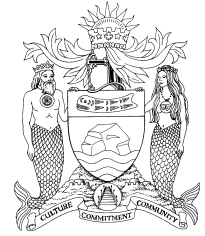


**\*Live Streaming/Telecast:** Please note that Public Meetings held in the Council Chamber are being recorded and broadcasted as well included on the City's website at: [www.whiterockcity.ca](http://www.whiterockcity.ca)

Corporate Administration  
E-mail

(604) 541-2212  
[clerksoffice@whiterockcity.ca](mailto:clerksoffice@whiterockcity.ca)

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



May 20, 2020

**ON TABLE see page 150**

A **REGULAR MEETING** of CITY COUNCIL will be held in the **CITY HALL COUNCIL CHAMBERS** located at **15322 Buena Vista Avenue, White Rock, BC**, on **MONDAY, MAY 25, 2020** to begin at **7:00 p.m.** for the transaction of business as listed below.

The City of White Rock is committed to the health and safety of our community. In keeping with Ministerial Order No. M083 from the Province of British Columbia, City Council meetings will take place without the public in attendance at this time until further notice.

Please note you can watch the meeting, as well as previous meetings, online [www.whiterockcity.ca/councilmeetings](http://www.whiterockcity.ca/councilmeetings) .

T. Arthur, Director of Corporate Administration

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## A G E N D A

### 1. CALL MEETING TO ORDER

#### 1.1. FIRST NATIONS LAND ACKNOWLEDGEMENT

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

#### 1.2 SPECIAL RECOGNITION: HEALTH CARE WORKERS AND FIRST RESPONDERS

Council to honour Health Care Workers and First Responders who are the heroes of this global pandemic.

### 2. ADOPTION OF AGENDA

#### RECOMMENDATION

THAT the Corporation of the City of White Rock Council adopt the agenda for its regular meeting scheduled for May 25, 2020 as circulated.

### 3. ADOPTION OF MINUTES

a) May 19, 2020 – Special meeting

**Page 9**

#### RECOMMENDATION

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

a) May 19, 2020 – Special meeting

#### 4. **QUESTION AND ANSWER PERIOD**

Due to the COVID-19 global pandemic, 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](mailto: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. **Page 13**

The following correspondence was received by 8:30 a.m., May 20, 2020, with respect to Question and Answer Period:

- M. Desmarais, May 8, 2020, question regarding parking decals (extension, compensation, pro-rating of fees for 2021 due to the pandemic)
- K. McHugh, May 14, 2020, question regarding parking passes for nurses
- K. Breaks, May 13, 2020, question regarding excessive noise
- J. Sirois, May 8, 2020, concerns regarding the White Rock Farmers' Market
- D. Dunn, May 1, 2020, question/suggestion regarding reopening of the White Rock Promenade
- A. Pauw, May 11, 2020, question/concerns regarding speeding along Marine Drive
- P. Petrala, May 19, 2020, comment to make Marine Drive a one way east out from Vidal Street to the Ocean Promenade Hotel

#### **RECOMMENDATION**

THAT Council receive for information the correspondence submitted for Question and Answer Period by 8:30 a.m., May 20, 2020 as circulated in the agenda.

**Note:** Answers not provided at the meeting will be provided to the person who submitted the question, the information will be placed on the City website and a copy will be forwarded to City Council.

#### 4.1 **CHAIRPERSON CALLS FOR SPEAKERS TO QUESTION AND ANSWER PERIOD**

#### 5. **DELEGATIONS AND PETITIONS**

##### 5.1 **DELEGATIONS**

Due to the COVID-19 Global Pandemic, Delegations will be temporarily postponed/suspended until further notice. If you wish to appear as a delegation in the future, please continue to submit your application to [ClerksOffice@whiterockcity.ca](mailto:ClerksOffice@whiterockcity.ca) or call 604 541 2212 and staff will keep you updated on when Delegations will resume.

##### 5.2 **PETITIONS**

None

#### 6. **PRESENTATIONS AND CORPORATE REPORTS**

##### 6.1 **PRESENTATIONS**

None

## **6.2 CORPORATE REPORTS**

### **6.2.1 COVID-19 GLOBAL PANDEMIC (VERBAL UPDATE)**

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

#### **RECOMMENDATION**

THAT Council receives the verbal report regarding the Covid-19 Global Pandemic provided by the Chief Administrative Officer and Fire Chief.

### **6.2.2 PHASED RE-OPENING OF CITY FACILITIES**

**Page 20**

Corporate report dated May 25, 2020 from the Director of Planning and Development Services titled “Phased Re-opening of City Facilities”.

#### **RECOMMENDATION**

THAT Council:

1. Receive for information the corporate report dated May 25, 2020, from the Director of Planning and Development Services titled “Phased Re-opening of City Facilities”; and
2. Direct staff to re-open the Waterfront Promenade in the coming week, along with approximately 50% of the off-street parking capacity in the waterfront as described in this corporate report.

### **6.2.3 PROCEDURES FOR CONDUCTING ELECTRONIC PUBLIC HEARINGS AND ADVISORY DESIGN PANEL REVIEW**

Corporate report dated May 25, 2020 from the Director of Planning and Development Services titled “Procedures for Conducting Electronic Public Hearings and Advisory Design Panel Review”.

**Page 76**

#### **RECOMMENDATION**

THAT Council:

1. Receive for information the corporate report dated April 27, 2020, from the Director of Planning and Development Services, titled “Procedures for Conducting Electronic Public Hearings and Advisory Design Panel Review”; and
2. Endorse the proposed electronic meeting formats as proposed in this corporate report.

**6.2.4 PROPOSED VIRTUAL PUBLIC INFORMATION MEETING FOR PROPOSED CR-3A ZONING AMENDMENT Page 94**

Corporate report dated May 25, 2020 from the Director of Planning and Development Services titled “Proposed Virtual Public Information Meeting for Proposed CR-3A Zoning Amendment”.

**RECOMMENDATION**

THAT Council:

1. Receive for information the corporate report dated May 4, 2019, from the Director of Planning and Development Services, titled “Proposed Virtual Public Information Meeting for Proposed CR-3A Zoning Amendment”;
2. Authorize staff to conduct a Public Information Meeting for the proposed Zoning Amendment Bylaw on a virtual platform, prior to bringing forward the proposed Zoning Amendment Bylaw and Off-Street Parking Reserve Fund and Alternative Transportation Infrastructure Reserve Fund Bylaw forward for consideration of bylaw readings”.

**6.2.5 RESIDENT PERMIT PARKING ON 1500 BLOCK, KENT STREET Page 122**

Corporate report dated May 25, 2020 from the Director of Financial Services titled “Resident Permit Parking on 1500 Block, Kent Street”.

**RECOMMENDATION**

THAT Council:

1. Receive for information the corporate report dated May 25, 2020 from the Director of Financial Services, titled “Resident Permit Parking on 1500 Block, Kent Street”; and
2. Endorses no changes to the current parking restrictions be made on the 1500 Block of Kent Street.

**7. MINUTES AND RECOMMENDATIONS OF COMMITTEES**

**7.1 STANDING AND SELECT COMMITTEE MINUTES**

- Land Use and Planning Committee – May 4, 2020 Page 126

- Grants-in-Aid Sub- Committee – May 11 and 12, 2020 Page 128

**RECOMMENDATION**

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

- a) Land Use and Planning Committee – May 4, 2020; and
- b) Grants-in-Aid Sub- Committee – May 11 and 12, 2020.

**7.2 STANDING AND SELECT COMMITTEE RECOMMENDATIONS**

The following recommendations have been brought forward from the **Grants-in-Aid Sub-Committee** meeting held on May 11 & 12, 2020.

***Note:** The minutes of the meeting are included in the agenda package as Item 7.1b. Councillor Chesney is the Grants-in-Aid Sub- Committee Chairperson.*



**RECOMMENDATION #1: GENERAL FUND**

THAT the Grants-in-Aid Sub-Committee recommends Council approve the following Grants-in-Aid for 2020 as **outlined in the application:**

<b>Tab/ Reference #</b>	<b>Applicant</b>	<b>Recommended Grant-in-Aid</b>
<b>5</b>	Tab 5: Alexandra Neighbourhood House	\$0
<b>6</b>	Avalon Women's Centre White Rock	\$1,500
<b>7</b>	Peace Arch Hospice Society	\$1,000
<b>14</b>	Peninsula Arts Foundation	\$1,500
<b>15</b>	Peninsula Productions Society	\$0
<b>16</b>	Rotary Club of Semiahmoo (White Rock)	\$0
<b>17</b>	Surrey Youth Theatre Company (sponsored by Peninsula Arts Foundation)	\$0
<b>18</b>	White Rock Community Orchestral Society	\$1,000
<b>20</b>	White Rock Players' Club	\$1,800
<b>21</b>	White Rock Social Justice Film Society	\$750
<b>23</b>	Air Cadet League of Canada, 907 Squadron Sponsoring Committee	\$1,000
<b>24</b>	White Rock Lawn Bowling Club	\$1,650
<b>25</b>	BC Pets and Friends	\$1,000
<b>27</b>	Critter Care Wildlife Society	\$750
<b>29</b>	Semiahmoo Peninsula Marine Rescue Society	\$2,000
<b>30</b>	The Canadian Red Cross Society	\$1,000
<b>35</b>	Together, White Rock	\$0

**RECOMMENDATION #2: GENERAL FUND**

THAT the Grants-in-Aid Sub-Committee recommends Council approve the following Grants-in-Aid for 2020 as **pending confirmation that their event takes place, as proposed, in 2020:**

<b>Tab/ Reference #</b>	<b>Applicant</b>	<b>Recommended Grant-in-Aid:</b>
<b>8</b>	Semiahmoo Seniors Planning Table (care of comfort keepers mailing address)	\$500
<b>9</b>	Volunteer Cancer Drivers Society	\$1,500
<b>10</b>	White Rock Pride Society	\$1,000
<b>11</b>	White Rock South Surrey Stroke Recovery Branch	\$2,000
<b>12</b>	Christmas on the Peninsula Society	\$2,000
<b>13</b>	Crescent Beach Pipe Band	\$800
<b>19</b>	White Rock Museum & Archives	\$1,000
<b>22</b>	2812 RCACC Seaforth Highlanders of Canada	\$500
<b>28</b>	Holiday Home Tour for Hope	\$2,000
<b>31</b>	CARP - A New Vision of Aging for Canada	\$500
<b>32</b>	White Rock Polar Bear Swim	\$750
<b>33</b>	Earl Marriott Secondary School	\$1,000
<b>34</b>	Friends of Semiahmoo Bay Society	\$1,000

**RECOMMENDATION #3: ARTS AND CULTURE**

THAT the Grants-in-Aid Sub-Committee recommends that Council approves the following 2020 Arts and Culture events allocations of grant funding:

<b>Tab/ Reference #</b>	<b>ARTS</b>	<b>Recommended Grant-in-Aid</b>
<b>2</b>	Semiahmoo Arts Society	\$5,000
<b>3</b>	Surrey Youth Theater Company	\$701
<b>4</b>	White Rock Players' Club	\$1000 per gala, up to five (5) galas (\$5,000 max) if the event takes place.

**8. BYLAWS AND PERMITS**

**8.1 BYLAWS**

None

**8.2 PERMITS**

None

**9. CORRESPONDENCE**

**9.1 CORRESPONDENCE - RECEIVED FOR INFORMATION**

***Note:** Further action on the following correspondence items may be considered. Council may request that any item be brought forward for discussion, and may propose a motion of action on the matter.*

- 9.1.1** Letter dated May 14, 2020 from Mayor Hurley, City of Burnaby, regarding Federal Financial Support for Transit Operations ECC Report 5.1, Council meeting 2020 May 11 **Page 135**

**RECOMMENDATION**

THAT Council receives for information the letter dated May 14, 2020 from Mayor Hurley, City of Burnaby, regarding Federal Financial Support for Transit Operations ECC Report 5.1, Council meeting 2020 May 11.

***Note:** Council may wish to support the resolution as outlined in the information originally requested by the Canadian Urban Transit Association.*

**10. MAYOR AND COUNCILLOR REPORTS**

**10.1 MAYOR'S REPORT**

**10.2 COUNCILLORS REPORTS**

**10.2.1 METRO VANCOUVER BOARD IN BRIEF**

**METRO VANCOUVER BOARD IN BRIEF – APRIL 24, 2020**

**Page 147**

**RECOMMENDATION**

THAT Council receives for information the April 24, 2020 Metro Vancouver Board in Brief document.

**11. MOTIONS AND NOTICES OF MOTION**

**11.1 MOTIONS**

None

**11.2 NOTICES OF MOTION**

None

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

None

**13. OTHER BUSINESS**

**14. CONCLUSION OF THE MAY 25, 2020 REGULAR COUNCIL MEETING**

**PRESENT:** Mayor Walker  
Councillor Chesney  
Councillor Johanson  
Councillor Kristjanson (arrived at 5:02 p.m.)  
Councillor Manning  
Councillor Trevelyan

**ABSENT:** Councillor Fathers

**STAFF:** G. Ferrero, Chief Administrative Officer  
T. Arthur, Director of Corporate Administration  
J. Gordon, Director of Engineering and Municipal Operations  
C. Isaak, Director of Planning and Development Services (via electronic means)  
J. Johnstone, Director of Human Resources  
P. Lemire, Fire Chief  
E. Wolfe, Deputy Fire Chief  
C. Ponzini, Director of Financial Services  
K. Pauls, Staff Sergeant White Rock RCMP  
S. Lam, Deputy Corporate Officer (via electronic means)

The City of White Rock is committed to the health and safety of our community. In keeping with Ministerial Order No. M139 from the Province of British Columbia, City Council meetings will take place without the public in attendance at this time until further notice.

Please note you can watch the meeting, as well as previous meetings, online [www.whiterockcity.ca/councilmeetings](http://www.whiterockcity.ca/councilmeetings).

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**1. CALL MEETING TO ORDER**

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

**MOMENT OF SILENCE**

Following the tragic Canadian Forces Snowbirds jet crash that took place over the May long weekend, Council observed a moment of silence to commemorate Capt. Jenn Casey, a public affairs officer with the Snowbirds, who died in the crash and Capt. Richard MacDougall, the pilot, who survived and is recovering from injuries.

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

**1.1. FIRST NATIONS LAND ACKNOWLEDGEMENT**

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

**2. ADOPTION OF AGENDA**

2020-286

**It was MOVED and SECONDED**

THAT the Corporation of the City of White Rock Council adopts the agenda for its special meeting scheduled for May 19, 2020 as circulated

**CARRIED**

**3. ADOPTION OF MINUTES**

a) May 11, 2020 – Special Council meeting

2020-287

**It was MOVED and SECONDED**

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

a) May 11, 2020 – Special Council meeting.

**CARRIED**

**4. PRESENTATION**

Mayor Walker introduced Guillermo Ferrero, the City of White Rock's new Chief Administrative Officer (CAO). Mr. Guillermo joins the City with a wealth of experience, his most recent as the former CAO of Ladysmith.

**5. COVID-19 GLOBAL PANDEMIC (VERBAL UPDATE)**

Verbal update from the Chief Administrative Officer and the Fire Chief with respect to the COVID-19 Global Pandemic.

Fire Chief Lemire provided an update on COVID-19 stats both globally and locally. It was noted that the Provincial State of Emergency has been extended, and the Community is encouraged to visit the Provincial website for updates and information.

The Province is entering Phase 2 of the re-opening and as part of this they are working on developing guidelines for various businesses.

Staff replied to Council's questions and comments:

- Restaurants that open must comply with Fraser Health and WorkSafeBC regulations
- If City Bylaw Enforcement observes non-compliance, they do not have the authority to enforce the provincial regulations. They will notify Fraser Health and/or WorkSafe BC as they are the organizations with the authority to enforce the requirements
- Schools will be gradually re-opening at various levels with some limitations
- Parks Canada will be conducting gradual re-opening of their services
- Staff will present a corporate report at the next Council meeting – May 25 – that addresses guidelines for re-opening City facilities and functions (including parking considerations).

This past May long weekend saw both City Bylaw Enforcement staff and RCMP monitoring the waterfront. It was reported that there was an incident where visitors trespassed through the gates, as soon as the City was made aware and staff ensured there was no one on the wrong side of the fence they were able to seal the fence again.

- Now that the Province is entering Phase 2, Council expressed desire to assist the waterfront businesses by adjusting the current parking restrictions

2020-288

**It was MOVED and SECONDED**

THAT Council directs staff to amend the currently open 30-minute pay parking spaces at the waterfront to now be made a two (2) hour pay parking limit.

**CARRIED**

Council spoke to the Lunch Program available to the Community and noted the following:

- The bagged lunch program will be expanded to five-days a week
- One of the weekdays will also include a hot lunch
- This service is available to those in need of a meal
- This program exists through the work of Peace Portal Alliance Church, the Rotary Club, Save on Foods, and the City of White Rock

It was also noted that the Peace Arch Alliance Church located in South Surrey has now opened a temporary shelter. The shelter will offer a safe place to sleep, meals, showers and access to needed services.

2020-289

**It was MOVED and SECONDED**

THAT Council receives the verbal report regarding the COVID-19 Global Pandemic provided by the Chief Administrative Officer and the Fire Chief.

**CARRIED**

6.

**EXCESSIVE VEHICLE NOISE – MARINE DRIVE**

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

For reference, the following documents were included in the agenda for information purposes:

- Email dated May 11, 2020 from Staff Sergeant Kale Pauls, White Rock RCMP
- Corporate report dated October 21, 2019 from the Director of Planning and Development Services titled “Use of Decibel Levels in the Noise Control Bylaw”.

Staff Sergeant Kale Pauls was in attendance and advised that vehicles are addressed when violations are happening (eg: stunting, speeding, etc). In the coming weeks there will be a media release to notify of a program the RCMP will be conducting to address this. It was also noted that the RCMP will continue their media spotlight on this as White Rock will have to build a reputation of being a place where excessively loud motorbikes and modified exhaust cars are not welcome.

Council noted that in addition to this speeding also appears to be an issue both on Marine Drive, North Bluff Road and Johnston Road. Council encouraged the RCMP to continue to step-up their patrol of the waterfront and coordinate with the City of Surrey with respect to patrolling North Bluff Road.

2020-290

**It was MOVED and SECONDED**

THAT Council receives the verbal report from Staff Sergeant Kale Pauls regarding excessive vehicle noise on Marine Drive, also included was speed along Marine Drive, Johnson Road and North Bluff Road.

**CARRIED**

7.

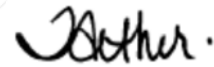
**OTHER BUSINESS**

None

8.

**CONCLUSION OF THE MAY 19, 2020 SPECIAL COUNCIL MEETING**

The Chairperson declared the meeting concluded at 5:58 p.m.



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Mayor Walker

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Tracey Arthur, Director of  
Corporate Administration



**From:** [md6755](#)  
**To:** [Clerk's Office](#)  
**Subject:** Question and Answer Period  
**Date:** May 8, 2020 1:23:38 PM

*CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.*

**Question:** Will those of us who purchased the 2020 parking decal be granted an extension or compensation for use in 2021, considering parking has been prohibited in most areas or is free to anyone for a limited time ?

Thank you,  
Marilyn Desmarais

Sent from my Samsung Galaxy smartphone.

**From:** [Kelly Breaks](#)  
**To:** [Clerk's Office](#)  
**Subject:** Question and Answer Period  
**Date:** May 13, 2020 11:04:34 AM

*CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.*

Dear Mayor & Council.

I have lived in White Rock for many years. For whatever reason, the past month has been the very worst period for cars and motorbikes with excessive noise. These vehicles come up from the beach and as soon as they turn the corner at 5 Corners, they let the noise rip all the way to the stop light at Thrift Avenue. Not only is this disturbing the entire neighbourhood but it is dangerous.

My question is what will the City be doing to enforce regulations for noisy vehicles?

Kelly Breaks  
[bluefrogstudios.ca](http://bluefrogstudios.ca)

Canada's Hottest Live Recording Theatre

This email, its contents and all attachments contain confidential information intended solely for the individual or business to whom this was sent. This is private information and any sharing, copying, distributing of this is strictly prohibited.

**From:** [Julie Slois](#)  
**To:** [Clerk's Office](#)  
**Subject:** Question and Answer Period  
**Date:** May 8, 2020 7:27:33 PM

*CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.*

I would like to know why the farmers market started last weekend ,.....our premier announced that things will open slowly “not a flick of the switch” & Dr Bonnie Henry have ask that NO gatherings happen for some time yet...fesevislly not to extend our bubble beyond one additional family group.

Just because the market is outside doesn't allow for such a large number of people to be congregating in this area at one time.....no matter how far apart you think people supposedly are.....there is way to many surfaces etc being touched.

I think this was a VERY IRRESPONSIBLE move on White Rocks part.....what the heck are you thinking.

--

Thanks and have an amazing day  
Julie

**From:** [dadunn@shaw.ca](mailto:dadunn@shaw.ca)  
**To:** [Clerk's Office](#)  
**Subject:** Question and Answer Period  
**Date:** May 1, 2020 10:30:15 PM

*CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.*

Would council please reopen the Promenade not including the pier and make it one direction so that physical distancing can be maintained yet exercise accomplished by local residents? Perhaps entering on the stairs and proceeding in one or another direction. Traffic at Crescent beach would be eased and walking traffic along the sidewalk also potentially eased and redistributed  
Thanks for considering this  
Deborah Dunn

Get [Outlook for iOS](#)

**From:** Alma Pauw  
**To:** Clerk's Office  
**Subject:** Question and Answer Period  
**Date:** May 11, 2020 4:44:14 PM  
**Importance:** High

*CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.*

Dear Mayor and Councillors

When will we ever have the RCMP commit to enforcing the speeders and loud mufflers along marine drive?

This last weekend was a record for us to witness near deaths because of out of town young males terrifyingly racing along marine drive AND screaming up Maple street with no regard to life!!!

Do we have to wait for a death?

What are we paying taxes for when there is no law enforcement along this crucial area?

Alma Pauw

## Chris Magnus

---

**From:** Semiplan Account <semiplan@shaw.ca>  
**Sent:** May 19, 2020 1:04 PM  
**To:** Darryl Walker; Chris Magnus; David Chesney; Helen Fathers; Erika Johanson; 0 Semiahmoo Planning Pat at Work; Scott Kristjanson; Anthony Manning; Christopher Trevelyan  
**Cc:** Guillermo Ferrero; Dan Bottrill; Phil Lemire; Athena von Hausen; Carl Isaak; BIA 2 White Rock general INFO; Chamber 1 SS WR Admin+ Team; Chamber of Commerce SS WR Ritu  
**Subject:** Seeding an IDEA: Make Marine ONE WAY for this summer season

*CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.*

Greetings Mayor, Council and Senior Staff

Pundits and arm chair experts abound on facebook, twitter and everywhere.

QUESTION for City Council Meeting

**Seeding an IDEA: Make Marine ONE WAY East OUT from Vidal to Promenade Hotel;**

Parking lots/parkade may get more users. Reduce traffic volume/congestion perhaps.

Can the relative partners discuss this seriously and explain why and why not please.

Use directional signs at Stayte - please go to NB/16th.

Come south at 140 for panoramic view loop

And/or Up westward on Pacific/Buena Vista etc

Social media blast map and list of available parking merchants etc

Thus OPEN 1 lane on N. Side of Marine for more restaurant and shop, walk & rest seats plus bike lane sharing.

The concept has been on the record since 1998 Economic development committee with a funicular;

as I weed files and review ideas. Making a short list of patterns.

SEE <https://www.cnu.org/publicsquare/2020/05/19/cities-converting-streets-public-space-coronavirus-crisis>

Research by Street Plans Collaborative. The firm headed by Tony Garcia and Mike Lydon, leaders in Tactical Urbanism, have a database of 294 projects in more than 100 cities. These changes are giving urban residents more open space at a time when social distancing is required and many families are cooped up in houses. At the same time, street networks are underutilized because traffic flow and levels are substantially reduced.

Stay well, safely apart and in touch.

Best regards,

**Pat Petrala**

P: 604-536-7686 WORK Email: [semiplan@shaw.ca](mailto:semiplan@shaw.ca)

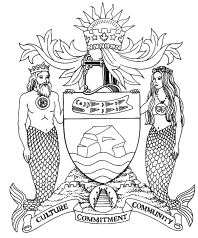
Community Facilitator - Animator / Consultant / Advocate/Connector/

Semiahmoo Seniors Outreach Coordinator <https://semiahmooseniors.com>

+ PH2H Peninsula Homeless to Housing Task Force

15020 North Bluff Road, White Rock, BC

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



**DATE:** May 25, 2020  
**TO:** Mayor and Council  
**FROM:** Carl Isaak, Director Planning and Development Services  
**SUBJECT:** Phased Re-opening of City Facilities

---

**RECOMMENDATIONS**

THAT Council:

1. Receive for information the corporate report dated May 25, 2020, from the Director of Planning and Development Services, titled “Phased Re-opening of City Facilities;” and
  2. Direct staff to re-open the Waterfront Promenade in the coming week, along with approximately 50% of the off-street parking capacity in the waterfront as described in this corporate report.
- 

**BACKGROUND**

The COVID-19 pandemic and public health orders under the current state of emergency have greatly impacted the service delivery models of all organizations and businesses, including the City’s. Over the past two months, the City has adapted its processes to stop the spread of the virus, keep staff and the public safe, and to provide as much continuity of essential services as possible to mitigate impacts and aid recovery efforts. With the Provincial Health Officer’s advice that we are “flattening the curve” of the virus transmission rates, the BC government has announced ‘BC’s Restart Plan’, which “lays out a series of steps that we will take together to protect people and ensure that our province can come back from COVID-19 stronger than before.” The plan is attached to this corporate report as Appendix A.

The purpose of this corporate report is to identify the City services which have been altered during the pandemic and provide an outline of how these services may be gradually restored, as appropriate to the specific parameters of the service and in accordance with the precautions and phasing described in BC’s Restart Plan. Some of these services include:

- Public access to the waterfront Promenade and Pier;
- Access to City operated waterfront parking lots;
- Access to City facilities such as City Hall and the Operations Building;
- City recreational facilities and programs;
- Regular meetings of the City’s volunteer committees; and
- Access to City parks, playing fields and playgrounds.

Many of the City’s businesses have also had to close or change their services due to the pandemic, including Marine Drive restaurants which have not been able to offer dine-in services



to customers either indoors or on their sidewalk patios since late March 2020. As the health order restricting food and drink businesses to take out or delivery services only expired May 19, 2020, it is anticipated that some restaurants will be able to open for dine-in services shortly if they are able to meet the WorkSafeBC requirements for a COVID-19 Safety Plan, and will therefore need parking for their customers who will require longer than 30 minute parking.

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

### **Waterfront Parking, Pier and Promenade Closure**

On March 22, the City closed all waterfront parking lots, including the West Beach Parkade, and restricted on-street parking spaces to 15 minutes to allow take out services for customers of restaurants still in operation.

At the March 23, 2020 Regular Council meeting, the following resolution was adopted:

“THAT Council directs staff to close the White Rock Pier temporarily.”

It was also passed that Council:

1. Directs that staff monitor the promenade (including Memorial Park) to ensure social distancing is being adhered to;
2. Delegates the authority to the Mayor, should the need arise, to close it; and
3. Directs staff to prepare a plan to do this so it is ready when it is needed. [2020-099]

On April 8, the City announced that the Waterfront Promenade would be closing on April 10, to help reduce the spread of COVID-19 by reducing the number of visitors.

On May 19, Council directed that the available public parking spaces be changed to two hour limits to allow for business patrons the opportunity to shop and dine-in at restaurants that will be opening in the coming weeks.

### **Closure of City Hall and other City Facilities**

On March 17, all recreation and culture facilities, programs, events and public meetings were closed until further notice to help slow the spread of COVID-19.

On March 18, City Hall was temporarily closed to help slow the spread of COVID-19, following the closure of other City buildings and facilities earlier in the week.

On March 20, the City closed its four playgrounds (at Goggs Park, Emerson Park, Barge Park, and Generations Playground in Ruth Johnson Park).

On March 22, the City also closed all athletic fields, tennis courts and the Taylor Lacrosse Box operated by the City. The tennis courts and pickle ball courts were reopened on May 16.

During the closure period, staff have encouraged residents and businesses to take advantage of online services where available and modified standard processes to allow more services to be provided either online or over the phone.

### **Postponement of Volunteer Committees**

At the March 17, 2020 Governance and Legislation Committee, the Committee resolved to postpone meetings of its select (volunteer) committees and advisory bodies until the end of May.

### **Outdoor Patio Service Expansion Potential**

On May 12, the Attorney General announced the Province’s intention to expedite patio approvals for liquor licence holders, to assist restaurants unable to operate at full capacity in their current facilities due to COVID-19 restrictions. It is anticipated that direction from the Province would be provided in the form of a Policy Directive from the Liquor Control and Regulation Branch (LCRB). As of May 15, a related directive has not been issued.

The City has many restaurants on Marine Drive with patios that are permitted on the City's sidewalk through an agreement made under the City's Sidewalk Use Agreement Bylaw, 2017, No. 2203. Any changes to the Province's approach to liquor licence approval for expanded patios may require modification of the City's Bylaw, or typical approach, to respond to application referrals from the LCRB, which are processed under the City's Planning Procedures Bylaw. A further corporate report would be provided to Council if such a directive is issued or a similar request is made by a White Rock business.

### **Provincial Health Order re-opening Food Service Establishments and Liquor Services**

On May 15, 2020, the Provincial Health Officer repealed and replaced a previous health order restricting food and drink businesses to take out and delivery service only, with a new order that allows standing and seated service effective May 19, and under specific criteria. The order permits a maximum 50% capacity of patrons at the establishment present at one time. This health order is attached to this corporate report as Appendix F.

Employers, including restaurants and bars, must develop a COVID-19 Safety Plan in accordance with WorkSafeBC directions. The WorkSafeBC guidance document ("planning tool") for producing these plans is attached to this corporate report as Appendix G. These plans must be posted at the worksite, but WorkSafeBC will not be reviewing or approving the plans of individual employers.

## **ANALYSIS**

### **Experience with Closed City Facilities**

Due to the closure of City Hall to the public, alternative arrangements for delivery of payments and application forms have been created or expanded to allow for ongoing service to the public. A document has been created and is posted at City facilities, online, and as an insert in the property tax bill notices informing the public of alternative ways to do business with the City. The poster is attached to this corporate report as Appendix B.

This experience has demonstrated that many services that were provided on an "in-person" basis at City Hall prior to the pandemic closure are viably provided without requiring face to face contact between staff and the public. In preparation for a future re-opening, staff have evaluated the configuration and space available for the public within City Hall, and have identified that due to space constraints, it would be extremely difficult to meet the two metre spacing requirement while having more than one visitor in the City Hall lobby, and to allow for circulation for staff to move around that person. In this context, and with the knowledge that the most effective method of minimizing transmission of COVID-19 is physical distancing, staff do not recommend reopening City Hall to the public until a later phase (later in Phase 3 or in Phase 4) in BC's Restart Plan.

While other communities will likely be re-opening their city halls to the public in the coming weeks and months, their buildings will have very different capacity in terms of accommodating physical distancing in their lobbies and meeting rooms, which are not present in White Rock's City Hall.

### **Departmental Plans**

Each department has reviewed its current operational needs and provided the following information regarding its current operations and any anticipated plans for adjusting

services to allow for greater public access during Phase 2 of the BC Restart Plan:

Department	Proposed Changes to Current Public Access/Services
Engineering and Municipal Operations	<ul style="list-style-type: none"> <li>Keil Street Operations Yard to remain closed to the public. Business to carry on using electronic means and drop offs outside the door. Playgrounds to remain closed.</li> </ul>
Planning and Development Services	<ul style="list-style-type: none"> <li>Appointment only access to City Hall for Building Permit application submission, to be scheduled in advance. All payments to be made by cheque or online (where available).</li> </ul>
Fire	<ul style="list-style-type: none"> <li>Access to the Fire Hall remains by appointment only (this is standard practice unrelated to COVID-19 pandemic).</li> </ul>
Financial Services (including Parking)	<ul style="list-style-type: none"> <li>Appointment only access to City Hall (i.e. one appointment at a time) where it is deemed that the concern regarding Finance related matters cannot be dealt with either online or by phone. To be scheduled in advance. All payments to be made by cheque or online (where available)</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>Appointment only access to City Annex. Interviews and outside meetings to be conducted by software collaboration software.</li> </ul>
Information Technology	<ul style="list-style-type: none"> <li>The public does not access the IT department, and most staff are currently telecommuting.</li> </ul>
Corporate Administration	<ul style="list-style-type: none"> <li>Due to confined space the Administration Office will be closed to the public.</li> <li>Appointment only access for meeting with the CAO and Mayor</li> <li>Meetings to be booked in one (1) of the City Hall Boardrooms or Council Chambers.</li> <li>Pension documents can be witnessed by appointment only</li> <li>Council will continue to meet in the Council Chambers for standing committee meetings, public hearings and Council meetings with limited staff.</li> <li>For those not able to attend Microsoft Teams can be utilized for meeting participation.</li> <li>Council has postponed Committee meetings until May 31, 2020. This was done with the understanding that this could be reviewed at any time.</li> </ul> <p>Presently staff are focusing on the newly created COVID-19 Recovery Task Force, established May 11, 2020. Advertising for the Committee members began May 14, 2020, as well as some social media posts to encourage those interested to apply. It is anticipated the Task Force will begin meeting the last part of June 2020. These meetings will be conducted through electronic means with the Chairperson and the Committee Clerk to be in attendance at City Hall.</p>

	<p>Committee support staff exist when it is deemed appropriate by Council for other advisory bodies to resume meeting. There are challenges that exist for senior staff who are a resource to the advisory bodies. Senior staff's focus and efforts have been in dealing with the COVID-19 pandemic.</p> <p>It is suggested that Council discuss and consider the advisory body meetings resume following the first initial meetings of the COVID-19 Recovery Task Force.</p> <p>Council may wish to consider extending the term of committees (typically 2 year terms) which have been unable to meet due to the closure, for example, by four months, to account for the time lost during the pandemic.</p>
<p>Recreation and Culture</p>	<ul style="list-style-type: none"> <li>• Recreation activities and access to parks is key in supporting community resilience; providing mental health support and places of refuge in times of stress and adversity, as well as maintaining community unity, physical health and active living.</li> <li>• City Recreation and Culture managers are attending regular virtual meetings with their colleagues from across BC to develop a province wide collaborative approach to reopening recreation facilities and programs. The British Columbia Parks and Recreation Association has established a task force to deliver a Restart Guideline proposal for re-opening municipal and regional district recreation facilities and programs to be presented to the Ministry of Tourism, Arts and Culture and the Chief Medical Health Officer, Bonnie Henry on May 20, 2020. Responses from these provincial ministries should provide clear guidelines on when and how public recreation facilities and programs will be re-started throughout BC.</li> <li>• Recreation and Culture staff are in the process of developing detailed re-opening plans for all recreation and culture facilities, and outdoor sport facilities and playgrounds. It is anticipated that outdoor recreation facilities will be opened first, with indoor recreation facilities opening later in the year once WorkSafeBC's health and safety guidelines to protect workers, and guidelines for reopening by our local Public Health Office (Fraser Health) have been implemented.</li> <li>• Recreation and Culture staff are developing a Summer and Fall Program of recreation and culture programs and activities for our residents, in anticipation of greater public access during Phase 2 and Phase 3 of the BC Restart Plan.</li> <li>• Recreation and Culture staff are creating a virtual Canada Day celebration for White Rock residents to enjoy, and working with community partners to explore other virtual events. It is very unlikely that any large group gatherings such as festivals will be permitted until Phase 3 or Phase 4 of the BC Restart Plan.</li> </ul>

Each department is also preparing an Infectious Disease Exposure Risk Assessment identifying the potential hazards related to COVID-19 for its staff in various functions, and determining the appropriate controls to reduce exposure (e.g. personal protective equipment, limited/no access, handwashing and sanitizing supplies). Until these assessments have been completed, a facility will not be opened for public access. Some of the measures/controls will likely include the use of physical barriers (plexiglass, etc.) to separate staff from the public.

### **Opening the Waterfront Parking, Pier and Promenade**

As noted in the Past Practice section, the City's waterfront Parking, Pier and Promenade were closed in March to delay and minimize the transmission of COVID-19. While risk of outdoor transmission of the virus has been noted to be much lower than indoor transmission, and the advice of public health officers has been to seek 'fewer faces, bigger spaces' in getting outside for recreation and mental health, there are many areas in the waterfront where crowds tend to converge and where it would be difficult to meet physical distancing guidance, and where it would be difficult to clean surfaces on a frequent basis.

It is staff's recommendation that re-opening of facilities (parking, pier, and promenade) on the waterfront be done on a gradual basis, in the following order:

#### Phase 2 of the Restart Plan

1. Re-opening promenade and Memorial Park to allow residents/locals to enjoy the outdoor space; and
2. Re-opening a limited amount of parking capacity (approximately half) to support retail businesses and restaurants moving towards modified dine-in services.

#### West Beach

The open areas on West Beach could include an additional 24 spaces for reserved "yellow decal" holders at Bay Street, as well as 138 spaces in the lots on either side of Memorial Park (west of the Museum, and east of the washrooms) which would be available to the public, in addition to the 83 on-street spaces and 60 spaces at the Montecito building which are currently limited to 2 hours (changed from 30 minutes on May 19).

Maps indicating the current and proposed open areas on West Beach is attached as Appendix C (Yellow Parking Decals) and Appendix D (Public Parking east of Oxford Street).

#### East Beach

The open areas on East Beach could include the 63 spaces west of the Balsam comfort station, in addition to the 81 on-street spaces off of Marine Drive which are currently available on a 2 hour limit (changed from 30 minutes on May 19).

A map indicating the current and proposed open areas on East Beach is attached as Appendix E.

Of the total 1,001 parking spaces in the Marine Drive area, 515 (approximately half) would be available to use, with 90 of these reserved for residents who have purchased

yellow pay parking decals. The table below provides the number of spaces per area:

Table 1: Proposed Parking Availability in Phase 2 of Pandemic

Parking Type	West Beach	East Beach	Total
Yellow Decal Only	90	0	90
Public (2 Hour)	281	144	425
Closed	241	59	300
Parkade	186	n/a	186
Total	<b>798</b>	<b>203</b>	<b>1001</b>

#### Phase 3 of the Restart Plan

3. Re-opening the Pier, with directional signage to assist with physical distancing;
4. Allowing vendors on the promenade with COVID-19 Safety Plans; and
5. Re-opening remaining waterfront public parking, beginning with the 300 spaces in surface lots followed by the 186 spaces in the West Beach Parkade with clear guidance on use of common areas such as the stairwells and elevator.

#### Phase 4 of the Restart Plan

6. Allowing events and performances (large gatherings) at Memorial Park and other areas.

It is proposed that items 1 and 2 can occur in the upcoming week, in anticipation of restaurants re-opening under new protocol and in accordance with a COVID-19 Safety Plan required by WorkSafeBC. With fewer businesses open and operating at a lower capacity, it is not anticipated that all waterfront parking lots will be necessary to accommodate customers and promenade users, and so approximately half the parking spaces are recommended for opening at this time. This is intended to provide sufficient capacity but to avoid creating very large crowds or exceeding the physical distancing capacity of the sidewalks and promenade. With Council's approval of the recommendations in this corporate report, staff would intend to have additional parking spaces available no later than May 29, in order to provide businesses with spaces for their employees to park while they prepare for re-opening.

Staff do not recommend moving forward with the items noted under Phase 3 or 4 until the Provincial Health Officer and Ministry of Health have confirmed that we are in those respective phases of the Restart Plan.

#### **Communications with the Public**

The City will share information regarding the phased reopening of City services, how we are keeping the community and our employees safe, how we are working with other levels of government and how to connect with the City for services and programs.

Communication will include:

- Website updates
- Media updates
- Social media
- Signage
- Floor decals
- Status regarding phases of reopening
- Advertising
- Posters

- Brochures
- Information for employees
- Facebook Live
- Chamber Town Halls

### **BUDGET IMPLICATIONS**

Part of the implications for opening up the waterfront will include a cost of removing and/or adjusting the fencing blocking pedestrians and vehicles from the Promenade and waterfront parking lots. These costs will vary depending on the amount of fencing removed or relocated, and the work will only be completed in several days.

### **OPTIONS**

The following options are available for Council's consideration:

1. Direct staff to re-open the Waterfront Promenade in the coming week, along with approximately 50% of the off-street parking capacity in the waterfront as described in this corporate report;
2. Direct staff to re-open the Waterfront Promenade and Pier in the coming week, along with all of the waterfront parking lots;
3. Direct staff to do either Option 1 or Option 2 at a specified later date; or
4. Direct staff to maintain the existing closures of waterfront facilities; or
5. Refer the issue back to staff with specific direction on issues requiring additional information or revisions.

Staff recommends Option 1, which is incorporated into the recommendations at the beginning of this corporate report.

### **CLIMATE CHANGE IMPLICATIONS**

No climate change implications are anticipated as a result of the proposed facility re-openings.

### **CONCLUSION**

City services have been altered during the COVID-19 pandemic and public access to a variety of facilities has been restricted. This corporate report notes that while we are now in Phase 2 of the BC's Restart Plan, which allows for the resumption of some previously restricted activities, not all City services are required to be provided on an in-person basis. It is preferable that some City facilities remain on a phone, online, or by appointment only basis until a later Phase in the Restart Plan. Access to indoor City recreation and culture facilities and outdoor City facilities, such as parking, playgrounds, sports fields and the Waterfront Promenade and Pier are also currently restricted. It is recommended that the re-opening of these facilities be done in a gradual manner appropriate to the specific parameters of the service/facility and in accordance with the precautions and phasing described in BC's Restart Plan. A limited re-opening of the City's waterfront parking lots (approximately 50% of the off-street capacity), along with the re-opening of the Waterfront Promenade, is recommended to occur to support local businesses which will be re-opening over the next few weeks, while restricting the overall capacity in the area to prevent large crowds from gathering.

Regardless of the decisions made on these above items, it will be essential to clearly communicate Council's direction on these matters to achieve the aims of meeting the

community's need for access to outdoor spaces and local services, while discouraging crowds and public interaction that have the potential to result in greater spread of COVID-19.

Respectfully submitted,



Carl Isaak, MCIP, RPP  
Director, Planning & Development Services

**Comments from the Chief Administrative Officer**

I concur with the recommendations of this corporate report.



Guillermo Ferrero  
Chief Administrative Officer

- Appendix A: BC's Restart Plan
- Appendix B: Poster of Alternative Methods for City Services
- Appendix C: Map of Yellow Decal Parking Areas - West Beach
- Appendix D: Map of Public Parking Area - West Beach
- Appendix E: Map of Public Parking Area - East Beach
- Appendix F: Provincial Health Officer Order dated May 15, 2020 regarding Food and Drink
- Appendix G: WorkSafeBC Guidelines for Preparing a COVID-19 Safety Plan



# BC'S RESTART PLAN

## Next steps to move BC through the pandemic

Stay Informed  
[www.gov.bc.ca/restartbc](http://www.gov.bc.ca/restartbc)



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## Message from the Premier

### **COVID-19 HAS TESTED PEOPLE AND BUSINESSES**

throughout BC in ways we never imagined.

Many of us know someone who has been infected by this dangerous virus, and tragically, some have lost people dear to them.

Our kids have struggled to understand why they can't see their friends or hug their grandparents. And some of our neighbours have lost their jobs or closed their shops.

I join British Columbians all around our province in thanking the essential workers who have kept our grocery stores, gas stations, and pharmacies open — and the doctors, nurses and health care workers on the frontlines of the pandemic who have put themselves in harm's way to protect the rest of us.

Your actions are making a difference. And every day British Columbians are stepping up and doing their part too.

Our combined efforts have meant BC has fared better than most. We have seen the rate of transmission decline and we are flattening the curve, but we know pandemics come in waves. COVID-19 is no different and it won't truly be behind us until a vaccine is ready.

That time could be more than a year away. But, as we look ahead to this next stage in the COVID-19 pandemic, there are reasons to be hopeful.

- British Columbians are pulling together and your government is pulling in the same direction.
- There is already strong public awareness of the risks of transmission and people remain vigilant.
- And we are in incredibly capable hands with our public service, Dr. Bonnie Henry and the team at the Ministry of Health – their mathematical modelling has held up and provides us with a path forward.



We are making headway in the struggle against COVID-19 because we're all in this together.

We can't allow division and intolerance to take the place of our unity and determination. Let's reject racism and hatred wherever we encounter it.

After Victoria Day, we will move further towards a recovery. With safe operations plans in place, more and more industries will reopen and get people back to work. And we will ease some of the restrictions in place to improve our quality of life, while reducing the risk of a spike in transmission.

This is not a return to normal. Moving too quickly could put all of our combined efforts and progress in jeopardy. But at each and every step forward, your government will be working with you to make sure the people who need support are getting it.

COVID-19 is a wakeup call for all of us. We need to be better prepared so our health care system and our economy are never again so dramatically impacted by a pandemic.

I know that together we can do this.

A handwritten signature in black ink, reading "John J. Horgan", with a horizontal line underneath.

**JOHN HORGAN**

*Premier of British Columbia*

## Message from the Provincial Health Officer

**WE HAVE UNITED IN A SINGULAR PURPOSE** – to flatten our curve. Now, we have reached an important milestone with our COVID-19 pandemic in BC: we are at the end of our beginning. COVID-19 and the risks to our province are far from gone, but we can now begin to chart our path forward.

There are still many unknowns for all of us. Like others around the world, we learn more each day to guide our decision making. What we do know is that we must continue to be cautious and thoughtful in our approach to move forward safely. Our goals are clear:

- Protect lives by suppressing transmission as low as possible for our at-risk populations;
- Ensure our health system has capacity to provide quality care to non-COVID-19 and COVID-19 patients alike;
- Alleviate the physical, social and mental health challenges that come with restricting social interaction;
- Rebuild a resilient economy and provide supports for people to safely return to work; and,
- Strengthen the social fabric of our families and communities.

It is a careful balance and one that we are working hard to achieve. And, it will require every one of us to remain committed to be successful.



Our “new normal” is based on principles that apply to every person and every situation. These principles are the foundation of how we need to move forward with our BC plan, and will remain in place for the weeks and months ahead. These principles include:

1. Staying informed, being prepared and following public health advice;
2. Practising good hygiene – hand hygiene, avoid touching your face and respiratory etiquette;
3. Staying at home and away from others if you are feeling ill – with no exceptions – whether for school, work or socializing;
4. Maintaining physical distancing outside the household, e.g., no handshakes or hugs, keeping your number of contacts low and keeping a safe distance;
5. Making necessary contacts safer with appropriate controls, e.g., using plexiglass barriers or redesigning spaces;
6. Increasing cleaning of frequently touched surfaces at home and work;
7. Considering the use of non-medical masks in situations where physical distancing cannot be maintained, such as on transit or while shopping; and,
8. Continuing to minimize non-essential personal travel.

I have seen the strength and resilience in British Columbians that I know will hold us in good stead in the months ahead. We must continue to keep our firewall strong and remain committed to our efforts to protect our province.

Be kind, be calm, be safe.



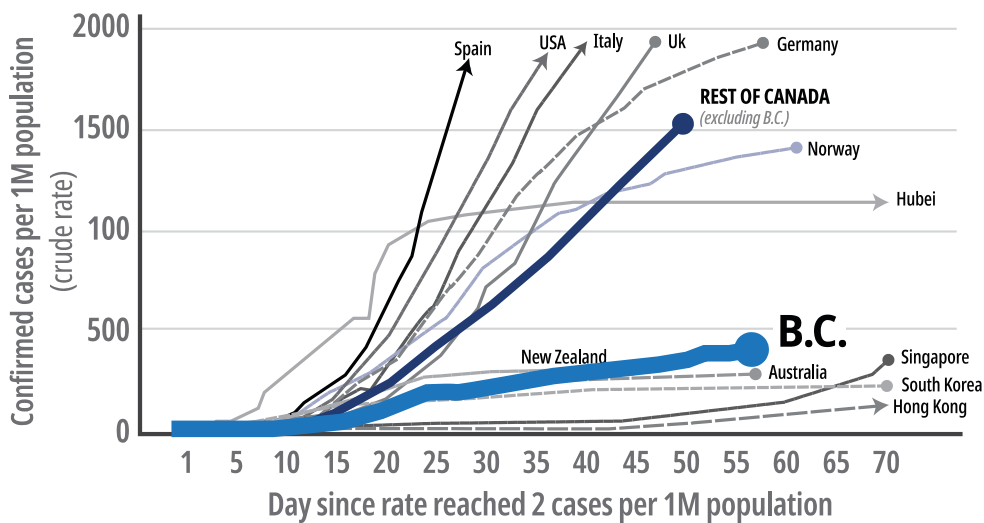
**DR. BONNIE HENRY**  
*Provincial Health Officer*

## Overview

As of May 1, 2020, more than 2,100 British Columbians have tested positive for COVID-19 and more than 100 people have died.

As the pandemic hit BC, we asked British Columbians to do their part, and they took action to stay home and help flatten the curve. With each day, the rate of growth in COVID-19 cases has steadily declined and more than 1,350 people have recovered. And we have the lowest mortality of any jurisdiction in North America or Europe with a population of more than five million.

**FIGURE 1: Cumulative diagnosed COVID-19 case rates by select countries**



From the outset, the focus of our efforts in BC have been on protecting people by slowing the rate of transmission.

BC's Restart Plan is the first in a series of steps we will take together to protect people and ensure our province can come back from COVID-19 stronger than before.

## Protective measures we've taken in BC have made a difference

Around the world, governments have taken different approaches to try to bend and flatten the curve of transmission — from complete lockdowns, to quarantines and varying intensities of physical distancing.

From the outset, BC established clear guidance, transparency and an evidence-based approach as hallmarks of our fight against COVID-19. Protective measures BC has taken have included:

- Providing physical distancing and hygiene guidelines for people, businesses and essential services to follow;
- Banning mass gathering of more than 50 people to reduce the risk of outbreaks;
- Closing bars, dine-in service at restaurants, and personal service operators, like barbers and dentists, to reduce the risk of transmission;
- Reducing in-classroom learning and child care;
- Requiring travelers to develop and stick to a 14-day isolation plan when arriving in BC from abroad;
- Restricting visitors to health care and assisted-living facilities to protect some of our most vulnerable people; and
- Postponing non-urgent and elective surgeries – while maintaining urgent and emergency procedures.

Working together we've made a lot of progress. These protective measures and restrictions have directly saved lives, but we also know that the public health benefit has come at some expense, including the economic, social and personal well-being of many British Columbians.



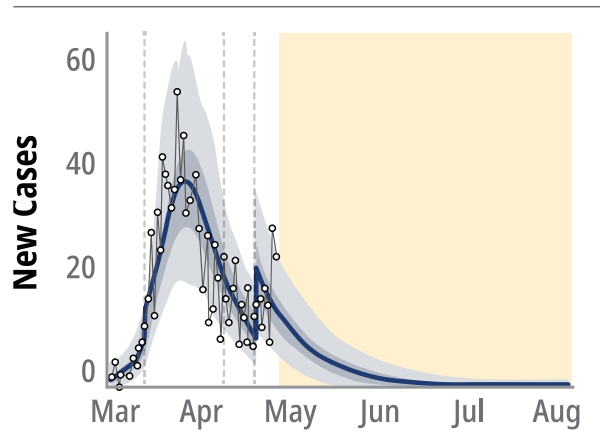
## The next stage of our challenge

BC has made extensive use of modelling and planning in our decision-making process, including the Oxford Stringency Index.

While mathematical models of pandemics are just that – models – BC’s modelling has accurately predicted several key indicators in our efforts to flatten the pandemic curve, including trends in hospitalization rates, visits to ICUs and recently confirmed infections.

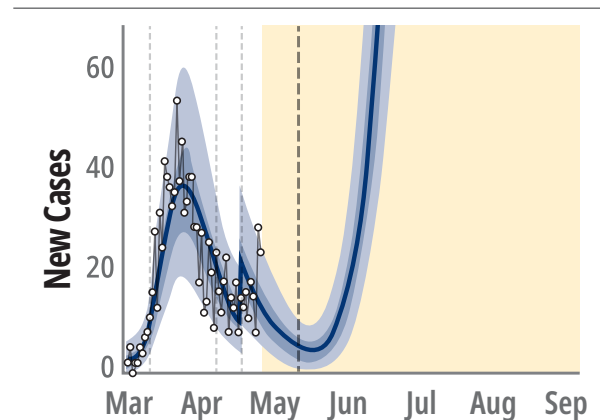
Data showing the movements of British Columbians indicates that, to do their part to flatten transmission, people in the province have reduced their social interactions and contact with others to about 30% of normal. By sticking with the existing protective measures, we can expect a further decline in the rate of new infections.

**FIGURE 2: Contacts stay at approximately 30% (70% physical distancing)**

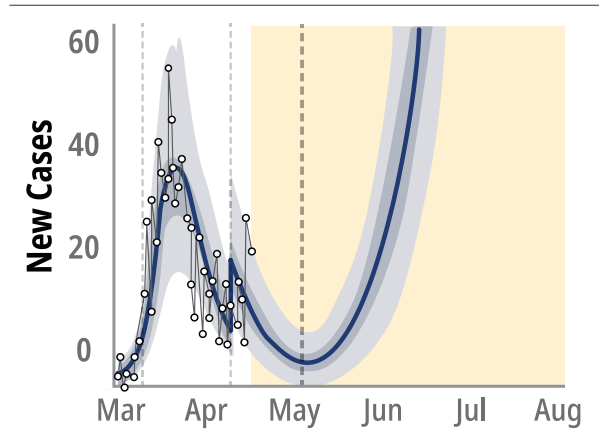


The same mathematical modelling indicates a return to pre-COVID-19 normal in our social interactions would have a disastrous effect, dramatically increasing infections, undoing our combined efforts and putting people at risk. Even at 80%, there could be a significant spike in transmissions.

**FIGURE 3: Contacts increase to 100% (return to pre-COVID-19)**

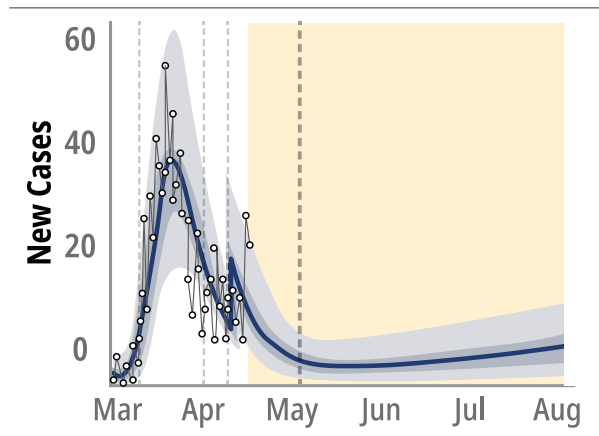


**FIGURE 4: Contacts increase to 80% (20% physical distancing)**



However, the modelling does show we can increase our rate of contact to about 60% of pre-COVID-19 normal, while maintaining a flat rate of transmission. In other words, we can double the amount of social contacts we have now and still flatten the curve.

**FIGURE 5: Contacts increase to 60% (40% physical distancing)**



Medical professionals speculate it could be 12–18 months before a vaccine is developed. Until then, the challenge for all British Columbians will be modifying our behaviour and protective measures cautiously to allow for greater interactions without putting the health of our loved ones, friends and neighbours at risk.

## How we'll keep transmission low

### WHAT THE NEW NORMAL MEANS FOR YOU

BC's progress in the fight against COVID-19 is a direct result of the sacrifices and decisions we have all made. To continue to protect seniors and at-risk people, and ensure our health care system can respond to this dangerous virus we all have to keep doing our part – at home, in the community and at work.

- Stay at home and keep a safe distance from family when you have cold or flu symptoms, including coughing, sneezing, runny nose, sore throat and fatigue.
- No handshaking or hugs outside of your household.
- Practice good hygiene, e.g., regular hand washing, avoiding touching your face, covering coughs and sneezes, disinfect frequently touched surfaces.
- Keep physical distancing, as much as possible, when in the community; and where not possible, consider using a non-medical mask or face covering.

And in personal settings, when you're seeing friends and family who don't live with you:

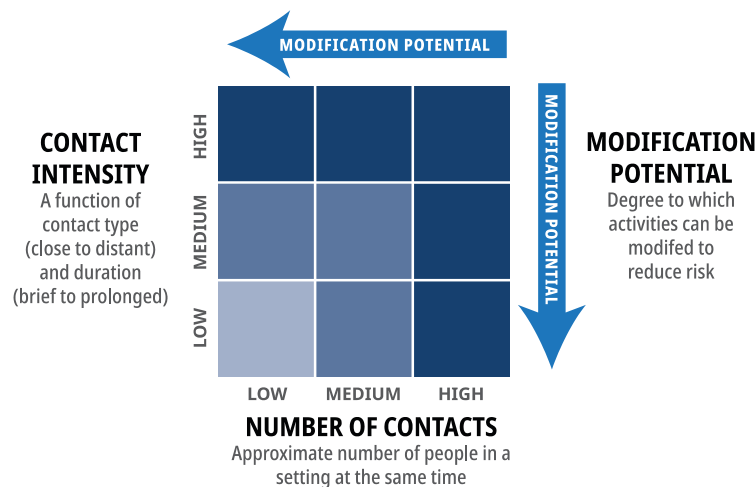
- Only get together in small groups of around 2–6 people and keep a physical distance.
- Stay home and away from others if you have cold or flu symptoms.

If you are at greater risk (over the age of 60 or with underlying medical conditions), be informed of your risk, think through your risk tolerance and take extra precautions.

### WHAT THE NEW NORMAL MEANS FOR EMPLOYERS AND PUBLIC INSTITUTIONS

The risk of transmission at busy workplaces and other institutions is a direct function of two variables: the number of contacts (the number of people present at the same time) and the contact intensity (the type of contact – i.e., close or distant, and the length of contact – i.e., brief or prolonged). These are factors we can rate as low, medium and high risks.

**FIGURE 6: Reducing transmission**



Based on these factors, steps can be taken to reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people.
- Engineering controls – physical barriers (like plexiglass at checkouts), or increased ventilation.
- Administrative controls – clear rules and guidelines.
- Personal protective equipment – e.g. use of non-medical masks.

These modifications and controls, combined with the following measures, can reduce the risk of transmission.

- Create clear workplace policies that ensure people with cold or flu symptoms do not come to work.
- Implement sick day policies that allow people to be off or work safely from home when they are ill or have symptoms of a cold or flu.
- Provide work from home options, when possible, to reduce contact intensity. When it's not an option, consider measures such as staggered shifts and virtual meetings as much as possible.
- Implement strategies that reduce the number and intensity of contacts – from greater use of non-medical masks to more checkouts and increased shopping hours.
- Clean “high-touch” areas in workplaces and retail outlets frequently and provide hand sanitizer at entrances.
- Focus on higher-risk employees including those 60+ and those with underlying medical conditions – from more flexible hours, to work from home options and workspace accommodation.

Additional measures specific to various organizational settings are being developed. More will be created as various sectors are engaged and industry or sector wide norms are adopted and required.

For employers and retailers seeking detailed information, please refer to the BC COVID-19 Go-Forward Management Strategy and Checklist, as well as resources at [WorkSafeBC.com](https://www.worksafebc.com).

## How we'll start getting people back to work

Unlike many other places that imposed strict “lockdown” policies, BC’s approach was to require safe operation of a broad range of services designated as essential services, to protect our health care system and maintain access to key services and supplies. Many non-essential businesses remained open, provided they could operate safely.

### PHASE 1 (WHERE WE ARE TODAY)

#### ESSENTIAL SERVICES OPERATING DURING COVID-19

- Essential health care and health services
- Law enforcement, public safety, first responders and emergency response personnel
- Vulnerable population service providers
- Critical infrastructure
- Food and agriculture service providers
- Transportation
- Industry and manufacturing
- Sanitation
- Communications and information technology
- Financial institutions
- Non-health essential service providers

Industries that were designated as essential services developed safe operation plans, in consultation with WorkSafeBC and in compliance with the public health orders issued by the Provincial Health Officer.

As a result, BC’s economy has continued to operate in ways other provinces haven’t. But it’s undeniable that local businesses have suffered.

Many businesses closed for other reasons, including reduced demand, such as in the retail, hospitality and export industries. Others closed to do their part in helping to flatten the curve — protecting their customers and employees.

To help these businesses and other organizations get back on their feet, we need workplace practices that ensure British Columbians feel safe, whether they are returning to work or going out as a customer. That means employers will need to engage with their employees to find the right solutions and consider the concerns and needs of their customers.

## A SAFER RESTART WITH WORKSAFEBC

Like essential services during the pandemic, all employers must demonstrate they can operate safely. In fact, all employers are required under the Workers Compensation Act to ensure the safety of their employees at work.

As local businesses, non-profits and organizations plan for their restart, WorkSafeBC is here to help.

WorkSafeBC will work with industry associations to ensure the direction and guidance they provide to their members meets the requirements set out by the Provincial Health Officer.

WorkSafeBC will work with employers and workers through educational materials, consultation and workplace inspections to help them restart safely.

Employers will be required to:

- ▶ Review the new Health and Safety Guidelines, best practices and other resources at [WorkSafeBC.com](https://www.worksafebc.com).
- ▶ Adapt these materials into appropriate COVID Safe Plans for your workplace.

Sectors that have operated during the pandemic may need to update their COVID Safe Plans to fit with updated Health and Safety Guidelines, best practices and resources.

For resources, visit [WorkSafeBC.com](https://www.worksafebc.com) or call WorkSafeBC's Prevention Information Line at 888-621-7233.

## A CAREFUL RESTART

BC's restart will be a careful, step-by-step process to ensure all of our combined efforts and sacrifices are not squandered.

For the different organizational sectors to move forward, they will be asked to develop enhanced protocols aligned with the Public Health and Safety Guidelines. A cross-ministry committee of deputy ministers will monitor the process and ensure overall alignment with Public Health and Safety Guidelines and WorkSafeBC. The Provincial Health Officer will continue to provide input and advice, as needed, throughout the review process. In some instances, this will require consideration by the Provincial Health Officer of lifting or modifying existing orders before certain businesses re-open. Businesses and organizations that are not covered by a PHO order may re-open or continue to operate, but they will be expected to adopt and implement sector safety plans as they are finalized.

## PHASE 2 (MID MAY ONWARDS)

### UNDER ENHANCED PROTOCOLS

- Restoration of health services
  - » Re-scheduling elective surgery
  - » Medically related services
    - ▶ dentistry, physiotherapy, registered massage therapy, chiropractors
    - ▶ physical therapy, speech therapy, and similar services
- Retail sector
- Hair salons/ barbers/other personal service establishments
- In-person counselling
- Restaurants, cafes, pubs – with sufficient distancing measures
- Museums, art galleries, libraries
- Office-based worksites
- Recreation/sports
- Parks, beaches and outdoor spaces
- Child care

## PHASE 3 (JUNE-SEPTEMBER, IF TRANSMISSION RATE REMAINS LOW OR IN DECLINE)

### UNDER ENHANCED PROTOCOLS

- Hotels and resorts (June)
- Parks – broader reopening, including some overnight camping (June)
- Film industry – beginning with domestic productions (June/July)
- Select entertainment – movies and symphony, but not large concerts (July)
- Post-secondary education – with mix of online and in-class (September)
- K-12 education – partial return in June, full return in September

## PHASE 4 (TBD)

### CONDITIONAL ON AT LEAST ONE OF: WIDE VACCINATION; “COMMUNITY” IMMUNITY; BROAD SUCCESSFUL TREATMENTS.

- Activities requiring large gatherings, such as:
  - » conventions
  - » live audience professional sports
  - » concerts
- International tourism

The timing of a safe restart of night clubs, casinos and bars is a more complicated consideration. As with other sectors, industry associations will be expected to develop safe operations plans, for review, that are in keeping with Public Health and Safety Guidelines, as well as WorkSafeBC.

Resources to assist businesses and sectors as they restart their activities including new Health Guidelines and Checklists are available at [WorkSafeBC.com](https://www.worksafebc.com).

# Some next steps to make life a little easier

## RE-OPENING OUR PARKS

Re-opening BC’s iconic parks, recreation sites and trails will happen in managed stages. Our priority is providing safe access and services to people throughout the province, while maintaining the safety of park staff and park operators.

BC Parks and Recreation Sites and Trails BC will reintroduce services in keeping with direction from the Provincial Health Officer.

### PARKS REOPENING AT A GLANCE

➤ Initial park re-opening (day-use only)	<b>MAY 14</b>
➤ Camping resumes	<b>JUNE 1</b>

Beginning on May 14, 2020, those BC Parks, recreation sites and trails that can accommodate physical distancing will re-open for day use. This will include day-use sites and protected areas.

Parks and recreation sites that can safely provide existing service levels, such as garbage disposal and washroom facilities, will do so. These facilities will be cleaned more frequently.

Some areas and facilities remain closed, including playgrounds, picnic shelters and visitor centres. Check BCParks.ca for the most up to date information.

Camping at provincial parks and recreation sites will reopen beginning June 1, 2020 with some exceptions. BCParks.ca will carry information about the status of camping in provincial parks.

## RE-OPENING OUR SCHOOLS

As COVID-19 spread, governments everywhere took action to slow the rate of transmission, including reducing in-classroom learning.

For most British Columbians with young children, this meant having to stay at home to look after their kids. While many workplaces have made work-from-home accommodations, that hasn’t been an option for everyone.

Our schools and educators rose to the challenge with online instruction and resources to keep our kids learning, but this placed a heavy burden on parents to support their kids as they learned at home.

We know there is no substitute for in-class instruction — and an important step toward our recovery is getting kids back into the classroom, so parents can get back into the workplace.

Initial health data indicates children are less affected than adults by the COVID-19 virus. Public health staff and officials will continue to review the health data. And the Ministry of Education and school divisions all around BC are reviewing options to allow for a safe return to school.



An announcement on a phased approach to resuming in-class instruction will be made in the coming weeks.

This will not be a return to normal. With weeks left in the school year, we anticipate many kids will not return to the classroom until September.

But we are also exploring ways to safely get some kids back to school before the summer, to allow more parents to return to work. How these changes unfold are the focus of intensive discussion among Ministry of Education officials, school trustees, the BC Teachers' Federation, CUPE, and other education sector partners.

For more information on protective measures that will be required of schools and post-secondary institutions, please refer to: BC COVID-19 Go-Forward Management Strategy and Checklist.

## **RE-OPENING CHILD CARE AND SUMMER CAMPS**

Summer camps and child care services give our kids the chance to explore their interests and develop physically, mentally and emotionally. They also allow parents to continue to work knowing their children are being well taken care of.

Like all businesses, child care centres and camps will need to take additional precautions to maintain the health and safety of their employees and the children they are caring for. For many child care centres that operated as essential services during the pandemic, they have already adapted and are operating safely. But reopening more child care centres will be a key part of getting more parents back to work.

The basics will include routine daily screening of staff and kids; frequent cleaning; and ensuring staff and children who have cold or flu symptoms do not attend child care or summer camps.

But these sectors will also be required to review and work through new practices in their specific sectoral standards such as the Child Care Setting Practice Standards.

For more information on protective measures that will be required of day cares and summer camps, please refer to: BC COVID-19 Go-Forward Management Strategy and Checklist.

## **EXPANDING PUBLIC TRANSIT SERVICES**

Many of us know what it means to ride on a tightly packed bus or SkyTrain. Before the pandemic, physical distancing was not always an option.

British Columbians were quick to act on direction from the Provincial Health Officer, including staying home and avoiding unnecessary trips outside the home. This made riding public transit easier for people working in essential services.

As BC begins our restart and more people gradually return to the workplace, there will be greater pressures on our public transportation networks to help people get around safely.

Ensuring operators and passengers can safely use public transit is critical. Enhanced health and safety precautions, including frequent cleaning; wearing non-medical masks for riders and staff; use of plexiglass or physical barriers where possible for drivers; and staying home when sick will be a part of the new normal for the foreseeable future.

The safe operation of public transit is a priority for all British Columbians. Over the coming weeks, we will be working with our transit agencies on more detailed plans to gradually restore service levels as restrictions begin to lift – both to help people get around and to ensure people can continue to respect physical distancing.

## How we'll keep taking care of each other

### **SUPPORTING FAMILIES AND BUSINESSES**

When the pandemic hit, the governments of British Columbia and Canada came together to identify critical supports for people, businesses and community organizations. The urgency of COVID-19 made it critical to plan, announce and deliver on vital supports for people and businesses across our province in record time.

### **SUPPORTS FOR INDIVIDUALS AND FAMILIES**

- BC Emergency Benefit for Workers – a one-time, tax-free payment of \$1,000 to people whose income has been affected by COVID-19
- A COVID-19 crisis supplement for people with low-incomes, people with disabilities
- BC Hydro relief
- ICBC payment relief
- Financial support through the BC Climate Action Tax Credit
- Emergency relief for families with children with special needs
- Continued support to youth in care
- New, temporary rental supplement for renters and landlords
- Freezing all new annual rent increases
- Stopping all new and existing evictions to protect renters
- Freezing BC student loan repayments until September 2020
- Over 2,700 safe spaces for vulnerable people to self-isolate
- More spaces for people leaving violence
- Supporting seniors through funding to the United Way & bc211
- Supporting family caregivers through funding to Family Caregivers BC
- New job-protected leave through changes to the Employment Standards Act
- Child care matching for essential service workers
- Launching Keep Learning BC, so kids can continue their education online
- Emergency financial assistance for post-secondary students

## **SUPPORTS FOR BUSINESSES, ORGANIZATIONS, AND INDUSTRY**

- Tax relief for commercial property owners and tenants
- Rent reduction by 75% for small businesses with federal-provincial Canada Emergency Commercial Rent Assistance Program (CECRA)
- Creating the COVID-19 Supply Hub to help source medical and non-medical products and services
- BC Hydro relief
- ICBC payment relief
- Launching the BC Business COVID-19 Support Service for one-on-one support

These supports have helped people stay in their homes, support their families and make ends meet. But we know that the recovery will take longer for some British Columbians than others. Working with the Government of Canada, local leaders and community organizations, we will be there to help them get through this.

## **PROTECTING PATIENTS AND OUR HEALTH CARE SYSTEM**

Over the last three years, BC implemented an ambitious strategy to increase patient access to surgeries, expand priority programs and reduce wait times.

The strategy was working, providing 35,000 more people with access to critical surgery. Hip and knee replacement wait times were reduced by 11% and dental surgery wait times were reduced by 6.8%, with plans to expand both.

COVID-19 has wiped-out that progress. In March, the Province reluctantly cancelled elective and non-urgent surgeries – while still performing more than 8,200 urgent or emergency procedures. This resulted in the cancellation of thousands of scheduled elective surgeries, which was necessary to ensure British Columbians with COVID-19 would have access to hospital beds.

Beginning on May 18, 2020, elective and non-urgent surgeries will resume.

Beyond restarting elective surgeries, we will make new investments in public health and the BCCDC to ensure BC is able to undertake timely testing, case tracking and contact tracing, while also building our hospital capacity to quickly respond to a new outbreak.

## **WORKING WITH INDIGENOUS, RURAL AND REMOTE COMMUNITIES**

We know people living in rural, remote and Indigenous communities have unique challenges in accessing the care they need. A new, collaborative framework will help ensure people living in these communities have access to the care and unique supports they need.

The framework outlines immediate actions to improve health care services, including:

- Improved medical transportation options to larger centres, including flight and ambulance;
- Housing options for people looking to self-isolate near their families, while remaining in their home communities;
- New and faster COVID-19 testing technology;
- Culturally safe contact tracing that respects privacy in small communities;
- Access to virtual doctor of the day, a program that connects First Nations members and their families in remote communities to a doctor or nurse practitioner using videoconferencing;
- Options for accommodation near larger centres with more medical services; and
- Increased mental-health supports in communities.

Local leaders will determine how these services will operate in their communities, with priority being given to ensuring residents can make informed decisions about how they receive care.

## The little things make a big difference

It will be a while before COVID-19 is behind us. Until then restrictions on large gatherings and international travel will remain. But some things will become a little easier. Over time, our parks, schools, child care facilities and camps will re-open. Neighbourhood stores and restaurants will re-open too.

Guidelines will be in place for these businesses and organizations to ensure your safety and the safety of your loved ones. We're not through this yet, but there are important things you can do to protect you and your loved ones, neighbours and colleagues. The little things make a big difference.

- Stay informed, be prepared and follow public health advice
- Practice good hygiene (frequent hand washing, avoid touching face, cough into your sleeve, disinfect frequently touched surfaces)
- Stay at home and away from others if you're feeling ill (don't go to school or work sick)
- Maintain physical distancing outside your household (no handshaking or hugging, small numbers of contacts, keep a safe distance)
- Clean your home and workspace more often
- Consider using non-medical masks when physical distancing isn't possible (on transit, shopping)

Together, we can take these actions to keep the curve flat, while doing more to improve our personal well-being, restart our economy and strengthen our connections in our communities.



Practice physical distancing



Clean your hands



Stay at home if you're feeling ill - no exceptions



Increase cleaning at home and at work



Stay informed



Cover your cough



Minimize non-essential travel



Make spaces safer



BRITISH COLUMBIA

## APPENDIX B

### Poster of Alternative Methods for City Services

# WHITE ROCK CITY HALL AND FACILITIES CLOSED DUE TO THE COVID-19 PANDEMIC

We are offering alternative ways to do business so we can all stay safe and healthy.

#### WATER UTILITY



- Pay using online or telephone banking. Check the back of your water bill for instructions on setting up online banking.
- Pay at your local bank or credit union.
- Mail your cheque to White Rock City Hall, 15322 Buena Vista Ave. or place the cheque into the secure drop box in front of City Hall. Please write the account number on the front of your cheque.
- Consider changing to an auto-debit payment plan. Find forms at [whiterockcity.ca/utilitybill](http://whiterockcity.ca/utilitybill).
- Email [finance@whiterockcity.ca](mailto:finance@whiterockcity.ca) or call 604-541-2285.

#### PROPERTY TAXES



- Pay using online or telephone banking. Check the back of your Tax Notice for instructions on setting up online banking.
- Pay at your local bank or credit union.
- Mail your cheque to White Rock City Hall, 15322 Buena Vista Ave. or place the cheque into the secure drop box in front of City Hall. Please write the folio number on the front of your cheque.
- Apply for your Home Owner Grant at [whiterockcity.ca/hog](http://whiterockcity.ca/hog), mail your grant application to White Rock City Hall, 15322 Buena Vista Ave. or place your grant application into the secure drop box in front of City Hall.
- Email [finance@whiterockcity.ca](mailto:finance@whiterockcity.ca) or call 604-541-2280.
- **CHANGES FOR 2020** The Provincial Property Tax Deferment applications and renewals can no longer be submitted to the City of White Rock. To apply or for more information visit [gov.bc.ca/propertytaxdeferral](http://gov.bc.ca/propertytaxdeferral) or phone 1-888-355-2700.
- **Please Note:** The deferment program does not include the "Other Fees & Charges" amount included on your tax notice. To avoid a penalty, please ensure these fees are paid in full before September 30.

#### DOG LICENCES



- Please arrange to renew your dog licence online using a credit card. Visit [whiterockcity.ca/online](http://whiterockcity.ca/online), using the account number and access code found on your invoice.
- You can also mail your cheque to White Rock City Hall, 15322 Buena Vista Ave. Instead of mailing, you can place the cheque into the secure drop box in front of City Hall. Please write the account number on the front of your cheque.
- Apply for a new dog licence at [whiterockcity.ca/online](http://whiterockcity.ca/online).
- Email [licences@whiterockcity.ca](mailto:licences@whiterockcity.ca) or call 604-541-2139.

#### RESIDENT PARKING PERMITS AND DECALS



- Residents with White Rock parking permits and decals may continue to use their 2019 permits and decals at this time.
- New residents who wish to buy parking permits or decals can make arrangements by contacting the City of White Rock at [finance@whiterockcity.ca](mailto:finance@whiterockcity.ca) or 604-541-2148.

#### PARKING TICKETS



- Pay parking tickets online by credit card at [whiterockcity.ca/online](http://whiterockcity.ca/online).
- Pay parking tickets by mail by sending your cheque to White Rock City Hall, 15322 Buena Vista Ave. or place the cheque into the secure drop box in front of City Hall. Please write the ticket number on the front of your cheque.
- Appeal a parking ticket by visiting [whiterockcity.ca/parking](http://whiterockcity.ca/parking).
- Email [parking@whiterockcity.ca](mailto:parking@whiterockcity.ca) or call 604-541-2148.

#### BUSINESS LICENCES



- Please apply for a business licence online by credit card at [whiterockcity.ca/online](http://whiterockcity.ca/online).
- You can also mail your cheque to White Rock City Hall, 15322 Buena Vista Ave. or place the cheque into the secure drop box in front of City Hall. Please write the account number on the front of your cheque.
- Apply for a new business licence at [whiterockcity.ca/businesslicences](http://whiterockcity.ca/businesslicences).
- Email [licences@whiterockcity.ca](mailto:licences@whiterockcity.ca) or call 604-541-2139.

#### BUILDING AND TRADE PERMITS



- Building and trade permit applications can be found at [whiterockcity.ca/building](http://whiterockcity.ca/building).
- If you would like to book a building inspection please call 604-541-2135.
- If you would like to mail your application, attach your cheque to your application form and mail it to White Rock City Hall, 15322 Buena Vista Ave. Instead of mailing, you can place the application, with the cheque attached, into the secure drop box in front of City Hall.
- For general building inquiries email [building@whiterockcity.ca](mailto:building@whiterockcity.ca) or call 604-541-2149.

#### CITY COUNCIL MEETINGS



- In keeping with Order No. M083 from the Province of British Columbia, City Council meetings will take place without the public in attendance at this time and until further notice.
- Please note you can watch the meeting online at [whiterockcity.ca/CouncilMeetings](http://whiterockcity.ca/CouncilMeetings). Meetings are also recorded, archived and available on the City's website at any time.
- Email [clerksoffice@whiterockcity.ca](mailto:clerksoffice@whiterockcity.ca) or call 604-541-2212.

#### SOLID WASTE COLLECTION CONTAINERS



- To arrange to buy a blue plastic or red glass recycling box, email [finance@whiterockcity.ca](mailto:finance@whiterockcity.ca) or call 604-541-2100.
- To arrange to pick up a yellow paper recycling bag or green waste sticker, email [finance@whiterockcity.ca](mailto:finance@whiterockcity.ca) or call 604-541-2100.
- To buy Extra Garbage Pickup stickers, call 604-541-2100.
- Please visit local hardware and department stores to buy kitchen and yard waste bags.
- For any questions about buying items from City Hall, please contact [finance@whiterockcity.ca](mailto:finance@whiterockcity.ca) or call 604-541-2100.

#### BYLAW TICKETS



- Pay bylaw tickets online by credit card at [whiterockcity.ca/online](http://whiterockcity.ca/online).
- Pay bylaw tickets by mail by sending your cheque to White Rock City Hall, 15322 Buena Vista Ave. or place the cheque into the secure drop box in front of City Hall. Please write the ticket number on the front of your cheque.
- If you have questions about your bylaw ticket, please email [bylaw@whiterockcity.ca](mailto:bylaw@whiterockcity.ca) or call 604-541-2146.

#### PLANNING APPLICATIONS



- For information regarding development applications please visit [whiterockcity.ca/planningapplications](http://whiterockcity.ca/planningapplications).
- For general inquiries or to submit an application, please email [planning@whiterockcity.ca](mailto:planning@whiterockcity.ca) or call 604-541-2159.
- Appointments may be scheduled to support the delivery of hard copy materials, where needed. Call 604-541-2159.
- If you would like to mail your application, attach your cheque to your application form and mail it to White Rock City Hall, 15322 Buena Vista Ave. Instead of mailing, you can also place the application, with the cheque attached, into the secure drop box in front of City Hall.

#### RECREATION AND CULTURE



- Recreation programs are currently cancelled.
- If you have a question regarding refunds, cancellations, or general inquiries, please email [recreation@whiterockcity.ca](mailto:recreation@whiterockcity.ca) or call 604-541-2199.

Thank you for your patience as we all manage this challenging time. We are in this together, and we will get through this together.

For information, including other ways to reach the City of White Rock, visit [whiterockcity.ca/COVID19](http://whiterockcity.ca/COVID19)  
White Rock City Hall, 15322 Buena Vista Ave., White Rock, B.C. V4B 1Y6

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



### APPENDIX C

#### Map of Yellow Decal Parking Areas - West Beach





## APPENDIX D

### Map of Public Parking Area - West Beach





## APPENDIX E

### Map of Public Parking Area - East Beach



## **APPENDIX F**

### **Provincial Health Officer Order dated May 15, 2020 regarding Food and Drink**



#### **ORDER OF THE PROVINCIAL HEALTH OFFICER**

(Pursuant to Sections 30, 31, 32, and 39 (3) *Public Health Act*, S.B.C. 2008)

#### ***Food Service Establishments and Liquor Services***

The *Public Health Act* is at:

<http://www.bclaws.ca/civix/content/complete/statreg/08028/?xsl=/templates/browse.xsl>

(excerpts enclosed)

- TO: OWNERS AND OPERATORS OF PLACES AT WHICH FOOD AND/OR DRINK IS PREPARED AND SERVED**
- TO: OWNERS AND OPERATORS OF PLACES AT WHICH MEALS AND DRINKS, INCLUDING DRINKS CONTAINING LIQUOR, ARE PREPARED AND SERVED**
- TO: OWNERS AND OPERATORS OF RETAIL LIQUOR ESTABLISHMENTS**
- TO: HOLDERS OF LIQUOR LICENCES AND LIQUOR LICENCE ENDORSEMENTS THAT DO NOT OFFER MEAL SERVICE AT THEIR PREMISES**

**WHEREAS:**

- A. On March 17, 2020 I provided notice under section 52 (2) of the *Public Health Act* that the transmission of the infectious agent SARS-CoV-2, which has caused cases and outbreaks of a serious communicable disease known as COVID-19 among the population of the Province of British Columbia, constitutes a regional event as defined in section 51 of the *Public Health Act*;
- B. A person infected with SARS-CoV-2 can infect other people with whom the infected person is in contact;
- C. The gathering of people in close contact with one another can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19;
- D. For certainty, this Order is not directed at hospitals, licensed care facilities, assisted living residences, independent living facilities, correctional facilities, industrial camps, cafeterias in educational institutions, including schools, for boarders or residents or other places where the food or liquor is served primarily to residents or the like rather than to the general public;
- E. You belong to one of the classes of persons to whom this notice is addressed;

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**Ministry of Health**

Office of the  
Provincial Health Officer

4<sup>th</sup> Floor, 1515 Blanshard Street  
PO Box 9648 STN PROV GOVT  
Victoria BC V8W 9P4  
Fax: (250) 952-1570  
<http://www.health.gov.bc.ca/pho/>

F. I have reason to believe and do believe that

- a. the risk of an outbreak of COVID-19 among the public constitutes a health hazard under the *Public Health Act*;
- b. because the risk of outbreaks arising from people gathering to eat and drink extends beyond the authority of one or more medical health officers and coordinated action is needed to protect the public from contracting COVID-19, it is in the public interest for me to exercise the powers in sections 30, 31, 32 and 39(3) of the *Public Health Act* **TO ORDER** as follows:

**THIS ORDER REPEALS AND REPLACES MY ORDER MADE ON MARCH 20, 2020**

**OWNERS AND OPERATORS OF PLACES AT WHICH FOOD AND/OR DRINK ARE PREPARED AND SERVED**

**OWNERS AND OPERATORS OF PLACES AT WHICH MEALS AND DRINKS, INCLUDING DRINKS CONTAINING LIQUOR, ARE PREPARED AND SERVED**

1. You may provide services, including standing and seated service, subject to the following:
  - a. patrons must be able to maintain a distance of two metres from one another, unless they are in the same party, and from staff;
  - b. if there are tables and chairs on your premises, patrons must be seated in such a way that
    - i. there are two metres between the patrons seated at the same table, unless they are in the same party, and
    - ii. there are two metres between the patrons seated at one table and the patrons seated at another table, unless they are in the same party;
  - c. there must be no more than six patrons seated at a table;
  - d. patrons seated at a counter must be seated so that they can maintain a distance of two metres from other patrons, unless they are in the same party;
  - e. patrons standing at a counter or table must be able to maintain a distance of two metres from other patrons, unless they are in the same party;
  - f. there must be no more than 50% of the usual capacity of patrons present at one time;
  - g. there must be no events held at the establishment that include more than 50 people; and
  - h. if practicable, you must retain contact information for one member of every party of patrons for thirty days in the event that there is a need for contact tracing on the part of the medical health officer.

**OWNERS AND OPERATORS OF RETAIL LIQUOR ESTABLISHMENTS**

1. If you are the holder of a Retail Liquor Store licence or a Manufacturer’s On-site Store Endorsement, or a Liquor Primary Licence with an Off-sales Endorsement listed in Table 1, you may provide services, including standing and seated service, subject to the following:
  - a. patrons must be able to maintain a distance of two metres from one another, unless they are in the same party, and from staff;
  - b. if there are tables and chairs on your premises, patrons must be seated in such a way that
    - i. there are two metres between the patrons seated at the same table, unless they are in the same party, and
    - ii. there are two metres between the patrons seated at one table and the patrons seated at another table, unless they are in the same party;
  - c. there must be no more than six patrons seated at a table;
  - d. patrons seated at a counter must be seated so that they can maintain a distance of two metres from other patrons, unless they are in the same party;
  - e. patrons standing at a counter or table must be able to maintain a distance of two metres from other patrons, unless they are in the same party;
  - f. there must be no more than 50% of the usual capacity of patrons present at one time;
  - g. there must be no events held at the establishment that include more than 50 people; and
  - h. if practicable, you must retain contact information for one member of every party of patrons for thirty days in the event that there is a need for contact tracing on the part of the medical health officer.

**Table 1 - Retail liquor sales permitted at premises whose operators hold one of these licences or endorsements**

<b>Licence</b>
brewery licence with on-site store endorsement
winery licence with on-site store endorsement
distillery licence with on-site store endorsement
licensee retail store licence
wine store licence
special wine store licence
liquor primary licence with off-sales endorsement

**HOLDERS OF LIQUOR LICENCES AND LIQUOR LICENCE ENDORSEMENTS THAT DO NOT OFFER MEAL SERVICE AT THEIR PREMISES**

1. If you are the holder of a Liquor Primary Club Licence, or a Liquor Primary License related to the practice and playing area of a golf course you may provide services, including standing and seated service, subject to the following:
  - a. patrons must be able to maintain a distance of two metres from one another, unless they are in the same party, and from staff;
  - b. if there are tables and chairs on your premises, patrons must be seated in such a way that
    - i. there are two metres between the patrons seated at the same table, unless they are in the same party, and
    - ii. there are two metres between the patrons seated at one table and the patrons seated at another table, unless they are in the same party;
  - c. there must be no more than six patrons seated at a table;
  - d. patrons seated at a counter must be seated so that they can maintain a distance of two metres from other patrons, unless they are in the same party;
  - e. patrons standing at a counter or table must be able to maintain a distance of two metres from other patrons, unless they are in the same party;
  - f. there must be no more than 50% of the usual capacity of patrons present at one time;
  - g. there must be no events held at the establishment that include more than 50 people; and
  - h. if practicable, you must retain contact information for one member of any party of patrons for thirty days in the event that there is a need for contact tracing on the part of the medical health officer.
2. If you are the holder of a Manufacturer's Onsite Lounge endorsement or a Manufacturer's Onsite Tasting Room Endorsement you may provide services, including standing and seated service, subject to the following:
  - a. patrons must be able to maintain a distance of two metres from one another, unless they are in the same party, and from staff;
  - b. if there are tables and chairs on your premises, patrons must be seated in such a way that
    - i. there are two metres between the patrons seated at the same table, unless they are in the same party, and

- ii. there are two metres between the patrons seated at one table and the patrons seated at another table, unless they are in the same party;
  - c. there must be no more than six patrons seated at a table;
  - d. patrons seated at a counter must be seated so that they can maintain a distance of two metres from other patrons, unless they are in the same party;
  - e. patrons standing at a counter or table must be able to maintain a distance of two metres from other patrons, unless they are in the same party;
  - f. there must be no more than 50 patrons present at one time; and
  - g. if practicable, you must retain contact information for one member of any party of patrons for thirty days in the event that there is a need for contact tracing on the part of the medical health officer.
3. If you are the holder of any other type of liquor primary licence and only serve snacks or appetizers but not meal services, such as a nightclub, you must close.

You may contact me at:

Dr. Bonnie Henry, Provincial Health Officer  
4<sup>th</sup> Floor, 1515 Blanshard Street  
P O Box 9648 STN PROV GOVT, Victoria BC V8W 9P4  
Fax: (250) 952-1570

This Order does not have an expiration date.

You are required under section 42 of the *Public Health Act* to comply with this Order. Failure to comply with this Order is an offence under section 99 (1) (k) of the *Public Health Act*.

Under section 43 of the *Public Health Act*, you may request me to reconsider this Order if you:

1. Have additional relevant information that was not reasonably available to me when this Order was issued,
2. Have a proposal that was not presented to me when this Order was issued but, if implemented, would
  - (a) meet the objective of the order, and
  - (b) be suitable as the basis of a written agreement under section 38 [may make written agreements]
3. Require more time to comply with the order.

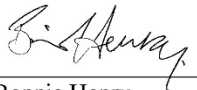
Under section 43 (6) an order is not suspended during the period of reconsideration unless the health officer agrees, in writing, to suspend it.



If you fail to comply with this Order, I have the authority to take enforcement action against you under Part 4, Division 6 of the *Public Health Act*.

**TAKE NOTICE** that this Order is not effective until Tuesday, May 19<sup>th</sup>, 2020.

DATED THIS: 15 day of May 2020

SIGNED:   
\_\_\_\_\_  
Bonnie Henry  
MD, MPH, FRCPC  
Provincial Health Officer

Delivery By: Posting on the BC Government website, posting on the BC Centre for Disease Control website.

Enclosure: Excerpts of *Public Health Act*

**ENCLOSURE**

**Excerpts of the *PUBLIC HEALTH ACT***

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**Public Health Act [SBC 2008] c. 28**

**Definitions**

1 In this Act:

"health hazard" means

- (a) a condition, a thing or an activity that
  - (i) endangers, or is likely to endanger, public health, or
  - (ii) interferes, or is likely to interfere, with the suppression of infectious agents or hazardous agents, or
- (b) a prescribed condition, thing or activity, including a prescribed condition, thing or activity that
  - (i) is associated with injury or illness, or
  - (ii) fails to meet a prescribed standard in relation to health, injury or illness;

**When orders respecting health hazards and contraventions may be made**

30 (1) A health officer may issue an order under this Division only if the health officer reasonably believes that

- (a) a health hazard exists,
- (b) a condition, a thing or an activity presents a significant risk of causing a health hazard,
- (c) a person has contravened a provision of the Act or a regulation made under it, or
- (d) a person has contravened a term or condition of a licence or permit held by the person under this Act.

(2) For greater certainty, subsection (1) (a) to (c) applies even if the person subject to the order is complying with all terms and conditions of a licence, a permit, an approval or another authorization issued under this or any other enactment.

**General powers respecting health hazards and contraventions**

31 (1) If the circumstances described in section 30 [*when orders respecting health hazards and contraventions may be made*] apply, a health officer may order a person to do anything that the health officer reasonably believes is necessary for any of the following purposes:

- (a) to determine whether a health hazard exists;

- (b) to prevent or stop a health hazard, or mitigate the harm or prevent further harm from a health hazard;
  - (c) to bring the person into compliance with the Act or a regulation made under it;
  - (d) to bring the person into compliance with a term or condition of a licence or permit held by that person under this Act.
- (2) A health officer may issue an order under subsection (1) to any of the following persons:
- (a) a person whose action or omission
    - (i) is causing or has caused a health hazard, or
    - (ii) is not in compliance with the Act or a regulation made under it, or a term or condition of the person's licence or permit;
  - (b) a person who has custody or control of a thing, or control of a condition, that
    - (i) is a health hazard or is causing or has caused a health hazard, or
    - (ii) is not in compliance with the Act or a regulation made under it, or a term or condition of the person's licence or permit;
  - (c) the owner or occupier of a place where
    - (i) a health hazard is located, or
    - (ii) an activity is occurring that is not in compliance with the Act or a regulation made under it, or a term or condition of the licence or permit of the person doing the activity.

**Specific powers respecting health hazards and contraventions**

- 32** (1) An order may be made under this section only
- (a) if the circumstances described in section 30 [*when orders respecting health hazards and contraventions may be made*] apply, and
  - (b) for the purposes set out in section 31 (1) [*general powers respecting health hazards and contraventions*].
- (2) Without limiting section 31, a health officer may order a person to do one or more of the following:
- (a) have a thing examined, disinfected, decontaminated, altered or destroyed, including
    - (i) by a specified person, or under the supervision or instructions of a specified person,
    - (ii) moving the thing to a specified place, and
    - (iii) taking samples of the thing, or permitting samples of the thing to be taken;
  - (b) in respect of a place,
    - (i) leave the place,
    - (ii) not enter the place,

(iii) do specific work, including removing or altering things found in the place, and altering or locking the place to restrict or prevent entry to the place,

(iv) neither deal with a thing in or on the place nor dispose of a thing from the place, or deal with or dispose of the thing only in accordance with a specified procedure, and

(v) if the person has control of the place, assist in evacuating the place or examining persons found in the place, or taking preventive measures in respect of the place or persons found in the place;

(c) stop operating, or not operate, a thing;

(d) keep a thing in a specified place or in accordance with a specified procedure;

(e) prevent persons from accessing a thing;

(f) not dispose of, alter or destroy a thing, or dispose of, alter or destroy a thing only in accordance with a specified procedure;

(g) provide to the health officer or a specified person information, records, samples or other matters relevant to a thing's possible infection with an infectious agent or contamination with a hazardous agent, including information respecting persons who may have been exposed to an infectious agent or hazardous agent by the thing;

(h) wear a type of clothing or personal protective equipment, or change, remove or alter clothing or personal protective equipment, to protect the health and safety of persons;

(i) use a type of equipment or implement a process, or remove equipment or alter equipment or processes, to protect the health and safety of persons;

(j) provide evidence of complying with the order, including

(i) getting a certificate of compliance from a medical practitioner, nurse practitioner or specified person, and

(ii) providing to a health officer any relevant record;

(k) take a prescribed action.

(3) If a health officer orders a thing to be destroyed, the health officer must give the person having custody or control of the thing reasonable time to request reconsideration and review of the order under sections 43 and 44 unless

(a) the person consents in writing to the destruction of the thing, or

(b) Part 5 [*Emergency Powers*] applies.

**May make written agreements**

**38** (1) If the health officer reasonably believes that it would be sufficient for the protection of public health and, if applicable, would bring a person into compliance with this Act or the regulations made under it, or a term or condition of a licence or permit held by the person under this Act, a health officer may do one or both of the following:

- (a) instead of making an order under Division 1, 3 or 4, enter into a written agreement with a person, under which the person agrees to do one or more things;
- (b) order a person to do one or more things that a person has agreed under paragraph (a) to do, regardless of whether those things could otherwise have been the subject of an order under Division 1, 3 or 4.

(2) If, under the terms of an agreement under subsection (1), a health officer conducts one or more inspections, the health officer may use information resulting from the inspection as the basis of an order under this Act, but must not use the information as the basis on which to

- (a) levy an administrative penalty under this Act, or
- (b) charge a person with an offence under this Act.

**Contents of orders**

**39** (3) An order may be made in respect of a class of persons.

**Duty to comply with orders**

**42** (1) A person named or described in an order made under this Part must comply with the order.

(2) Subsection (1) applies regardless of whether the person leaves the geographic area for which the health officer who made the order is designated.

**Reconsideration of orders**

**43** (1) A person affected by an order, or the variance of an order, may request the health officer who issued the order or made the variance to reconsider the order or variance if the person

- (a) has additional relevant information that was not reasonably available to the health officer when the order was issued or varied,
- (b) has a proposal that was not presented to the health officer when the order was issued or varied but, if implemented, would
  - (i) meet the objective of the order, and
  - (ii) be suitable as the basis of a written agreement under section 38 [*may make written agreements*], or
- (c) requires more time to comply with the order.

(2) A request for reconsideration must be made in the form required by the health officer.

(3) After considering a request for reconsideration, a health officer may do one or more of the following:

(a) reject the request on the basis that the information submitted in support of the request

(i) is not relevant, or

(ii) was reasonably available at the time the order was issued;

(b) delay the date the order is to take effect or suspend the order, if satisfied that doing so would not be detrimental to public health;

(c) confirm, rescind or vary the order.

(4) A health officer must provide written reasons for a decision to reject the request under subsection (3) (a) or to confirm or vary the order under subsection (3) (c).

(5) Following a decision made under subsection (3) (a) or (c), no further request for reconsideration may be made.

(6) An order is not suspended during the period of reconsideration unless the health officer agrees, in writing, to suspend it.

(7) For the purposes of this section,

(a) if an order is made that affects a class of persons, a request for reconsideration may be made by one person on behalf of the class, and

(b) if multiple orders are made that affect a class of persons, or address related matters or issues, a health officer may reconsider the orders separately or together.

(8) If a health officer is unable or unavailable to reconsider an order he or she made, a similarly designated health officer may act under this section in respect of the order as if the similarly designated health officer were reconsidering an order that he or she made.

99 (1) A person who contravenes any of the following provisions commits an offence:

...

(k) section 42 [*failure to comply with an order of a health officer*], except in respect of an order made under section 29 (2) (c) to (g) [*orders respecting examinations, diagnostic examinations or preventive measures*];

## APPENDIX G

### WorkSafeBC Guidelines for Preparing a COVID-19 Safety Plan



#### COVID-19 Safety Plan

Employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process described at [COVID-19 and returning to safe operation](#).

This planning tool will guide you through the six-step process. Each step has checklists with items you need to address before resuming operations. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

WorkSafeBC will not be reviewing or approving the plans of individual employers, but in accordance with the order of the [Provincial Health Officer](#), this plan must be posted at the worksite.

#### Step 1: Assess the risks at your workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

##### Involve workers when assessing your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- We have identified the tools, machinery, and equipment that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

#### Step 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- Review [industry-specific protocols](#) on worksafebc.com to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
- Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- [Orders, guidance, and notices](#) issued by the provincial health officer and relevant to your industry.
- Your health and safety association or other professional and industry associations.

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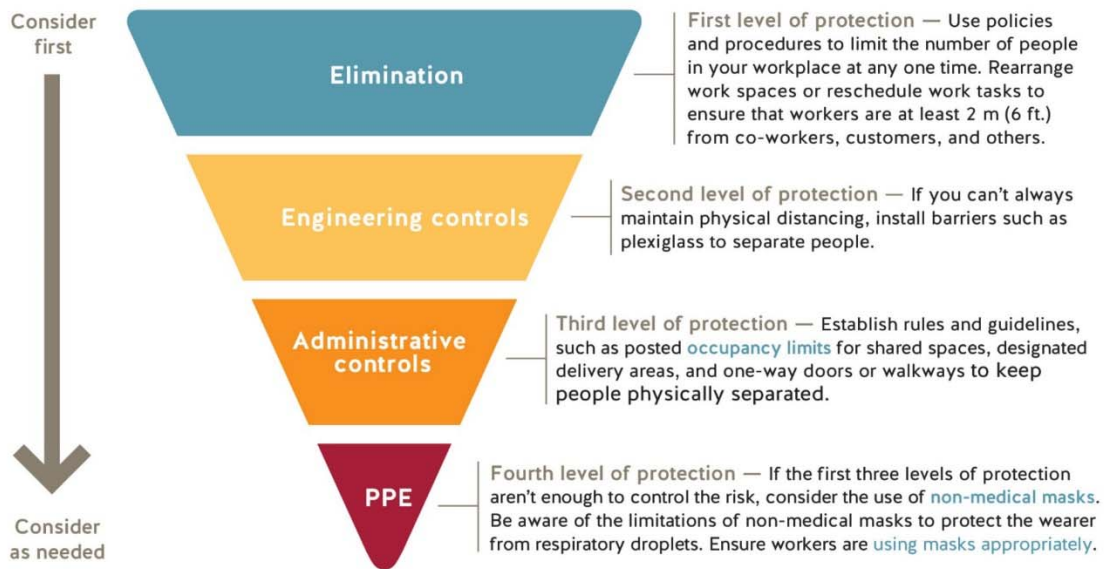
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## COVID-19 Safety Plan

### Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You might likely need to incorporate controls from various levels to address the risk at your workplace.



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## COVID-19 Safety Plan

**First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible**

- We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. [Public Health has developed [guidance for the retail food and grocery store sector](#) that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]
- In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- We have [established and posted occupancy limits](#) for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

### Measures in place

List your control measures for maintaining physical distance in your workplace, for example:

- Working offsite or remotely
- Changes to work schedules
- Changes to how tasks are done
- Occupancy limits for workers
- Limiting or prohibiting visitors
- Reducing the number of customers

If this information is in another document, identify that document here.

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## COVID-19 Safety Plan

### Second level protection (engineering): Barriers and partitions

- We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.
- We have included barrier cleaning in our cleaning protocols.
- We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

### Measures in place

Describe how barriers or partitions will be used in your workplace.  
If this information is in another document, identify that document here.

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## COVID-19 Safety Plan

### Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how workers should conduct themselves.
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

### Measures in place

List the rules and guidelines that everyone in the workplace has to follow to reduce the risk of airborne transmission. This could include things like using one-way doors or walkways, using single-use (disposable) products, and wiping down equipment after use. Consider creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.  
If this information is in another document, identify that document here.

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## COVID-19 Safety Plan

### Fourth level protection: Using masks (optional measure in addition to other control measures)

- We have reviewed the information on [selecting and using masks](#) and [instructions on how to use a mask](#).
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained workers in the proper use of masks.

### Measures in place

Who will use masks?

What work tasks will require the use of masks?

How have workers been informed of the correct use of masks?

If this information is in another document, identify that document here.

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## COVID-19 Safety Plan

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- We have reviewed the information on [cleaning and disinfecting](#) surfaces.
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [[Handwashing](#) and [Cover coughs and sneezes](#) posters are available at [worksafebc.com](http://worksafebc.com).]
- We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- Workers who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

### Cleaning protocols

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, and machines). If this information is in another document, identify that document here.

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## COVID-19 Safety Plan

### Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must **self-isolate for 14 days and monitor** for symptoms.
- Visitors are prohibited or limited in the workplace.
- First aid attendants have been provided **OFAA protocols** for use during the COVID-19 pandemic.
- We have a **working alone policy** in place (if needed).
- We have a **work from home policy** in place (if needed).
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate **violence prevention program** is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the **BC COVID-19 Self-Assessment Tool**, or call 811 for further guidance related to testing and self-isolation.]
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

### Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [A customizable **occupancy limit poster** and **handwashing signage** are available on [worksafebc.com](https://worksafebc.com).]
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including **visitors** and **workers** with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

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## COVID-19 Safety Plan

### Step 5: Monitor your workplace and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers know who to go to with health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

### Step 6: Assess and address risks from resuming operations

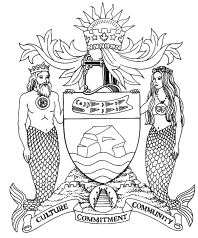
If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- We have a training plan for new staff.
- We have a training plan for staff taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- We have identified a safe process for clearing systems and lines of product that have been out of use.

SAVE FORM

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



**DATE:** May 25, 2020

**TO:** Mayor and Council

**FROM:** Carl Isaak, Director, Planning & Development Services

**SUBJECT:** Procedures for Conducting Electronic Public Hearings and Advisory Design Panel Review

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**RECOMMENDATIONS**

THAT Council:

1. Receive for information the corporate report dated April 27, 2020, from the Director of Planning and Development Services, titled “Procedures for Conducting Electronic Public Hearings and Advisory Design Panel Review;” and
  2. Endorse the proposed electronic meeting formats as proposed in this corporate report.
- 

**BACKGROUND**

The purpose of this corporate report is to provide Council with information regarding changes to the conduct of Public Hearings related to the COVID-19 pandemic. The Minister of Public Safety and Solicitor General, through Ministerial Order M139, has enabled public hearings regarding land development applications (e.g. zoning amendments, liquor licence referrals, etc.) to be conducted in an electronic format. Given these new parameters, and in order to maintain compliance with public health orders regarding gatherings, staff have created an option to allow for the public to provide verbal comments remotely, on the subject of a public hearing, at the White Rock Community Centre. This opportunity would be in addition to the option of providing written comments to Council, which remains an option and is considered preferable during the current pandemic situation, as it does not require gathering.

Further, the Advisory Design Panel (ADP) reviews development permit applications to improve their design quality, and is a required step in the application process under the City’s Planning Procedure Bylaw and, by extension, section 460(1)(b) of the *Local Government Act*. Due to the current COVID-19 pandemic, this step in the application process is unable to occur leaving several applications unable to proceed forward to consideration by the Land Use and Planning Committee. Staff recommend that the ADP be allowed to be conduct meetings virtually, so that the City has the ability to meet its statutory requirements for processing development applications.



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

### **Provincial Health Order Regarding Mass Gatherings**

Under the public health emergency, the order issued by the Provincial Health Officer prohibits the gathering of people in excess of 50 persons, which effectively precludes the City from hosting traditional public hearings. The limited amount of room available in Council Chambers, in particular, is insufficient to accommodate the two (2) metre guidelines for physical distancing while attempting to accommodate a public hearing. Staff have previously presented several applications to Council (a rezoning at 1453 Stayte Road and reconsideration of a Temporary Use Permit application for a cannabis store 1542 Johnston Road), noting that they are not able to proceed until restrictions on public gatherings are lifted or an alternative means of hosting public gatherings is adopted.

### **Public Hearing Ministerial Order**

Ministerial Order 139/2020 (“Local Government Meetings and Bylaw Process (COVID-19) Order No. 2”) is attached to this corporate report as Appendix A.

This update to the previous Ministerial Order (No. 83/2020) on conduct of local government proceedings during the COVID-19 pandemic has a new section regarding public hearings, excerpted below:

#### **Public hearings – Local Government Act**

- 15 (1) A public hearing under Part 14 [*Planning and Land Use Management*] or 15 [*Heritage Conservation*] of the *Local Government Act*, including a public hearing under section 29 (1) (b) [*land use and subdivision regulation*] of the *Islands Trust Act*, may be conducted by means of electronic or other communication facilities.

### **Local Government Act and Planning Procedures Bylaw related to Advisory Design Panel**

Section 460 of the *Local Government Act* requires that local governments who have adopted an official community plan or a zoning bylaw must have a bylaw that defines the procedures under which an owner of land may apply for an amendment or permit. The City of White Rock Planning Procedures Bylaw, 2017, No. 2234” (the “Planning Procedures Bylaw”) identifies an Advisory Design Panel review as a necessary step in applications for development permit applications related to the form and character of new development or redevelopment.

The Terms of Reference for the City’s Advisory Design Panel does not contemplate the holding of electronic meetings, but does allow the Director of Planning and Development Services to review projects with less than a quorum of the Panel, to consider the advice presented informally, and to bring forward applications for submission to Council where a full quorum is not achieved (section 5(c)).

The ADP Terms of Reference are attached to this corporate report as Appendix B.

## **ANALYSIS**

### **Proposed Electronic Public Hearing Format**

Public input on land use decisions made by Council is an essential part of providing good local government. Public hearings are intended as opportunities to allow direct representations from the public and applicants on their views of a particular application and how the proposal would affect them. Prior to the COVID-19 pandemic, members of the public have had the opportunity to provide those views in a written format, which is shared with Council prior to the meeting, or attend the meeting to listen to other speakers and to share their views with Council verbally.

It is likely that some members of the public who may be interested in sharing their views with Council may not feel comfortable in any public venue, even with proper physical distancing and other transmission mitigation measures in place. Taking this into account, City staff will continue to encourage the provision of written comments (email or letters received prior to the Public Hearing) within meeting advertisements and notices on the City's webpage.

For those who wish to hear the public input, they will continue to be able to do so while staying at home via the live-streaming of the Council meeting available on the City's website (<https://www.whiterockcity.ca/453/Video-Recording-of-Council-Meetings>).

Further, for those who either do not have access to the live-stream of the Council meeting or would like to present their comments verbally, staff are proposing that the White Rock Community Centre be used as a remote viewing and speaking location. Council would continue to hold the public hearing in Council Chambers, and a maximum forty (40) members of the public would be able to enter the large presentation hall at the Community Centre and watch the meeting via a live-stream of the meeting on the wall projectors. Attendees would be able to sign up for a turn to speak, and would be individually brought to the Gallery Room where a laptop would be set up with a Microsoft Teams link to allow the member of the public to speak to Council and be recorded on the live-stream.

Staff at the White Rock Community Centre would assist in reminding speakers of the five (5) minute time limit for their submission, and in facilitating the space in the presentation hall to support maximum physical distancing (chairs would be located more than two metres apart and attendees would be encouraged to leave empty chairs where possible).

### **Proposed Advisory Design Panel Process**

Several other Metro Vancouver communities, including the City of Surrey and City of Langley, have proceeded with virtual meetings of their respective Design Panels, using Microsoft Teams or Zoom or other similar video conferencing capabilities. The digital platforms allow the applicant to present to the Panel, sharing the design images on their screen, and for the Panel, staff and the applicant to interact, while being viewable by members of the public. Chat options within the platforms also support the presentation of motions and associated voting, all occurring in a transparent manner. Planning staff have contacted these other jurisdictions to learn from their experiences and are confident that the technology is possible to conduct these meetings smoothly. The Director of Planning and Development Services has the discretion to bring forward applications to Council without a formal recommendation of the Panel, but with the comments collected via an informal meeting of those members able to attend. Staff recommend that the Advisory Design Panel be scheduled to meet when an applicant is able to confirm that they can present their project electronically once the Panel members and staff have confirmed the appropriate software and schedule given the availability and access to technology of Panel members.

For Council's information, the list of projects waiting to be reviewed by the ADP is as follows:

<b>Address</b>	<b>Description</b>	<b>Date of Receipt</b>
15963 Marine Drive	Five (5) market rental units, four-storey residential building	February 14, 2019
15570 Oxenham Avenue	Duplex	March 8, 2019
1485 Fir Street	80 market rental units, six-storey residential building	March 21, 2019
15495 Oxenham Avenue	Duplex	August 21, 2019

<b>Address</b>	<b>Description</b>	<b>Date of Receipt</b>
15496 Thrift Avenue	Duplex	November 8, 2019
14947 Buena Vista Avenue	Small lot residential (single family homes)	December 11, 2019

### **BUDGET IMPLICATIONS**

The proposed electronic public hearing format and Advisory Design Panel form is not anticipated to require the purchase of additional materials or software, and no impact to the budget is anticipated.

### **CLIMATE CHANGE IMPLICATIONS**

No climate change implications are anticipated as a result of the proposed electronic meeting processes.

### **CONCLUSION**

Public input on land use decisions made by Council is an essential part of providing good local government. As noted by the Minister of Municipal Affairs and Housing, “construction and development activities are expected to be a key part of B.C.’s recovery efforts,” therefore, the Province has provided the means to hold electronic Public Hearings related to development applications. This corporate report outlines the proposed process adapted for the facilities available in the City, and recommends that Council endorse the proposed approach for electronic public hearings as well as for the conduct of virtual Advisory Design Panel meetings.

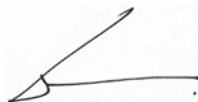
Respectfully submitted,



Carl Isaak, MCIP, RPP  
Director, Planning & Development Services

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

I concur with the recommendations of this corporate report.



Guillermo Ferrero  
Chief Administrative Officer

Appendix A: Ministerial Order M139, 2020 Regarding *Local Government Meetings and Bylaw Process (COVID-19)*

Appendix B: Advisory Design Panel Terms of Reference

**APPENDIX A**

**Ministerial Order M139, 2020 Regarding *Local Government Meetings and Bylaw Process (COVID-19)***

**PROVINCE OF BRITISH COLUMBIA**

**ORDER OF THE MINISTER OF PUBLIC SAFETY AND SOLICITOR GENERAL**

***Emergency Program Act***

**Ministerial Order No. M139**

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020;

AND WHEREAS local governments, including the City of Vancouver, and related bodies must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

AND WHEREAS it is recognized that public participation in local governance is an essential part of a free and democratic society and is important to local governments' purpose of providing good government to communities;

AND WHEREAS the threat of COVID-19 to the health and safety of people has resulted in the requirement that local governments and related bodies implement necessary limitations on this public participation;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that

- (a) the Local Government Meetings and Bylaw Process (COVID-19) Order made by MO 83/2020 is repealed, and
- (b) the attached Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 is made.

\_\_\_\_\_  
Date                      May 01, 2020

  
\_\_\_\_\_  
Minister of Public Safety and Solicitor General

*(This part is for administrative purposes only and is not part of the Order.)*

Authority under which Order is made:

Act and section: Emergency Program Act, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020; MO 83/2020; OIC 207/2020

**LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS  
(COVID-19) ORDER NO. 2**

**Division 1 – General**

**Definitions**

- 1** In this order:
- “**board**” has the same meaning as in the Schedule of the *Local Government Act*;
  - “**council**” has the same meaning as in the Schedule of the *Community Charter*;
  - “**improvement district**” has the same meaning as in the Schedule of the *Local Government Act*;
  - “**local trust committee**” has the same meaning as in section 1 of the *Islands Trust Act*;
  - “**municipality**” has the same meaning as in the Schedule of the *Community Charter*;
  - “**municipality procedure bylaw**” has the same meaning as “procedure bylaw” in the Schedule of the *Community Charter*;
  - “**regional district**” has the same meaning as in the Schedule of the *Local Government Act*;
  - “**regional district procedure bylaw**” means a procedure bylaw under section 225 of the *Local Government Act*;
  - “**trust body**” means
    - (a) the trust council,
    - (b) the executive committee,
    - (c) a local trust committee, or
    - (d) the Islands Trust Conservancy,as defined in the *Islands Trust Act*;
  - “**Vancouver council**” has the same meaning as “Council” in section 2 of the *Vancouver Charter*;
  - “**Vancouver procedure bylaw**” means a bylaw under section 165 [*by-laws respecting Council proceedings and other administrative matters*] of the *Vancouver Charter*.

**Application**

- 2** (1) This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* and any extension of the duration of that declaration is in effect.
- (2) This order replaces the Local Government Meetings and Bylaw Process (COVID-19) Order made by MO 83/2020.

## Division 2 – Open Meetings

### Open meetings – municipalities

- 3 (1) A council, or a body referred to in section 93 *[application of rule to other bodies]* of the *Community Charter*, is not required to allow members of the public to attend an open meeting of the council or body.
- (2) For the purposes of Division 3 *[Open Meetings]* of Part 4 *[Public Participation and Council Accountability]* of the *Community Charter*, if a council or a body does not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.
- (3) This section applies despite
- (a) Division 3 *[Open Meetings]* of Part 4 *[Public Participation and Council Accountability]* of the *Community Charter*, and
  - (b) any applicable requirements in a municipality procedure bylaw of a council.

### Open meetings – regional districts

- 4 (1) A board, a board committee established under section 218 *[appointment of select and standing committees]* of the *Local Government Act*, or a body referred to in section 93 *[application of rule to other bodies]* of the *Community Charter* as that section applies under section 226 *[board proceedings: application of Community Charter]* of the *Local Government Act*, is not required to allow members of the public to attend an open meeting of the board, committee or body.
- (2) For the purposes of Division 3 *[Open Meetings]* of Part 4 *[Public Participation and Council Accountability]* of the *Community Charter* as that Division applies to a regional district under section 226 of the *Local Government Act*, if a board, a board committee or a body does not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.
- (3) This section applies despite
- (a) Division 3 *[Open Meetings]* of Part 4 *[Public Participation and Council Accountability]* of the *Community Charter*,
  - (b) section 226 *[board proceedings: application of Community Charter]* of the *Local Government Act*, and
  - (c) any applicable requirements in a regional district procedure bylaw of a board.

### Open meetings – Vancouver

- 5 (1) The Vancouver council, or a body referred to in section 165.7 *[application to other city bodies]* of the *Vancouver Charter*, is not required to allow members of the public to attend an open meeting of the council or body.
- (2) For the purposes of section 165.1 *[general rule that meetings must be open to the public]* of the *Vancouver Charter*, if the Vancouver council or a body does not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.
- (3) This section applies despite

- (a) section 165.1 of the *Vancouver Charter*, and
- (b) any applicable provision in the Vancouver procedure bylaw.

**Open meetings – trust bodies**

- 6 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, is not required to allow members of the public to attend an open meeting of the trust body or board of variance.
- (2) For the purposes of section 11 [*procedures to be followed by local trust committees*] of the *Islands Trust Act*, if a trust body or board of variance does not allow members of the public to attend an open meeting under subsection (1) of this section, the open meeting is not to be considered closed to the public.
- (3) This section applies despite
  - (a) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90, and
  - (b) any applicable requirements in a procedure bylaw of a trust body.

**Division 3 – Electronic Meetings**

**Electronic meetings – municipalities**

- 7 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.
- (2) A member of a council or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) Section 128 (2) (c) and (d) [*electronic meetings and participation by members*] of the *Community Charter* does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section.
- (4) This section applies despite
  - (a) section 128 of the *Community Charter*, and
  - (b) any applicable requirements in a municipality procedure bylaw of a council.

**Electronic meetings – regional districts**

- 8 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, may conduct all or part of a meeting of the board or committee by means of electronic or other communication facilities.
- (2) A member of a board, board committee or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) Section 2 (2) (d) and (e) [*electronic meetings authorized*] of the *Regional District Electronic Meetings Regulation*, B.C. Reg. 271/2005, does not apply in respect

of a meeting conducted by means of electronic or other communication facilities under this section.

- (4) This section applies despite
  - (a) section 221 [*electronic meetings and participation by members*] of the *Local Government Act*,
  - (b) the Regional District Electronic Meetings Regulation, B.C. Reg. 271/2005, and
  - (c) any applicable requirements in a regional district procedure bylaw of a board.

**Electronic meetings – Vancouver**

- 9 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.
- (2) A member of the Vancouver council or other body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) Section 2 (2) (c) and (d) [*electronic meetings authorized*] of the City of Vancouver Council Electronic Meetings Regulation does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section.
- (4) This section applies despite
  - (a) section 164.1 [*meeting procedures*] of the *Vancouver Charter*,
  - (b) the City of Vancouver Council Electronic Meetings Regulation, B.C. Reg. 42/2012, and
  - (c) any applicable provision in the Vancouver procedure bylaw.

**Electronic meetings – improvement districts**

- 10 (1) An improvement district board, or a committee of an improvement district board appointed or established under section 689 [*appointment of select and standing committees*] of the *Local Government Act*, may conduct all or part of a meeting of the improvement district board or committee, other than an annual general meeting, by means of electronic or other communication facilities.
- (2) A member of an improvement district board or committee of an improvement district board who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) This section applies despite
  - (a) section 686 [*meeting procedure – improvement district board*] of the *Local Government Act*, and
  - (b) any applicable requirements in a procedure bylaw of an improvement district board.



**Electronic meetings – trust bodies**

- 11 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, may conduct all or part of a meeting of trust body or board of variance by means of electronic or other communication facilities.
- (2) A member of a trust body or board of variance who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) This section applies despite
- (a) section 2 [*electronic meetings authorized*] of the Islands Trust Electronic Meetings Regulation, B.C. Reg. 283/2009, and
  - (b) any applicable requirements in a procedure bylaw of a trust body or applicable to a board of variance.

**Division 4 – Timing Requirements**

**Timing requirement for bylaw passage – municipalities**

- 12 Despite section 135 (3) [*requirements for passing bylaws*] of the *Community Charter*, a council may adopt a bylaw on the same day that a bylaw has been given third reading.

**Timing requirement for bylaw passage – regional districts**

- 13 Despite section 228 [*bylaw adoption at same meeting as third reading*] of the *Local Government Act*, a board may adopt a bylaw described in that section at the same meeting at which the bylaw passes third reading if the motion for adoption receives the majority of the votes cast.

**Timing requirement for bylaw passage – trust bodies**

- 14 Despite section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the Islands Trust Regulation, B.C. Reg. 119/90, a trust body may adopt a bylaw on the same day that a bylaw has been given third reading.

**Division 5 – Public Hearings**

**Public hearings – Local Government Act**

- 15 (1) A public hearing under Part 14 [*Planning and Land Use Management*] or 15 [*Heritage Conservation*] of the *Local Government Act*, including a public hearing under section 29 (1) (b) [*land use and subdivision regulation*] of the *Islands Trust Act*, may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
- (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,
  - (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and

- (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies to delegated public hearings.
- (4) This section applies despite the following provisions:
  - (a) section 124 [*procedure bylaws*] of the *Community Charter*;
  - (b) section 225 [*procedure bylaws*] of the *Local Government Act*;
  - (c) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90;
  - (d) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009;
  - (e) any applicable requirements in a procedure bylaw made under the *Community Charter*, the *Local Government Act* or the *Islands Trust Act*.

**Public hearings – Vancouver Charter**

- 16
- (1) A public hearing under Division 2 [*Planning and Development*] of Part 27 [*Planning and Development*] of the *Vancouver Charter* may be conducted by means of electronic or other communication facilities.
  - (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
    - (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,
    - (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
    - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
  - (3) This section applies despite
    - (a) section 566 [*amendment or repeal of zoning by-law*] of the *Vancouver Charter*, and
    - (b) any applicable provision in the Vancouver procedure bylaw.

**Division 6 – Deferral of Annual Requirements**

**Annual general meeting and requirements – improvement districts**

- 17
- (1) An improvement district may defer an annual general meeting that is required under section 690 [*annual general meeting – improvement districts*] of the *Local Government Act* to a date not later than December 31, 2020.
  - (2) An improvement district may defer the preparation of financial statements required under section 691 [*annual financial statements*] of the *Local Government Act* to a date not later than December 31, 2020.
  - (3) Despite the date referred to in section 691 (5) of the *Local Government Act*, an improvement district may submit to the inspector the audited financial statements of the improvement district for the preceding year and any other financial

information required by the inspector at the time of the annual general meeting of the improvement district.

- (4) If an annual general meeting of an improvement district is deferred under subsection (1) of this section and the term of an improvement district trustee would be expiring and the vacancy filled at that meeting, the term of the improvement district trustee is extended until the annual general meeting is held.
- (5) This section applies despite
  - (a) Division 3 [*Governance and Organization*] of Part 17 [*Improvement Districts*] of the *Local Government Act*, and
  - (b) any applicable provisions in a letters patent for an improvement district.

## **APPENDIX B**

### **Advisory Design Panel Terms of Reference**

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



**ADVISORY DESIGN PANEL  
TERMS OF REFERENCE**

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**1. Role and Mandate:**

- a) The Advisory Design Panel (the Panel) is appointed by the Council to advise Council on the quality of design of the built environment of the City and specifically to provide comments and suggestions to improve the design quality of development permit and duplex applications for new development and redevelopment in the City. In the review of development permit/duplex/triplex applications referred to it by the Development Services Department (the Department), the Panel should consider the following matters:
- the Development Permit Guidelines documented in the Official Community Plan;
  - ensure that all new development is of a high standard;
  - ensure that new buildings and structures harmonize with neighbouring development;
  - promote high quality building design, which contributes to the improvement of the public realm;
  - ensure that buildings are designed with all due regard for public safety and accessibility;
  - the intended function of the project, and the existing and future context within which the project is located; and
  - ensure compliance with other relevant City of White Rock bylaws (example: The City of White Rock Tree Bylaw).

**2. Composition**

- a) The Advisory Design panel shall be composed of a minimum of six (6) positions to include:
- Two (2) architects (members of the Architectural Institute of British Columbia);
  - and a combination of the following:
  - One (1) landscape architect (member of the British Columbia Society of Landscape architects) or landscape specialist from a related background, may include a qualified staff person to give input but not as a voting member
  - One (1) physically challenged person;
  - Up to three (3) residents and/or property owners of the City of White Rock with backgrounds in engineering, urban planning, real estate, development

industry, construction, architectural technology (AT.AIBC), building design (BD.AIBC) or residential design (RD.AIBC)

- b) Whenever possible all positions on the Advisory Design Panel to be filled by residents and/or property owners of the City of White Rock.
- c) In addition, the following representatives will participate as liaisons and as non-voting members:
  - The Director of Planning and Development Services (the Director) (or designate);
  - the Director of Engineering and Municipal Operations (or designate);
  - the Fire Chief (or designate);
  - a representative of the White Rock Business Improvement Association (BIA) to speak to projects in the City's commercial areas; and
  - a representative of the White Rock RCMP with a background in CPTED (Crime Prevention Through Environmental Design) principles.
- d) The Director shall appoint a secretary to the Panel who shall be a non-voting member of the Panel.

### **3. Appointments**

- a) Appointments to the Advisory Design Panel are made annually by the Council. The length of terms of each member shall be two (2) years with an option for re-appointment. In the event of a vacancy on the Panel, the Council shall appoint a replacement.
- b) Members of the Architectural Institute of British Columbia (AIBC) shall comply with the terms of the AIBC's "Bulletin # 65—Advisory Design Panel Standards for Procedures and Conduct" (as amended from time to time) including terms of appointment contained therein.
- c) One member of the Panel shall be designated as the Chair and one member as a Vice-Chair to serve in the absence of the Chair. These members shall be designated annually by the Council. If neither the Chair nor the Vice-chair can attend the meeting, then the Director of Development Services (or designate) will facilitate the meeting when quorum is available.

### **4. Responsibilities of the Chair, Secretary and Director of Development Services**

- a) The Chair shall Chair meetings of the Panel and represent the Panel between meetings.
- b) The Secretary is responsible for the following:
  - preparation and circulation of the agenda and minutes to Panel members;
  - recording of minutes of Panel meetings;
  - ensuring that a quorum is available for each meeting, and;
  - making any arrangements required to facilitate meetings.

- c) The Director (or designate) is responsible for the following:
- ensuring that the applicant(s) are notified of the Panel meeting;
  - arranging for all materials to be submitted to the Department at least one (1) week prior to the Panel meeting;
  - facilitating the meeting in the absence of both the Chair and the Vice-chair;
  - ensuring that the applicant(s) are advised of the resolution of the Panel; and
  - providing the applicant(s) with a copy of the minutes of the Panel meeting.

**5. Quorum**

- a) All actions and recommendations by the Panel, except as otherwise provided for, shall be done and made by quorum of the members present at the Panel meetings.
- b) Four (4) members of the Panel, with a minimum of two members filling either the two Architect positions or one Architect position and one Landscape Architect/Engineer/ Urban Planner position, shall constitute a quorum, and the decisions and recommendations of a quorum shall be the decisions and recommendations of the Panel.
- c) In the event that a quorum is not achieved, projects may be reviewed on an informal basis by the Panel members present at the meeting and the minutes of the meeting shall so indicate. The decisions and recommendations made at this informal meeting shall not be construed as the decisions and recommendations of the Panel. The Director shall have the discretion to consider such decisions and recommendations in due course and may schedule the project for submission to Council without further review by the Panel.

**6. Procedures**

- a) Meetings of the Panel shall be called by the Department as required except meetings shall generally not be held more often than two times in one month. Meetings will typically be scheduled on (but not limited to) a Tuesday starting at 3:30pm. All proceedings of the Panel shall be held in open meetings.
- b) When Development Services Staff are of the opinion that a project should be reviewed by the Panel, the project shall be placed on the agenda of the earliest possible Panel meeting. In order to facilitate an effective review of the project, all submissions to the Panel shall be accompanied with sufficient contextual material and information generally in accordance with Schedule A “Advisory Design Panel Submission Requirements” attached hereto and forming part of these Terms of Reference. The submission materials shall be circulated by the Secretary to the members of the Panel a minimum of five (5) days before the scheduled meeting.
- c) A record of the presentation, deliberations and resolution of the Panel shall be kept by the Secretary to the Panel.

- d) The Panel may make, by majority resolution, such rules as it sees fit to govern its conduct noting that in so doing the intent is that, in general, the rules of parliamentary debate shall apply and the rules shall be consistent with the Terms of Reference.
- e) The Director (or designate) shall outline the context of the application and any City concerns.
- f) The applicant for any project being considered by the Panel and the applicant's design consultants shall have an opportunity to present their design to the Panel.
- g) Panel members shall have an opportunity to seek explanation and clarification from the applicant or staff.
- h) In order to maintain and respect the independence of the Panel, Staff from the City shall only act to provide background information and advice on the development approval processing procedure with respect to the projects to be reviewed by the Panel. In the case where the applicant disagrees with the Department's suggested design improvements related to any project and requests that the project be reviewed by the Panel, staff from the Department shall have an opportunity to present the Department's opinion and suggested improvements to the Panel before the applicant makes the presentation.
- i) Discussion of an item shall generally follow immediately after the applicant's presentation. The Panel shall make recommendations in the same meeting following the presentation by the applicant, the applicant's consulting architect and /or landscape architect, provided however that the Chairperson shall make reasonable efforts to limit the presentations and discussions of a project within a timeframe of not more than one (1) hour.
- j) If the applicant is not able to attend the meeting to present the project, the Panel may review it in the absence of the applicant or the applicant's consulting architect and/or landscape architect unless the applicant has requested otherwise.
- k) The resolutions of the Panel shall be forwarded to the Director and shall be made available to the applicant within five (5) business days.
- l) The Director shall consider the Panel's resolutions including any requests by the Panel for re-submission, and the applicant's response to the Panel's concerns and resolutions, and report to the Council with appropriate recommendations in due course. If the recommendations of the Director to the Council differ from those of the Panel, the Council shall be so advised.
- m) The presentations made to the ADP by the applicant and the meeting minutes will be posted on the City's website.
- n) The ADP to review annually its procedures and processes.

## Schedule A

### Advisory Design Panel Submission Requirements

#### **Role and Mandate**

The Advisory Design Panel (the Panel) is appointed by the Council to advise Council on the quality of design of the built environment of the City and specifically to provide comments and suggestions to improve the design quality of development permit and duplex applications for new and redevelopment in the City. In the review of development permit/duplex/triplex applications referred to it by the Development Services Department (the Department), the Panel should consider the following matters:

- the Development Permit Guidelines documented in the Official Community Plan;
- ensure that all new development is of a high standard;
- ensure that new buildings and structures harmonize with neighbouring development;
- promote high quality building design, which contributes to the improvement of the public realm;
- ensure that buildings are designed with all due regard for public safety and accessibility;
- the intended function of the project, and the existing and future context within which the project is located.

#### **Submission Requirements**

All submissions to the Advisory Design Panel must clearly illustrate the development proposal and be self-explanatory. The applicant will provide seventeen (17) sets of 11" x 17" reductions and one (1) digital copy of all drawings to the Development Services Department one (1) week in advance of the Advisory Design Panel meeting. In addition, the applicant will bring one (1) set of full size drawings and/or illustrations to the scheduled meeting for their presentation.

#### **Contextual Information**

- context plan showing the existing and proposed buildings, trees, vegetation, roads and other major features within the site and on surrounding properties; and
- photographs of the site and surrounding sites.

#### **Site Plan**

- site plan showing all site and building dimensions, easements, rights-of-way and other relevant information.

#### **Architectural Drawings**

- a 3D representation, such as a coloured rendering;
- streetscape elevations which must include existing buildings adjacent to the site;
- all facades of the proposed building(s) are to be illustrated with proposed exterior finishes/colours, and labeled with the final material types;
- signage materials and dimensions (if relevant); and



- materials sample board demonstrating both the materials and colours to be used in the project.

#### **Landscape Plans**

- landscape plan, including (if relevant) a tree survey by an arborist indicating which trees will remain and which trees will be removed, including any trees on the adjacent road right-of-way or boulevard. A graphic key should be included with plant list, botanical and common names. Landscape plans must clearly explain the landscape concept, and show paving, fencing, lighting (CPTED principles), gates, refuse screening and location/screening of outdoor equipment.

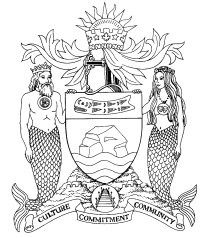
This list is not exhaustive, and other requirements may be deemed necessary depending on the specific proposal.

#### **Advisory Design Panel Meeting and Presentation**

Plans are circulated to panel members in advance of scheduled meetings for review. Applicants will be required to present the proposal to a meeting of the Panel. Attendance by the architect, landscape architect and arborist (if applicable) is highly recommended. The presentation should address the following:

- building context (relationship to surrounding buildings, land use, neighbourhood character);
- all details of façade design (including materials, colours, etc.);
- pedestrian entrances;
- vehicular circulation (parking, servicing);
- landscaping;
- safety issues (including sight lines, lighting, avoidance of entrapment areas, CPTED principles);
- accessibility issues (including accessibility for disabled both outside and within the building, and design features for disabled building users);
- handling and storage of solid waste and recycling containers;
- 'green' initiatives (LEED, etc.)
- waste reduction strategies (including sewer reduction strategies);
- shadowing;
- wind effects;
- traffic implications; and
- excavation details.

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



**DATE:** May 25, 2020

**TO:** Mayor and Council

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

**SUBJECT:** Proposed Virtual Public Information Meeting for Proposed CR-3A Zoning Amendment

---

**RECOMMENDATIONS**

THAT Council:

1. Receive for information the corporate report dated May 4, 2019, from the Director of Planning and Development Services, titled "Proposed Virtual Public Information Meeting for Proposed CR-3A Zoning Amendment;"
  2. Authorize staff to conduct a Public Information Meeting for the proposed Zoning Amendment Bylaw on a virtual platform, prior to bringing forward the proposed Zoning Amendment Bylaw and Off-Street Parking Reserve Fund and Alternative Transportation Infrastructure Reserve Fund Bylaw forward for consideration of bylaw readings."
- 

**INTRODUCTION**

On October 7, 2019, the Land Use and Planning Committee (LUPC) authorized staff to bring forward amendments to the Zoning Bylaw to create a new zone for small lot properties on Marine Drive. The proposed 'CR-3A' zone was presented to the LUPC in a draft form, and staff have since contacted potentially qualifying property owners with the details of the new zone. The CR-3A zone would lessen the constraints applicable to small lot commercial properties in the West Beach area which currently have limited redevelopment potential due to narrow lot widths, access challenges and significant slopes. As further described in the October 7, 2019 corporate report, the CR-3A zone is consistent with the use and density provisions for the Waterfront Village land use designation in the Official Community Plan (OCP).

To date, two (2) property owners within the area subject to this review have confirmed their interest in having their property rezoned as part of this amendment. The two (2) properties are 15081 Marine Drive (currently the Little India restaurant) and 14945 Marine Drive (currently Cilantro Indian Cuisine).

A copy of draft Zoning Amendment Bylaw No. 2344, which would establish the new 'CR-3A' zone is attached to this corporate report as Appendix A, and the separate zoning amendment bylaws to change the zoning for the two (2) properties are attached to this corporate report as Appendices C and D.

The proposed CR-3A zone would allow required off-street commercial and visitor parking spaces to be provided as ‘payment-in lieu’ to the City. The ‘payment-in-lieu’ option, if pursued, would allow for a more intensive use of these otherwise constrained commercial properties. To support this option, a draft off-street parking facilities bylaw has been prepared. A copy of the draft bylaw, titled the “Off-Street Parking Reserve Fund and Alternative Transportation Infrastructure Reserve Fund Bylaw No. 2343” is attached to this corporate report as Appendix B.

As part of a typical rezoning application made by a private property owner, the proponent must host a Public Information Meeting (PIM) so as to introduce the project to nearby residents, respond to questions, and subsequently make changes that will help garner greater public support before the application is reviewed by Council. The PIM must be held in a public venue and is carried out in an open house format. While not required for City-initiated zoning amendment applications, being the case with this proposed CR-3A Zone, it has been common practice for staff to host a PIM for the same purposes as those applicable to private development applications.

During the COVID-19 pandemic, the usual Public Information Meeting format is not viable due to public health orders limiting public gathering. Taking this into account, staff recommend that a virtual meeting format be used to obtain feedback on the proposed CR-3A Zone and, in doing so, to test the overall effectiveness of undertaking a digital approach to soliciting community feedback. Further, it is suggested that any lessons learned from this experience be incorporated, by amendment, into the Planning Procedures Bylaw so as to allow a similar format for PIMs to be applied to private applications.

In support of a digital PIM, staff intend to host a one-hour “Live Event” offered via the Microsoft Teams application. The application allows participants to view a live-streaming feed of the meeting which will include, at the beginning and mid-way through the meeting, a pre-recorded presentation (overview) of the proposal. Attendees will have an opportunity to ask questions of the presenter(s) via text chat during the meeting and by emailing questions in prior to the meeting. A feedback form will also be made available for those participating in the PIM who were perhaps unable to fully express or resolve any areas of interest. The completed forms will be brought to Council prior to consideration of the bylaws. It is noted that members of the public, through notice of the PIM, will also be encouraged to offer feedback to City staff through more traditional means (i.e., email, letter, and telephone).

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

A detailed overview of the relevant Provincial legislation and current City policies, bylaws, and initiatives related to this proposed Zoning Amendment Bylaw is included in the previous corporate report dated October 7, 2019, and attached to this corporate report as Appendix E.

### **ANALYSIS**

#### **Proposed Zoning Amendment Bylaw**

The proposed amendments to the Zoning Bylaw include the creation of the new CR-3A zone, the map amendments of two (2) properties into that new zone, and provisions within the Off-Street Parking and Loading Requirements section that enable properties within this zone to provide some of their required off-street parking as payment in lieu instead of physically accommodating the spaces on their site.

The proposed Zoning Amendment Bylaw is attached to this corporate report as Appendix A.

Consistent with staff’s previous recommendations and direction from the Land Use and Planning Committee, the payment in lieu of off-street parking in the draft bylaw is set at \$40,000 per space.

This is equivalent to the cash-in-lieu amount per space that is to be provided for by a purpose-built rental building (the ‘Verve’ at 1456 Johnston Road; a corporate report related to this application is available on the July 23, 2018 Agenda of the Land Use and Planning Committee), in exchange for a reduced amount of on-site parking spaces. This is consistent with estimates of the average cost of constructing an underground parking space. One of the property owners interested in the CR-3A zone has stated their opposition to the \$40,000 per space rate and have indicated that they believe \$20,000 per space would be a fair amount.

### **Proposed Bylaw to Establish an Off-Street Parking Reserve Fund and Alternative Transportation Infrastructure Reserve Fund**

The proposed Reserve Funds, established by bylaw, are required under section 525(7) of the *Local Government Act* if the Zoning Bylaw is to allow property owners to provide payment-in-lieu of off-street parking spaces. Funds collected under these conditions may be used for the purpose of providing:

- (i) new and existing off-street parking spaces, or
- (ii) transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.

A copy of the draft bylaw, titled the “Off-Street Parking Reserve Fund and Alternative Transportation Infrastructure Reserve Fund Bylaw No. 2343” is attached to this corporate report as Appendix B.

### **Servicing and Amenity Covenants**

As described in the previous corporate report dated October 7, 2019, restrictive covenants related to securing the community amenity contribution and off-site servicing requirements are in preparation. These covenants would need to be registered on title of each property prior to final adoption of the zoning amendment bylaw. This requirement would form part of any Third Reading of the amending bylaw if given by Council.

### **BUDGET IMPLICATIONS**

The proposed \$40,000 payment-in-lieu per space in the proposed off-street parking provisions for CR-3A zone could assist in some capital costs associated with existing or new parking facilities. Further, the funds could be allocated towards the costs of transportation infrastructure that supports walking, bicycling, public transit or other forms of alternative transportation that lessen reliance on the private automobile. Some of the proposed projects within the draft Waterfront Enhancement Strategy (e.g. adding/widening sidewalks on the south side of Marine Drive, etc.) may be eligible for funds received from this revenue source, and the forthcoming Integrated Transportation and Infrastructure Master Plan (ITIMP) may also have recommendations for eligible projects.

Given the small size of the properties and modest amount of density bonus available, it is not expected that significant community amenity contributions (CACs) will be received through the redevelopment enabled by the zoning amendment, however there may be specific projects in the Waterfront Enhancement Strategy or other recommendations from the Marine Drive Task Force that could be undertaken with CACs received from these redevelopments.

## **OPTIONS**

The following options are available for Council's consideration:

1. Receive this corporate report and direct staff to host a virtual Public Information Meeting as described in this report, prior to bringing the draft CR-3A zoning amendment bylaw forward for Council to consider first and second reading; or
2. Receive this corporate report, consider first and second reading of the draft CR-3A zoning amendment bylaw without prior public consultation, and authorize staff to schedule a Public Hearing; or
3. Provide alternative direction to staff.

Staff recommends Option 1.

## **CONCLUSION**

An amendment to the zoning bylaw is proposed to create a CR-3A zone that would lessen the constraints applicable to small lot commercial properties in the West Beach area which currently have limited redevelopment potential due to narrow lot widths, access challenges and significant slopes. An off-street parking facilities bylaw (to establish a Reserve Fund) is also proposed to enable these properties to meet their parking requirements by providing payment-in-lieu where the City can then use the funds for parking facilities or alternative transportation facilities (e.g., sidewalks, bicycle lanes, bus shelters, etc.). Two of the owners of properties within the area subject to review have indicated they would be interested in being rezoned to this new CR-3A zone.

As the usual open house Public Information Meeting format is not viable due to the COVID-19 pandemic public health measures, staff recommend that a virtual meeting format be used instead for obtaining public feedback on the CR-3A amendment.

Alternatively, if Council is supportive of the proposed bylaws but does not consider a virtual Public Information Meeting necessary, Council may consider giving readings to the bylaws in their current form and authorizing staff to schedule a Public Hearing for the draft zoning amendment bylaw under the Electronic Public Hearing procedures detailed in a separate corporate report on this subject in this Council agenda.

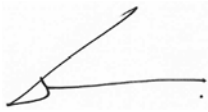
Respectfully submitted,



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

**Comments from the Chief Administrative Officer:**

I concur with the recommendations of this corporate report.

A handwritten signature in black ink, appearing to read 'Guillermo Ferrero', with a stylized flourish at the end.

Guillermo Ferrero  
Chief Administrative Officer

- Appendix A: Draft CR-3A Zone Bylaw No. 2344
- Appendix B: Draft Off-Street Parking Reserve Fund and Alternative Transportation Infrastructure Reserve Fund Bylaw No. 2343
- Appendix C: Draft Zoning Amendment Bylaw No. 2345 for 15081 Marine Drive
- Appendix D: Draft Zoning Amendment Bylaw No. 2346 for 14945 Marine Drive
- Appendix E: Corporate Report dated October 7, 2019 titled “Proposed CR-3A Zoning for Small Lot Properties on Marine Drive”

**APPENDIX A**

**Draft CR-3A Zone Bylaw No. 2344**

**The Corporation of the  
CITY OF WHITE ROCK  
BYLAW 2344**



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

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

1. That Schedule A - Text of the "White Rock Zoning Bylaw, 2012, No. 2000" be amended:
  - (1) By adding to the Table of Contents for Schedule "A" (Text) a new section 6.19 named "CR-3A West Beach Business Area Commercial / Residential Small Lot Zone" and renumbering the following sections accordingly; and
  - (2) By adding a new zone as Section 6.19 "CR-3A West Beach Business Area Commercial / Residential Small Lot Zone," attached herein as Schedule "1" and forming part of this bylaw.
  
2. That Section 4.14 "Off-Street Parking Requirements" of the "White Rock Zoning Bylaw, 2012, No. 2000" as amended, be amended by adding a new section 4.14.10 following section 4.14.9, as follows:
  - 4.14.10 Required parking spaces for commercial uses and the visitor parking required for any residential use may be reduced by up to 100% on lots located in the following zone(s) when payment of \$40,000 per space is made to the City for use in accordance with the Off-Street Parking and Alternative Transportation Reserve Funds Bylaw:
    - CR-3A West Beach Business Area Commercial / Residential Small Lot Zone
  
3. This Bylaw may be cited for all purposes as the "White Rock Zoning Bylaw, 2012, No. 2000, Amendment (CR-3A and Off-Street Parking) Bylaw, 2020, No. 2344".

PUBLIC INFORMATION MEETING HELD on the \_\_\_\_\_ day of \_\_\_\_\_  
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 \_\_\_\_\_  
ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Corporate Administration



## SCHEDULE “1”

### 6.19 CR-3A West Beach Business Area Commercial / Residential Small Lot Zone

The intent of this zone is to accommodate commercial and multi-unit residential uses in the West Beach Business area on lots less than 12.5 metres in width, and to encourage the redevelopment of properties on Marine Drive with access and size constraints in a form that fits within the surrounding streetscape.

#### 6.19.1 Permitted Uses:

The following uses are permitted in one (1) or more principal buildings:

- 1) *retail service group 1 uses*;
- 2) *licensed establishments*,
- 3) *hotel*;
- 4) *medical or dental clinic*;
- 5) *multi-unit residential use*,
- 6) a *one-unit residential use*, a *two-unit residential use*, or a *three-unit residential use* accessory to a *retail service group 1 use*, and limited to the storey or storeys above the portion of a building used for *retail service group 1 uses*; and
- 7) an *accessory home occupation use* in conjunction with a residential use and in accordance with the provisions of Section 5.3.

#### 6.19.2 Lot Size:

- 1) Maximum *lot width*, in the CR-3 zone is 12.4m (40.7ft).

#### 6.19.3 Maximum Base Density:

The following base density regulation applies generally for the zone:

The maximum *gross floor area* shall not exceed 1.75 times the lot area.

#### 6.19.4 Maximum Increased Density:

Despite section 6.19.3, the reference to “maximum *gross floor area* shall not exceed 1.75 times the lot area” is increased to a higher density of a maximum *gross floor area* that shall not exceed 2.0 times the lot area, with a minimum *commercial floor area* equaling 25% of the total *gross floor area*, where a contribution of \$645 per square metre of *gross floor area* above 1.75 times the lot area has been provided to the Community Amenity Reserve Fund to assist with the provision of amenities as defined in accordance with the *Community Amenity Reserve Fund Bylaw, 2017, No. 2190*, as amended.

The amenity contribution must be provided in accordance with an amenity agreement and a section 219 covenant delivered by the owner of the subject real property to secure the amenity.

#### 6.19.4 Building Heights:

- 1) *Principal buildings* shall not exceed a *height* of 13.7 metres (44.9 feet) measured as the vertical distance between the highest point of the *building* and the *natural grade* at the mid-point of the lot line on the Marine Drive side of the property.

The first storey of a building shall be a minimum of 3.7 metres (12.1 feet).

2) *Structures* shall not exceed a *height* of 4.0m.

6.19.5 Minimum Setback Requirements:

1) *Principal buildings* and *structures* in the CR-3A zone shall be sited in accordance with the following minimum *setback* requirements:

<b>Setback</b>	<b>Principal Building</b>	<b>Structures</b>
Front lot line	2.5m (8.2ft)	Not permitted *
Exterior side lot line	1.5m (4.92ft)	3.0m (9.84ft)

2) notwithstanding the foregoing, patios, awnings, and weather protection structures are permitted in the front and exterior side yard areas in accordance with White Rock License Agreement (Sidewalk Café / Business License) Bylaw requirements.

6.19.6 Ancillary Buildings and Structures:

Except as otherwise provided in Section 4.13 and in addition to the provisions of subsection 6.19.5 above, the following also applies:

- 1) *ancillary buildings* shall not be permitted.
- 2) *structures* shall not be sited less than 3.0m from a *principal building* on the same *lot*.

6.19.7 Except as indicated on the table below, accessory off-street parking shall be provided in accordance with the provisions of Section 4.14:

<b>Development Type or Use</b>	<b>Required Parking Spaces</b>
<b>RESIDENTIAL USES</b>	
One-unit residential Two-unit residential Three-unit residential	1 per dwelling unit, plus 1 for visitor parking

6.19.8 Notwithstanding Section 4.15, off-street loading spaces are not required in this zone.

## **APPENDIX B**

### **Draft Off-Street Parking Reserve Fund and Alternative Transportation Infrastructure Reserve Fund Bylaw No. 2343**

# **THE CORPORATION OF THE CITY OF WHITE ROCK BYLAW 2343**



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A Bylaw to Establish an Off-Street Parking Reserve Fund  
and an Alternative Transportation Infrastructure Reserve  
Fund

**WHEREAS** Section 525 of the *Local Government Act* authorizes a local government to establish by bylaw a Reserve Fund for the purpose of funding new and existing off-street parking spaces.

**AND WHEREAS** Section 525 of the *Local Government Act* authorizes a local government to establish by bylaw a Reserve Fund for the purpose of funding transportation infrastructure that supports walking, bicycling, public transit, or other alternative forms of transportation.

**AND WHEREAS** the City of White Rock, pursuant to Part 4.0, section 4.14.10 of the City of White Rock Zoning Bylaw No. 2000, permits an owner to reduce the number of parking spaces from that otherwise required by the Zoning Bylaw when the owner chooses to pay to the City of White Rock an amount of money as specified by bylaw.

**NOW, THEREFORE**, the Council of the City of White Rock hereby enacts as follows:

Title:

1. This Bylaw may be cited for all purposes as, "Off-Street Parking and Alternative Transportation Reserve Funds Bylaw, 2020, No. 2343".

Establishment of Off-Street Parking Reserve Fund

2. There is established a reserve Fund to be known as the "Off-Street Parking Reserve Fund" for the specified purpose of receiving and spending monies for new and existing off-street parking spaces.

Establishment of Alternative Transportation Reserve Fund

3. There is established a reserve Fund to be known as the "Alternative Transportation Reserve Fund" for the specified purpose of receiving and spending monies for transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.

Deposit of Monies into Reserve Funds

4. All monies paid to the City of White Rock by owners or others in lieu of providing off-street parking spaces within a proposed development site, property, or lot, shall be deposited into either the:
  - (a) Off-Street Parking Reserve Fund;
  - (b) the Alternative Transportation Reserve Fund; or,
  - (c) both,as directed by Council.

Investment of Money in Off-Street Reserve Fund

5. Money paid into the Off-Street Parking Reserve Fund may, until required to be used for the purposes of the Fund, be invested in the manner provided in the *Community Charter* for the investment of municipal funds, and interest earned from the money deposited in the Fund shall be deposited into the Fund.

Investment of Money in Reserve Funds

6. Money paid into the Alternative Transportation Reserve Fund may, until required to be used for the purposes of the Fund, be invested in the manner provided in the *Community Charter* for the investment of municipal funds, and interest earned from the money deposited in the Fund shall be deposited into the Fund.

Use of the Off-Street Parking Reserve Fund

7. Monies in the Off-Street Parking Reserve Fund, together with interest on it, may only be used for the purposes of new and existing off-street parking spaces.

Use of the Alternative Transportation Reserve Fund

8. Monies in the Alternative Transportation Reserve Fund, together with interest on it, may only be used for the purposes of providing transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.

Severability

9. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

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

---

MAYOR

---

DIRECTOR OF CORPORATE ADMINISTRATION

**APPENDIX C**

**Draft Zoning Amendment Bylaw No. 2345 for 15081 Marine Drive**

**The Corporation of the  
CITY OF WHITE ROCK  
BYLAW 2345**



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. That Schedule "C" of the "White Rock Zoning Bylaw, 2012, No. 2000" as amended is further amended by rezoning the following lands:

Legal Description: LOT 25 BLOCK 9 SECTION 10 TOWNSHIP 1 NEW  
WESTMINSTER DISTRICT PLAN 525  
PID: 000-855-863  
(15081 Marine Drive)

as shown on Schedule "1" attached hereto, from the 'CR-3 West Beach Business Area Commercial / Residential Zone' to the 'CR-3A West Beach Business Area Commercial / Residential Small Lot Zone.'

3. This Bylaw may be cited for all purposes as the "White Rock Zoning Bylaw, 2012, No. 2000, Amendment (CR-3A – 15081 Marine Drive) Bylaw, 2020, No. 2345".

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RECEIVED THIRD READING on the	day of
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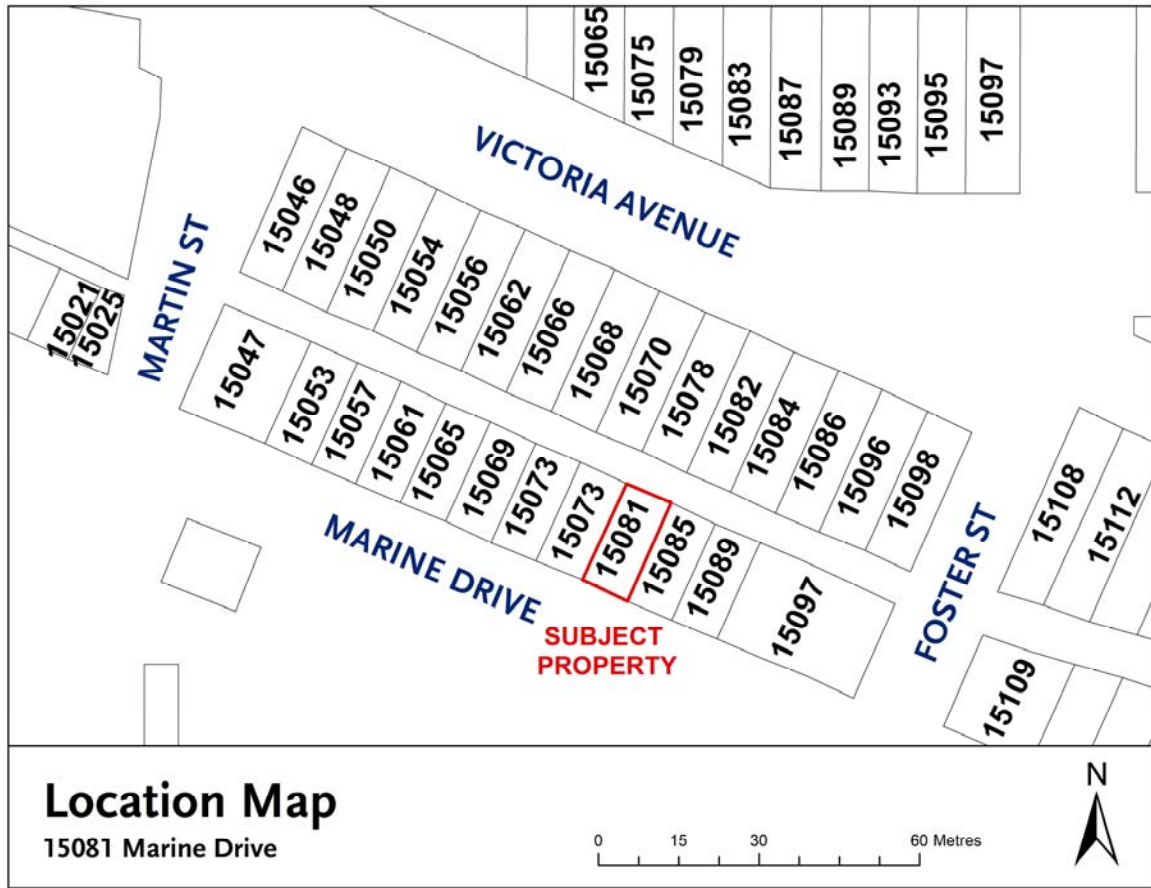
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Mayor

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Director of Corporate Administration

SCHEDULE "1"



**APPENDIX D**

**Draft Zoning Amendment Bylaw No. 2346 for 14945 Marine Drive**

**The Corporation of the  
CITY OF WHITE ROCK  
BYLAW 2346**



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. That Schedule "C" of the "White Rock Zoning Bylaw, 2012, No. 2000" as amended is further amended by rezoning the following lands:

Legal Description: LOT 6 SECTION 10 TOWNSHIP 1 NEW WESTMINSTER  
DISTRICT PLAN 14057

PID: 009-886-991  
(14945 Marine Drive)

as shown on Schedule "1" attached hereto, from the 'CR-3 West Beach Business Area Commercial / Residential Zone' to the 'CR-3A West Beach Business Area Commercial / Residential Small Lot Zone.'

- 3. This Bylaw may be cited for all purposes as the "White Rock Zoning Bylaw, 2012, No. 2000, Amendment (CR-3A – 14945 Marine Drive) Bylaw, 2020, No. 2346".

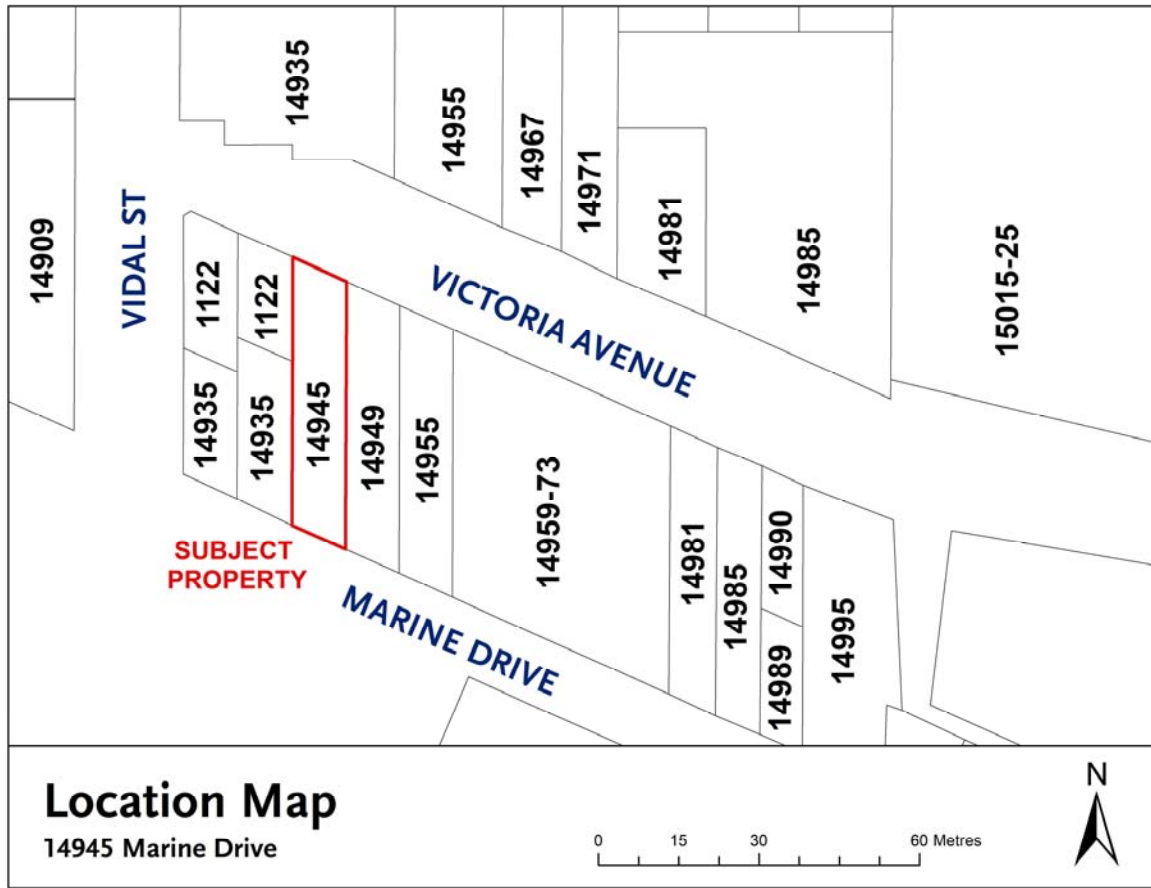
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Mayor

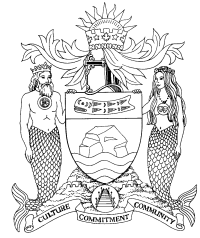


Director of Corporate Administration

SCHEDULE "1"



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



**DATE:**            **October 7, 2019**

**TO:**               **Land Use and Planning Committee**

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

**SUBJECT:**      **Proposed CR-3A Zoning for Small Lot Properties on Marine Drive**

---

**RECOMMENDATIONS**

THAT the Land Use and Planning Committee:

1. Receive for information the corporate report dated October 7, 2019, from the Director of Planning and Development Services, titled “Proposed CR-3A Zoning for Small Lot Properties on Marine Drive;”
  2. Authorize staff to bring forward proposed amendments to the City of White Rock Zoning Bylaw No. 2000, 2013, to incorporate a new CR-3A Zone based on the content of this corporate report, Committee feedback and public consultation;
  3. Direct staff to prepare a new Off-Street Parking Facilities Bylaw, with the intent of allowing commercially zoned properties that have frontage on Marine Drive and a lot width of less than 12.5 metres (41 feet) to provide off-street commercial parking spaces via the payment to the municipality of \$40,000 per space to be used for providing new and existing off-street parking spaces or infrastructure supporting alternative forms of transportation; and
  4. Recommend that Council require that owners of qualifying properties electing to have their property rezoned to a new CR-3A Zone register Section 219 restrictive covenants on their property’s title to ensure the provision of adequate off-site servicing and applicable community amenities, prior to their property being rezoned.
- 

**EXECUTIVE SUMMARY**

This corporate report presents potential options and recommendations regarding parking, loading and other zoning regulations for small lot commercial properties within the CR-3 West Beach Business Area Commercial / Residential Zone.

In recognition of the challenges faced for redevelopment of lots with difficult access and insufficient dimensions and to provide typical off-street parking and loading, staff have developed a draft ‘CR-3A’ zone that would be intended to apply to lots less than 12.5 metres in width to enable commercial and multi-unit residential redevelopment of properties in a form that fits within the surrounding streetscape.

The draft CR-3A zone would reduce the number of residential parking spaces required for buildings containing three or fewer units to one space per unit (plus one for visitors), which was

the previous requirement prior to the adoption of the current Zoning Bylaw No. 2000 in 2013. The number of commercial parking spaces required is not recommended to change, but to address this issue staff are seeking Council's direction to prepare a new Off-Street Parking Facilities Bylaw that would allow property owners to provide a payment-in-lieu of the required commercial (and residential visitor) parking spaces, in consideration of the surface parking lots and parking structures (West Beach Parkade and Montecito parking facility) in the West Beach area.

The draft CR-3A zone also incorporates the increased height and density (2.0 gross floor area ratio or 'FAR' instead of 1.75 FAR) contemplated in the OCP designation for the Waterfront Village land use designation that applies to these properties, and includes a density bonus provision similar to other recent zones that identifies the conditions (i.e. provision of community amenities) that would entitle an owner to density higher than the 1.75 FAR base. Various other building and siting changes are also detailed further in the body of this corporate report, including a larger recommended setback from Marine Drive in order to facilitate all-season patio structures entirely on the private property, which relates to recommendations made by the Marine Drive Task Force and also included in the draft Waterfront Enhancement Strategy.

## **INTRODUCTION**

On March 11, 2019 a corporate report was presented to the Land Use and Planning Committee (LUPC), in response to a December 10, 2018 delegation from the owner of 15081 Marine Drive. The March 11, 2019 identified a recommended approach to address the issues related to 15081 Marine Drive and other properties on Marine Drive, as well as several options that the property owner could pursue.

The owner of 15081 Marine Drive, Pawan Bakshi, had noted at the December 10, 2018 Regular Council meeting that he has been trying to sell his property, but prospective purchasers have been deterred from purchasing the property for potential redevelopment. This is primarily due to the parking and loading requirements that would apply under the current CR-3 zoning, if a new larger building is proposed on this property, and the difficulty in meeting those requirements on a small lot with challenging access. The challenges include the property's narrow width and significant slope (height difference) between the Marine Drive frontage and the lane at the rear. Many of the commercial properties between 15081 Marine Drive and Martin Street (as well as some west of Vidal Street), which were created in the early 1900s, are challenged by unusual lot dimensions featuring both narrow widths and shallow depths (due to Marine Drive/Washington Avenue being shifted north to accommodate the location of the railway), as well as steep slopes and difficult access, and are referred to in this corporate report as 'small lot' commercial properties in this corporate report.

Following receipt of the March 11, 2019 corporate report, Council authorized staff to initiate a review of CR-3 and CR-4 zones in conjunction with the Official Community Plan (OCP) Review, Waterfront Enhancement Strategy, Marine Drive Task Force and the Parking Task Force.

In response to Council direction and to provide an initial indication of potential Zoning Bylaw updates for the owners of small lot commercial properties in the West Beach area, this corporate report presents potential options and recommendations regarding parking, loading and zoning regulations, for LUPC's information, feedback and direction back to staff.

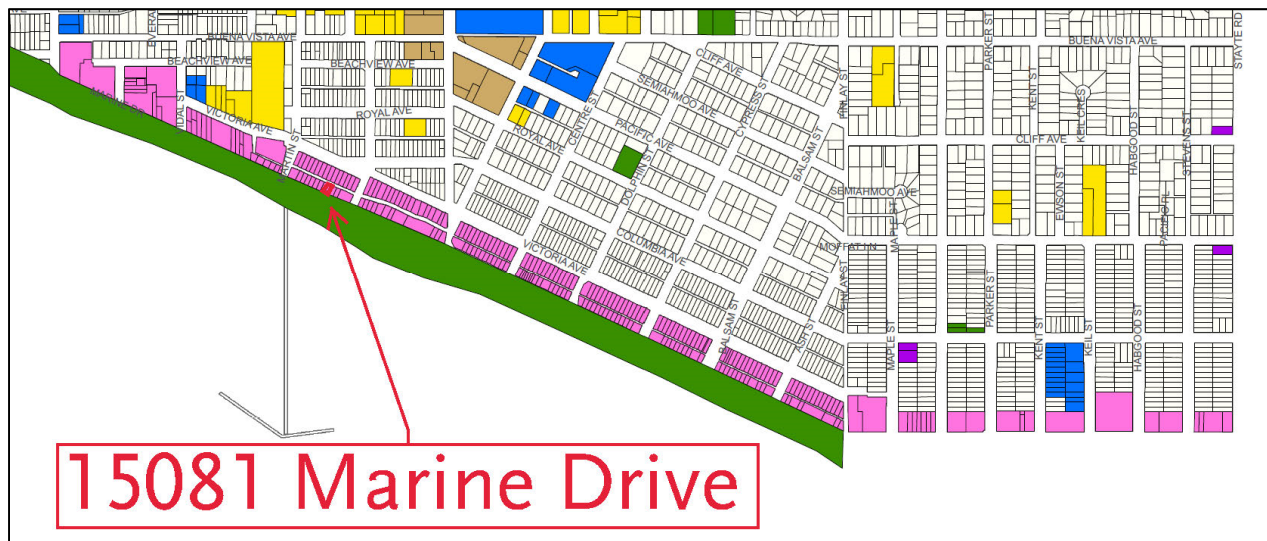
### PAST PRACTICE / POLICY / LEGISLATION

#### **Current Official Community Plan (OCP) Land Use Designation**

The current OCP land use designation for 15081 Marine Drive, as well as the others on this block and beyond along Marine Drive between Oxford Street and Stayte Road, is “Waterfront Village.” The Waterfront Village is described as having a seaside village character, with small scale mixed use buildings, as well as small scale multi-unit residential buildings that can readily accommodate future commercial uses as demand grows.

The image below excerpted from the OCP Land Use Designation map shows the ‘Waterfront Village’ designated properties in pink, with the subject property.

Figure 1: OCP Land Use Designation – Waterfront Village Area and Subject Property



In the Waterfront Village designation, mixed use and multi-unit residential buildings are permitted in buildings up to four (4) storeys in height and with a density of 2.0 gross floor area ratio (FAR).

Figure 2: Aerial Map of Small Lot Commercial Properties in West Beach Area (Marine Drive)



### **Additional Related OCP Policies**

The land use chapter of the OCP includes an objective 8.13 to “ensure development applications are reviewed and processed in a consistent manner.” Related to this objective, policy 8.13.5 provides direction to “encourage lot consolidations where smaller sites do not allow for functional development at the allowable FARs [density as gross floor area ratio].”

### **Zoning**

15081 Marine Drive is zoned “CR-3 West Beach Business Area Commercial/Residential Zone,” which it has been since adoption of a new comprehensive zoning bylaw (Zoning Bylaw No. 2000, 2012) in 2013. The comprehensive zoning bylaw update included a consolidation and categorizing of the number of commercial zones.

Prior to 2013, under the previous zoning bylaw (Zoning Bylaw No. 1591, 1999) the property was zoned CR-2 Marine Commercial Zone.

A description of the current and previous zones applicable to the property is provided in the March 11, 2019 corporate report attached as Appendix C.

### **OCP Review and Waterfront Enhancement Strategy (WES)**

Council has directed staff to review the OCP in a number of key areas, including enhancing the form and character of buildings and public realm in the Marine Drive/Waterfront area. This ‘Waterfront Enhancement Strategy’ (WES) forms part of the OCP Review and staff have been assisted by MVH Planning and Urban Design in several public engagement events for this topic in June and July, including a Waterfront Community Forum and two Waterfront Design Workshops. MVH is in the process of drafting the ‘Waterfront Enhancement Strategy’ which will be shared with Council in draft form at a forthcoming meeting, and also will be reviewed by the Marine Drive Task Force and brought forward for public consultation prior to being brought to Council for final consideration.

### **Council Strategic Priorities: Zoning Bylaw Update**

Council’s 2018-2022 Strategic Priorities includes a review of Zoning Bylaw issues in the category of ‘Immediate’ priorities, including an update to the Waterfront Commercial Zones (CR-3, CR-4) which was identified as being scheduled for September 2020. The update of the CR-3 (West Beach) and CR-4 (East Beach) Commercial /Residential Zones offers an opportunity to foster economic development, enhance business viability, and incent redevelopment on the Waterfront. Updates to the CR-4 (East Beach) zone are not the subject of this report, as the requests from small lot commercial property owners are specific to the West Beach area with CR-3 zoning, and the CR-4 zone has its own unique issues to consider.

## **BACKGROUND**

### **Current Zone Provisions (CR-3 West Beach Business Area Commercial / Residential Zone)**

An extensive description of the CR-3 zone, as well as a description of the particular site constraints of the 15081 Marine Drive (Little India) property were provided in the previous corporate report attached as Appendix C, and the zone itself is attached as Appendix A. Some of the key features of the zone are summarized below for reference:

- both commercial and multi-unit residential uses are permitted
- the maximum density is 1.75 FAR (gross floor area ratio)
- the maximum height of buildings is 11.3 metres (37.1 feet), with specific height measurement provisions that are unique to the zone and contemplate two principal buildings on the same property

- parking and loading requirements are given in the general regulations of the zoning bylaw (Section 4.14 and 4.15) and determined by the density (i.e. number of dwelling units or amount of commercial floor area) and land use (i.e. restaurants have different parking requirements than general retail stores). For up to three-unit developments, each unit must have two off-street spaces each, and for four or more units, each unit would be required 1.5 spaces each (1.2 residential and 0.3 visitor).
- parking requirements for commercial uses for lots fronting onto Marine Drive are half of the parking requirements that apply for commercial uses in other areas of the City (one (1) space per 16 seats in a restaurant, and one (1) space per 74 m<sup>2</sup> of commercial floor area, versus one (1) space per eight (8) seats in a restaurant and one (1) space per 37 m<sup>2</sup> of commercial floor area).
- Off-street loading requirements for buildings containing commercial floor area up to 500 m<sup>2</sup> in size are one (1) loading space, and increase with larger commercial floor areas. An off-street loading space for multi-unit residential buildings is only required if the development contains over ten (10) dwelling units.
- developments existing prior to the adoption of the zoning bylaw are considered acceptable (i.e. ‘grandfathered’ or ‘legally non-conforming’) with regard to parking requirements, provided that there are no changes in use or increases in floor area density.

Many existing properties and businesses are not ‘parked’ according to the current Zoning Bylaw (some properties have no on-site parking, such as Little India), nor do they have an on-site loading area. Also, most of the properties between 15081 Marine Drive and Martin Street do not have on-site (off-street) loading spaces due to site constraints.

A copy of the CR-3 zone is attached as Appendix A. An excerpt of the parking (Section 4.14 and loading (Section 4.15) regulations is attached as Appendix B.

### **Previous Zone Provisions (CR-2 Marine Commercial/Residential Zone)**

Some of properties currently zoned CR-3 were designated CR-2 under the previous zoning bylaw (Bylaw No. 1591, 1999). Both retail and multi-unit residential uses (above the first storey) were permitted in the CR-2 zone, and, since an amendment in 2009, buildings were limited to a maximum height of 11.3 metres in a three (3) storey building form. Prior to the 2009 amendment, buildings were limited to a 9.2 metre maximum height, but with no maximum number of storeys which could allow properties with significant slopes to have almost six (6) storeys in height from the low side of the property. No maximum FARs applied under the CR-2 zone and density was essentially limited by the maximum height of the building and the lot line setbacks.

In the CR-2 zone of Bylaw 1591, properties in the CR-2 zone fronting on Marine Drive required two (2) spaces for one (1) or two (2) residential units, only one (1) space per apartment dwelling unit which included buildings with three (3) or more units. The required parking spaces for commercial units was the same as under the current bylaw (described above).

### **Parking and Loading Requirement Conflicts with Development Permit Area Guidelines**

The Development Permit Guidelines for the Waterfront Area encourage a ‘continuous commercial frontage’ along business areas of Marine Drive. This is to maintain the vibrant pedestrian-oriented environment that comes from having interesting, varied and active storefronts, rather than driveway let-downs for ramp access to parkades, which leave a gap in the commercial fabric and provide less of an engaging experience for pedestrians. This preference for a continuous street wall along the Marine Drive sidewalk, and the regulations in section 48 of the Street and Traffic Bylaw No. 1529 that require properties with two accesses to have their driveway on the minor – i.e. ‘less busy’ side (in this case the lane), means that vehicular access is typically required from the lane.



However, from the front lot line on Marine Drive up to the rear lot line at the lane (at 15081 Marine Drive), there is nearly a five (5) metre increase in elevation, an average slope of 24% over the property. This slope limits the options for parking on the site, as a ramp sloping down from the lane to provide access to lower levels would be too steep, and any parking areas off the lane would therefore need to be on the second storey of a 3+ storey building, which would be more valuable as residential floor area.

***Local Government Act authority for off-street parking and loading space requirements***

Section 525 of the *Local Government Act* allows municipalities to require specific amounts of off-street parking and loading spaces, specify design standards for these spaces, and permits, under specific conditions, that required spaces may exist in an offsite location or allows payment to the local government in lieu of the required off-street parking spaces. This authority must be exercised by bylaw.

The City formerly had an Off-Street Parking Facilities Bylaw which allowed properties to provide payment-in-lieu of providing off-street parking spaces, which provided the funds to allow the City to construct and maintain parking spaces in City-owned and leased property, including surface parking areas in the Town Centre near Bryant Park, and along Marine Drive.

This Bylaw was rescinded in 2018, and the City has not had bylaw provisions that allow required off-street parking spaces to be provided off site on another property or on a City's road allowance.

**ANALYSIS**

**Proposed Interim Update: Parking and Zoning Options for Small-lot CR-3 Properties**

Noting that a significant number of commercial properties in the West Beach area are constrained by narrow frontage widths, access challenges and significant slopes between the Marine Drive frontage and the lane at the rear, and in the interest of supporting redevelopment opportunities that renews Marine Drive's unique built form and provide new business opportunities, staff propose that an interim Zoning Bylaw update be undertaken to create a new CR-3A zone that is tailored specifically for small lot commercial properties. While consolidation ('land assembly') is generally encouraged where lot constraints make redevelopment not viable, this approach will also allow for smaller-scale redevelopment that fit well within the streetscape. This approach may also be applied to the CR-4 zone in the future while tailored to the particular East Beach context.

Creating a new CR-3A Zone, which is proposed to apply to properties less than 12.5 metres wide along the Marine Drive frontage, will support small-scale redevelopment opportunities that replenishes the existing 'small-lot' building stock, some of which date from the 1920s and 1930s.

Staff also propose to add new regulations to the Zoning Bylaw, and prepare a new Off-Street Parking Bylaw, that reduce on-site parking and loading requirements for CR-3A properties, to support the redevelopment of these small lot properties. Reducing off-street parking or loading space requirements for smaller properties would make redevelopment of these properties more feasible and attractive, and not require land assemblies to create larger parcels that are in turn necessary to accommodate the parking and loading requirements in the current Zoning Bylaw.

**Proposed Parking and Zoning Options**

Based on the above context and policy/technical review, the following options and recommended approaches are presented for LUPC's initial feedback and direction back to staff, prior to staff undertaking further consultation with the MDTF, BIA, property owners and the public.

**Reducing Commercial Parking Space Requirements: Options**

The following options identify potential approaches to reduce/eliminate on-site commercial parking requirements for small lot properties along Marine Drive. Since most of the small lot



properties in the West Beach commercial area are less than 10 metres wide, the properties cannot be reasonable 'parked' to the current commercial parking regulations in the Zoning Bylaw. As noted above, this is simply due to the properties not being wide enough to accommodate parking stalls and a two-way drive aisle (this requires a 12.5 metre width). Staff also note that many of the existing restaurants and retail stores on small-lot properties along Marine Drive do not have on-site commercial parking spaces.

Given that these properties are on sloping sites or do not have reasonable rear lane access to underground/commercial parking, that the new commercial floorspace that could be developed on these properties is expected to be very similar to what exists now (small-scale shops and restaurants), and that any underground parking access from Marine Drive into these properties is not desirable from an urban design and streetscape perspective (as it would take up most of the commercial frontage that could otherwise be pedestrian-friendly patio/retail space), staff propose that the Zoning Bylaw be amended to no longer require on-site commercial parking on small lot properties, by way of one or more of the following approaches:

1. Allowing up to a maximum of three (3) of the currently required commercial parking spaces in the Zoning Bylaw, per small lot property, to be either:
  - a. waived (not required); or
  - b. accommodated off-site in the local West Beach area by payment-in-lieu to be used towards City parking facilities.

A potential example of this could involve a new redevelopment that will include a 48 seat restaurant on the ground floor (or ~2,400 square feet of retail space), which would currently require three parking spaces (the Zoning Bylaw requires one space per 16 seats or ~800 square feet of commercial space), being undertaken without needing to accommodate the three parking stalls on-site (any more commercial spaces will need to be provided on-site).

These demand for these required parking spaces could be 'accommodated' off-site in City-owned locations, including the West Beach or the 'Montecito' parking facilities on Vidal Street and possibly on-street parking areas, by way of the applicant providing a payment to account for the required parking spaces that are not being accommodated on their own property. This would require the Council adoption of a new Off-Street Parking Facilities Bylaw, which would enable the City to collect cash-in-lieu for required parking spaces to a Parking Reserve Fund and use this reserve for providing new and existing off-street parking spaces in the Waterfront area. Potential rates for payment-in-lieu include:

- a. \$20,000 per space - this is lower than the current value of off-street, underground parking spaces, but a lower amount may provide increased incentive for property owners to pursue the redevelopment of their properties; or
- b. \$40,000 per space - this is equivalent to the cash-in-lieu amount per space that is to be provided for by a purpose-built rental building (the 'Verve' at 1456 Johnston Road), in exchange for a reduced amount of on-site parking spaces; or
- c. a payment-in-lieu amount per space to be determined, through a study that determines the cash value of parking spaces on the Waterfront.

#### Proposed Reduction of Residential Visitor and Residential Parking Space Requirements

Staff also note that while emphasis is being placed on reducing or allowing payment-in-lieu for on-site commercial parking requirements, consideration could also be given to a reduced parking requirement for residential uses on small lot properties, particularly for residential visitor spaces. Given that small lot properties with rear lane access are wide enough to accommodate at least three parking stalls between exterior/interior lot lines, and this can provide enough parking for a reasonable amount of residential floorspace on these properties, reducing or redefining the

residential parking requirement would support additional residential floorspace/units, and still be within the FAR parameters of the OCP.

Currently buildings with up to three residential dwellings require two parking spaces for each dwelling, and apartment units require 1.5 parking spaces per unit. However, RS-3 zoned properties fronting Marine Drive require one space per dwelling unit, and the previous CR-2 zone required only one space per apartment unit, likely in recognition of lot constraints along Marine Drive and the significant amount of parking available in surface parking lots south of Marine Drive.

In this context, staff would be reducing the number of parking spaces required for developments in the CR-3A zone with three residential units or less to one space per unit, and allowing one residential visitor parking space to be provided as payment-in-lieu, in line with the rates noted above.

#### Proposed Loading Requirements

Many existing small lot commercial properties along Marine Drive do not have on-site commercial loading spaces. While this is not an optimal condition and sometimes results in traffic conflicts and back-ups on Marine Drive, staff propose that off-street loading space requirements be eliminated for small lot commercial properties, provided that:

- commercial loading off of Marine Drive is limited to early morning (i.e. prior to 8:00 am Monday to Saturday and prior to 9:00am Sunday) or other specified hours only; or
- commercial loading space(s) are demarcated/created in close proximity to small-lot properties east and west of Martin Street.

#### Proposed CR-3A Zone Regulations

Consistent with the above background and analysis, as well as the scope of the CR-3/CR-4 Zoning Bylaw Update, staff propose that a new CR-3A 'West Beach Small Lot Commercial/Residential' Zone be added to the Zoning Bylaw, that applies to small lot properties that measure less than 12.5 metres wide, are currently zoned CR-3 and do not have reasonable commercial parking access at the rear of the property. A draft version of this CR-3A zone is included as Appendix D. The key draft regulations of this proposed zone include:

- Intent: to accommodate commercial and multi-unit residential uses on properties less than 12.5 metres wide in the West Beach Business Area;
- Permitted Uses: same as CR-3 Zone;
- Lot Size: Maximum Lot Width of 12.4 metres; all other dimensions not applicable.
- Lot Coverage: no maximum lot coverage. This is being proposed as the existing commercial buildings on CR-3 zoned small properties are 'party wall' buildings, where the exterior walls directly abut the exterior wall of adjacent buildings. Noted that this unique built form is currently in place in the West Beach area and the continuous street wall is seen as a desirable element of the Waterfront's character, and typically involves building lot coverages of 60 to 85 percent, staff propose that no lot coverage be used in the CR-3A zone and that public open space be achieved through maintaining the existing building setbacks from the exterior lot line (which allows for wider sidewalks and patio space);
- Maximum Density: 2.0 FAR (gross floor area ratio), as per the OCP (the current CR-3 density is 1.75 FAR).
- Maximum Building Heights: 13.7 metres (45 feet) measured from the existing grade level at the midpoint of the front lot line (Marine Drive), and maximum of four storeys. The height of the building at the rear of the lane could not exceed the maximum height as

established at the front lot line (Marine Drive). Staff also suggest that the CR-3A zone require the first storey be a minimum of 3.7 metres or 12 feet high, to promote the creation of commercial spaces that can host a range of uses and maximize the benefits of southward building orientations and the sea-side setting;

- **Building Setbacks:** Increasing the minimum front line building setback to 2.5 metres, from the current 1.5 metres, to encourage the placement of outdoor uncovered/enclosed patios on private property and to maximize the availability of sidewalk space (on the Marine Drive public right of way) for pedestrians and programming. Setbacks for upper floors will be determined on a site-by-site basis in generally accordance with the stepping recommendations provided in the Waterfront Development Permit Area Guidelines in the OCP; and
- **Accessory off-street parking and loading:** as per the recommendations noted above.

The rezoning process typically involves an applicant being required by Council to resolve all engineering and infrastructure requirements (through a Works and Services Agreements that addresses upgrades such as required material upgrades and/or increases in capacity for off-site utilities, agreements to upgrade the sidewalk and property frontage, provision for undergrounding overhead wires, etc.) prior to final adoption of the zoning amendment bylaw. This is done during a rezoning as changes in use or density obtained through a rezoning frequently have implications for the City's infrastructure. Staff recommend that if an owner of these properties would like to have their property rezoned to the new CR-3A requirements, that they first be required to register a Section 219 restrictive covenant on title that commits the owner or a future purchaser to completing the necessary servicing upgrades to the satisfaction of the Director of Engineering and Municipal Operations.

Similarly, as the City's Density Bonus / Amenity Contribution Policy No. 511 requires that developments greater than 1.75 FAR provide an amenity contribution, staff recommend that a separate Section 219 restrictive covenant to secure an amenity contribution from the owner or a future purchaser. It is recommended that the CR-3A zone also contain density bonus provisions that entitle an owner to the additional 0.25 FAR above 1.75 FAR when such an amenity agreement covenant is provided by the owner. The potential amenities to be funded by such funds could be new public open space and walkways, improvement of existing open space and walkways (such as the Pier and/or Promenade), public art, waterfront improvement (such as projects identified in the Waterfront Enhancement Strategy), special needs or non-market affordable housing, and people movement infrastructure to link Uptown to the Waterfront. It is recommended that a target rate of \$645 per m<sup>2</sup> (\$60 per ft<sup>2</sup>) above 1.75 FAR be applied, reflecting the premium for waterfront proximity relative to the target rates in the Town Centre (\$430 per m<sup>2</sup>, or \$40 per ft<sup>2</sup>). This would yield, for example, an approximate \$30,000 amenity contribution on a property the size of 15081 Marine Drive (1,968 square feet) that maximizes the density bonus available.

While the development application process for a CR-3A zoned property would also require a form and character Major Development Permit, it provides greater clarity and is a more appropriate timeline to secure these servicing and amenity items at the rezoning stage of an application.

### **Next Steps**

Pending direction and feedback from LUPC on the options and recommendations presented in this report, staff will undertake further public consultation, including the Marine Drive Task Force, BIA, and direct contact with property owners with qualifying properties to confirm if they

are interested in 'opting in' to this new zone, prior to hosting a Public Information Meeting with a refined draft CR-3A zoning amendment bylaw.

Alternatively, as noted in Option 2, LUPC may consider that public consultation on this proposed amendment would be adequately met through a required Public Hearing, and direct staff to proceed without a dedicated Public Information Meeting for the proposed amendment.

Should Council direct staff to prepare a new Off-Street Parking Facilities Bylaw, the zoning amendment could proceed independently of the Off-Street Parking Facilities Bylaw, and the ability to reduce the number of commercial and residential visitor parking spaces would only be enabled following the adoption of the Off-Street Parking Facilities Bylaw.

### **BUDGET IMPLICATIONS**

This City-initiated zoning amendment would be undertaken using existing resources and budget of the Planning and Development Services Department, and minor costs would be incurred for mailout and newspaper notification related to any Public Information Meeting and/or Public Hearing.

Should Council direct staff to prepare an Off-Street Parking Facilities Bylaw, staff will include associated financial implications in a related corporate report. The proposed \$40,000 payment-in-lieu per space could assist in some capital costs associated with existing or new parking facilities, and also contribute towards transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of infrastructure. Some of the proposed projects within the draft Waterfront Enhancement Strategy (e.g. adding/widening sidewalks on the south side of Marine Drive, etc.) may be eligible for funds received from this revenue source.

Given the small size of the properties and modest amount of density bonus available, it is not expected that significant community amenity contributions (CACs) will be received through the redevelopment enabled by the zoning amendment, however there may be specific projects in the Waterfront Enhancement Strategy or other recommendations from the Marine Drive Task Force that could be undertaken with CACs received from these redevelopments.

### **OPTIONS**

The Land Use and Planning Committee can:

1. Receive this corporate report and direct staff to bring forward the draft CR-3A zoning amendment bylaw forward for Council to consider after conducting additional public consultation; or
2. Directing staff to bring forward the draft CR-3A zoning amendment bylaw forward for Council to consider, without further public consultation; or
3. Provide alternative direction to staff.

Staff recommends Option 1.

## **CONCLUSION**

On March 11, 2019 a corporate report was presented to the Land Use and Planning Committee (LUPC), identifying a recommended approach to addressing issues related to the redevelopment of small lot commercial properties within the CR-3 West Beach Business Area Commercial / Residential Zone on Marine Drive. This corporate report presents LUPC with the option of creating a new CR-3A 'sub-zone' for these properties, including recommendations regarding parking, loading, density bonusing, and other zoning regulations. Staff recommend that along with the proposed CR-3A zone, LUPC direct staff to prepare a related Off-Street Parking Facilities Bylaw to work in tandem with the proposed zoning provisions, enabling properties without the size or access to provide typical parking requirements on-site to redevelop while contributing to the provision of parking or alternative transportation facilities in the area.

Respectfully submitted,



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

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

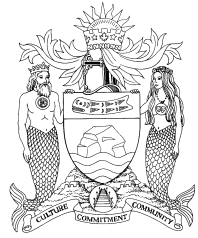
I concur with the recommendations of this corporate report.



Dan Bottrill  
Chief Administrative Officer

- ~~Appendix A: CR-3 West Beach Business Area Commercial/Residential Zone (Bylaw No. 2000)~~
- ~~Appendix B: Section 4.14 (Off-Street Parking) and 4.15 (Off-Street Loading (Bylaw No. 2000)~~
- ~~Appendix C: Corporate Report dated March 11, 2019 titled "15081 Marine Drive Delegation:  
Zoning and Parking Considerations for Smaller Lots on Marine Drive and  
Recommended Approach~~
- ~~Appendix D: Draft CR-3A Zone~~

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



**DATE:** May 25, 2020

**TO:** Mayor and Council

**FROM:** Colleen Ponzini, Director, Financial Services

**SUBJECT:** Resident Permit Parking on 1500 Block, Kent Street

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**RECOMMENDATIONS**

THAT Council:

1. Receive for information the corporate report dated May 25, 2020, from the Director of Financial Services, titled “Resident Permit Parking on 1500 Block, Kent Street;” and
  2. Endorses that no changes to the current parking restrictions be made on the 1500 Block of Kent Street.
- 

**INTRODUCTION**

On April 14, 2020, Council directed staff to bring forward a corporate report with information in regard to creating resident permit parking on the east side of the 1500 Block of Kent Street (block on Kent Street opposite of Maccaud Park, and closest to Johnston Road and Earl Marriott Secondary School) permitting residents the option to purchase a parking permit that would enable them to park in front of their home. Motion 5.1 from April 14, 2020 Council Meeting Agenda.

**PAST PRACTICE / POLICY / LEGISLATION**

In 2014/2015 the City completed the development of the 1500 Block of Kent Street and hired a consultant to do an in-service safety review for the Kent Street corridor from Marine Drive to North Bluff to address pedestrian safety issues. The report included a number of suggestions for safety improvements and the City followed up with the installation of sidewalk improvements along the east side of the 1500 Block of Kent Street and restricting parking on both sides of the same block during school hours. The parking along either side of this block outside of school hours is only restricted by the City wide regulations of not parking longer than 72 hours on City streets.

A diagram on Appendix A shows the current posted restrictions in the 1500 Block of Kent Street.

**ANALYSIS**

The pedestrian safety concerns along the 1500 Block of Kent Street are considered most problematic during school hours, as this location serves as a student “pick-up/drop off” area for Earl Marriot School. In addition, this block is home to Maccaud Park which draws visitors whose parking options are restricted to the one hour parking on the west side of the block. This

block is also part of the City's cycling network. Allowing full-time parking on either side of this block increases the safety concerns of all those that use this block.

**OPTION**

Staff recommends maintaining the current parking restrictions.

**CLIMATE CHANGE IMPLICATIONS**

There are no direct environmental or climate action effects related to this study.

**CONCLUSION**

The infrastructure improvements and parking restrictions along the 1500 Block of Kent Street were implemented to improve pedestrian safety during school hours, which is when it is of most concern. Staff recommend maintaining the current configuration and parking restrictions.


Respectfully submitted,



Colleen Ponzini, CPA, CGA  
Director, Financial Services

**Comments from the Chief Administrative Officer:**

I concur with the recommendations of this corporate report.



Guillermo Ferrero  
Chief Administrative Officer

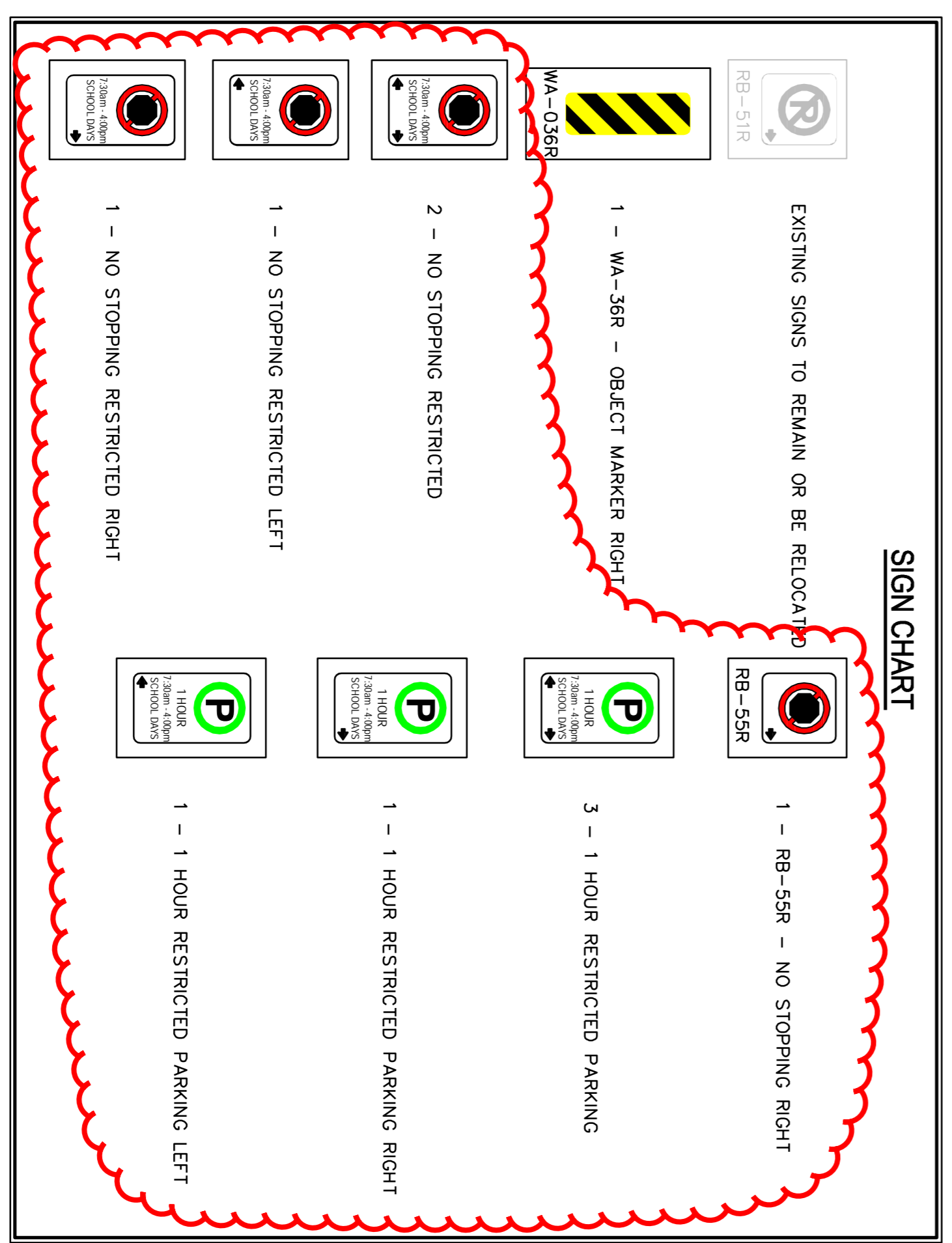
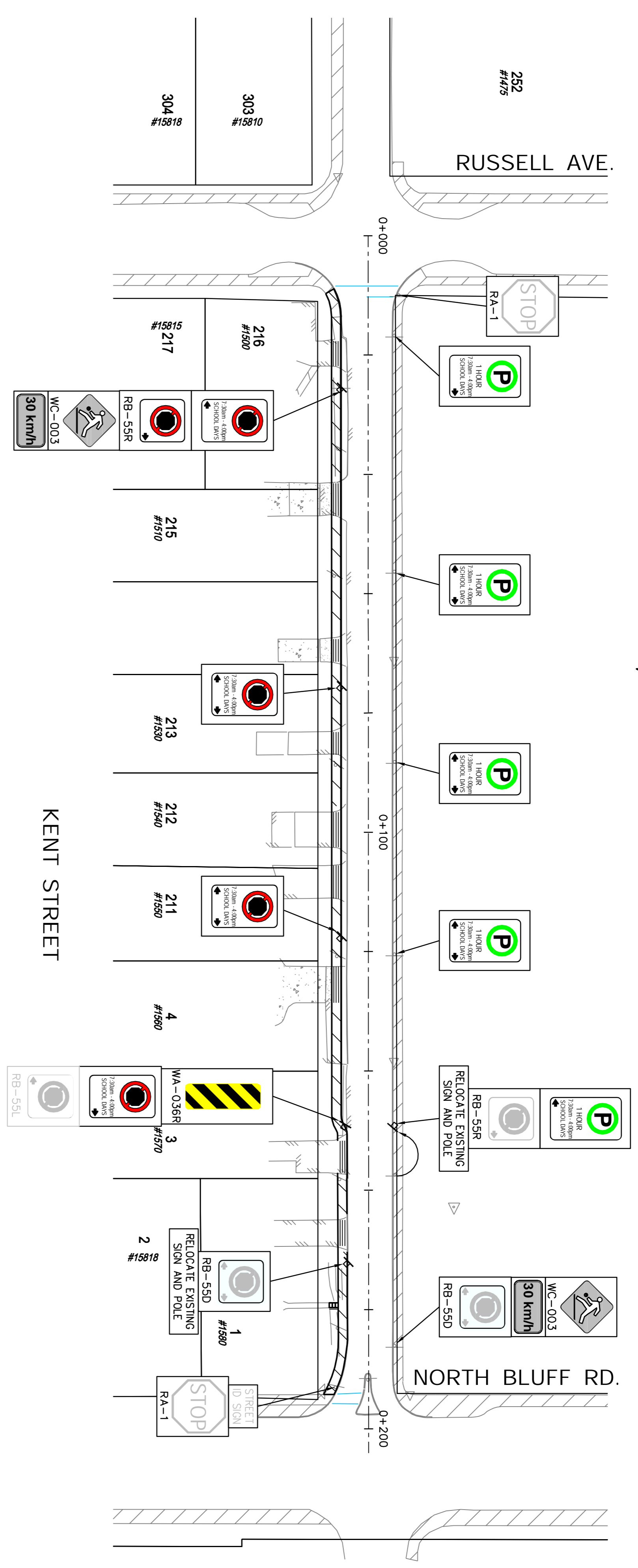
Appendix A: Diagram of Current Posted Parking Restrictions in the 1500 Block of Kent Street

**Appendix A**

**Diagram of Current Posted Parking Restrictions in the 1500 Block of Kent Street**



APPENDIX A



This drawing shall not be reproduced without the written permission of R.F. Binnie & Associates Ltd.  
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NO.	DATE	REVISION	BY
A	2016.09.26	ISSUED FOR TENDER	RA
B	2017.01.25	ISSUED FOR CONSTRUCTION	RA
C	2017.03.29	PARKING PLAN FOR REVIEW	KN
D	2017.04.28	REVISED PARKING PLAN	KN

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CLIENT	City of White Rock White Rock City Hall, 15322 Buena Vista Ave, White Rock, V4B 1V6
DRAWING DESCRIPTION	2016 WHITE ROCK SIDEWALKS KENT STREET (RUSSELL AVE. - NORTH BLUFF RD.) PAVEMENT MARKING & SIGNAGE

SURVEYED BY	KFB
DRAWN BY	RA
CHECKED BY	RA
SCALES	0 1:500 20m

DATE	April 28, 2017
DRAWING NO.	16-0611-PM4.02
SHEET	5 OF 33
DESTROY ALL PRINTS BEARING PREVIOUS No.	

**BENCHMARK:**  
MONUMENT 88413008 LOCATED AT INTERSECTION  
OF KENT STREET AND THRETT AVENUE  
MONUMENT 88413894 LOCATED AT INTERSECTION  
OF KENT STREET AND ROPER AVENUE  
73.391M  
71.689M

**PRESENT:** Councillor Kristjanson, Chairperson  
Mayor Walker  
Councillor Chesney  
Councillor Fathers  
Councillor Johanson  
Councillor Manning  
Councillor Trevelyan (via electronic means – Bylaw No. 2337)

**STAFF:** D. Bottrill, Chief Administrative Officer  
T. Arthur, Director of Corporate Administration  
C. Isaak, Director of Planning and Development Services  
S. Lam, Deputy Corporate Officer (via electronic means)

The City of White Rock is committed to the health and safety of our community. In keeping with Ministerial Order No. M083 from the Province of British Columbia, City Council meetings will take place without the public in attendance at this time until further notice.

Please note you can watch the meeting, as well as previous meetings, online [www.whiterockcity.ca/councilmeetings](http://www.whiterockcity.ca/councilmeetings).

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1. **CALL MEETING TO ORDER**  
The meeting was called to order at 6:30 p.m.

2. **ADOPTION OF AGENDA**

2020-LU/P-010 **It was MOVED and SECONDED**

THAT the Land Use and Planning Committee amends the agenda for the May 4, 2020 meeting to include the following two (2) “On-Table” items:

- April 29, 2020 Memorandum titled “Beachway ZON/MJF 19-02; and
- Written Submissions from Applicant re: LUPC Report from Shelley Craig, Principal of Urban Arts Architecture Inc.

AND the agenda be approved as amended.

**CARRIED**

3. **ADOPTION OF MINUTES**  
January 13, 2020

2020-LU/P-011 **It was MOVED and SECONDED**

THAT the Land Use and Planning Committee adopts the January 13, 2020 meeting minutes as circulated.

**CARRIED**

4. **‘BEACHWAY’ APPLICATION UPDATE – 15654/64/74 NORTH BLUFF ROAD 1570/80 MAPLE STREET AND 1593 LEE STREET (ZON/MJP 19-002) Page 5**  
Corporate report dated May 4, 2020 from the Director of Planning and Development Services titled “Beachway’ Application Update – 15654/64/74 North Bluff Road / 1570/80 Maple Street and 1593 Lee Street (ZON/MJP 19-002)”.

The following discussion points were noted:

- Concern with the parking projections included in the application
- Would like to see at minimum a completed main floor parkade, as well as half of the next level
- Concerns regarding the parking, noting it could impact the neighbourhood, the permit parking requirements may need to be revisited for this area
- Concerns expressed with regard to the “L-Shape” on Maple Street, suggesting that it could impose pressure on the rest of that street
- Suggested that 3D modeling within the context of the neighbourhood would be helpful to see
- Support expressed for the townhouse component
- Appreciates the affordable housing component; however, 10-15% below market price is not considered affordable
- Like many buildings downtown, parking could be bundled with the purchase of a unit / suggested that the ability to purchase additional parking could be attractive to a buyer
- Concern with the loss of trees, would like to see information as to why

2020-LU/P-012

**It was MOVED and SECONDED**

THAT the Land Use and Planning Committee receives for information the corporate report dated May 4, 2020, from the Director of Planning and Development Services, titled “‘Beachway’ Application Update – 15654/64/74 North Bluff Road / 1570/80 Maple Street and 1593 Lee Street (ZON/MJP 19-002)”.

**CARRIED**

2020-LU/P-013

**It was MOVED and SECONDED**

THAT the Land Use and Planning Committee directs staff to work with the applicant to address the comments noted by the Land Use and Planning Committee at the May 4, 2020 meeting.


**CARRIED**

5. **CONCLUSION OF THE MAY 4, 2020 LAND USE AND PLANNING COMMITTEE MEETING**

The Chairperson declared the meeting concluded at 6:56 p.m.

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Councillor Kristjanson  
Chairperson



---

Tracey Arthur, Director of  
Corporate Administration

**PRESENT:** Councillor Chesney, Chairperson  
Councillor Johanson  
Councillor Trevelyan

**STAFF:** C. Ponzini, Director of Financial Services  
E. Stepura, Director of Recreation and Culture  
E. Keurvorst, Manager of Cultural Services  
S. Lam, Deputy Corporate Officer

Press: 0

Public: 0

The City of White Rock is committed to the health and safety of our community. In keeping with Ministerial Order No. M083 from the Province of British Columbia, City Council meetings will take place without the public in attendance at this time until further notice.

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The meeting was called to order at 4:00 p.m.

**1. AGENDA APPROVAL**

2020-GIA-001

**It was MOVED and SECONDED**

THAT the Grants-in-Aid committee amends the agenda as follows:

- Replacing pages 3 and 4 of the agenda (revised minutes)
- Withdrawing the application from the “Canadian Walk for Veterans” (Tab 26)

AND THAT the Grants-in-Aid agenda for May 11, 2020 be adopted as amended.

**CARRIED**

**2. PREVIOUS MINUTES**

a) Grants-In-Aid Sub-Committee Meeting – November 4, 2019

It was noted that the title of the general fund corporate report should be reflected in the resolution.

2020-GIA-002

**It was MOVED and SECONDED**

THAT the Grants-In-Aid Sub-Committee adopts the minutes of the November 4, 2019 meeting as amended.

**CARRIED**

3.

**2020 GRANTS-IN-AID**

Corporate report dated May 11, 2020 from the Director of Financial Services titled "2020 Grants-in-Aid".

The Committee spoke to the process of considering the applications, and clarified the following:

- The Committee will review each application as presented in the package (tab by tab)
- The Committee will note which applications are recommended for funding pending further information (if the event takes place/postponed or cancelled due to the COVID-19 Global Pandemic). Staff will address these requirements in the applicant's notification letter
- Recommendations will be brought forward to Council to be ratified at a future meeting

Staff provided the following comments:

- Applications requesting funds for items such as equipment would allow for the purchase to take place this year or they may be used the following year
- Many organizations are not meeting at this time due to the pandemic, it may be difficult to request additional information / clarification on applications if requested by the Committee

**Note:** Chairperson Chesney declared a conflict of interest with respect to the application for Tab 7: Semiahmoo Seniors Planning Table c/o Comfort Keepers as he is on the Board of Directors and exited the meeting at 4:20 p.m.

Councillor Johanson assumed the role as Chairperson.

2020-GIA-003

**It was MOVED and SECONDED**

THAT the Grants-in-Aid Sub-Committee recommends that Tab 7: Semiahmoo Seniors Planning Table c/o Comfort Keepers be awarded a Grant-in-Aid in the amount of \$1,000 providing that the service continues to be provided for 2020.

**CARRIED**

Councillor Chesney returned to the meeting at 4:22 p.m. and resumed the role as Chairperson.

The Committee continued their review of the applications. Due to time constraints, the meeting was adjourned (4:43) to be reconvened at 1:00 p.m., May 12, 2020 in the City Hall Council Chambers (the following day).

**The meeting reconvened at 1:00 p.m. on Tuesday, May 12, 2020 with the noted members of the Committee and staff in attendance.**

The Committee noted they would continue to review each application under the General Fund. If it is found that there are not enough monies, the Committee will adjust the amounts accordingly.

Councillor Chesney declared a conflict of interest, as he sits on the Board of Directors for the Holiday Home Tour for Hope, and exited the meeting at 1:24 p.m. Councillor Trevelyan assumed the role of Chairperson.

In response to the Committee's question, staff advised that this organization continues to work towards the December event.

2020-GIA-004

**It was MOVED and SECONDED**

THAT the Grants-in-Aid Sub-Committee recommends that Tab 28 – Holiday Home Tour for Hope be awarded a Grants-in-Aid in the amount of \$2,000 if the event proceeds for 2020.

**CARRIED**

Councillor Chesney returned to the meeting at 1:28 p.m. and resumed the role of Chairperson.

The Committee discussed the following applications, and are **not** recommending a Grant-in-Aid for 2020:

**Tab 5: Alexandra Neighbourhood House**

The Committee noted that the proposed dates for South Surrey White Rock Repair Café are August 9 and November 1. With these dates approaching (and the planning required prior to that), in conjunction with the event not taking place in White Rock, and that there are a number of applications vs. funds available, the Committee is not recommending a Grant-in-Aid for 2020.

**Tab 15: Peninsula Productions Society**

It was noted that Peninsula Productions Society has cancelled their performance for 2020. As such, the Committee is not recommending a Grant-in-Aid for 2020.

**Tab 16: Rotary Club of Semiahmoo (White Rock)**

Due to the COVID-19 restrictions on gatherings and physical distancing requirements, and that the proposed dates are for the summer season, the Committee is not recommending a Grant-in-Aid for 2020.

**Tab 17: Surrey Youth Theatre Company (sponsored by Peninsula Arts Foundation)**

It was noted that Peninsula Productions Society has cancelled their performance for 2020. As such, the Committee is not recommending a Grant-in-Aid for 2020.

**Tab 26: Canadian Walk for Veterans – Application withdrawn.**

The Canadian Walk for Veterans withdrew their application.

**Tab 35: Together-White Rock**

It was recognized that the application was received past the deadline and that there are more applicants than funds available.

Throughout the deliberations, the Committee noted the following comments:

- It is unlikely to see gatherings of 50 or more people until there is a vaccine for COVID-19
- The restrictions on gatherings, and physical distancing, will be difficult for summer events
- Mass gatherings are defined as events with 250 + individuals and staff noted that the anticipated crowds for summer events is larger than that

The Committee noted that if a grant involving larger attendance is denied due to the COVID-19 gathering / physical distancing restrictions, that it will be referenced as the reason in their notification.

2020-GIA-005

**It was MOVED and SECONDED**

THAT the Grants-In-Aid Sub-Committee receives for information the May 11, 2020 report from the Director of Financial Services titled “2020 Grants-In-Aid”; and

THAT the Grants-in-Aid Sub-Committee recommends Council approve the following Grants-in-Aid for 2020:

The following Grants-in-Aid to be awarded as **outlined in the application:**

<b>Tab/ Reference #</b>	<b>Applicant</b>	<b>Recommended Grant-in-Aid</b>
<b>5</b>	Tab 5: Alexandra Neighbourhood House	\$0
<b>6</b>	Avalon Women's Centre White Rock	\$1,500
<b>7</b>	Peace Arch Hospice Society	\$1,000
<b>14</b>	Peninsula Arts Foundation	\$1,500
<b>15</b>	Peninsula Productions Society	\$0
<b>16</b>	Rotary Club of Semiahmoo (White Rock)	\$0
<b>17</b>	Surrey Youth Theatre Company (sponsored by Peninsula Arts Foundation)	\$0



<b>18</b>	White Rock Community Orchestral Society	\$1,000
<b>20</b>	White Rock Players' Club	\$1,800
<b>21</b>	White Rock Social Justice Film Society	\$750
<b>23</b>	Air Cadet League of Canada, 907 Squadron Sponsoring Committee	\$1,000
<b>24</b>	White Rock Lawn Bowling Club	\$1,650
<b>25</b>	BC Pets and Friends	\$1,000
<b>27</b>	Critter Care Wildlife Society	\$750
<b>29</b>	Semiahmoo Peninsula Marine Rescue Society	\$2,000
<b>30</b>	The Canadian Red Cross Society	\$1,000
<b>35</b>	Together, White Rock	\$0

The following Grants-in-Aid to be awarded be awarded **pending confirmation that their event takes place, as proposed, in 2020:**

<b>Tab/ Reference #</b>	<b>Applicant</b>	<b>Recommended Grant-in-Aid:</b>
<b>8</b>	Semiahmoo Seniors Planning Table (care of comfort keepers mailing address)	500
<b>9</b>	Volunteer Cancer Drivers Society	1,500
<b>10</b>	White Rock Pride Society	1,000
<b>11</b>	White Rock South Surrey Stroke Recovery Branch	2,000
<b>12</b>	Christmas on the Peninsula Society	2,000
<b>13</b>	Crescent Beach Pipe Band	800
<b>19</b>	White Rock Museum & Archives	1,000
<b>22</b>	2812 RCACC Seaforth Highlanders of Canada	500



<b>28</b>	Holiday Home Tour for Hope	2,000
<b>31</b>	CARP - A New Vision of Aging for Canada	500
<b>32</b>	White Rock Polar Bear Swim	750
<b>33</b>	Earl Marriott Secondary School	1,000
<b>34</b>	Friends of Semiahmoo Bay Society	1,000

**CARRIED**

4.

**2020 GRANTS-IN-AID | ARTS AND CULTURE EVENTS**

Corporate report dated May 11, 2020 from the Manager of Cultural Development titled “2020 Grants-in-Aid | Arts and Culture Events”.

Staff clarified that Tab 1 – Peninsula Productions, is not holding their event for 2020 and therefore the application does not need to be considered (**application withdrawn**).

Discussion continued, and it was suggested that if a grant was awarded to Tab 2 – Semiahmoo Arts Society, that their team work closely with the City IT Department in implementing the database. Staff clarified that this database will be gifted to the City once complete, and maintenance will be the City’s responsibility.

With respect to Tab 3 – Surrey Youth Theatre Company, it was clarified that while the event has already taken place, their application for a Grants-in-Aid was submitted prior to that and so the deadline and requirements was met. It was also noted that due to the success of their show, the applicant reduced their funding request from \$1,900 to \$701.

With regards to Tab 4 – White Rock Players’ Club, it was noted that the grant reflect \$1,000 per gala, up to five (5) galas within this season. Grants would only be awarded if a gala took place.

General discussion ensued, and staff clarified the following information:

- The City will reach out to the applicants to advise them of Council’s decision, noting that monies would not be advanced until the event takes place
- Any monies awarded would be granted based on the original request for all organizations (specifically tied to what is noted in the application)
- There is just over \$9,000 remaining in this fund which could be awarded during the second intake of applications (June 1, 2020 deadline for the second intake)

2020-GIA-006

**It was MOVED and SECONDED**

THAT the Grants-in-Aid Committee Sub-Committee:

1. Receives for information the corporate report dated May 11, 2020 from the Manager of Cultural Development titled “2020 Grants-in-Aid | Arts and Culture Events”; and
2. Recommends that Council award the following 2020 Arts and Culture events allocation of grant funding:

<b>Tab/ Reference #</b>	<b>ARTS</b>	<b>Recommended Grant-in-Aid</b>
<b>2</b>	Semiahmoo Arts Society	\$5,000
<b>3</b>	Surrey Youth Theater Company	\$701
<b>4</b>	White Rock Players’ Club	\$1,000 per gala, up to five (5) galas (\$5,000 max) if the event takes place.

**CARRIED**

**5. CONCLUSION OF THE MAY 11 & 12, 2020 GRANTS-IN-AID SUB-COMMITTEE MEETING**

The Chairperson declared the meeting concluded at 2:21 p.m.



---

Councillor Chesney  
Chairperson

---

Stephanie Lam  
Deputy Corporate Officer



RECEIVED

MAY 20 2020

CITY OF BURNABY  
OFFICE OF THE MAYOR  
MIKE HURLEY  
MAYOR

CITY OF WHITE ROCK  
ADMINISTRATION

2020 May 14

FILE: 2410-20

Mayor and Council  
City of White Rock  
15322 Buena Vista Avenue  
White Rock, BC V4B 1Y6

Dear Mayor and Council:

**SUBJECT: FEDERAL FINANCIAL SUPPORT FOR TRANSIT OPERATIONS  
ECC REPORT 5.4., COUNCIL MEETING 2020 MAY 11**

Burnaby City Council, at the Open Council meeting held on 2020 May 11, received the above noted report and adopted the following recommendations:

1. THAT Council support the following resolution by the Canadian Urban Transit Association:

WHEREAS the situation of an unprecedented drop in public transit ridership provoked by the COVID-19 outbreak accompanied by massive revenue losses is affecting public transit agencies right across Canada putting in jeopardy their financial viability and future ability to operate;

WHEREAS the Canadian Urban Transit Association (CUTA), Canada's largest public transport lobby, the membership of which includes most Canadian transit agencies, has called for urgent emergency funding to address the immediate liquidity issues of transit operators while providing financial stability while ridership rebuilds;

WHEREAS CUTA estimates as many as 40% of systems may require bridge funding over the coming months requiring some \$1.2 billion to help them keep the buses and trains running;

.../2

**WHEREAS CUTA is seeking \$400 million a month to keep services running as fare box and other revenue drop by up to 100%;**

**WHEREAS CUTA notes that it will likely take some time for transit operators to rebuilt ridership to February 2020 levels during a gradually return to more normal economic activity;**

**WHEREAS without a quick infusion of funds by the Government of Canada it is impossible to assure that the gains made over the past decade in growing the modal share of all rides taken via collective transit will not be lost;**

**WHEREAS while transit is a provincial jurisdiction, only the Government of Canada has the budgetary capacity to stabilize public transit during the COVID-19 emergency;**

**THEREFORE BE IT RESOLVED THAT Burnaby City Council endorse CUTA's request to the Government of Canada for emergency funding to provide immediate liquidity to transit operators and on-going funding to alleviate revenue loss as ridership rebuilds;**

**THEREFORE BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Prime Minister of Canada, the Minister of Transport of Canada and the Minister of Finance of Canada.**

**2. THAT Council support the following resolution by TransLink:**

**WHEREAS prior to the beginning of the COVID-19 pandemic in March 2020, Metro Vancouver transit was a success story, with a 20% increase in transit ridership from 2016 to 2019, leading to the 4th highest per-capita transit ridership in North America behind only New York City, Montreal and Toronto;**

**WHEREAS in a highly transit-oriented city like Burnaby, good public transit is an essential service that is critical for the ongoing functioning of the regional economy, congestion and GHG reduction, and the provision of an affordable mobility option for lower income families;**

**WHEREAS transit ridership in Metro Vancouver has fallen by more than 80% due to the COVID-19 pandemic, leading to a 50% drop, or \$75 million, in TransLink's monthly revenues, with \$400 to \$600 million in losses projected by the end of the year;**

**WHEREAS TransLink has taken steps to slow monthly losses to \$50 million by reducing all non-essential expenditures, deferring capital projects, and cutting transit service hours by almost 40%;**

**.../3**

WHEREAS just 18% of the passenger carrying capacity of the transit system will remain once these cuts are in place by May 18 and combined with the physical distancing measures in place on TransLink's transit system today (no standing, every other seat closed off);

WHEREAS TransLink continues to provide an essential service to 75,000 residents every day, 80% of who are using transit for essential trips like getting to work, buying groceries and getting medical appointments, 40% of whom are from households with an income of \$40,000 or less, and one in ten say they do not have any other option to get to work;

WHEREAS even before the most recently announced transit service reductions, Burnaby residents were already experiencing long lines at SkyTrain stations and more frequent pass-ups on many bus routes, making transit and less safe or practical option for many;

WHEREAS these transit service cuts are not a viable option for Burnaby residents or businesses;

WHEREAS in the United States, the Federal Government delivered an emergency transit operating relief fund of \$25 billion in March to ensure that US transit agencies do not need to cut service as a result of decreases in fare revenues;

WHEREAS to date, TransLink has not received any emergency operating funding from senior governments, making these service cuts unavoidable;

THEREFORE BE IT RESOLVED THAT Burnaby City Council join the TransLink Mayors' Council on Regional Transportation to call on senior governments to provide emergency operating funding to TransLink immediately, to protect transit access to essential services during the current COVID-19 crisis and to support the economic recovery to come;

THEREFORE BE IT BE FURTHER RESOLVED THAT a copy of this resolution be sent to the Prime Minister of Canada and the Premier of British Columbia;

THEREFORE BE IT BE FURTHER RESOLVED THAT a copy of this resolution be sent to the Mayors' Council and TransLink for their information.

3. THAT Council forward copies of this report and resolutions to:

- a. Burnaby School District Board;
- b. Burnaby Board of Trade;
- c. Burnaby Association for Community Inclusion;
- d. Voices of Burnaby Seniors;
- e. Simon Fraser University;
- f. British Columbia Institute of Technology;
- g. Mayors and Councils of all Metro Vancouver municipalities;
- h. TransLink Mayors' Council;

.../4

- i. TransLink Board;
- j. Metro Vancouver Board;
- k. Fraser Health Authority;
- l. Union of British Columbia Municipalities;
- m. BC Minister of Transportation and Infrastructure;
- n. Canadian Urban Transit Association;
- o. Federation of Canadian Municipalities;
- p. Prime Minister of Canada;
- q. Canada Minister of Transport;
- r. Canada Minister of Finance; and,
- s. Marvin Rotrand, Councillor, City of Montréal;
- t. The Premier of British Columbia;
- u. Burnaby MLA's; and
- v. Burnaby MPs.

As per recommendation #3, a copy of the staff report, including resolutions, is enclosed for your information.

Yours truly,

A handwritten signature in blue ink that reads "Mike Hurley". The signature is written in a cursive style with a period at the end.

Mike Hurley  
MAYOR

**EXECUTIVE COMMITTEE OF COUNCIL**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: FEDERAL FINANCIAL SUPPORT FOR TRANSIT OPERATIONS**

**RECOMMENDATIONS:**

1. THAT Council support the following resolution by the Canadian Urban Transit Association:

WHEREAS the situation of an unprecedented drop in public transit ridership provoked by the COVID-19 outbreak accompanied by massive revenue losses is affecting public transit agencies right across Canada putting in jeopardy their financial viability and future ability to operate:

WHEREAS the Canadian Urban Transit Association (CUTA), Canada's largest public transport lobby, the membership of which includes most Canadian transit agencies, has called for urgent emergency funding to address the immediate liquidity issues of transit operators while providing financial stability while ridership rebuilds:

WHEREAS CUTA estimates as many as 40% of systems may require bridge funding over the coming months requiring some \$1.2 billion to help them keep the buses and trains running;

WHEREAS CUTA is seeking \$400 million a month to keep services running as fare box and other revenue drop by up to 100%;

WHEREAS CUTA notes that it will likely take some time for transit operators to rebuilt ridership to February 2020 levels during a gradually return to more normal economic activity;

WHEREAS without a quick infusion of funds by the Government of Canada it is impossible to assure that the gains made over the past decade in growing the modal share of all rides taken via collective transit will not be lost;

To: His Worship, the Mayor and Councillors  
 From: Executive Committee of Council  
 Re: Federal Financial Support for Transit  
 Operations

2020 May 11 .....Page 2

WHEREAS while transit is a provincial jurisdiction, only the Government of Canada has the budgetary capacity to stabilize public transit during the COVID-19 emergency;

THEREFORE BE IT RESOLVED THAT Burnaby City Council endorse CUTA's request to the Government of Canada for emergency funding to provide immediate liquidity to transit operators and on-going funding to alleviate revenue loss as ridership rebuilds;

THEREFORE BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Prime Minister of Canada, the Minister of Transport of Canada and the Minister of Finance of Canada.

2. THAT Council support the following resolution by TransLink:

WHEREAS prior to the beginning of the COVID-19 pandemic in March 2020, Metro Vancouver transit was a success story, with a 20% increase in transit ridership from 2016 to 2019, leading to the 4<sup>th</sup> highest per-capita transit ridership in North America behind only New York City, Montreal and Toronto;

WHEREAS in a highly transit-oriented city like Burnaby, good public transit is an essential service that is critical for the ongoing functioning of the regional economy, congestion and GHG reduction, and the provision of an affordable mobility option for lower income families;

WHEREAS transit ridership in Metro Vancouver has fallen by more than 80% due to the COVID-19 pandemic, leading to a 50% drop, or \$75 million, in TransLink's monthly revenues, with \$400 to \$600 million in losses projected by the end of the year;

WHEREAS TransLink has taken steps to slow monthly losses to \$50 million by reducing all non-essential expenditures, deferring capital projects, and cutting transit service hours by almost 40%;

WHEREAS just 18% of the passenger carrying capacity of the transit system will remain once these cuts are in place by May 18 and combined with the physical distancing measures in place on TransLink's transit system today (no standing, every other seat closed off);

WHEREAS TransLink continues to provide an essential service to 75,000 residents every day, 80% of who are using transit for essential trips like getting to work, buying groceries and getting medical appointments, 40% of whom are from households with an income of \$40,000 or less, and one in ten say they do not have any other option to get to work;



To: His Worship, the Mayor and Councillors  
 From: Executive Committee of Council  
 Re: Federal Financial Support for Transit  
 Operations

2020 May 11 .....Page 3

WHEREAS even before the most recently announced transit service reductions, Burnaby residents were already experiencing long lines at SkyTrain stations and more frequent pass-ups on many bus routes, making transit and less safe or practical option for many;

WHEREAS these transit service cuts are not a viable option for Burnaby residents or businesses;

WHEREAS in the United States, the federal government delivered an emergency transit operating relief fund of \$25 billion in March to ensure that US transit agencies do not need to cut service as a result of decreases in fare revenues;

WHEREAS to date, TransLink has not received any emergency operating funding from senior governments, making these service cuts unavoidable;

THEREFORE BE IT RESOLVED THAT Burnaby City Council join the TransLink Mayors' Council on Regional Transportation to call on senior governments to provide emergency operating funding to TransLink immediately, to protect transit access to essential services during the current COVID-19 crisis and to support the economic recovery to come;

THEREFORE BE IT BE FURTHER RESOLVED THAT a copy of this resolution be sent to the Prime Minister of Canada and the Premier of British Columbia;

THEREFORE BE IT BE FURTHER RESOLVED THAT a copy of this resolution be sent to the Mayors' Council and TransLink for their information.

3. THAT Council forward copies of this report and resolutions to:

- a. Burnaby School District Board;
- b. Burnaby Board of Trade;
- c. Burnaby Association for Community Inclusion;
- d. Voices of Burnaby Seniors;
- e. Simon Fraser University;
- f. British Columbia Institute of Technology;
- g. Mayors and Councils of all Metro Vancouver municipalities;
- h. TransLink Mayors' Council;
- i. TransLink Board;
- j. Metro Vancouver Board;
- k. Fraser Health Authority;
- l. Union of British Columbia Municipalities;
- m. BC Minister of Transportation and Infrastructure;

To: His Worship, the Mayor and Councillors  
 From: Executive Committee of Council  
 Re: Federal Financial Support for Transit  
 Operations

2020 May 11 ..... Page 4

- n. Canadian Urban Transit Association;
- o. Federation of Canadian Municipalities;
- p. Prime Minister of Canada;
- q. Canada Minister of Transport;
- r. Canada Minister of Finance; and,
- s. Marvin Rotrand, Councillor, City of Montréal;
- t. The Premier of British Columbia;
- u. Burnaby MLAs; and
- v. Burnaby MPs.

### REPORT

The Executive Committee of Council, at its meeting held on 2020 May 05, received the *attached* report requesting that the Federal Government provide financial support to transit operators, due to the COVID-19 pandemic. Arising from discussion, the Committee **AMENDED** recommendation No. 1 to include CUTA's resolution on the subject matter, and added recommendation No. 2 to include a related resolution submitted by TransLink. Further, the Committee **AMENDED** recommendation No. 3 to forward resolutions with the report to the Premier of British Columbia, Burnaby MLAs, and Burnaby MPs, in addition to already noted recipients.

Respectfully submitted,

Councillor S. Dhaliwal  
Chair

Mayor M. Hurley  
Vice Chair

Copied to: City Manager Director Planning and Building Director Engineering Director Corporate Services Director Finance
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Meeting 2020 May 05

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS  
EXECUTIVE COMMITTEE OF COUNCIL

**DATE:** 2020 Apr 30

**FROM:** DIRECTOR PLANNING AND BUILDING

**FILE:** 2156 00  
*Reference: Covid-19 Financial Support*

**SUBJECT: FEDERAL FINANCIAL SUPPORT FOR TRANSIT OPERATIONS**

**PURPOSE:** To request the federal government to provide financial support to transit operators, due to the COVID-19 pandemic.

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**RECOMMENDATIONS:**

1. **THAT** Council support the federal funding request made by the Canadian Urban Transit Association.
2. **THAT** Council forward copies of this report to:
  - a. Burnaby School District Board;
  - b. Burnaby Board of Trade;
  - c. Burnaby Association for Community Inclusion;
  - d. Voices of Burnaby Seniors;
  - e. Simon Fraser University;
  - f. British Columbia Institute of Technology;
  - g. Mayors and Councils of all Metro Vancouver municipalities;
  - h. TransLink Mayors' Council;
  - i. TransLink Board;
  - j. Metro Vancouver Board;
  - k. Fraser Health Authority;
  - l. Union of British Columbia Municipalities;
  - m. BC Minister of Transportation and Infrastructure;
  - n. Canadian Urban Transit Association;
  - o. Federation of Canadian Municipalities;
  - p. Prime Minister of Canada;
  - q. Canada Minister of Transport;
  - r. Canada Minister of Finance; and,
  - s. Marvin Rotrand, Councillor, City of Montréal.

**To:** Executive Committee of Council  
**From:** Director Planning and Building  
**Re:** Federal financial support for transit operations  
 2020 April 30 ..... Page 2

## **REPORT**

### **1.0 INTRODUCTION**

At the 2020 April 27 Council meeting, Council referred a letter received by Mayor Hurley to the Executive Committee. The letter was from Marvin Rotrand, a Councillor for the City of Montreal. The letter requested support for the position taken by the Canadian Urban Transit Association (CUTA) regarding the funding and viability crisis faced by transit operators nation-wide in light of the COVID-19 pandemic. This report provides background for the Committee's consideration.

### **2.0 POLICY SECTION**

This report aligns with the following goals and sub-goals of the *Corporate Strategic Plan*:

- **A Safe Community**
  - **Transportation safety –**  
Make City streets, pathways, trails and sidewalks safer
- **A Connected Community**
  - **Social connection –**  
Enhance social connections throughout Burnaby
  - **Partnership –**  
Work collaboratively with businesses, educational institutions, associations, other communities and governments
  - **Geographic connection –**  
Ensure that people can move easily through all areas of Burnaby, using any form of transportation
- **A Healthy Community**
  - **Healthy life –**  
Encourages opportunities for healthy living and well-being
  - **Healthy environment –**  
Enhance our environmental health, resilience and sustainability
- **A Dynamic Community**
  - **Economic opportunity –**  
Foster an environment that attracts new and supports existing jobs, businesses and industries

### **3.0 BACKGROUND**

The COVID-19 pandemic has caused social and economic disruption throughout our society. As a result, there has been an abrupt and steep decline in the number of trips being made. Many people work from home (or not at all) and discretionary trips have largely vanished. The scale of this decline is unprecedented.

**To:** Executive Committee of Council  
**From:** Director Planning and Building  
**Re:** Federal financial support for transit operations  
 2020 April 30 ..... Page 3

This has had a particular impact on transit operators. Fare revenues have declined with ridership. A further decline has come because many agencies (such as TransLink) have eliminated fare collection on buses, for employee and public health reasons. TransLink also receives significant revenues from a motor fuel sales tax, and those revenues have been severely impacted by the steep decline in vehicular travel.

The request received by Mayor Hurley is for support of CUTA's position on federal aid for transit. CUTA's position is outlined in a series of press releases between March 19 and April 23. These indicate that:

- Transit ridership is down between 85 and 90 percent on most systems in Canada;
- Farebox revenue has declined even more, since some systems have gone to rear-door boarding (and no fare collection) to protect driver health;
- There are additional expenses associated with vehicle cleaning;
- Transit is a vital public service that brings essential workers to their jobs and allows for other essential trip purposes;
- Transit operators have begun, or are planning, major layoffs to reduce costs; and,
- Other countries have included transit in their pandemic relief packages.

On this basis, CUTA is requesting that the federal government provide transit operators with \$400 million monthly to cover lost farebox revenue (though not other revenue declines). This position has also recently been endorsed on 2020 April 23 by the Federation of Canadian Municipalities.

#### **4.0 DISCUSSION**

An efficient and desirable transit system is one of the foundations on which the successful modern city is built. It is vital to the economic, social, and environmental health of the community. It provides mobility for people in essential jobs. Transit is accessible to a broader range of income levels than driving, allows our roads to move more people in less space, supports our economy, and emits a lower volume of greenhouse gases and other pollutants. It creates a more livable community by enhancing equity and reducing the physical, economic, and environmental footprint of transportation. Burnaby's emerging *Transportation Plan* relies even more heavily on transit, without which other goals are not achievable.

Transit is facing a financial crisis today that is severe and prolonged. Revenues will not rebound as rapidly as they fell; some people will seek out other modes, such as driving, that allow for greater physical separation. Others will return to transit, but there may be an ongoing need for transit vehicles to carry fewer people and to maintain distances between passengers. Transit operators may thus need more vehicles and employees to carry the same number of people, therefore increasing agency costs. Any attempt to recover costs by increasing transit fares would be counter-productive, pushing more people into cars and disproportionately impacting people with lower incomes.

To: *Executive Committee of Council*  
From: *Director Planning and Building*  
Re: *Federal financial support for transit operations*  
2020 April 30 ..... Page 4

**5.0 RECOMMENDATIONS**

Transit service is vital to cities. This report has described the current financial crisis being faced by transit systems across Canada.

It is recommended that the Committee request Council to support the federal funding request made by the Canadian Urban Transit Association; and, forward copies of this report to:

- a. Burnaby School District Board;
- b. Burnaby Board of Trade;
- c. Burnaby Association for Community Inclusion;
- d. Voices of Burnaby Seniors;
- e. Simon Fraser University;
- f. British Columbia Institute of Technology;
- g. Mayors and councils of all Metro Vancouver municipalities;
- h. TransLink Mayors' Council;
- i. TransLink Board;
- j. Metro Vancouver Board;
- k. Fraser Health Authority;
- l. Union of British Columbia Municipalities;
- m. BC Minister of Transportation and Infrastructure;
- n. Canadian Urban Transit Association;
- o. Federation of Canadian Municipalities;
- p. Prime Minister of Canada;
- q. Canada Minister of Transport;
- r. Canada Minister of Finance; and,
- s. Marvin Rotrand, Councillor, City of Montréal.



**E. W. Koza, Director  
PLANNING AND BUILDING**

SR:tn

- cc: City Manager
- Director Engineering
- Director Corporate Services
- Director Finance

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**For Metro Vancouver meetings on Friday, April 24, 2020**

*Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact [Greg.Valou@metrovancouver.org](mailto:Greg.Valou@metrovancouver.org).*

**Metro Vancouver Regional District**

**E 1.1 Regional Parks Public Programming Strategy**

**APPROVED**

The Regional Parks Public Programming Strategy provides strategic direction for staff delivering public programs and events within regional parks. The purpose of the strategy is to provide recommendations on how Regional Parks programming and interpretation will help Metro Vancouver meet the future needs of the region’s growing diverse population. It recommends strategic directions and actions for 2020 - 2025, grouped within five themes:

1. Broaden Your Base
2. Extend Your Reach
3. Deepen the Connection
4. Invest in Youth
5. Ensure Financial Sustainability

The Board endorsed the Regional Parks Public Programming Strategy as presented and directed staff to include the financial implications associated with advancing the Strategy in the annual budget process.

**E 1.2 Status of Regional Parks Capital Expenditures to December 31, 2019**

**RECEIVED**

The capital expenditure reporting process to Standing Committees and Boards provides for regular status updates on capital expenditures. This year-end report for 2019 compares capital spending for the 2019 fiscal year to the annual budget.

In 2019, annual capital expenditures for Regional Parks Services were \$18.8 million compared to an amended capital budget of \$19.4 million. Any capital funding surplus will remain with Regional Parks and will be returned to its reserves to fund future capital.

The Board received the report for information.

**COVID-19 Correspondence**

**APPROVED**

The Board approved a motion providing Board authorization for the Board Chair to send correspondence to relevant agencies and other orders of government, regarding COVID-19, as it relates to the region.

**G 1.1 Township of Langley – Metro Vancouver Regional District Security Issuing Bylaw No. 1307, 2020 APPROVED**

The Township of Langley has requested borrowing in the amount of \$85,987,360 as related to three Loan Authorization bylaws whose purposes include McLeod Athletic Park construction and land acquisitions. The Township of Langley has met the regulatory requirements and has the legislative authority to undertake the planned infrastructure borrowing.

The Township of Langley currently has a significant outstanding balance of temporary capital borrowing related to Strategic Land Acquisition. Converting the outstanding temporary borrowing balance to long term borrowing and fully funding all of their request will help free up the Municipal Finance Authority's short term borrowing program so it can be used to fund Revenue Anticipation borrowing by BC local governments anticipating delayed collection of taxation revenue as a result of the COVID-19 pandemic.

The Board:

- pursuant to Sections 182(1)(b) and 182(2)(a) of the Community Charter, gave consent to the request for financing from the Township of Langley in the amount of \$85,987,360;
- gave first, second and third readings to Metro Vancouver Regional District Security Issuing Bylaw No. 1307, 2020 to authorize the entering into an agreement respecting financing between the Metro Vancouver Regional District and the Municipal Finance Authority of British Columbia;
- passed and finally adopted said bylaw and forwarded it to the Inspector of Municipalities for Certificate of Approval.

## **Greater Vancouver Sewage and Drainage District**

**E 1.1. Capital Projects and Project Delivery**

**RECEIVED**

In the autumn of 2019, the Board expressed interest in undertaking a review of the way Metro Vancouver delivers major infrastructure projects in order to ensure value for residents.

Metro Vancouver staff have taken the initial steps in responding to this request, including the creation of a new department, engaging a consultant to undertake a high level review of major projects. Staff will be providing periodic updates on progress on implementing consultant recommendations.

Responding to capacity needs due to population growth and meeting regulatory requirements have led to a dramatic increase in the scope of Metro Vancouver's capital project program budget and the scale of projects within this program. The current construction market dynamics coupled with the complex nature of these projects adds additional challenges. In the face of these challenges, Metro Vancouver is undertaking a best practices response, including establishing a Project Delivery department as a Centre of Expertise for the organization on project delivery, engaging a consultant to undertake a high-level review of major projects and implementing a forward-looking plan.

The Board received the report for information.



## **1.2 Solid Waste System Tipping Fee Deferral/Reduction Request**

**APPROVED**

Many of Metro Vancouver's solid waste system customers are impacted by the COVID-19 pandemic and Metro Vancouver has received two requests to reduce tipping fees and extend account payment terms.

Reducing tipping fees would result in an operating budget deficit for the solid waste function for 2020. Extending payment terms from 35 days to 90 days for the remainder of 2020 is expected to result in a cost to the solid waste function of approximately \$300,000 due to foregone investment income from the deferred revenues. Extending payment terms would assist both commercial and municipal solid waste system customers.

The Board directed staff to grant an additional 55 days' interest free payment grace period for all solid waste customer charge accounts for invoices issued prior to May 1, 2020, and to extend the payment period from 35 days to 90 days for all solid waste customer charge accounts for the period May 1, 2020 to December 31, 2020.

**ON TABLE:  
REGULAR COUNCIL – MAY 25, 2020  
QUESTION & ANSWER PERIOD UPDATE & LATE SUBMISSIONS: (ITEM 4)**

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Due to the COVID-19 global pandemic, Question and Answer Period has been temporarily suspended until further notice. The following items were addressed to Mayor and Council by emailing [ClerksOffice@whiterockcity.ca](mailto:ClerksOffice@whiterockcity.ca) with “Question and Answer Period” noted in the subject line.

Questions, comments, along with the response/information, will be noted on the City’s website *following the scheduled Council meeting*. Correspondents will also be provided the response/information.

**THE FOLLOWING INFORMATION, INCLUDING NOTED ON TABLE WAS RECEIVED BY 8:30 A.M. ON MONDAY, MAY 25, 2020 (TODAY).**

**4a. M. Desmarais (May 8) regarding 2020 parking decals requesting extension or compensation for use in 2021.**

The current parking regulations in place at the waterfront allow those with either a 2019 or 2020 yellow decal the ability to park up to 4 hours in designated areas along the west side of Marine Drive. Discussions regarding parking are ongoing and Council continues to assess the City’s parking matters throughout the pandemic. The City will assess a plan for how to address 2021 parking decals later this year when Council commences discussions regarding parking rates.

**4b. Two (2) submissions from K. Breaks (May 13) and A. Pauw (May 11) expressing concerns regarding excessive noise and/or speeding from motorbikes and vehicles.**

This topic was addressed at the May 19, 2020 Special Council meeting, and the information will be forwarded to the correspondents.

**4c. Four (4) submissions from G. Gumley (presented at the May 4 meeting), D. Dunn (May 1), P. Petrala (May 20) and C. Jones (On Table/attached) proposing one-way pedestrian traffic on the Promenade.**

This plan was considered; however, it was found that the solution could cause difficulty for those who are not capable of walking the whole length, or large sections, of the Promenade. It was clarified that Crescent Beach falls within the City of Surrey.

This topic is addressed in the May 25, 2020 corporate report ([item 6.2.2](#)).

**4d. J. Sirols (May 8), expressing concerns regarding the Farmers’ Market and the Provincial Health Order regarding public gatherings.**

This topic was also brought forward in a verbal query at the May 4, 2020 Council meeting. In follow-up, staff have included further details in a memo for Council’s consideration.

This memo will be forwarded to the correspondent and included on the City’s QA webpage for reference.

**ON TABLE:  
REGULAR COUNCIL – MAY 25, 2020  
QUESTION & ANSWER PERIOD UPDATE & LATE SUBMISSIONS: (ITEM 4)**

---

- 4e. J. Heilbron (May 22 – On Table, attached), asking when the White Rock Public Library will be accepting returns, and when Leisure Services/Rec and Culture will be resuming activities (exercise classes).**

An update regarding city facilities and programming is addressed in the [May 25, 2020 corporate report \(item 6.2.2\)](#).

The White Rock Public Library is not City operated; however, staff have checked their website and it notes:

*“All FVRL locations and book drops have been closed until further notice. Due dates and holds will automatically extend to beyond the closure and late fines waived. For operational updates please visit our website’s COVID-19 information page [\(click here\)](#).”*

- 4f. G. Wolgemuth (May 25 – On Table, attached), asking what percentage of the City is permit parking only, and what the total revenue from issuing the permits.**

As this item was received today, May 25, staff will respond directly to the correspondent and note the answer on the City’s QA page.

- 4e. K. McHugh (May 14), question regarding parking passes for nurses**

The correspondent advised that her question has been answered directly and no need to include the query as part of the QA process/website.

Re: 4c

**Stephanie Lam**

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**From:** Clerk's Office  
**Subject:** Question and Answer Period

-----Original Message-----

From: Carol Jones <welshcaj@gmail.com>  
Sent: May 22, 2020 5:38 PM  
To: Clerk's Office <ClerksOffice@whiterockcity.ca>  
Subject: Question and Answer Period

Can we look at having the promenade expanded, to include separate east and west Sidewalks??? Be creative ....thanks  
Carol

Re: 4d

File No.

**TO: Mayor and Council**

**FROM: Eric Stepura Director of Recreation and Culture**

**DATE: May 21, 2020**

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**RE: Farmers Market Start Up Inquiry**

The following information is in response to an inquiry to Council's Question and Answer Period as to why the Farmers Market started on Sunday May 03, 2020 given the Provincial Health restrictions regarding large group gatherings.

At their Regular Council Meeting held December 02, 2019, White Rock City Council approved the White Rock Farmers Market to be held in Miramar Plaza, and on Russell Avenue between Johnston Road and the North East corner of Miramar Tower A on Sundays starting May 03, to October 25, 2020 from 10 am to 2pm.

Due to the COVID -19 Pandemic, the Farmers Market organizers have made the following changes to comply with The BC Centre for Disease Control social distancing orders, and to protect vendors and shoppers:

-The Market layout has been changed to ensure shoppers are social distancing (see attached site layout plan) -The number of market vendors has been reduced by about 40% from previous years. Only food and beverage vendors are permitted at this time.

-Vendor tents will be spaced further apart to provide more space between vendors and to spread out shoppers.

-The Market has submitted a social distancing plan to the City and Fraser Health in advance of the May 03, 2020 start date which shows the market layout and the measures that will be in effect to ensure social distancing occurs.

-The Market organizers will put controls in place to limit the number of shoppers that can be in the market area at any one time.

-Vendors must meet strict food handling requirements as set out by Fraser Health and the BC Centre for Disease Control.

-Extra cleaning of all touch surfaces in the Market area and the exterior washrooms located on the west side of the White Rock Community Centre will be done regularly by Market staff and volunteers.

For your information, farmers markets are designated as essential food and agricultural service providers by the Ministry of Health.

Several other BC communities already have successful farmers markets in operation at this time.

The following is some information from the Provincial Health Officer regarding farmers markets:

*“The Provincial Health Officer has said at this time, farmers’ markets are not considered a high risk setting for the transmission of COVID-19 as they are usually held outdoors.*

*Only food and drink can be sold at farmers markets currently. Vendors of all other merchandise at these events are prohibited during the COVID-19 pandemic.*

*On March 26th, 2020 the Ministry of Health designated farmers’ markets as essential food and agriculture service providers. **Farmers’ markets are therefore, exempt from the mass gathering order, however, they must comply with physical distancing requirements.***

*More information about farmers’ markets, including the most up-to-date information, is available from the [BC Centre for Disease Control](#).”*

*Additional information on farmers market from the BC Centre for Disease Control is available through the following link: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/farmers-markets>*

Respectfully submitted,

Eric Stepura  
Director of Recreation and Culture

cc. Guillermo Ferraro – CAO  
Tracey Arthur – Director of Corporate Administration

# WHITE ROCK FARMERS' MARKET P →



Re: 4e

**Stephanie Lam**

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**From:** Clerk's Office  
**Subject:** Question and Answer Period

-----Original Message-----

From: jackie heilbron <jackie4heilbron@hotmail.com>  
Sent: May 22, 2020 6:57 PM  
To: Clerk's Office <ClerksOffice@whiterockcity.ca>  
Subject: Question and Answer Period

When will white rock library open 'books and DVDs ' to return.  
When will Leisure (exercise classes) start?



Re: 4f

**Stephanie Lam**

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**From:** Clerk's Office  
**Subject:** Question & Answer: Residents permit parking and /or permit only parking

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**From:** Garry Wolgemuth <acusun@telus.net>  
**Sent:** May 24, 2020 6:10 AM  
**To:** Clerk's Office <ClerksOffice@whiterockcity.ca>  
**Cc:** Christopher Trevelyan <CTrevelyan@whiterockcity.ca>; David Chesney <DChesney@whiterockcity.ca>; Scott Kristjanson <SKristjanson@whiterockcity.ca>; Anthony Manning <AManning@whiterockcity.ca>; Helen Fathers <HFathers@whiterockcity.ca>; Erika Johanson <EJohanson@whiterockcity.ca>; Chris Magnus <CMagnus@whiterockcity.ca>; Tracey Arthur <TArthur@whiterockcity.ca>  
**Subject:** Residents permit parking and /or permit only parking

Hello

I have a question for today's Question Period.

Approximately how many blocks and/or streets/avenues in White Rock have permit parking only?  
What would the approximate percentage of the area of the City would that be?  
What is the total revenue brought in from issuing permits for residential parking on streets and avenues?

Regards  
Garry Wolgemuth

# Phased Re-opening of City Facilities

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

May 25, 2020

# City Buildings & Services

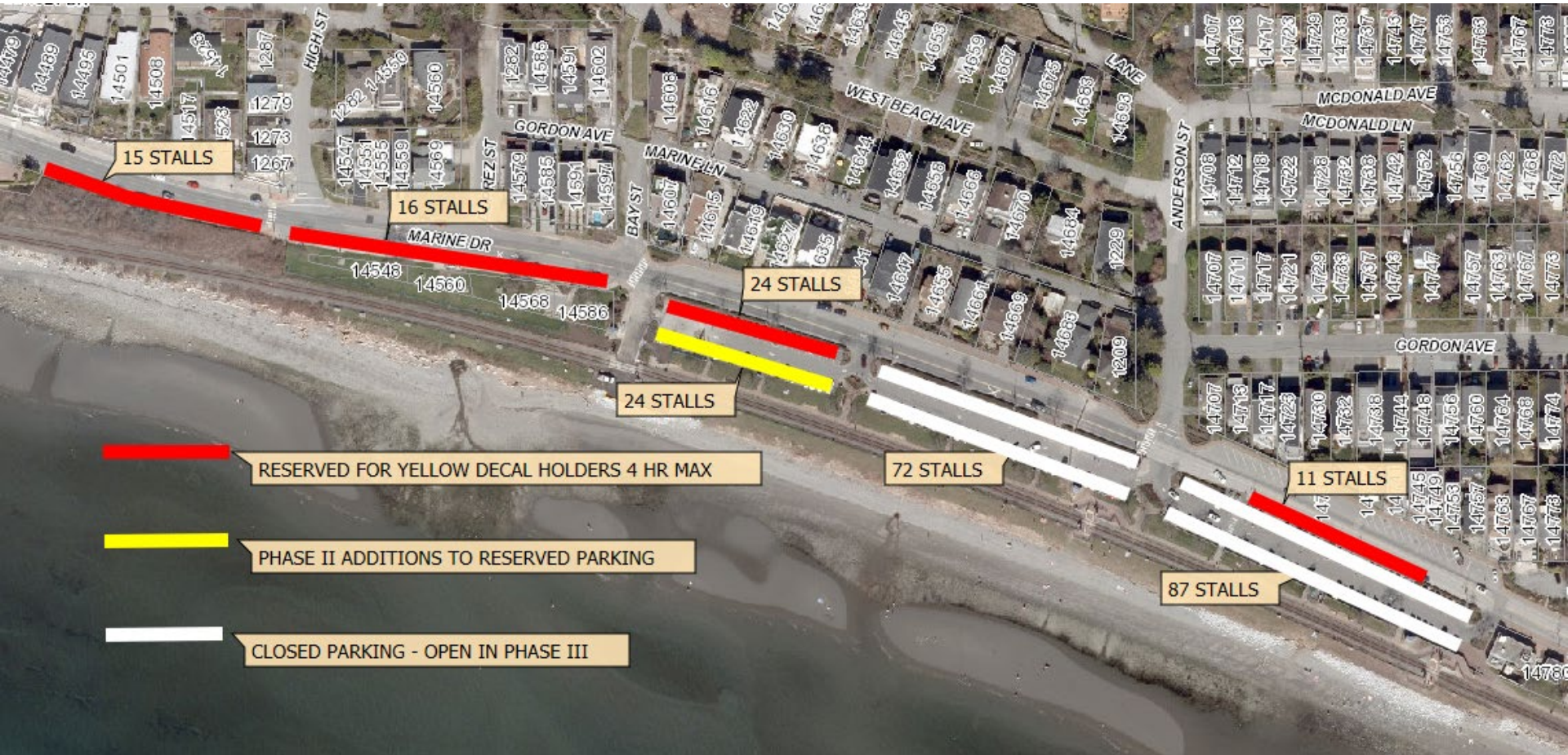
- Most services are available and can be conducted by phone or online.
- All departments preparing Infectious Disease Exposure Risk Assessment and COVID-19 Safety Plans; buildings will not be re-opened for public access until these have been completed.
- Access expected to be by pre-booked appointment only, and facilities will have physical barriers (i.e. plexiglass screens) between the public and staff.
- Staff will continue to telecommute where possible to accommodate physical distancing.

# City Parks and Recreation Facilities

- Tennis courts and pickleball courts re-opened May 16. City playgrounds remain closed, however it is anticipated some of these may re-open with physical distancing and handwashing reminder signage in place, coinciding with the resumption of in-class K-12 education (June 1).
- Use of fields by rec/sport leagues is dependent on meeting the Provincial (WorkSafeBC and Public Health office) guidelines applicable to that activity, and the ability of the facility to accommodate those guidelines.

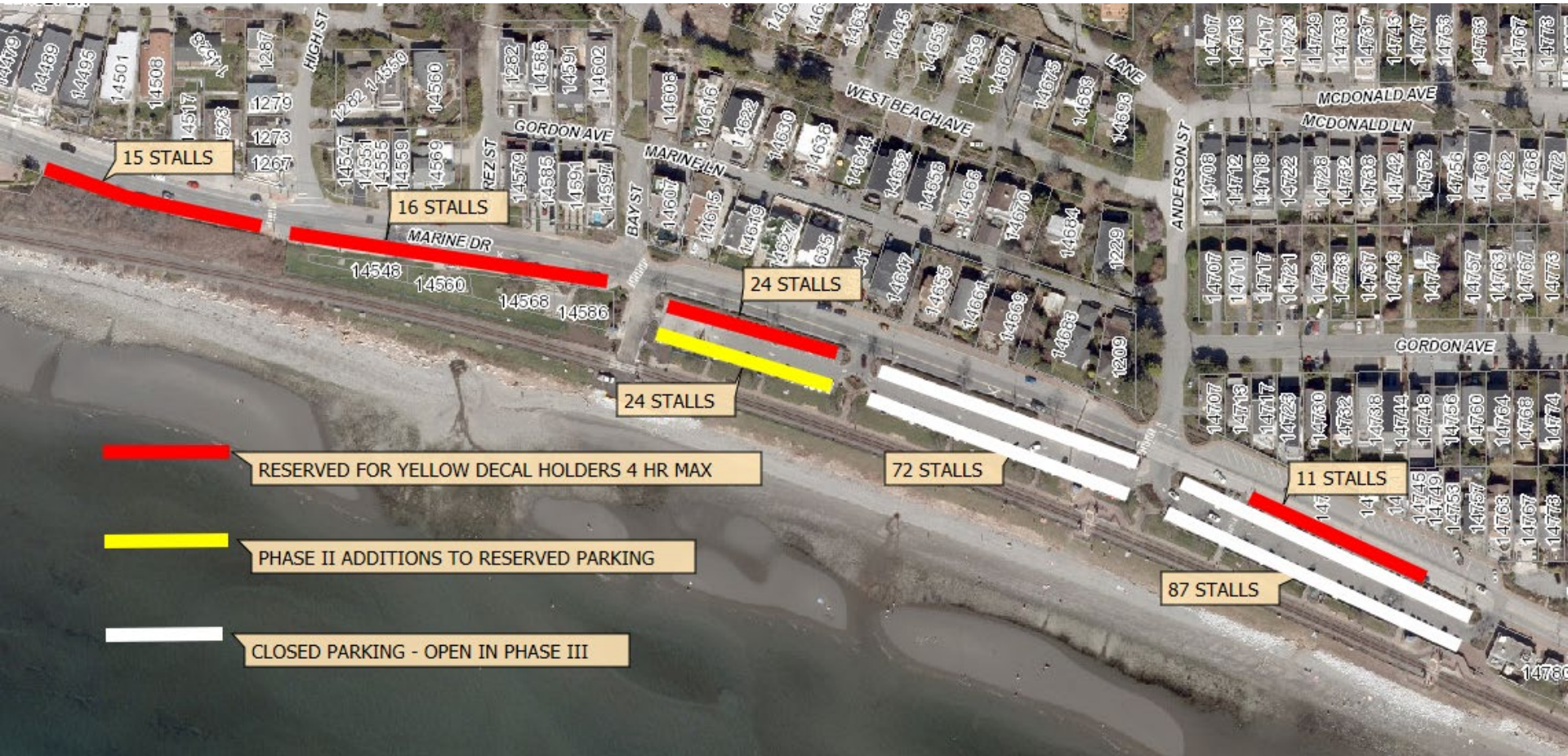


# Yellow (Resident) Parking Decals





# Public Parking Areas – West Beach





# Public Parking Areas – East Beach



# Options

1. Re-open Promenade and 50% of waterfront parking capacity in the coming week;
2. Re-open Promenade and Pier and all waterfront parking spaces in the coming week;
3. Do Option 1 or 2 at a specified later date
4. Maintain existing closures of waterfront facilities
5. Refer issue back to staff with specific direction





# WHITE ROCK

*My City by the Sea!*



2020-05-25 Regular Council

ON TABLE

Re: Item 10.2

Note: YouTube video played during  
Councillors Report

YouTube Video: <https://www.youtube.com/watch?v=Bq4wiUwQs1g>