to align with water consumption.	Low Priority
→ Multi-Family And Commercial Waste Pick Up		56%	Survey sent to commercial and multi family residents to determine their needs as the next step in the Solid Waste Report	Top Priority
→ Conduct multi-family and commercial waste pick up review and analysis		60%	The consultant is currently surveying the multi-family and commercial areas to establish a baseline for service and costs to compare to other options. Report to Council before the end of the year.	Top Priority
→ Consultant to prepare a report providing implications of waste pick up resulting from the analysis		51%	Consultant presented the Single Family component of the study to Council on July 27th. Staff presented and received Council approval for the purchase of two recycling trucks that will be implemented consistent with the study recommendations	Top Priority
→ Policing Service Review		60%	A location has been identified to enable local computer storage requirements with opportunities to perform required tenant improvements in house.	High Priority
→ Replace Legacy Financial System		0%	Need to hire the budgeted purchasing manager to have them on board prior to the project to help in the analyses	Staff High Priority
→ Contracted Work Review		50%	Provide an analysis of contracted work the City is currently paying for	Low Priority
→ Relocate Fire Truck from Parks Yard		3%	A number of options were considered. For now, we will go with the option of including \$350K as a budget request.	Staff High Priority
→ Review emergency alert systems for mass notification		90%	Committee reviewing one additional provider at the recommendation of IPREM	Top Priority
→ Select and complete the CACs projects to maximize the benefit to the community		21%		Top Priority
→ Community Amenity Contributions Review		67%	On November 16, 2020, the Land Use and Planning Committee is scheduled to review the existing target rates for amenity contributions, comparisons with other municipal approaches, and the relationship between Development Cost Charges and Community Amenity Contributions in financing the costs of growth.	Top Priority

→ Review Options for Adding Pickleball Courts at East Beach and/or West Beach		11%	BNSF staff have informed the City that playground and pickleball type uses are not supported in proximity to the rail line (e.g. in the existing surface parking lot areas). Further contact with BNSF has been requested to clarify whether there are certain distances or configurations at which these activities could be supported by BNSF.	Top Priority
→ Review Options for Adding Playground/Green Space in East Beach and/or West Beach		15%	BNSF staff have informed the City that playground and pickleball type uses are not supported in proximity to the rail line (e.g. in the existing surface parking lot areas). Further contact with BNSF has been requested to clarify whether there are certain distances or configurations at which these activities could be supported by BNSF.	Top Priority
→ Review Feasibility of Installing Year Round Volleyball Nets on East Beach Foreshore		5%	Staff are researching beach volleyball courts. Beach volleyball is typically played on sandy beaches located above the tide line, not on live beaches where this activity would damage marine life.	Top Priority
→ Review Options for Using Portions of Hogg Park for Affordable Housing Project		10%	Staff are updating the development potential for the Hogg Park extension at 15463 Buena Vista Avenue for affordable housing, based on extending the development site further to the north, and are contacting potential project partners (government agencies and non-profit organizations) to assess if there are options for contributions from external sources.	Top Priority
→ Bring forward Affordable Housing Reserve Fund Bylaw and consider allocating \$4 million to fund		50%	Staff are currently drafting an Affordable Housing Reserve Bylaw for future consideration by Council.	Top Priority
→ Update Council on Previous Centre Street Hillside Walkway Reports		50%	Staff have located minutes and a related corporate report from the Council meeting on October 20, 2014 which included discussion of the proposed Centre Street Road Allowance Improvements. This project did not proceed prior to the 2014 municipal election and was not brought forward in future Financial Plans.	Top Priority
→ Review Options for Upgrading Multiple Hillside Walkways (Road Ends) to Waterfront		0%		Top Priority
→ Confirm Ability to Use Amenity Contributions for Improving Beach Access		0%		Top Priority
→ Discuss and Explore Options for White Rock Players Club Redevelopment with adjacent City land		55%	Staff have contacted the President of the White Rock Players Club, who has confirmed the Club is intending to undertake long-term planning in Spring 2021, but they currently have no plans to relocate or redevelop and are generally satisfied with their location.	Top Priority
→ Review Options for Upgrading Maccaud Park with Greener Approach		0%		Top Priority
→ Confirm Locations for Current and Proposed Bus Shelters in Town Centre Area		0%		Top Priority

→ Review Options for Incorporating an Enclosed (Tank) Swimming Area at Pier/Wharf		5%	Staff have had a discussion with an architect (Doug Warnell) who has provided one option for an enclosed swimming tank for WR waterfront.	Low Priority
→ Advocate on behalf of the community to senior levels of government and other stakeholder groups		40%		Top Priority
→ Vacant Property Tax		25%	Council has sent a letter to UBCM (June 2019) and is requesting that UBCM bring forward a resolution that would provide for the authority for a vacant property tax that would be inclusive of both residential and commercial properties.	Low Priority
→ Peace Arch Hospital Expansion		33%	Further expansions to the services provided by Peace Arch Hospital are anticipated in the coming years. Staff will continue to work with Fraser Health Authority and the Peace Arch Hospital Foundation as needed to support growth in hospital capacity in a way that is compatible with the surrounding neighbourhood and the City's infrastructure.	Low Priority
→ Homeless Reduction Strategy		0%		Low Priority
→ Continue to nurture a respectful, trusting partnership with the Semiahmoo First Nation for the benefit of both communities.		62%		Top Priority
→ Communication Protocol - Memorandum of Understanding		75%	Met with working group of City staff and SFN On July 29, 2020. Are close to finalizing a draft of the MOU, leading to a Communications Protocol document. To be approved at a scheduled Council-to-Council meeting.	Top Priority
→ Drainage Memorandum of Understanding		75%	The City solicitor and staff worked together to make some changes and proposals for SFN consideration. The revised MOU was sent to the SFN solicitor late in the week of October 5th.	High Priority
→ Water Service Agreements		95%	Final Agreement was given to SFN, the City is waiting for SFN signatures	Top Priority
→ Sanitary Sewer Service Agreement		95%	Final Agreement was given to SFN, the City is waiting for SFN signatures	High Priority
→ Relationship Rebuilding / Partnership		53%	Jim Gordon met with Chief Harley Chappell on August 12th to discuss strategies for removing the layer of paint from P'Quals , and installing and maintaining a clear graffiti protective coating. Jim noted that we planned to do this work in the tourist off season.	Top Priority
→ Totem Pole (House Post) Restoration at White Rock Elementary School Grounds		25%	This project will resume once the Public Art Advisory Committee begins meeting again on October 29, 2020.	Top Priority

	↳ SFN Infrastructure Investigation & Assessment				14%	Workplan is in place but further meetings leading to implementation are delayed due to COVID. Also, this ties into the Master Drainage Agreement that is still under discussion.	High Priority
Our Environment					39%		Low Priority
	↳ Integrate storm damage environmental capital assets into strategic planning and budgeting process				50%		Top Priority
	↳ Protection of Semiahmoo Bay				50%	Zoom meeting set up with Shared Waters Alliance on September 4th	High Priority
	↳ Reduce green house gas emissions				3%		Top Priority
	↳ Banning Single Use Plastics Report				0%	Requested Jun. 10, 2019. BC Court of Appeal struck down bylaw. Province may take lead	Low Priority
	↳ Energy Step Code Implementation				5%	Building Official III position will be filled in July 2020, and will assist the Manager of Building and Bylaws in moving this forward.	High Priority
	↳ Protect and increase tree canopy and enhance greenspace in the community				64%		Top Priority
	↳ Urban Forest Management Plan				25%	TBD - was brought up at Council Orientation but did not make Strategic Priorities	Low Priority
	↳ Tree Management Bylaw Review				67%	Two post COVID Environmental Advisory Committee (EAC) meetings held in October. Tree Bylaw issue discussions underway and progress is being made.	High Priority
	↳ Encroachments on City Right of Way				90%	Staff have been administering the Street and Traffic Bylaw provisions with respect to encroachments as per Council direction in the Fall of 2019. The Bylaw provisions are enforced at individual properties at the time of redevelopment or when new encroachments are constructed. Council will review this practice at an upcoming Governance and Legislation meeting in September 2020.	Staff High Priority
	↳ Policy 607 Heritage Trees				74%	Environmental Advisory Committee (EAC) held two post COVID meeting, including October 8th. EAC is working through tree issues and modifications to the Tree Bylaw and tree Policies	High Priority
Our Waterfront					44%		Top Priority
	↳ Attract visitors and residents to the Waterfront				45%		Top Priority
	↳ Develop and recommend a Waterfront Enhancement Strategy (WES)				75%	At the September 14, 2020 Land Use and Planning Committee meeting, the committee requested that the Waterfront area policy review be prioritized over other topics within the OCP Review and accelerated in the review process.	High Priority






→	Patio Enclosures on Marine Drive							75%	Report with Draft Criteria for enclosed patios received by Council April 27, 2020, and a letter inviting proposals from current sidewalk use licence holders was sent.	High Priority
→	Waterfront Wayfinding Signage							0%	Council endorsed this project on December 16, 2019.	Low Priority
→	Waterfront Facade Facelift Program							0%	Council endorsed this project on March 9, 2020.	Low Priority
→	Marine Drive Sidewalk Walkability Improvements							0%	Council endorsed staff investigating ways to improve walkability of Marine Drive on March 9, 2020.	Low Priority
→	Miscellaneous Waterfront Enhancement Strategy Projects							5%	The Marine Drive Task Force recommended several waterfront-area projects, primarily as described in the draft Waterfront Enhancement Strategy. These include a Playground, Covered Multi-Use Area, Cultural Facility, and Synthetic Ice Rink. Consideration of these conceptual projects were deferred by Council on April 20, 2020 due to the financial uncertainties related to the ongoing COVID-19 pandemic.	Low Priority
→	Review of Waterfront Design Guidelines for East Beach and West Beach							0%	Council endorsed this project on March 9, 2020.	High Priority
→	Accessory Vacation Rentals (i.e. AirBnB) regulation							50%	Review Requested Feb. 24, 2020 / Previous Amendment Nov. 18, 2019	High Priority
→	Joint Semiahmoo Days/Sea Fest							10%	This project will resume once the Sea Festival Committee starts meeting again in 2021.	Top Priority
→	Support a vibrant, year-round environment where businesses can thrive							88%		Top Priority
→	Develop and recommend a Waterfront Enhancement Strategy (WES)							75%	At the September 14, 2020 Land Use and Planning Committee meeting, the committee requested that the Waterfront area policy review be prioritized over other topics within the OCP Review and accelerated in the review process.	High Priority
→	Patio Enclosures on Marine Drive							75%	Report with Draft Criteria for enclosed patios received by Council April 27, 2020, and a letter inviting proposals from current sidewalk use licence holders was sent.	High Priority
→	Waterfront Wayfinding Signage							0%	Council endorsed this project on December 16, 2019.	Low Priority
→	Waterfront Facade Facelift Program							0%	Council endorsed this project on March 9, 2020.	Low Priority
→	Marine Drive Sidewalk Walkability Improvements							0%	Council endorsed staff investigating ways to improve walkability of Marine Drive on March 9, 2020.	Low Priority

→ Miscellaneous Waterfront Enhancement Strategy Projects				5%	The Marine Drive Task Force recommended several waterfront-area projects, primarily as described in the draft Waterfront Enhancement Strategy. These include a Playground, Covered Multi-Use Area, Cultural Facility, and Synthetic Ice Rink. Consideration of these conceptual projects were deferred by Council on April 20, 2020 due to the financial uncertainties related to the ongoing COVID-19 pandemic.	Low Priority
→ Review of Waterfront Design Guidelines for East Beach and West Beach				0%	Council endorsed this project on March 9, 2020.	High Priority
→ Review Waterfront Enhancement Strategy (WES) and Official Community Plan (OCP)				100%	The Marine Drive Task Force concluded its review of the draft Waterfront Enhancement Strategy at its final meeting on March 11, 2020. Several recommendations from the Task Force relate to projects proposed in the Strategy, which would be future projects should Council approve moving forward with them. As the Strategy is intended to be a long-term road map, projects may also wait until the resources are available for implementation.	High Priority
→ Patio Enclosures on Marine Drive				75%	Report with Draft Criteria for enclosed patios received by Council April 27, 2020, and a letter inviting proposals from current sidewalk use licence holders was sent.	High Priority
→ Waterfront Wayfinding Signage				0%	Council endorsed this project on December 16, 2019.	Low Priority
→ Waterfront Facade Facelift Program				0%	Council endorsed this project on March 9, 2020.	Low Priority
→ Marine Drive Sidewalk Walkability Improvements				0%	Council endorsed staff investigating ways to improve walkability of Marine Drive on March 9, 2020.	Low Priority
→ Miscellaneous Waterfront Enhancement Strategy Projects				5%	The Marine Drive Task Force recommended several waterfront-area projects, primarily as described in the draft Waterfront Enhancement Strategy. These include a Playground, Covered Multi-Use Area, Cultural Facility, and Synthetic Ice Rink. Consideration of these conceptual projects were deferred by Council on April 20, 2020 due to the financial uncertainties related to the ongoing COVID-19 pandemic.	Low Priority
→ Review of Waterfront Design Guidelines for East Beach and West Beach				0%	Council endorsed this project on March 9, 2020.	High Priority
→ Waterfront Commercial Zones (CR-3, CR-4)				75%	At the September 14, 2020 Land Use and Planning Committee meeting, Council directed staff to discontinue work on the CR-3A (West Beach Commercial / Residential) zone, which may be resumed after the Waterfront building heights component of the OCP Review has been considered by Council.	High Priority

→ Minimize the impact of railroad activity on the community			0%		Top Priority
Our Infrastructure					
→ Select and complete the CACs projects to maximize the benefit to the community			29%		Low Priority
→ Community Amenity Contributions Review			21%		Top Priority
→ Review Options for Adding Pickleball Courts at East Beach and/or West Beach			67%	On November 16, 2020, the Land Use and Planning Committee is scheduled to review the existing target rates for amenity contributions, comparisons with other municipal approaches, and the relationship between Development Cost Charges and Community Amenity Contributions in financing the costs of growth.	Top Priority
→ Review Options for Adding Playground/Green Space in East Beach and/or West Beach			11%	BNSF staff have informed the City that playground and pickleball type uses are not supported in proximity to the rail line (e.g. in the existing surface parking lot areas). Further contact with BNSF has been requested to clarify whether there are certain distances or configurations at which these activities could be supported by BNSF.	Top Priority
→ Review Feasibility of Installing Year Round Volleyball Nets on East Beach Foreshore			15%	BNSF staff have informed the City that playground and pickleball type uses are not supported in proximity to the rail line (e.g. in the existing surface parking lot areas). Further contact with BNSF has been requested to clarify whether there are certain distances or configurations at which these activities could be supported by BNSF.	Top Priority
→ Review Options for Using Portions of Hogg Park for Affordable Housing Project			5%	Staff are researching beach volleyball courts. Beach volleyball is typically played on sandy beaches located above the tide line, not on live beaches where this activity would damage marine life.	Top Priority
→ Bring forward Affordable Housing Reserve Fund Bylaw and consider allocating \$4 million to fund			10%	Staff are updating the development potential for the Hogg Park extension at 15463 Buena Vista Avenue for affordable housing, based on extending the development site further to the north, and are contacting potential project partners (government agencies and non-profit organizations) to assess if there are options for contributions from external sources.	Top Priority
→ Update Council on Previous Centre Street Hillside Walkway Reports			50%	Staff are currently drafting an Affordable Housing Reserve Bylaw for future consideration by Council.	Top Priority
→ Review Options for Upgrading Multiple Hillside Walkways (Road Ends) to Waterfront			50%	Staff have located minutes and a related corporate report from the Council meeting on October 20, 2014 which included discussion of the proposed Centre Street Road Allowance Improvements. This project did not proceed prior to the 2014 municipal election and was not brought forward in future Financial Plans.	Top Priority
			0%		Top Priority

→ Confirm Ability to Use Amenity Contributions for Improving Beach Access					0%		Top Priority
→ Discuss and Explore Options for White Rock Players Club Redevelopment with adjacent City land					55%	Staff have contacted the President of the White Rock Players Club, who has confirmed the Club is intending to undertake long-term planning in Spring 2021, but they currently have no plans to relocate or redevelop and are generally satisfied with their location.	Top Priority
→ Review Options for Upgrading Maccaud Park with Greener Approach					0%		Top Priority
→ Confirm Locations for Current and Proposed Bus Shelters in Town Centre Area					0%		Top Priority
→ Review Options for Incorporating an Enclosed (Tank) Swimming Area at Pier/Wharf					5%	Staff have had a discussion with an architect (Doug Warnell) who has provided one option for an enclosed swimming tank for WR waterfront.	Low Priority
→ Provide safe, reliable and sustainable infrastructure for the community while minimizing impacts on the environment					73%		Top Priority
↳ Integrated Transportation & Infrastructure Masterplan					45%	Staff are following up on Council direction as an outcome of the Traffic Safety Update report on September 28th. Proposals and the Corporate Report will be dovetailed into the ITIMP.	Staff High Priority
→ Ensure infrastructure required by new growth is funded by development					10%		Top Priority
↳ Development Cost Charges Update					10%	A key part of the updated material needed for the DCC review is the Integrated Transportation & Infrastructure Master Plan (ITIMP) that is currently in progress, albeit delayed due to COVID related consultation challenges. Likely that the detailed DCC work will start following completion of the ITIMP in Spring 2021	Staff High Priority
→ Provide a safe, accessible, centralized City facility and amenities					14%		Top Priority
↳ City Hall and Civic Precinct					14%	A number of reports were presented to Council in 2019. An updated seismic review was completed and report presented to Council in 2019.	Top Priority
Our Economy							
→ Develop an Economic Development Strategy					31%		Top Priority
↳ Review and update Economic Development Work Plan					33%		Low Priority
↳ Implement current and subsequent revised Economic Strategy					0%		Low Priority
→ Partner with the White Rock BIA, South Surrey & White Rock Chamber of Commerce, Tourism White Rock Association and the local business community to attract business to the community					0%		High Priority
↳ Implement current and subsequent revised Economic Strategy					6%		Top Priority
					0%		High Priority

→ Sign Bylaw Review				0%		Low Priority
→ Vacant Property Tax				25%	Council has sent a letter to UBCM (June 2019) and is requesting that UBCM bring forward a resolution that would provide for the authority for a vacant property tax that would be inclusive of both residential and commercial properties.	Low Priority
→ Business Licensing Fees and Fines Review				0%	In Strategic Priorities as Bylaw to Be Reviewed. New licensing clerk starting Jun. 2020	Low Priority
→ Improve provision of efficient and cost-effective services				23%		Top Priority
→ Building Permit Process Review				25%	Building Official III to assist	Staff High Priority
→ Bylaw Adjudication				15%	Appeal process for bylaw/parking tickets and allowing delivery of ticket by mail.	Top Priority
→ Tempest Business Licenses eApply				50%	The implementation start time depends largely on Planning and Development staff availability to work on the project. IT staff available on short notice.	Top Priority
→ Complete LEAN Study to improve efficiencies and realize cost savings				0%		Top Priority
→ Manage parking resources to meet the needs of residents, visitors and businesses				60%		Top Priority
→ Bylaw Adjudication				15%	Appeal process for bylaw/parking tickets and allowing delivery of ticket by mail.	Top Priority
→ City Wide Parking Review				25%	RFP for parking strategy has been issued. Expected to take up to 6 months from date of award of the work	Staff High Priority
→ Parking Licence Plate Recognition				0%	The rules and regulations of the parking limits need to be defined and updated prior to being able to move to license plate reader technology.	Staff High Priority
→ Fees and Charges Bylaw (increase for highway use violations)				0%		High Priority
COVID - 19				38%		Low Priority
→ Operate all facilities and provide services consistent with Provincial Health orders				0%	All City facility and program services safety plans are in place and currently being revised with most recent health order	Top Priority
→ Partner with service agencies and other community partners to provide social support for those most impacted by COVID-19				45%		Low Priority

<p>→ Research and Develop Gamification Program to Connect Residents Safely</p>		<p>25%</p>	<p>Council endorsed this recommendation of the COVID-19 Task Force on September 14, 2020. Recreation and Culture staff are preparing a budget amount for this project in the 2021-2025 Financial Plan to allow for online scavenger hunts and BINGO games, along with exploring partnering with other local groups to promote similar activities already underway. The Recreation and Culture programmers are also meeting in December 2020 to plan further virtual activities (online special events) for 2021.</p>	<p>High Priority</p>
<p>→ Research Feasibility of Outdoor "Comfort Stations"</p>		<p>10%</p>	<p>On November 9, 2020 Council approved the recommendation of the COVID-19 Task Force to investigate the feasibility of three (3) to five (5) temporary comfort stations on Marine Drive and uptown White Rock in partnership with the White Rock Business Improvement Association (BIA) and report back to the Task Force with options.</p>	<p>High Priority</p>
<p>→ Advocate on behalf of small business and work with community groups to support the local business community during the pandemic</p>		<p>70%</p>		<p>Top Priority</p>
<p>→ Standardized Liquor Patio Hours</p>		<p>50%</p>	<p>Endorsed by Council Jul. 22, 2019. BIA/businesses have concerns. Postponed due to covid-19 economic impact</p>	<p>Low Priority</p>
<p>→ Research Feasibility of Weather Coverings for Picnic Table Areas in Memorial Park</p>		<p>0%</p>	<p>On November 9, 2020, Council approved this recommendation of the COVID-19 Recovery Task Force, which is to have staff investigate options for temporary coverings for the outdoor picnic table area in Memorial Park as well as look into a long-term solution for weather protection for outdoor public spaces on the waterfront.</p>	<p>Top Priority</p>

CITY OF WHITE ROCK STRATEGIC PRIORITIES UPDATE REPORT



Prepared by:
Jerry Berry Consultants Inc.



September 2020



CITY OF WHITE ROCK STRATEGIC PRIORITIES UPDATE REPORT

INTRODUCTION:

The Council and staff held a facilitated strategic priorities session on Thursday and Friday, September 03 and 04, 2020. The first evening was a 'learn and lead' session dealing with a review of governance, and strategic planning basics. The second full day dealt with reviewing and re-evaluating council's vision as set-out in the existing strategic plan and revising and updating the strategic path that council wished to set for the corporation for the remainder of the term.

PANDEMIC PROCEDURES

Council has made a commitment to open participative government a key corporate priority. Unfortunately, this session could not accommodate full public access due to safety protocols associated with COVID-19. Accordingly, the City took extraordinary steps to accommodate safety protocols and to video the entire proceedings and make them publicly available (livestreaming is not a capability which currently exists in White Rock). Facilitated exercises were modified as necessary to provide for appropriate social distancing. The entire proceedings can be found at www.whiterock.ca/priorities.

STRATEGIC THINKING

In local government, strategic thinking is the process through which decision-makers set priorities to guide the organization's use of resources. The setting of priorities is a core responsibility of the elected council— and represents a fundamental element of good governance.

Strategic planning is undertaken to ensure that council and the corporation remain focused on what is considered most important. In setting strategic priorities, council members must be keenly aware of resource limitations, other constraints, and the need to make difficult choices. All local governments have limited resources — time, energy, staffing, money, goodwill — with which to pursue virtually an unlimited number of needs, desires, and ideas. This reality creates the need for the council to set key priorities which it wishes to pursue and provides the context within which strategic planning occurs. Each time the council endorses one potential priority, there are consequences. With finite resources a decision to focus on one item will, by definition, subordinate an equivalent focus on another.

SESSION OBJECTIVES:

As a first item, council and staff were asked what they hoped to get out of the session. The responses were as follows:

What we would like to get out of session:

- Sense of accomplishment/check-in
- Where do we go from here?
- Both council/staff input
- Alignment/with community and with each other
- Goals/objectives aligned
- What is possible in remaining two years?
- Review current priorities
- Celebrate successes
- Better understanding of council goals so that staff can pursue them

This information informed the process that was employed.

VISION:

Council briefly reviewed its current Vision, Mission and Values as set-out in the existing strategic plan. It was not possible to revisit these items in-depth within the time available for this session – rather, comments were solicited which staff may consider for future refinement work by council.

‘Corporate Vision’ in current plan:

The vision represents a map by which the organization can set its course for the term and beyond. The current vision is stated as:

White Rock will provide for all its citizens a high quality of life where:

- *Our environment is protected and nurtured*
- *The community feels safe, secure, and friendly*
- *Opportunities exist for our businesses to prosper*
- *Arts and culture flourish and our heritage is celebrated*
- *Municipal boundaries are less important than a strong sense of pride in, and connection to, our community*
- *We all can live, work, and play in an enjoyable atmosphere*

Comments:

It was noted that council’s vision of a central focus on open, transparent, and participative government is not evident in the existing ‘Vision’. There was a further commentary on the various ‘participants’ comprised in the term ‘community’ (businesses, neighbourhoods, citizens, etc.). There was also an observation about the aspirational nature of a vision. The example being ‘Arts and culture flourish and our heritage is celebrated’. The overall wording may need to be re-examined to respond to these observations and to reinforce that a vision is ‘forward looking’ and that continuous improvement is implicit if that is not clear. It is recommended that staff prepare options for council to consider updating its vision to consider this input.

‘Corporate Mission’ in current plan:

The City of White Rock’s mission is:

“Building community excellence through effective stewardship of all community resources.”

Comment:

There was a concern expressed that the word ‘excellence’ is open to various interpretations and may require further consideration; the same observation was made about the various components of ‘community’.

‘Corporate Values’ in current plan:

- *Excellence*
- *Respect*
- *Integrity*
- *Responsibility*
- *Accountability*
- *Value*
- *Community participation in government*

Consultant’s comment:

The consultant noted that these values include many that Lencioni would characterize as ‘permission to pay’ values and that the final one seems to be a core value of this council as he would define it. (See Lencioni, Patrick, *The Advantage*.) In general, specificity provides focus and best practice is that there should be three or less core values. There was a comment that ‘government’ is not the community. A suggestion might be to reduce the final item simply to ‘participatory governance’. Once again, staff can consider making recommended wording adjustments for council to consider.

Council next reviewed the key strategic priorities set out as “Immediate Priorities” in the current plan, being:

Official Community Plan Review
Semiahmoo First Nation
Water Community Advisory Panel
Multi-Family and Commercial Waste Pick-Up
Economic Development Strategies
Parking Task Force
Marine Drive Task Force
Zoning bylaw Review
Council Policy & Bylaw Review

The current plan also has elements pertaining to “Advocacy” and “Next”.

Through the process council had the opportunity to re-evaluate and to either re-affirm, re-organize, or modify these elements, as appropriate. (Of course, when this listing was generated at the beginning of the term, the pandemic was not contemplated.)

WHERE ARE WE TODAY? CORPORATE VISION EXERCISE:

The council members and staff next conducted an exercise concerning the “existing state”. Participants were asked to consider and report what they saw as going well in White Rock and, secondarily, what might require improvement.

Outcomes stated were as follows:

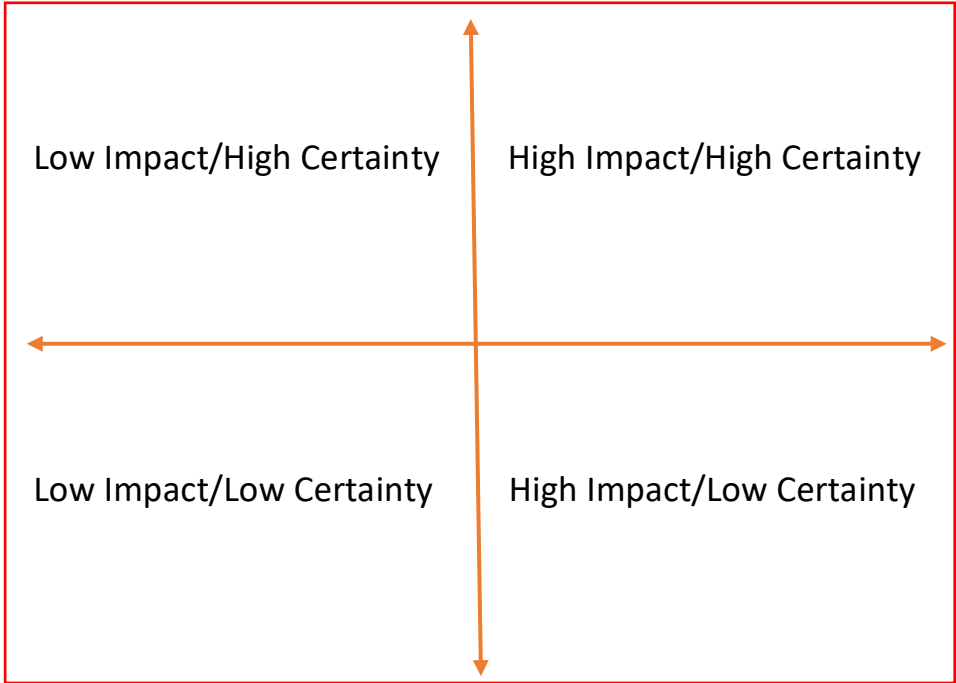
What is Going Well	What is Not Going So Well
<ul style="list-style-type: none"> • Public Involved • Beautiful Setting • Small community • Good friendly people • Unique neighbourhoods/ distinctive • Safe • Committed staff • Best destination community in METRO • Tourist destination • Amenities/infrastructure • Small business focus 	<ul style="list-style-type: none"> • “Managed” redevelopment product – want a product which reflects community’s desires • Desirable place to live • Affordability • Access to the beach (safety/accessibility) • Boat ramp • Seasonality/displacement of local service • Increased diversity necessary – high concentration of single person families • House prices and rents • Community times • Lack of available public land 1% = 250 K • Sea level rise/environmental impact • Railway constraints • FN relations – continuous improvement • Vacant commercial property – absentee owners • Size relative to requirements • Infrastructure/asset management • COVID challenge • Business impact/employment • Parking

	<ul style="list-style-type: none"> • Traffic/Marine Drive • Transit/walkability/cycling • Value for your taxes?
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Future Context

Participants next participated in an exercise whereby they considered the “future context” expected for White Rock and for the corporation.

Participants were asked to identify trends, forces, realities, and changes that are expected to shape the context in which the community will exist in the years ahead. Participants positioned these observations and thoughts on a 4-quadrant graph. The horizontal axis of the graph identified IMPACT, from low to high. The vertical axis identified CERTAINTY (i.e., how likely is it thought that something will happen), from low to high.



As is typical, virtually the entire list of items identified were considered by participants to be both high impact and high certainty.

Obviously, the council will wish to concentrate its focus, and the focus of the corporation’s limited capacity and resources, on those issues and trends anticipated to be of *both* high impact *and* high certainty for the community. The issues so described should then, logically, inform the council’s strategic priorities.

The entire listing of items identified were then organized under initial temporary strategic headings determined by the consultant and staff, and as accepted by council for the purpose of logical organization, as follows:

- **Community**
- **Waterfront**
- **Infrastructure/Capacity**
- **Environmental**
- **COVID-19**

(These are merely working headings for the purposes of the priority ‘reduction’ exercise and will require modification, elaboration, and refinement to reflect and communicate to the public council’s aspirations and desired future state.)

The individual items listed as grouped under the temporary strategic priorities ‘headings’ are set-out below as follows:

COMMUNITY

- Housing options
- Loss of heritage homes
- Affordable housing – senior, low income (2)
- Preservation of neighbourhoods – single family homes
- Population growth (globally)
- Generational change (locally)
- Community service expectation (city hall) (remote?)
- External demands (regional aspects)
- People moving in? What do they want? What do they bring?
- Overdose crisis
- Loss of local businesses
- Increased taxes/Increased fees
- Increasing strata insurance premiums
- Aging strata/rental building reaching end of economic life
- Density
- Seniors squeezed out by rising costs and development
- Long term viability of small community with limited resources
- Future of events – White Rock staples – reduced numbers?
- Loss of family neighbourhoods
- Urbanization (changing character)
- Increasing competition for employee resources
- Consideration of other cultural needs – Indigenous/First Nation consultation – more in-depth
- Huge pressure on our retail from South Surrey
- We are expecting 2000+ more residents needing city services soon
- Travel patterns – impact on tourism – competition within BC
- Post-COVID – instant email access

WATERFRONT

- Business viability – Marine Drive – Uptown
- Waterfront defines us – enhancing experience

INFRASTRUCTURE

- Digital expectations (2-way)
- Digital transformation
- Automation A1
- Aging infrastructure
- Virtual dependency (appointments, education, entertainment, digital access)
- Continued investment in our water system – long range detailed plan on new piping
- Technology upgrades
- Keep up with need to produce information quickly/clearly (new ways/freshen up ways to produce information/more succinct)

ENVIRONMENTAL

- Climate change (sea level)
- More electric vehicles
- Decreasing reliance on hydrocarbons
- Storm sewers in the bay – Little Campbell stock yard
- Changes (+) to create flexibility in community rights

COVID-19

- COVID-19 impact on business and community
- Economy (COVID will impact taxes – loss of jobs)
- National/Provincial debt (economic system – taxation system)
- Working from home – more time in community, more demand on resources
- Our current recreation centers, senior centers and art spaces are too small to host financially sustainable in-person programs and events

PRIORITIES AND RANKING PROCESS:

Participants were then asked to outline their individual wishes for tasks to be advanced/completed within the remaining two years of the council's term. This was led by the top five priorities of each participant, followed by any others. In addition, the process was informed by council and staff's preceding work on significant strategic initiatives which were already established in the current plan – these were automatically included in the list of items for consideration.

After soliciting council and staff input and grouping items by revised 'strategic heading', council members were asked to vote on their top items. **This process resulted in the determination by Council of a further main strategic heading entitled "Economy", which was then incorporated alongside the initial other 5.**

It is not considered staff’s role to adjudicate priorities but merely to advise; accordingly, staff did not participate in voting.

This prioritization, or ‘reduction’ process, used a ranking system, with each council member utilizing five individually coloured voting tokens representing a hierarchy of priority.

Each token represented one vote, but in differing relative priority.

The purpose of assigning values to the individual votes was in order to provide an indication of individual Council members’ depth of passion for any particular item.

CITY OF WHITE ROCK 2020-2022 STRATEGIC PRIORITIES AND INITIATIVES

STRATEGIC PRIORITIES KEY: The numbers in brackets represent the aggregate tally of votes received. This is an indication and an expression of the priority council members individually and collectively afford an item. While every idea is valuable and informative, limited resources and circumstances require choices to be made.

Items in normal typeface received ranking. Items greyed out received no ranking votes relative to higher priority items.

By definition, the individual items without ranking values are not listed in any particular order of priority.

Outcomes are listed and organized under the working headings as follows:

COMMUNITY	ENVIRONMENT	WATERFRONT	INFRASTRUCTURE/ CAPACITY	ECONOMY	COVID-19
DESIRED RESULTS: <i>To be drafted by staff for Council consideration.</i>	DESIRED RESULTS: <i>To be drafted by staff for Council consideration.</i>	DESIRED RESULTS: <i>To be drafted by staff for Council consideration.</i>	DESIRED RESULTS: <i>To be drafted by staff for Council consideration.</i>	DESIRED RESULTS: <i>To be drafted by staff for Council consideration.</i>	DESIRED RESULTS: <i>To be drafted by staff for Council consideration.</i>
INITIATIVES: <ul style="list-style-type: none"> • OCP Review Zoning (31) <ul style="list-style-type: none"> ○ Adoption of Town Centre Urban Design Policy ○ Zoning Bylaw Review ○ Finish the OCP review – 	INITIATIVES: <ul style="list-style-type: none"> • Integrate storm damage environmental capital assets into strategic planning and budgeting process (10) 	INITIATIVES: <ul style="list-style-type: none"> • Improve beach access (22) • Marine Drive – Traffic, revitalization, year-round place for businesses (13) • Playground at beach (5) • West Beach – like east Beach (start) 	INITIATIVES: <ul style="list-style-type: none"> • Complete Renos and accessibility to be addressed at City Hall (8) <ul style="list-style-type: none"> ○ Replacing/Reno City Hall ○ City Hall and the Civic Precinct ○ City Hall/affordable 	INITIATIVES: <ul style="list-style-type: none"> • Complete LEAN study to improve efficiency and realize cost savings (3) • COVID recovery supports businesses • Develop a plan to welcome and 	INITIATIVES: <ul style="list-style-type: none"> • COVID recovery • Reopen all municipal facilities with safety protocols in place • Commit to develop innovative strategies to

<p>community plan/ height/density/ greenspace</p> <ul style="list-style-type: none"> ○ OCP Review ○ OCP Updated – Revised, reflects residents wants, limits height ○ OCP Complete ○ OCP • CAC and CDC and the relationship with developers (10) <ul style="list-style-type: none"> ○ CAC review • Arts Community – First Nations Partner/ Theatre/ Gallery Room/ Revitalize Marine (3) • Redevelopment that respects the community interest • Create a framework for community engagement • Council Policy & Bylaw Review <ul style="list-style-type: none"> ○ Complete Policy Review • Improved Customer Service: E-Agenda – agenda, reports, minutes, Livestream, Action Tracking Report, Voting Records, Electronic Records, Improved Systems/ Easier to navigate • Create permanent event/ gathering space at Five Corners • Parking Task Force <ul style="list-style-type: none"> ○ City Wide Parking Review ○ Clean up parking regulations ○ Implementation of Bylaw 	<ul style="list-style-type: none"> • Implementation of Energy Code and E.V. charging • Semiahmoo Bay Water 	<ul style="list-style-type: none"> • Revitalization of Marine Drive • Help White Rock waterfront businesses <ul style="list-style-type: none"> ○ Every storefront along Marine Drive refurbished and open for business • Waterfront access • Increased Rail Safety • Pier Rebuild (start) <ul style="list-style-type: none"> ○ Get funding for the redevelopment of the White Rock pier ○ Finish rebuilding the pier and west float. 	<p>housing new building</p> <ul style="list-style-type: none"> ○ City Hall upgrade plan • Issue Tracking – resident complaints track work items and resolution (7) • Parks (trees, upgrades, playground) (2) <ul style="list-style-type: none"> ○ Continued maintenance and small improvements of parks and gardens • McCleod Park Plan (1) • Walking improvements • City-wide transportation plan <ul style="list-style-type: none"> ○ Complete Transportation and traffic plan • Build in operational impacts to decision making • Improve City (\$) reporting out (and words) • Video Stream tech at Community Centre • Water Community Advisory Panel • Develop a plan for new spaces for sports, recreation, arts and cultural programs and events • Stormwater Quality upgrades (start) • Review infrastructure upgrade plan • Make better use of technology for parking 	<p>provide services for our new 2000+ residents</p> <ul style="list-style-type: none"> • Economical Dev. Strategy • Develop an economic development strategy 	<p>deliver highest impact to assist community recovery from COVID</p>
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<p>notices and adjudication</p> <ul style="list-style-type: none"> • Committee Review • Open Data Transparency • Smart City Plan Public Engagement • Semiahmoo First Nation <ul style="list-style-type: none"> ○ Continue to build positive relations with SFN ○ Complete outstanding utility agreement and MOU agreement • Garbage review • Multi-family commercial waste pick-up <ul style="list-style-type: none"> ○ Multi-family garbage pick-up ○ Multi-family business garbage pick-up • Multi-family commercial waste pick-up <ul style="list-style-type: none"> ○ Multi-Family Garbage pick-up ○ Multi-Family Business Garbage pick-up 			<ul style="list-style-type: none"> • Provide necessary resources to ensure RCMP Detachment is able to continue service levels – Surrey Municipal • Infrastructure upgrade • Ensure City Facility Infrastructure evaluated and designed to properly locate staff to optimize service levels (City Hall) • Support implementation of IT solutions allowing City to be effective and efficient • Funicular – Connect uptown with Marine Drive 		
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INTERPRETATION:

In this case, the main priorities of council were readily apparent and there was a very high degree of alignment amongst council. This is most desirable but not always the case. This level of clarity is very helpful to the process and no further rounds of reduction or prioritization were undertaken at this stage.

It is critical to understand that some items which weren't recorded, or which didn't receive any ranking, may be because they are considered items which are doing well, having previously been afforded high priority, and are therefore anticipated to be maintained by the organization moving forward as ongoing items of regular business (e.g., things like communication and engagement, etc.). These items are foundational and, therefore, expected in a well-performing council to be necessary, and a given ongoing pervasive priority. Additionally, the special case of COVID-19 assumes a necessary first priority and this is reflected through a new strategic priority heading.

The purpose of corporate strategic planning is not to deal with the approximately 80% (or even more) of the municipality's business and resourcing which is "core"; but to make choices and allocations about the other 20% or so where there is reasonable discretion given available resourcing and constraints. The process informs parties about the scope and breadth of council's interests, but it is ultimately the formal decisions by majority which informs work plans and the budget concerning where limited resources are to be applied moving forward.

To the extent existing work and practices may be seen to be inconsistent with, or not directed towards, the established strategic priorities, staff should be evaluating and making recommendations to council for change. This 'how to' role of staff, versus the 'what if' role of council includes shifts in past business practices, as appropriate (and possible) and ongoing reappraisals regarding value for money and efficacy vis-à-vis the established corporate strategic priorities.

NEXT STEPS

Staff now need to take the raw 'working' headings and make recommendations to council on appropriate descriptors. Many communities like to develop aspirational statements about community goals and council's desired result or objective under each strategic priority.

In White Rock's case, work planning processes are extremely advanced and developed through previous consultations and the recent implementation of its Cascade software initiative. The intention is that staff will, as the next step, take this re-evaluated data and incorporate it in the Cascade system for council consideration and further decision-making. Staff can take the raw information provided on re-evaluated priorities and insert the relevant information in the internal system to further inform council decision-making. Where necessary, broad goals may need to have staff make recommendations on specific initiatives that are considered 'achievable' and consistent with meeting or working towards the desired objective. Non-rated tasks may prove possible at a future date, with council support and, realistically, based on 'low hanging fruit' first.

Ideally all work plan initiatives are to be set out as SMART objectives. That is, to the best extent possible, they should be:

Specific
Measurable
Achievable
Realistic
Timely

At minimum, the approach should set-out an estimate of commencement date and responsibility, with costs and status/completion data to be incorporated as it becomes known and refined. As stated, White Rock is already very much a local government leader in having an advanced and, in fact, cutting edge capacity to undertake this work. The more specificity and focus that can be achieved, the more likelihood of success.

This report is only the first step in council setting its course to be steered in the years ahead. Strategic planning is an ongoing process which requires ongoing reference to the “compass” – the strategic priorities.

In the final analysis and in practice, strategic planning is not what you say but what you do. Having established or re-confirmed its strategic priorities as the ‘what if team’, it is now staff’s responsibility to make recommendations on ‘how to’ work towards the goals, council has set. This means using the established priorities, as refined now at mid-term, to evaluate every initiative against and ultimately to recommend shifting available capacity and resourcing in budgets and work plans.

● Draft
 ● Not started
 ● On Track
 ● Behind
 ● Overdue
 ● Complete
 → Direct Alignment
 --- Indirect Alignment

CITY OF WHITE ROCK PLAN STRATEGIC PRIORITIES

Goal	2019	2020	2021	2022	2023	2024	Curr...	Latest Update
Official Community Plan Review							68%	
→ Review the Official Community Plan (OCP)							60%	Phase 1 Engagement Summary (Nov. 4, 2019)
→ Develop and recommend a Waterfront Enhancement Strategy (WES)							75%	At the September 14, 2020 Land Use and Planning Committee meeting, the committee requested that the Waterfront area policy review be prioritized over other topics within the OCP Review and accelerated in the review process.
→ Patio Enclosures on Marine Drive							75%	Report with Draft Criteria for enclosed patios received by Council April 27, 2020, and a letter inviting proposals from current sidewalk use licence holders was sent.
→ Waterfront Wayfinding Signage							0%	Council endorsed this project on December 16, 2019.
→ Waterfront Facade Facelift Program							0%	Council endorsed this project on March 9, 2020.
→ ATM Kiosk Removal at Martin Street							100%	ATM's are removed and now the kiosks need to be removed. Budget item for 2021.
→ Marine Drive Sidewalk Walkability Improvements							0%	Council endorsed staff investigating ways to improve walkability of Marine Drive on March 9, 2020.
→ Miscellaneous Waterfront Enhancement Strategy Projects							5%	The Marine Drive Task Force recommended several waterfront-area projects, primarily as described in the draft Waterfront Enhancement Strategy. These include a Playground, Covered Multi-Use Area, Cultural Facility, and Synthetic Ice Rink. Consideration of these conceptual projects were deferred by Council on April 20, 2020 due to the financial uncertainties related to the ongoing COVID-19 pandemic.
→ Outdoor Seating and Table Area on East Beach							100%	Tables were installed on the 15400 block of Marine Drive on June 26, 2020 as part of the response to the COVID-19 pandemic to allow for outdoor dining spaces. Funding for the overall picnic table installation, including tables at Memorial Park Plaza and Five Corners, was provided from operating contingency (\$10,000) and a donation from the White Rock BIA (\$2,500).
→ Review of Waterfront Design Guidelines for East Beach and West Beach							0%	Council endorsed this project on March 9, 2020.
→ Town Centre Review (with DIALOG)							80%	Staff will be contacting land owners (non-strata) in the Town Centre area to offer opportunities to meet with staff to obtain feedback on the proposed implementation of the Town Centre recommendations from the OCP Review that were advanced by the Land Use and Planning Committee on September 16, 2020. This engagement is intended to be open from November 2020 until mid-January 2021.
→ Non-consultant topics (6) OCP Review							33%	Phase 1 Engagement Summary (Nov. 4, 2019)
Semiahmoo First Nation							79%	

→ Communication Protocol - Memorandum of Understanding		75%	Met with working group of City staff and SFN On July 29, 2020. Are close to finalizing a draft of the MOU, leading to a Communications Protocol document. To be approved at a scheduled Council-to-Council meeting.
→ Drainage Memorandum of Understanding		75%	The City solicitor and staff worked together to make some changes and proposals for SFN consideration. The revised MOU was sent to the SFN solicitor late in the week of October 5th.
→ Water Service Agreements		95%	Final Agreement was given to SFN, the City is waiting for SFN signatures
→ Sanitary Sewer Service Agreement		95%	Final Agreement was given to SFN, the City is waiting for SFN signatures
→ Relationship Rebuilding / Partnership		53%	Jim Gordon met with Chief Harley Chappell on August 12th to discuss strategies for removing the layer of paint from P'Quals , and installing and maintaining a clear graffiti protective coating. Jim noted that we planned to do this work in the tourist off season.
Water Community Advisory Panel			
		83%	An improved reporting format is developed and also a dashboard displaying results and trends. This is planned to be presented to the next WCAP meeting on November 9th
→ Examine water quality results from Water Treatment Plant		82%	An improved reporting format is developed and also a dashboard displaying results and trends. This is planned to be presented to the next WCAP meeting on November 9th
→ Review water supply business case		100%	The Water Community Advisory Panel (WCAP) discussed testing results, the Fire Underwriters Survey and the water rate structure before meetings were cancelled due to COVID. The water rate structure is still under review. The business case review priority is diminished.
→ Implement new billing structure for Water		0%	Depending on the outcome of a review of the Water Utility rate structure, implementation to move to a new structure would likely be staged over multiple years.
→ Review the billing structure for the Water Utility		25%	Water Community Advisory Panel - Review possible new billing structures that would try to align with water consumption.
Multi-Family And Commercial Waste Pick Up			
		56%	Survey sent to commercial and multi family residents to determine their needs as the next step in the Solid Waste Report
→ Conduct multi-family and commercial waste pick up review and analysis		60%	The consultant is currently surveying the multi-family and commercial areas to establish a baseline for service and costs to compare to other options. Report to Council before the end of the year.
→ Consultant to prepare a report providing implications of waste pick up resulting from the analysis		51%	Consultant presented the Single Family component of the study to Council on July 27th. Staff presented and received Council approval for the purchase of two recycling trucks that will be implemented consistent with the study recommendations
Economic Development Strategies			
		33%	
→ Hire a temporary Economic Development Officer or Consultant to update Economic Development Plan		100%	Successful candidate commences September 28
→ Review and update Economic Development Work Plan		0%	
→ Implement current and subsequent revised Economic Strategy		0%	
Parking Task Force		100%	

→ Establish Terms of Reference for Parking Task Force		100%	Council Policy #156. Last amended in June 2019.
→ Appointment of Task Force members		100%	Task force members approved by Council in 2019
→ Task Force to review and recommend waterfront parking rates		100%	Waterfront parking rates were endorsed by Council on May 13, 2019
→ Task Force to review permit parking and pay parking decal programs		100%	Decals are used in a variety of complex ways in the City. Staff have recommended the City take a holistic look at Parking, including the use of decals, through a city wide parking review.
→ Task Force to review other remaining items in the Terms of Reference		100%	Some of the tasks identified in the terms of reference will need to involve other departments such as Engineering. Staff have recommended the City take a holistic look at Parking, that would include reviewing street use in the city, through a city wide parking review.
Marine Drive Task Force			
→ Establish Terms of Reference for Marine Drive Task Force		100%	
→ Appointment of Task Force members		100%	Task Force members were appointed in June 2019.
→ Review Waterfront Enhancement Strategy (WES) and Official Community Plan (OCP)		100%	The Marine Drive Task Force concluded its review of the draft Waterfront Enhancement Strategy at its final meeting on March 11, 2020. Several recommendations from the Task Force relate to projects proposed in the Strategy, which would be future projects should Council approve moving forward with them. As the Strategy is intended to be a long-term road map, projects may also wait until the resources are available for implementation.
→ Patio Enclosures on Marine Drive		75%	Report with Draft Criteria for enclosed patios received by Council April 27, 2020, and a letter inviting proposals from current sidewalk use licence holders was sent.
→ Waterfront Wayfinding Signage		0%	Council endorsed this project on December 16, 2019.
→ Waterfront Facade Facelift Program		0%	Council endorsed this project on March 9, 2020.
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→ Outdoor Seating and Table Area on East Beach		100%	Tables were installed on the 15400 block of Marine Drive on June 26, 2020 as part of the response to the COVID-19 pandemic to allow for outdoor dining spaces. Funding for the overall picnic table installation, including tables at Memorial Park Plaza and Five Corners, was provided from operating contingency (\$10,000) and a donation from the White Rock BIA (\$2,500).
→ Review of Waterfront Design Guidelines for East Beach and West Beach		0%	Council endorsed this project on March 9, 2020.
Zoning Bylaw Review			
→ Accessory Vacation Rentals (i.e. AirBnB) regulation		50%	Review Requested Feb. 24, 2020 / Previous Amendment Nov. 18, 2019

→ Waterfront Commercial Zones (CR-3, CR-4)		75%	At the September 14, 2020 Land Use and Planning Committee meeting, Council directed staff to discontinue work on the CR-3A (West Beach Commercial / Residential) zone, which may be resumed after the Waterfront building heights component of the OCP Review has been considered by Council.
→ Coach House/ Secondary Suites in duplexes/ triplexes		0%	
→ Single Family Home zones		5%	Strategic Priorities - scheduled Sept 2020 (also Council resolution Jan. 14/Mar 11, 2019)
Council Policy & Bylaw Review		43%	
→ Staff to provide proposed priority listing of City bylaws and topics requiring amendments		11%	
→ Tree Management Bylaw Review		67%	Two post COVID Environmental Advisory Committee (EAC) meetings held in October. Tree Bylaw issue discussions underway and progress is being made.
→ Development Cost Charges Update		10%	A key part of the updated material needed for the DCC review is the Integrated Transportation & Infrastructure Master Plan (ITIMP) that is currently in progress, albeit delayed due to COVID related consultation challenges. Likely that the detailed DCC work will start following completion of the ITIMP in Spring 2021
→ Reserve Fund		0%	City Reserves are an integral part of the City's Financial sustainability. They are established through statute or Council Direction. The use of the City's Reserves are directed through the City's Financial Plan.
→ Fees and Charges Bylaw (increase for highway use violations)		0%	
→ Sidewalk Use Agreements		0%	
→ Sewer Connection and Rental Charges		0%	
→ Water Services		0%	
→ Staff to provide recommendations to Council regarding amendments to be made		37%	
→ Business Licensing Fees and Fines Review		0%	In Strategic Priorities as Bylaw to Be Reviewed. New licensing clerk starting Jun. 2020
→ Energy Step Code Implementation		5%	Building Official III position will be filled in July 2020, and will assist the Manager of Building and Bylaws in moving this forward.
→ Sign Bylaw Review		0%	
→ Massage-based Business Regulation		100%	Council approved bylaw amendments in November 2019. Enforcement of violations is ongoing on a complaint basis.
→ Encroachments on City Right of Way		90%	Staff have been administering the Street and Traffic Bylaw provisions with respect to encroachments as per Council direction in the Fall of 2019. The Bylaw provisions are enforced at individual properties at the time of redevelopment or when new encroachments are constructed. Council will review this practice at an upcoming Governance and Legislation meeting in September 2020.
→ Parks Bylaw Updates		53%	The EAC is investigating Bylaws and Policies related to trees and will make recommendations for changes to Council. This does not specifically address the Parks Regulation Bylaw. Council may request the EAC to review this Bylaw at a later date.

↳ Street and Traffic Bylaw Update		14%	An update of the Street and Traffic Bylaw will follow completion of the Integrated Transportation and Infrastructure Master Plan (ITIMP) in 2021 and will reflect Council direction from upcoming meetings to discuss encroachments.
↳ Governance and Legislative Committee to continue to review all Council policies		81%	
↳ Corporate Administration Policies		0%	
↳ Policy 215 - Sister City and Friendship City Relationships Admin		100%	
↳ Policy 214 - City Cell Phone Usage Admin		100%	
↳ Policy 213 - Corporate Process Regarding Requirement to E-mail Records and Back Up Data Schedule Admin		30%	Under review will be brought forward to Governance and Legislation Committee
↳ Policy 209 - Employee Parking at City Facilities Admin		100%	
↳ Policy 200 - General Administration)		0%	Under review will be brought forward at the next Governance and Legislation Committee meeting
↳ Policy 201-01 Coat of Arms and City Logo		0%	For the Next Governance and Legislation Committee Meeting
↳ Policy 207 - Distribution of City Lapel Pins		100%	
↳ Policy 205 - Corporate Sponsorships		100%	
↳ Policy 203 - Commemorative Recognitions in City Parks		0%	For Review with Engineering staff
↳ Policy 202 - Naming of City Facilities		100%	
↳ Council Policies		95%	
↳ City Operations Policies		95%	Two outstanding items from the Policy review are the recommendation for the reconstruction of the curb letdowns at Russell Avenue and Johnston Road (project scheduled for late 2020) and a report on timelines for remediation of identified construction issues. Three policies concerning trees are under review at the EAC, the Traffic Calming Policy will be reviewed as part of the ongoing ITIMP and the Latecomers Policy will be reviewed in conjunction with DCC Bylaw update in 2021.
↳ Policy 607 Heritage Trees		74%	Environmental Advisory Committee (EAC) held two post COVID meeting, including October 8th. EAC is working through tree issues and modifications to the Tree Bylaw and tree Policies
↳ Finance Policies		87%	
↳ Human Resources Policies		70%	
↳ Anti-racism Policy		95%	Reviewed at the Governance and Legislation Committee meeting, Council will consider November 23, 2020
↳ Information Technology Policies		100%	
↳ Planning & Development Policies		97%	
↳ Recreation & Culture Policies		100%	

Next Priorities					29%	
→	Sign Bylaw Review				0%	
→	Policing Service Review				60%	A location has been identified to enable local computer storage requirements with opportunities to perform required tenant improvements in house.
→	Funicular Feasibility				5%	Council received a high-level preliminary analysis of people movement technology, including funiculars that could be used to move people from the waterfront to Uptown, at the Regular Council meeting on September 19, 2016.
→	Community Amenity Contributions Review				67%	On November 16, 2020, the Land Use and Planning Committee is scheduled to review the existing target rates for amenity contributions, comparisons with other municipal approaches, and the relationship between Development Cost Charges and Community Amenity Contributions in financing the costs of growth.
→	City Hall and Civic Precinct				14%	A number of reports were presented to Council in 2019. An updated seismic review was completed and report presented to Council in 2019.
Advocacy Items					39%	Request sent to Surrey School District for the contact name of the person at the SD to talk to about restoring the totem pole (house post) at WR Elementary School.
→	Vacant Property Tax				25%	Council has sent a letter to UBCM (June 2019) and is requesting that UBCM bring forward a resolution that would provide for the authority for a vacant property tax that would be inclusive of both residential and commercial properties.
→	Totem Pole (House Post) Restoration at White Rock Elementary School Grounds				25%	This project will resume once the Public Art Advisory Committee begins meeting again on October 29, 2020.
→	Peace Arch Hospital Expansion				33%	Further expansions to the services provided by Peace Arch Hospital are anticipated in the coming years. Staff will continue to work with Fraser Health Authority and the Peace Arch Hospital Foundation as needed to support growth in hospital capacity in a way that is compatible with the surrounding neighbourhood and the City's infrastructure.
→	Rail Safety/Whistle Cessation/Passenger Train Stop				100%	Whistle Cessation project is completed, but longer term rail advocacy issues such as rail relocation or passenger rail remain.
→	→ Rail Safety Whistle Cessation				100%	The project is completed and whistle cessation has been successfully implemented.
→	Homeless Reduction Strategy				0%	
→	Protection of Semiahmoo Bay				50%	Zoom meeting set up with Shared Waters Alliance on September 4th
E-Management / Agenda					56%	Admin staff began an overview of report writing / template set up on Nov 13, 2020. Two further training sessions will be held before the end of November 2020. SLT will be scheduled for report writing training early January 2021 with the first Agenda with reports using eSCRIBE is expected for Monday January 25, 2021.



2021 - 2022 Council Strategic Priorities

ALIGNING OUR PRIORITIES

UPDATED NOV. 2020

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MESSAGE FROM COUNCIL



WHITE ROCK CITY COUNCIL | 2021 - 2022

TOP ROW, LEFT TO RIGHT: Councillor David Chesney, Councillor Erika Johanson, Councillor Helen Fathers and Councillor Christopher Trevelyan.
BOTTOM ROW, LEFT TO RIGHT: Councillor Anthony Manning, Mayor Darryl Walker, and Councillor Scott Kristjanson.

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INTRODUCTION

Council's Strategic Priorities: Impact of the COVID-19 Pandemic

At the beginning of each four-year term of office, White Rock City Council sets the long-term vision and strategic plan for the City of White Rock. Council's Strategic Priorities provide the community with the goals the City will achieve and describes how the City will achieve them.

Council's Strategic Priorities are an important element within the work plan of City employees. Two years into Council's four-year term, the City has achieved 60 per cent of the priorities identified in Council's 2018-2022 Strategic Priorities. This was achieved despite the COVID-19 global pandemic.

Due to the unprecedented challenges presented by the pandemic, City resources have been strained, with unplanned priorities needing immediate attention. As a result, City Council has taken a fresh look at White Rock's Strategic Priorities for the next two years of the Council term.

Through Council's 2021-2022 Strategic Priorities, White Rock will continue to focus on the health and safety of the community, providing a high quality of life for residents, supporting the local economy and ensuring this seaside city is an attractive destination for visitors.



VISION AND VALUES

CORPORATE VISION

White Rock will provide for all its citizens a high quality of life where:

- Our environment is protected and nurtured
- The community feels safe, secure and friendly
- Opportunities exist for our businesses to prosper
- Arts and culture flourish and our heritage is celebrated
- Municipal boundaries are less important than a strong sense of pride in and connection to our community
- We all can live, work and play in an enjoyable atmosphere

CORPORATE VALUES

- Excellence
- Respect
- Integrity
- Responsibility
- Accountability
- Value
- Community participation in government

CORPORATE MISSION

Building community excellence through effective stewardship of all community resources

COUNCIL STRATEGIC PRIORITIES 2021-2022

The following pages provide an update to Council's 2018-2022 Strategic Priorities.

The six priorities are Community, Environment, Waterfront, Infrastructure, Economy and COVID-19.

Each priority is supported by action items, including a full list of planned projects linked to Council's Strategic Priorities.

COUNCIL'S STRATEGIC PRIORITIES



COMMUNITY

We will make the best possible community decisions in collaboration with residents and stakeholders, providing an excellent quality of life.



ENVIRONMENT

We will continue to improve our environmental stewardship to preserve and protect the natural environment for future generations.



WATERFRONT

We will enhance, promote and share our regional, premier, seaside experience.



INFRASTRUCTURE

We will build and maintain physical and organizational structures and facilities to enhance our community's quality of life.



ECONOMY

We will support the prosperity and diversification of the City's economic base.



COVID-19

We will provide the best possible community outcomes and resilience to maximize recovery from COVID-19.



COMMUNITY



WE WILL...

Make the best possible community decisions in collaboration with residents and stakeholders, providing an excellent quality of life.

1. Guide land use decisions of Council to reflect the vision of the community.
2. Manage the delivery of City services efficiently and effectively.
3. Confirm the City is following best practices in governance.
4. Select and complete the CAC projects to maximize the benefit to the community.
5. Advocate on behalf of the community to senior levels of government and other stakeholder groups.
6. Continue to nurture a respectful, trusting partnership with the Semiahmoo First Nation for the benefit of both communities.



ENVIRONMENT



WE WILL...

Continue to improve our environmental stewardship to preserve and protect the natural environment for future generations.

1. Integrate storm damage environmental capital assets.

2. Reduce greenhouse gas emissions.

3. Protect and increase the tree canopy and enhance greenspace in the community.



WATERFRONT



WE WILL...

To enhance, promote and share our regional, premier, seaside experience.

1. Attract visitors and residents to the Waterfront.
2. Support a vibrant, year-round environment where businesses can thrive.
3. Minimize the impact of railroad activity on the community.



INFRASTRUCTURE



WE WILL...

Build and maintain physical and organizational structures and facilities to enhance our community's quality of life.

1. Select and complete the CAC projects to maximize the benefit to the community.
2. Provide safe, reliable and sustainable infrastructure for the community while minimizing impacts on the environment.
3. Ensure infrastructure required by new growth is funded by development.
4. Provide a safe, accessible, centralized City facility and amenities.



ECONOMY



WE WILL...

To support the prosperity and diversification of the City's economic base.

1. Update the City's economic development strategy.
2. Manage parking resources to meet the needs of residents, visitors and businesses.



COVID-19



WE WILL...

Provide the best possible community outcomes and resilience to maximize recovery from COVID-19.

1. Partner with service agencies and other community partners to provide social support to those most impacted by COVID-19.
2. Provide assistance to the business community throughout the pandemic.
3. Operate all facilities and services consistent with Provincial health orders.



2021 - 2022 Council Strategic Priorities

ALIGNING OUR PRIORITIES

UPDATED NOV. 2020



CITY HALL
15322 Buena Vista Avenue
White Rock, BC V4B 1Y6

Tel: 604-541-2100
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WHITE ROCK
City by the Sea!



Land Use and Planning Committee

Minutes

November 9, 2020, 6:45 p.m.

City Hall Council Chambers

15322 Buena Vista Avenue, White Rock, BC, V4B 1Y6

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

ABSENT: Councillor Fathers

STAFF: Guillermo Ferrero, Chief Administrative Officer
Tracey Arthur, Director of Corporate Administration
Carl Isaak, Director of Planning and Development Services
Greg Newman, Manager of Planning
Stephanie Lam, Deputy Corporate Officer
Debbie Johnstone, Committee Clerk

1. **CALL TO ORDER**

The meeting was called to order at 6:45 p.m.

1.1 **MOTION TO CONDUCT LAND USE AND PLANNING COMMITTEE MEETING WITHOUT THE PUBLIC IN ATTENDANCE**

Motion Number: 2020-LU/P-48 It was MOVED and SECONDED

THAT the Land Use and Planning Committee:

WHEREAS COVID-19 has been declared a global pandemic;

WHEREAS the City of White Rock has been able to continue to provide the public access to the meetings through live streaming;

WHEREAS holding public meetings in the City Hall Council Chambers, where all the audio/video equipment has been set up for the live streaming program, would not be possible without breaching physical distancing restrictions due to its size, and holding public meetings at the White Rock Community Centre would cause further financial impact to City Operations due to staffing resources and not enable live streaming;

WHEREAS Ministerial Order No. 192 requires an adopted motion in order to hold public meetings electronically, without members of the public present in person at the meeting;

THEREFORE BE IT RESOLVED THAT the Land Use and Planning Committee (including all members of Council) authorizes the City of White Rock to hold the November 9, 2020 meeting to be video streamed and available on the City's website, and without the public present in the Council Chambers.

Motion CARRIED

2. ADOPTION OF AGENDA

Motion Number: 2020-LU/P-49 It was MOVED and SECONDED

THAT the Land Use and Planning Committee adopt the agenda for November 9, 2020 as circulated.

Motion CARRIED

3. ADOPTION OF MINUTES

3.1 October 26, 2020 Meeting Minutes

Motion Number: 2020-LU/P-50 It was MOVED and SECONDED

THAT the Land Use and Planning Committee adopt the minutes of the October 26, 2020 meeting as circulated.

Motion CARRIED

4. CORPORATE REPORTS

4.1 REZONING AND MINOR DEVELOPMENT PERMIT APPLICATION - 15570 OXENHAM AVENUE (ZON/MIP 19-008)

Motion Number: 2020-LU/P-51 It was MOVED and SECONDED

THAT the Land Use and Planning Committee recommend that Council:

- Give first and second readings to “White Rock Zoning Bylaw, 2012, No. 2000, Amendment (RT-1 – 15570 Oxenham Avenue) Bylaw, 2020, No. 2365 as presented, and direct staff to schedule the required Public Hearing; and
- Recommend that Council direct staff to resolve the following issues prior to final adoption, if Bylaw No. 2365 is given Third Reading after the Public Hearing;
 1. Ensure that all engineering requirements and issues, including completion of a servicing agreement, are addressed to the satisfaction of the Director of Engineering and Municipal Operations;
 2. Registration of a Section No. 219 Covenant to restrict basement suites; and
 3. Demolition of the existing home.

Motion CARRIED

4.2 REZONING AND MINOR DEVELOPMENT PERMIT APPLICATION - 15496 THRIFT AVENUE (ZON/MIP 19-018)

Motion Number: 2020-LU/P-52It was MOVED and SECONDED

THAT the Land Use and Planning Committee recommend that Council:

- Give first and second readings to “White Rock Zoning Bylaw, 2012, No. 2000, Amendment (RT-1 – 15496 Thrift Avenue) Bylaw, 2020, No. 2366 as presented, and direct staff to schedule the required Public Hearing; and

- Direct staff to resolve the following issues prior to final adoption, if Bylaw No. 2366 is given Third Reading after the Public Hearing;
 1. Ensure that all engineering requirements and issues, including completion of a servicing agreement, are addressed to the satisfaction of the Director of Engineering and Municipal Operations;
 2. Registration of a Section No. 219 Covenant to restrict basement suites; and
 3. Demolition of the existing home.

Motion CARRIED

Councillors Johanson and Kristjanson voted in the negative

5. **CONCLUSION OF THE NOVEMBER 9, 2020 LAND USE AND PLANNING COMMITTEE MEETING**

The Chairperson concluded the meeting at 7:10 p.m.

Mayor Walker

Tracey Arthur, Director of Corporate Administration



Governance and Legislation Committee

Minutes

November 9, 2020, 5:00 p.m.

City Hall Council Chambers

15322 Buena Vista Avenue, White Rock, BC, V4B 1Y6

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

ABSENT: Councillor Fathers

STAFF: Guillermo Ferrero, Chief Administrative Officer
Tracey Arthur, Director of Corporate Administration
Jim Gordon, Director of Engineering and Municipal Operations
Carl Isaak, Director of Planning and Development Services
Jacquie Johnstone, Director of Human Resources
Colleen Ponzini, Director of Financial Services
Eric Stepura, Director of Recreation and Culture
Stephanie Lam, Deputy Corporate Officer
Debbie Johnstone, Committee Clerk

1. **CALL TO ORDER (Councillor Manning, Chairperson)**

The Chairperson called the meeting to order at 5:00 p.m.

1.1 MOTION TO CONDUCT GOVERNANCE AND LEGISLATION COMMITTEE MEETING WITHOUT THE PUBLIC IN ATTENDANCE

Motion Number: 2020-G/L-085 It was MOVED and SECONDED

WHEREAS COVID-19 has been declared a global pandemic;

WHEREAS the City of White Rock has been able to continue to provide the public access to the meetings through live streaming;

WHEREAS holding public meetings in the City Hall Council Chambers, where all the audio/video equipment has been set up for the live streaming program, would not be possible without breaching physical distancing restrictions due to its size, and holding public meetings at the White Rock Community Centre would cause further financial impact to City Operations due to staffing resources and not enable live streaming;

WHEREAS Ministerial Order No. 192 requires an adopted motion in order to hold public meetings electronically, without members of the public present in person at the meeting;

THEREFORE BE IT RESOLVED THAT the Governance and Legislation Committee (including all members of Council) authorizes the November 9th meeting to be video streamed and available on the City's website, and without the public present in the Council Chambers.

Motion CARRIED

2. ADOPTION OF AGENDA

Motion Number: 2020-G/L-086 It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopt the agenda for November 9, 2020 as amended by deferring Item 8 titled Lightspark: Innovative Technology to Map Carbon and Energy Intensity in Residential Communities to a future meeting.

Motion CARRIED

3. ADOPTION OF MINUTES

Councillor Kristjanson arrived at the meeting at 5:02 p.m.

Motion Number: 2020-G/L-087 It was MOVED and SECONDED

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

- September 23, 2020; and
- September 28, 2020.

Motion CARRIED

4. **CITY COMMITTEES**

Note: Staff were requested to add the following information on the City's Committee Calendar: include the Councillor Liaison of each committee and the Committee Term.

It was noted that a review of the City's committees / structure would be beneficial. The Committee mandates and how they align with Council corporate priorities would be included within the review.

There are some current vacancies on various committees, advertising will be placed in the coming weeks to help fill them.

Motion Number: 2020-G/L-088 It was MOVED and SECONDED

THAT The Governance and Legislation Committee recommend the Environmental Advisory Committee meet twice in December 2020.

Motion CARRIED

Motion Number: 2020-G/L-089It was MOVED and SECONDED

THAT the Governance and Legislation Committee:

1) Recommend that Council extend the following City's Advisory Bodies / Committee appointments to March 31, 2021:

- Arts and Cultural Advisory Committee;
- Advisory Design Panel
- Economic Development Advisory Committee;
- Environmental Advisory Committee;
- History and Heritage Advisory Committee;

- Public Art Advisory Committee;
 - Seniors Advisory Committee;
 - Tour de White Rock Task Force;
 - Water Community Advisory Panel;
 - White Rock Sea Festival Task Force; and
- 2) Endorse that there be a full review of the City's Advisory Bodies / Committees to be conducted early in 2021 (including the work the Committees are producing and required involvement by staff to maintain the Committees) .

Motion CARRIED

5. CONTINUED POLICY REVIEW: HUMAN RESOURCES (400 SERIES)

The Director of Human Resources gave an outline of each of the noted policies for consideration.

Motion Number: 2020-G/L-90 It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommend Council endorse the following Human Resource policies as circulated:

- a. Policy 401 - Employee Recognition Program;
- b. Policy 405 - Respectful Workplace; and
- c. Policy 406 - Anti-Racial Discrimination and Anti-Racism.

Motion CARRIED

6. CONTINUED POLICY REVIEW: COUNCIL AND ADMINISTRATION

Note: In relation to Policy 120 - City News, staff were asked to review the ads for possible repetitiveness, consider some format changes in order to receive more interest.

Motion Number: 2020-G/L-91 It was MOVED and SECONDED

THAT The Governance and Legislation Committee recommends Council endorse Policy 112 - Freedom of the City as circulated.

Motion CARRIED

Motion Number: 2020-G/L-92 It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommend Council endorse Policy 129 - City News as circulated.

Motion CARRIED

Motion Number: 2020-G/L-93 It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommend Council endorse Policy 130 - Operational Communications Objective as circulated.

Motion CARRIED

Motion Number: 2020-G/L-94 It was MOVED and SECONDED

THAT The Governance and Legislation Committee recommend Council endorse Policy 131 - City Website as circulated.

Motion CARRIED

Motion Number: 2020-G/L-95 It was MOVED and SECONDED

THAT The Governance and Legislation Committee recommend Council endorse Policy 132 - Communication of Council Decisions: Facebook Live as circulated.

Motion CARRIED

Motion Number: 2020-G/L-96 It was MOVED and SECONDED

THAT The Governance and Legislation Committee recommend Council endorse Policy 133 - Internal Handling of Media Requests as circulated.

Motion CARRIED

Motion Number: 2020-G/L-97 It was MOVED and SECONDED

THAT The Governance and Legislation Committee recommend Council endorse Policy 134 - Media Releases as circulated.

Motion CARRIED

7. FILMING POLICY

Motion Number: 2020-G/L-98 It was MOVED and SECONDED

THAT the Governance and Legislative Committee recommend Council to endorse the Filming Policy as circulated.

Motion CARRIED

8. LIGHTSPARK: INNOVATIVE TECHNOLOGY TO MAP CARBON AND ENERGY INTENSITY IN RESIDENTIAL COMMUNITIES

In accordance with motion 2020-G/L-86 this item was deferred to a future Governance and Legislation Committee meeting.

9. SHORT-TERM RENTAL HOST COMPLIANCE SOFTWARE

Councillor Manning presented a PowerPoint titled "Host Compliance" a program offered by Granicus giving a platform for short-term rental registration, compliance monitoring, fraud, audit and enforcement challenges.

Motion Number: 2020-G/L-99 It was MOVED and SECONDED

THAT the Governance and Legislation Committee requests staff to bring forward for the list of projects for future discussion (Short Term Rental Fees - tiered license fees) so Council can consider it in regard to prioritization.

Motion CARRIED

Motion Number: 2020-G/L-100 It was MOVED and SECONDED

THAT the Governance and Legislation Committee direct staff to add the item of software regarding "Short Term Rental Fees - tiered license fees" as a topic for the upcoming budget discussion / consideration.

Motion CARRIED

10. CLOSED COUNCIL MEETINGS

It was noted that items for closed meetings are usually of an urgent nature but staff do try and wait for a few topics, when possible, prior to requesting a meeting be scheduled.

It was noted the Committee would like to see more in relation to information release. The City is currently working on a communication item in regard to closed meetings (FAQ / Q & A) to help the community understand the process.

Further work will be conducted in regard to more information being released to topics as permitted.

11. **CONCLUSION OF THE NOVEMBER 9, 2020 GOVERNANCE AND LEGISLATION COMMITTEE MEETING**

The Chairperson concluded the meeting at 6:43 p.m.

Mayor Walker



Tracey Arthur, Director of Corporate Administration

PRESENT: M. Partridge, Chairperson
P. Petrala, Vice-Chairperson
K. Breaks (left meeting at 4:45 p.m.)
J. Adams (entered meeting at 3:11 p.m.)
E. Cheung
J. Davidson
P. Higinbotham
D. Thompson

NON-VOTING: K. Bjerke-Lisle, White Rock Museum and Archives
D. Kendze, White Rock Library (left meeting at 3:08 pm, due to technical difficulties)

COUNCIL: Councillor Manning

ABSENT: M. Bali

STAFF: E. Stepura, Director of Recreation and Culture
E. Keurvorst, Manager of Cultural Development
K. Sidhu, Committee Clerk
D. Johnstone, Committee Clerk

1. CALL TO ORDER

The Chairperson called the meeting to order at 3:06 p.m.

2. ELECTRONIC MEETING PROCEDURES/BEST PRACTICES

Corporate Administration staff provided a brief overview of best practices for electronic meetings.

3. ADOPTION OF AGENDA

2020-ACAC-008 **It was MOVED and SECONDED**

THAT the Arts and Cultural Advisory Committee adopt the agenda for October 27, 2020 as circulated.

CARRIED

4. ADOPTION OF MINUTES

a) February 25, 2020

2020-ACAC-009 **It was MOVED and SECONDED**

THAT the Arts and Cultural Advisory Committee adopt the February 25, 2020 meeting minutes as circulated.

CARRIED

5. UPDATE ON CURRENT CULTURAL DEVELOPMENT ACTIVITIES

E. Keurvorst, Manager of Cultural Development provided a presentation on Cultural Development projects they have been working on during the pandemic.

Note: J.Adams entered the meeting at 3:11 p.m.

6. COMMITTEE ACTION TRACKING DOCUMENT

The Committee discussed accomplished and outstanding items listed on the action tracking document

7. REFERRAL FROM COUNCIL

a. Mural Festival Research -working group update

J. Davidson provided an update, he noted that organization is key and that there is a lot of planning involved. Involving many different types of artists is also a great idea. He also referenced what the City of Vancouver did with their Mural Festival and it was very successful. The committee noted that this is a great project to undertake during COVID-19. Staff noted a project plan and budget would need to be constructed to proceed with a Mural Festival.

b. New referrals

None

Note: This item was further discussed with a referral on page 3.

8. CULTURAL STRATEGIC PLAN DISCUSSION

a. Where did we leave off (vision, objective categories for Goals, SWOT analysis)

It was noted by Staff that the Arts and Culture Strategic Plan is approximately 60-70% completed.

b. Impacts of COVID-19 on cultural development and role of committee

It was noted that arts and culture was one of the hardest hit industries from the pandemic. The committee discussed ways of holding events without crowds and the importance of connecting virtually.

c. Work plan/next steps for future meetings

It was noted that having a short-term plan would be more efficient as we do not know how long COVID-19 will last and its restrictions. The importance of planning events outdoors and remotely was raised.

9. ROUNDTABLE DISCUSSION

The Committee discussed ideas on how to highlight Arts and Culture during the pandemic. The following ideas were discussed:

• White Rock Youtube Channel

A suggested idea was a White Rock Youtube Channel to highlight community and artists. An example was a SAGA series that the Surrey Art Gallery held a few years ago. It was suggested that the White Rock Youtube Channel could have interviews with local artists as White Rock has a lot of artists and performers. Staff noted that the City does have a Youtube Channel but it does not entail an art interface. The importance of having

someone manage and promote the channel for it to be successful was noted. There was also discussion on where to get content from, who the stakeholders would be and budget.

2020-ACAC-010 **It was MOVED and SECONDED**
THAT the Arts and Cultural Advisory Committee recommends that Council direct staff to investigate developing an online strategy for Arts and Culture
CARRIED

2020-ACAC-011 **It was MOVED and SECONDED**
THAT the Arts and Cultural Advisory Committee recommends that Council direct staff to explore the cost and feasibility for online promotions for Arts and Culture with community partners
CARRIED

- **Festival of Lights**

The Committee discussed the Festival of Lights. There was discussion on the COVID-19 Safety Plan for the festival as the Lights at Lafarge in Coquitlam has been cancelled. The Committee discussed ideas to promote businesses to buy the light panels to assist with the event. Staff noted that the City is not able to promote fundraising or sales for the event as it is a level C event in accordance with the City's Special Events Policy. The City's Special Events Policy has categorized the levels of responsibility the City has for Festivals and sustainable development, it was also noted this has to be consistent with all groups.

Action Item: Manager, Cultural Development to send out link to the Committee on the City of White Rock Special Events Policy.

Action Item: Staff to confirm the Festival of Lights Website is posted on the City Connect Listing.

Note: K. Breaks left the meeting at 4:45 pm

2020-ACAC-012 **It was MOVED and SECONDED**
THAT the Arts and Cultural Advisory Committee refers the Mural Festival idea to the Public Art Advisory Committee for their consideration.
CARRIED

Action Item: Manager, Cultural Development to send out summary of work done to date to the Committee.

10. **OTHER BUSINESS**
None

11. **2020 MEETING SCHEDULE**

- November 24

**12. CONCLUSION OF THE OCTOBER 27, 2020 ARTS AND CULTURAL
ADVISORY COMMITTEE MEETING**

The Chairperson declared the meeting concluded at 4:51 p.m.

M. Partridge, Chairperson

K. Sidhu, Committee Clerk

Unapproved

PRESENT: B. West, Chairperson
B. Cooper, Vice-Chairperson
J. Adams (arrived at 4:14 p.m.)
Y. Everson
G. Kennedy
U. Maschaykh (arrived at 4:37 p.m.)

COUNCIL: Councillor Trevelyan (Council representative)

STAFF: E. Stepura, Director of Recreation and Culture
E. Keurvorst, Manager of Cultural Development
D. Johnstone, Committee Clerk
K. Sidhu, Committee Clerk

1. CALL TO ORDER

The meeting was called to order at 4:06 p.m.

2. ELECTRONIC MEETING PROCEDURES/ BEST PRACTICES

Corporate Administration provided an overview of best practices for electronic meetings.

3. ADOPTION OF AGENDA

2020-PAAC-008 **IT was MOVED and SECONDED**

THAT the Public Art Advisory Committee amends the agenda for the October 29, 2020 meeting to move Item 8 – Public Art Vision and Work Plan, ahead of Item 7 – Referrals from Council;

AND THAT the agenda be adopted as amended.

CARRIED

4. ADOPTION OF MINUTES

a) February 27, 2020

2020-PAAC-009 **IT was MOVED and SECONDED**

THAT the Public Art Advisory Committee amends the minutes of the February 27, 2020 meeting as follows:

- Item 5 at the bottom of page three (3) to read “The Committee discussed other potential ideas, such as a gateway project, animating the stairways / dedicated pedestrian routes on the east side of the city and a biennale”;

AND THAT the minutes be adopted as amended.

CARRIED

Note: J. Adams entered the meeting at 4:14 p.m.

5. CURRENT PUBLIC ART PROJECTS

Staff provided a PowerPoint presentation outlining current public art projects in the City:

Banner Project

The Committee discussed the areas in which each banner artist would be featured. Staff clarified that in the ‘gateway’ area (from North Bluff Road to Russell Avenue on Johnson Street) all three (3) artists would be featured. In other areas of the city, artists would be featured by area. The Committee reviewed the designs and agreed that this approach would allow for more of an impact for the designs.

Public Art Story Map

With respect to the public art projects on the website, it was suggested that the artist bios be standardized to ensure they have the same level of detail and are the same length. Including a link for the artist was also encouraged.

Staff reported that the Art Map has been completed and is currently available on the public art main page. The Committee debated if murals should be included in a separate section of the walking tour due to their ephemeral nature or if perhaps, they could be colour-coded.

Staff noted that updating the map does not require a lot of time and would not be a large project to undertake if murals are replaced / changed over time.

Note: U. Maschaykh entered the meeting at 4:37 p.m.

6. COMMITTEE ACTION TRACKING DOCUMENT

The Committee discussed accomplished and outstanding items listed on the action tracking document. Staff provided an on-table document with updates for information.

Action Item: Committee Clerk to send out updated Terms of Reference to clarify the differences between subcommittees and working groups.

Action Item: Committee to discuss the idea of an “intersection” themed public art project at the corner of Thrift Avenue and Johnston Road at the next scheduled meeting.

Note: Items addressed out of order

8. PUBLIC ART VISION AND WORKPLAN

The Committee continued their discussion on the development of a public art vision and work plan. It was noted that this had been a topic on an agenda prior to the COVID-19 pandemic. With meetings being postponed for several months and

limitations around committee terms ending at the end of December the Committee noted that it is hard to determine next steps.

The Committee identified the following potential items for a work plan:

- Mural policy;
- Biennale plan;
- Intersection project at corner of Thrift Avenue and Johnston Road; and
- Rain Works project.

The Committee noted that the development of a long-term strategy may not be possible due to the global pandemic. It was instead suggested that focusing on items and priorities on a shorter-term basis may allow for more flexibility in these times of uncertainty.

2020-PAAC-010

IT was MOVED and SECONDED

THAT the Public Art Advisory Committee looks to establish a two (2) year work plan (from January 2021 to December 2022).

CARRIED

Action Item: Staff to send out Public Art Policy 708 and Public Art 2017 Work Plan document to the committee for their information.

Action Item: Committee to begin thinking about and looking at opportunities to bring back to the workplan discussion at the next scheduled meeting.

7. REFERRALS FROM COUNCIL

a) Delegation from March 9, 2020 Council meeting

The Committee discussed Council's referral from the March 9, 2020 Council meeting. The following comments were noted:

- Having a more inclusive and democratic process for public art was encouraged. It is important for the community to continue to have open calls for public art.
- The topic of mural placement in the City was discussed. Staff advised that within Public Art Policy 708 community consultation is required for the placement of murals.
- It could be beneficial to review mural policies from other municipalities. Establishing groundwork on the process surrounding murals could alleviate concerns with a more ad-hoc approach.
- Concerns were expressed that a mural did go forward in March without consultation from the Committee. Councillor Trevelyan noted that this was an extraordinary situation with the pandemic in March.
- Until a better process is established surrounding murals, ad hoc projects (such as the March 9 referral from Council) should be put on hold.

2020-PAAC-011 **IT was MOVED and SECONDED**

THAT the Public Art Advisory Committee requests that Council direct staff to develop a mural policy for White Rock, using best practices from other municipalities with respect to selection process and location selection;

AND THAT this policy be provided back to the Public Art Advisory Committee for discussion.

CARRIED

- b) Email dated May 25, 2020 – Painting the Pier
Councillor Manning suggested that this item be provided to the Public Art Advisory Committee for discussion.

The Committee expressed concerns with this proposal due to the historic nature of the White Rock pier. Costs associated with the project and maintenance concerns were noted.

- c) Email dated June 18, 2020 – Diversity Mural
Councillor Fathers suggested that this item be provided to the PAAC for consideration. The Committee agreed that this suggestion was covered during discussion on murals during Item 7a.

9. OTHER BUSINESS

None

10. PUBLIC ART ADVISORY COMMITTEE 2020 MEETING SCHEDULE

The following meeting dates were approved by the Committee and are provided for information:

- November 26

11. CONCLUSION OF THE OCTOBER 29, 2020 MEETING

The Chairperson concluded the meeting at 5:33 p.m.

B. West
Chairperson



D. Johnstone
Committee Clerk

- PRESENT:** B. Hagerman, Community Member
E. Klassen, Community Member
K. Bjerke-Lisle, Representative from White Rock Museum and Archives
A. Chew, Representative from White Rock Tourism/ Explore White Rock
A. Nixon, Representative from White Rock Business Improvement Association
(entered meeting at 4:04 pm)
A. Spyker, Representative from Fraser Health Authority
D. Young, Representative from Sources Community Resource Society
S. Crozier, Community Member (entered meeting at 4:06 pm)
- COUNCIL:** Councillor A. Manning (Chairperson)
Councillor D. Chesney (Vice-Chairperson)
- ABSENT:** D. Northam, Community Member
T.J. Dhillon, Community Member
R. Khanna, Representative from South Surrey/White Rock Chamber of Commerce
- GUEST:** Mayor D. Walker (entered meeting at 4:30 pm)
- STAFF:** C. Isaak, Director of Planning and Development Services
C. Latzen, Economic Development Officer
K. Sidhu, Committee Clerk
D. Johnstone, Committee Clerk

1. CALL TO ORDER

The meeting was called to order at 4:03 p.m.

2. ADOPTION OF AGENDA

2020-CRTF-36 **It was MOVED and SECONDED**

THAT the COVID-19 Recovery Task Force amend the November 3, 2020 agenda by:

- Removing Item 4 – Presentation from the Chamber of Commerce;

AND THAT the agenda be adopted as amended.

CARRIED

Note: A. Nixon entered the meeting at 4:04 pm

3. ADOPTION OF MINUTES

a) October 20, 2020

2020-CRTF-37 **It was MOVED and SECONDED**

THAT the COVID-19 Recovery Task Force adopt the meeting minutes for October 20, 2020 as circulated.

CARRIED

4. **PRESENTATION FROM THE CHAMBER OF COMMERCE**
This item was removed from the agenda as it will be presented at a future Council Meeting.

Note: S.Crozier entered the meeting at 4:06 pm

5. **CREATING AN ONLINE HUB TO PROMOTE VIRTUAL WHITE ROCK EVENTS**

The Chairperson, requested that this item be added for discussion. The following discussion ideas were noted:

- A link for this website (promoting White Rock events) could be added to the Sources Community Resource Society's website page for exposure and accessibility.
- The Executive Director of White Rock Tourism/ Explore White Rock noted that their website has an Events Calendar showcasing events for visitors.
- Discussion around the possibility of adding a similar Events Calendar to the City of White Rock website. There were concerns raised on duplicating these efforts.
- The importance of partnership within these websites across the peninsula was noted.

2020-CRTF-38 **It was MOVED and SECONDED**

THAT the COVID-19 Recovery Task Force recommend that Council direct staff to investigate the best avenue for an online hub to promote virtual White Rock events.

CARRIED

6. **UPDATE ON COVID-19 VACCINATIONS**

The representative from Fraser Health Authority provided an update on vaccinations for COVID-19. She confirmed there is a preliminary plan for COVID-19 vaccinations for when they are available, noting it would first be offered to high-risk populations. She provided information on the COVID-19 virus strain and the differences found in the strain in Canada over those in the United States. It was noted that the strain is constantly mutating, rendering it difficult for developing a vaccination.

It was also confirmed flu vaccines are available during the pandemic although some facilities have put it on hold.

Action item: The representative from Fraser Health Authority to provide links for information on a stronger flu vaccination that is available to the public over the age of 65.

Ms. Spyker also noted she is temporarily being deployed from her position with Fraser Health and therefore is no longer able to serve on this committee.

Note: Mayor D.Walker entered the meeting at 4:30 p.m.

7. BRAINSTORM SESSION

Task Force Members brainstormed ideas surrounding community resiliency as well as supporting local businesses. Topics that were discussed:

- **Festival of Lights**

Discussion around the operational challenges with the Festival of Lights. Particularly around light panels, there are still many that need to be purchased for the festival to move forward. It was questioned if the City could assist. C. Latzen, Economic Development Officer confirmed she had spoken with the President of the White Rock Festival of Lights Society and would continue to do so moving towards the festival. There was also discussion around the differences between the Festival of Lights in White Rock and La Farge Lights which is a drive-thru experience and would not attract crowds.

- **Online Events**

There was discussion on the importance of utilizing a wide range of marketing tools during COVID-19 as well as having a digital marketing strategy to promote events. It was noted that there are limited resources available and to be mindful to not duplicate efforts.

2020-CRTF-39 **It was MOVED and SECONDED**

THAT the COVID-19 Recovery Task Force recommend that Council direct staff to investigate options to better promote local events and activities.

CARRIED

- **Community Christmas Dinner**

It was noted the Annual Christmas Dinner has been cancelled due to rising COVID-19 numbers. There was discussion around ways to assist seniors during the pandemic, some suggested ideas were providing meals to seniors, an adopt a senior program and an online platform for seniors to socialize on Christmas Day.

Action item: Add Assisting Seniors During the Pandemic as a topic to the November 17, 2020 Recovery Task Force agenda.

- **High School Students**

It was addressed that high school students and younger people are also experiencing their own social difficulties / problems during the pandemic.

Action item: The Chairperson, to bring up the topic of social issues with youth during the pandemic at a future Council meeting to discuss solutions.

8. OTHER BUSINESS

None

9. INFORMATION

The following items were provided to the Task Force for information:

- Action Tracking

10. 2020 MEETING SCHEDULE

- November 17

11. CONCLUSION OF THE NOVEMBER 3, 2020 MEETING

The Chairperson declared the meeting concluded at 5:24 p.m.

Councillor Manning, Chairperson

K. Sidhu, Committee Clerk

Unapproved

- PRESENT:** R. Hynes, Chairperson
S. Crozier, Vice-Chairperson (entered at 4:08 p.m.)
P. Byer
J. Lawrence
I. Lessner (entered at 4:35 p.m.)
D. Riley
- COUNCIL:** Councillor E. Johanson (non-voting)
- ABSENT:** W. Boyd
- STAFF:** J. Gordon, Director of Engineering and Municipal Operations
G. Newman, Manager of Planning
A. Claffey, Arboricultural Technician
D. Johnstone, Committee Clerk
K. Sidhu, Committee Clerk
-

1. CALL TO ORDER

The Chairperson called the meeting to order at 4:03 p.m.

2. ADOPTION OF AGENDA

2020-EAC-018

It was MOVED and SECONDED

THAT the Environmental Advisory Committee adopts the November 5, 2020 meeting agenda as presented.

CARRIED

3. ADOPTION OF MINUTES

2020-EAC-019

It was MOVED and SECONDED

THAT the Environmental Advisory Committee adopts the meeting minutes for November 5, 2020 as circulated.

CARRIED

4. TREE MANAGEMENT BYLAW 1831 AND TREE MANAGEMENT ON CITY LANDS POLICY 611

The Committee continued their discussion on the topic of Tree Management Bylaw 1831 and Tree Management on City Lands Policy 611. The following documents were provided “On Table” for discussion:

- City of White Rock Policy 510 – Criteria for Type 2 Removal Requests on Private Lands
- Document titled “Elements of City of Vancouver Bylaw”; and,
- Email dated November 5, 2020 from Committee Member W. Boyd.

The email dated November 5, 2020 from Committee Member W. Boyd was discussed. The Committee suggested that staff note any inconsistencies between staff's suggested changes to Bylaw 1835 and Policy 611 and the Committee's draft recommendations. Chairperson Hynes offered to discuss this further with staff.

Note: S. Crozier entered the meeting at 4:08 p.m.

The Committee continued their review of the updated document titled "Updating and Strengthening White Rock's Protection and Management of Trees" as well as the information provided by Committee Member P. Byer regarding protected trees issues. The following discussion points were noted:

Role of City Officials in Decision Making

Exemptions

R18. *The EAC recommends that Bylaw 1831 and Policy 611 be reviewed and revised to ensure that exemptions are only allowed for very limited and necessary situations, and that such exemptions are clearly stated in the bylaw and policy. Furthermore, authority to grant exemptions should be limited to a committee comprised of senior staff and Council and based on reports from the City Arborist.*

The Committee discussed staff's current practice on exemptions. Staff reported that exemptions are used very rarely in the City and that there are limited circumstances by which an exemption can be granted.

Discussion ensued, and the Committee agreed that the issue of criteria (who makes the decision and what the processes are for those decisions) may be more of a focus for the Committee. It was therefore agreed to not move forward with this suggested recommendation.

Decisions for Trees on Private Lands

The Committee discussed the role of City officials for decisions with respect to trees on private lands. The following suggested recommendation was discussed:

Amend Bylaw 1831 to establish more exacting criteria for approval of tree management permits taking into account the provisions of Policy 510 and best practices in other jurisdictions including City of Vancouver. Any such criteria should, to the extent permissible, also apply to Type 3 permit proceedings

The following points were noted:

- Preserving views by removing trees as noted in Policy 611 was discussed. It was suggested that clarity on this should be provided. Staff provided an example of one (1) recent occasion where Policy 611 had been used in which a home had their view blocked by a tree. Staff noted in this circumstance the tree was in very poor health.
- How to determine criteria for White Rock was discussed. It was debated if the criteria should be determined by the Committee or if staff should create this criteria using best practices from other municipalities.

Note: I. Lessner entered the meeting at 4:35 p.m.

- Staff noted that there would be value to having criteria built into the bylaw as this would help with enforcement.
- When looking at things such as tree retention the Official Community Plan (OCP) would also provide guidance to staff.
- Chairperson to adjust this recommendation to include not just type three (3) permits but all types of tree removal permits. Policy 510 would be a starting point, but best practices from other municipalities would also need to be researched.

Decisions on Trees on City Lands

- Staff suggested that criteria listed in the bylaw for trees on city lands and trees on private lands be similar with the legal requirement for an appeal process. As much as possible, it is preferred to have clear criteria so that staff is not left having to use their own discretion.
- The role for Council oversight in both Bylaw 1831 and Policy 611 needs to be clear.
- It was suggested that city trees are public property, and as such it should be Council's role to make the decisions surrounding these trees.

Council Oversight

Removals on City Lands

R19. The EAC recommends that Policy 611 be revised to require that Council be informed at least 14 days in advance of the proposed removal of "protected trees" located on city lands.

- It was clarified that "protected trees" refers to any tree on City land with a trunk circumference greater than six (6) centimetres.
- Staff noted that tree removal for hazardous/dead/dying trees should be separated out from other situations for tree removal. Currently staff are providing Council will seven (7) days' notice in these types of situations. For hazardous trees decisions need to be made quickly as these situations need to be compliant with WorkSafe BC.
- Development was discussed and the effect this often has on tree removal. It was suggested that staff reports going to council could include a section on the effect the application would have on the tree canopy (if tree removal is required etc.)
- For non-hazardous removal requests (new sidewalks etc.) it could be included in the policy that staff go to Council.
- Any independent, stand-alone proposal to take down or remove a tree will go to Council 14 days in advance (applicable for trees six (6) centimetres or larger).
- Adding language or linking these ideas to previous recommendations (R1 and R7) was suggested.

Ongoing Monitoring of Tree Protection and Canopy Enhancement

R20. The EAC recommends that Council regularly monitor progress achieved in protecting trees and enhancing the tree canopy in White Rock by reviewing annual Tree Canopy Plan reports from City staff.

- No changes suggested

General discussion on the overall document took place. The following points were noted:

- A recommendation for staff to prepare an amendment to Bylaw 1831 with the noted changes was suggested.
- Notification for tree removal to neighbours/ city residents was discussed. Concerns were noted with notice only being provided to residents within thirty (30) meters. Public input on tree removal is important and could have a positive influence on the tree canopy.
- Private tree permit information (statistics/ numbers of tree removals etc.) could be provided to Council on an annual basis for their information.
- Policy 510 does state that notification is required to adjacent neighbours; however, it was suggested this is too narrow. An interest was expressed on expanding this circle.
- Including notice for tree removal into Bylaw 1831 was encouraged.

5. INFORMATION

The Committee received the following documents for information:

- Committee Action Tracking Document

6. OTHER BUSINESS

No items

7. ENVIRONMENTAL ADVISORY COMMITTEE MEETINGS

The following 2020 Environmental Advisory Committee meeting dates were approved by the Committee are noted on the agenda for information purposes.

- November 19

Action Item: Following the November 9th discussion by Council, Committee Clerk to follow up with the Committee on potential meeting dates for December.

8. CONCLUSION OF THE NOVEMBER 5, 2020 ENVIRONMENTAL ADVISORY COMMITTEE MEETING

The Chairperson declared the meeting concluded at 6:01 p.m.



R. Hynes, Chairperson

D. Johnstone, Committee Clerk



POLICY TITLE: CITY EMPLOYEE RECOGNITION PROGRAM

POLICY NUMBER: HUMAN RESOURCES - 401

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

Policy:

The City values its employees and acknowledges them for service milestones, at retirement and provides special recognition for employees who have excelled beyond expectations.

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~~1) **Employees – Special Recognition:**~~

~~a. All City employees will have the ability to nominate co-workers and supervisors under this category.~~

~~2)1) **Service Recognition:**~~

~~i) Recognition will be given to employees with continuous service commencing with 10-five years of service and will continue to be given every 5 years thereafter until conclusion of the employee's employment with the City.~~

~~ii) The following represents the financial scale applicable for relevant years of service:~~

<u>Years of Service</u>	<u>Financial Scale</u>
5 years	Certificate of Recognition
10 years	\$ 1030
15 years	\$ 150
20 years	\$ 75200
25 years	\$ 250125
30 years	\$ 250150
35 years	\$ 250175
40 years	\$ 250200

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~~2) **4) Retiring Employees:**~~

~~Employees retiring from the City will be presented with a personalized gift from the City with a value of \$10 per year of service to a maximum of \$300.~~

3) Employees - Special Recognition:

a. All City employees will have the ability to nominate co-workers and supervisors for workplace contributions that go beyond the call of duty and warrant special recognition. Consideration for selection will be at the discretion of the Department Heads in consultation with the CAO. Certificates of Special Recognition will be presented at City-wide staff events.

~~1) - 4) Retiring Employees:~~

Rationale:

This policy has been established to ensure there is a consistent criteria that is followed in regard to recognition of City staff for their contributions, dedication and commitment to the organization.

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



POLICY TITLE: RESPECTFUL WORKPLACE
POLICY NUMBER: HUMAN RESOURCES - 405

<i>Date of Council Adoption: April 2, 2012</i>	<i>Date of Last Amendment: September 30, 2019</i>
<i>Council Resolution Number: 2012-090, 2013-134; 2014-014, 2015-309, 2019-407</i>	
<i>Originating Department: Human Resources</i>	<i>Date last reviewed by the Governance and Legislation Committee: September 9, 2019</i>

Policy:

1.0 Purpose

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

2.0 Principles

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

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

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

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

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

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

3.0 Scope

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

This policy covers:

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

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

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

4.0 Definitions

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

A respectful workplace:

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

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

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

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

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

Bullying Behaviour includes:

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

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

Examples of Bullying

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

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

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

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

Prohibited grounds of discrimination include:

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

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

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

a. Harassment based on a prohibited ground of discrimination

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

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

b. Sexual Harassment

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

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment,
- Has the purpose or effect of undermining work performance, work relationships or productivity, or

- Places conditions upon employment, promotion, work assignments, and compensation or is used as the basis for decisions generally affecting an individual's employment.

c. Personal Harassment

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

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

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

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

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

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

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

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

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

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

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

5.0 Workplace Harassment Is NOT:

Management of the workforce:

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

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

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

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

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

6.0 Responsibilities

Council, Management and Supervisors

Have the responsibility to:

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

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

Human Resources

Has the responsibility to:

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

Employees including Union representatives

Have the responsibility to:

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

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

7.0. Confidentiality

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

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

Subject to any limits or disclosure requirements imposed by law or required by this policy, all information, oral and written, created, gathered, received or compiled through the course of a complaint and investigation will be maintained in confidence by the Complainant, Respondent, their representatives, witnesses and any other parties that may be privy to the information. Any person breaching confidentiality may be subject to disciplinary action, up to and including immediate termination of employment.

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

8.0 Complaint Resolution

Informal Resolution

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

Informal Conversation

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

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

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

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

Formal Resolution of bullying, harassment and discrimination complaints

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

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

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

Ensuring that we maintain a safe and respectful workplace is everyone's responsibility and deserves our immediate attention. Delays in reporting complaints can compromise the workplace and affect the City's ability to take corrective action when needed.

Accordingly, the City expects that a complaint of bullying, harassment or discrimination be filed immediately after the alleged incident(s) have occurred or immediately after any attempts at informally resolving the incident(s) have been unsuccessful, and in any case must be reported no later than the time limits set out in the BC Human Rights Code or the BC Workers Compensation Act. ~~Delays in reporting complaints can compromise the workplace and affect the City's ability to take corrective action when needed.~~

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

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

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

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

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

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

The Investigation

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

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

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

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

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

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

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

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

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

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

Upon the conclusion of the investigation, a report will be written setting out the nature of the complaint and the investigation's findings. If the investigator is someone other than the Director of Human Resources, the investigator will provide a confidential report to the Director of Human Resources. The Director of Human Resources, in consultation with the appropriate City personnel, will determine the remedial action that must be taken.

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

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

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

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

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

9.0 Other Proceedings

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

10.0 Appeals

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

Rationale:

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



POLICY TITLE: ANTI-RACIAL DISCRIMINATION & ANTI-RACISM
POLICY NUMBER: HUMAN RESOURCES - 406

<i>Date of Council Adoption:</i>	<i>Last Amendment:</i>
<i>Council Resolution Number:</i>	
<i>Originating Department:</i> Human Resources	<i>Date last reviewed by the Governance and Legislation Committee:</i>

Policy:

1.0 Purpose

The purpose of this policy is to publicly acknowledge the existence of racism in all its forms; recognize the racial diversity in our community; commit to respecting the fundamental rights, personal worth and human dignity of People of Colour and Indigenous Peoples; commit to conducting the day to day operations and governance of local government in a manner free of racism and racial discrimination; and commit to breaking down barriers, deconstructing biases and fostering and promoting an inclusive, respectful and welcoming environment for all who work, volunteer, do business and interact with the local government.

This policy is intended to supplement and support British Columbia’s Human Rights Code and related White Rock Council policies such as the Respectful Workplace policy.

2.0 Principles

The City of White Rock recognizes the diversity of our community and believes that all members of our community including, but not limited to, residents, elected officials, employees, volunteers and visitors of Colour and Indigenous Peoples have the right to live, work, do business and play in an environment that asserts and supports their fundamental rights, personal worth and human dignity.

The City acknowledges and recognizes the existence in our community of racism in all its forms, including cultural, environmental, institutional, systemic and individual.

The City is committed to breaking down barriers, deconstructing biases and fostering and promoting an inclusive, respectful and welcoming environment for all, one that is free from racial discrimination and racism.

The City of White Rock acknowledges its role and responsibility in protecting every person's right to be free from racial discrimination and racism.

The City is further committed to respecting and upholding the vision and principles of British Columbia's Human Rights Code and the implementation of the Calls to Action of the Truth and Reconciliation Commission.

This policy is intended to demonstrate the City of White Rock's commitment to conducting the day to day operations and governance in an anti-discriminatory and anti-racist manner and environment. The implementation of this policy is a public commitment that the City will continue to make best efforts to ensure that all who work and interact with the City are able to do so in an environment and manner free of racism and racial discrimination.

3.0 Scope

This policy applies to all employees, elected officials, contractors, volunteers, and students working or volunteering for the City of White Rock or providing professional services to it.

This policy applies to the interpretation and application of current and new bylaws, regulations, policies, procedures, contracts, procurements and activities carried out by the City, all of which will be required to be compliant with the principles and particular requirements specified within this policy.

The scope of this policy includes all aspects of the City activities, including its working environment, procurement, services, meetings and various public events. In addition, this scope will include ongoing relationships with individuals, businesses, community groups and contractors as well as with other local governments and public and private bodies.

4.0 Responsibilities

Council

Have the responsibility to:

- Take leadership to model inclusive behaviour and language and not participate in racist or racially discriminatory conduct;
- Support, promote and foster the principles of this policy in all their work and interactions;
- Participate in training at the beginning of their term and become familiar with this policy;

- Ensure that Management is trained on this policy and is implementing it;
- Immediately report incidents of racial discrimination or racism experienced or witnessed in accordance with Council Policy 405 – Respectful Workplace

Management

Have the responsibility to:

- Ensure that the workplace and the business of the local government is free from racial discrimination and racism in accordance with Council Policy 405 – Respectful Workplace and ensure the principles of this policy are reflected in the execution of their duties, operational policies and practices within their area of responsibility;
- Model inclusive behaviour and language and not participate in racist or racially discriminatory conduct;
- Support, promote and foster the principles of this policy in all their work and interactions and participate in training on this policy;
- Ensure Council members are provided training on this policy at the beginning of each term of office and provided additional refresher training during their term, if necessary;
- Train all new employees and students on this policy in their first year of employment and provide refresher training periodically thereafter;
- Inform any new contractors and volunteers of the policy;
- Promptly respond to or investigate all incidents or allegations in a manner consistent with Council Policy 405 – Respectful Workplace.

Employees, Students, Volunteers and Contractors

Have the responsibility to:

- Not engage in racial discrimination or racism and conduct oneself and speak in an inclusive manner;
- Immediately report incidents of racial discrimination or racism experienced or witnessed in accordance with Council Policy 405 – Respectful Workplace;
- Participate in training and become familiar with this policy.

Unions

Have the responsibility to take an active role as partners in supporting, promoting and fostering the principles of this policy in all their work and interactions with their members, management and Council.

5.0 Confidentiality

Allegations of racial discrimination and racism often involve the disclosure of sensitive personal information. It is imperative that confidentiality is maintained, not only from a legal standpoint but it is essential in order to ensure people feel comfortable to come forward and confident that their personal information will not be shared.

Subject to any limits or disclosure requirements imposed by law or required by Council Policy 405 – Respectful Workplace, all information, oral and written, created, gathered, received or compiled through the course of a complaint will be maintained in confidence by any party that may be privy to the information.

6.0 Rationale

This policy articulates the position of the City of White Rock and demonstrates its support and commitment to an environment that is free of racial discrimination and racism. It is not intended to supersede or supplant other processes.

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



POLICY TITLE: FREEDOM OF THE CITY

POLICY NUMBER: COUNCIL - 112

<i>Date of Council Adoption:</i> October 5, 2009	<i>Date of Last Amendment:</i> March 25, 2013
<i>Council Resolution Number:</i> 2009-477, 2013-082	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

DEFINITIONS:

Distinguished Person: having a quality that sets a person above or apart from others, an individual who has created tremendous pride, given exemplary service to, or made an outstanding contribution to the City and its residents.

Freedom of the City will be awarded by White Rock City Council’s unanimous vote as per ~~Section 158 of~~ the *Community Charter* entitled as “Freedom of the Municipality”.

Freedom of the City is the highest honour that a city can bestow upon an individual and/or military unit.

PROCEDURE:

Submissions for consideration of *Freedom of the City* should be presented to Council or by a Member of Council in writing and should clearly outline the accomplishments and/or the distinguished contribution that the individual or military unit (the *Community Charter* also permits a distinguished unit of the armed forces of Canada or other nation may be given this honour) has made to the City of White Rock, or to the province, federally or elsewhere.

In order to determine a deserving *distinguished person* and/or military unit who truly exemplifies the principles of distinction, the following questions, at a minimum, are to be considered at a closed meeting of Council:

Contribution: What has the person and/or military unit contributed or achieved that sets them apart?

Peer Recognition: Has the quality of the person's or military unit contribution or achievement been recognized by their peers as outstanding (milestone, defining and attaining a new standard, excellence in a field of endeavor) benefiting the people of the city, province, federally or elsewhere?

Worth: Has the person's or military unit's contribution or achievement made a significance improvement to our life or culture?

Duration: Has the person's or military unit's contribution been sustained over a number of years?

PROTOCOL FOR HONOURING RECIPIENT:

The Recipient is to be honoured at a regular Council meeting.

Recipient receives the following:

- An explanation of the reasons why they are receiving the award
- Framed Certificate
- An invitation to formal City functions and special events
- A gift in value of approx. \$250

Rationale:

To establish criteria for conferring *Freedom of the City* to honour a distinguished person and/or military unit and to establish protocol for honouring a recipient of *Freedom of the City*.

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



POLICY TITLE: CITY NEWS

POLICY NUMBER: COUNCIL - 129

<i>Date of Council Adoption:</i> May 30, 2011	<i>Date of Last Amendment:</i> July 27, 2015
<i>Council Resolution Number:</i> 2011-234, 2013-082	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 13, 2015

Policy:

~~It is the policy of T~~ the City of White Rock uses a broad range of print and electronic communication to notify-inform citizens-residents and other-community stakeholders of ~~n~~ matters of public interest, including statutory advertising, Council decisions and news and engagement opportunities. -

~~To ensure broad outreach, the The~~ City purchases-places print media-advertising with-in a local newspaperthe Peace Arch News every-weekly in a section called Friday in the form of City News. ~~to inform the public of specific Council issues including Council's strategic goals, upcoming public meetings and events, new programs, services and employment opportunities.~~

Process:

1. The ~~Communications Officer~~Manager of Communications and Government Relations ~~will-oversee~~ the gathering of information through department liaisons -to be included in City News.
2. The Manager of Communications and Government Relations ~~Communications Officer will~~-oversees the layout of City News.
3. The Manager of Communications and Government Relations ~~Communications Officer will have~~has final approval of ~~the~~ City News.

Principles:

City News follows the process for all All-City print media advertising, ~~is to be~~-based on the following principles:

1. City aAdvertising is to be placed in ~~a manner that is~~ the most efficient and effective ~~manner and efficient for the City~~ in order to secure the best available rates and communicate with the widest possible ~~target audience~~audiences.
2. Advertising ~~must~~ considers how best to reach the ~~target intended~~ audience while considering and how best to reach this audience within budget.
3. Advertising ~~ements~~ must compliesy with all statutory requirements for notification and public involvement ~~of the public~~ on development proposals, borrowing bylaws and other initiatives ~~that require public involvement~~.
4. ~~A~~Whenever applicable, all advertising follows contains the City of White Rock's branding requirements, which include the use of standard colours, the website address and the brandCity's logo.

Rationale:

City News informs readers of specific Council issues, including Council's strategic goals, upcoming public meetings and events, and new programs, services and employment opportunities.

Effectively communicating consistent, credible information to ~~citizens residents and other stakeholders~~ that is consistent with the City's mission and value statements will create a betterincreases public understanding of specific Council decisions, upcoming public meetings and events, new programs, services, employment opportunities and more.

Providing guidelines and standards for print ~~media~~ advertising ensures they reflect the City's brand and that City tax dollars/resources ~~spent on print media advertising~~ are used to their best advantage ~~and ensure consistency with the visual identity of the City.~~



POLICY TITLE: **OPERATIONAL COMMUNICATIONS
 OBJECTIVE**

POLICY NUMBER: **COUNCIL - 130**

<i>Date of Council Adoption:</i> May 30, 2011	<i>Date of Last Amendment:</i> July 27, 2015
<i>Council Resolution Number:</i> 2011-234, 2013-082, 2015-285	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 13, 2015

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Policy

1. The ~~Communications Officer~~Manager of Communications and Government Relations, in consultation with the Director of Corporate Administration and the Chief Administrative Officer, is responsible for crafting city-wide internal communication messages.
2. The Manager of Communications and Government Relations ~~Communications Officer~~ furthers city-wide internal communication messages with placement on ~~all~~ the appropriate employee communication channels.
3. All Directors and Managers are responsible for the standard and effectiveness of communications within their own departments.
4. All employees have a responsibility to be well-informed, to be a source of credible information and to support to each other, ~~and to~~ customers, on operational matters.

Rationale

Effective, timely and accurate communication is essential ~~if for~~ the City of White Rock ~~is~~ to continue to be a reliable source of credible information to ~~its~~ residents and community stakeholders, consistent with the City’s mission and value statements.



POLICY TITLE: CITY WEBSITE

POLICY NUMBER: COUNCIL - 131

<i>Date of Council Adoption:</i> May 30, 2011	<i>Date of Last Amendment:</i> July 27, 2015
<i>Council Resolution Number:</i> 2011-234, 2013-082, 2015-285	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 13, 2015

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Policy

1. The Manager of Communications and Government Relations ~~Communications Officer~~ will oversee the ongoing review of -all content on- the City's website content. Plain language, with technical jargon removed or explained, should be used in writing for the web.
2. The Manager of Communications and Government Relations ~~Communications Officer~~ will ensure the website is consistent with the City's vision brand of the City supports Council's strategic priorities and provides timely information to residents and community stakeholders.
3. The Manager of Communications and Government Relations ~~Communications Officer~~ will look for seek opportunities to enhance user experience and accessibility on the City's website.
4. Each department will be responsible for submitting updated information for their department, and making any changes that apply to their department's section of the website (ensuring it is kept up to date).
5. The Manager of Communications and Government Relations ~~Communications Officer~~ will ensure regular contact takes place with department directors on a regular basis to remind them of any recommended additions or contributions to the department's section of the web-site.

~~5.~~

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Rationale

The City's website is a destination ~~site~~ for residents and visitors. It provides key information for residents and community stakeholders to connect with the City online.
~~and will convey the City's message while providing current and pertinent information.~~



POLICY TITLE: COMMUNICATION OF COUNCIL DECISIONS:
FACEBOOK LIVE

POLICY NUMBER: COUNCIL - 132

<i>Date of Council Adoption:</i> May 30, 2011	<i>Date of Last Amendment:</i> March 25, 2013
	Reviewed by Council July 27, 2015 – no changes made.
<i>Council Resolution Number:</i> 2011-234, 2013-082, 2015-285	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 13, 2015

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Policy

1. Following each Council meeting, ~~key messages~~Corporate Administration will provide an update regarding Council decisions that can be used during the Facebook Live sessions held the day after Council meetings.
- ~~1. will be created for Council and staff regarding Council decisions as needed.~~
2. The Mayor is the primary spokesperson. If the Mayor is absent from a Council Meeting, the Deputy Mayor who presided over the meeting will serve as the spokesperson.
3. The Mayor and a member of Council will co-host Facebook Live sessions with support from Communications.
- ~~2-4. The Facebook Live sessions will be promoted in advance.~~

Rationale

~~When contentious issues arise, it~~It is important that Council and staff accurately present correct facts and information as it relates to a Council decision. Using Facebook Live as a forum provides a friendly and brief approach to providing information.



POLICY TITLE: INTERNAL HANDLING OF MEDIA REQUESTS

POLICY NUMBER: COUNCIL - 133

<i>Date of Council Adoption:</i> May 30, 2011	<i>Date of Last Amendment:</i> January 28, 2019
<i>Council Resolution Number:</i> 2011-234, 2013-082, 2015-285, 2019-042	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> January 14, 2019

Policy

The media plays an important role in providing public information, including that related to municipal government. ~~to the public on matters of civic interest.~~

Whenever possible, media inquiries should be addressed promptly to accommodate publication or broadcast deadlines, subject to operational requirements and the City’s policies and bylaws.

1. With the exception of routine events and basic information that is readily available to the public, all media requests for interview or information should be routed through the Manager of Communications and Government Relations, the Chief Administrative Officer, the Director of Corporate Administration or the Chief Administrative Officer, Communications Officer.
 - a. The Manager of Communications and Government Relations, Communications Officer will ensure media has current contact information and is reminded as to the City’s policy.
 - b. The Manager of Communications and Government Relations, Communications Officer will ensure all requests are handled in a timely manner.
2. The Chief Administrative Officer or Manager of Communications and Government Relations, Communications Officer will recommend individuals to serve as spokespersons on specific projects.
3. Staff will provide a briefing report with key messages to the authorized City spokesperson prior to an interview.
4. Unless otherwise authorized, the City’s spokespersons are:

- Mayor
- Deputy Mayor
- The Chief Administrative Officer
- Director of Corporate Administration or delegate Department, including the Manager of Communications and Government Relations
- Department Heads
- Exceptions regarding departmental spokespersons may be made at the discretion of the department head.

Rationale

By having the individual with the most responsibility or authority on the subject serve as the spokesperson, the City ensures that only the most accurate information is released to the media.



POLICY TITLE: MEDIA PRESS RELEASES

POLICY NUMBER: COUNCIL - 134

<i>Date of Council Adoption:</i> May 30, 2011	<i>Date of Last Amendment:</i> January 28, 2019
<i>Council Resolution Number:</i> 2011-234, 2012-054, 2013-082, 2015-285, 2019-042	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> January 14, 2019

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Policy

A media or press release is a factual, written summary of information issued to the media for the purpose of making a statement or announcement and/or replying to questions from the media.

The underlying principles for handling press-media releases are:

1. As newsworthy information becomes available or events occur, staff ~~shall~~will notify the Manager of Communications ~~Officer~~and Government Relations.
2. The Manager of Communications and Government Relations ~~Communications Officer~~ will prepare all City press-media releases.
3. The Manager of Communications and Government Relations ~~Communications Officer~~ shall works with the Chief Administrative Officer (CAO) and Director of Corporate Administration, as necessary, when releasing information to the public and to the media.
4. The Mayor or designated Deputy Mayor, when the Mayor is absent, is the primary spokesperson.
5. If a secondary quote is required in a release for further clarification or operational statement, it ~~will~~can be from a member of the City's Senior ~~Management Team~~Leadership Team or a designate.
6. Individuals quoted in a press-media release ~~shall have~~will have final approval ~~over~~of their individual quote in the context of the release.

7. All ~~press-media~~ releases ~~shall-will~~ be reviewed by the CAO and approved by the CAO and ~~for~~ the Mayor or Deputy Mayor prior to release.
8. The Manager of Communications and Government Relations ~~Communications Officer~~ will inform City Council of the ~~press-media~~ release prior to distribution.
9. The Manager of Communications and Government Relations ~~Communications Officer~~ will direct media queries to the appropriate designated person.

Rationale

The City of White Rock will present information in a positive manner that aligns with Council's Strategic Corporate ~~Priorities~~ while balancing the ~~news-media~~'s interest in serving the needs of readers, listeners and viewers.

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



POLICY TITLE: FILM POLICY
POLICY NUMBER: 711

<i>Date of Council Adoption:</i>	<i>Date of Last Amendment: New</i>
<i>Council Resolution Number:</i>	
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: November 9, 2020</i>

1. INTRODUCTION

1.1 Purpose

The purpose of the Film Policy (Policy) is to:

- Provide a framework for approval of filming activity that benefits the community and contributes to the local and Provincial economy, considering public safety, fiscal responsibility and environmental stewardship.
- Guide staff in the coordination of filming activity based on adherence to the Policy, budget resources and value to the community.
- Coordinate filming activity in order to provide effective opportunities for the City of White Rock to play a role in the film industry, enhancing civic pride and community economic development.
- Serve as an act of public trust and stewardship for the provision of City resources to support sustainable filming activity.
- Ensure that film productions adhere to all Federal and Provincial laws, permits and requirements, and all City policies, bylaws and guidelines.

1.2 Principles

The Policy ensures that filming activity is:

- Being coordinated through an efficient, fair, and customer service oriented process.
- Being coordinated effectively and sustainably to optimize civic and community resources and ensure public safety.
- Generating positive economic development locally, and contributing to the Provincial industry that employs and benefits White Rock residents.
- Demonstrating sensitivity to environmental stewardship and First Nation culture.
- Adhering to all Federal and Provincial laws, regulations, permits and requirements and City policies, bylaws and guidelines.

2. DEFINITIONS

Productions, Film or Filming (Productions) – refers to any company responsible for the development and physical production of digital and cinematographic recordings, television and video for any commercial or film school purposes. News broadcasts are excepted.

Special Events Coordinator (Coordinator) – refers to the City White Rock employee responsible for coordinating and permitting all filming activity located in White Rock.

Student Productions – refers to an educational film project coordinated by a recognized high school or post-secondary film Productions program.

Film Friendly – refers to the film industry reputation desired by the City for providing efficient, fair, and customer-oriented services to support increased and sustainable filming activity.

One-Stop – refers to the cooperative and collaborative approach by municipal departments working together to ensure that the City process is streamlined and film friendly.

Film Scout – refers to the person who is usually the first Productions representative to contact the municipality about a potential filming project.

Location Manager/Assistant Location Manager – refers to the Productions representative that manages the use of the location.

Neighbourhood Notification – refers to the process of alerting impacted residents and businesses about the details of filming. Productions are required to distribute a letter a minimum of 3 days prior to filming advising neighbours of approved filming activity that does not require any exemptions from bylaws. A response is not required from the neighbourhood.

Polling – refers to the process of alerting impacted residents and businesses about the details of filming activities that fall outside of bylaw requirements.

- **Low Impact Productions** – A letter outlining conditionally approved filming activities will have details on how to contact the Productions or the Coordinator with any issues before the permit receives final approval. A reasonable date to respond by is included, but a response is not required. No further notification is required unless there is a significant change to the proposal as a result of feedback.
- **High Impact Productions** - The Coordinator may require Productions to provide proof of community input before approving a High Impact film permit. Productions considered high impact could include large special effects, explosions, multiple days disrupting parking or traffic.

3. FILM PERMITTING PROCESS

The City of White Rock, through the Recreation and Culture Department, builds a film-friendly reputation, by managing a one-stop approach with inter-department cooperation to support a

successful filming experience.

The City retains the right to require conditions, limit, or refuse filming activity.

A typical filming application process includes:

<i>Action</i>	<i>Example of Film Friendly Services Managed by the Coordinator (Recreation & Culture Department)</i>
<p>3.1 Inquiry A Film Scout or Location Manager will contact the City to inquire about availability of a location. They usually provide a date range at this point and multiple location options.</p>	<ul style="list-style-type: none"> • Checks for conflicts with Community Special Events, other Film Permits, and other City projects/permits through internal GIS system and personal outreach. • Connects Productions to additional contacts and resources (e.g. White Rock BIA, Semiahmoo First Nation, Ministry of Forests and Oceans, BNSF, Fraser Health, etc.).
<p>3.2 Application The online application is submitted at least seven (7) business days in advance of filming for review by the Coordinator.</p>	<ul style="list-style-type: none"> • Communicates application information (location and filming scope) through the GIS system and personal outreach to avoid conflict with other civic projects and events • Facilitates requests requiring other departments' services, approvals or cooperation (e.g. Engineering and Municipal Operations, Fire Rescue, Parking RCMP, Bylaws, etc.).
<p>3.3 Detailed Review and Community Notification</p>	<ul style="list-style-type: none"> • Attends technical site meetings, and includes representatives from other departments as required. • Reviews supporting documents for completion and accuracy. • Coordinates and monitors neighbourhood notification and/or polling and/or community input.
<p>3.4 Invoicing and Film Days</p>	<ul style="list-style-type: none"> • Creates a detailed Film Invoice including a damage deposit based on the current City Fees and Charges Bylaw and/or cost recovery. • Re-confirms all details with affected agencies required for film days (e.g. RCMP, BNSF, etc.). • Completes onsite inspections. • Liaises with residents, businesses and Location Manager to resolve any issues and/or receive feedback.
<p>3.5 Wrap, Reconciliation and Measurement</p>	<ul style="list-style-type: none"> • Checks location(s) are back to how they were originally found or in better condition. • Follows up with other agencies (e.g. RCMP) to calculate any additional costs or penalties/damages. • Reconciles film deposit. • Requests feedback for reporting and future planning purposes.

3.1 Inquiry about dates and location availability - This step is required to check that a location

and dates are clear for filming. The Coordinator will ensure that there is coverage to respond to filming inquiries promptly and provide regular updates to the website and application form to maintain our film friendly reputation.

3.1.1 Conflict with Events – Filming permits may not likely be issued on dates or locations that affect civic or community events and festivals. An up to date events calendar is on the City’s website. New events for the following year are brought to Council each December for review and/or approval.

3.1.2 Use of the Waterfront – Productions wishing to use the beach, ocean or foreshore need to show confirmation in writing from The Ministry of Forests, Lands and Natural Resources, in addition to getting City approval.

3.1.3 Use of the Railway next to the Promenade – Productions wishing to use the Railway next to the Promenade need to show confirmation in writing from Burlington Northern Santa Fe (BNSF), in addition to getting City approval.

3.1.4 Use of the Pier and Promenade – Filming applications requesting to use the Pier and Promenade for filming purposes requires the approval of the Director of Recreation & Culture and the Director of Engineering & Municipal Operations.

3.1.5 Sensitive Spaces/Respectful Use - Filming must be respectful to the purpose and nature of civic spaces and use of public areas or sensitive sites must be approved in advance by the Coordinator in consultation with other community partners/land owners as appropriate.

3.2 Application to secure dates and location(s) -This step requires Productions to apply online once the location and dates have been cleared (3.1). An online application must be filled in with five to seven (5-7) working days. Permits are issued on a first-come, first-serve basis.

3.3 Detailed Review and Community Notification - This step requires Productions to provide full details for filming to be approved. Documents could include Liability Insurance, Site Map, Business License Application, Road Right of Way Permit Application, WorkSafeBC Clearance Letter, Professional Traffic Management Plan, Parking Requests, RCMP requests, Fire Rescue and Hydrant Use Requests, Electrical Needs Requests, Special Effects requests, Transport Canada Drone Use Approval, Ministry of Forests, Lands and Natural Resources approval, etc.

3.3.1 Liability Insurance – Productions must provide the City with a proof of current Liability Insurance prior to working in the City of White Rock. The City reserves the right to increase the amount of liability required to greater than \$5,000,000 for those activities deemed higher risk. The following requirements must be satisfied:

- The Corporation of the City of White Rock must be named as an additional insured.
- The amount of the liability insurance shall not be less than \$5,000,000.
- A Cross Liability Endorsement must be stated on the applicant’s liability

insurance policy.

Productions Companies will insure and keep insured all Productions and/or set vehicles operated on public roads, with ICBC, for the duration of the filming permit. The Coordinator, for any vehicles used in the film, may request proof of automobile insurance, with \$5,000,000 liability insurance.

3.3.2 Notification Letter (Notification) – the Productions are required to write and circulate Notification using the template provided by the Coordinator a minimum of three business days in advance of active filming. Notification outlines the scope and impacts of filming, including dates and times, parking and traffic changes and contact information.

3.3.3 Opportunity for resident input (Polling) – Some filming projects are complex (e.g. multiple filming days, extensions to the noise bylaw, some special effects). Based on a variety of factors, the Coordinator determines if Polling is required before finalizing a permit. For complex film projects, Polling gives residents and businesses time to express any concerns in advance of permitting filming. Polling must be distributed a minimum of five business days prior to filming using the template provided by the Coordinator. A letter outlining conditionally approved filming activities will have details on how to contact the Productions or the Coordinator with any issues before the permit receives final approval. A reasonable date to respond by is included but a response is not required. No further notification is required unless there is a significant change to the proposal as the result of feedback.

3.3.4 Input Requirement for High Impact Productions – Some filming projects are High Impact (e.g. big special effects, explosions, and multiple days disrupting parking or traffic). Based on a variety of factors, the Coordinator determines if Productions are High Impact, and if pro-active community input is required before finalizing a permit and the Coordinator may require Productions provide proof of community input before approving a film permit.

3.3.5 Notification Distribution – The Coordinator will provide the Productions with a map outlining the area where notification is to be distributed. In the event where access is limited or restricted by security (e.g. apartment buildings), the Productions will post letters on all building entrances, and if applicable or reasonable, send a copy to the building manager, strata committee, landlord and/or property management company.

3.4 Invoicing and Film Days - Productions are charged for active filming days which are those days when Productions are filming. Preparing (prep) or cleaning up (wrap) days must be included in the application for information, and Productions will be invoiced for any City services requested on prep or wrap days.

Current year filming fees are posted on the City's filming website.

3.4.1 Invoice and Deposit – Productions will be required to pay all film permit fees and deposit(s) prior to filming. If Productions cause damage, require additional City services

or do not meet permit conditions, the deposit may be partly or fully withheld.

3.4.2 Student and Other No Charge Projects - Legitimate and insured post-secondary student Productions, non-profit organizations and public service projects may be exempt from filming fees, but are subject to charges if they require City services (e.g. RCMP services, parking, etc.).

3.4.3 Scope Change – Once a filming permit is approved and issued, the Coordinator must approve scope changes in advance and may require a new Filming Notification Letter, proof of neighbourhood support, new deposit, updated insurance, or the cancellation of the existing permit and a submission of a new filming application.

3.4.4 Inspection – the Coordinator and/or a City representative is permitted to visit any location site to ensure Productions are complying with the filming permit. Noted violations of permit conditions may result in fines, orders and/or permit revocation.

3.5 Wrap, Reconciliation and Measurement - Before deposits are returned, the Coordinator will check that location(s) are back to how they were originally found, or in better condition, and will follow up with other agencies (e.g. RCMP) to accurately calculate final costs. The Finance Department and Coordinator will reconcile the film deposit. The Coordinator will circulate a request for feedback to the Productions and the impacted civic and community agencies for reporting and planning purposes.

4. RESPONSIBILITIES TO THE NEIGHBOURHOOD

4.1 Working with and Compensating Merchants and Residents - Prior to filming, the resident or merchant may want to negotiate compensation related to location fees, sale of goods or services, use of property, impact, etc. directly with Productions. Compensation may be non-monetary. Residents or merchants seeking compensation for filming activity have two options:

- A. Merchants or residents and the Productions can proactively agree to compensation, or
- B. “Compensation for Loss of Business” claim form can be submitted directly to Productions after the filming. The claim will identify legitimate proof of loss of revenues in comparison with past days of equal activity over the previous year. Visit the Creative BC website at www.creativebc.com for an example of a Loss of Business Claim Form.

The City supports the activity of filming in a sustainable manner and only, when appropriate, expects reasonable compensation claims to be paid. The City is not responsible for negotiating or arbitrating any compensation request or disputes between Productions and the property owner/resident or business.

4.2 Minimizing Business Impact: Productions companies filming in commercial districts will be required to provide signage indicating Filming in Progress and Local Merchants are open for business. Further, the Productions will assign Productions Assistants to answer questions.

4.3 Complaints, Disputes & Appeals – the Productions are responsible for addressing and resolving all issues that arise because of filming. The Coordinator will assist communication

between residents, merchants and Productions Companies but will not negotiate on behalf of a stakeholder. In some situations, the Coordinator can impose fines or orders on a Productions if conditions of the film permit are breached. If the resident or merchant is not satisfied with the resolution, they can contact the Manager of Cultural Development and/or Creative BC. In the event that a satisfactory resolution is not achieved by the Productions, Coordinator or Manager, Cultural Services, the complainant may request a review by the Director of Recreation and Culture. The Director will attempt to resolve the issue, or if unsuccessful, may bring it forward to the Chief Administrative Officer and/or City Council for resolution.

4.4 Property Alterations – the Production is required to secure written permission from the property owner for any access, changes, conditions, charges and restoration requirements related to altering property for filming purposes. For City property, this permission is by means of the Coordinator.

5. SPECIAL EFFECTS, STUNTS AND USE OF ANIMALS

5.1 Special Effects– The use of special effects requires a detailed written submission outlining the purpose, scope, risk and safety plan. Further, the Productions representative(s) overseeing the special effect(s) must meet with applicable City, Province or Federal representatives (e.g. White Rock Fire Rescue, BC Ambulance, Provincial Gas Inspector, etc.) to review the effect and comply with any restrictions or needs imposed. Special effects must comply with all applicable laws and permissions. The Productions will incur all costs related to seeking permissions or implementation of special effects.

Based on the special effect, Productions may be required to contract emergency services personnel and/or equipment to be on location during filming and/or comply with any restrictions imposed by any applicable authority (e.g. White Rock Fire Rescue can impose restrictions or requirements for special effect involving fire or explosions).

5.1.1 Firearms and Gunfire Special Effects - RCMP are required for firearms and/or weapons display or discharge. Gunfire loads must not be excessive and are approved by the Coordinator in advance.

5.1.2 Moving Picture Vehicles - RCMP are required for moving picture vehicle coordination.

5.1.3 Artificial Snow, excessive use of water, and other environmental impacts - Productions must submit, for approval, documented information when using artificial (chemical) snow and other activities that could have an environmental impact. Chemical snow must be proven safe, biodegradable and will not adversely affect citizens, vegetation or property.

5.1.4 Stunts – Productions will be required to provide detailed information and a technical meeting with City representatives (e.g. Fire Rescue, Engineering & Municipal Operations, etc.) arranged by the Coordinator to ensure stunts are being conducted safely.

5.2 Animals - the use of domestic or exotic animals in filming must be approved by the Coordinator and comply with applicable laws or conditions imposed by the City's Bylaws Department or other authorities. Animal trainer(s) may be required.

6. PARKING, SIGNAGE, ROADWAYS AND SIDEWALKS

6.1 Parking and Parking Signage - The Film Permit will detail the sanctioned parking and temporary parking restrictions. Non-essential filming vehicles (circus) are to be located to off-street parking facilities. Unless required for “picture purposes”, street parking is restricted for essential filming vehicle parking only. Requests for use of City parking lots or street parking require five days' notice. Requests are submitted to the Coordinator, who then works with the other City departments to ensure a one-stop film friendly process. The invoice will include the costs billed back to Productions for parking fees.

6.1.1 Off Street Parking - The parking options in White Rock for essential film parking include:

- Metered and non-metered street parking in residential and business areas
- City parking lots
- Privately held parking lots

6.1.2 Street Parking – Street parking that impacts businesses and residents is restricted to essential filming vehicles and if Productions use shuttles to transport staff or equipment, they must include shuttle parking as part of their parking map. Street parking is subject to traffic management rules. All vehicles must be legally parked and allow uninhibited access for emergency services (e.g. RCMP, fire, ambulance, etc.). Street parking can also be assigned for picture purposes (e.g. filming, picture cars, cameras, equipment, etc.). Tents may not be located on streets unless specifically permitted.

6.1.3 Parking Signage - Productions will provide and install street signage using the City of White Rock template, no sooner than thirty six (36) hours in advance. Street signage must be removed no more than twelve (12) hours after filming has exited the area.

6.2 Traffic Management and Use of Roadways - All White Rock roadways are under the jurisdiction of the City of White Rock, there are no Provincial roadways in the City of White Rock.

6.2.1 Traffic Management Definitions

Traffic Management Plans are traffic management maps usually prepared by specialized companies licensed to do such work or prepared by Productions in consultation with the RCMP (if RCMP members are conducting traffic control).

Traffic Control Personnel are licensed trained traffic control professionals managed by Productions as the Prime Contractor (see below) to assist with traffic management.

RCMP is an option to using a Traffic Management Company and have the authority to approve or request changes to traffic management plans.

Prime Contractor is the business or organization responsible for the safety of employees and contractors, including Traffic Management staff. The Prime Contractor assumes the

roles and responsibilities as defined by WorkSafeBC and OH&S Regulations, for all areas and times in which the filming activities occur.

Intermittent Traffic Control is a maximum three-minute traffic stoppage during each ten-minute period.

Pedestrian Control is the temporary holding of sidewalk users for a maximum of three-minutes during each ten-minute period or the temporary diversion of pedestrians to accommodate sidewalk use for filming. Pedestrian traffic includes ambulatory persons as well as those using wheelchairs or mobility assistive devices.

6.2.2 Use of Roadways - Only licensed Traffic Control Personnel or RCMP are permitted to control traffic on White Rock roadways. Requests for use of roads for filming or traffic control require seven (7) business days' notice. Requests are submitted to the Coordinator, who then works with the other City departments to ensure a one-stop approval process. The Coordinator informs Productions of the restrictions, conditions and requirements for traffic management to ensure motor vehicle, crew and pedestrian safety.

Productions may ask the Coordinator to request the White Rock RCMP for traffic control purposes. The RCMP must review and approve the Production's Traffic Management Plan and may request that Production also hire Traffic Control Personnel to augment their members' traffic control activities.

Productions may choose to hire a Traffic Management Company licensed to professionally prepare a Traffic Management Plan without involving the RCMP. In this case, the Engineering & Municipal Operations Department must review and approve the Traffic Management Plan along with a Right of Way permit application, and a WorkSafeBC clearance letter. Productions must be listed as the Prime Contractor and are responsible for executing the approved Traffic Management Plan.

6.2.3 Pedestrian Control and Sidewalk Management – Requests for Pedestrian Control must be indicated on the film application and approved in advance. A professionally prepared Traffic Management Plan is not required for sidewalk use only requests. Traffic Control Personnel are required to manage and monitor pedestrian safety when Pedestrian Control is being conducted. The City of White Rock has final authority on restrictions, conditions and requirements for sidewalk management to ensure pedestrian and crew safety. Using the roadway for pedestrians is considered Intermittent Traffic Control (see 6.2.2).

Pedestrians - Short term holding may be permitted when pedestrian volumes are low and work can be stopped so pedestrians can pass safely with minimal delays. For pedestrian diversion, Productions are required to direct pedestrians to an alternative and safe crossing and provide appropriate signage.

Equipment - Use of sidewalks for equipment including cameras and dollies may be approved if provided pedestrian safety is not compromised, and accessibility for people with disabilities is maintained.

7. ENVIRONMENTAL CONSIDERATIONS

Any filming or any related activity within 15 meters of any river, stream, wetland or environmentally sensitive area is to be conducted in such a manner as to prevent any damage to waterways, wildlife or vegetation. The City has the right to impose site specific filming restrictions for filming in or near environmentally sensitive areas. Certain areas, because of their environmental sensitivity, may be off limits to filming. Productions are not permitted to remove, alter, damage or prune City flora. Any flora damage will result in deductions against the Production's deposit.

Productions are encouraged to align with BC's REEL GREEN initiatives and comply with all Federal, Provincial and municipal environmental regulations.

Power - Productions are required to secure a Provincial electrical permit, prior to filming, for the operation of portable generators. Productions are encouraged to choose alternative energy sources to diesel powered generators. Connection to the City's Electrical Services (exterior and/or interior) and/or BC Hydro or subsidiary requires City permission and/or a Provincial electrical permit.

Waste – Productions shall dispose of all garbage, recyclables and refuse from all filming locations including parking area(s).

Washrooms - Productions will provide and maintain temporary portable toilets for their filming activity.

Construction – Productions are not permitted to use public property to construct sets without written permission from the Coordinator.

8. FINANCE DEPARTMENT IMPACTS

8.1 Film Fees – each year, the Director of Recreation and Culture will provide recommendations for updating filming fees in the City's Fees and Charges Bylaw. This update will include an annual list of usual film fees including those charges from other departments (e.g. RCMP hourly rate, Engineering and Municipal Operations administration fees, parking charges) to ensure a one-stop film friendly process.

Additional charges may arise as required to accommodate unique filming requests and are at the discretion of the Director of Recreation and Culture.

8.2 City Business License – each distinct legally registered company must pay for a business license that is valid for one year from the date of application.

9. PERFORMANCE

9.1 Code of Conduct – Productions Companies and their personnel are expected to uphold the [BC Film Commissions Locations Best Practices](#) guidelines.

9.2 Harassment - the Coordinator has the authority to cancel the filming permit, at any time, without compensation or advance notice to the Productions, if threatened, harassed or verbally and/or physically abused by a member of the film company or its agents and contractors. Threats and violence from the public are deemed inappropriate, and may be referred to the RCMP by Productions and/or the Coordinator.

9.3 Compliance – The City retains the right to refuse or cancel a filming application or permit if a property owner or Production is non-compliant with any City policy, permit, bylaw, condition, license requirement, fire order, or further, is non-compliant with any other applicable laws, rules and regulations of all authorizing bodies (e.g. WorkSafe, *Motor Vehicle Act*, etc.).

10. COUNCIL’S STRATEGIC DIRECTION AND MONITORING

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

FUNDING

The City’s annual financial plan will include departmental requests for funding to support filming activity.

11. RATIONALE

The Film Policy has been designed to set application guidelines, selection criteria and administrative processes for approving and providing services that encourage increased, sustainable, safe, filming business activity in White Rock.

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW NO. 2368**



A Bylaw to amend the Water Services Bylaw, 2015, No. 2117

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

1. Replace SCHEDULE A, Section 1 titled “Water Service User Fees” of Water Services Bylaw, 2015, No. 2117 with a new SCHEDULE A.
2. This Bylaw may be cited for all purposes as the “*Water Services Bylaw, 2015, No. 2117, Amendment No. 9, Bylaw, 2020, No. 2368*”.

RECEIVED FIRST READING on the	day of	, 2020
RECEIVED SECOND READING on the	day of	, 2020
RECEIVED THIRD READING on the	day of	, 2020
ADOPTED on the	day of	, 2020

MAYOR

DIRECTOR, CORPORATE ADMINISTRATION

**SCHEDULE A
WATER SERVICE FEES**

1. Water Service User Fees

**Single Family
(including duplex, triplex or fourplex dwellings, and bulk water supply)**

Single Family Minimum by meter size	Includes consumption up to	Effective Jan 1, 2020 Per Quarter	Effective Jan 1, 2021 Per Quarter
5/8" meter	1,500 cubic feet	\$ 135.10	\$ 143.90
1" meter	3,900 cubic feet	271.50	289.10
1 1/2" meter	7,500 cubic feet	543.00	578.30
2" meter *	12,000 cubic feet	868.90	925.40
3" meter)	22,500 cubic feet	1,629.20	1,735.10
4" meter	37,500 cubic feet	2,715.40	2,891.90
6" meter	75,000 cubic feet	5,365.70	5,714.50

* Except for the triplex located at 14968, 14972 & 14976 Beachview Ave. This water service account will be charged the equivalent of three (3) Single Family 5/8" meter rates.

Multi Family

Multi Family Minimum	Includes consumption up to	Effective Jan 1, 2020 Per Quarter	Effective Jan 1, 2021 Per Quarter
Per unit	750 cubic feet per unit	\$ 48.20	\$ 51.30

Non Residential Fees (all other account types)

Non Residential Minimum by meter size	Includes consumption up to	Effective Jan 1, 2020 Per Quarter	Effective Jan 1, 2021 Per Quarter
5/8" meter	1,500 cubic feet	\$ 108.60	\$ 115.70
1" meter	3,900 cubic feet	271.50	289.10
1 1/2" meter	7,500 cubic feet	543.00	578.30
2" meter	12,000 cubic feet	868.90	925.40
3" meter	22,500 cubic feet	1,629.20	1,735.10
4" meter	37,500 cubic feet	2,715.40	2,891.90
6" meter	75,000 cubic feet	5,365.70	5,714.50

Excess Consumption Charges (all account types)

Excess consumption above consumption included in minimum, per 100 cubic feet:	\$ 4.10	\$ 4.37
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Pro-rating of Fees

The City reads meters and bills on a quarterly basis. The minimum charges and reading consumption charges will be pro-rated based on the number of days the water service is connected during the billing cycle.

Multi Family consumption per unit

Per unit consumption is calculated by taking the total consumption divided by the number of units.

2. Service Fees for Specified Services Description of Work or Service Amount

Fee	Effective Jan 1, 2020
Application to Confirm Serviceability – Single Family and Duplex	\$ 371
Application to Confirm Serviceability – Multi-Family and Non-Residential	3,290
Application to Confirm Serviceability – Subdivision Development	At Cost
Connection Fee	At Cost
Application for Temporary Water Service	80
Damage Deposit for Hydrant use	714
Temporary Water Connection to Hydrant or Standpipe	53 / day
Unauthorized Use of a Fire Hydrant and/or Standpipe	106
Removal of Unauthorized Water Meter	106
Back-flow Prevention Test Report Filing Fee	35
Testing of Back-flow Prevention Device	265/ device
Non-Compliance Backflow Prevention Device	106
Water Meter Testing Fee	154
Special Meter Readings (readings outside of regular quarterly readings)	58
Disconnection	73
Reconnection after disconnection	73
One Day Water On/Off Fee	53
Water Restriction Exemption Permit	53
Restriction of Water Use - Violation	53

3. Fees for Other Work and Services

The City will charge the Customer a fee for any work or service provided, for which a fee is not specifically prescribed, at the City's costs of providing such work or service. Such costs will include repayment of all moneys expended by the City for gross wages and salaries, administrative costs, employee fringe benefits, and materials, as calculated by the City. The costs will also include any expenditure for equipment rentals at rates paid by the City or set by the City for its own equipment, as well as any other costs that may reasonably arise in providing the service. Labour fees for service call outs after regular working hours will be at the City's overtime fees. Temporary water supply will be charged fees on the basis of meter size in accordance with section 1 of this Schedule.

4. Fees for Undetected Leaks

Where an underground leak is discovered in a Customer's waterworks system (and not the City's Waterworks System), and where the Customer could not reasonably have been expected to be aware of such leak, provided that repairs of the Customer's waterworks system have been carried out to the City's satisfaction within seventy-two (72) hours of discovery of the leak, the City will adjust the Customer's Water Bill so that the Customer would be responsible for paying an amount equal to the Customer's average quarterly bill plus 30% of the "leaked water consumption" up to a maximum of three (3) times the Customer's average quarterly bill. The adjustment would be calculated as follows:

- (a) The "average quarterly bill" is calculated as the average of the Customer's last four (4) quarterly bills before the leak occurred.
- (b) The Customer's "average quarterly water consumption" is calculated by taking the average consumption over the previous twelve (12) months before the leak occurred.
- (c) The "leaked water consumption" is calculated as total consumption recorded by the meter during the quarterly billing period less the Customer's "average quarterly water consumption".
- (d) The Customer's bill would be calculated based on the "average quarterly consumption" plus 30% of the "leaked water consumption" up to a maximum of three (3) times the Customer's "average quarterly bill".

If repairs of the Customer's waterworks system have not been carried out to the City's satisfaction within seventy-two (72) hours of discovery of the leak, the City shall be entitled to charge for such water as per the Water Service User Fees described in Section 1 of this Schedule.

Regular Council
ON TABLE
Item 5.1.A

Please Do
THIS..

Sober - Enjoy the Space
with a "clear mind"
Please leave all substances at home.
Don't be That Person

Safe - Be respectful of others
Keep your hands to yourself
Treat Others as they want to be treated!

Inclusive - Be Friendly
Be Open Minded, Respect others' Opinions.
Youth of Various

AUTOMATIC
CAUTION
DOOR
ACTIVATE SWITCH
TO OPERATE

the
YOUTH
SPACE

November
2020



The **Youth Space** project is an innovative youth-driven approach, building a foundation for **holistic wellness** by creating a safe, sober, and inclusive community space that **honours the wisdom and expertise of youth** in the South Surrey / White Rock community.

510 individual youth attended **963** program sessions, **9842** times.

62%

SS

32%

WR

6%

Other



As a project **by youth, for youth**: youth engagement and meaningful participation is **essential to the success** of the Youth Space project.

88 youth volunteered **2006 hours** towards the project, including:

- policy development
- hiring staff
- marketing & promotion
- program planning
- hosting events
- project evaluation
- fundraising
- grant writing
- community presentations

“ Being a part of the Youth Collective has made me feel like my **input is validated**, wanted even, when I can voice my opinions and concerns in a **safe, non-judgmental space**. ”

“ The Youth Space provided me with **support and a sense of belonging**. It became a type of **relief for the disorder in my life** and gave me an inclusive place to express myself. ”



Over 3 years...



510 youth visited the YS **9842** times



88 volunteers contributed over **2000** volunteer hours



100 sessions building social skills for **56 youth** aged 10-12



61 workshops, including Financial Literacy, Naloxone & Sexual Health



42 special events, such as open mic nights or clothing swaps



36 events for LGBTQ2S+ youth & Surrey's first annual Queer Prom





Monthly **cultural community dinners**, preparing meals with community volunteers from Indigenous, Persian, Pakistani, Tanzanian, German, Chinese, Japanese, Indian, and Italian cultures.

Holiday dinners to bring youth and community together for special occasions & reduce isolation

“The Youth Space staff have taught me how to really utilize leftover food, and make new meals using it. I’ve been shopping for groceries less, and have extra money to save for my future.”

Partnerships



**PEACE ARCH
HOSPITAL
FOUNDATION**



Ministry of
Children and
Development



fraserhealth



coastcapital®
SAVINGS



#RISINGYOUTH
community service grants

enV_ision
FINANCIAL

A DIVISION OF FIRST WEST CREDIT UNION



United Way
Lower Mainland



sources

TD Park People Grants



WHITE ROCK
My City by the Sea!



Surrey Schools
LEADERSHIP IN LEARNING



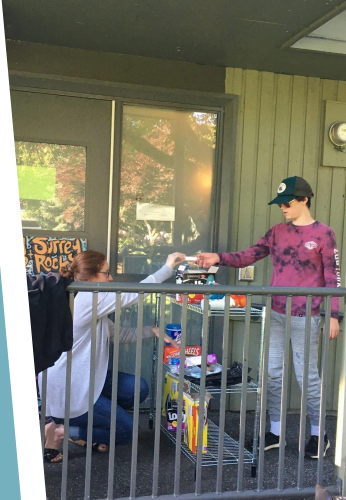
WHITE ROCK ELKS #431
BRITISH COLUMBIA



Due to Covid-19, programming will be a mix of in-person and virtual, that will be adjusted in line with the most current safety recommendations.

Even though Covid-19 shut down many services in community, the need is still there.

In the last 16 weeks alone, we connected with youth 982 times both in-person and remotely.





a minimum \$10,000 a year
would make a huge difference

A **3 year commitment** would go towards ensuring our program can stay open, and enable us to build relationship, meet emergent needs, and empower marginalized youth to gain agency over their own health and wellness.

Funds would go directly to staffing, and day-to-day operations (like internet!)

“ The Youth Space means everything to me, it's how I met my current friend group with people that care ... The Youth Space also helped me get out of my depression ... it helped me regain my sense of self and it gave me something to look forward to... I am still alive and I don't know the same could be said if I never found the Space.

”





YOUTH SPICES



Youth Space Impact Stories

in their own words...

How has the Youth Space helped you or added benefit to your life?

“I was suffering from depression, no motivation to do anything at about the time I started going to Youth Collective. The YC really helped turn it around, I decided I needed to do something more with my life. Shown me what my niche is. Given me a purpose and a definition.”

“I liked meeting new people and having a good time. It has given me a purpose.”

“Being involved in the youth collective has really given me something to look forward to everyday. Knowing that I’m able to do something that’s good for our community. The Collective has helped me be able to speak in public and has gotten better with group work.”

“Inspired me to believe in others and believe in myself. You can rise to the top if it's what you believe in.”

“Meaningfulness in day, something to look forward to, entitlement and fulfillment. Makes me feel good about myself in how we can change the way people think about youth in our community.”

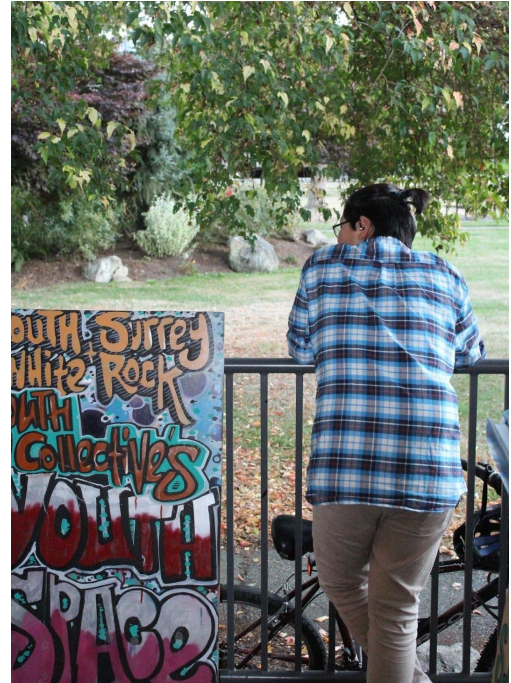
“Being a part of something that can help the community as a whole, positively. Representing my peers in the community.”

“Being a part of the Youth Collective has given me a sense of pride and joy. It has helped my self-esteem greatly and given me new friends I wouldn’t normally make in daily life.”

“The Youth Space has made a major impact on my life by giving me hope and helping me get back onto my feet. This project has helped many youth and I am glad to be a part of something so community based with healthy happy friends to help on this amazing journey. I do believe we will manage to find a way of making this exhausting yet beautiful journey into making a space for youth to be exactly who they want to be as well as save a few lives.”

“I’ve even been able to gain experience for future career opportunities... I can honestly say that I’ve helped my community grow into a better place and am continuing to do so.”

“The Collective gave me somewhere to belong when I was feeling isolated in school.”



“Youth from different backgrounds, schools, lives, coming together is so inspiring. It may feel small but it is becoming so much bigger.”

“I liked how it brought me together with people. It was something new. And it felt like I was doing something positive.”

“I get a great deal of satisfaction from working on the team to start this youth club as it allows me to voice my ideas and the ideas of my peers around me in order to commence this initiative.”

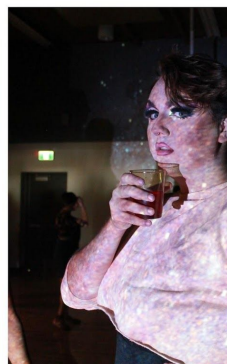
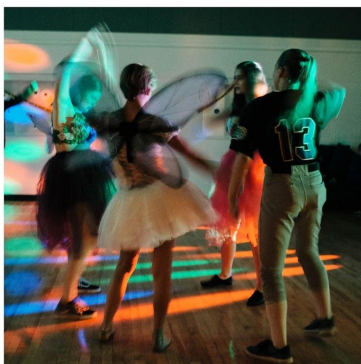
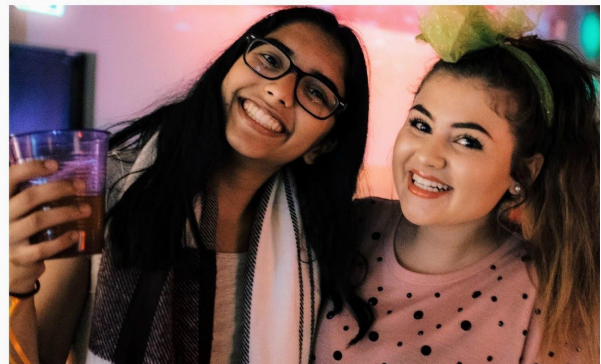
“I like how everyone is so open minded. You can talk about things without other people judging you.”

“I’ve met so many wonderful people, and am constantly making new connections.”

“It helped me because it told me that I can become a leader and help others. I gained leadership skills, altruism skills, and self esteem skills.”

“I never feel lonely when I come here.”

“I feel like I can be myself here.”



Volunteering with the Youth Collective

“In the 9th grade, I had great difficulty coming to terms with my declining mental health. I wanted to be ‘fine’ so badly but overall, it wasn’t really working out for me. My youth worker, one day told me about the Youth Collective. The Youth Collective is a group of teens from all over town with different life experiences, brought together for a common cause: creating a safe and sober space in SS/WR. I found it interesting how people who wouldn’t regularly hang out became friends through the need for positive change in our community. After some months passed, I became less anxious talking about my ideas for the space and I found peace in the consistency of the weekly meetings. The Youth Space provided me with support and a sense of belonging in my neighbourhood. It became a type of relief for the disorder in my life and gave me an inclusive place to express myself. I’m pretty sure I have become the confident public speaker I am today because of the Collective, and I’m so happy I got to make all these cool friends who didn’t make me feel awkward and like an outsider.” — SW, 17

“The way I became a part of the Youth Space was through the youth intern, who did a presentation for my school’s P.R.O.U.D committee which I’m an executive of. When I first came to Youth Collective I stayed for the great company and people but soon realized it was much more than that. The people here were trying to create a safe and sober haven for youth that need it desperately. Living my entire life in White Rock, I learned first hand the dangerous behaviour youth here participate in due to a lack of opportunity and access and I’m tired of it. I’m tired of losing friends to drugs and violence. People from my school who I’ve known personally have lost their futures and even their lives because of the lack of opportunity and the access to drugs. That’s why I decided to stay and volunteer with the Youth Collective to provide a peaceful and fun environment to the youth of South Surrey and White Rock, so that we can prevent future loss.” — TK, 17

“Moving to a completely new community, feeling isolated and struggling with mental illness all at 16 years old – when I stumbled upon the Youth Collective in 2013 it gave me exactly what I needed to turn my desperate situation around. I felt connected to lovely people and meaningful friendships, and we all fought for the same goal: a safe, sober Youth Space. The consistency of meetings or presentations gave me something positive to look forward to if I was having a rough week. The best part was the feeling of empowerment I got from just being in the Collective. No one pushed me into doing what I was terrified to do, but instead provided opportunities for me to grow my skills. They trusted me to know what my talents were and how I could help, but I still felt encouraged to take on terrifying public speaking roles because I knew the Collective had my back. Now, I’ve achieved more than I thought was possible for myself. I could easily give a presentation to a large crowd, promote and host huge special events, or direct a group of volunteers with the skills I gained in the Youth Collective. Compared to me at 16: pretty much living day to day, fighting to convince myself to stay alive – the past me would probably be shocked to know I feel super confident now and want to do lofty things like contribute to community or go to college. And I couldn’t have built that future for myself without the Youth Collective playing a part in my life.” — KK, 19

“I have been a part of the South Surrey/White Rock Youth Collective for an on and off four years. Although I haven't been consistently here, I keep coming back. I believe the reason I keep coming back is because of the feeling I get when I'm here. It's like I never left, and I'm comfortable with everyone. I'm able to be myself, I'm constantly able to do what I love and above all I'm making an impact in my community. It's like a safe haven for any kind of youth wanting to be and do something on their own in a safe and sober place. To be entirely honest, I wouldn't have gotten to know a good portion of my really great friends if I didn't start volunteering here. I've been granted so many opportunities and learned so many skills being in this Collective such as, event planning, public speaking, advertising and marketing, and even graphic design experience, which I'm pursuing as a career. I think this space will be an enormously beneficial landmark in South Surrey/White Rock and I can't wait to see and be a part of what it becomes in the future.” — SS, 19

“I'd say that Collective has really helped me to improve my confidence and taught me lessons on how to lead a team. The Youth Space is such a special place with people from so many different walks of life, so it has also introduced me to people whose voices are not ordinarily heard, especially minorities and those traditionally considered 'outsiders.’” — AL, 18

“Volunteering for the Youth Space has been, and always will be the most important series of events in my life to date, mainly because I've made so many friends and been a part of their lives. Being a part of the Youth Collective has made me feel like my input is validated, wanted even, when I can voice my opinions and concerns in a safe, non-judgmental space. Being a Youth Leader is one of the few things I thought I'd never get used to, but I'm glad I've proved myself wrong, because to be a positive influence on the youth that attend the Youth Space regularly is the most vital thing to the wellbeing of their futures.” — AF, 22

“For me, being able to work together in a group of people who all have unique ideas and creating something collectively that can make everyone happy has been such a great experience. Seeing everyone help out to run the space so that everyone can enjoy it shows how collaborating can lead to success.” — BS, 18

“Being a youth leader is a great experience in teaching leadership skills and creating a more equal and sociable atmosphere.” — BL, 17





Food Brings Us Together

“My absolute favourite, favourite cultural dinner was the dumplings for Chinese Lunar New Year. [One youth’s] mom and her friends came in and made them from scratch, they were so, so good— the best I’ve ever had! It’s been lots of fun, cooking and talking... to get support for problems and stuff. The kitchen’s a good place to make new friends. Shared meals equal good times, new friends, and good memories.” — HG, 21

The volunteer mom, who made the dumplings, told us, “Food is the best way to bring people together... by sharing a part of my culture and stories we keep it alive. As a new immigrant, I like having the opportunity to engage with the local community and share my food with people”.

“The food you’ve been providing me has made a huge difference. Now with the money I’ve saved I’m able to get some of the nicer things in life. I’ve also got your recipes magnetized to my fridge.” — AL, 22.

“I was introduced to the Youth Space in 2017 when I was 16 years old by my youth worker, who thought it would be a good way to give me a place to be myself outside of school and home. I started taking leftovers home so I wouldn’t have to steal from the local grocery store to get food for the week. I also started to help out with cooking meals and snacks for other youth to eat, which also helped me get better at cooking. At that time I volunteered at my school’s cafeteria program so making meals was something I always knew how to do, but it was so fast paced and stressful. I used to always be worried about making mistakes, but at the Youth Space, there’s no pressure and no time crunch to be perfect. I finally learned that it’s okay to make mistakes.

Now, I have a job at the Youth Space and help with the Food Rescue every week: I help pick up fruits, vegetables, and baked goods from Nature’s Fare and the food bank, prepare snacks for the programs, and plan and cook dinners for the drop-ins. One of my favourite meals to make is sushi – everyone thinks it looks impossible to do, but I’ve been able to teach other youth in the Space how to choose their favourite ingredients and create their own rolls. Another great thing about the Space’s food programs is that I live on my own and pay for my own groceries, so I can take home the extra vegetables every Friday. The Youth Space staff have taught me how to really utilize leftover food, and make new meals using it. I’ve been shopping for groceries less, and have extra money to save for my future.” – KH, 18



What does the Youth Space mean to you?

“The Youth Space will always be there for you, through good and bad times. The Youth Space has changed me a lot as a person. I never used to go outside much due to issues with anxiety. When I was told about the youth space, I was hesitant at first. But after I went there a couple of times I absolutely loved it, it made me more outgoing and comfortable! The staff have always been nice and been there for me when I needed help, they even helped me get into a program called KRU. Which is to help people get job experience and qualifications. At the youth space I've also made some lifelong friendships there, as well as connections. The space turned me into a complete social butterfly! I've been going to the space since I was 16-17 years old, I'm now 21 and I still participate and go to the youth space whenever I can. This place is amazing and can really change people!” — BS, 21

“I'm not by nature a social person, nor have I ever really fit in anywhere, due to my bombastic nature and mental issues. However, at the Space, all of that doesn't matter, and I was able to forge friendships lasting years so far.” — AL, 24

“The Youth Space means everything to me, it's how I met my current friend group with people that care. The Youth Space also helped me get out of my depression and helped me get happy again, it helped me regain my sense of self and it gave me something to look forward, it gave me a second home, the space helped bring excitement to my life, I am actually able to enjoy life. The Space is something I look forward to every day and even when I would slip into a depression it was sooo much easier to get out of because of the Space. I am still alive and I don't know if the same could be said if I never found the Space.” — JK, 17

“The Youth Space is a place that inspires me because it grows with me. When I choose to volunteer or contribute to the YS, I see the immediate effects of the work I do, and it's a positive feedback loop that just encourages me to work harder to make the YS even better.” — AL, 21

“The space has been more than an afterschool hangout to me, it is a space where I can go to relax and talk to people when I have had a bad day. Every time I am there I feel like the staff have my back and are there to support me and others.” — CP, 17

“The space is meaningful to me because it has been one of my safe spaces since I started going to the youth space” — OS, 22

“The Youth Space is a nice place to go after I have a bad day to make it better.” — KP, 15

“The youth space is a place where I'm allowed to go to meet my friends. I like the people here” — MK, 11

"I like the youth space because everyone is friendly. I like to hang out with friends at the Space. It's a place where we can go instead of hanging out in the streets. I really liked the talent show"
— BB, 13

"The youth space is important to me because it's a break from anything hard like school." — HR, 13

"I prefer the youth space instead of a recreation centre as a fun, safe place for me to chill with my friends." — EP, 14

"It's fun to hang out and talk with staff." — AD, 14

"I like the people here and it gives me a fun place to hang out and stay safe." — KM, 14

"Cool space to hang out" — FS, 14

"Every once in a while, I'll hear from the staff that my name has come up a lot with some of the younger youth, and it really feels great to know I'm making positive connections with the newer generations coming to the Youth Space." — AF, 24

"I'm always bored at home so I go to the youth space to hang out with people. Staff are helpful and always support me when I need it." — KW, 16



the
SS/WR
YOUTH SPACE

3 years in
REVIEW

The **Youth Collective** is a diverse group of leaders, aged 10 to 24, from the South Surrey / White Rock community. Together, they develop and operate the **Youth Space**, with the goal of improving youth wellness by providing a safe, sober and inclusive **youth-driven** space to connect, create, and innovate.

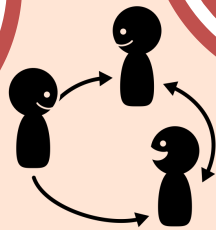
We officially opened the doors to our Youth Space at our launch party on **May 5, 2017**. Since then, it has been a hub for drop-ins, programs, events and passion projects for all youth in community.



88
Youth
Voices

Held 184
Collective
meetings

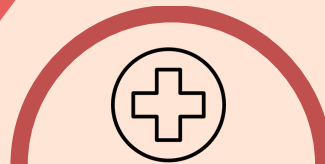
Youth
contributed
2006 volunteer
hours



510 youth
visited the YS
9842 times



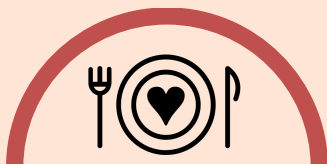
100 sessions
building social
skills for 56 youth
aged 10-13



61 workshops
including Financial
Literacy, Naloxone,
& Sexual Health



42 special events
such as open
mic nights &
clothing swaps



19 cultural family
dinners celebrating
Diwali, Nowruz,
Indigenous heritage
and more



35 events for
LGBTQ+ youth,
including an
annual Queer
Prom



21 virtual Wellness
Workshops on
Mindfulness, Yoga,
& Journalling



61 youth &
families received
care packages in
response to
COVID-19

Peace Arch Hospital and Community Health Foundation

Presented by:

Stephanie Beck, Executive Director

Janice Stasiuk, Board Chair

Cathy Wiebe, Interim Executive Director, Peace Arch Hospital





**PEACE ARCH
HOSPITAL
FOUNDATION**

The heart of a healthy community

Peace Arch Hospital



One of 12 acute-care hospitals located within the Fraser Health Authority.





**PEACE ARCH
HOSPITAL
FOUNDATION**

The heart of a healthy community

PAH Foundation

- Established in 1988
- Over \$165M in revenue raised and invested into the local community
- Imagine Canada Accreditation – one of the first hospital foundations in Canada to receive this accreditation

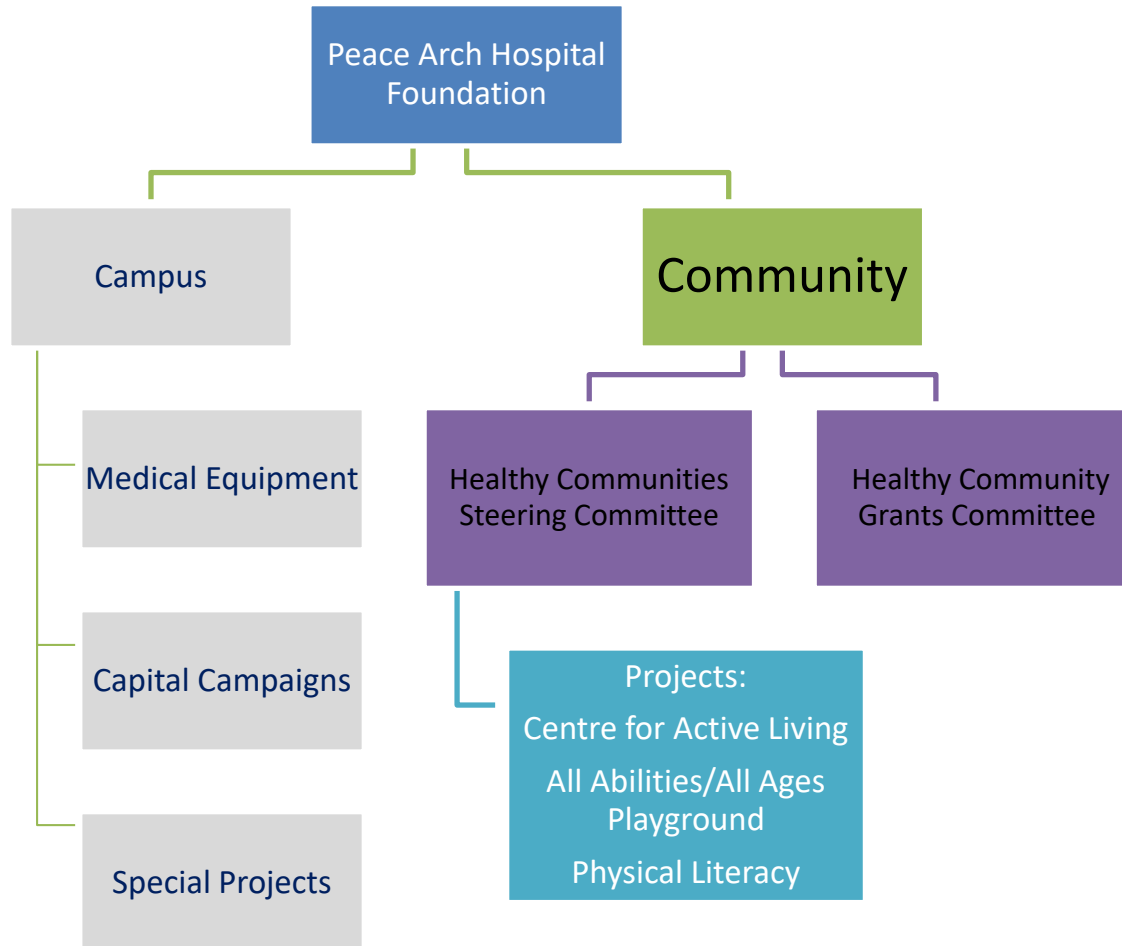




**PEACE ARCH
HOSPITAL
FOUNDATION**

The heart of a healthy community

PAH Hospital & Community Health Foundation





Recent & Ongoing Projects



- Peace Arch Hospital Foundation **Lodge**
- Opened in April 2020
- 200 beds

- Expanded Emergency Department and 5 New Surgical Suites
- Opening in Fall 2021





**PEACE ARCH
HOSPITAL
FOUNDATION**

The heart of a healthy community

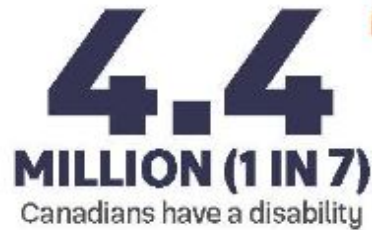
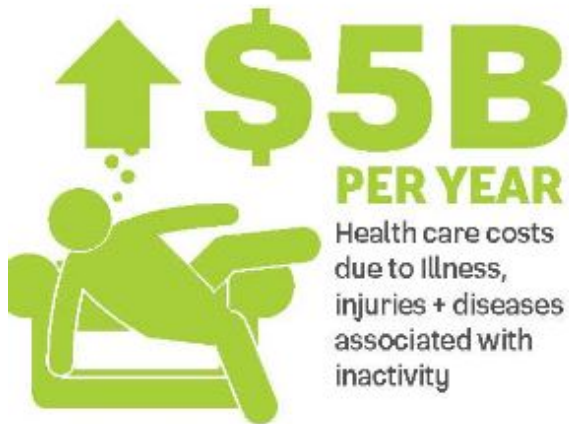
Healthy Community

Janice Stasiuk, Board Chair

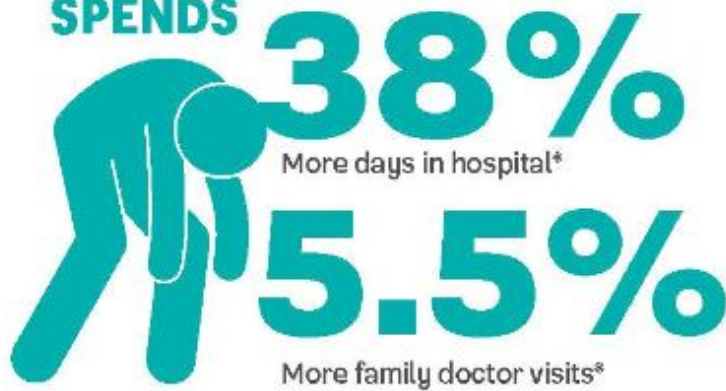




Physical Literacy



ON AVERAGE, AN INACTIVE PERSON SPENDS



*Compared to an active person



Projects



The Horst & Emmy Centre for Active Living





Covid-19 and our Rapid Response Grants



So far in 2020, **\$192,615** has been granted.



Covid-19 Response at PAH

Cathy Wiebe, RN, BSN, MSN

Executive Director White Rock/South
Surrey and Delta Health Services &
Peace Arch and Delta Hospitals





**PEACE ARCH
HOSPITAL
FOUNDATION**

The heart of a healthy community



fraserhealth

Better health. Best in health care

Covid-19 and Peace Arch Hospital

<https://www.fraserhealth.ca/health-topics-a-to-z/coronavirus#.X66rqrqWyUk>

Visitor guidelines

Visits are restricted to **ESSENTIAL VISITS ONLY** at all of our sites through controlled access points.

Current outbreaks

A list of current outbreaks in our facilities.





**PEACE ARCH
HOSPITAL
FOUNDATION**

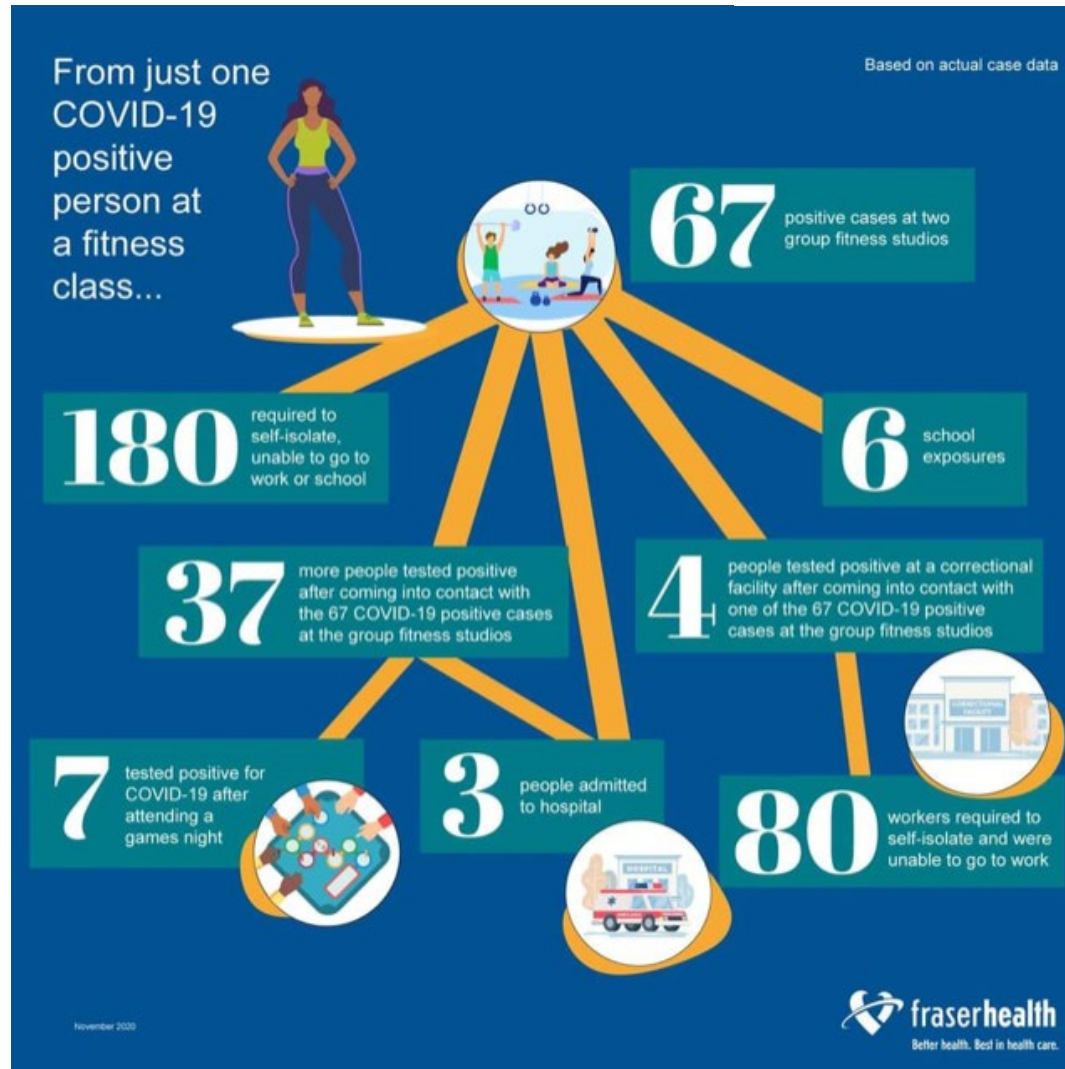
The heart of a healthy community



fraserhealth

Better health. Best in health care

The spread...





Covid-19 and Peace Arch Hospital

- How is WRSS, Division of Family Practice, the City of WR, supporting the pandemic?
- How can I help?





**PEACE ARCH
HOSPITAL
FOUNDATION**

The heart of a healthy community



fraserhealth

Better health. Best in health care

**Thank You &
Questions?**





WHITE ROCK
My City by the Sea!

**Regular Council
ON TABLE
Item 6.2.b**

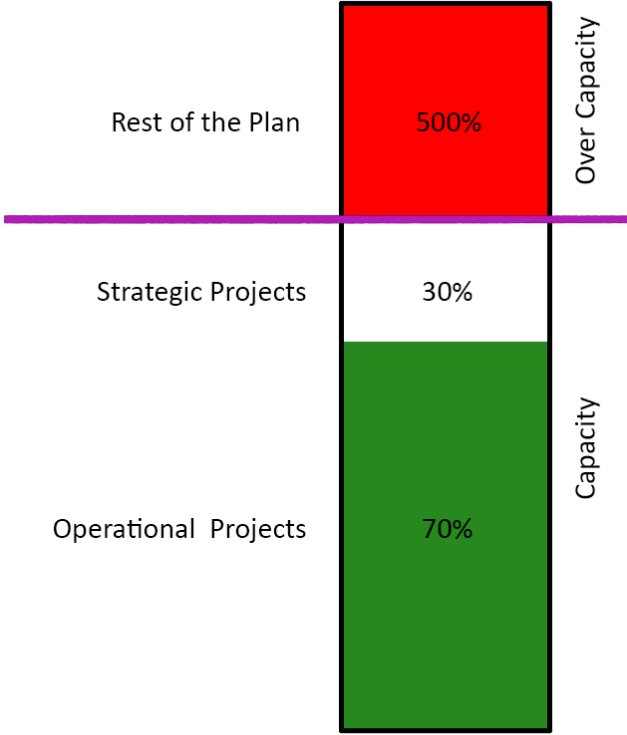
**"THE SECRET OF
CHANGE IS TO FOCUS
ALL OF YOUR ENERGY,
NOT ON FIGHTING THE
OLD, BUT ON BUILDING
THE NEW."**

– SOCRATES

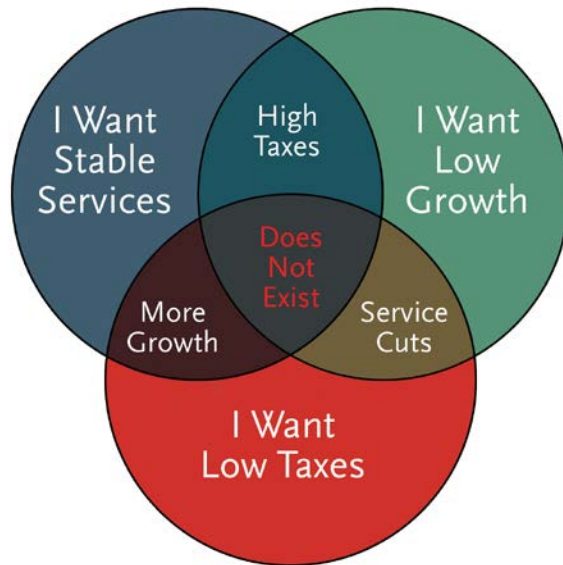
Timelines

- 2018 Strategic Plan adopted (January 2019)
- 2020 Strategic Plan realignment (September 2020)
- Tonight: Council realigns strategic priorities for 2021-2022
- Budget discussion starts on December 7

Finding Alignment

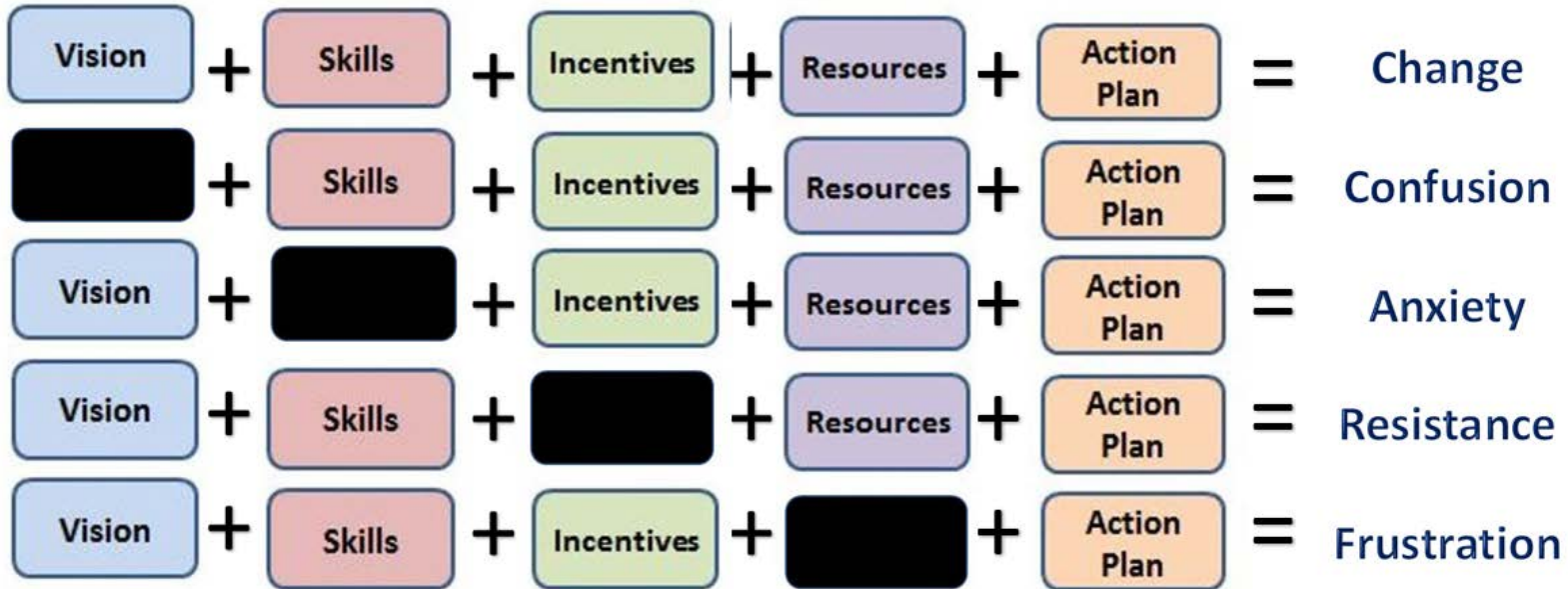


Council's Challenges

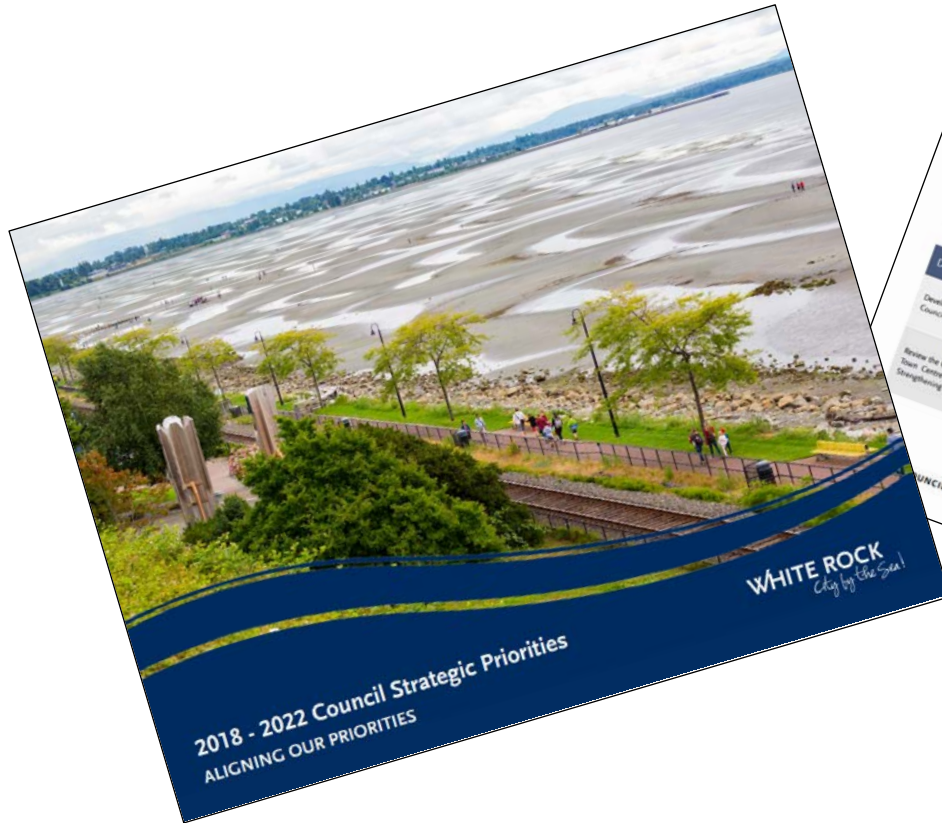


- Increase services by providing more resources;
- Replace existing services with new services;
- Decrease services;
- Keeping our City running today consumes all available resources (\$\$\$ and people) – only 20% to 30% capacity for new projects

Managing Complex Change



Council's Plan







Swimming in Harmony



What are you doing tonight?



- Ratifying the new 2021-2022 Strategic Priorities as presented; **or**
- Suggest changes as required.

What criteria was used?



Action plan created based on Council's feedback and priorities, set as follows:

- **Top Priority**: All projects that Council voted by majority during the September Session.
- **High Priority**: All other projects in the previous plan.
- **Low Priority**: Projects that could be removed or re-prioritized, if desired.
- **Staff High Priority**: Recommended for needed efficiencies.

2021-2022 Strategic Priorities Status

Total Goals **6**

38%
Avg Completion

Title	↑↓	Q1 '21	Q2 '21	Q3 '21	Q4 '21	Q1 '22	Q2 '22	Q3 '22	Q4 '22	↑↓	Percentage completion	↑↓
New Strategic Priorities												
Our Community											41%	
Our Environment											39%	
Our Waterfront											44%	
Our Infrastructure											29%	
Our Economy											31%	
COVID - 19											38%	

Update Report

CITY OF WHITE ROCK PLAN							NEW STRATEGIC PRIORITIES		
Goal	2019	2020	2021	2022	2023	2024	Current Completion	Latest Update	Weight
Our Community							41%		Top Priority
→ Guide land use decisions of Council to reflect the vision of the community.							38%		Top Priority
→ Review the Official Community Plan (OCP)							60%	Phase 1 Engagement Summary (Nov. 4, 2019)	Top Priority
→ Develop and recommend a Waterfront Enhancement Strategy (WES)							75%	At the September 14, 2020 Land Use and Planning Committee meeting, the committee requested that the Waterfront area policy review be prioritized over other topics within the OCP Review and accelerated in the review process.	High Priority
→ Patio Enclosures on Marine Drive							75%	Report with Draft Criteria for enclosed patios received by Council April 27, 2020, and a letter inviting proposals from current sidewalk use licence holders was sent.	High Priority
→ Waterfront Wayfinding Signage							0%	Council endorsed this project on December 16, 2019.	Low Priority
→ Waterfront Facade Facelift Program							0%	Council endorsed this project on March 9, 2020.	Low Priority
→ Marine Drive Sidewalk Walkability Improvements							0%	Council endorsed staff investigating ways to improve walkability of Marine Drive on March 9, 2020.	Low Priority
→ Miscellaneous Waterfront Enhancement Strategy Projects							5%	The Marine Drive Task Force recommended several waterfront-area projects, primarily as described in the draft Waterfront Enhancement Strategy. These include a Playground, Covered Multi-Use Area, Cultural Facility, and Synthetic Ice Rink. Consideration of these conceptual projects were deferred by Council on April 20, 2020 due to the financial uncertainties related to the ongoing COVID-19 pandemic.	Low Priority
→ Review of Waterfront Design Guidelines for East Beach and West Beach							0%	Council endorsed this project on March 9, 2020.	High Priority
→ Town Centre Review (with DIALOG)							80%	Staff will be contacting land owners (non-strata) in the Town Centre area to offer opportunities to meet with staff to obtain feedback on the proposed implementation of the Town Centre recommendations from the OCP Review that were advanced by the Land Use and Planning Committee on September 16, 2020. This engagement is intended to be open from November 2020 until mid-January 2021.	Top Priority
→ Non-consultant topics (6) OCP Review							33%	Phase 1 Engagement Summary (Nov. 4, 2019)	Top Priority
→ Affordable Housing / Housing Needs Report							33%	On November 6, 2020, the Housing Needs Report project page and a related Housing Needs Survey went live on www.talkwhiterock.ca , the City's online public engagement platform. The survey will be promoted in the coming months to encourage residents and would-be residents of White Rock to share their experience and challenges with meeting their housing needs in White Rock, to inform the eventual Housing Needs Report.	Top Priority
→ Building Heights outside the Town Centre							33%	On November 4, 2019, Council received a Phase 1 Engagement Summary for this topic. Due to COVID-19 restrictions on public gatherings, the intended Phase 2 public consultation for this topic has not occurred and will be modified due to the current restrictions. At the September 14, 2020 Land Use and Planning Committee meeting, the committee requested that Building Heights outside the Town Centre, particularly in the Town Centre Transition area, be prioritized over other topics within the OCP Review and accelerated in the review process.	Top Priority

Everything is possible....



What are you doing tonight?



- Ratifying the new 2021-2022 Strategic Priorities as presented; **or**
- Suggest changes as required.

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



POLICY TITLE: ANTI-RACIAL DISCRIMINATION & ANTI-RACISM
POLICY NUMBER: HUMAN RESOURCES - 406

<i>Date of Council Adoption:</i>	<i>Last Amendment:</i>
<i>Council Resolution Number:</i>	
<i>Originating Department:</i> Human Resources	<i>Date last reviewed by the Governance and Legislation Committee:</i>

Policy:

1.0 Purpose

The purpose of this policy is to publicly acknowledge the existence of racism in all its forms; recognize the racial diversity in our community; commit to respecting the fundamental rights, personal worth and human dignity of People of Colour and Indigenous Peoples; commit to conducting the day to day operations and governance of local government in a manner free of racism and racial discrimination; and commit to breaking down barriers, deconstructing biases and fostering and promoting an inclusive, respectful and welcoming environment for all who work, volunteer, do business and interact with the local government.

This policy is not intended to supersede or supplant Council Policy 405 – Respectful Workplace or other processes available to individuals or groups wishing to pursue avenues of formal complaint or redress under other City policies.

2.0 Principles

The City of White Rock recognizes the diversity of our community and believes that all members of our community including, but not limited to, residents, elected officials, employees, volunteers and visitors of colour and Indigenous Peoples have the right to live, work, do business and play in an environment that asserts and supports their fundamental rights, personal worth and human dignity.

The City acknowledges and recognizes the existence in our community of racism in all its forms, including Cultural, Environmental, Institutional, Systemic and Individual.

The City is committed to breaking down barriers, deconstructing biases and fostering and promoting an inclusive, respectful and welcoming environment for all, one that is free from racial discrimination and racism.

The City of White Rock acknowledges its role and responsibility in protecting every person's right to be free from racial discrimination and racism.

The City is further committed to respecting and upholding the vision and principles of British Columbia's Human Rights Code and the implementation of the Calls to Action of the Truth and Reconciliation Commission.

This policy is intended to demonstrate the City of White Rock's commitment to conducting the day to day operations and governance in an anti-discriminatory and anti-racist manner and environment. The implementation of this policy is a public commitment that the City will continue to make best efforts to ensure that all who work and interact with the City are able to do so in an environment and manner free of racism and racial discrimination.

3.0 Scope

This policy applies to all employees, elected officials, contractors, volunteers, and students working or volunteering for the City of White Rock or providing professional services to it.

This policy applies to the interpretation and application of current and new bylaws, regulations, policies, procedures, contracts, procurements and activities carried out by the City, all of which will be required to be compliant with the principles and particular requirements specified within this policy.

The scope of this policy includes all aspects of the City activities, including its working environment, procurement, services, meetings and various public events. In addition, this scope will include ongoing relationships with individuals, businesses, community groups and contractors as well as with other local governments and public and private bodies.

This policy is intended to supplement and support British Columbia's Human Rights Code and related White Rock Council policies such as the Respectful Workplace policy.

4.0 Responsibilities

Council

Have the responsibility to:

- Take leadership to model inclusive behaviour and language and not participate in racist or racially discriminatory conduct;

- Support, promote and foster the principles of this policy in all their work and interactions;
- Participate in training at the beginning of their term and become familiar with this policy;
- Ensure that Management is trained on this policy and is implementing it;
- Immediately report incidents of racial discrimination or racism experienced or witnessed in accordance with Council Policy 405 – Respectful Workplace

Management

Have the responsibility to:

- Ensure that the workplace and the business of the local government is free from racial discrimination and racism in accordance with Council Policy 405 – Respectful Workplace and ensure the principles of this policy are reflected in the execution of their duties, operational policies and practices within their area of responsibility;
- Model inclusive behaviour and language and not participate in racist or racially discriminatory conduct;
- Support, promote and foster the principles of this policy in all their work and interactions and participate in training on this policy;
- Ensure Council members are provided training on this policy at the beginning of each term of office and provided additional refresher training during their term, if necessary;
- Train all new employees and students on this policy in their first year of employment and provide refresher training periodically thereafter;
- Inform any new contractors and volunteers of the policy;
- Promptly respond to or investigate all incidents or allegations in a manner consistent with Council Policy 405 – Respectful Workplace.

Employees, Students, Volunteers and Contractors

Have the responsibility to:

- Not engage in racial discrimination or racism and conduct oneself and speak in an inclusive manner;
- Immediately report incidents of racial discrimination or racism experienced or witnessed in accordance with Council Policy 405 – Respectful Workplace;
- Participate in training and become familiar with this policy.

Unions

The City will work proactively with the unions representing city employees to play an active role as partners in supporting, promoting and fostering the principles of this policy in all their work and interactions with their members, management and Council.~~Have the responsibility to take an active role as partners in supporting, promoting and fostering the principles of this policy in all their work and interactions with their members, management and Council.~~

5.0 Confidentiality

Allegations of racial discrimination and racism often involve the disclosure of sensitive personal information. It is imperative that confidentiality is maintained, not only from a legal standpoint but it is essential in order to ensure people feel comfortable to come forward and confident that their personal information will not be shared.

Subject to any limits or disclosure requirements imposed by law or required by Council Policy 405 – Respectful Workplace, all information, oral and written, created, gathered, received or compiled through the course of a complaint will be maintained in confidence by any party that may be privy to the information.

6.0 Rationale

This policy articulates the position of the City of White Rock and demonstrates its support and commitment to an environment that is free of racial discrimination and racism. It is not intended to supersede or supplant other processes.

Councillor Fathers – Notice of Motion for Consideration at the December 7, 2020 Regular Council meeting:

THAT Council direct staff to review and report back to Council, given a recent circumstance between two (2) properties (Cliff Avenue and Lee Street) on the City’s process / regulations in relation to:

- 1. The City’s Zoning Bylaw where it regulates building height (the Bylaw measures “height” on the basis of an “average natural grade); and***
- 2. The City possibly regulating activities involving the stock-piling / relocation of soils on private property.***