

The Corporation of the
CITY OF WHITE ROCK

Regular Council Meeting
AGENDA



Monday, October 5, 2020, 7:00 p.m.

City Hall Council Chambers

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

***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	
RECOMMENDATION THAT the Corporation of the City of White Rock Council adopt the agenda for its regular meeting scheduled for October 5, 2020 as circulated.	
3. ADOPTION OF MINUTES	7
RECOMMENDATION THAT the Corporation of the City of White Rock Council adopt the following minutes as circulated:	
<ul style="list-style-type: none">September 28, 2020 - Regular Council meeting	

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., September 30, 2020, there were no Question and Answer period submissions received.

Note: there are to be no questions or comments on a matter that will be the subject of a public hearing (time between the public hearing and final consideration of the bylaw).

Note: there are to be no questions or comments on a matter that will be the subject of a public hearing (time between the public hearing and final consideration of the bylaw).

RECOMMENDATION

THAT Council receive for information the correspondence submitted for Question and Answer Period by 8:30 a.m October 5, 2020, **including "On-Table"** information provided with staff responses that are available at the time.

5. DELEGATIONS AND PETITIONS

5.1 DELEGATIONS

None

5.2 PETITIONS

None

6. PRESENTATIONS AND CORPORATE REPORTS

6.1 PRESENTATIONS

Presentations provided through electronic means.

6.1.a WHITE ROCK ROTARY CLUB: "FEED MY CITY" HOT LUNCH PROGRAM

G. Sangha, Monique Husslage, and Raj Rajagopal, White Rock Rotary Club, to provide a presentation regarding the "Feed my City" Hot Lunch Program.

6.2 CORPORATE REPORTS

6.2.a COVID-19 GLOBAL PANDEMIC VERBAL UPDATE

Chief Administrative Officer and Fire Chief to provide a verbal report regarding the COVID-19 Global Pandemic.

6.2.b PARKING SERVICES UPDATE

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Corporate report dated October 5, 2020 from the Director of Financial Services titled "Parking Services Update".

RECOMMENDATION

THAT Council direct staff to:

1. Implement Permit Parking Only restrictions on the 1400 Block of Merklin Street; and
2. Proceed with a city-wide parking review with the assistance of a consultant to be funded by the General Fund operating contingency budget.

6.2.c RESIDENTIAL SOLID WASTE COLLECTION – PURCHASE OF THREE SOLID WASTE COLLECTION VEHICLES

29

Corporate report dated October 5, 2020 from the Director of Engineering and Municipal Operations and the Director of Financial Services titled "Residential Solid Waste Collection - Purchase of Three Solid Waste Collection Vehicles".

RECOMMENDATION

THAT Council:

1. Direct staff to prepare a 2020 Financial Plan Amendment that would include a \$985K adjustment for the purchase of the three solid waste vehicles discussed in this report; and
2. Approve the purchase of the three solid waste collection vehicles in the amount of \$1.131M (excluding GST) upon adoption of the 2020 Financial Plan Amendment Bylaw.

7. MINUTES AND RECOMMENDATIONS OF COMMITTEES

RECOMMENDATION

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

- Land Use and Planning Committee - September 16, 2020;
- Governance and Legislation Committee - September 23, 2020
- COVID-19 Recovery Task Force - September 22, 2020;
- Environmental Advisory Committee - September 24, 2020; and,
- Governance and Legislation Committee - September 28, 2020.

7.2 STANDING AND SELECT COMMITTEE RECOMMENDATIONS

7.2.a GOVERNANCE AND LEGISLATION COMMITTEE RECOMMENDATIONS (SEPTEMBER 28, 2020)

Councillor Manning, Chairperson, to introduce the following Finance Policies for ratification.

RECOMMENDATION

THAT Council endorse the following policies as circulated:

- a. 301 - Procurement Policy;
- b. 302 - Grants-in-Aid Policy;
- c. 307 - Accumulated Surplus Fund Policy;
- d. 317 - Municipal Property Tax Exemptions Policy;
- e. 318 - Temporary Parking Privileges Policy;
- f. 319 - Complimentary Parking for Veterans Policy;
- g. 323 - Financing Lane Paving Projects Policy;
- h. 324 - Grant Opportunities (Infrastructure and Operational) Policy;
- i. 137 - Economic Development Advisory Committee Terms of Reference
- j. 157 - Water Community Advisory Panel Terms of Reference
- k. 166 - COVID-19 Recovery Task Force Terms of Reference

8.	BYLAWS AND PERMITS	
8.1	BYLAWS	
8.1.a	BYLAW 2361 - ZONING AMENDMENT (RS-4 – 14234 MALABAR AVENUE) BYLAW, 2020, NO. 2361	102
	This bylaw was the subject of a Land Use and Planning Committee meeting held earlier in the evening. Council may, at this time, consider the following recommendations or defer them to the next Regular meeting.	
8.2	PERMITS	
8.2.a	TREE PERMIT (BROUGHT FORWARD FROM LUPC EARLIER IN THE EVENING)	104
	<u>RECOMMENDATION</u> THAT Council confirm the delegated decision to deny a Tree Management Permit (TMP) for the removal of a City-owned tree adjacent to 15276 Columbia Avenue for the reasons outlined in the October 5, 2020 Land Use and Planning corporate report.	
8.2.b	DEVELOPMENT VARIANCE PERMIT NO. 431 FOR 14947 BUENA VISTA AVENUE	107
	This permit was the subject of a Land Use and Planning Committee meeting held earlier in the evening. Council may, at this time, consider the following recommendations or defer them to the next Regular meeting.	
	<u>RECOMMENDATION</u> THAT Council direct staff to schedule the public meeting for Development Variance Permit No. 431 for 14947 Buena Vista Avenue.	
8.2.c	MAJOR DEVELOPMENT PERMIT (SIGNAGE) AMENDMENT – 15177 THRIFT AVENUE	112
	This permit was the subject of a Land Use and Planning Committee meeting held earlier in the evening. Council may, at this time, consider the following recommendations or defer them to the next Regular meeting.	
	<u>RECOMMENDATION</u> Council authorize staff to schedule the required Public Meeting for proposed Development Permit No. 429, which includes variances to Sign Bylaw, 2010, No. 1923.	

- 9. CORRESPONDENCE
 - 9.1 CORRESPONDENCE - RECEIVED FOR INFORMATION
 - 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 OCTOBER 5, 2020 REGULAR COUNCIL MEETING

Regular Council Meeting of White Rock City Council

Minutes



September 28, 2020, 7:00 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

PRESENT: 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
Ed Wolfe, Fire Chief
Chris Zota, Manager of Information Technology
Stephanie Lam, Deputy Corporate Officer
Greg Newman, Manager of Planning

1. **CALL MEETING TO ORDER**

1.1 **FIRST NATIONS LAND ACKNOWLEDGEMENT**

1.2 **MOTION TO CONDUCT THE REGULAR MEETING OF COUNCIL WITHOUT THE PUBLIC IN ATTENDANCE**

Motion #2020-450 It was MOVED and SECONDED

THAT White Rock City Council:

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 White Rock City Council authorizes the City of White Rock to hold the September 28, 2020 Regular Council 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

It was MOVED and SECONDED

THAT the September 28, 2020 Regular Council agenda be **amended** by:

- Adding to item item 6.2f: Appendix A titled "West Rock West Basin Preliminary Design"; and
- Adding new item 7.2b: Draft Zoning Amendment Bylaws & Off-Street Reserve Fund Bylaws for Proposed CR-3CA Zone.

AND THAT the agenda be adopted, as amended.

Motion CARRIED

3. ADOPTION OF MINUTES

Motion #2020-452It was MOVED and SECONDED

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

a. September 14, 2020 – Regular meeting

Motion CARRIED

3.1 September 14, 2020 - Regular meeting

4. QUESTION AND ANSWER PERIOD

5. DELEGATIONS AND PETITIONS

5.1 DELEGATIONS

5.1.a ANITA NIELSON, RESIDENT: PETITION OPPOSING DEVELOPMENT PROPOSAL 20-009 AND REQUEST FOR A HERITAGE DESIGNATION

The Delegation advised that a petition of 428 signatures was submitted to the City under the following statement. An additional signature was received following this and will be submitted on table (total 429 signatures):

"The following signatures were collected in response to a petition to oppose City of White Rock Development Proposal 20-009 to rezone for comprehensive development to build a 21-unit, 4 story condominium with 2 levels of underground parking to accommodate 32 vehicles at the corner of Elm Street and Beachview Avenue. A single story 1930s heritage building currently resides at this location on White Rock's oldest streetscape and adjacent to four century homes". (remainder of the statement can be viewed in the petition included as an On Table available online with this agenda package).

Staff advised that there are considerations noted under City Bylaw 613 in terms of providing heritage designations. It was also noted that willingness of the property owner to designate is also a factor.

Motion #2020-453It was MOVED and SECONDED

THAT Council directs the topic of the delegation be referred to the City's History and Heritage Committee for their meeting November

2020 meeting where they will work with Planning and Development staff.

Motion CARRIED

5.2 PETITIONS

6. PRESENTATIONS AND CORPORATE REPORTS

6.1 PRESENTATIONS

6.2 CORPORATE REPORTS

6.2.a COVID-19 GLOBAL PANDEMIC (VERBAL UPDATE)

The Fire Chief gave a verbal update on local and global numbers in regard to COVID-19.

The following discussion points were noted:

- The Peace Arch Hospital Cafeteria has been temporarily converted to a test clinic;
- The City should reach out to neighbouring US municipality Blaine, Washington to check-in and to inquire if there is anything White Rock can do to provide support.

Motion #2020-455 It was MOVED and SECONDED

THAT Council receive the verbal report by the Fire Chief regarding the COVID-19 Global Pandemic for information.

Motion CARRIED

6.2.b OUTDOOR TABLE TENNIS TABLE AT KENT STREET ACTIVITY CENTRE GROUNDS

The following discussion points were noted:

- The location will be on the west side and would not impact the tree
- The table will be an outdoor permanent / concrete to accommodate year round play

It was MOVED and SECONDED

THAT Council approve the installation of an outdoor concrete table tennis playing surface to be built on City property located west of the Kent Street Activity Centre auditorium through the reallocation of \$8,000 in Kent Street Activity Centre's 2020 capital budget project funds.

Motion CARRIED

6.2.c THREE (3) CORPORATE REPORTS REGARDING PERMISSIVE TAX EXEMPTIONS

Motion #2020-457It was MOVED and SECONDED

THAT Council receives the following reports for information:

- Item 6.2.c.a: 2021-2024 Permissive Tax Exemption White Rock Business Improvement Association Bylaw 2021, No. 2356;
- Item 6.2.c.b: 2021 – 2030 Places of Worship Permissive Tax Exemptions Bylaw, 2020, No. 2354;
- Item 6.2.c.c: 2021 Annual Permissive Tax Exemptions Bylaw, 2020, No. 2355.

Motion CARRIED

6.2.d COUNCIL AND STANDING COMMITTEE MEETINGS TO BE HELD THROUGH ELECTRONIC MEANS DURING THE COVID-19 GLOBAL PANDEMIC

Motion #2020-458It was MOVED and SECONDED

THAT Council endorse all Council and Standing Committee meetings be held virtually (through electronic means) to address health and safety during the COVID-19 global pandemic for two (2) meetings, and then will assess how the system is working prior to continuing in this format.

Motion CARRIED

6.2.e LIST OF ACTIVE ZONING BYLAW AMENDMENT APPLICATIONS AND APPROACH TO IMPLEMENTING CHANGES TO THE PLANNING PROCEDURES BYLAW

It was noted that applicant has withdrawn Application No. 20-004 (no longer in process).

Motion #2020-459 It was MOVED and SECONDED

THAT Council, pending adoption of “City of White Rock Planning Procedures Bylaw, 2017, No. 2234, Amendment (Initial Information Reports for Zoning Amendments) Bylaw, 2020, No. 2357,” endorse the approach to bringing forward active zoning amendment applications as recommended in this corporate report, being:

1. Zoning amendment applications which have had both a Public Information Meeting and review by the Advisory Design Panel prior to October 1, 2020 (or are not required to have Advisory Design Panel review) will be brought forward with a corporate report per the current process; and
2. Zoning amendment applications which have not had a Public Information Meeting, or have had a Public Information but no review by the Advisory Design Panel when applicable, will be brought forward with basic architectural drawings (i.e., site plan and building elevations) and project statistics (e.g., number of units, height, setbacks, etc.) to the Land Use and Planning Committee at a future meeting, for the Committee and subsequently Council to decide whether the application should proceed or be denied.

Motion CARRIED

Councillor Manning voted in the negative

6.2.f WEST WHARF REPLACEMENT

Note: Appendix A was presented "On-Table".

Discussion ensued and the following comments were noted:

- Termination of the Harbour Board agreement would in future allow the public to use the float
- Support expressed for pursuing grant opportunities
- Support expressed for community consultation with respect to the future of the West Wharf
- In terms of project priority, it was suggested that completion of the Pier be done first

Motion #2020-460It was MOVED and SECONDED

THAT Council direct staff to continue public engagement to determine the future programing of the West Wharf.

Motion CARRIED

Councillor Manning voted in the negative

Motion#2020-460aIt was MOVED and SECONDED

THAT Council Direct staff to explore funding strategies, including senior government grants, before the West Wharf is reconstructed and that staff leverage preliminary designs to maximize the insurance case payout for the West Wharf.

Motion CARRIED

Motion #2020-461It was MOVED and SECONDED

THAT Council direct that 60 days written termination notice of Agreement termination be given to the Harbour Board Society.

Motion CARRIED

Mayor Walker voted in the negative

6.2.g WEST BEACH PROMENADE - TREE LIGHTS - UPDATE

Discussion ensued and the following comments were noted:

- Warranty can be included as a requirement in the Request for Proposal (RFP)
- The RFP should also note that the lights can withstand marine/saltwater air

Motion #2020-462 It was MOVED and SECONDED

THAT Council:

1. Direct staff to remove the damaged lights from the tree canopies between the White Rock Museum and Archives and Bay Street, prune the trees and install newer style low voltage string lights; and
2. Approve reallocating \$175K within the 2020 capital program to complete the work.

Motion CARRIED

Councillor Chesney voted in the negative

6.2.h ENHANCED CROSSWALKS, SPEED AND TRAFFIC ANALYSIS (VARIOUS LOCATIONS)

Discussion ensued with respect to the following:

- Speed limits should be reduced on Johnston Road
- Speed limit signage should be posted along Marine Drive
- There are various types of crosswalks varying in price
- A three-way stop sign should be considered for Marine Drive and Stayte Road
- Crosswalks should be considered near White Rock Elementary School, as well as Marine Drive and Parker Street

Motion #2020-463It was MOVED and SECONDED

THAT Council directs the speed limit from Five (5) corners to North Bluff Road be reduced to 30 km/hr.

Note: It was clarified the Transportation Master Plan is not complete as there is a public consultation piece that is still required

Motion CARRIED

Councillors Kristjanson and Trevelyan voted in the negative

Motion #2020-464It was MOVED and SECONDED

THAT Council:

1. Direct staff to install an LED in-road, flashing pedestrian crosswalk system on Johnston Road, south of North Bluff Road in 2021; and
2. Direct staff to submit a funding request for \$70,000 in the 2021 Financial Plan for a curb extension at Marine Drive and Parker, and pavement markings along Marine Drive east of Maple Street and that City of Surrey be requested to do the same.

Motion DEFEATED

Councillors Chesney, Kristjanson, Trevelyan and Mayor Walker voted in the negative

Motion #2020-465It was MOVED and SECONDED

THAT Council endorses the installation of one (1) rapid rectangular beacon at Johnston Road and Prospect Avenue (by White Rock Elementary School).

Motion CARRIED

Motion #2020-466It was MOVED and SECONDED

THAT Council endorsees the installation of a pedestrian controlled crosswalk at Parker Street and Marine Drive.

Motion CARRIED

Motion #2020-467It was MOVED and SECONDED

THAT Council directs staff to work with the City of Surrey for the installation of a three-way stop sign at Marine Drive and Stayte Road.

Motion CARRIED

Motion #2020-468It was MOVED and SECONDED

THAT Council endorses the installation of 30km/hour speed signage in designated areas near on Marine Drive, including Stevens Street, Habgood and Keil Street.

Motion CARRIED

7. MINUTES AND RECOMMENDATIONS OF COMMITTEES

7.1 STANDING AND SELECT COMMITTEE MINUTES

Motion #2020 -It was MOVED and SECONDED

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

- a. Governance and Legislation Committee (Strategic Priorities Session) - September 3 & 4;
- b. COVID-19 Recovery Task Force - September 8, 2020;
- c. Governance and Legislation Committee - September 9, 2020; and,
- d. Land Use and Planning Committee - September 14, 2020.

Motion CARRIED

7.2 STANDING AND SELECT COMMITTEE RECOMMENDATIONS

7.2.a RECOMMENDATIONS FROM THE SEPTEMBER 8, 2020 COVID-19 RECOVERY TASK FORCE MEETING

7.2.a.a RECOMMENDATION #1: 2020 FESTIVAL OF LIGHTS (FOR INFORMATION ONLY)

7.2.a.b RECOMMENDATION #2: ASSISTING LOCAL BUSINESSES DURING THE PANDEMIC

Council directed staff to revise the electronic signage to exclude the electric vehicle charging station spots in the availability count.

Motion #2020-469It was MOVED and SECONDED

THAT Council Directs staff to review the creation of a banner to help encourage to support local businesses . **Motion CARRIED**

7.2.a.c RECOMMENDATION #3: ASSISTING LOCAL BUSINESSES DURING THE PANDEMIC

Motion #2020-470It was MOVED and SECONDED

THAT the COVID-19 Recovery Task Force recommends that the City look into producing some type of positive messaging for the Peace Arch News thanking the citizens of White Rock for their support of local businesses and encouraging them to continue their support throughout the year.

Motion CARRIED

7.2.a.d RECOMMENDATION #4: OUTDOOR RECREATION SPACE FOR THE PUBLIC

7.2.b DRAFT ZONING AMENDMENT BYLAWS & OFF-STREET RESERVE FUND BYLAWS FOR PROPOSED CR-3A ZONE (BYLAWS 2343, 2344, 2345, & 2346) ON TABLE

Motion #2020-471It was MOVED and SECONDED

THAT Council reject consideration of the proposed bylaws regarding CR-3A Zone (Bylaws 2343, 2344, 2345, and 2346).

Motion CARRIED

Motion #2020-472It was MOVED and SECONDED

THAT Council, after rejecting the proposed CR-3A Zone, accelerate the Official Community Plan review by the end of 2020 and bring forward the waterfront elements of the OCP review, and other topics as noted by the Land Use and Planning Committee.

Motion CARRIED

8. BYLAWS AND PERMITS

8.1 BYLAWS

8.1.a BYLAW 2357 - CITY OF WHITE ROCK PLANNING PROCEDURES BYLAW, 2017, NO. 2234, AMENDMENT (INITIAL INFORMATION REPORTS FOR ZONING AMENDMENTS) BYLAW, 2020, NO. 2357

Motion #2020-473It was MOVED and SECONDED

THAT Council give final reading to "*City Of White Rock Planning Procedures Bylaw, 2017, No. 2234, Amendment (Initial Information Reports For Zoning Amendments) Bylaw, 2020, No. 2357*".

Motion CARRIED

8.1.b BYLAW 2358 - WHITE ROCK ZONING BYLAW 2012, NO. 2000, AMENDMENT (RS-4 – 15561/15569 OXENHAM AVENUE) BYLAW, 2020, NO. 2358

Motion #2020-474It was MOVED and SECONDED

THAT Council give first and second reading to *"White Rock Zoning Bylaw 2012, No. 2000, Amendment (RS-4 – 15561/15569 Oxenham Avenue) Bylaw, 2020, No. 2358"*.

Motion CARRIED

Councillors Johanson and Kristjanson voted in the negative

Motion #2020-475It was MOVED and SECONDED

THAT Council direct staff to schedule a Public Hearing regarding White Rock Zoning Bylaw 2012, No. 2000, Amendment (RS-4 – 15561/15569 Oxenham Avenue) Bylaw, 2020, No. 2358.

Councillors Johanson and Kristjanson voted in the negative

Motion #2020-476It was MOVED and SECONDED

That Council direct staff to resolve the following issues prior to final adoption:

1. Ensure that all engineering requirements and issues including servicing agreement completion are addressed to the satisfaction of the Director of Engineering and Municipal Operations; and
2. Demolish the existing buildings and structures to the satisfaction of the Director of Planning and Development Services.

Motion CARRIED

8.1.c THREE (3) BYLAWS REGARDING PERMISSIVE TAX EXEMPTIONS

8.1.c.a BYLAW 2356 - 2021-2024 PERMISSIVE TAX EXEMPTION WHITE ROCK BUSINESS IMPROVEMENT ASSOCIATION BYLAW 2021, NO. 2356

Motion #2020-477It was MOVED and SECONDED THAT Council give first, second, and third reading to *"2021-2024 Permissive Tax Exemption White Rock Business Improvement Association Bylaw 2021, No. 2356"*.

Motion CARRIED

8.1.c.b BYLAW 2354 - 2021 – 2030 PLACES OF WORSHIP PERMISSIVE TAX EXEMPTIONS BYLAW, 2020, NO. 2354

Motion #2020-478It was MOVED and SECONDED THAT Council give first, second, and third reading to *"2021 – 2030 Places Of Worship Permissive Tax Exemptions Bylaw, 2020, No. 2354"*.

Motion CARRIED

8.1.c.c BYLAW 2355 - 2021 ANNUAL PERMISSIVE TAX EXEMPTIONS BYLAW, 2020, NO. 2355

Motion #2020-479It was MOVED and SECONDED THAT Council give first, second, and third reading to *"2021 Annual Permissive Tax Exemptions Bylaw, 2020, No. 2355"*.

Motion CARRIED

8.2 PERMITS

9. CORRESPONDENCE

9.1 CORRESPONDENCE - RECEIVED FOR INFORMATION

Motion #2020-480 It was MOVED and SECONDED

THAT Council receive the following correspondence for information:

- a. Response to correspondence from Minister McKenna, Minister of Infrastructure and Communities, regarding Motion in Support of Emergency Funding for Municipalities and Transit; and
- b. Letter dated September 11, 2020 from S. Dhaliwal, Metro Vancouver Board Chairperson, regarding Climate and Energy UBCM Resolutions Endorsed by Metro Vancouver Member Jurisdiction.

Motion CARRIED

9.2 CORRESPONDENCE - FOR ACTION

9.2.a Letter dated September 10, 2020 from the Ambulance Paramedics of BC (CUPE 873)

Council requested the letters be sent following the conclusion of the 2020 provincial election.

Motion #2020-481 It was MOVED and SECONDED

THAT Council endorse, following the BC Provincial election, correspondence be written to both the Health Minister and Health Critic to advocate for enhanced paramedic services and healthcare in the community.

Motion CARRIED

9.2.b Letter dated September 15, 2020 from Mayor Cote, City of New Westminster, requesting support for motion regarding Universal Access to No-Cost Prescription Contraception

Council requested the letters be sent following the conclusion of the Provincial Election.

Motion #2020-482 It was MOVED and SECONDED

THAT following the Provincial election, Council forward a letter in support of the City of New Westminister's motion regarding Universal Access to No- Cost Prescription Contraceptives to the Provincial Government.

Motion CARRIED

10. MAYOR AND COUNCILLOR REPORTS

10.1 MAYOR'S REPORT

Mayor Walker noted the following community events / information:

- Sept 15, Facebook Live Session with Councillor Manning
- Sept 15, Canadian Walk for Veterans: Video of Mayor's Message
- Sept 16, International Mobility & Trade Corridor Program Meeting to discuss rail services (virtual)
- Sept 16, Land Use and Planning Meeting
- Sept 17, Joint Finance and Governance Committee (virtual)
- Sept 17, Metro Vancouver Liquid Waste Committee (virtual)
- Sept 18, BC Thanksgiving Food Drive Photo Op with Source's White Rock/South Surrey Food Bank, White Rock/South Surrey Food Drive and the BC Thanksgiving Food Drive
- Sept 18, Drive About with Staff Sergeant Kale Pauls, White Rock RCMP
- Sept 21-24, portions of the UBCM Convention (virtual)
- Sept 22, Oceana PARC's 1st Anniversary Celebration and Ribbon Cutting Event
- Sept 23, Presentation of cheque to the Peace Arch Elementary School for the Playground Project with the Rotary Club of White Rock
- Sept 27, Third Annual Canadian Walk for Veterans (virtual)

10.2 COUNCILLORS REPORTS

Councillor Manning noted the following community events / information:

- Sept 15, Chamber Chat
- Sept 15, Facebook Live with Mayor Walker
- Sept 15, White Rock/South Surrey Chamber Monthly Board Meeting
- Sept 16, Land Use and Planning Meeting
- Sept 17, Sources Annual General Meeting

- Sept 22, COVID-19 Recovery Task Force Meeting with Councillor Trevelyan
- Sept 22,, Intergovernmental Council to Council Meeting with the Semiahmoo First Nations
- Sept 23, Governance and Legislation Committee Meeting
- Sept 24, White Rock Museum and Archives Monthly Board Meeting
- Sept 27, Third Annual Canadian Walk for Veterans

Councillor Trevelyan noted the following community events / information:

- Sept 27, Third Annual Canadian Walk for Veterans

Councillor Chesney noted the following community events / information:

- Sept 21, Peach Arch Hospice Society Annual General Meeting
- Sept 22, Lunch Program at the Rotary Club
- Sept 23, Board of Director Meeting at the Sunnyside Villas

Councillor Kristjanson noted the following community events / information:

- Sept 26, Third Annual Canadian Walk for Veterans

Councillor Johanson noted the following community events / information:

- Sept 22-24, UBCM Convention
- Sept 25, Drive About with Staff Sergeant Kale Pauls, White Rock RCMP

11. MOTIONS AND NOTICES OF MOTION

11.1 MOTIONS

11.2 NOTICES OF MOTION

12. **RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS**

12.1 **TOPICS OF COUNCIL CLOSED MEETINGS FROM FEBRUARY 1 TO
JULY 31, 2020**

13. **OTHER BUSINESS**

14. **CONCLUSION OF THE SEPTEMBER 28, 2020 REGULAR COUNCIL
MEETING**

at 9:29 p.m.

Mayor Walker

Tracey Arthur, Director of
Corporate Administration

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: October 5, 2020
TO: Mayor and Council
FROM: Colleen Ponzini, Director, Financial Services
SUBJECT: Parking Services Update

RECOMMENDATIONS

THAT Council direct staff to:

1. Implement Permit Parking Only restrictions on the 1400 Block of Merklin Street; and
 2. Proceed with a city-wide parking review with the assistance of a consultant to be funded by the General Fund operating contingency budget.
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EXECUTIVE SUMMARY

On September 14, 2020, Council was presented with a Petition from a group of people who were requesting that the parking regulations on the 1400 Block of Merklin Street be changed to Permit Parking Only. At that time, Council directed staff to bring forward a report that addressed the issues in the Petition.

Staff have confirmed that the 1400 block of Merklin Street can safely be changed to resident only parking which would involve the installation of signage on that block as well as communication to the residents on that block on how they can purchase permits they will need to display on their vehicles when parked there.

While it is important to be able to address emerging community concerns regarding parking such as being done in this report, it is also important to ensure that the overall parking division be managed as efficiently and effectively as possible and in a way that appropriately addresses the community's needs and Council's overall objectives.

As per the reasons discussed in the body of this report, staff recommend that a city-wide parking review be completed that would provide understanding and suggestions on the City's overall parking strategy and management. The review is estimated to cost between \$50K and \$60K and is proposed to be funded through the General Fund operating contingency budget.

PREVIOUS COUNCIL DIRECTION

On September 14, 2020, Council approved the following resolution:

- That Council direct staff to bring forward a corporate report that addresses the concerns outlined in the petition regarding parking along the 1400 Block of Merklin Street.

INTRODUCTION/BACKGROUND

1400 Block Merklin Street

On September 14, 2020, Council was presented with a petition from a group of people who were requesting that the parking regulations on the 1400 Block of Merklin Street be changed to Permit Parking Only. At that time Council directed staff to bring forward a report that addressed the issues in the petition.

Staff have confirmed that the 1400 block of Merklin Street can safely be changed to resident only parking which would involve the installation of signage on that block as well as communication to the residents on that block on how they can purchase permits they will need to display on their vehicles when parked there.

City-Wide Parking Review

The City's parking portfolio has grown over the years with new pay parking areas at the Centennial Arena, the Peace Arch Hospital, and the White Rock Waterfront Parkade. There are more parking regulated areas and there is an increase in the complexity in the use of decals and permits throughout the City. In addition, Development has increased the demands for parking, has put strains on the availability of City land that can be used for parking, and has impacted parking in neighbouring areas. As a result, it has become increasingly challenging to manage the parking portfolio with the current resources and technology.

In addition to issues specific within the parking division, the City is also moving forward with a review of its Official Community Plan (OCP) and Integrated Transportation and Infrastructure Plan (ITIMP). These two reviews could potentially have a significant impact on parking regulations in the City.

It is proposed that a consultant be retained to perform a city-wide parking review to provide insight and suggestions for Council's consideration that would optimize the City's parking strategy within the overall goals and objectives of the City. This would involve a review of the following types of topics:

- Use of decals and permits.
- Parking technology such as licence plate readers.
- Managerial oversight and procedures of the parking division.
- Parking enforcement.
- Parking regulations and bylaws.
- Parking demand management.
- Electric vehicle charging stations.
- Integration with accessible transportation requirements.
- Integration with the City's OCP.
- Bylaw adjudication.
- Parking rates.
- Parking fines and penalties.

FINANCIAL IMPLICATIONS

A city-wide parking review through a consultant is estimated to cost between \$50K and \$60K and is proposed to be funded through the City's General Fund Operating Contingency budget.

LEGAL IMPLICATIONS

Not Applicable.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

A city-wide parking review would include a community engagement component to solicit input and feedback.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

A city-wide parking review would require input from all departments.

CLIMATE CHANGE IMPLICATIONS

A city-wide parking review can have implications on climate change through the provision and regulation of parking spaces for fossil fuel and electric vehicles.

ALIGNMENT WITH STRATEGIC PRIORITIES

Not Applicable.

OPTIONS / RISKS / ALTERNATIVES

The following options are available for Council's consideration:

1. Implement Permit Parking Only restrictions on the 1400 Block of Merklin Street.
Staff have confirmed that it is safe to implement Permit Parking Only restrictions on the 1400 Block of Merklin Street however, this will increase pressure on parking enforcement and the concerns identified in the petition are likely to move to the streets close by.
2. Complete a City-Wide Parking Review
It is proposed that a consultant be retained to perform a city-wide parking review to provide insight and suggestions for Council's consideration that would optimize the City's parking strategy within the overall goals and objectives of the City. While such a review can help to optimize a strategy, parking will likely continue to be a contentious issue for the City.

Staff recommend Options 1 and 2.

CONCLUSION

The petition presented to Council on September 14, 2020, was a request for Permit Parking Only on the 1400 Block of Merklin Street. While staff have confirmed that it is possible to safely introduce Permit Parking Only on this block, there will be some time needed to install the proper signage and to communicate to all of the residents on that block how to purchase the necessary parking permits.

In addition to the change for parking regulations on Merklin Street, staff recommend that a city-wide parking review be completed to assess current practices and regulations of the city's parking portfolio which is a major City service that has grown in complexity and importance.

The review is expected to provide suggestions for optimal delivery of this service to the community.

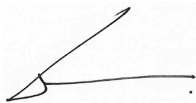
Respectfully submitted,



Colleen Ponzini
Director of Financial Services

Comments from the Chief Administrative Officer

I concur with the recommendations and strongly recommend Council take the necessary steps to direct staff to review parking city wide in consideration of the community's best interests as a whole. In addressing parking issues ad-hoc, as the current report suggests, is not best practice and will likely relocate the problem to other areas of the city as well as create enforcing inefficiencies.



Guillermo Ferrero
Chief Administrative Officer

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: **October 5, 2020**

TO: **Mayor and Council**

FROM: **Jim Gordon, Director, Engineering & Municipal Operations Department**

SUBJECT: **Residential Solid Waste Collection – Purchase of Three Solid Waste Collection Vehicles**

RECOMMENDATIONS

THAT Council:

1. Direct staff to prepare a 2020 Financial Plan Amendment that would include a \$985K adjustment for the purchase of the three solid waste vehicles discussed in this report; and
2. Approve the purchase of the three solid waste collection vehicles in the amount of \$1.131M (excluding GST) upon adoption of the 2020 Financial Plan Amendment Bylaw.

EXECUTIVE SUMMARY

The City has three solid waste collection vehicles used for residential collection that require replacement. One vehicle collects residential garbage and the other two vehicles collect residential green waste.

A Request for Proposal (RFP) was issued for the three solid waste vehicles and one submission was received for a total of \$1.131M. If Council chooses to support the purchase of these vehicles, it will be necessary to amend the City’s 2020 – 2024 Financial Plan prior to awarding the contract, as the total costs are more than was budgeted and some funds have already been reallocated to the purchase of two recycling vehicles in July 2020.

PREVIOUS COUNCIL DIRECTION

Resolution # and Date	Resolution Details
July 27, 2020 2020-394	That Council approves the purchase of two recycling vehicles from the 2020 Financial Plan in the amount of \$820K (excluding GST) from Rollins Machinery Ltd; And Approves an increase of \$304K for the purchase of the two recommended vehicles that would be reallocated from funding that was to have been for the purchase of the three residential collection vehicles.

INTRODUCTION/BACKGROUND

An update on the Solid Waste Review (SWR) currently underway was discussed at the July 27, 2020 Council meeting where Council approved the procurement of two recycling vehicles. It was noted at that time that a further three solid waste vehicles need to be purchased and that staff would report back to Council on the results of a Request for Proposals (RFP).

The SWR found that while the current collection of residential garbage, green waste and recycling by City forces is efficient and service forward, the transfer of garbage and green waste materials at the Keil Street Operations Yard is costly and problematic, as it attracts birds and pest issues that generate complaints from neighboring residents.

The proposed replacement vehicles will be equipped with onboard compaction to facilitate direct transfer to external disposal facilities and will eliminate the need for residential garbage and green waste transfer at the Keil Street Operations Yard.

Replacement of the three solid waste vehicles was included in the 2020 – 2024 Financial Plan as one of the three vehicles was removed and scrapped due to safety concerns and the other two are 9 and 13 years old in need of replacement and having extended their useful life cycle. However, the estimated amount of funding required for all of the solid waste vehicles has proven to be insufficient.

FINANCIAL IMPLICATIONS

An RFP for three solid waste collection vehicles was posted on BC Bid and on the City’s website on August 6, 2020. One submission was received in response to the RFP.

A summary of the submission received and the bid price which includes PST and the tire levy and excludes GST) is as follows:

Proponent	Vehicle Type	Total Cost for 3 Vehicles
Rollins Machinery Limited	2021 Mack Labrie Expert	\$1,131,801

Staff evaluated the proposal for accuracy, completeness, availability, delivery schedule, suitability, service, warranty, parts availability, unit price evaluation and deemed the submission proposed by Rollins Machinery Limited acceptable.

Staff recommend purchasing three 2021 Mack LR Labrie Expert compacting trucks from Rollins Machinery Limited to replace the three current solid waste collection vehicles, which have reached the end of their useful life cycle. These three trucks are similar to the two recycling trucks approved by Council in July 2020, which will standardize maintenance activities. If approved, the vehicles should be delivered within 320-380 days.

The option of further extending the life cycle of these vehicles is not viable given that one of the vehicles has already been taken off the road and scrapped due to safety concerns, and the contract vehicle currently hired to replace the scrapped vehicle is increasing operational costs considerably. The remaining two solid waste collection vehicles in use are close to 9 and 13 years old and are becoming increasingly difficult to keep operational and safe.

Staff investigated lease options and found that the proponent does not offer this option. Leasing financing arrangements were previously available through the Municipal Finance Authority; however, this program is discontinued.

Capital Budget

The current 2020 – 2024 Financial Plan includes \$450K for the replacement of all three collection vehicles, however, \$304K of this was reallocated in July 2020 to purchase two new recycling vehicles.

Amount	Description
\$450,000	Original budget in the 2020 – 2024 Financial Plan
<u>(\$304,000)</u>	Less budget reallocated to purchase 2 recycling vehicles
\$146,000	Remaining budget available
<u>\$1,131,000</u>	Budget required to purchase 3 solid waste vehicles
<u>(\$985,000)</u>	Budget shortfall

It is proposed that the budget shortfall of \$985K in the 2020 capital program be funded by a combination of the use of reserves and reallocation of capital projects as per the following table. The two capital projects listed were intended for maintenance at the Keil Street Operations Yard and not necessary if Council supports the purchase of the three vehicles.

Amount	Description
\$472,000	Equipment Replacement Reserve
\$421,000	Solid Waste Operating Reserve
\$70,000	Garbage Compactor Project
<u>\$22,000</u>	Green Waste Disposal Bins
<u>\$985,000</u>	Total

If Council approves the recommendations in this report, a Financial Plan Amendment will be presented at the October 19, 2020 Council meeting with the above changes for consideration.

Operating Budget

The costs for the new vehicles are considerably more than budgeted due to general increases in heavy equipment costs and the fact that these three vehicles will be considerably larger than the previous vehicles and will have onboard compaction. While the change in technology will have economic, social and environmental benefits by eliminating disposal contract costs as well as noise and pest issues associated with the transfer facility at the Keil Street Operations Yard, it will be necessary to increase the annual contribution to the vehicle replacement reserve to address future replacement requirements. Preliminary estimates of the net increase are in the range of \$35K per year and will be considered during the 2021 Budget Process.

LEGAL IMPLICATIONS

Not applicable.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

The City of White Rock hosted an open house on February 19, 2020. Over 70 residents attended the open house and the City received 199 responses to the online survey. Of the survey responses, 72% of the respondents were satisfied or very satisfied with their current collection services.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

The Director of Finance has provided input in this report.

CLIMATE CHANGE IMPLICATIONS

Purchasing new vehicles will reduce greenhouse gas emissions due to better emission control technology required in new vehicles. Eliminating the transfer facility will result in increasing trucking efficiency.

ALIGNMENT WITH STRATEGIC PRIORITIES

The review of solid waste operations is a 2018-2022 Council Strategic Priority.

OPTIONS / RISKS / ALTERNATIVES

The following options to the staff recommendation to purchase the three vehicles are available for Council's consideration:

1. Continue with Existing Solid Waste Collection Vehicles

The cost to maintain the solid waste vehicles increases as the vehicles get older. Any down time with the current vehicles negatively affects service levels. This option will need to take into consideration higher maintenance costs and more frequent breakdowns of the existing vehicles. The contract vehicle currently hired to replace the vehicle taken off the road is increasing operational costs considerably.

2. Contract Out Residential Solid Waste Collection

The City of White Rock hosted an open house on February 19, 2020. Over 70 residents attended the open house and the City received 199 responses to the online survey. Of the survey responses, 72% of the respondents were satisfied or very satisfied with their current collection services.

3. Lease Solid Waste Collection Vehicles

The option to lease the three solid waste vehicles was solicited in the RFP. The proponent came back with no lease options.

CONCLUSION

The residential solid waste and green waste collection program is an integral component of the services provided by the City and these collection vehicles are used daily for curbside collection. It is recommended that Council direct staff to proceed with option one, as noted above, to purchase three new solid waste replacement vehicles and award the contract to Rollins Machinery Ltd.

Respectfully submitted,



Jim Gordon
Director, Engineering and Municipal Operations Department

Comments from the Chief Administrative Officer

I concur with the recommendation of this corporate report.



Guillermo Ferrero
Chief Administrative Officer

- PRESENT:** Councillor Trevelyan, Chairperson
Mayor Walker
Councillor Chesney
Councillor Johanson
Councillor Manning
- ABSENT:** Councillor Fathers
Councillor Kristjanson
- STAFF:** G. Ferrero, Chief Administrative Officer
C. Isaak, Director of Planning and Development Services
S. Lam, Deputy Corporate Officer

1. **CALL MEETING TO ORDER**
The meeting was called to order at 6:00 p.m.

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

2020-LU/P-024 **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 Land Use and Planning Committee (including all members of Council) authorizes the September 16, 2020 meeting to be video streamed and available on the City's website, and without the public present in the Council Chambers.

CARRIED

2. ADOPTION OF AGENDA

2020-LU/P-025

It was MOVED and SECONDED

THAT the Land Use and Planning Committee adopt the agenda for September 16, 2020 as circulated.

CARRIED

3. OFFICIAL COMMUNITY PLAN REVIEW – SUMMARY OF TOWN CENTRE URBAN DESIGN & PUBLIC REALM REVIEW PHASE 2 PUBLIC ENGAGEMENT AND RECOMMENDATIONS

Corporate report dated September 16, 2020 from the Director of Planning and Development Services titled “Official Community Plan Review – Summary of Town Centre Urban Design & Public Realm Review Phase 2 Public Engagement and Recommendations”.

Staff clarified that the purpose of the meeting is to review each of the 12 recommendations and determine how they would be brought forward if endorsed by Council. The recommendations were originally presented at the July 27, 2020 meeting, and this evening is also an opportunity for the Committee to provide further adjustments if desired.

Staff led the Committee through a PowerPoint presentation that summarized each recommendation.

Councillor Trevelyan exited the meeting at 6:13 p.m. and Councillor Manning presided over the meeting.

Councillor Trevelyan returned at 6:19 p.m. and resumed as Chairperson.

Noted under each recommendation are the noted Committee comments:

Recommendation 1 / Grow the Tree Canopy & Species Mix:

- The OCP considers trees suitable to be planted on streets, considering factors such as tree roots and the environment.

Recommendation 2 / Manage Rainwater Sustainably:

- Staff clarified that a development permit application without variances must be evaluated within the City’s Development Permit Guidelines (which are contained within the OCP)
- If a developer is limited on where they provide parking, they may need to dig deeper (build lower) which can add significant costs to a project. This could be viewed as an unintended deterrent for having a project in the City

Recommendation 3 / Improve Soil Connectivity:

- Staff clarified that the street trees smaller in sized are proposed for planting in order to allow for growth and longevity of the tree

Recommendation 4 / Prioritize Green Buildings:

- Staff clarified that there could be incentives for builders to provide LEED standard in exchange for density bonusing if that was Council's desire
- There is no way to prioritize projects that come through the City's application process (as outlined in the City's Procedure Bylaw)
- Stipulations can be incorporated into the criteria, such as "if a builder would like Floor Area Ratio beyond what is permitted, they must reach energy step code level etc."

Recommendation 5 / Create Social and Affordable Housing:

- Suggested that for-profit organizations be considered in terms of affordable housing opportunities
- There should be clarity in the definition of "Affordable"
- Within the density bonus policy, City's could suggest that density could be exchanged for a public amenity

Recommendation 6 / Increase the Mix of Uses:

- The Committee asked for a list of prioritized options and staff advised that the Governance and Legislation Committee will be looking at the Community Amenity Contribution workshop results

Recommendation 7 Identify Transit Exchange Options:

- Noting that busses currently park/take breaks at Central Plaza, this area will be relocated to the Miramar

Recommendation 8 Refine the Density Bonus Policy:

- Recognized that most comments expressed support for height/density in the north end over the south end

Recommendation 9 /Building Heights (per accompanying map):

- Concerns were expressed regarding building heights along North Bluff and spoke to the City of Surrey's adopted phase 1 of the South Surrey Plan
- Suggested that the markings/legend of the appendices be revised to clearly reflect the messaging
- Would like to discuss the South Surrey/White Rock transition plan

2020-LU/P-026

It was MOVED and SECONDED

THAT the LUPC recommends that Council requests the following order of priority in terms of discussion topics in the Official Community Plan review process:

1. The Town centre;
2. Marine Drive; and,
3. South Surrey/White Rock Transition.

CARRIED

Recommendation 10 / Promotion of Plazas, Patios and Green Space:

- It was noted that this recommendation pertains to the Town Centre

Recommendation 11 / Build the Open Space Network:

- Speaking to the developed Miramar project, it was noted that the final product appeared to be different than what was originally proposed (eg: public art piece). As such, questioned how and when amendments can be made to agreed upon community amenities. Staff noted that
- It was recognized that Community Amenity Contributions can be agreed upon through facilities and amenities, not just dollar amounts and that this concept be rearticulated for a better general understanding
- When CACs are agreed upon, there should be systems in place that allow the City to use them when it's needed

Recommendation 12 / Identify Town Centre Priorities:

- In terms of Town Centre priorities, it was noted that a Governance and Legislation CAC workshop has been called for September 23, 2020

The Committee, as a whole, recognized that the explanations and proposed recommendations were presented well; however, members of the Committee noted that they cannot support the recommendations as they are opposed to the heights of the Town Centre.

2020-LU/P-027

It was MOVED and SECONDED

THAT Land Use and Planning Committee recommend that Council consider the Town Centre Phase 2 Engagement Summary and Recommendations Report prepared by DIALOG Design, attached to this corporate report as Appendix A, and direct staff to proceed with preparing the proposed implementing mechanisms as described in staff's evaluation of the DIALOG recommendations in Appendix B.

CARRIED

Councillor Johanson voted in the negative

4. **CONSIDERATION OF POLICY FOR PURCHASE OF MUNICIPAL PROPERTY**
Corporate report dated September 16, 2020 from the Director of Planning and Development Services titled "Consideration of Policy for Purchase of Municipal Property".

2020-LU/P-028 **It was MOVED and SECONDED**
THAT Council direct staff to prepare a Council Policy regarding the Sale of Municipal Property.

CARRIED

5. **CONCLUSION OF THE SEPTEMBER 16, 2020 LAND USE AND PLANNING COMMITTEE MEETING**
The Chairperson declared the meeting concluded at 8:14 p.m.



Mayor Walker

S. Lam, Deputy Corporate Officer



Governance and Legislation Committee

Minutes

September 23, 2020, 6:00 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: Mayor Walker
Councillor Fathers

STAFF: Guillermo Ferrero, Chief Administrative Officer
Tracey Arthur, Director of Corporate Administration
Carl Isaak, Director of Planning and Development Services

1. **CALL TO ORDER**

The meeting was called to order at 6:00 p.m.

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

2020-G/L-066

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 September 23, 2020 meeting to be recorded and available on the City's website, and without the public present at the meeting.

CARRIED

2. ADOPTION OF AGENDA

2020-G/L-067

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopt the agenda for September 23, 2020 as circulated.

CARRIED

3. COMMUNITY AMENITY CONTRIBUTION (CAC) WORKSHOP

The Chairperson asked each member of the Committee to state their top three (3) options in regard to utilization of CAC funds:

Councilor Chesney:

Affordable Housing / Centre Street Walkway / Waterfront Park

Councillor Trevelyan:

Access to the Beach / Park on the Waterfront / Affordable Housing / Centre Street Walkway

Councillor Johanson:

Waterfront Park / Affordable Housing / Centre Street Walkway

Councillor Kristjanson:

Helping Business Recover from COVID / Reduce Greenhouse Gases / Funicular (downsized from what was reviewed previously - Five (5) Corners to Marine Drive / Affordable Housing / Theatre District Uptown / Wharf with Swim Lanes (embellish the pier) / Mooring Buoys / Pickleball Park

Councillor Manning:

Affordable Housing / Centre Street Walkway / Waterfront park (east beach) /

Maccaud Park Upgraded / Pier (Reconstruct the Remainder of the Pier)

The following discussion points were noted:

- It was inquired regarding the possibility of giving up some parking to put in pickleball courts.
- It was inquired regarding having “all season” volleyball nets on east beach

2020-G/L-068

It was MOVED and SECONDED

THAT the Governance and Legislation Committee requests staff to bring forward a corporate report outlining the costs and impact of taking a portion of east beach parking and/or a portion of west beach parking and installing a number of “year-round” use pickleball courts.

The report would contain cost/implication for A) East Beach B) West Beach

CARRIED

2020-G/L-069

It was MOVED and SECONDED

THAT the Governance and Legislation Committee requests staff to bring forward a corporate report outlining the costs and impact for East and West Beach Areas for a possible playground or more green space.

CARRIED

Councillor Kristjanson voted in the negative

Note: It was suggested that staff contact Evan Bird for discussion on this as this is a project that he has been working on / fundraising toward for quite some time.

2020-G/L-070

It was MOVED and SECONDED

THAT the Governance and Legislation Committee requests staff to bring forward a corporate report outlining the costs and impact for four (4) all weather volleyball courts / nets on for East Beach, included would be possible locations for the highest use.

CARRIED

Councillors Johanson and Trevelyan voted in the negative

Affordable Housing:

- would like to see a percentage of the CAC's be placed in a reserve for an affordable housing project

2020-G/L-071

It was MOVED and SECONDED

THAT the Governance and Legislation Committee requests staff to bring forward a corporate report regarding the City owned land at Hogg Park (including the area behind the recently demolished house) review feasibility of a land assembly for an affordable housing proposal.

CARRIED

2020-G/L-072

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council create bylaw for a fund to be utilized for a future affordable housing project(s).

CARRIED

2020-G/L-073

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommend Council allocate \$4M of the Community Amenity Contribution fund for a future affordable housing project(s).

CARRIED

2020-G/L-074

It was MOVED and SECONDED

THAT The Governance and Legislation Committee requests staff bring forward the original corporate report regarding the Centre Street Walkway for review and discussion.

CARRIED

2020-G/L-075

It was MOVED and SECONDED

THAT The Governance and Legislation Committee requests staff bring forward a corporate report that prioritizes road ends that require attention where the Community Amenity Contribution fund can be used for upgrade of those road ends.

CARRIED

2020-G/L-076

It was MOVED and SECONDED

THAT The Governance and Legislation Committee requests staff review the legal use of Community Amenity Contributions to pay for beach access (where it could be permitted).

CARRIED

2020-G/L-077

It was MOVED and SECONDED

THAT The Governance and Legislation Committee requests staff ensure to keep Council informed in regard to beach access plans and costs.

CARRIED

Note: It was stated that Council should be aware of what the beach accesses are. Would like to see a visual graphic of possible network of road ends across the hillside to be used for healthy walking with a view.

2020-G/L-078

It was MOVED and SECONDED

THAT the Governance and Legislation committee requests staff to bring forward a corporate report regarding a funicular utilizing the 2015 information presented to the then Council where the design information was from North Bluff; and the information be provided on a smaller scope with a proposed start would be from Five (5) Corners to Marine Drive (approx. 400 meters), not North Bluff Road.

DEFEATED

Councillors Johanson, Manning and Trevelyan voted in the negative

2020-G/L-079

It was MOVED and SECONDED

THAT the Governance and Legislation committee requests staff to bring forward a corporate report that outlines the feasibility of merging with Coast Capital Playhouse with the site next door (Johnston Road and Russell Avenue (re-build for a larger theatre).

CARRIED

Councillors Chesney and Trevelyan voted in the negative

Note: This could include a possible tie in with affordable housing

2020-G/L-080

It was MOVED and SECONDED

THAT the Governance and Legislation Committee request staff to bring back the Maccaud Park Plan as presented to Council previously without emphasis on pickleball courts for discussion.

CARRIED

Councillor Trevelyan voted in the negative

Note: It was stated that Maccaud Park requires attention, however the nearby residents would like to keep it as green space.

2020-G/L-081

It was MOVED and SECONDED

That the Governance and Legislation Committee requests staff to bring forward a corporate report that would outline options for areas where there are gaps in the network, of the upgraded portion of Johnston Road, for additional bus shelters.

CARRIED

2020-G/L-082

It was MOVED and SECONDED

THAT the Governance and Legislation Committee requests staff to bring forward a corporate report with information in regard to an enclosed swimming area / wharf similar to what was there in the 1950's/1960's for the swim club.

CARRIED

2020-G/L-083

It was MOVED and SECONDED

THAT the Governance and Legislation Committee requests staff to bring forward a corporate report outlining information in regard to installation of mooring buoys (6) near the breakwater; included would be information if Community Amenity Contribution funding can be utilized for this.

CARRIED

Councillors Johanson and Manning voted in the negative

2020-G/L-084

It was MOVED and SECONDED

THAT the Governance and Legislation Committee requests that the Committee be scheduled to meet again in order to review the requested corporate reports from this meeting as well as continue further discussion regarding the possibility of investing Community Amenity Contribution funds.

CARRIED

4. CONCLUSION OF THE SEPTEMBER 23, 2020 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

The Chairperson declared the Governance and Legislation Committee meeting as concluded at 8:38 p.m.

Mayor Walker

Tracey Arthur, Director of
Corporate Administration

- PRESENT:** S. Crozier, Community Member
T.J. Dhillon, Community Member
B. Hagerman, Community Member
E. Klassen, Community Member
K. Bjerke-Lisle, Representative from White Rock Museum and Archives
A. Nixon, Representative from White Rock Business Improvement Association
R. Khanna, Representative from South Surrey/White Rock Chamber of Commerce
A. Spyker, Representative from Fraser Health Authority
D. Young, Representative from Sources Community Resource Society (left the meeting at 4:58 p.m.)
- COUNCIL:** Councillor C. Trevelyan (Chairperson)
Councillor A. Manning (Vice-Chairperson)
- ABSENT:** D. Northam, Community Member
A. Chew, Representative from White Rock Tourism/ Explore White Rock
- GUESTS:** MP Kerry-Lynne Findlay, Member of the Canadian Parliament for South Surrey-White Rock (left the meeting at 4:47 p.m.)
Mayor D. Walker
- STAFF:** G. Ferrero, Chief Administrative Officer
C. Isaak, Director of Planning and Development Services
C. Ponzini, Director of Finance Services
E. Keurvorst, Manager of Cultural Development (left the meeting at 5:22 p.m.)
K. Sidhu, Committee Clerk
D. Johnstone, Committee Clerk

1. **CALL TO ORDER**
The meeting was called to order at 4:13 p.m.

2. **ADOPTION OF AGENDA**

2020-CRTF-23

It was MOVED and SECONDED

THAT the COVID-19 Recovery Task Force amends the September 22, 2020 agenda by:

- Removing Item 5 – Update on Provincial Options for Residents and Local Businesses;

AND THAT the agenda be adopted as amended.

CARRIED

3. ADOPTION OF MINUTES

a) September 8, 2020

2020-CRTF-24

It was MOVED and SECONDED

THAT the COVID-19 Recovery Task Force adopt the meeting minutes for September 8, 2020 as circulated.

CARRIED

4. UPDATE ON SUPPORT OPTIONS FOR LOCAL BUSINESSES

MP Kerry-Lynne Findlay, Member of the Canadian Parliament for South Surrey-White Rock, attended the meeting to provide an update on support options for local businesses. The following information was provided:

- The social impacts on the community from COVID-19
- Information on Federal Programs such as subleases, subsidies, and Canada Emergency Response Benefit (CERB) to help small businesses
- Impacts of assistances such as CERB on small businesses as well as the federal government
- The effects of this pandemic on human toll (ex. rates of spousal abuse and suicide are up in the country).

Discussion ensued, with the Task Force noting the following:

- BC Transit ridership has gone down by 20%
- The possibility of a wealth tax to aid in revenues lost
- There are hardships on older workers trying to work from home
- The numbers of vaccinations that may be available to Canada

Note: K. Lynne Findlay left the meeting at 4:47 p.m.

5. UPDATE ON PROVINCIAL OPTIONS FOR RESIDENTS AND LOCAL BUSINESSES

This item was removed from the agenda.

6. PRESENTATION FROM WHITE ROCK BUSINESS IMPROVEMENT ASSOCIATION

Alex Nixon, Executive Director, White Rock Business Improvement Association (BIA) attended the meeting to provide a presentation on upcoming promotions for White Rock businesses. The following information was provided:

- An update on marketing and promotions, as well as additional support available during COVID-19
- Promoting businesses through White Rock Bylaw 2311, a Bylaw to establish and designate a Business Improvement Area in the City of White Rock
- The BIA recognizes that White Rock is a tourism community and the importance of having people come to support businesses
- Changes in their strategy due to COVID, which included pivoting their strategy from events to marketing that “amplify our community”
- Engagement rates and statistics were provided from different case studies

- Future steps in what BIA is doing to support local businesses
- Growth of the BIA in the last two(2) years through social media, particularly through Facebook

Note: D. Young left the meeting at 4:58 p.m.

7. **PRESENTATION ON NEW WHITE ROCK CONNECTS LISTING LAUNCH**
Elizabeth Keurvorst, Manager of Cultural Development and Karin Bjerke-Lisle, Executive Director, White Rock Museum provided a presentation on the soon to be launched White Rock Connects Listing.

Note: E. Keurvorst left the meeting at 5:22 pm

8. **2020 FINANCIAL PROJECTIONS ON PARKING REVENUES WITH COVID-19 IMPACTS**
A discussion took place regarding page 205 of the 2020 Financial Projections with the COVID-19 Impacts Report. The Task Force noted the following:
- The loss in revenue is less than projected
 - The effects of the fluctuating parking rates throughout the year

The Committee agreed in the interest of time, to continue this discussion on the next meeting.

- 2020-CRTF-25 **It was MOVED and SECONDED**
THAT the COVID-19 Recovery Task Force defer the remaining items to the October 6, 2020 COVID-19 Recovery Task Force

CARRIED

Note: Agenda items were addressed out of order.

13. **2020 MEETING SCHEDULE**
The following schedule of meetings is provided for information purposes:
- October 20; and,
 - November 17.

- 2020-CRTF-26 **It was MOVED and SECONDED**
THAT the COVID-19 Recovery Task Force request that an additional meeting be held on October 6, 2020 at 5:30 p.m.

CARRIED

9. BRAINSTORM SESSION

Action Item: Task Force members to bring back additional ideas surrounding community resiliency for discussion to the next scheduled meeting.

Note: The remaining items were deferred to the next scheduled meeting.

10. ACTION TRACKING

11. OTHER BUSINESS

12. INFORMATION

14. CONCLUSION OF THE SEPTEMBER 22, 2020 MEETING

The Chairperson declared the meeting concluded at 5:51 p.m.

Councillor Trevelyan, Chairperson

K.Sidhu, Committee Clerk

PRESENT: R. Hynes, Chairperson
S. Crozier, Vice-Chairperson
P. Byer
W. Boyd
J. Lawrence
I. Lessner
D. Riley (entered the meeting at 5:19 p.m.)

COUNCIL: Councillor E. Johanson (non-voting) (left the meeting at 6:45 p.m.)

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 5:00 p.m.

2. ADOPTION OF AGENDA

2020-EAC-012

It was MOVED and SECONDED

THAT the Environmental Advisory Committee adopts the September 24, 2020 agenda as presented.

CARRIED

3. ADOPTION OF MINUTES

2020-EAC-013

It was MOVED and SECONDED

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

CARRIED

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

Chairperson Hynes summarized the document titled “The Chairs proposed basis for continuing discussion”. It was noted that the document is a reorganization of previous discussions held by the Committee.

Note: D. Riley entered the meeting at 5:17 p.m.

The Committee discussed potential recommendations summarized in the document.

Implementing OCP Undertakings/Strengthening Tree Protection in Zoning and Development Regulations and Procedures

R1. The EAC recommends that

(a) Tree preservation be given greater and more explicit priority in zoning and planning regulations. going forward, including through the adoption of minimum pervious area requirements as proposed in Phase 1 of the OCP Review.

(b) More explicit attention also be given to tree preservation and canopy enhancement in the application of planning and zoning rules. Possible approaches to this end include prescribing mandatory considerations for Advisory Design Panel and Planning Department deliberations, or establishing a separate advisory body to bring a tree protection perspective to bear on planning and development decisions.

(c) Staff be directed to develop proposals to these ends ((a) and (b) above) in the context of the ongoing OCP and Zoning Bylaw Reviews

- Concerns were expressed with the implementation of item (b) – may be challenging to enforce.
- The Zoning Bylaw was discussed in relation to greening the city and the tree canopy.
- Concerns were expressed with the number and type of replacement trees required to be planted when developing a lot.
- Including the Building Code into recommendation 1(a) was suggested as this is something that could also help green the City.

Staff provided the following feedback:

- The Land Use and Planning Committee made a recommendation to proceed with looking at regulating the percentage of pervious and impervious surfaces in the Town Centre context specifically. This type of recommendation could be broadened based on a recommendation from the Committee.
- The City is unable to use the Zoning Bylaw to directly regulate tree management; however, it can be used to determine the percentage of a property that is covered by buildings and the percentage of landscape open space thereby creating unencumbered spaces for plantings.
- Currently Bylaw 1831 lacks the criteria in which the City can deny a tree permit application – this needs to be built into the Bylaw so that staff have an explicit basis to deny permit applications, when appropriate.
- It was clarified that under the Local Government Act* a municipality cannot have a tree bylaw that takes away density rights.

****Note** :It was clarified by planning staff after the meeting that Division 7, Section 50 (2)(b) of the Community Charter, not the Local Government Act, provides that a tree bylaw cannot be used to prevent the development of a property to the density permitted under the applicable zoning bylaw.*

The Committee suggested the following change for item (a) *Tree preservation be given greater and more explicit priority in zoning and planning regulations. going forward, including through the adoption of minimum pervious area requirements as proposed in Phase 1 of the OCP Review.*

Urban Forest Management Plan/Canopy Recovery Targets

R2. The EAC recommends that

(a) The process of developing an Urban Forest Management Plan be completed as soon as possible. Rather than pursuing a demanding standalone strategy exercise, especially given resource strains in the wake of COVID 19, Council could incorporate the basic elements of a UFMP into the conclusions of the ongoing OCP Review on Greening the City.

(b) Key elements of the UFMP should include:

(i) recognition that trees on both private and public lands are essential components of the urban forest and ecology of the city;

(ii) consideration of an explicit canopy recovery target (eg, 27% canopy coverage by 2045);

(iii) undertakings to increase the currently projected maximum number of trees (2500) that can be planted on City land.

(c) Progress in achieving any UFMP or canopy coverage goals should be monitored through the presentation of annual Tree Canopy Plan updates to Council (see Recommendation R20).

Staff provided the following feedback:

- Currently it is not a requirement for the Urban Forest Management Plan (UFMP) to be updated annually; however, Council could ask for an update on this at any time. It was noted that numbers may not change dramatically on a year to year basis.
- Noted that the UFMP includes a review of candidate locations where trees may be planted, considering service locations and existing views.
- Noted that the City is actively advancing new tree plantings drawing on funds obtained through the receipt of compensation for private tree removals.

The Committee provided the following comments:

- Included in this could be that the City move towards acquiring/ identifying lands for the planting of replacement trees.
- Allocating space for smaller sized parks could also help with the greening of the City.
- Discussion took place surrounding the City's tree planting fund and how and where trees are planted. Noted the idea of investigating ways of planting trees should be added into the recommendation.

Action Item: Staff to send the Urban Forest Management to the Committee for information.

Clarifying Purpose of Bylaw 1831

R3. The EAC recommends that Bylaw 1831, currently entitled "White Rock Tree Management Bylaw", be re-entitled as "White Rock Tree Protection Bylaw"

- Labelling the bylaw as a *Protection* bylaw speaks to the philosophy of its purpose.
- Important to not just be a name change – the document needs to have the ability to enforce tree protection.
- Bylaw name could be amended to include both *Management* and *Protection*.
- Committee to consider this and discuss further at upcoming meeting.

Clarifying and Aligning Purposes and Priorities of Policy 611

R4. The EAC recommends that Policy 611 "Tree Management on City Lands" be amended as follows:

(a) Change its title to "Tree Protection, Canopy Enhancement and Management on City Lands."

(b) Redraft Section 1 as follows: "Policy: In managing trees on City land, it is the priority of the City of White Rock to protect existing trees and increase the number of healthy trees and amount of tree canopy and thus enhance and ensure the sustainability of the City's urban forest and realization of the environmental and esthetic benefits it provides. In this context, the interest of property owners in preserving or restoring private views obstructed by City trees will be addressed through a procedure described in annex 1 to this Policy. "

(c) In Section 3 "Management of City Trees" insert an additional clause (a.1) as follows: "(a) The City manages trees on city lands: 1. For the overriding purposes of protecting existing trees and increasing the number of healthy trees and amount of tree canopy."

(d) Move Sections 5, 6, 7 and 8 to an annex to the Policy.

- Concerns were noted with respect to Policy 611 under category 6a - *City policy is to retain trees on City lands where practical*. It was suggested that this should be amended.
- With respect to an annex for the policy it was questioned if that level of detail would be required from the Committee.
- The Committee discussed Section 8 of the policy -Trees on City Lands Impacted by Development. Concerns were expressed with tree removal for development.

Staff provided the following feedback:

- With respect to Section 8 it was noted that this is important to have in the policy as it ties into Bylaw 1831 and ensures that the City can acquire compensation for developments where trees are removed. This compensation goes into a funding source to plant trees in other areas of the City.
- Ensuring that the language/ definitions are mirrored in both Policy 611

and Bylaw 1831 was encouraged.

- Suggested revisions to Policy 611 were provided by staff at a previous meeting – suggested that these revisions be considered by the Committee in their suggested amendments.

Action Item: Staff to provide the Committee with staff's suggestions for Policy 611 for information/ consideration.

The Committee expressed an interest in taking a deeper look into the details of Policy 611, including provisions for applying for the removal of trees to restore views.

In the interest of time the Committee agreed to continue their discussion on this item at the next scheduled meeting.

5. **WHITE ROCK PIER/ WEST WHARF REPLACEMENT**

Staff reported the following information:

- A corporate report would be provided to Council at their next scheduled meeting. The report contains possible options for Council to consider for the replacement of the west wharf.
- Cost concerns were noted, as the City has not been able to secure funding from senior levels of government.
- If a contract for the west wharf replacement is not awarded by December 20, 2020 a cash settlement would be provided through the City's insurance policy. There could be some leeway for further negotiations on the December 20th deadline due to the pandemic.
- Staff has recommended to Council that full public consultation be conducted for any future decision on this matter. Consultation with the Environmental Advisory Committee would be included in that consultation.
- Community Amenity Contributions (CACs) could be allocated towards funding the wharf replacement at Council's direction
- Updated work was done by the consultant – Westmar Advisors – in the summer of 2020.

Action Item: Staff to provide the Committee with the updated consultant report, if possible.

Action Item: P. Byer to submit an updated version of his previous summary regarding this matter to the Committee for information/discussion at a future meeting.

6. **INFORMATION**

The Committee reviewed the action tracking document and discussed a workplan for the remainder of 2020. The following discussion points were noted:

- Discussion/ review of the Storm Water Management Plan to be addressed following the review of Tree Management Bylaw 1831 and Tree Management on City Lands Policy 611
- Inviting a Provincial representative to discuss water quality is an outstanding item

that may need to be delayed due to COVID-19

Action Item: Staff to provide an update on Climate Action Revenue Incentive Program (CARIP) reporting.

Note: Councillor Johanson left the meeting at 6:45 p.m.

- Official Community Plan Review – Staff advised that community consultation for some items have been delayed due to the pandemic. Staff will be working to draft some policies surrounding environmental aspects of the Official Community Plan in early 2021 (which would then require community consultation).
- Additional work on the Climate Change Mandate to be considered following the Committee’s work on trees.

The Committee enquired on their term deadline and if this would be extended due to the inability for the Committee to meet during the pandemic. Staff noted that at this time Council has not directed for Committee terms to be extended.

7. OTHER BUSINESS

- **Committee Work Plan Discussion**
This item was discussed during item 6.

8. 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.

- October 8
- October 22
- November 5
- November 19

Action Item: Staff to investigate the possibility of scheduling an alternate date for the October 8th meeting.

9. CONCLUSION OF THE SEPTEMBER 24, 2020 ENVIRONMENTAL ADVISORY COMMITTEE MEETING

The Chairperson declared the meeting concluded at 7:02 p.m.



R. Hynes, Chairperson

D. Johnstone, Committee Clerk



Governance and Legislation Committee

Minutes

September 28, 2020, 6:30 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
 ___ Chris Zota, Manager of Information Technology
 ___ Stephanie Lam, Deputy Corporate Officer
 ___ Greg Newman, Manager of Planning

1. **CALL TO ORDER**

The Meeting was called to order at 6:34 p.m.

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

2020-GIL-066

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 September 28, 2020 meeting to be video streamed and available on the City's website, and without the public present in the Council Chambers.

CARRIED

2. ADOPTION OF AGENDA

2020-GIL-067

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopt the agenda for September 28, 2020 as circulated.

CARRIED

3. ADOPTION OF MINUTES

2020-GIL-068

It was MOVED and SECONDED

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

- a. September 3 & 4, 2020; and
- b. September 9, 2020.

CARRIED

4. POLICY REVIEW: FINANCIAL SERVICES (300 SERIES)

4.1 FINANCE POLICY NO. 322: EMERGENCY EXPENDITURES

The following discussion point was noted:

- Concern there was not a limit within the policy, it was clarified that the policy enabled expenditure without having to amend the financial plan (in emergency situation where time is critical)

2020-GIL-069

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council endorse *Finance Policy No. 322 - Emergency Expenditures* as circulated.

CARRIED

4.2 FINANCE POLICIES FOR ENDORESMENT (NO PROPOSED CHANGES)

It was requested that the Procurement Policy No. 301 be clarified in relation to Contract Award Section 5 where the words Committee of Council be amended to state August Contract Committee.

2020-GIL-070

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council endorse the following Finance Policies (300 series) as circulated:

- a. 301 - Procurement Policy;
- b. 302 - Grants-in-Aid Policy;
- c. 307 - Accumulated Surplus Fund Policy;

- d. 317 - Municipal Property Tax Exemptions Policy;
- e. 318 - Temporary Parking Privileges Policy;
- f. 319 - Complimentary Parking for Veterans Policy;
- g. 323 - Financing Lane Paving Projects Policy; and
- h. 324 - Grant Opportunities (Infrastructure and Operational) Policy.

CARRIED

Councillor Kristjanson voted in the negative

5. COUNCIL POLICIES: TERMS OF REFERENCE

2020-GIL-071

It was MOVED and SECONDED

THAT Council endorse the following Council Policies/Terms of References as circulated:

- Council Policy No. 137: Terms of Reference - Economic Development Advisory Committee
- Council Policy 157: Terms of Reference - Water Community Advisory Panel
- Council Policy 166: Terms of Reference - COVID-19 Recovery Task Force

CARRIED

6. PARKADE SIGNAGE - COUNCILLOR TREVELYAN

It was noted that it would be helpful for the City to consider a way to show the public / visitors the following information in as a quick reference guide or map (included would be consideration for those walking, using transit, or by car):

- How to get to White Rock
- Walkways
- Bus Routes
- Where Parking is located

Discussion continued and it was noted that the City could consider updating SCO hits on Google (where the parade is an auto pop up).

Staff clarified that the programming at the parkade can be adjusted so the electric vehicle stalls are not included in the overall number (if they were the only

type of stall available someone without an electric vehicle won't waste time to go in).

2020-GIL-072

It was MOVED and SECONDED

THAT the Governance and Legislation Committee:

1. Requests staff to bring forward a corporate report to address more permanent and larger signage for the City parkade; and
2. information on a communication strategy to help promote the parkade that would be ready for the next high season.

CARRIED

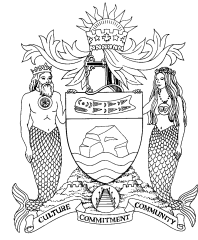
7. CONCLUSION OF THE SEPTEMBER 28, 2020 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

The Chairperson concluded the meeting at 6:58 p.m.

Mayor Walker

Tracey Arthur, Director of Corporate Administration

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



POLICY TITLE: ACCUMULATED SURPLUS FUND

POLICY NUMBER: FINANCE - 307

<i>Date of Council Adoption: September 28, 2015</i>	<i>Date of Last Amendment: November 4, 2013</i>
<i>Council Resolution Number: 2005-336; 2013-346, 2015-336</i>	
<i>Originating Department: Finance</i>	<i>Date last reviewed by Finance and Audit Committee: October 7, 2013</i>

Policy:

1. The City will maintain a General Operating Fund accumulated surplus at 10% to 15% of general operating financial plan expenditures for the purpose of:
 - (i) Ensuring the City's General Operating Fund is never in a deficit position;
 - (ii) Interim financing to reduce the debt incurred to borrow for operations until the City's taxation due date;
 - (iii) Finance internal borrowing to reduce the cost of debt; and
 - (iv) A buffer against annual variations in anticipated revenues

2. At the conclusion of the annual audit, if the General Operating Fund accumulated surplus balance exceeds 15% of the year's planned expenditures, the excess is to be either transferred to operations or to a capital reserve.

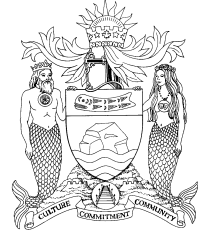
The transfer of a portion of the General Operating Fund accumulated surplus balance to current year operations can be used only for emergencies, non-recurring operating expenditures, or early debt repayment expenditures.

If a transfer of a portion of the General Operating Fund accumulated surplus balance results in a balance below the level established as the objective of the fund, a restoration strategy is required as part of the recommendations to utilize the fund.

Rationale:

To ensure the City has funding available to use for emergencies and to ensure the general operating fund is never in a deficit position.

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



POLICY TITLE: GRANTS –IN-AID

POLICY NUMBER: FINANCE - 302

<i>Date of Council Adoption:</i> September 28, 2019	<i>Date of Last Amendment:</i> February 25, 2019
<i>Council Resolution Number:</i> 2013-346, 2015-336, 2016-282, 2018-088, 2019-091	
<i>Originating Department:</i> Finance	<i>Date last reviewed by the Governance and Legislation Committee:</i> February 25, 2019

POLICY:

1. Applications shall be sent annually to previous year's recipients, and the deadline for receipt of applications shall be February 1st.
2. The annual deadline for the receipt of late applications is June 1st.
3. Applications received after June 1st, may be considered outside of the above noted timelines, only if they are of an emergent nature (new circumstances that did not exist prior).
4. The Grants-In-Aid Committee shall be responsible for reviewing grant applications received and shall prepare a recommended list of grant recipients and the suggested grant for each. This list shall be presented to City Council for review and approval no later than April 1st. Organizations located in the City of White Rock will be given first priority.
5. The Grants-In-Aid Committee shall confine its allocation to 95% of the total grant-in-aid budget. The remaining 5% shall be held back in the event of a worthy late submission.
6. One grant may be awarded per organization with a maximum award of \$2,000, with the exception of White Rock based arts and cultural organizations who may apply for an additional \$5,000 to host an arts or/and culture event.
7. To be eligible for receiving a grant the following criteria shall be considered:
 - a. Membership in the group, team, or society applying for the grant should be at least 25% from White Rock. Notwithstanding if, in the opinion of the Committee, the group will bring some substantial benefit to the community, and then approval may be granted.

- b. An individual requesting a grant must be a White Rock resident or must be representing White Rock in a provincial, federal, or international event. Notwithstanding, exceptions can be made if the applicant has a current affiliation with the City or has made a significant contribution to the City in the past.
 - c. Grants shall not be approved where the stated or likely purpose is to pay for past deficits or debts incurred by the organization.
 - d. A sports team or club will only be considered for a grant if they are regional or provincial champions and are identified with White Rock, and are participating in a national, Western Canadian, or international competition.
 - e. The grant must be used to contribute to the general interest and advantage of the City of White Rock.
 - f. Organizations must submit their most recent financial statements and approved budgets. Where applicable, itemized budgets should also be submitted for specific events that funding is applied for.
 - g. All grant recipients must submit a report to the Director of Financial Services disclosing the use of the grant funds on or before December 31. Recipients who do not submit a report will be ineligible to apply for a grant in the subsequent year.
 - h. Applicants who require funds prior to July 1 should indicate this fact, including rationale, on the application.
8. Notwithstanding 5 above, a group, team, or society may be given a grant-in-aid if it is the opinion of Council that such an award would be in the best interest and for the benefit of the City of White Rock.
9. The City offers supplementary funding (total annual allocation of \$20,000) to support and develop arts and culture events. The funding is not intended to provide continuing support to organizations indefinitely. The program is intended to encourage the development of event capacity, organization efficiency and best practices. The following criteria are for organizations applying for the additional arts and cultural event fund.
- a. The event must occur in the City of White Rock.
 - b. The event must showcase local area artists, be inclusive, accessible and welcoming to the public.
 - c. It is preferred that applicants are arts and cultural organizations registered and in good standing as a non-profit societies in the province of British Columbia. If not, they may be requested to provide additional documentation for accountability purposes, such as confirmation of who the event organizers are, what their roles are, and as well as attesting to the use of the funds.
 - d. Applicants from organizations that have received a grant in aid from the City of White Rock must demonstrate that the proposed project is different from the activity which received the grant in aid.

- e. Preference will be given to new events that address gaps in the existing event calendar and have the potential to become major arts and culture events. A new event, for the purpose of this policy, is defined as an event that has not previously existed and is occurring for the first time. An event that is part of an ongoing series or part of the core programming of an organization is not considered new.

RATIONALE:

The intent of the deadline is to ensure applications are received and processed effectively.

A hold-back of unallocated money is required to deal with unforeseen or late-rising events or applications.

Non-community based organizations will not be considered because people in the community have many opportunities to contribute to them at other times. Since Council is merely redirecting the taxpayer's money it is not believed to be appropriate to make these kinds of choices for the taxpayers.

A reasonable percentage of the membership benefiting from the grant should be taxpayers or residents of the City - otherwise they could request a grant from their own City Council.

Grant recipients should be doing works, which benefit the people of the City or bring favourable publicity to the City and in so doing raise civic pride and awareness.

Individuals or sports teams representing the City should be doing so in a capacity which is official (i.e. representing the province or the country) and at a high level of competition - groups going on self-sponsored tours in which they have no official capacity should not receive grants. Examples of groups who have applied in the past but would not qualify for a grant are: school rugby teams on tour, highland dancers troupe on tour, and a dance company performing in a recital overseas.

In the Council approved Cultural Strategic Plan 2014-2018, a key priority is to increase grant funding for arts and culture events in order to stimulate new activities and contribute to White Rock being a cultural destination. The City recognizes the important contribution arts and cultural festivals and events make to the economy and cultural character of a city.



POLICY TITLE: PROCUREMENT POLICY

POLICY NUMBER: FINANCE - 301

<i>Date of Council Adoption: July 22, 2019</i>	<i>Date of Last Amendment: July 22, 2019</i>
<i>Council Resolution Number: 2019-322, 2015-336; 2013-346</i>	<i>Historical Changes (Amends, Repeals or Replaces): amends contract award and contract changes section</i>
<i>Originating Department: Finance</i>	<i>Date last reviewed by Finance and Audit Committee: July 8, 2019</i>

Policy:

It is Council’s expectation that the City obtain the best value for its expenditures while ensuring that all acquisition and procurement processes are compliant with legislation and legal requirements, as required, and are characterized by the highest level of corporate and personal integrity.

Council expects the procurement process to be open, transparent and fair, and that all qualified vendors be given an opportunity to compete for the City’s business.

Guiding Principles:

1. The purchasing function is decentralized and administered by individual departments.
2. It is the responsibility of Department Directors to ensure their department’s purchasing practices serve the best interests of the City and are in compliance with City policy and related provincial/federal legislation, eg. TILMA.
3. An approved source of funding (i.e. budget) must be available prior to any procurement activity for goods and services, including construction.
4. In determining a successful bidder, the City will consider factors such as: cost, experience of bidder, references, capacity and any other valuation criteria stated in the request for proposal~~contract~~ or otherwise determined necessary.
5. The award of a contract resulting from a Request for Proposals will be made to the bidder whose proposal is found to be the most advantageous to the City based upon the evaluation criteria in the Request for Proposal.

6. The City of White Rock may enter into cooperative procurement agreements with other public sector entities for the purpose of combining requirements to increase efficiency or reduce administrative expenses in the procurement process.

Responsibilities

1. The Chief Administrative Officer (CAO) is responsible to prepare and distribute procedures providing clear instruction to staff for implementation of this policy.
2. Department Directors are responsible for ensuring budget funds are available in duly authorized accounts before making commitments for goods and services, including construction.
3. Department Directors are responsible for delegating acquisition authority to the appropriate levels.
4. Department Directors and managers are responsible to ensure they and their staff understand and comply with the Procurement Policy and associated procedures.

Contract Award

Provided funds exist in the appropriate accounts within Council's approved budget, the authority to award quotations, tenders, proposals and contracts for the provision of goods and services, including construction, is as follows:

1. For contracts up to \$30,000 – Department Director, or designate
2. For contracts up to \$100,000 – Director, Engineering & Municipal Operations, and the Director, Financial Services, or designate for either position
3. For contracts up to \$250,000 – the Chief Administrative Officer, or designate
4. For contracts over \$250,000 – Council, unless prior authorization to do otherwise has been granted by Council
5. Notwithstanding (4) above, annually during the month of August when Council is in recess, contracts greater than \$250,000 may be awarded by [a committee of The City's August Contract Committee \(a standing committee comprised of three \(3\) members of Council\)](#).

The amounts noted above are contract values exclusive of GST.

Sole/Single Source Procurement

1. **Sole Source** – refers to a procurement of goods and services, including construction from one supplier due to the lack of competitors in the market, or where only one supplier can provide that particular good or service. It is important to remember that a sole source can only be supported where alternatives cannot be considered, or where alternatives could present higher total costs to the City. Sole source purchases must be approved in writing by the CAO.
2. **Single Source** – refers to a procurement of goods and services, including construction, from one supplier despite there being competitors in the market. Single source procurement is discouraged unless a valid business case can be made, such that entering into a competitive bid process would be detrimental to City operations or where the value of the goods is low and the administrative costs would exceed any benefit derived from competitive bids. Single source purchases must be based on a written business case and approved in writing by the CAO. Council must be advised of single source purchases over \$30,000 (excluding GST) for information.

Contract Changes

A purchasing contract may include provisions for modification of the contract during performance, but no contract may be increased more than 15% of the original contract value without advance approval from the appropriate level of approval authority. (subject to the note below regarding construction contracts). Further, an approved funding source is required for all contract changes. The total cost of the contract, including contract changes, and excluding GST, is used in determining the approval level required.

For construction projects, the appropriate level of approval authority may authorize changes, including changes to the scope of the project, to a contract up to a 15% cumulative amount over the original contract value if budget funds are available for the project.

Ethical Practice

Employees will familiarize themselves, and comply with the City Council Policy (Human Resources) No. 404, “Employee Code of Conduct”. This policy covers appropriate employee conduct including, but not limited to, conflict of interest and acceptance of gifts.

Division of one contract into two or more contracts to avoid the requirements of this policy is strictly prohibited.

Rationale:

Acquisition of a variety of goods and services, including construction, is an important part of the work carried out by the City. Written standards, authorizations and dollar value limits must be in place to ensure consistency in administering the procurement processes.

Council requires that the procurement processes be legal, transparent and undertaken with the highest level of personal and corporate integrity.



POLICY TITLE: MUNICIPAL PROPERTY TAX EXEMPTIONS

POLICY NUMBER: FINANCE - 317

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

Policy:

I: General

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

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

II: Types of Property Exempted

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

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

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

Criteria for Ineligibility

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

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

III: Process

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

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

Application submissions must include:

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

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

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

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

IV: Duration of Exemption

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

V: Conditions

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

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

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

Penalties

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

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



**POLICY TITLE: TEMPORARY PARKING PRIVILEGES
(IN DESIGNATED PAY PARKING AREAS)**

POLICY NUMBER: FINANCE - 318

<i>Date of Council Adoption: January 2008</i>	<i>Date of Last Amendment: November 4, 2013</i>
<i>Council Resolution Number: 2008-025; 2013-346</i>	
<i>Originating Department: Finance</i>	<i>Date last reviewed by Committee: October 7, 2013</i>

Policy:

A. Events and other activities requiring temporary parking privileges in pay parking areas have been broken into the following categories:

1. City Special Events
2. Community Events in Partnership with the City
3. Registered Charity & Foundation Fundraising
4. Other Commercial Events
5. Specified Employees

The following guidelines for each category requiring temporary parking privileges in a pay parking area will apply:

1. City Special Events – current privileges be grandfathered free of charge and additional privileges for existing events or new City Special Events be subject to the City’s budgeting process.
2. Community Events in Partnership with the City – current privileges be grandfathered free of charge and additional privileges for existing events or new events in this category be charged a fee equivalent to the revenue impact as determined by the Director of Financial Services.
3. Registered Charity & Foundation Fundraising – 50% of the applicable pay parking rate be charged for each stall/pass with the provision of a registered charity number. If the request is for waterfront parking, there will be no rate reduction for an event during the months of July and August.
4. Other Commercial Events – 100% of the applicable pay parking rate be charged for each stall.

5. Specified Employees – current privileges be grandfathered free of charge.
- B. This policy will be reviewed following one year of implementation (January 2009) and thereafter reviewed annually.

RATIONALE:

The City has provided temporary dedicated parking and/or parking passes for various City sponsored and other special events in pay parking designated areas. Some were provided free of charge and some were not. This policy provides standardization of the parking privileges that are granted for pay parking areas. This policy also grandfathers many of the existing privileges provided. A list of the existing grandfathered privileges and further details are included with this policy document.

There are many public, community and economic benefits resulting from these events. Some can be quantified and some cannot. It is difficult to compare the value of these events because their benefits and requirements for parking spaces are so different. It is also difficult to start charging for something when it has been provided for years without a cost. By grandfathering privileges for many of the existing events this policy provides a balance of fairness, clarity and revenue generation to assist staff in its day to day decision making on parking privileges in pay parking areas.

Grandfathered Parking Permit Policy Inventory

<u>City Special Events</u>	<u>Parking Privileges Grandfathered</u>	<u>Actual Use</u>
Canada Day (July 1)	Entire museum lot, 6 stalls on the East Beach, and 4 additional west beach stalls provided free of charge for the entire day. Also 5 passes for event volunteers to park at Centennial Arena.	Car Parking, some area for event set up, vendor supply drop off areas.
Waterfront Greeters (July - August)	Issued approximately 20 Parking Passes for use in July and August free of charge. Passes are for Saturday/Sunday 8am - 5pm for lots west of Oxford only	Car parking.
Tour De White Rock	Friday no monitoring at Centennial Arena 3pm - 9pm and Saturday 1pm - 9pm. Race Day Sunday no street parking on Marine Drive street parking until about 1pm. Parkers directed to lots instead.	Bicycle race.
 <u>Community Events in Partnership with the City</u>		
Semiahmoo Bay Regatta	7 stalls in the museum parking lot, 4 stalls west of the museum, 2 stalls between Vidal and Elm on Marine, and 10 stalls on the east beach across from the Sandpiper Pub on Saturday and Sunday free of charge. Purchased 20 full day parking passes for the boaters at a cost of \$8 per day.	Car parking, some event set up.
Relay for Life	Pay parking waived at Centennial Arena from 9am Friday until 12pm Saturday	Car parking.
Sandcastle City Classic 10km Run	Bayview parking lots 1 and 2 until 12 noon on the day of the event.	Car Parking.
Firefighters Charity Volleyball Tournament	Event volunteers provided with temporary parking passes for Centennial Arena free of charge.	Car Parking.
Spirit of the Sea	Entire museum lot, 10 stalls west of the museum for all day Saturday and Sunday free of charge. 13 stalls on East Beach in various locations for portable washrooms, stage crew, and other uses. Bayview lots 1 & 2 and the entire Oxford lot closed Sunday from 12pm - 11pm free of charge.	Car Parking, some area for event set up, vendor supply drop off areas.
Christmas Sail Past	Entire museum parking lot on Saturday December 4th free of charge.	Car parking, some area for set up.
 <u>Specified Employees</u>		
Chamber of Commerce (May to October)	5 parking passes issued free of charge to the Chamber employees who work at the Travel Info Centre at the beach. Passes are to be used in the lot at Victoria and Vidal or lots west of Oxford.	Car parking.
Specified Community Health Officials	Fraser Health Community Health Workers / Installing Lifelink Workers / Fraser Health Inspector	Car parking.
Museum Staff & Volunteers	4 parking passes issued free of charge to specific employees and/or volunteers. Additional passes to be issued to volunteers for the Christmas Craft Fair, Canada Day and Annual Book Sale. Passes are to be used at specified locations only.	Car parking.

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POLICY TITLE: COMPLIMENTARY PARKING FOR VETERANS
POLICY NUMBER: FINANCE - 319

<i>Date of Council Adoption: September 28, 2015</i>	<i>Date of Last Amendment: November 4, 2013</i>
<i>Council Resolution Number: 2008-256; 2013-346, 2015-336</i>	
<i>Originating Department: Finance</i>	<i>Date last reviewed by Finance and Audit Committee: September 14, 2015</i>

Policy:

Drivers with veteran plates on their vehicles will receive complimentary parking, with a limit of four (4) hours per day, at any City-owned pay-parking location – including lots along the waterfront, in Centennial Park - including meters on the Street at Centennial Park, and the meters only spaces around Peach Arch Hospital.

Note: This does not apply to the City of Surrey meters on the south side of Marine Drive, between Stayte Road and Finlay Street.

Rationale: (Council Motion - May 24, 2005 Council Resolution # 2005-194)

WHEREAS White Rock has provided complimentary parking for Veterans throughout the world with veterans plates in 2006;

WHEREAS White Rock provided complimentary parking for White Rock Veterans in 2007;

WHEREAS Our Armed Forces are continuing to make an outstanding contribution in fighting oppression and peacekeeping initiatives in locations throughout the world;

WHEREAS the BIA and Chamber of Commerce recognize Veterans as important customers to the businesses in White Rock;

WHEREAS Veterans visiting the Peace Arch Hospital should be acknowledged;

THEREFORE, BE IT RESOLVED THAT the City of White Rock extend complimentary parking for all Veterans with Veterans plates, from throughout the world.



POLICY TITLE: FINANCING OF LANE PAVING PROJECTS

POLICY NUMBER: FINANCE - 323

<i>Date of Council Adoption: September 28, 2015</i>	<i>Date of Last Amendment: N/A</i>
<i>Council Resolution Number: 2013-346, 215-336</i>	
<i>Originating Department: Finance</i>	<i>Date last reviewed by Finance and Audit Committee: September 14, 2015</i>

Policy:

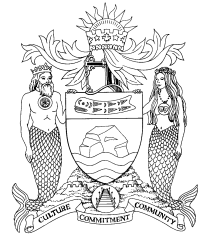
1. When property owners request that their laneways be paved, they will be advised to pursue the establishment of a local service area by petition, in accordance with Section 212 of the *Community Charter*.
2. City staff will confirm the scope of work required, including whether or not associated storm sewers will be upgraded at the same time, and will obtain a cost estimate for the project.
3. If required, City staff will assist with the preparation of a petition to formally initiate the local service area legislative process.
4. The portion of costs which is to be charged against the parcels benefitting from, or abutting the work, as the owners' portion of the costs, shall be 80% of the lane paving costs (excluding the direct cost of related storm sewer upgrades, if applicable).
5. The owners' portion of the cost is payable by a local service area tax levied for 10 years, with the annual charge per property being the proportionate cost based on the width of the property, relative to the total width of all properties adjacent to the work, on both sides of the laneway.
6. The interest rate to be charged on local service area projects, not commuted, is the Municipal Authority's projected 10 year debenture rate, at the time the petition is issued, plus a 1% risk factor.
7. Owners, whose parcels benefit from, or about the work and are subject to being specifically charged, will have one opportunity at the initiation of the project to remit total payment for all of the special charges imposed on them. The commuted value to be paid upfront is the

proportionate share of the owners' portion of the cost prior to the application of debt interest costs and amortization.

8. The above process is subject to the project and funding sources being included in the City's Financial Plan, prior to the local service area bylaw being adopted.

Rationale:

This policy addresses the mechanism to fund the capital costs of paving laneways in the City, in particular where the laneways are used primarily by local area residents. It sets a framework to finance the capital costs of paving laneways in the City in a consistent manner, balancing the interests of benefitting property owners and all taxpayers in the City.



POLICY TITLE: GRANT APPLICATIONS / INFRASTRUCTURE AND OPERATIONAL

POLICY NUMBER: FINANCE - 324

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

Policy:

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

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

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

Infrastructure:

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

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

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

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

Operational:

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

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

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

Rationale:

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

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POLICY TITLE: **TERMS OF REFERENCE:**
 ECONOMIC DEVELOPMENT ADVISORY
 COMMITTEE

POLICY NUMBER: **COUNCIL - 137**

<i>Date of Council Adoption:</i> April 16, 2012	<i>Date of Last Amendment:</i> March 9, 2020
<i>Council Resolution Number:</i> 2012-107, 2013-082; 2015-129, 2015-307, 2016-483, 2019-091; 2020-155;	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> March 9, 2020 <u>September 28, 2020</u>

Mandate

The Economic Development Advisory Committee will advise City Council on matters regarding economic investment in the City.

Committees may consider, inquire into, report and make recommendations to Council about matters referred to Committee by Council, the Chief Administrative Officer, Staff Liaisons or items brought forward by Committee members that are aligned with the Committee’s mandate/ Terms of Reference.

Definition:

Advisory Body means any committee, sub-committee, task force, board, panel etc. that has been established by Council.

Member means those appointed by Council to an Advisory Body.

Annual Work Plan

An annual work plan will be prepared by the Advisory Body and approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year and that additions to the work plan may be recommended by Council, or staff or the Advisory Body itself.

Council must adopt any amendments to the Advisory Body’s approved work plan.

General Terms

Term

Appointments will be made by Council for a two (2) year term.

Membership

- a) The Economic Development Advisory Committee will consist of up to thirteen (13) voting members appointed by Council following a public recruitment process, two (2) non-voting members of Council (1 member, 1 alternate) and City staff as required.
- b) A majority of voting members must be:
 - i. White Rock residents
 - ii. Representing a broad range of perspectives and expertise from the community's business, investment, marketing, development and planning sectors.
- c) Non-voting representatives from the following groups, organizations or businesses will be invited to participate:
 - i. The White Rock Business Improvement Association (BIA)
 - ii. Tourism White Rock
 - iii. The South Surrey & White Rock Chamber of Commerce
- d) Non-voting Staff liaisons are:
 - i. Economic Development Officer/ Chief Administrative Officer (alternate)
 - ii. Director of Planning and Development Services (or Designate)
 - iii. Committee Clerk
- e) Members shall serve in a voluntary capacity without remuneration or gifts.

Chairperson / Vice-Chairperson

A Chairperson and Vice-Chairperson will be appointed from among its appointed voting members. The term of Chairperson and Vice-Chairperson will be for (1) one year and may be renewed to a maximum of (2) two years unless otherwise approved by Council.

Committee Work Plan

Council will forward items that it wishes the Committee to address and develop with the Committee's Work Plan. The Committee will develop a Work Plan that will be brought back to Council for their approval. The Work Plan will identify strategies and actions the Committee will undertake to assist in:

- Supporting long term economic stability and growth in the community;
- Increasing economic diversity and local employment opportunities;
- Encouraging financial investment in the area including new businesses and re-development;
- Supporting existing businesses in retention and expansion
- Reviewing and advising in regard to small businesses; and,
- Reviewing the City's Economic Development Plan.

The Chairperson, as elected by the Committee, and the City staff liaison (s) to the Committee will meet with the City of Surrey in order to keep each apprised of their works and plans for the City of Surrey's Semiahmoo Town Centre and the City of White Rock's Town Centre plan.

The Committee may make representations to Council on economic development matters.

Meetings

- a) At the start of each calendar year, Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- c) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.
- d) Advisory Body members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. If a majority of members indicate that they will be absent from the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.
- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.
- f) Quorum for meetings shall be a majority of all voting members.
- g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
 - i. record the names of the members present, and those absent; and
 - ii. conclude the meeting until the next scheduled meeting.
- h) All meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.

- k) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- l) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson and Council representative where there have been three (3) consecutive absences without knowledge/reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.
- n) An Advisory Body must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- o) An Advisory Body does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- p) An Advisory Body cannot direct staff to take action without the endorsement of City Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
 - i. Any such action must be referred to Council for consideration and adoption;
 - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.

Note: This clause only applies to event oriented Advisory Bodies to Council (ex: Sea Festival and Tour de White Rock).
- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- s) Where a Member, their family, employer or business associates have any interest in any matter being considered by the committee, that member will excuse themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- t) Members are not permitted to speak directly with the media on behalf of the committee.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

Sub Committees and Working Groups

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.
- b) Working Groups: A committee or sub-committee may form a working group for the limited purpose of:
 - i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
 - ii. Carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, or an Advisory Body of Council then it may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

Staff Support

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
 - i. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and on the Public Notice Posting Place;
 - ii. Prepare reports on behalf of the Committee;
 - iii. Review and return draft minutes to Corporate Administration prior to adoption;
 - iv. Report back with status updates on agenda items as required;
 - v. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the Advisory Body prior to going to Council so their feedback can be considered.
- b) Corporate Administration will provide meeting management and recording support. Support functions include:
 - i. Receive and prepare correspondence;
 - ii. Maintain a list of outstanding issues for action (Action Tracking);
 - iii. Provide members with orientation at the beginning of each term (and to new members as they are appointed);

- iv. Organize and prepare meeting agendas, in conjunction with the Chairperson, staff liaison and Council representative;
- v. Receive and organize all agenda-related presentation materials and/or hand-outs;
- vi. Distribute agenda packages to members;
- vii. Post all notices, agendas and minutes for the public record;
- viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
- ix. Provide minutes, with recommendations, to Council;
- x. Update the Terms of Reference policy.

Procedures

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

Code of Conduct

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

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

This will confirm that as of _____, I have read
Council Policy 120, “Code of Conduct for Committee Members” and Council Policy 137
Terms of Reference for the Economic Development Advisory Committee and I
understood and will conform to the City’s Code of Conduct as outlined in these policies.

(PRINT NAME)

(SIGNATURE)

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



POLICY TITLE: **TERMS OF REFERENCE:**
 WATER COMMUNITY ADVISORY PANEL

POLICY NUMBER: **COUNCIL - 157**

<i>Date of Council Adoption: February 25, 2019</i>	<i>Date of Last Amendment: March 9, 2020</i>
<i>Council Resolution Number: 2020-155</i>	
<i>Originating Department: Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: March 9, 2020</i>

Mandate

The purpose of the Water Community Advisory Panel is to advise City Council on White Rock water issues such as:

- Water quality (source and treated)
- Distribution system
- Rate structure proposals
- Infrastructure improvement proposals
- Communication with the community

Committees may consider, inquire into, report and make recommendations to Council about matters referred to Committee by Council, the Chief Administrative Officer, Staff Liaison or items brought forward by Committee members that are aligned with the Committee’s mandate/Terms of Reference.

Definition:

Advisory Body means any committee, sub-committee, task force, board or panel that has been established by Council.

Member means those appointed by Council to an Advisory Board.

Annual Work Plan

An annual work plan will be prepared by the Advisory Body and approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year and that additions to the work plan may be recommended by Council, or staff or the Advisory Body itself.

Council must adopt any amendments to the Advisory Body’s approved work plan.

General Terms

Term

Appointments will be made by Council for a two (2) year term.

In the circumstance of a Task Force or a task oriented Advisory Body to Council, the appointments will be made by Council for a two (2) year term or until duties are complete whichever were to occur first.

Membership

- a) The Panel will consist of up to seven (7) voting members appointed by City Council following a public recruitment process, two (2) non-voting members of Council (1 member, 1 alternate) and City staff as required.
- b) A majority of voting members must be:
 - i. White Rock residents
- c) Non-voting representatives from the following groups, organizations or businesses will be invited to participate:
 - i. Fraser Health Authority
- d) Non-voting staff liaisons are:
 - ~~i.~~ ~~Chief Administrative Officer~~
 - ~~ii.~~ Director of Engineering and Municipal Operations (or Designate)
 - ~~iii.~~ Manager of Utilities
 - ~~iv.~~ ~~iii.~~ Committee Clerk
- e) Members shall serve in a voluntary capacity without remuneration or gifts.

Chairperson / Vice-Chairperson

A Chairperson and Vice-Chairperson will be appointed from among its appointed voting members. The term of Chairperson and Vice-Chairperson will be for (1) one year and may be renewed to a maximum of (2) two years unless otherwise approved by Council.

Meetings

- a) At the start of each calendar year, Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- c) If there are no agenda items for the meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.

- d) Advisory Body members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. If a majority of members indicate that they will be absent from the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.
- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.
- f) Quorum for meetings shall be a majority of all voting members.
- g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
 - i. record the names of the members present, and those absent; and
 - ii. conclude the meeting until the next scheduled meeting.
- h) All meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.
- k) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- l) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson and Council representative where there have been three (3) consecutive absences without knowledge/reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.
- n) An Advisory Body must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- o) An Advisory Body does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.

- p) An Advisory Body cannot direct staff to take action without the endorsement of City Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
- i. Any such action must be referred to Council for consideration and adoption;
 - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.
- Note:** This clause only applies to event oriented Advisory Bodies to Council (ex: Sea Festival and Tour de White Rock).
- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- s) Where a Member, their family, employer or business associates have any interest in any matter being considered by the committee, that member will excuse themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- t) Members are not permitted to speak directly with the media on behalf of the committee.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

Sub Committees and Working Groups

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.
- b) Working Groups: A committee or sub-committee may form a working group for the limited purpose of:
- i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
 - ii. Carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).
- c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy

to Council, or an Advisory Body of Council then it may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

Staff Support

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
 - i. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and on the Public Notice Posting Place;
 - ii. Prepare reports on behalf of the Committee;
 - iii. Review and return draft minutes to Corporate Administration prior to adoption;
 - iv. Report back with status updates on agenda items as required;
 - v. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the Advisory Body prior to going to Council so their feedback can be considered.

- b) Corporate Administration will provide meeting management and recording support. Support functions include:
 - i. Receive and prepare correspondence;
 - ii. Maintain a list of outstanding issues for action (Action Tracking);
 - iii. Provide members with orientation at the beginning of each term (and to new members as they are appointed);
 - iv. Organize and prepare meeting agendas, in conjunction with the Chairperson, staff liaison and Council representative;
 - v. Receive and organize all agenda-related presentation materials and/or hand-outs;
 - vi. Distribute agenda packages to members;
 - vii. Post all notices, agendas and minutes for the public record;
 - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
 - ix. Provide minutes, with recommendations, to Council;
 - x. Update the Terms of Reference policy.

Procedures

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

Code of Conduct

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

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

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

(PRINT NAME)

(SIGNATURE)

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



POLICY TITLE: **TERMS OF REFERENCE:**
 COVID-19 RECOVERY TASK FORCE
POLICY NUMBER: **COUNCIL POLICY - 166**

<i>Date of Council Adoption: May 11, 2020</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2020-277</i>	
<i>Originating Department: Administration</i>	<i>Date last reviewed by Council: May 11, <u>2020-September 28, 2020</u></i>

Mandate

The COVID-19 Recovery Task Force (CRTF) is established to assist local businesses and social services during the COVID-19 pandemic and to prepare for the City’s reopening.

The CRTF will:

- Advocate with senior levels of government for remedies to ease the economic burdens created by the COVID-19 pandemic;
- Provide information and education to the community on resources and programs available to support business and build community resiliency;
- Work with stakeholders in the community to identify new initiatives to achieve economic recovery for businesses, workers and the community; and,
- Consider the social and economic impacts of reopening White Rock, including restarting businesses that are currently closed.

Committees may consider, inquire into, report and make recommendations to Council about matters referred to Committee by Council, the Chief Administrative Officer, Staff Liaisons or items brought forward by Committee members that are aligned with the Committee’s mandate/Terms of Reference.

Definition:

Advisory Body means any committee, sub-committee, task force, board or panel that has been established by Council.

Member means those appointed by Council to an Advisory Board.

Annual Work Plan

An annual work plan will be prepared by the Advisory Body and approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year and that additions to the work plan may be recommended by Council, or staff or the Advisory Body itself.

Council must adopt any amendments to the Advisory Body's approved work plan.

General Terms

Term

Appointments will be made by City Council for a one (1) year term, with the initial appointments expiring June 1, 2021 or until the activities are complete, whichever is sooner.

Membership

- a) The COVID-19 Recovery Task Force will consist of up to thirteen (13) voting members from community groups, organizations, businesses or the community-at-large, two (2) non-voting members of Council (the current and next scheduled Deputy Mayor on the Council rotation), and City staff as required.
- b) Voting representatives from the following groups, organizations or businesses will be invited to participate:
 - i. Up to five (5) members from the community, representing a variety of sectors (i.e. business, schools, arts, service clubs, faith-based groups, financial, retail, tourism, residents at large etc.)
 - ii. One (1) representative from the South Surrey/ White Rock Chamber of Commerce
 - iii. One (1) representative from the Fraser Health Authority
 - iv. One (1) representative from the White Rock Business Improvement Association
 - v. One (1) representative from the White Rock Museum and Archives
 - vi. One (1) representative from the White Rock branch of the Fraser Valley Regional Library
 - vii. One (1) representative from Explore White Rock (Tourism)
 - viii. One (1) representative from Sources Community Resources Society
 - ix. One (1) representative from Semiahmoo First Nation
- c) Non-voting staff liaisons are:
 - i. Economic Development Officer/ Chief Administrative Officer (alternate)
 - ii. Director of Planning and Development Services
 - iii. Committee Clerk

Members shall serve as volunteers without remuneration or gifts

Chairperson / Vice-Chairperson

The Deputy Mayor will serve as the Chairperson. Following the Deputy Mayor rotation the next scheduled Council member will serve as the Vice-Chairperson. This will rotate throughout the term following the Deputy Mayor schedule.

Meetings

- a) At the initial Task Force meeting Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- c) If there are no agenda items for meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.
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- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.
- f) Quorum for meetings shall be a majority of all voting members.
- g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
 - i. record the names of the members present, and those absent; and
 - ii. conclude the meeting until the next scheduled meeting.
- h) Due to the subject matter of the Task Force, meetings will commence as soon as possible and be held through electronic means. Once the COVID-19 global pandemic/ related Provincial Health Orders permit then all meetings will be open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.

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Charter), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.

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 - i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
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- x. Update the Terms of Reference policy.

Procedures

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Code of Conduct

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

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

(PRINT NAME)

(SIGNATURE)

APPENDIX A

Draft Zoning Amendment Bylaw No. 2361

**The Corporation of the
CITY OF WHITE ROCK
BYLAW 2361**



A Bylaw to amend the
"White Rock Zoning Bylaw, 2012, No. 2000" as amended

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

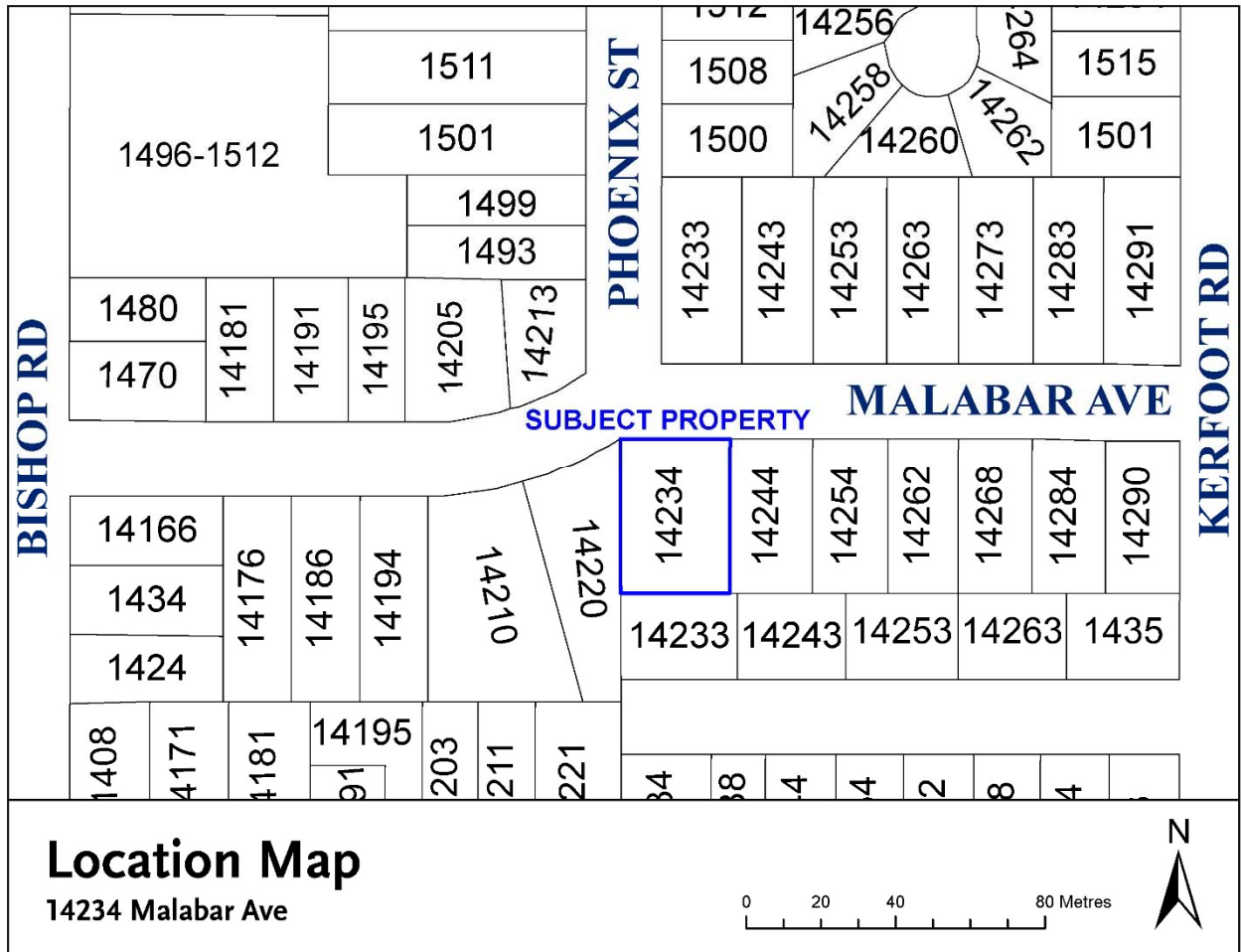
1. Schedule "C" of the "White Rock Zoning Bylaw, 2012, No. 2000" as amended is further amended by rezoning the following lands:
Lot B, Plan NWP20207, Part NE1/4, Section 9, Township 1, New Westminster Land District
PID: 008-693-781
as shown on Schedule "1" attached hereto from the 'RS-1 One Unit Residential Zone' to the 'RS-4 One Unit (12.1m Lot Width) Residential Zone'.
2. This Bylaw may be cited for all purposes as the "White Rock Zoning Bylaw 2012, No. 2000, Amendment (RS-4 – 14234 Malabar Avenue) Bylaw, 2020, No. 2361".

PUBLIC INFORMATION MEETING on the	2 nd	day of	April, 2019
RECEIVED FIRST READING on the		day of	
RECEIVED SECOND READING on the		day of	
PUBLIC HEARING held on the		day of	
RECEIVED THIRD READING on the		day of	
RECONSIDERED AND FINALLY ADOPTED on the		day of	

Mayor

Director of Corporate Administration

Schedule “1”



APPENDIX C

Tree Management Permit (2015)

Tree Management Permit

Type 3 Permit

TMP 15-051

15276 Columbia Ave

Issued To: Yan Cheung and Ha Chiu

1. This Tree Management Permit is issued to **Yan Cheung** as the owners and shall apply only to ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the City of White Rock, in the Province of British Columbia, and more particularly known and described as:

Legal Description: LOT 10 BLOCK 33 SECTION 11 NEW WESTMINSTER DISTRICT PLAN 488
TOWNSHIP 1 PART SW 1/4.
PID: 011-621-192
Civic Address: 15276 Columbia Avenue

2. This Tree Management Permit is issued pursuant to the authority of *Sections 8(3)(c) and 50 to 52 of the Community Charter*, and in conformity with the procedure prescribed by *City of White Rock Planning Procedures Bylaw, 2009, No. 1869*, and amendments thereto.
3. The terms, conditions and guidelines as set out in the *White Rock Tree Management Bylaw No. 2008 No. 1831* and amendments thereto shall apply to the area of land and premises hereinbefore described and which are covered by this Tree Management Permit.
4. This Tree Management Permit is issued in accordance with the information provided in the Arborist Report prepared by Urban Grove Tree Care, August 17, 2015 which has been reviewed and approved by the City Arborist. No works shall be performed upon the lands covered by this Tree Management Permit, nor shall any tree be damaged or removed, building or structure be erected, constructed, repaired, renovated or sited, or any use permitted, that is not in accordance with all terms and conditions of this Permit.
5. This permit is issued in conjunction with Demolition Permit D15046 and Building Permit 15-089 and applies to tree protection for the demolition stage and tree protection, removal, and replacement for the building stage. Any trees removed or damaged contrary to the terms of this permit will result in the forfeit of securities for those trees, in addition to any penalties the City may impose in accordance with *White Rock Tree Management Bylaw, 2008 No. 1831* and *Ticketing for Bylaw Offences Bylaw, 2011, No. 1929*.
6. Works and development on the property shall conform to the Arborist Report, attached hereto as Schedule A, as well as the Coordinated Site Development Plan attached hereto as Schedule B.
7. Tree removal is not permitted prior to the issuance of a Building Permit for the construction of a new home on the subject property. Tree removals are not permitted during demolition.

City of White Rock

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

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8. The City requires securities for tree protection and replacement in the amount of \$12,000 to be submitted prior to the issuance of the Demolition Permit and Building Permit, as indicated in Schedule C. Tree removals during demolition, unless previously authorized by the City, are a violation of this tree management permit and will result in the confiscation of the tree protection or replacement security.
9. The applicant shall provide tree replacement in substantial compliance with the tree replacement requirements outlined in Schedule C, to the acceptance of the Director of Planning and Development Services.
10. Tree protection barriers must remain in place throughout the demolition and building stages, and may only be moved if approved by and under the supervision of the project arborist. Disturbance within tree protection zones is prohibited including, but not limited to, regrading, deposition or storage of soil or any other material, access by any vehicle or heavy equipment, or use of tree trunks as a winch support, anchorage, or temporary power.
11. The owner shall erect a notice at the property line, in a location visible to the public and facing the street, prior to the cutting or removal of any protected trees and shall remain posted until all work related to the removal of protected trees has been completed. The notice shall include a copy of this tree management permit as well as contact numbers for the owner and the City.
12. The owner shall register a restrictive covenant on the property for the preservation and maintenance of all protected trees.
13. Securities deposited for tree protection in accordance with Schedule C will be held by the City pending satisfactory completion of the demolition stage.
14. Securities deposited for tree protection, in accordance with Schedule C, will be held by the City pending a one (1) warranty period after final building permit approval and receipt of reports from a qualified arborist outlining the health and protection measures of the trees during construction and the health of the trees at the end of the warranty period in accordance with the *White Rock Tree Management Bylaw No. 2008 No. 1831* and this Permit.
15. Securities deposited for tree replacement, in accordance with Schedule C, will be held by the City pending a one (1) warranty period after final building permit approval and receipt of reports from a qualified arborist outlining the health and protection measures of the trees during construction and the health of the trees at the end of the warranty period in accordance with the *White Rock Tree Management Bylaw No. 2008 No. 1831* and this Permit.
16. In the interpretation of the Tree Management Permit all definitions of words and phrases contained in the *White Rock Tree Management Bylaw No. 2008 No. 1831*, as amended, shall apply to this Tree Management Permit and to the attachments thereto.
17. The City may revoke this tree management permit if the terms and conditions have been breached or the information supplied by the owner in support of the permit is found by the City to be inaccurate, incomplete, or erroneous.

18. If at any time the owner fails to comply with the tree retention or replacement requirements of this permit, the City may by its employees or others under its direction, enter upon these lands, at all reasonable times and after notification to the owner, to plant replacement trees or maintain protected trees and for such purposes may draw upon the securities provided and expend the funds to cover all costs and expenses of doing so.
19. Where the holder of this Permit does not substantially commence the works as outlined in this Tree Management Permit within two years after the date this Permit was authorized by the Director of Planning and Development Services, the Permit shall lapse.
20. This permit does not constitute a development permit, a subdivision approval, or a building permit. Nothing herein contained shall be construed to authorize the owner of the said lands to develop the same other than in accordance with the provisions of this Permit.

APPROVED ON THIS 9 DAY OF September, 2015.



Karen Cooper, MCIP, RPP
Director of Planning and Development Services

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



DEVELOPMENT VARIANCE PERMIT NO. 431

1. Development Variance Permit No. 431 is issued to P & H Bains Enterprises Inc. as the owner and shall apply only to ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the City of White Rock, in the Province of British Columbia, and more particularly known and described as:

Legal Description:

LOT 5 SECTION 10 TOWNSHIP 1 NEW WESTMINSTER DISTRICT PLAN
LMP 3787
(14947 Buena Vista Avenue)

PID: 009-606-131

As indicated on Schedule A – Subject Property Location Map

2. Development Variance Permit No. 418 is issued pursuant to the authority of Section 498 of the *Local Government Act*, R.S.B.C. 2015, Chapter 1 as amended, and in conformity with the procedures prescribed by "White Rock Planning Procedures Bylaw, 2017, No. 2234" as amended.
3. The provisions of "White Rock Zoning Bylaw, 2012, No. 2000 as amended, is varied as follows:
 - (a) Section 6.2.5 Building Heights: 1) is varied to increase the maximum height of the principal building on Lot 1 from 7.7m (25.26ft) to 8.053 metres (26.42 feet).
4. Said lands shall be developed strictly in accordance with the terms and conditions and provisions of this Development Variance Permit and any plans and specifications attached to this Development Variance Permit which shall form a part hereof.

Terms and Conditions:

- (a) The variance is for the construction of a three-storey single-family dwelling.
 - (b) The Development Variance Permit only applies to Lot 1, as identified in Schedule B.
 - (c) The proposal shall generally conform to the drawings attached hereto as Schedule B.
 - (d) This permit expires in the event that the constructed development is demolished. Any new buildings or structures will be required to meet the Zoning Bylaw requirements in place at the time of the building permit application.
6. Where the holder of this Development Variance Permit does not receive final approval of a building permit for the proposed development within two (2) years after the date this Permit was issued, the Permit shall lapse, unless the Council, prior to the date the Permit is scheduled to lapse, has authorized the extension of the Permit.

7. This Development Variance Permit does not constitute a building permit.

Authorizing Resolution passed by the City Council on the _____ day of _____, 2020.

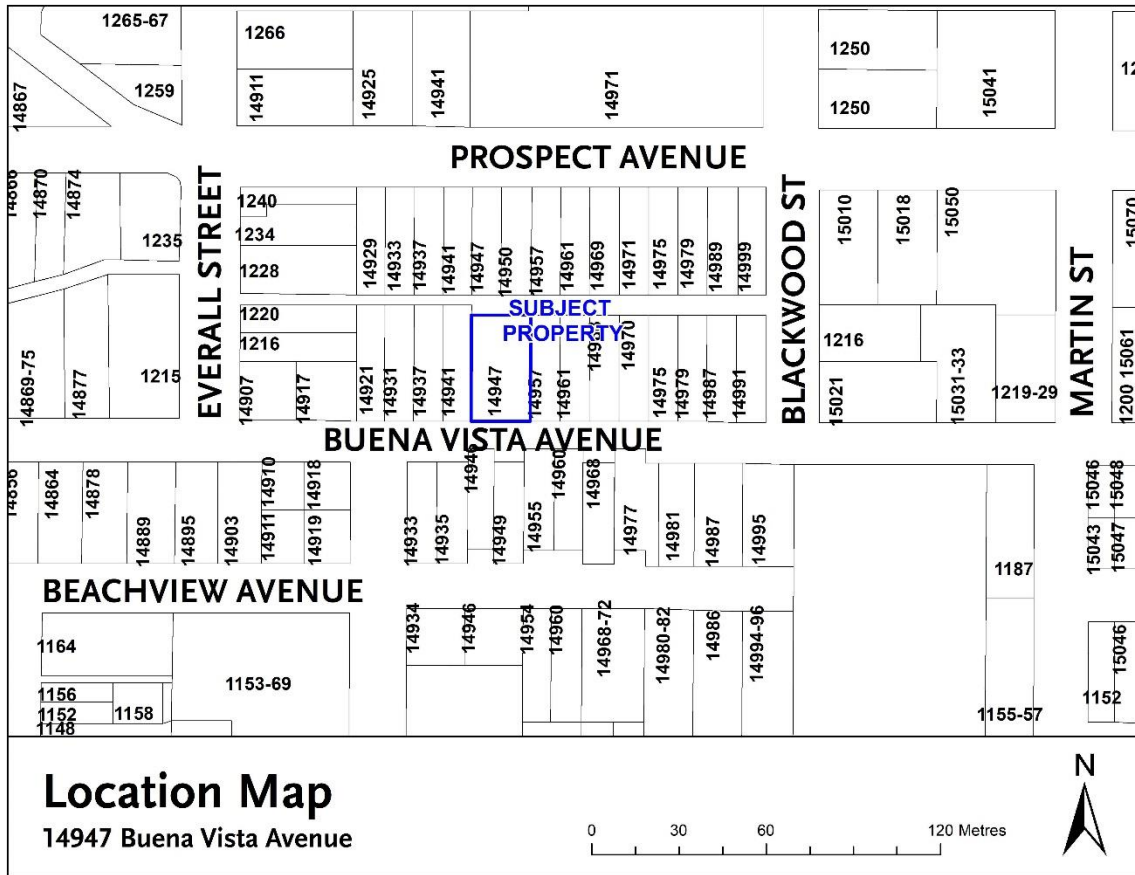
This Development Variance Permit has been executed at the City of White Rock, British Columbia, the _____ day of _____, 2020.

The Corporate Seal of THE CORPORATION
OF THE CITY OF WHITE ROCK was hereunto
affixed in the presence of:

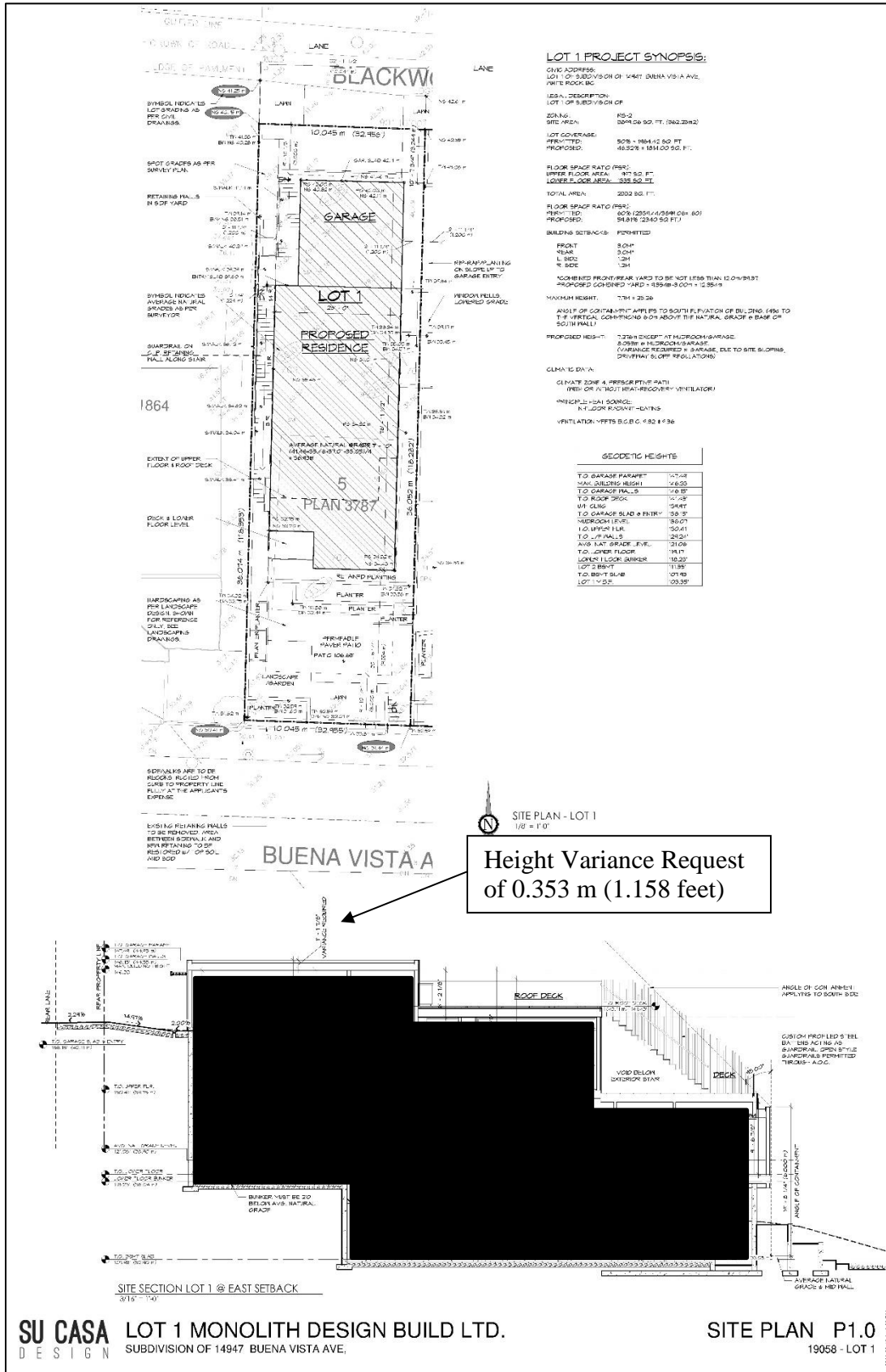
Mayor – Darryl Walker
Authorized Signatory

Director of Corporate Administration – Tracey Arthur
Authorized Signatory

Schedule A – Subject Property Location Map



Elevation Drawing Confirming Height Variance



APPENDIX A

Draft Development Permit No. 429

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

DEVELOPMENT PERMIT NO. 429



1. This Development Permit No. 429 is issued to **Bosa Properties (White Rock) Inc. and The Corporation of the City of White Rock** as the owners and shall apply only to ALL AND SINGULAR those certain parcels or tracts of land and premises situate, lying and being in the City of White Rock, in the Province of British Columbia, and more particularly known and described as:

Legal Description:

LOT 1 Section 10 Township 1 New Westminster District Plan BCP38589
(15177 Thrift Avenue)
PID: 027-688-615

Air Space Parcel 1 Section 10 Township 1 New Westminster District Air Space
Plan BCP39026
PID: 027-746-763

as indicated on Schedule A.

2. This Development Permit No. 429 is issued pursuant to the authority of Sections 490 and 491 of the *Local Government Act, R.S.B.C. 2015, Chapter 1* as amended, the "White Rock Official Community Plan Bylaw, 2017, No. 2220" as amended, and in conformity with the procedures prescribed by the "City of White Rock Planning Procedures Bylaw, 2017, No. 2234" as amended.
3. The terms, conditions and guidelines as set out in "White Rock Official Community Plan Bylaw, 2017, No. 2220" as amended, that relate to "Town Centre Development Permit Area" shall apply to the area of land and premises hereinbefore described and which are covered by this Development Permit.
4. The intent of this Development Permit No. 429 is to amend the comprehensive sign plan as contained within Development Permit No. 288.

Unless expressly stated, described, or illustrated in this Development Permit No. 429, all other sections, variances, terms and conditions contained within Development Permit No. 288 remain valid in their original form.

The amended comprehensive sign plan, prepared by Experience Design Group Inc., is attached hereto in accordance with the provisions of Section 491 of the Local Government Act, and shall amend the plans contained in Development Permit No. 288, as follows:

Schedule B Exterior Sign Program

These Plans form part of this development permit.

5. Permitted Uses of Land, Buildings and Structures

- (i) Land, buildings, and structures shall only be used in accordance with the provisions of the “CR-1 Town Centre Area Commercial / Residential Zone” of the “White Rock Zoning Bylaw, 2012, No. 2000” as amended.
- (ii) The provisions of the “White Rock Sign Bylaw, 2010, No. 1923”, as amended is varied to permit signage on the area of land and premises hereinbefore described as indicated in Schedule B.

6. Dimensions, Quantity, Orientation, and Siting of Signage

All signage to be constructed on said lands shall conform in every respect to the plans and elevations shown in Schedule B.

7. Terms and Conditions:

- a) The retail tenant signage with lighting shall incorporate a timer and/or dimmer to reduce light spillover effects.
8. In the interpretation of the Development Permit all definitions of words and phrases contained in Sections 490 and 491 of the *Local Government Act, R.S.B.C. 2015, Chapter 1* as amended, and the “White Rock Official Community Plan Bylaw, 2017, No. 2220”, as amended, shall apply to this Development Permit and attachments.
9. This permit does not constitute a subdivision approval, a tree management permit, a demolition permit, or a building permit.

Authorizing Resolution passed by the Council for the City of White Rock on the ____ day of _____, 2020.

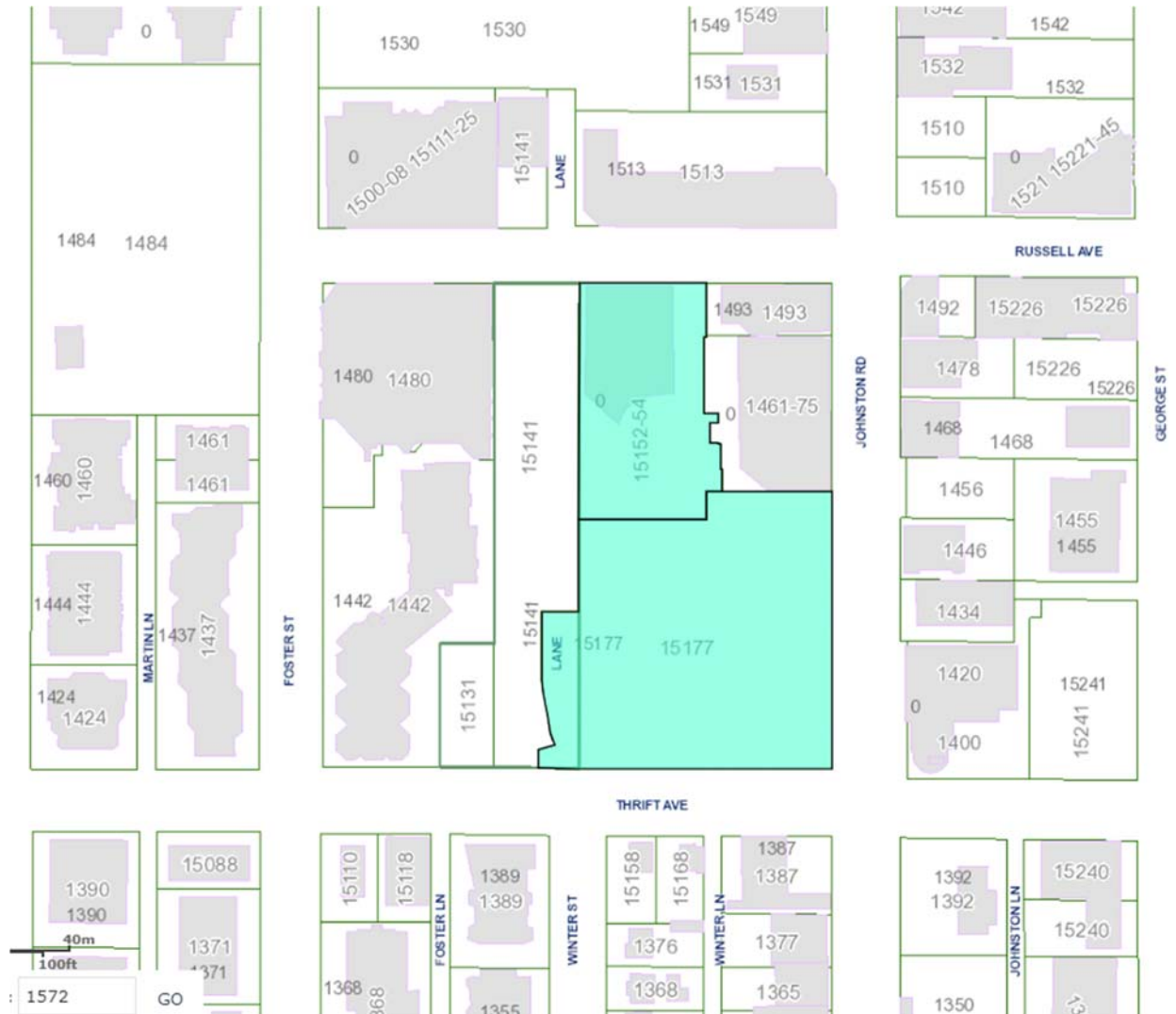
This development permit has been executed at White Rock, British Columbia on the _____ day of _____ 2020.

The Corporate Seal of THE CORPORATION
OF THE CITY OF WHITE ROCK was hereunto
affixed in the presence of:

Mayor
Authorized Signatory

Director of Corporate Administration
Authorized Signatory

Schedule A – Location Map



Schedule B –Exterior Sign Program

[attached separately]

**MIRAMAR TOWERS 3 & 4
MIXED-USE DEVELOPMENT**
City of White Rock
Development Variance Permit

EXTERIOR SIGN PROGRAM
DRAFT 11

September 23rd, 2020



Produced by EDG Experience Design Group Inc.
© 2020 for Bosa Properties Inc.

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Project rendering of Miramar Towers 3 & 4 Mixed-Use Development in White Rock

INTRODUCTION

EDG has been engaged by Bosa Properties to produce a site-wide Exterior Sign Program to aid visitor wayfinding and enhance the guest experience at the new Towers 3 and 4 of the Miramar Mixed-Use Development in White Rock. This package is being submitted and coordinated with the City of White Rock as a Development Variance Permit.

Background

Miramar Development is located West of Johnston Road between Thrift Avenue (South) and Russell Avenue (North). Miramar Tower 1 (North West) and Tower 2 (North East) are completed with shared parking, entrance off Russell Avenue/ Tower 1. Current rentals on Tower 1 and 2 consist of small CRUs and majority are located on Johnston Road (Tower 2). A local Community Centre (Tower 1 near the Central Plaza) is a key tenant for Tower 1.

Towers 3 & 4

New construction to be located South of Towers 1 and 2 and the Central Plaza. Tower 2 is located on the South East corner and Tower 4 (with a major food store) on South West Corner. Shared residential, visitor, and retail underground parking entrance is accessible on the South side of Tower 4 via Thrift Ave and via lane on West side of Tower 4 (enter via Thrift Ave). Retail Parking is on P1 while Residence Parking is on P2 and P3 with separated gate entrance on P1. There are 11 CRUs in Tower 3 and 6 CRUs in Tower 4, with one of them as the Anchor Food Store tenant. The Anchor tenant pedestrian entrance via Central Plaza.

The Exterior Sign Program is intended to be integrated with the architectural design of the development, while complementing the existing buildings and signage of Tower 1 and 2. The intent is that the new sign program includes a design that appears as a unified “family” of Sign Types.

“Town Centre Development Permit Area” Guidelines

This Exterior Sign Program has been specifically considered to unify with the objectives set forth in the City of White Rock’s “Official Community Plan”, Section 22.3 “Town Centre Development Permit Area” guidelines.

By utilizing best professional wayfinding practices, the Exterior Sign Program enhances the pedestrian realm by signalling a sense of arrival, reassuring first-time and occasional visitors, and facilitating clear navigation and circulation routes. The scale is carefully calculated to reinforce the minimum visibility requirements of pedestrians, supplemented with appropriate legibility considerations for motorists, while avoiding overwhelming of street views and architectural façades.

A cohesive family of sign types is tastefully integrated with the architectural finishes, façades, and landscaping—intended to cultivate a unified visual aesthetic applicable to an attractive commercial destination, whilst discrete enough to complement both the architecture and contemporary natural colours (e.g. granite grey, limited usage of jarring colours on building signage).

Signage must be fabricated to mitigate light spillover and excess glare into neighbouring residential units. The power supply for any retail tenant signage specifically requires usage of a 24-hour timer and/or dimmer to control illumination, determined by the City of White Rock requirements, where required.

Address:

1441 Johnston Road & 15165 Thrift Avenue, White Rock, BC

Developer:

Bosa Properties Inc.

Architect:

NSDA Architects

Landscape Architect:

Perry + Associates Inc.

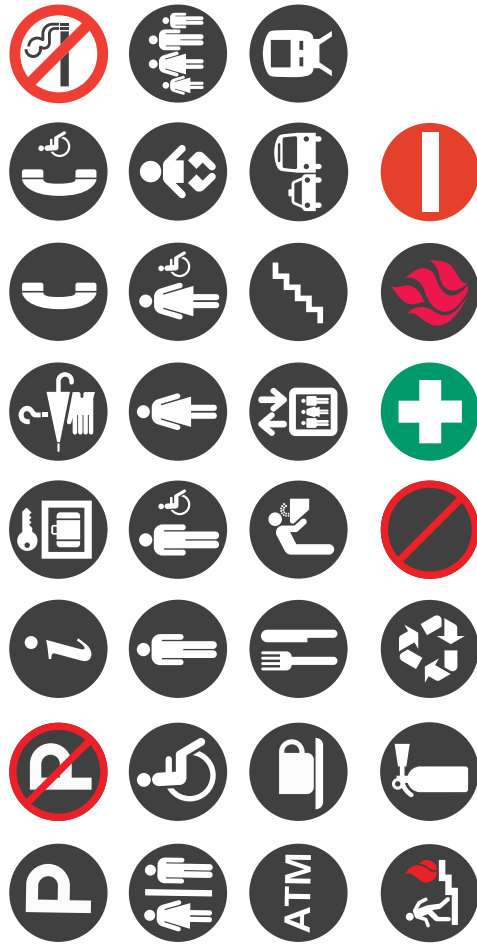
Wayfinding & Signage Consultant:

EDG Experience Design Group Inc.

RECOMMENDED USE OF PICTOGRAMS

Pictograms are also known as pictographs, glyphs and symbols. They are symbol signs that cut across linguistic barriers to aid visitors' orientation and wayfinding.

The pictograms illustrated below may form part of the Wayfinding Program, and should be connected with the appropriate message. They are part of internationally recognized standards for public wayfinding. The pictograms below may change or evolve over time, however it is important that only pictograms specified here or new pictograms specified from Bosa Properties Inc. are to be used in the site wayfinding program.



RECOMMENDED USE OF TYPOGRAPHY

The typeface selected for site wayfinding programs needs to meet international standards for legibility and easy recognition by viewers whether pedestrians, bicyclists, or drivers.

The typeface for the Sign Program is Avenir Heavy. Lighter weights, such as Avenir Book, may be used in certain instances and for secondary messages.

To ensure site-wide brand consistency and visual impact typography used in signage and supporting visitor communications should be set in a consistent font throughout the site wayfinding.

abcdefghijklmnopqrstuvwxy
 ABCDEFGHIJKLMNOPQRSTU
 WXYZ1234567890.,'()/-

Avenir Heavy

abcdefghijklmnopqrstuvwxy
 ABCDEFGHIJKLMNOPQRSTU
 WXYZ1234567890.,'()/-

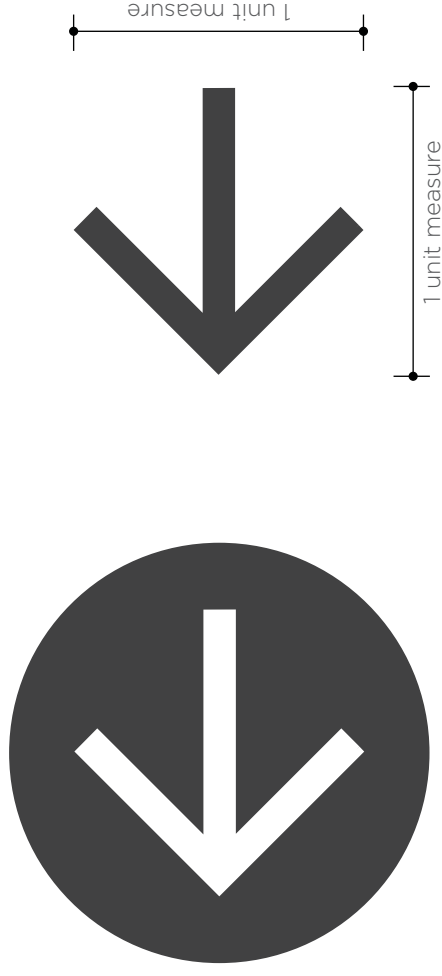
Avenir Book



Full size type example with 3:4 ratio,
 x-height to cap-height for best practices in legibility

RECOMMENDED USE OF ARROWS

Reversing the arrow out of a background makes the arrow appear to be larger. It also makes the arrow visually stand out from the adjacent messaging text.



ARROW SIZE

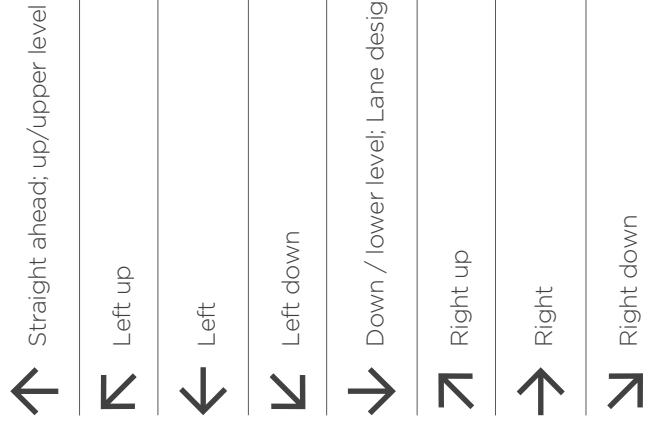
The size of the arrow is determined by the associated letter size.

ARROW PLACEMENT

Recommend all arrows appear on visible edge (curb side) where appropriate, for legibility.

RECOMMENDED USE OF DIRECTIONAL ARROWS & DESTINATIONS

- Use no more than 3 destinations per directional arrow
- Use only one arrow per direction
- Use a maximum of 3 directions on one sign face
- Place all arrows on one side of sign
- Destinations to be listed in the order of arrival
- Use no more than 5 destinations per sign face



SITE AUDIT

A look at the existing signage of Towers 1 and 2 at Miramar in White Rock.

TOWER 1

Existing Residential Entrance and Parkade Entrance Signage on Russell Ave



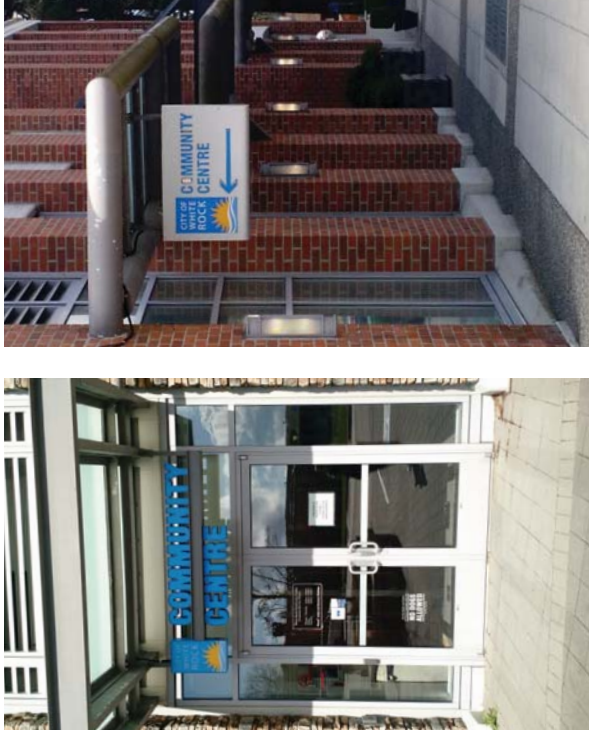
TOWER 2

Existing Canopy and Tenant Blade Signage (Suspended and Projected) on Johnston Road



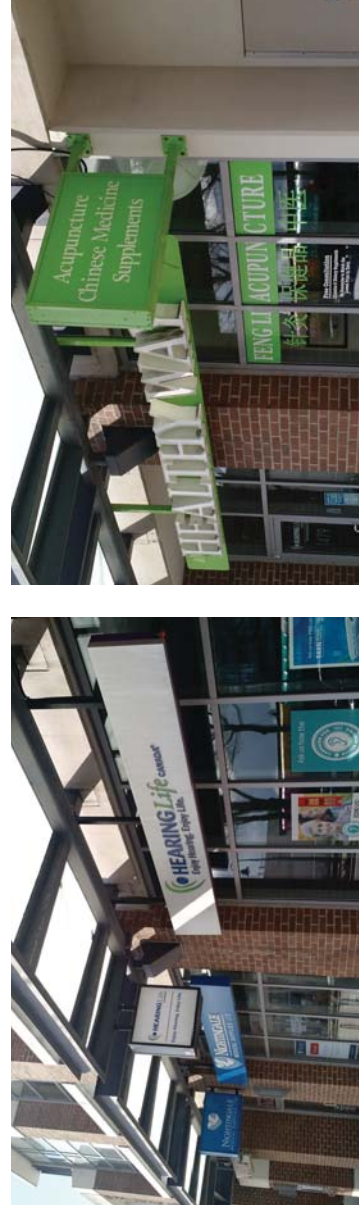
TOWER 1

Existing Canopy and Suspended Blade Signage



TOWER 2

Existing Office Entrance Signage and Window Graphics



KEY ISSUES FOR LEGIBILITY OF SIGNAGE

Signage must often be read at a distance by visitors in various modes of transportation, sometimes traveling at full roadway speeds, and frequently in a multitude of seasonal conditions. Therefore letterform legibility is critical to the success of a wayfinding and signage program.

To ensure legibility, consideration must be made to the following:

- Letterform / typeface selection (including x-height, letter width, and stroke contrast)
- Colour contrast of sign copy against a background
- Irradiation and halation
- Lighting, sign illumination, and specular glare
- Scale and placement
- Layout and hierarchy of message

SCALE & PLACEMENT

It is imperative to plan for signs that make the most effective use of the available space. The scale of the sign must be appropriate for the architectural façade or site conditions. An unsuitably-sized sign could easily be overwhelmed and lost within a space—rendering it completely useless for first-time and occasional visitors.

One must also consider if a sign is intended to be visible for motorists versus pedestrians. Large fascia-mounted signs or freestanding signs are typically meant for passing motorists, whereas a smaller freestanding sign will function best for pedestrians.

ACCEPTABLE COLOUR CONTRAST

Numerous studies have explored signage and graphic legibility, particularly involving outdoor environment subject to unpredictable weather conditions. The ideal colour contrast is white text on a black background, or approximately a 91% contrast ratio. Other various colour combinations have been highlighted below, and contrast ratios below 70% should be avoided entirely.

	beige	white	grey	black	brown	pink	purple	green	orange	blue	yellow	red
red	78	84	32	38	7	57	28	24	62	13	82	0
yellow	14	16	73	89	80	58	75	76	52	79	0	
blue	75	82	21	47	7	50	17	12	56	0		
orange	44	60	44	76	59	12	47	50	0			
green	72	80	11	53	18	43	6	0				
purple	70	79	5	56	22	40	0					
pink	51	65	37	73	53	0						
brown	77	84	26	43	0							
black	89	91	58	0								
grey	69	78	0									
white	28	0										
beige	0											

do not use

acceptable

DETERMINING THE APPROPRIATE LETTER SIZE FOR MOTORISTS VS. PEDESTRIANS

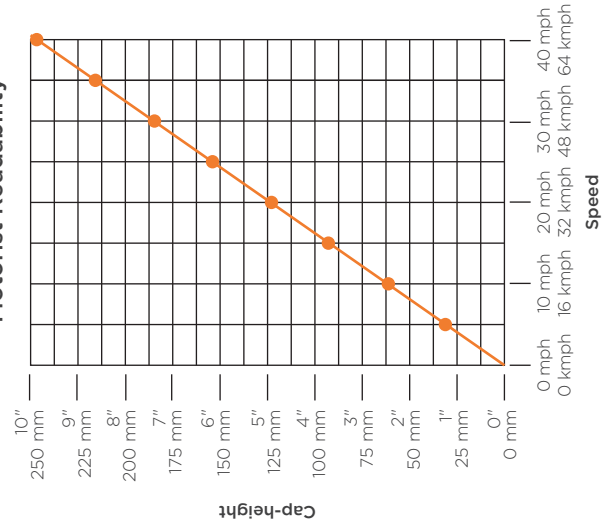
A successful sign program must consider the various readability needs of motorists and pedestrians, the two most common visitor types with very distinctive requirements. Careful consideration of the optimal letter size of a sign is based on a number of variables, including the speed at which a visitor is traveling, their distance from the sign, viewing angle, road conditions, lighting (ambient and artificial), time of day, and weather conditions. There is, of course, a careful balance between readability and visual excess. Dominating a site with oversized signage should be avoided.

Based on the current site conditions, motorist readability will be most dependent on the typical speed of travel along arterial roads. The United States Sign Council “Sign Legibility Rules of Thumb” has established a complex formula to determine the appropriate letter size for signage. Based on a 5-second reaction time and a 20-foot setback from the nearest curb lane, signage should be sized at a minimum 2.45” for every 10 mph of motorist travel. The cap height should be increased to accommodate motorist visibility while traveling at speed in all weather conditions, particularly where the sign is not within the cone of vision or has an increased setback distance.

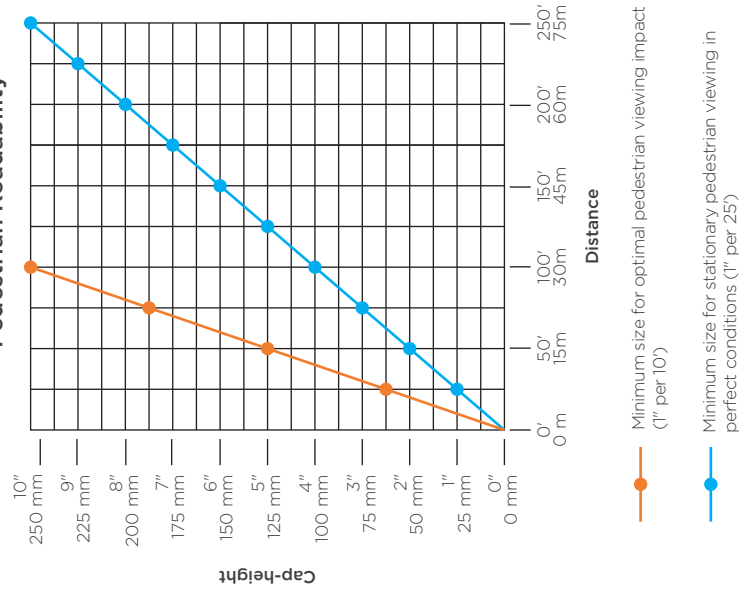
The Registered Graphic Designers (RGD) association’s “Access Ability handbook recommends a minimum letter size of 1” per 25 feet of viewing distance. Note these figures are the minimum required for signs viewed in favourable weather and lighting conditions, unobscured and directly within the cone of vision at eye level, while the viewer is stationary. As these perfect conditions cannot be guaranteed, professional practices indicate that letter height for a pedestrian or parked car is calculated as 1” per 10 feet of pedestrian distance.

The charts below illustrate the recommended text (cap-height) sizes applicable for motorist and pedestrian readability. Note that these numbers are representative on the assumption of light characters on a dark background, with clearly distinguishable letterforms in a standard sans serif typeface. Actual readability may vary, particularly where unique retailer brand identities have deviated from recommended typeface/colour selections.

Minimum Letter Size (Cap-height) for Motorist Readability



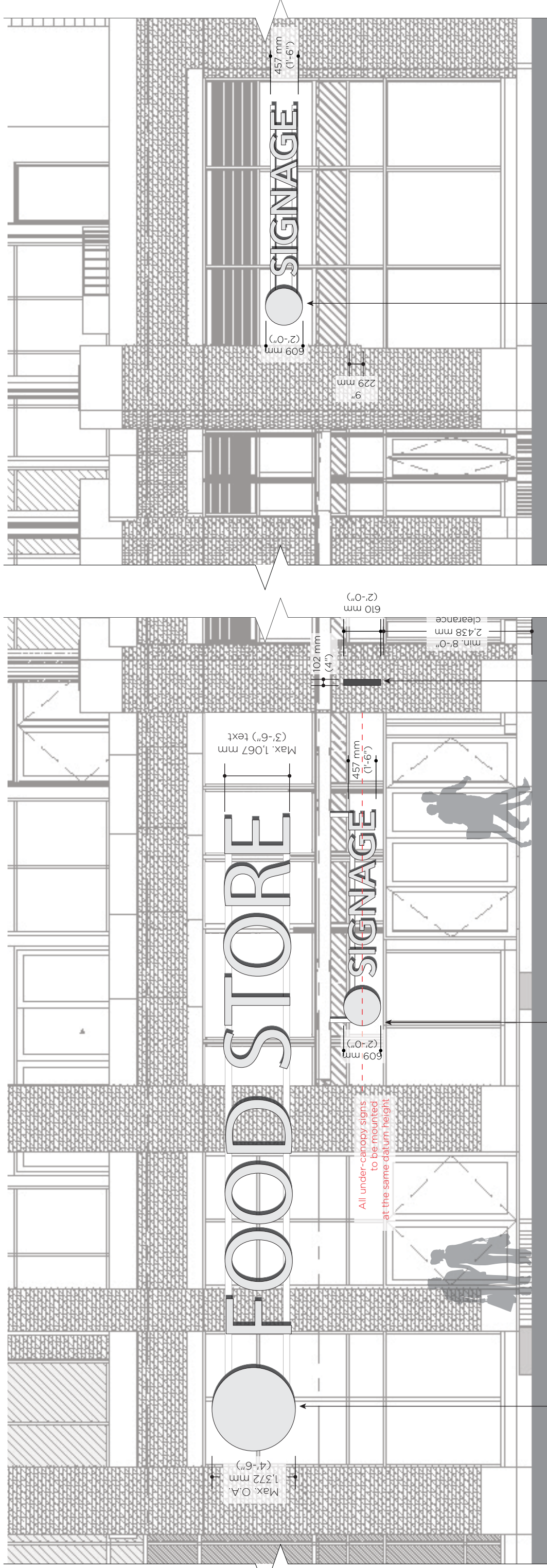
Minimum Letter Size (Cap-height) for Pedestrian Readability



PARALLEL LETTER HEIGHT

Approximate letter heights for signs being viewed from a passing car are subject to a complex legibility index equation based on the number of lanes of traffic, the viewing angle (offset) from the adjacent curb, and the speed of the vehicle. It is essential to optimize “reading speed” with simple legible signage in order to minimize the duration and frequency of a drivers “glance time” which distracts from the primary task—driving.

The Exterior Sign Program is comprised of a cohesive family of Sign Types, organized into a logical hierarchy for vehicular and pedestrian visibility. The program ties together similar materials to ensure visual consistency.



1 SIGN TYPE 1: ANCHOR TENANT SIGN

Individual max. 5" deep internally illuminated channel letters mounted to either a single 3" x 3" (75 mm x 75 mm) integrated aluminum raceway or two 3" x 3" (75 mm x 75 mm) aluminum raceways (for stacked logos), to conceal electric supply, mounted below building canopy and painted to match architectural mullions finish. Power supply is to be controlled by a dimmer and/or 24-hour time clock and must be on a separate circuit from other lighting. The fabricator MUST mitigate light spillover and excess glare to neighbouring residential units.

(Single Line) 4'-6" (1372 mm) Max. logo height with 3'-6" (1067mm) Max. Letter Height, except where noted (Stacked/Box Logo) Max. 10'-0" (3048mm) O.A. height

Variance required to allow for increase sign height, with sizes carefully calculated to ensure visibility requirements of first-time and occasional visitors, as well as to establish hierarchy for anchor tenants.

2 SIGN TYPE 2: TENANT CANOPY SIGN

Individual max. 5" deep internally illuminated channel letters/logo mounted on painted 3" x 3" (75 mm x 75 mm) aluminum raceway(s) with concealed electrical supply, suspended below canopy structure. Power supply is to be controlled by a dimmer and/or 24-hour time clock and must be on a separate circuit from other lighting. The fabricator MUST mitigate light spillover and excess glare to neighbouring residential units.

Min. 2438 mm (8'-0") clearance to street grade
Max. 610 mm (2'-0") H logo
457 mm (1'-6") H letters

Variance required to allow for mounting of sign below the face of architectural canopy support, as architectural conditions cannot support signage at a size adequate enough for motorist and first-time visitor legibility.

3 SIGN TYPE 3: TENANT BLADE SIGN

Double-sided, internally illuminated sign cabinet with push-thru letters with concealed electrical supply. Mounted perpendicular to building facade with anodized aluminum bracket. Power supply is to be controlled by a dimmer and/or 24-hour time clock and must be on a separate circuit from other lighting. The fabricator MUST mitigate light spillover and excess glare to neighbouring residential units. Only tenant name and logo permitted.

Min. 2438 mm (8'-0") clearance to street grade
O.A. 1017 mm W x 610 mm H x 100 mm D
(3'-4" W x 2'-0" H x 4" D)

152 mm (6")



4 SIGN TYPE 4: TENANT FASCIA SIGN

Individual max. 5" deep internally illuminated channel letters/logo mounted on painted 3" x 3" (75 mm x 75 mm) aluminum raceway(s) with concealed electrical supply, mounted to building facade. Fascia signs to be only located where a canopy is not available for mounting. Power supply is to be controlled by a dimmer and/or 24-hour time clock and must be on a separate circuit from other lighting. The fabricator MUST mitigate light spillover and excess glare to neighbouring residential units.

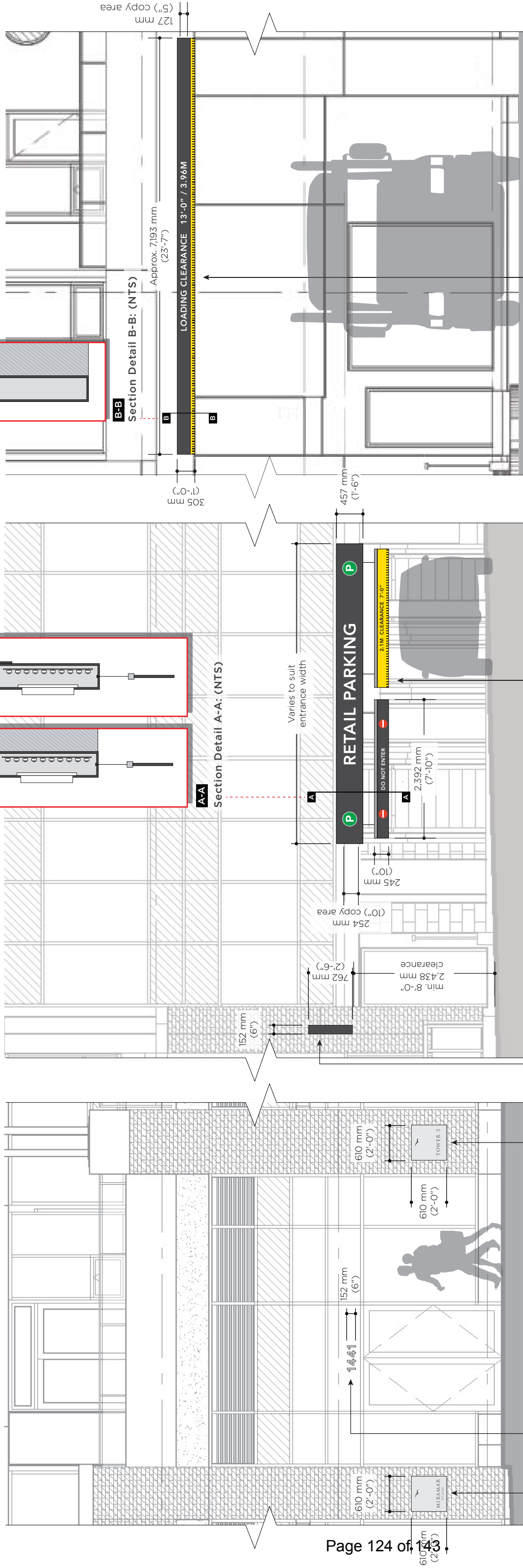
Min. 2197 mm (8'-0") clearance to street grade
Max. 610 mm (2'-0") H logo
457 mm (1'-6") H letters

1 SIGN TYPE OVERVIEW - PAGE 1 OF 2
0.5 SCALE: 3/16" = 1'-0"

2 TENANT BLADE SIGN DETAIL
0.5 SCALE: 1/2" = 1'-0"

NOTE:
ELEVATIONS FOR VISUAL REFERENCE ONLY.
FINAL PLACEMENT, SIZE, AND DETAILS TBC.

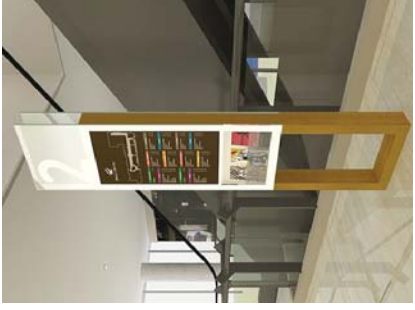
The Exterior Sign Program is comprised of a cohesive family of Sign Types, organized into a logical hierarchy for vehicular and pedestrian visibility. The program ties together similar materials to ensure visual consistency.



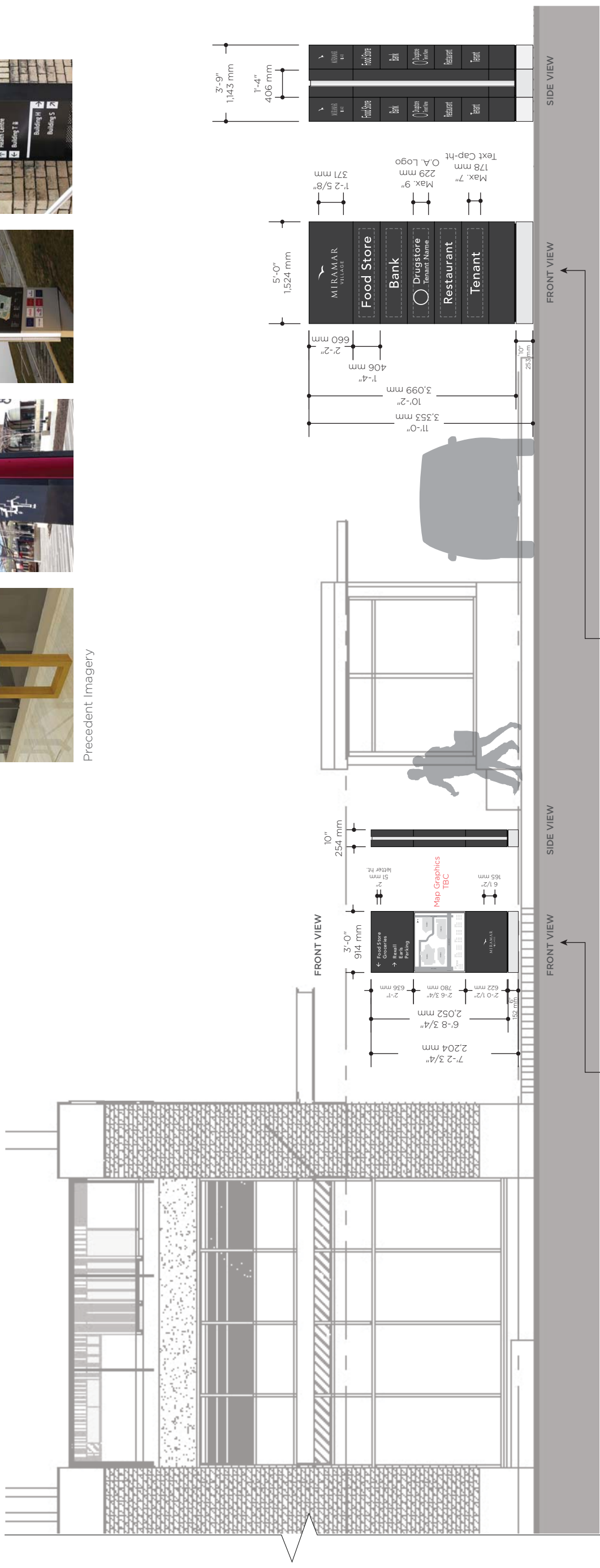
NOTE:
ELEVATIONS FOR VISUAL REFERENCE ONLY.
FINAL PLACEMENT, SIZE, AND DETAILS TBC.

Note: Sign variance requested to allow for increased sign area in excess of maximum allowable area, as this is required to contain sufficient information at legible sizes to safely direct motorist circulation, as well as provision of crash bars to ensure visitor safety and prevent building/vehicle damage.

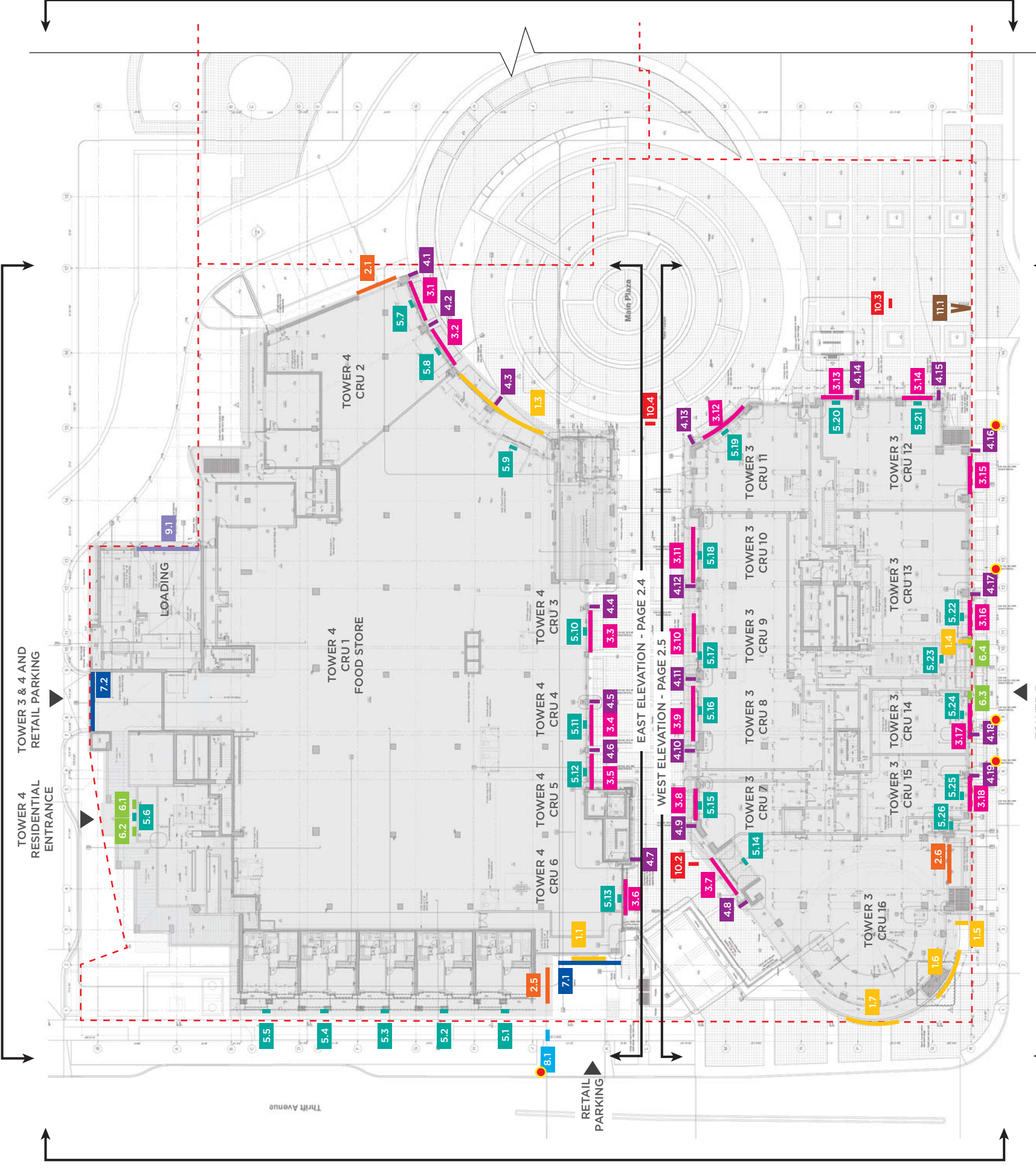
The Exterior Sign Program is comprised of a cohesive family of Sign Types, organized into a logical hierarchy for vehicular and pedestrian visibility. The program ties together similar materials to ensure visual consistency.



Precedent Imagery



NOTE:
 ELEVATIONS FOR VISUAL REFERENCE ONLY.
 FINAL PLACEMENT, SIZE, AND DETAILS TBC.



THRIFT AVENUE SOUTH ELEVATION - PAGE 2.1

TOWER 1 & TOWER 2 NORTH ELEVATION - PAGE 2.3

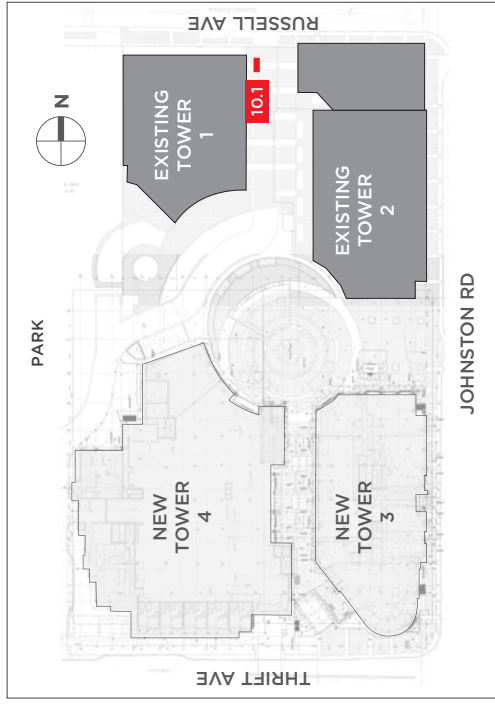
Nº	SIGN TYPE	QTY
1	Anchor Tenant Sign	6
2	Tenant Fascia Sign	3
3	Tenant Canopy Sign	18
4	Tenant Blade Sign	19
5	Address Number	26
6	Building ID Sign	4
7	Parking Entrance Sign	2
8	Parking Projecting 'P' Sign	1
9	Loading Entrance Sign	1
10	Freestanding Map Directory	3
11	Freestanding Tenant Directory	1

Property Line

Signs Requiring Encroachment Agreement
 Note: 8.1, 4.16, 4.17, 4.18, & 4.19 require an encroachment agreement to indemnify the city and formally license as signs slightly go over the SROW.



SITE PLAN

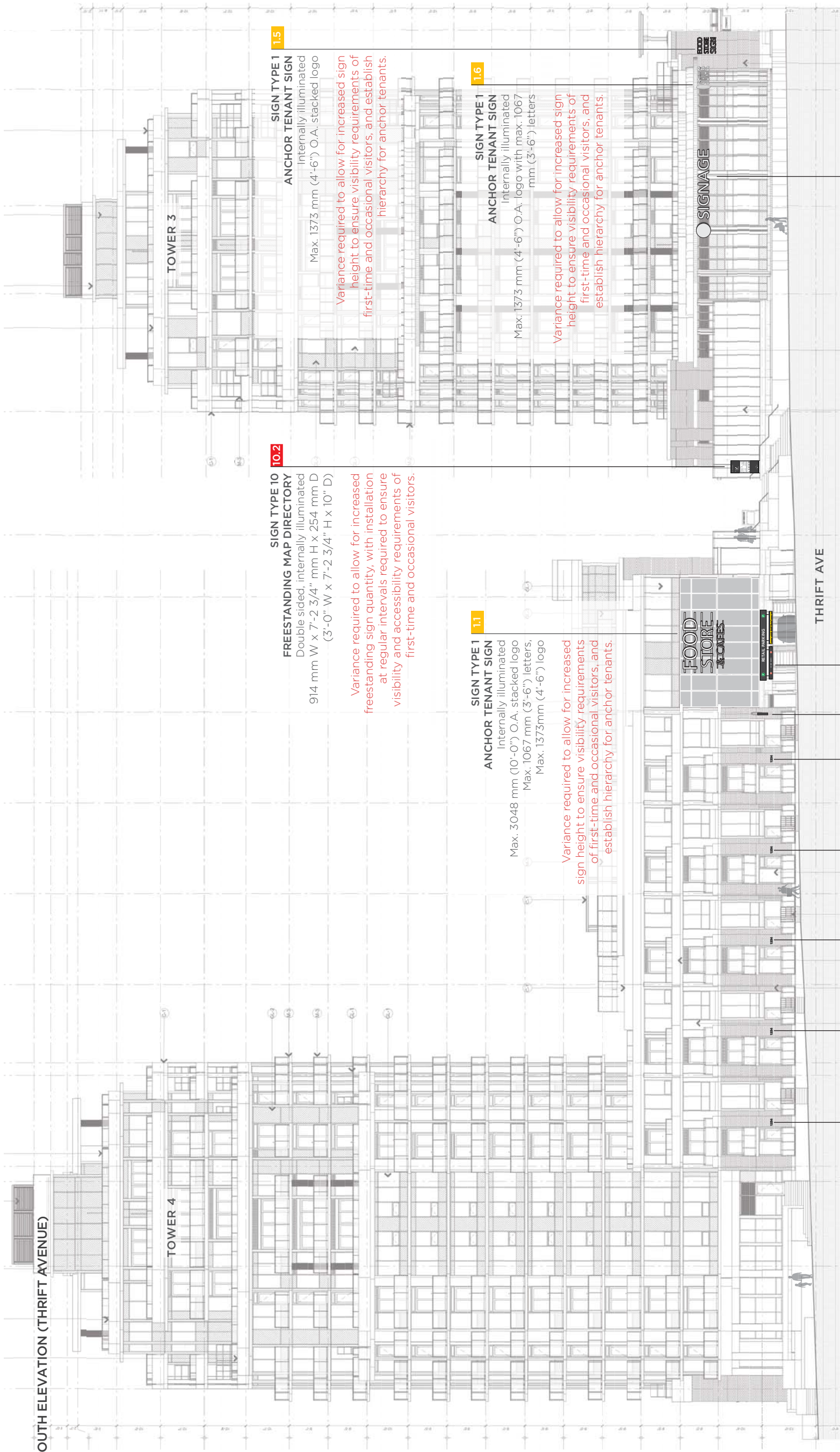


Note: Sign 10.1 will be subject to a separate sign permit due to location offsite. Shown for reference only, location recommended to facilitate cohesive visitor navigation.

2 SITE PLAN
 1.0 SCALE: NTS

1 SIGN PLAN
 1.0 SCALE: NTS

TOWER 3 & 4 SOUTH ELEVATION (THRIFT AVENUE)



SIGN TYPE 10
FREESTANDING MAP DIRECTORY
 Double sided, internally illuminated
 914 mm W x 7'-2 3/4" mm H x 254 mm D
 (3'-0" W x 7'-2 3/4" H x 10" D)

Variance required to allow for increased freestanding sign quantity, with installation at regular intervals required to ensure visibility and accessibility requirements of first-time and occasional visitors.

SIGN TYPE 1
ANCHOR TENANT SIGN
 Internally illuminated
 Max. 1373 mm (4'-6") O.A. stacked logo

Variance required to allow for increased sign height to ensure visibility requirements of first-time and occasional visitors, and establish hierarchy for anchor tenants.

SIGN TYPE 1
ANCHOR TENANT SIGN
 Internally illuminated
 Max. 3048 mm (10'-0") O.A. stacked logo
 Max. 1067 mm (3'-6") letters,
 Max. 1373mm (4'-6") logo

Variance required to allow for increased sign height to ensure visibility requirements of first-time and occasional visitors, and establish hierarchy for anchor tenants.

SIGN TYPE 1
ANCHOR TENANT SIGN
 Internally illuminated
 Max. 1373 mm (4'-6") O.A. logo with max. 1067 mm (3'-6") letters

Variance required to allow for increased sign height to ensure visibility requirements of first-time and occasional visitors, and establish hierarchy for anchor tenants.

SIGN TYPE 5
ADDRESS NUMBER
 Non-illuminated
 (Mounting details/ text TBC)
 Max. 152 mm H (6" H) text

SIGN TYPE 8
PARKING PROJECTING 'P' SIGN
 Illuminated sign cabinet with push-thru acrylic 'P'
 O.A. 914 mm W x 763 mm H x 152 mm D
 (3'-0" W x 2'-6" H x 6" D)

Sign subject to "encroachment agreement" to indemnify the City and formally licence, as sign slightly extend over SROW.

SIGN TYPE 7
PARKING ENTRANCE SIGN
 Internally illuminated
 panel approx. 5182 mm W x 457 mm H x 76 mm D (17'-0" W x 1'-6" H x 3" D)
 with max. 254 mm (10") copy area, length to suit entrance width
 2392 mm W x 245 mm H x 6 mm D (7'-10" W x 10" H x 1/4" D) crash bars
 Clearance height TBC

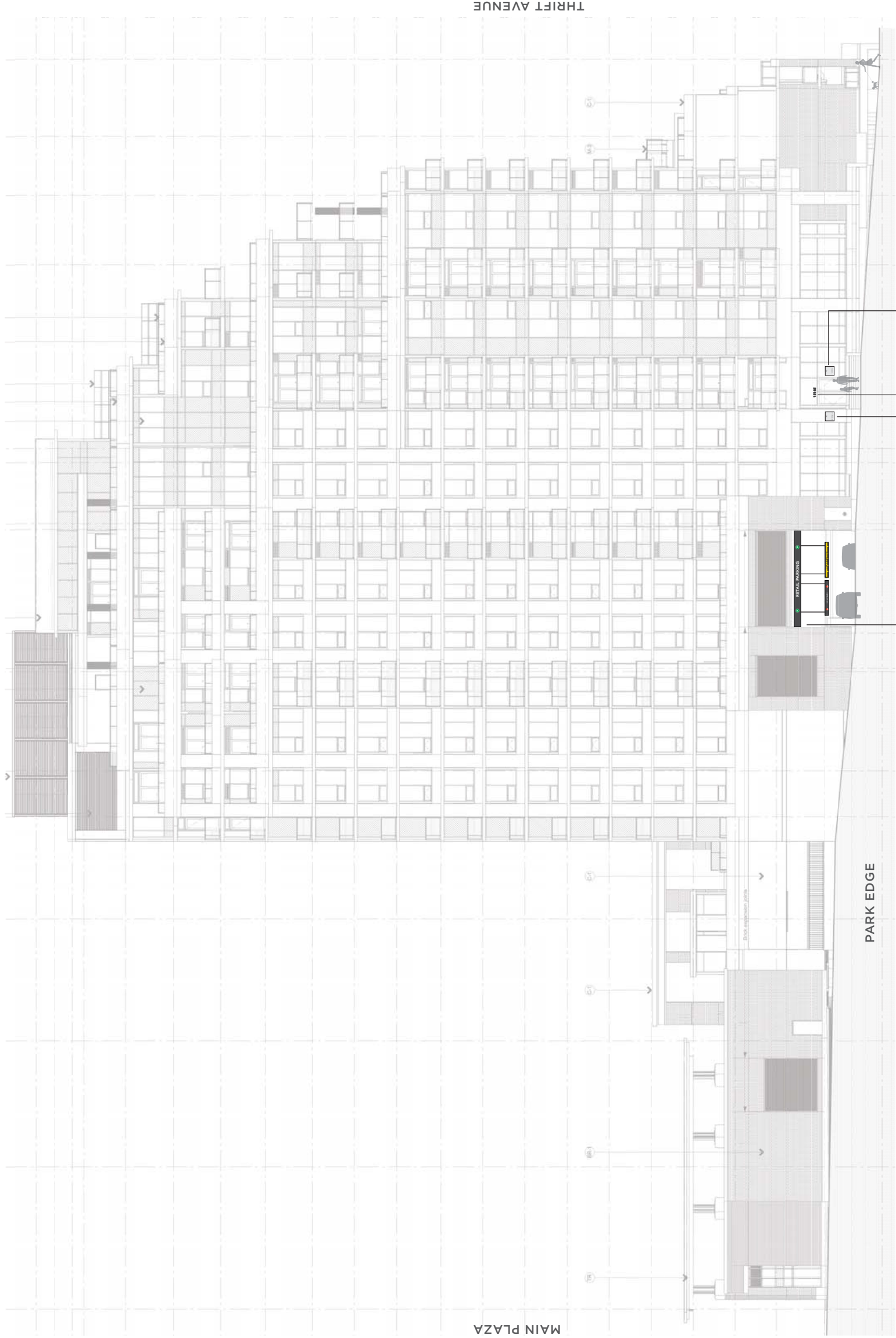
Variance required to allow for increased sign area in excess of maximum allowable area to ensure sufficient information at legible sizes to safely direct motorist circulation, supplemented with provision of crash bars to ensure visitor safety and prevent building/vehicle damage.

SIGN TYPE 1
ANCHOR TENANT SIGN
 Internally illuminated
 Max. 1373 mm (4'-6") O.A. logo with max. 1067 mm (3'-6") letters

Variance required to allow for increased sign height to ensure visibility requirements of first-time and occasional visitors, and establish hierarchy for anchor tenants.

1 TOWER 3 & 4 SOUTH ELEVATION (THRIFT AVENUE)

2.1 SCALE: 1:300



7.2 SIGN TYPE 7
PARKING ENTRANCE SIGN
 Internally illuminated
 Panel approx. 6553 mm W x 457 mm H x 76 mm D (21'-6" W x 1'-6" H x 3" D)
 with max. 254 mm (10") copy area, length to suit entrance width
 2392 mm W x 245 mm H x 6 mm D (7'-10" W x 10" H x 1/4" D) crash bars
 Clearance height *TBC*

6.1 SIGN TYPE 5
ADDRESS NUMBER
 Non-illuminated
 (Mounting details/ text *TBC*)
 Max. 152 mm H (6" H) text

6.2 SIGN TYPE 6
BUILDING ID SIGN
 Non-illuminated
 610 mm H x 610 mm W x 6 mm D
 (2'-0" W x 2'-0" H x 1/4" D)
 Messaging *TBD*

1 TOWER 4 WEST ELEVATION (PARK EDGE)
 2.2 SCALE: 1:300

Variance required to allow for increased sign area in excess of maximum allowable area to ensure sufficient information at legible sizes to safely direct motorist circulation, supplemented with provision of crash bars to ensure visitor safety and prevent building/vehicle damage.

MIRAMAR TOWERS 3 & 4 MIXED-USE DEVELOPMENT
 EXTERIOR SIGN PROGRAM - DRAFT 11



CLIENT NAME: Bosa Properties Inc.

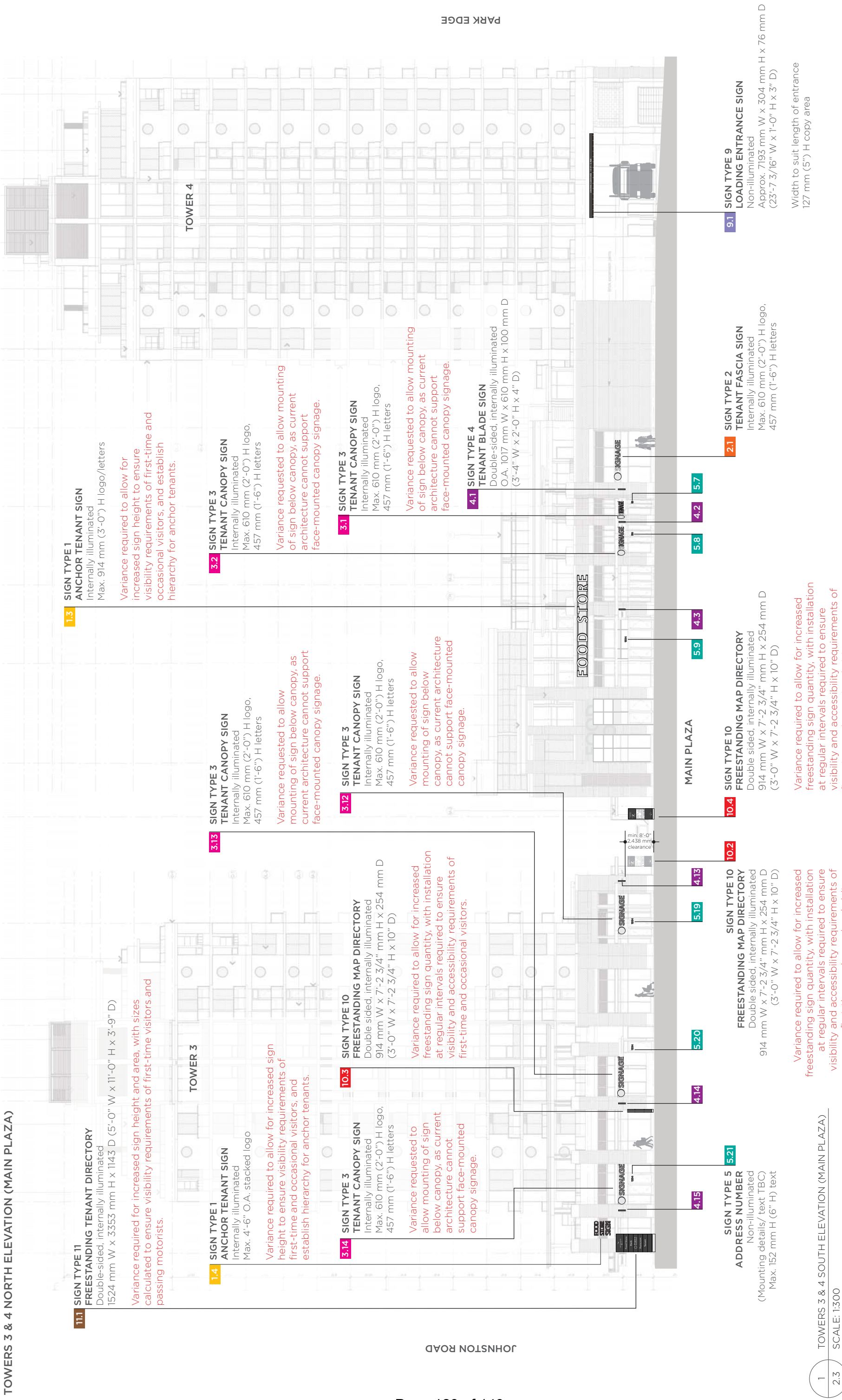
DATE: 2020-08-27

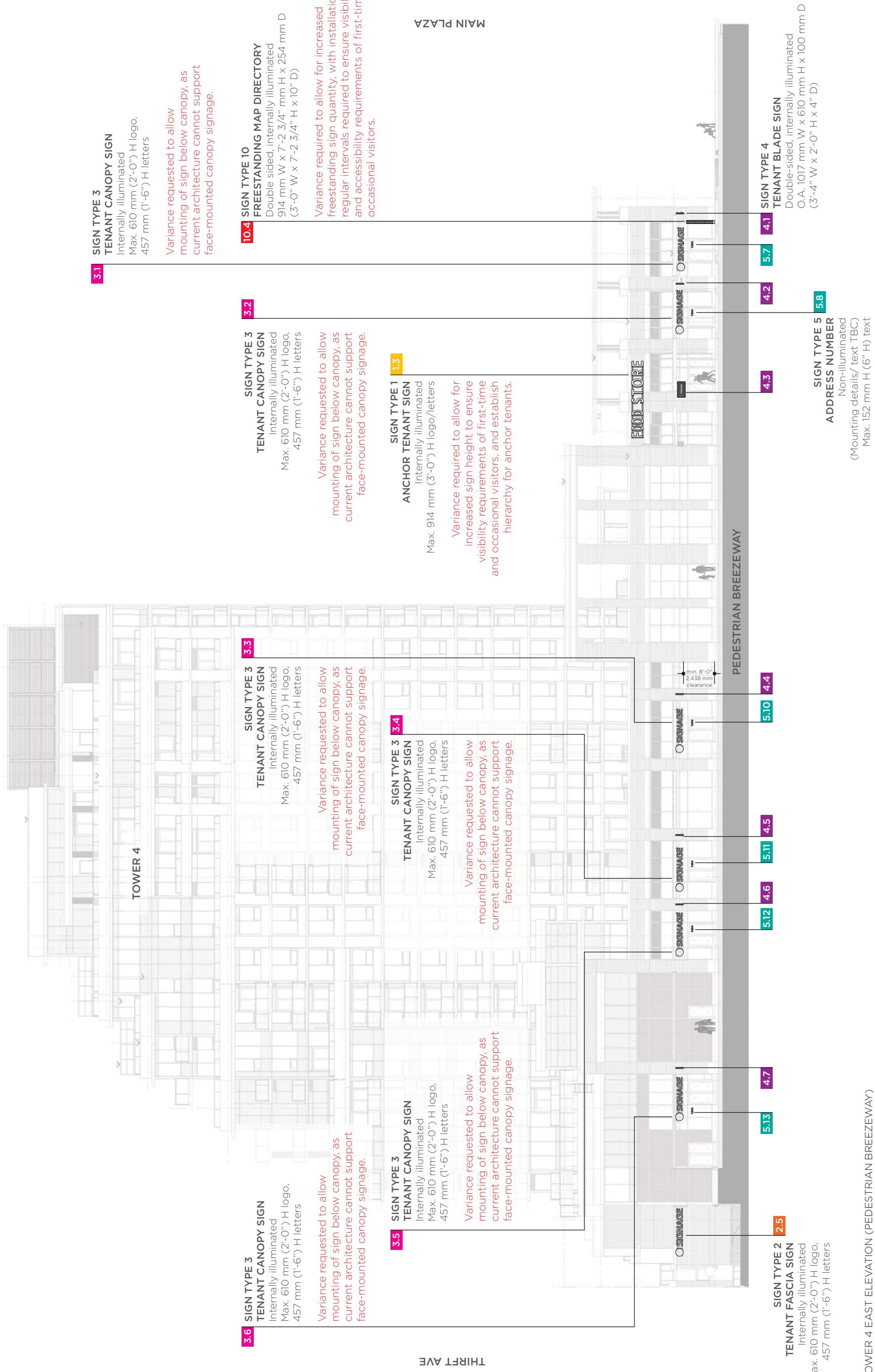
DRAWN BY: KB

REVIEW BY: BM

FILE NAME: 17007 Miramar Towers 3&4 Exterior Sign 2.2 Tower 4 West Elevation.ai PROJECT: 17007

TOWERS 3 & 4 NORTH ELEVATION (MAIN PLAZA)





3.1 SIGN TYPE 3
TENANT CANOPY SIGN
Internally illuminated
Max. 610 mm (2'-0") H logo,
457 mm (1'-6") H letters

Variance requested to allow mounting of sign below canopy, as current architecture cannot support face-mounted canopy signage.

3.2 SIGN TYPE 3
TENANT CANOPY SIGN
Internally illuminated
Max. 610 mm (2'-0") H logo,
457 mm (1'-6") H letters

Variance requested to allow mounting of sign below canopy, as current architecture cannot support face-mounted canopy signage.

3.3 SIGN TYPE 3
TENANT CANOPY SIGN
Internally illuminated
Max. 610 mm (2'-0") H logo,
457 mm (1'-6") H letters

Variance requested to allow mounting of sign below canopy, as current architecture cannot support face-mounted canopy signage.

3.4 SIGN TYPE 3
TENANT CANOPY SIGN
Internally illuminated
Max. 610 mm (2'-0") H logo,
457 mm (1'-6") H letters

Variance requested to allow mounting of sign below canopy, as current architecture cannot support face-mounted canopy signage.

3.5 SIGN TYPE 3
TENANT CANOPY SIGN
Internally illuminated
Max. 610 mm (2'-0") H logo,
457 mm (1'-6") H letters

Variance requested to allow mounting of sign below canopy, as current architecture cannot support face-mounted canopy signage.

10.4 SIGN TYPE 10
FREESTANDING MAP DIRECTORY
Double sided, internally illuminated
914 mm W x 7'-2 3/4" mm H x 254 mm D
(3'-0" W x 7'-2 3/4" H x 10" D)

Variance required to allow for increased freestanding sign quantity, with installation at regular intervals required to ensure visibility and accessibility requirements of first-time and occasional visitors.

1.3 SIGN TYPE 1
ANCHOR TENANT SIGN
Internally illuminated
Max. 914 mm (3'-0") H logo/letters

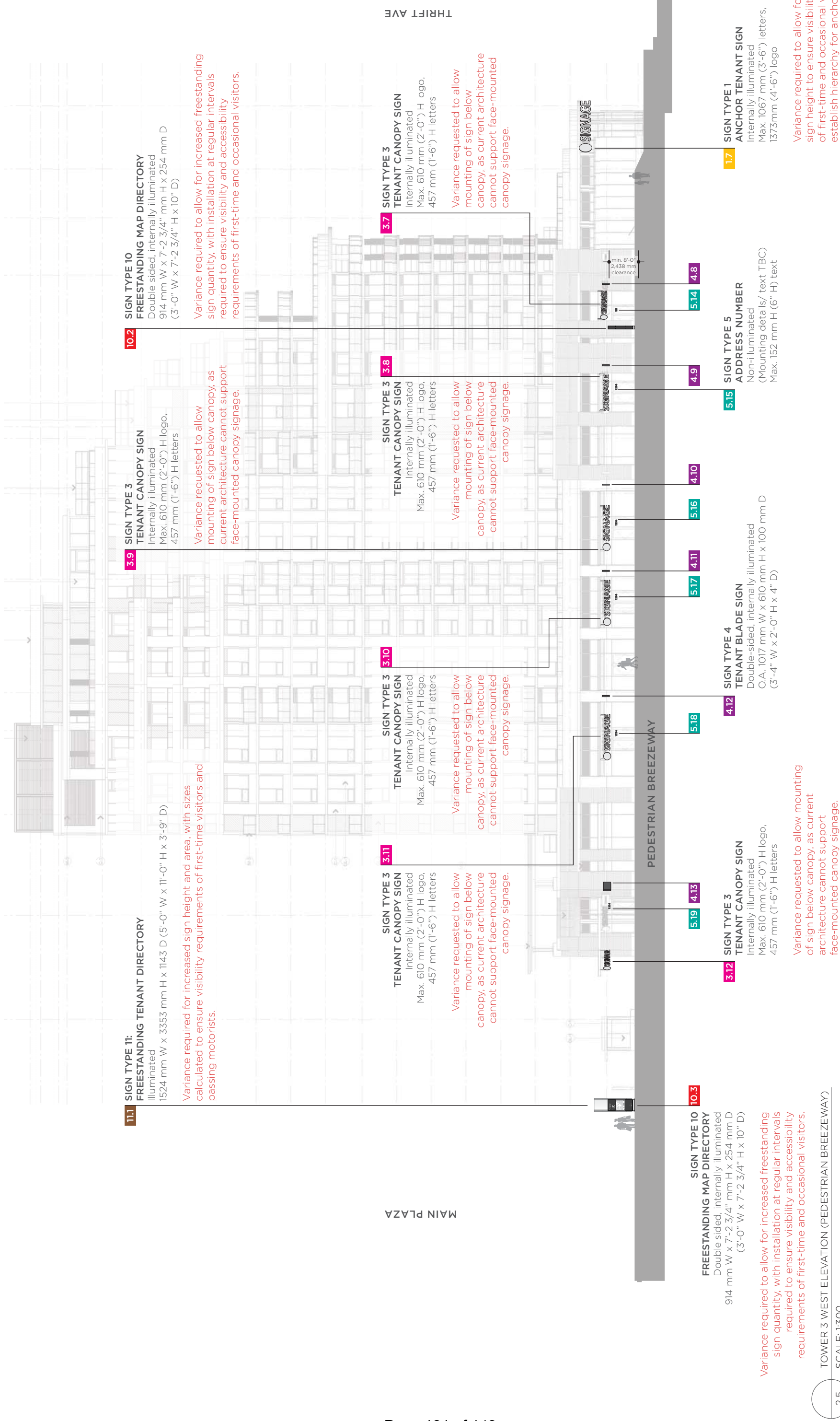
Variance required to allow for increased sign height to ensure visibility requirements of first-time and occasional visitors, and establish hierarchy for anchor tenants.

2.5 SIGN TYPE 2
TENANT FASCIA SIGN
Internally illuminated
Max. 610 mm (2'-0") H logo,
457 mm (1'-6") H letters

4.1 SIGN TYPE 4
TENANT BLADE SIGN
Double-sided, internally illuminated
O.A. 1017 mm W x 610 mm H x 100 mm D
(3'-4" W x 2'-0" H x 4" D)

5.8 SIGN TYPE 5
ADDRESS NUMBER
Non-illuminated
(Mounting details/ text TBC)
Max. 152 mm H (6" H) text

2.4 TOWER 4 EAST ELEVATION (PEDESTRIAN BREEZEWAY)
SCALE: 1:300



11.1 SIGN TYPE 11:
FREESTANDING TENANT DIRECTORY
Illuminated
1524 mm W x 3353 mm H x 1143 D (5'-0" W x 11'-0" H x 3'-9" D)
Variance required for increased sign height and area, with sizes calculated to ensure visibility requirements of first-time visitors and passing motorists.

3.9 SIGN TYPE 3
TENANT CANOPY SIGN
Internally illuminated
Max. 610 mm (2'-0") H logo,
457 mm (1'-6") H letters
Variance requested to allow mounting of sign below canopy, as current architecture cannot support face-mounted canopy signage.

10.2 SIGN TYPE 10
FREESTANDING MAP DIRECTORY
Double sided, internally illuminated
914 mm W x 7'-2 3/4" mm H x 254 mm D
(3'-0" W x 7'-2 3/4" H x 10" D)
Variance required to allow for increased freestanding sign quantity, with installation at regular intervals required to ensure visibility and accessibility requirements of first-time and occasional visitors.

3.11 SIGN TYPE 3
TENANT CANOPY SIGN
Internally illuminated
Max. 610 mm (2'-0") H logo,
457 mm (1'-6") H letters
Variance requested to allow mounting of sign below canopy, as current architecture cannot support face-mounted canopy signage.

3.10 SIGN TYPE 3
TENANT CANOPY SIGN
Internally illuminated
Max. 610 mm (2'-0") H logo,
457 mm (1'-6") H letters
Variance requested to allow mounting of sign below canopy, as current architecture cannot support face-mounted canopy signage.

3.8 SIGN TYPE 3
TENANT CANOPY SIGN
Internally illuminated
Max. 610 mm (2'-0") H logo,
457 mm (1'-6") H letters
Variance requested to allow mounting of sign below canopy, as current architecture cannot support face-mounted canopy signage.

3.7 SIGN TYPE 3
TENANT CANOPY SIGN
Internally illuminated
Max. 610 mm (2'-0") H logo,
457 mm (1'-6") H letters
Variance requested to allow mounting of sign below canopy, as current architecture cannot support face-mounted canopy signage.

10.3 SIGN TYPE 10
FREESTANDING MAP DIRECTORY
Double sided, internally illuminated
914 mm W x 7'-2 3/4" mm H x 254 mm D
(3'-0" W x 7'-2 3/4" H x 10" D)
Variance required to allow for increased freestanding sign quantity, with installation at regular intervals required to ensure visibility and accessibility requirements of first-time and occasional visitors.

3.12 SIGN TYPE 3
TENANT CANOPY SIGN
Internally illuminated
Max. 610 mm (2'-0") H logo,
457 mm (1'-6") H letters
Variance requested to allow mounting of sign below canopy, as current architecture cannot support face-mounted canopy signage.

4.12 SIGN TYPE 4
TENANT BLADE SIGN
Double-sided, internally illuminated
O.A. 1017 mm W x 610 mm H x 100 mm D
(3'-4" W x 2'-0" H x 4" D)

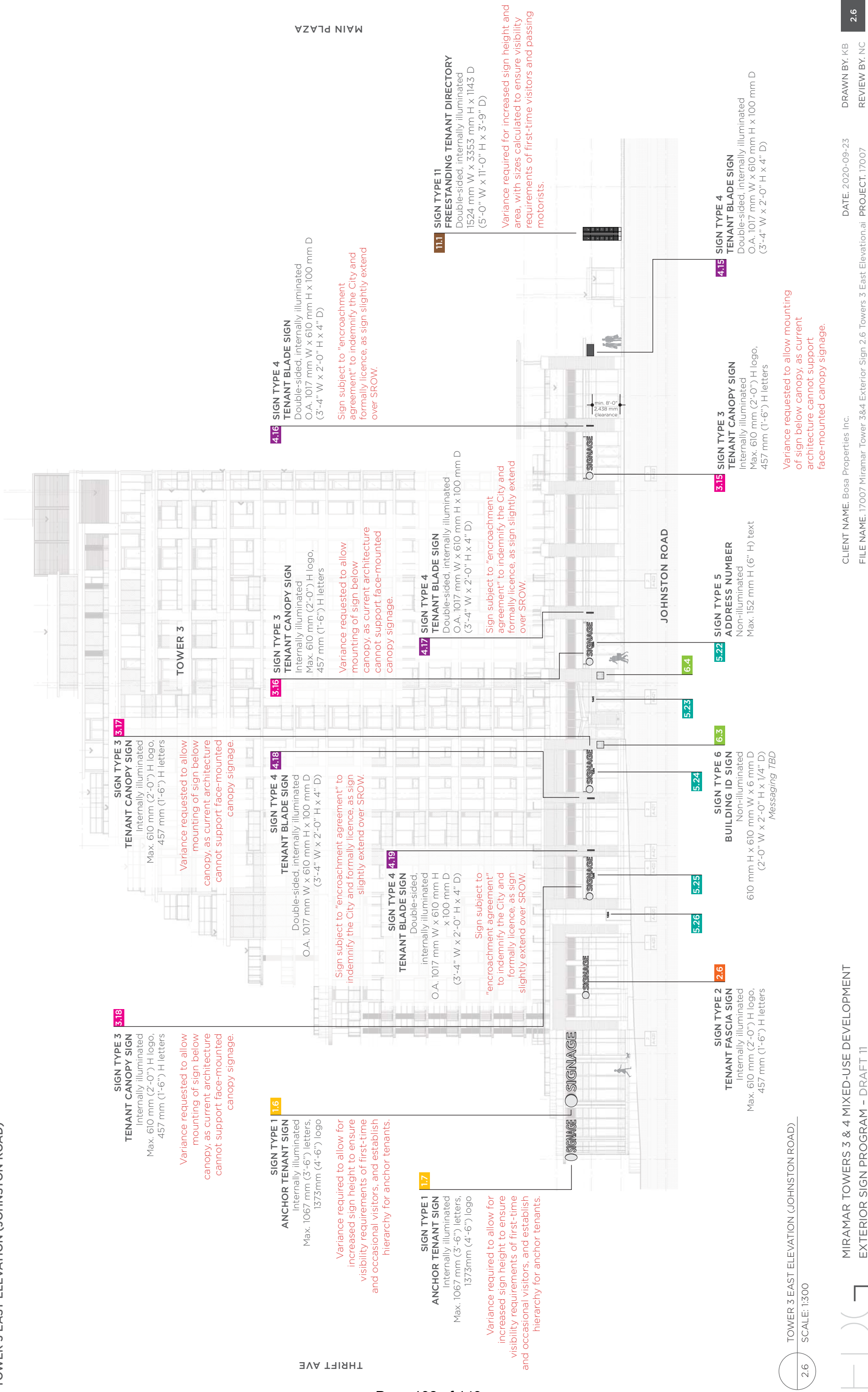
5.15 SIGN TYPE 5
ADDRESS NUMBER
Non-illuminated
(Mounting details/ text TBC)
Max. 152 mm H (6" H) text

1.7 SIGN TYPE 1
ANCHOR TENANT SIGN
Internally illuminated
Max. 1067 mm (3'-6") letters,
1373mm (4'-6") logo

Variance requested to allow mounting of sign below canopy, as current architecture cannot support face-mounted canopy signage.

Variance required to allow for increased sign height to ensure visibility requirements of first-time and occasional visitors, and establish hierarchy for anchor tenants.

2.5
TOWER 3 WEST ELEVATION (PEDESTRIAN BREEZEWAY)
SCALE: 1:300



SIGN TYPE 3
TENANT CANOPY SIGN
 Internally illuminated
 Max. 610 mm (2'-0") H logo,
 457 mm (1'-6") H letters

Variance requested to allow mounting of sign below canopy, as current architecture cannot support face-mounted canopy signage.

SIGN TYPE 3
TENANT CANOPY SIGN
 Internally illuminated
 Max. 610 mm (2'-0") H logo,
 457 mm (1'-6") H letters

Variance requested to allow mounting of sign below canopy, as current architecture cannot support face-mounted canopy signage.

SIGN TYPE 1
ANCHOR TENANT SIGN
 Internally illuminated
 1373mm (4'-6") logo
 Max. 1067 mm (3'-6") letters,

Variance required to allow for increased sign height to ensure visibility requirements of first-time and occasional visitors, and establish hierarchy for anchor tenants.

SIGN TYPE 1
ANCHOR TENANT SIGN
 Internally illuminated
 1373mm (4'-6") logo
 Max. 1067 mm (3'-6") letters,

Variance required to allow for increased sign height to ensure visibility requirements of first-time and occasional visitors, and establish hierarchy for anchor tenants.

SIGN TYPE 4
TENANT BLADE SIGN
 Double-sided, internally illuminated
 O.A. 1017 mm W x 610 mm H x 100 mm D
 (3'-4" W x 2'-0" H x 4" D)

Sign subject to "encroachment agreement" to indemnify the City and formally licence, as sign slightly extend over SROW.

SIGN TYPE 4
TENANT BLADE SIGN
 Double-sided, internally illuminated
 O.A. 1017 mm W x 610 mm H x 100 mm D
 (3'-4" W x 2'-0" H x 4" D)

Sign subject to "encroachment agreement" to indemnify the City and formally licence, as sign slightly extend over SROW.

SIGN TYPE 3
TENANT CANOPY SIGN
 Internally illuminated
 Max. 610 mm (2'-0") H logo,
 457 mm (1'-6") H letters

Variance requested to allow mounting of sign below canopy, as current architecture cannot support face-mounted canopy signage.

SIGN TYPE 4
TENANT BLADE SIGN
 Double-sided, internally illuminated
 O.A. 1017 mm W x 610 mm H x 100 mm D
 (3'-4" W x 2'-0" H x 4" D)

Sign subject to "encroachment agreement" to indemnify the City and formally licence, as sign slightly extend over SROW.

SIGN TYPE 4
TENANT BLADE SIGN
 Double-sided, internally illuminated
 O.A. 1017 mm W x 610 mm H x 100 mm D
 (3'-4" W x 2'-0" H x 4" D)

Sign subject to "encroachment agreement" to indemnify the City and formally licence, as sign slightly extend over SROW.

SIGN TYPE 11
FREESTANDING TENANT DIRECTORY
 Double-sided, internally illuminated
 1524 mm W x 3353 mm H x 1143 D
 (5'-0" W x 11'-0" H x 3'-9" D)

Variance required for increased sign height and area, with sizes calculated to ensure visibility requirements of first-time visitors and passing motorists.

SIGN TYPE 2
TENANT FASCIA SIGN
 Internally illuminated
 Max. 610 mm (2'-0") H logo,
 457 mm (1'-6") H letters

SIGN TYPE 6
BUILDING ID SIGN
 Non-illuminated
 610 mm H x 610 mm W x 6 mm D
 (2'-0" W x 2'-0" H x 1/4" D)
Messaging TBD

SIGN TYPE 5
ADDRESS NUMBER
 Non-illuminated
 Max. 152 mm H (6" H) text

SIGN TYPE 3
TENANT CANOPY SIGN
 Internally illuminated
 Max. 610 mm (2'-0") H logo,
 457 mm (1'-6") H letters

Variance requested to allow mounting of sign below canopy, as current architecture cannot support face-mounted canopy signage.

SIGN TYPE 4
TENANT BLADE SIGN
 Double-sided, internally illuminated
 O.A. 1017 mm W x 610 mm H x 100 mm D
 (3'-4" W x 2'-0" H x 4" D)

Variance requested to allow mounting of sign below canopy, as current architecture cannot support face-mounted canopy signage.

SIGNAGE REQUIREMENT GUIDELINES

The following requirements apply to ALL tenant signs:

1. Imaginative signage designs are encouraged, however adaptation of current sign practices may be necessary in order to comply with these criteria.
2. Shop drawings for all signs, logos and graphics visible from the street and common area are to be submitted to the Landlord for final approval prior to fabrication/ installation.
3. Sign wording is limited to the Tenant's trade name and brand identity shall not include specification of merchandise sold or services rendered, regardless of the Tenant's legal name. Corporate crests, logos or insignia may be acceptable pending the Landlord's approval and provided they are an integral part of the Tenant's name and brand identity.
4. One Canopy or Fascia sign is permitted per store frontage only, and one Projecting Blade Sign permitted per store frontage.
5. Tenants occupying corner spaces may be permitted to utilize one projecting Tenant Blade Sign per each elevation with a maximum of two (2) blade signs.
6. Signs shall be designed as an integral part of the storefront, with letter size and location proportional to the overall storefront design, and in compliance with the current City Bylaws and any neighbourhood design criteria.
7. Sign mounting height above grade/finished floor clearance to bottom of any overhanging or projecting sign is to be a minimum of 8'-0" as per current City Sign Bylaw.
8. Proportional letter size is required; the sign design specifications that accompanies these Guidelines sets out the maximum allowed height of letters and any tenant logo/brand identity element.
9. Signs are to remain illuminated during the normal business hours. The power supply to signs are to be controlled by a dimmer and/or 24-hour time clock and must be on a separate circuit from other lighting.
10. Advertising placards, banners, pennants, names, insignia, trade-marks and other descriptive material may NOT be attached to the tenant storefront or glazing.
11. Signs may not obstruct views through glazed doors or windows at any time.
12. Backlit illumination components including electrical supply, drivers, and dimmer/ shut-off controls must be contained wholly within the depth of the sign/ letters and the support/ raceway. Preferred colour temperature of LED illumination is 4100K and all signage shall not exceed a maximum brightness of one hundred (100) foot-candles. The fabricator MUST mitigate light spillover and excess glare to neighbouring residential units.
13. Premium quality sign and graphic fabrication and installation is required. Hum, flicker and light leaks are NOT permitted. All attachment devices, bolts, clips, threaded rods, fasteners, light tubes, open raceways, conduit and other mechanisms are to be concealed from public view, which includes view from residential units above the retail and commercial area.

SIGNAGE CONSIDERATIONS

The following Tenant Sign Types are encouraged:

Non-illuminated Signage

WINDOWS SIGNS (Address and Operational Signs)

- Applied window signs may be considered on the storefront glazing—but not to obscure views at head height through the main entry doors.
- The window sign may not exceed 25% of the individual glazing area and individual signs/ graphics must NOT exceed a sign area of 0.3 m² (3 ft²). The window sign can use high quality vinyl, thin dimensional letters or metal leaf lettering, applied to the inside of the storefront glazing, and may not have an opaque background beyond the letters which blocks passerby views into the interior store display.
- Where allowed, window signage (upper case/ caps) letters shall not exceed 3" maximum height. NOTE: The individual CRU address usually mounted in the above entrance transom is not to exceed 6" / 152 mm height.
- The use of simulated gold and silver leaf, simulated etching, and simulated beveled or frosted glass is supported for use in window signing.
- Window signs should generally employ high contrast for legibility and to avoid the need for supplemental lighting in the daytime.
- Signs indicating name of business, days/hours of opening and emergency phone numbers are permitted, typically on the glass adjacent to the entry door, one at each store entrance.
- No advertising, promotional, sales graphics are allowed on windows viewable from public streets.

Illuminated Signage

PUSH-THRU BACKLIT SIGN

- Sign cabinets with push-thru graphics are only permitted if integral to brand identity of Tenant. Signs cabinets must be constructed so that only the Tenant name and logo are illuminated, not the background.
- Signage with individual letters and logo cut out of the primary surface and illuminated from behind via a "push-thru" style lettering should have a minimum of 1/2" acrylic material thickness.
- Backlit signs must be integrated with the storefront design.

CANOPY / FASCIA SIGNS

- Individual letters for face-illuminated signs must be constructed from painted non-corroding metal, concealed-edge style illumination is encouraged. Exposed visible illumination from light fixtures, mounted above the canopy of the storefront is not permitted.

BLADE SIGN (subject to written approval by landlord)

- Only one projected blade sign in front of the store (unless in the opinion of the Landlord additional signage is merited due to the visibility or location of the storefront sign).
- Externally-illuminated signs are not permitted.
- Blade signs must be uniform in fabrication.
- Projecting blade signs are required to be mounted 8 feet* above the finished grade as per current City Sign Bylaw.
- Blade sign material shall be a high quality material such as stainless steel, epoxy/ 2-part painted aluminum, or glass. Landlord will be sole judge as to the acceptability of materials and design. NO plywood or carved wood signs are permitted.

** Larger sign boxes and mounting with exposed electrical supply will NOT be permitted. Mounting heights, blade area and projecting distance to conform to current City Bylaws and other appropriate City regulations.*

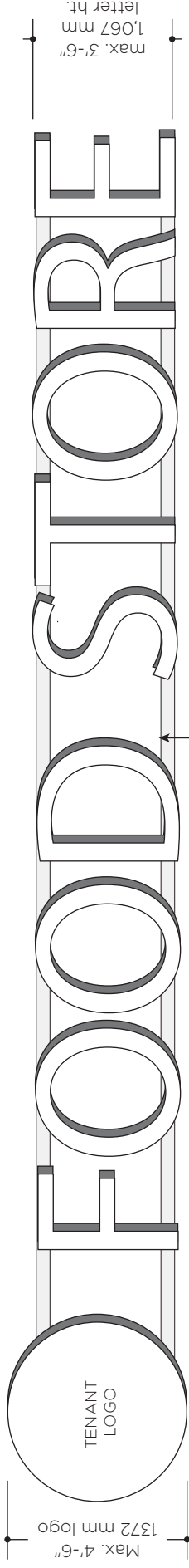
SIGN TYPE 1: ANCHOR TENANT SIGN

Individual internally illuminated channel letters mounted to either a single 3" x 3" (75 mm x 75 mm) integrated aluminum raceway or two 3" x 3" (75 mm x 75 mm) aluminum raceways (for stacked logos), to conceal electric supply, mounted to building fascia and painted to match architectural finishes. Power supply is to be controlled by a dimmer and/or 24-hour time clock and must be on a separate circuit from other lighting. The fabricator MUST mitigate light spillover and excess glare to neighbouring residential units.

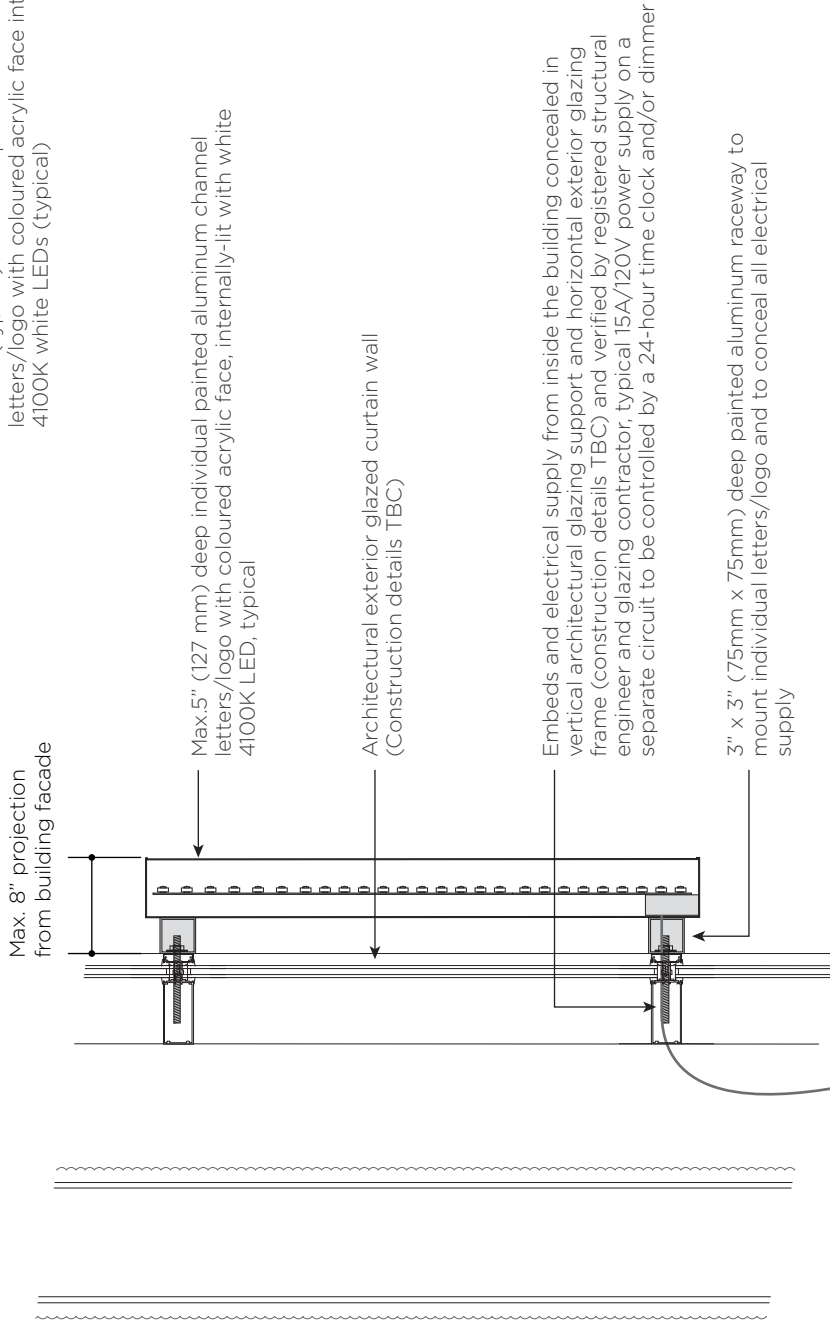
(Single Line) 4'-6" (1372 mm) Max. logo height with 3'-6" (1067mm) Max. Letter Height, except where noted
 (Stacked/Box Logo) 10'-0" (3048 mm) Max. Letter Height, at specified locations in the Sign Program only

Tenant Trade Name and Logo ONLY permitted, no taglines or third party advertising permitted.
 Maximum one canopy/fascia sign per tenant per building frontage.

NOTE: Variance may be required to allow for increased sign height and area, with proposed sizes carefully calculated to ensure visibility requirements of first-time and occasional visitors.

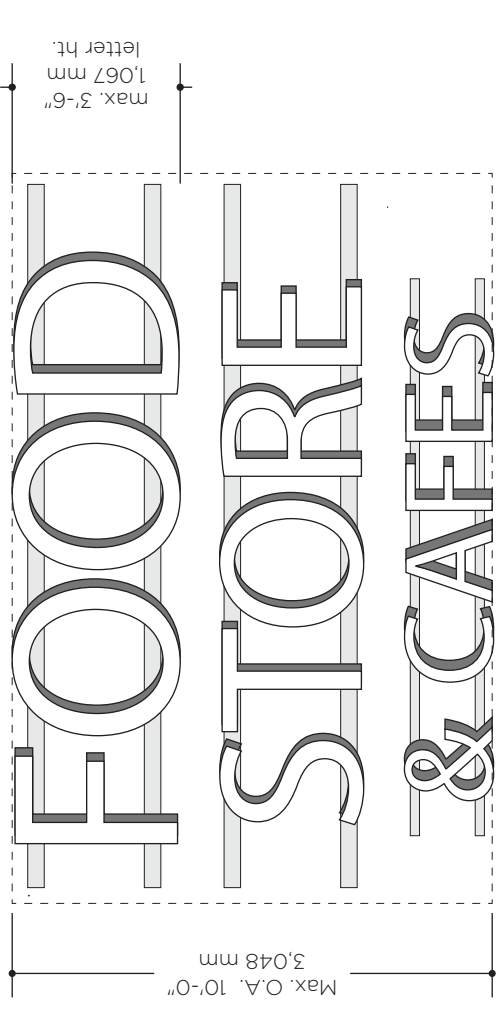


1 ANCHOR TENANT SIGN - FRONT ELEVATION
 SCALE: 1/4" = 1'-0"



2 SECTION DETAIL (MOUNTING DETAILS TO GLAZED STOREFRONT)
 SCALE: 3/4" = 1'-0"

NOTE:
 DRAWINGS FOR VISUAL REFERENCE ONLY.
 FINAL PLACEMENT, SIZE, AND CONSTRUCTION DETAILS TBC.



Individual internally lit letters and Logo mounted on double raceway, attached to building fascia.
 (Single Line) 4'-6" (1372 mm) Max. height with 3'-6" (1067 mm) Max. Letter Height, except where noted
 (Stacked) 10'-0" (3048 mm) Max. O.A. height with 3'-6" (1067mm) Max. Letter Height
 Max. 3 lines.

Example of Acceptable Anchor Tenant Signs



Sign well integrated with building glazed fascia

Example of Unacceptable Anchor Tenant Signs



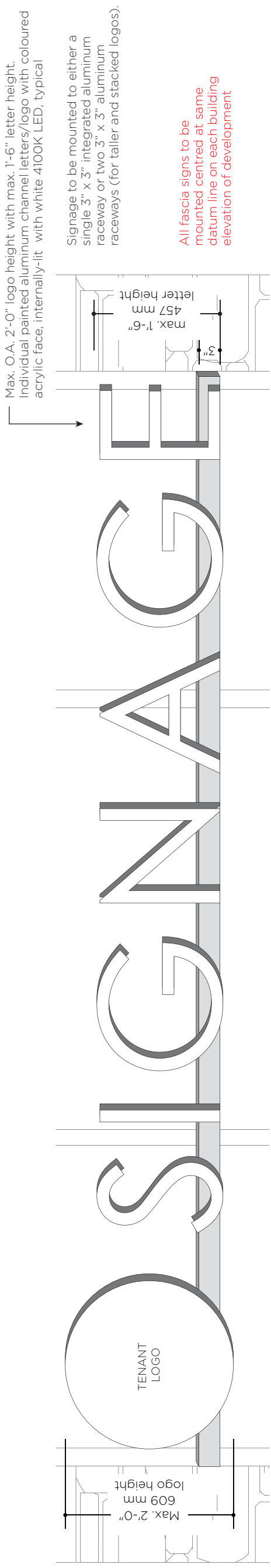
Large backlit plastic faced box signs

SIGN TYPE 2: TENANT FASCIA SIGN

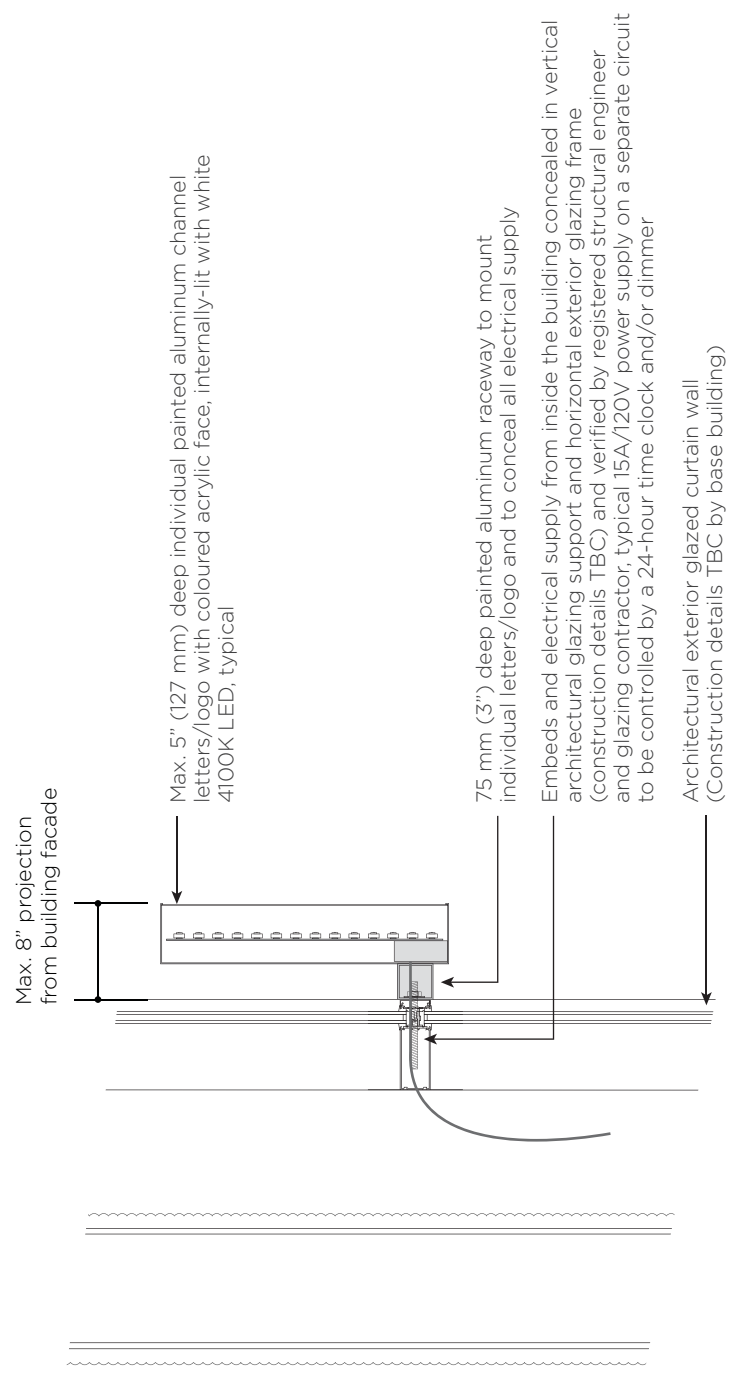
Individual internally illuminated channel letters mounted to either a single 3" x 3" (75 mm x 75 mm) integrated aluminum raceway or two 3" x 3" (75 mm x 75 mm) aluminum raceways (for stacked logos), to conceal electric supply, mounted to building fascia and painted to match architectural finishes. Power supply is to be controlled by a dimmer and/or 24-hour time clock and must be on a separate circuit from other lighting. The fabricator MUST mitigate light spillover and excess glare to neighbouring residential units.

Size: Maximum 2'-0" (610 mm) logo height and Max. 1'-6" (457 mm) letter height.
 Tenant Trade Name and Logo ONLY permitted, no taglines or third party advertising permitted.
 Maximum one canopy OR fascia sign per tenant per building frontage.

NOTE: DRAWINGS FOR VISUAL REFERENCE ONLY. FINAL PLACEMENT, SIZE, AND CONSTRUCTION DETAILS TBC.



1 FASCIA SIGN - FRONT ELEVATION
 3.2 SCALE: 3/4" = 1'-0"

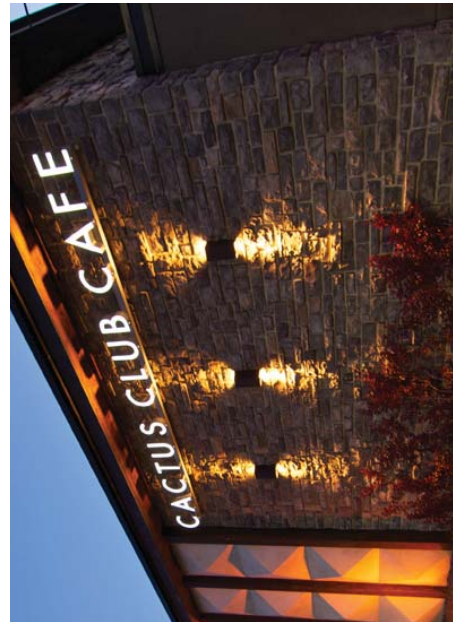


2 SECTION DETAIL (MOUNTING DETAILS TO GLAZED STOREFRONT)
 3.2 SCALE: 3/4" = 1'-0"

Example of Acceptable Fascia Signs



Sign well integrated with building glazed fascia



Sign well integrated with building solid fascia

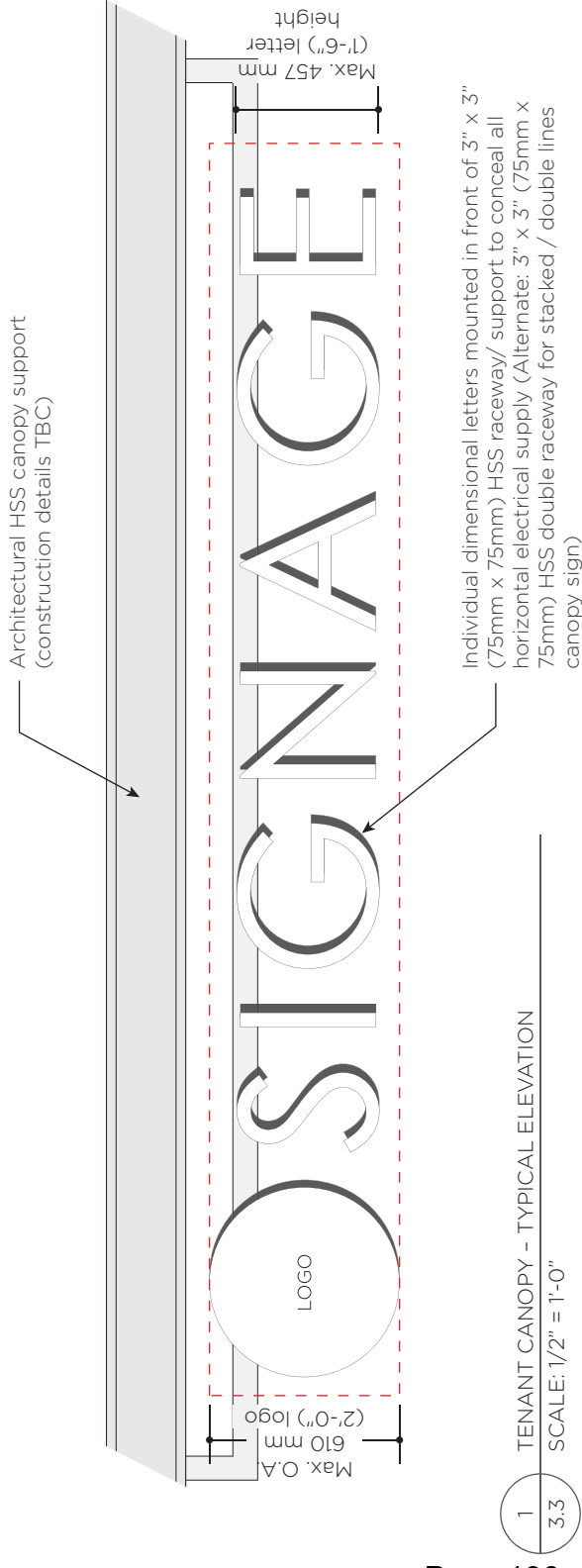
SIGN TYPE 3: TENANT CANOPY SIGN

Individual internally illuminated channel letters mounted to either a single 3" x 3" (76 mm x 76 mm) integrated aluminum raceway or two 3" x 3" (76 mm x 76 mm) aluminum raceways (for stacked logos), to conceal electric supply, mounted below building canopy and painted to match architectural mullions finish. Power supply is to be controlled by a dimmer and/or 24-hour time clock and must be on a separate circuit from other lighting. The fabricator MUST mitigate light spillover and excess glare to neighbouring residential units.

Size: Maximum 2'-0" (610 mm) logo and Max. 1'-6" (457 mm) letter height.

Tenant Trade Name and Logo ONLY permitted, no taglines or third party advertising permitted. Maximum one canopy/fascia sign per tenant per building frontage.

NOTE: Variance may be required to allow for mounting below canopy, due to canopy conditions. Signage positioning is carefully calculated to ensure visibility requirements of first-time and occasional visitors.



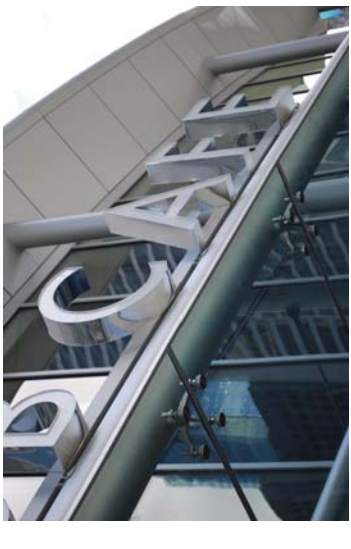
All canopy signs to be mounted centred at same datum line on each building elevation of development

EXAMPLES OF ACCEPTABLE SIGNS

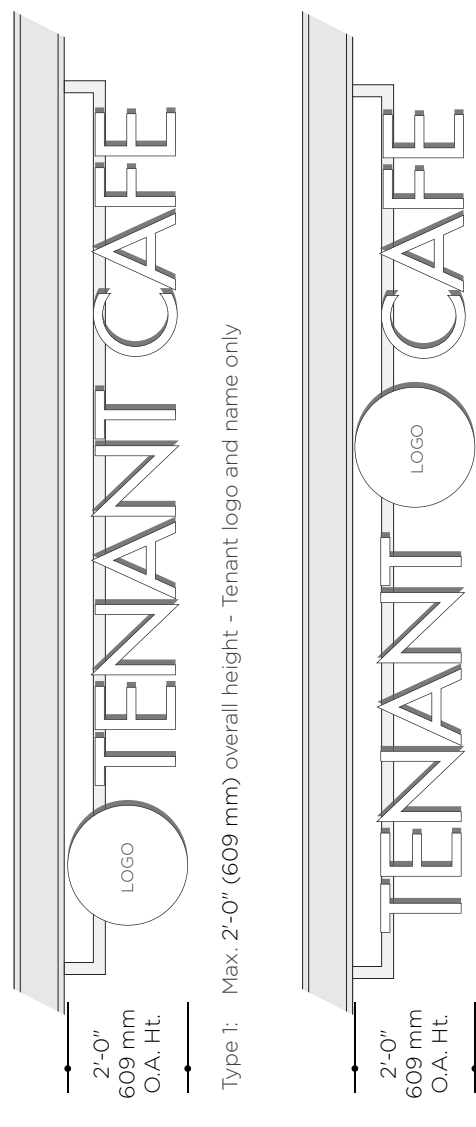


Sign positioning below and integrated with building canopy

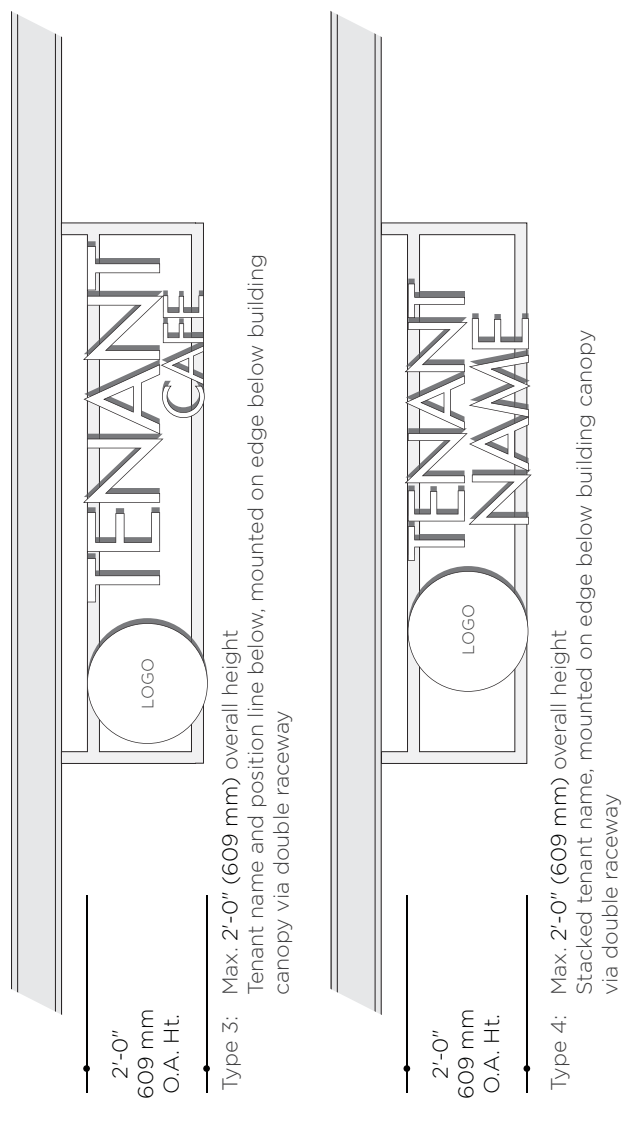
EXAMPLES OF UNACCEPTABLE SIGNS



Letters mounted above canopy

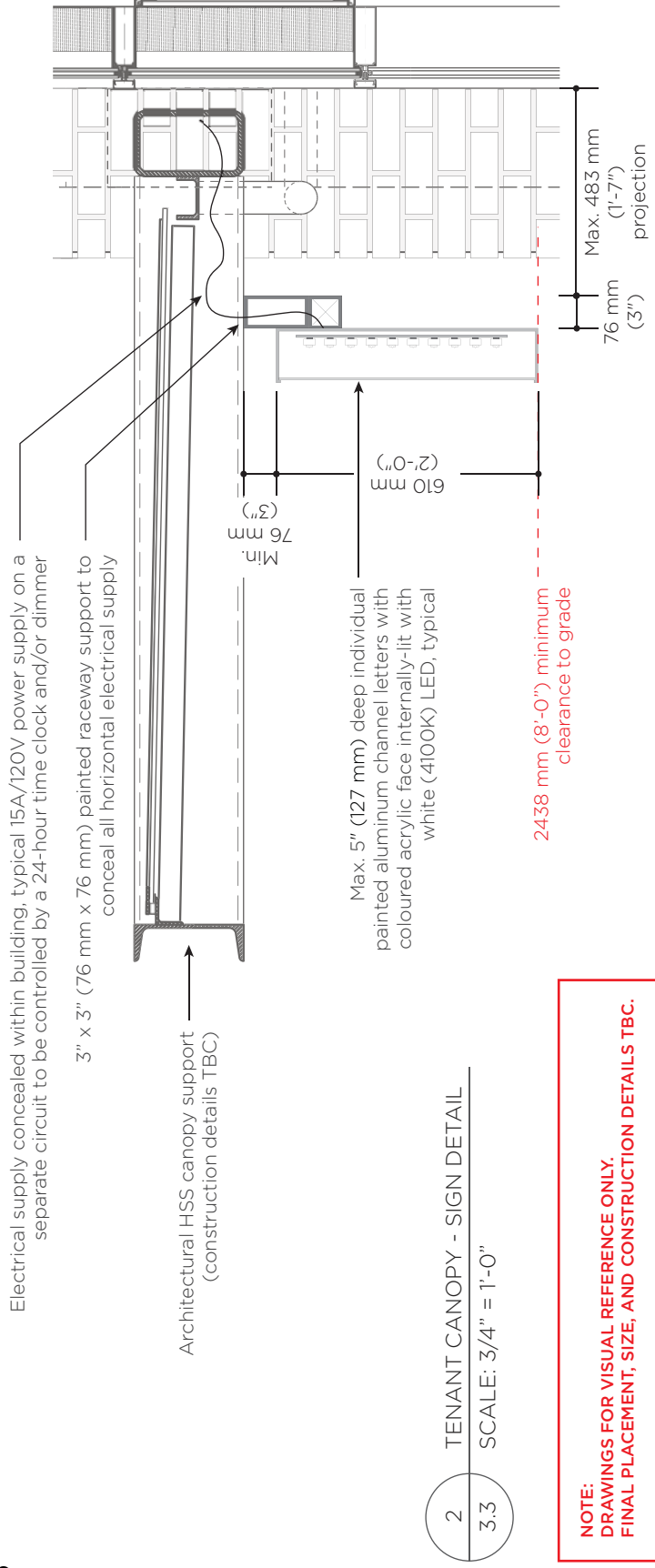


Type 2: Max. 2'-0" (609 mm) overall height Tenant name split with logo at centre



Type 3: Max. 2'-0" (609 mm) overall height Tenant name and position line below, mounted on edge below building canopy via double raceway

Type 4: Max. 2'-0" (609 mm) overall height Stacked tenant name, mounted on edge below building canopy via double raceway



NOTE: DRAWINGS FOR VISUAL REFERENCE ONLY. FINAL PLACEMENT, SIZE, AND CONSTRUCTION DETAILS TBC.

SIGN TYPE 4: TENANT BLADE SIGN

Double sided, internally illuminated, sign blade suspended directly under building canopy or projection mounted perpendicular directly to building facade via matching mounting frame, with a minimum 8'-0" (2438 mm) clearance to grade. Power supply is to be controlled by a dimmer and/or 24-hour time clock and must be on a separate circuit from other lighting. The fabricator MUST mitigate light spillover and excess glare to neighbouring residential units.

O.A. Size: 3'-4" W x 2'-0" H x 4" D (1017 mm x 610 mm x 100 mm)

Sign cabinet to be fabricated in painted non-corrosive metal; ONLY Tenant logo and text to be illuminated. Push-through acrylic letter with white LED (4100K) illumination preferred. Externally illuminated blade signs are not acceptable (i.e. small exterior rated LED goose neck lighting), large exposed hologram flood lighting fixtures NOT permitted.

All tenant signs must be uniform in design and mounting detail. Sign panel and support are to be fabricated to match specifications as shown.

NOTES:

- Tenant Name / Logo displayed Only. NO taglines or third party advertising permitted.
- Maximum one double-sided blade sign per tenant frontage.
- All blade signs require Landlord and City of White Rock approval and necessary sign permits.
- Encroachment agreement may be necessary for any Signs that cross the Property Line, to indemnify the city and formally licence the signs.

EXAMPLES OF ACCEPTABLE TENANT BLADE SIGNS



Internally illuminated push-through blade sign. Slim architectural detail with integrated electrical



Non illuminated sign with integral bracket.

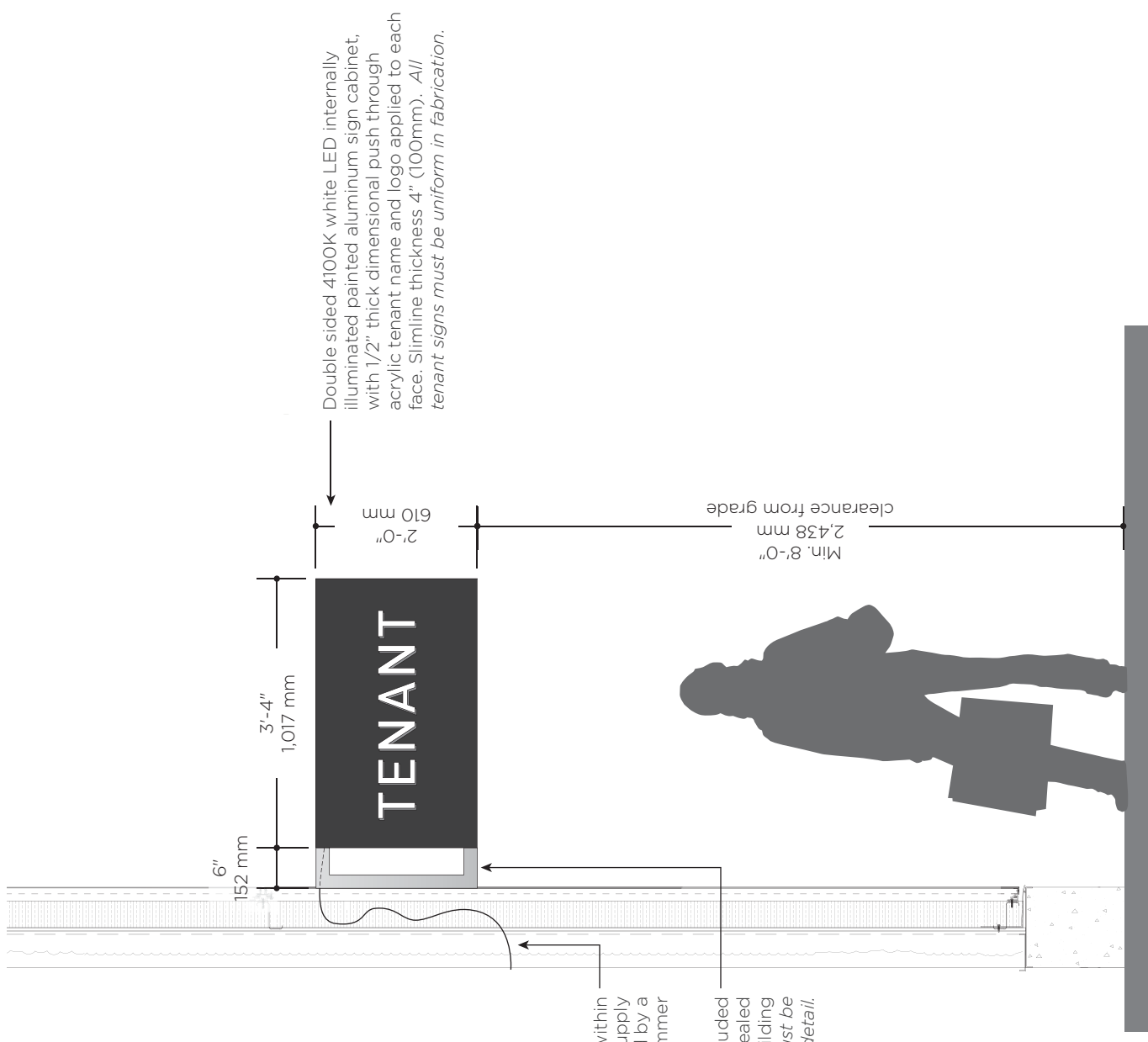
EXAMPLES OF UNACCEPTABLE TENANT CANOPY SIGNS



Unacceptable: Internally illuminated plastic face, back-lit "box" sign too thick and exposed electrical conduit to supply building.



Unacceptable: externally illuminated sign face. Exposed suspension wire/ cables from canopy and poor example of exposed lighting soffit fixture.



3.4 TENANT BLADE SIGN DETAIL
SCALE: 1/2" = 1'-0"

**NOTE:
ELEVATIONS FOR VISUAL REFERENCE ONLY.
FINAL PLACEMENT, SIZE, AND DETAILS TBC.**



GENERAL FABRICATION GUIDELINES

Construction

All signage must be constructed of premium quality materials. All illuminated signs shall be fabricated and installed in compliance with all applicable building and electrical codes. Signs must be constructed to resist wind, seismic, and other applicable loads.

All illuminated signs shall bear an Underwriter's Laboratory (UL) or Canadian Standards Association (CSA) approval label located as per the applicable code.

Threaded rods or anchor bolts are to be concealed from public view, and shall be used to "float" sign elements from the "mounting surface". Non-integrated angle clips attached to letter sides will NOT be permitted. All bolts, fastenings and clips shall be non-corrosive, such as: hot-dipped galvanized steel, stainless steel, aluminum, brass or bronze. Untreated steel/ black iron materials are NOT permitted.

Electrical

A 7-day, 24-hour time clock and/or dimmer shall be provided by the Tenant for control of the illumination of the Tenant's sign. Hours of illumination to be determined by the Landlord and will be subject to change, depending on City of White Rock requirements.

NO exposed raceways, crossovers or conduits will be permitted. All cabinets, conductors, transformers or other equipment related to lighting controls must be concealed from the public view or accessibility.

The fabricator must mitigate light spillover and excess glare into neighbouring residential units.

(Note that exposed raceways may be necessary for fascia signage applied in front of glazing. These raceways must be painted to match the background architectural materials.)

Electrical service to the Tenant's signs shall be from the individual Tenant's electrical panel. Access panels cannot be visible from the storefront. Signage to be on a circuit separate from other lighting, typical 15A/120V power supply.

All permits for signs and their installation (including sign, electrical and structural) will be obtained by the Tenant from the City of White Rock, with a copy sent to the Landlord prior to installation.

Prohibited Signage

The following Sign Types are not appropriate for Miramar development and are prohibited for Tenant use:

- Any signage outside of the Tenant's storefront area
- Temporary or "SALE" type signs attached to the Storefront
- Detached special purpose signs, such as "sandwich board signs" are prohibited
- Any signage outside/beyond the Tenant's lease line
- Any exposed fluorescent lighting of signage
- Any and all types of bright overly illuminated face-lit channel letter signs, or signage which produces excessive light spillover to neighbouring properties
- Roof mounted Signs (signs above the roof line)
- Signs with exposed raceways, ballast boxes, transformers, crossovers or conduit
- Letters with exposed fastenings and unfinished edges
- Internally illuminated blade signs that exceed 3" or 4" in thickness
- Externally illuminated signage in any form
- Digital, animated, flashing, or audible signs as defined in the Sign By-law
- Illuminated box or can type signs, i.e. "box" signs with large translucent plastic face panel
- Signs constructed of paper, cardboard, Styrofoam or similar non-durable materials
- Signs painted directly onto the storefront
- Carpet or rubber entry mat signs
- Tenant banners and pennants unless approved by Landlord

DRAWING SUBMISSION GUIDELINES

Drawing Preparation

Pre-Tenant Submittal

Prior to the Tenant preparing calculations, design, construction drawings, elevations, specifications and material submittals, which pertain to the Tenant's Signage submittal, the Tenant's architect, designer, contractor and engineer shall thoroughly familiarize themselves with all applicable building codes, Sign By-laws and existing field conditions.

Site Verification

The Tenant's representatives shall make a physical on-site inspection of the premises to verify the "as-built" location, relationship with adjacent tenant CRU's, and physical dimensions of the premises. Failure to do so shall be at the risk and sole expense of the Tenant.

Tenant Submittal Guidelines

1. Preliminary Design Submittal

The preliminary design submittal is intended to acquaint the Landlord's Tenant Coordinator with the Tenant's design intent for the storefront/signage and to correct any conflict with the design criteria prior to commencing with construction drawings. Simplicity and restraint in material selection is important; however, the material selection, its method of application, or its detail of construction, should be consistent with the criteria contained in these Guidelines. Within twenty (20) days after receipt of this criteria (unless otherwise noted), the Tenant agrees to submit fully detailed and dimensioned, scaled preliminary drawings prepared at the Tenant's expense.

The Tenant's preliminary plans shall be prepared in full knowledge of and compliance with, all applicable City and national ordinances, rules and regulations.

2. Review Process

Landlord's Tenant Coordinator shall review and approve Tenant's plans for conformance to the Guidelines criteria. Landlord's approval shall not be deemed to certify that Tenant's plans comply with building codes and shall not relieve Tenant of the responsibility to verify all job conditions including, without limitation, dimensions, locations, clearances and property lines.

Landlord's Tenant Coordinator shall notify Tenant's Architect/Designer (representative) of the matters, if any, in which said preliminary drawings fail to conform to the design criteria contained within these Guidelines. Immediately after receipt of any such notice from the Landlord's Tenant Coordinator, the Tenant's representative shall make the necessary revisions to the drawings as required to obtain Tenant Coordinator's approval and shall resubmit the REVISED preliminary drawings to Landlord for preliminary approval.

3. Incomplete Submittals

Failure to provide the required information will be cause for return of the Tenant Submission with NO review.

NOTE: Drawings prepared by a Tenant's representative who is not licensed for the discipline in question will NOT be accepted. Drawings received via facsimile will NOT be reviewed due to the poor image quality of the transmitted documents.

4. Drawing Requirements

Tenant's licensed sign contractor shall submit Sign Shop Drawings, PDF files only, directly to the Landlord's Tenant Coordinator, as instructed, for approval prior to fabrication of the signage. Drawings must be fully detailed, dimensioned, and shall include, but not be limited to the following information:

Elevation of the complete storefront, including: signage and graphics showing all doors, architectural features, etc., and fully detailed, scaled, dimensioned sections and details through the storefront. These fully detailed and dimensioned drawings shall be drawn to scale, as noted:

- Storefront Plan, Elevation and Sectional views at 1/2 inch scale minimum.
- Details of the storefront and proposed Tenant signage at 1/2 inch scale minimum.
- Letter style/font and typeface specifications.
- Colour and finish specifications for all components of the proposed signage.
- Material specifications and thickness.
- Electrical and supply wiring specifications, including input and output voltage of transformers. PK housing (or other U.L. approved insulating sleeve approved by Landlord and local building codes) is required for all through-wall penetrations and must be indicated on the signage shop drawings.

5. Switching

Locations of service switches, timers, dimmers, access panels and drivers/transformers to be planned in advance and integrated into store design. NONE of these items shall be visible to the public from any portion of the development.

6. Type of Lamps/Illumination

Sustainable, low energy LED or other lamp specifications should be noted in ALL projected signs, including type, wattage, beam spread and colour (Kelvin) of illumination.

7. Mounting

Proposed mounting of all signs to storefront solid and glazed fascia/canopies should be noted, including: required embeds, attachment hardware, etc.

All tenant sign design and proposed attachments to be reviewed and verified by registered structural engineer and all shop drawings to be sealed prior to sign permit submission.

Guideline Reference Documents

For further information and details on City of White Rock Sign By-law, please visit the following URL:

<http://www.whiterockcity.ca/assets/City--Services/Bylaws/Sign-1923.pdf>

Detailed drawings contained the Sign Plan and Tenant Signage requirements for The Miramar development can be found within the *Tenant Signage Guidelines* prepared by EDG Experience Design Group Inc. Confirm with Tenant Coordinator for supply of current package.

The Miramar Tenant Coordinator Contact

Leasing Agent:

Name: **TBC**
Phone Number:
Address:
Email Address:

PROPOSED VARIANCES

The Exterior Sign program is designed to best confirm to the City of White Rock Sign Bylaw No. 1923. However in some situations, signage will require more flexibility to balance the hierarchy between tenants, enhance signage legibility from a distance, support best wayfinding practices and pedestrian circulation, and suit the proposed architectural conditions. The charts below outline the specific Signs that may require a variance and the rationale for each.

SIGN NO.	ST NAME	PROPOSED PARAMETERS	CoWR BYLAW PARAMETERS	VARIANCE REQUESTED	RATIONALE/HARDSHIP
1.1	Anchor Tenant Sign	Max. OA H = 3048 mm (10'-0") stacked logo Max. 1373 mm (4'-6") logo with Max. 1067 mm (3'-6") letters	(Classified a "Fascia Sign" under the Sign Bylaw) The Sign Copy Area shall not exceed 0.61 m in Height and shall not exceed 45% of the Sign Area.	Variance requested to allow for increased sign height (8'-0" over the maximum allowable to accommodate a stacked logo format)	Proposed sizes are carefully calculated to ensure visibility requirements of first-time and occasional visitors, and establishes hierarchy for anchor tenants.
1.3	Anchor Tenant Sign	Max. 914 mm (3'-0") logo/letters	(Classified a "Fascia Sign" under the Sign Bylaw) The Sign Copy Area shall not exceed 0.61 m in Height and shall not exceed 45% of the Sign Area.	Variance requested to allow for increased sign height (1'-0" over the maximum allowable)	Proposed sizes are carefully calculated to ensure visibility requirements of first-time and occasional visitors, and establishes hierarchy for anchor tenants. Note that this particular sign location activates the main plaza entrance, and requires enhanced legibility as it is set back from Johnston Road considerably.
1.4	Anchor Tenant Sign	Max. 1373 mm (4'-6") logo with Max. 1067 mm (3'-6") letters	(Classified a "Fascia Sign" under the Sign Bylaw) The Sign Copy Area shall not exceed 0.61 m in Height and shall not exceed 45% of the Sign Area.	Variance requested to allow for increased sign height (2'-6" over the maximum allowable)	Proposed sizes are carefully calculated to ensure visibility requirements of first-time and occasional visitors, and establishes hierarchy for anchor tenants.
1.5					
1.6					
1.7					
3.1	Tenant Canopy Sign	Max. 609 mm (2'-0") logo with Max. 457 mm (1'-6") letters	(Classified a "Canopy Sign" under the Sign Bylaw) Canopy signs must be affixed to the flat face of a canopy, and may not extend vertically or horizontally beyond the limits of the canopy. The Sign Copy Area shall not exceed 0.61 m in Height.	Variance requested to allow for mounting of canopy sign below the face of architectural HSS canopy support.	Architectural canopy conditions cannot support signage applied to face at a size adequate enough for motorist and first-time visitor visibility. Proposed variance is also in alignment with signage currently installed at existing Miramar Village Towers 1 & 2.
3.2					
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3.18					

SIGN NO.	ST NAME	PROPOSED PARAMETERS	CoWR BYLAW PARAMETERS	VARIANCE REQUESTED	RATIONALE/HARDSHIP
7.1	Parking Entrance Sign	Panel approx. 5182 mm W x 457 mm H x 76 mm D (17'-0" W x 1'-6" H x 3" D) Each crash bar 2392 mm W x 245 mm H x 6 mm D (7'-10" W x 10" H x 1/4" D) Panel area 2,368 m ² Each crash bar area 0.586 m ² Total area 3,54 m ²	(Classified a "Directional Sign" under the Sign Bylaw) Max. OA sign area = 1.5 m² (16.15 ft²)	Sign variance required to allow for increased sign area (2.04 m ² over the maximum allowable area).	Increased sign area is required to contain sufficient information at legible sizes to safely direct motorist circulation. The addition of crash bars— a mandatory traffic signage measure to ensure visitor safety and prevent building/vehicle damage—is also included in the total sign area calculation, thus necessitating an area increase.
7.2	Parking Entrance Sign	Panel approx. 6553 mm W x 457 mm H x 76 mm D (21'-6" W x 1'-6" H x 3" D) Each crash bar 2392 mm W x 245 mm H x 6 mm D (7'-10" W x 10" H x 1/4" D) Panel area 2,995 m ² Each crash bar area 0.586 m ² Total area 4,167 m ²	(Classified a "Directional Sign" under the Sign Bylaw) Max. OA sign area = 1.5 m² (16.15 ft²)	Sign variance required to allow for increased sign area (2,667 m ² over the maximum allowable area).	Increased sign area is required to contain sufficient information at legible sizes to safely direct motorist circulation. The addition of crash bars— a mandatory traffic signage measure to ensure visitor safety and prevent building/vehicle damage—is also included in the total sign area calculation, thus necessitating an area increase.
10.2	Freestanding Map Directory	914 mm W x 2204 mm H x 254 mm D (3'-0" W x 7'-2 3/4" H x 10" D) Sign Area 3.75 m ² for both faces, excluding base	(Classified a "Free-Standing Sign" under the Sign Bylaw) Only one (1) monument sign is allowed per lot in any CR or P zone Max. OA H = 2.2 m Max. OA sign area for 2 faces = 4 m ² excluding base	Sign variance may be required to allow for increased sign quantity for the project. A total of four (4) freestanding signs are requested (in conjunction with Sign Type 11), in excess of the normal single (1) quantity allowance by three (3) signs.	Given the large size and multiple phases of the development, Freestanding Map Directories are required at regular intervals to ensure visibility and accessibility requirements of first-time visitors, necessitating a higher sign quantity. Current phase of the project also consists of four (4) former lots and one (1) parcel, creating a larger site than is normally addressed by the Sign Bylaw.
10.3					
10.4					
11.1	Freestanding Tenant Directory	OA Dimensions 1524 mm W x 3353 mm H x 1143 mm D (5'-0" W x 11'-0" H x 3'-9" D) Sign Area 9.45 m ² for both faces, excluding base	(Classified a "Free-Standing Sign" under the Sign Bylaw) Only one (1) monument sign is allowed per lot in any CR or P zone Max. OA H = 2.2 m Max. OA sign area for 2 faces = 4 m² excluding base	Sign variance required to allow for increased sign height (additional 1.153 m) and area (additional 5.45 m ²).	Proposed sign size is carefully calculated to ensure visibility requirements of first-time and occasional visitors, as well as minimum visibility requirements for passing motorists.

IN SITU RENDERING - LOOKING SOUTHWEST FROM JOHNSTON STREET

NOTE: Renderings shown are for reference only.



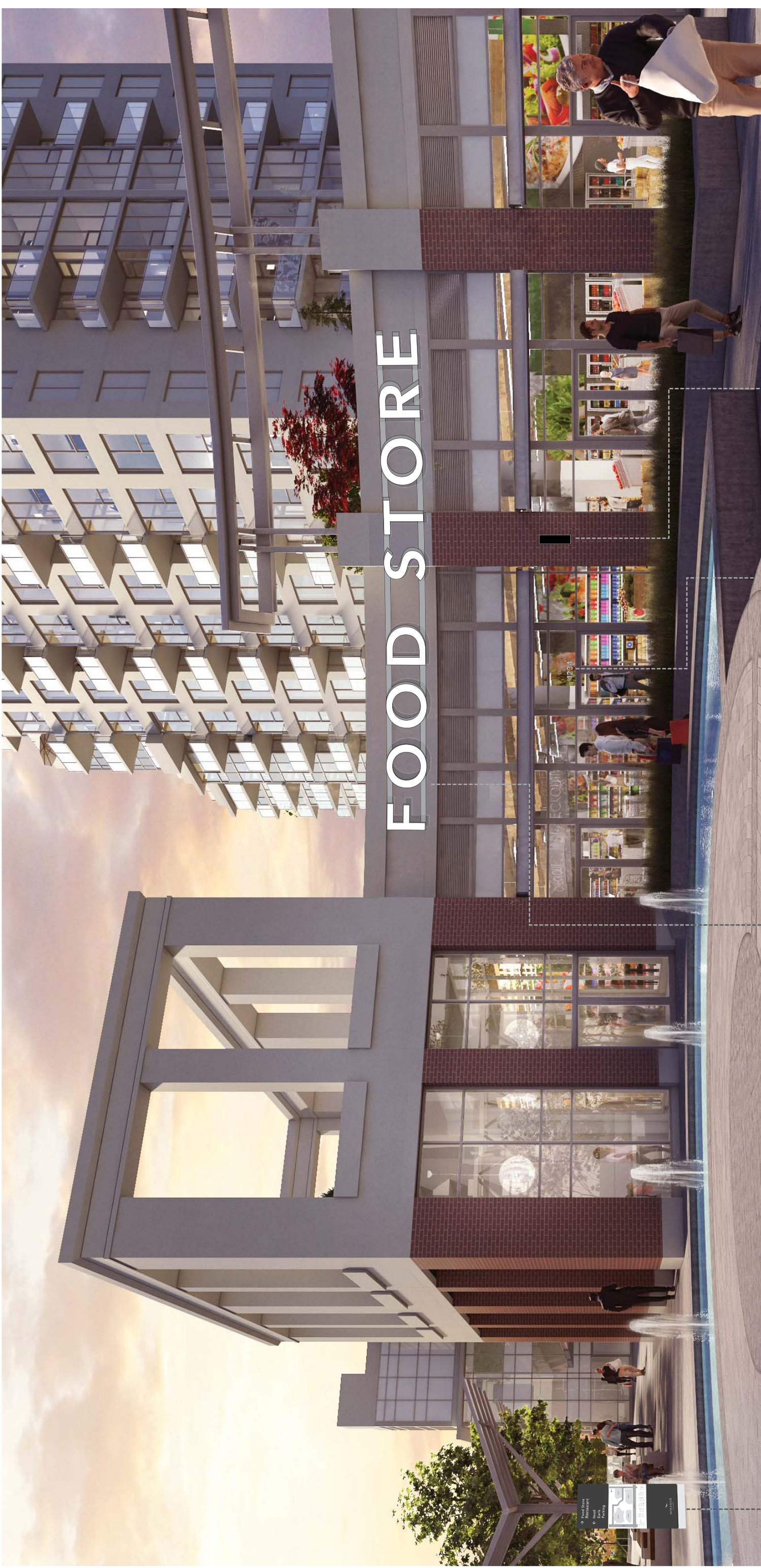
1.4 SIGN TYPE 1
ANCHOR
TENANT SIGN

11.1 SIGN TYPE 11
FREESTANDING
TENANT DIRECTORY

1.3 SIGN TYPE 1
ANCHOR
TENANT SIGN

IN SITU RENDERING - LOOKING SOUTH FROM PEDESTRIAN PLAZA

NOTE: Renderings shown are for reference only.



10.4 SIGN TYPE 10
FREESTANDING
MAP DIRECTORY

1.3 SIGN TYPE 1
ANCHOR TENANT SIGN

5.9 SIGN TYPE 5
ADDRESS NUMBER

4.3 SIGN TYPE 4
TENANT BLADE SIGN

TENANT

Side View

IN SITU RENDERING - LOOKING NORTHWEST FROM THRIFT AVENUE

NOTE: Renderings shown are for reference only.

