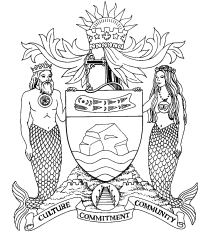


***Live Streaming/Telecast:** Please note that Public Meetings held in the Council Chamber are being recorded and broadcasted as well included on the City's website at: www.whiterockcity.ca

Corporate Administration
E-mail

(604) 541-2212
clerksoffice@whiterockcity.ca

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



March 25, 2020

ON TABLE see page 308

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, MARCH 30, 2020** to begin at **7:00 p.m.** for the transaction of business as listed below.

T. Arthur, Director of Corporate Administration

A G E N D A

Please Note: The capacity of audience members in the Council Chamber is limited due to the Provincial Health Officer's Social Distancing regulations. The public are instead encouraged to watch the meeting via Livestreaming on the City's website at www.whiterockcity.ca

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.

2. ADOPTION OF AGENDA

RECOMMENDATION

THAT the Corporation of the City of White Rock Council adopt the agenda for its regular meeting scheduled for March 30, 2020 as circulated.

3. ADOPTION OF MINUTES

- a) Regular Council Meeting – March 9, 2020
- b) Special Council Meeting – March 23, 2020

Page 13

Page 31

RECOMMENDATION

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

- a) Regular Council Meeting – March 9, 2020; and
- b) Special Council Meeting – March 23, 2020.

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 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.

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 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. VERBAL UPDATE COVID-19

Dan Bottrill, Chief Administrative Officer and Phil Lemire, Fire Chief to give a verbal update regarding COVID-19.

6.2.2 COMMUNITY EMERGENCY PREPAREDNESS FUND PARTNER APPLICATION

Corporate report dated March 30, 2020 from the Fire Chief titled “Community Emergency Preparedness Fund Partner Application”.

Page 36

RECOMMENDATION

THAT Council:

1. Receive for information the corporate report dated March 30, 2020, from the Fire Chief, titled “Community Emergency Preparedness Fund Partner Application;” and
2. Support the submission of a partner application with the City of Surrey being the primary applicant to apply for, receive and manage the overall grant funding.

6.2.3 2020 NEW POSITION RECRUITMENT PRIORITIES

Page 38

Corporate report dated March 30, 2020 from the Director of Human Resources titled “2020 New Position Recruitment Priorities”.

RECOMMENDATION

THAT Council receives for information the corporate report dated March 30, 2020, from the Director of Human Resources, titled “2020 New Position Recruitment Priorities”.

6.2.4 PLAN FOR CLOSING THE PROMENADE

Corporate report dated March 30, 2020 from the Director of Engineering and Municipal Operations regarding a plan for closing the Promenade will be provided “On-Table”.

RECOMMENDATION

THAT Council receives for information the corporate report dated March 30, 2020 from the Director of Engineering and Municipal Operations regarding a plan for closing the Promenade provided “On-Table”.

6.2.5 SERVICES PROVIDED TO ASSIST SENIORS AND THOSE WITH DISABILITIES

Corporate report dated March 30, 2020 from the Director of Recreation and Culture regarding services provided to assist seniors and those with disabilities will be provided “On-Table”.

RECOMMENDATION

THAT Council receives for information the corporate report dated March 30, 2020 from the Director of Recreation and Culture regarding services provided to assist seniors and those with disabilities provided “On-Table”.

6.2.6 RESULTS OF PUBLIC ENGAGEMENT ON USE OF COMMUNITY AMENITY CONTRIBUTION FUNDS

Page 40

Corporate report dated March 30, 2020 from the Director of Planning and Development Services titled “Results of Public Engagement on Use of Community Amenity Contribution Funds”.

RECOMMENDATION

THAT Council receive for information the corporate report dated March 30, 2020, from the Director of Planning and Development Services, titled “Results of Public Engagement on Use of Community Amenity Contribution Funds.”

6.2.7 CONTRACT AWARD FOR ROYAL AVENUE AND JOHNSTON ROAD IMPROVEMENT PROJECT

Page 84

Corporate report dated March 30, 2020 from the Director of Engineering and Municipal Operations titled “Contract Award for Royal Avenue and Johnston Road Improvement Project”.

RECOMMENDATION

THAT Council

1. Receive for information the corporate report dated March 30, 2020 from the Director of Engineering and Municipal Operations, titled, “Contract Award for Royal Avenue and Johnston Road Improvement Project”; and
2. Staff recommend Council approve the award of a contract for the Royal Avenue and Johnston Road Improvement Project in the amount of \$405,848.55 (excluding GST) to Summit Earthworks Inc.

6.2.8 CONTRACT AWARD FOR LITTER PICK-UP AND GARBAGE COLLECTION ALONG MARINE DRIVE (3 YEAR TERM) Page 86

Corporate report dated March 30, 2020 from the Director of Engineering and Municipal Operations titled “Contract Award for Litter Pick-Up and Garbage Collection along Marine Drive (3 Year Term)”.

RECOMMENDATION

THAT Council:

1. Receive for information the corporate report dated March 30, 2020, from the Director of Engineering and Municipal Operations, titled “Contract Award for Litter Pick-Up and Garbage Collection along Marine Drive (3 Year Term);” and
2. Approve the award of a litter pick up and garbage collection (3-year term) contract, with the option of a one-year extension, to ABC Property Maintenance Ltd. in the amount of \$534,528 (excluding GST).

6.2.9 METRO VANCOUVER HOUSING’S EXPRESSION OF INTEREST FOR THE DEVELOPMENT OF AFFORDABLE RENTAL HOUSING Page 89

Corporate report dated March 30, 2020 from the Director of Planning and Development Services titled “Metro Vancouver Housing’s Expression of Interest for the Development of Affordable Rental Housing”.

RECOMMENDATION

THAT Council receive for information the corporate report dated March 30, 2020 from the Director of Planning and Development Services titled “Metro Vancouver Housing’s Expression of Interest for the Development of Affordable Rental Housing”.

7. MINUTES AND RECOMMENDATIONS OF COMMITTEES

7.1 STANDING AND SELECT COMMITTEE MINUTES

- | | |
|--|-----------------|
| - Governance and Legislation Committee – March 9, 2020 | Page 99 |
| - Governance and Legislation Committee – March 12, 2020 | Page 105 |
| - Governance and Legislation Committee – March 17, 2020 | Page 107 |
| - Housing Advisory Committee – February 26, 2020 | Page 115 |
| - Environmental Advisor Committee, March 5, 2020 | Page 121 |
| - Water Community Advisory Panel – March 10, 2020 | Page 128 |
| - Economic Development Advisory Committee – March 11, 2020 | Page 133 |
| - Marine Drive Task Force – March 11, 2020 | Page 139 |
| - Housing Advisory Committee – March 12, 2020 | Page 144 |
| - Tour de White Rock Committee – March 12, 2020 | Page 149 |

RECOMMENDATION

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

- a) Governance and Legislation Committee – March 9, 2020;
- b) Governance and Legislation Committee – March 12, 2020;
- c) Governance and Legislation Committee – March 17, 2020;
- d) Housing Advisory Committee – February 26, 2020;
- e) Environmental Advisor Committee, March 5, 2020;
- f) Water Community Advisory Panel – March 10, 2020;
- g) Economic Development Advisory Committee – March 11, 2020;
- h) Marine Drive Task Force – March 11, 2020;
- i) Housing Advisory Committee – March 12, 2020; and
- j) Tour de White Rock Committee – March 12, 2020.

7.2 STANDING AND SELECT COMMITTEE RECOMMENDATIONS

- 7.2.1** The following recommendations have been brought forward from the **Governance and Legislation Committee** meeting held on March 9, 2020:

RECOMMENDATION #1: TERMS OF REFERENCE POLICIES

Page 153

THAT Council endorse the following policies as circulated:

- a) 137 – Terms of Reference – Economic Development Advisory Committee;
- b) 138 – Terms of Reference – Environmental Advisory Committee;
- c) 143 – Terms of Reference – Arts and Cultural Advisory Committee;
- d) 144 – Terms of Reference – Tour de White Rock Committee;
- e) 147 – Terms of Reference – Public Art Advisory Committee;
- f) 153 – Terms of Reference – White Rock Sea Festival Committee;
- g) 157 – Terms of Reference – Water Community Advisory Panel;
- h) 158 – Terms of Reference – Seniors Advisory Committee;
- i) 159 – Terms of Reference – History and Heritage Advisory Committee;
- j) 162 – Terms of Reference – Dogs on the Promenade Task Force; and
- k) 164 – Terms of Reference – Housing Advisory Committee.

RECOMMENDATION #2: ADMINISTRATION POLICY (200 SERIES)

Page 226

THAT Council endorse Administration Policy 215 –Selection and Maintenance of Sister City / Friendship City Relationship as circulated

RECOMMENDATION #3: COUNCIL POLICIES (100 SERIES)

Page 232

THAT Council endorse the following policies as circulated:

- a) 111 – Council Policy No. 111 – Order of Proceedings
- b) 103 – Council Policy No. 103 – Policy Development
- c) 108 – Council Policy No. 108 – Deputy Mayor
- d) 122 – Council Policy No. 122 – Invitations to Mayor and Council
- e) 151 – Council Policy No. 151 – Use of Elected Official Office

- 7.2.2 The following recommendations have been brought forward from the **Housing Advisory Committee** meeting held on February 26, 2020:

RECOMMENDATION #1: SHORT TERM RENTAL/ SECONDARY SUITE POLICY

THAT Council direct staff to incorporate the following as a mission statement for a future short term rental and secondary suite policy: Will support homeowners in developing short or long terms rentals that are safe and affordable for whomever is going to be occupying the unit(s).

RECOMMENDATION #2: NON-MARKET HOUSING

THAT Council direct staff to explore opportunities for partnerships in non-market housing.

- 7.2.3 The following recommendations have been brought forward from the **Water Community Advisory Panel** meeting held on March 10, 2020:

RECOMMENDATION #1: EMERGENCY FIRE SYSTEM, EMERGENCY PREPAREDNESS & THE CITY'S EMERGENCY PLANS

THAT the Water Community Advisory Panel requests that Council consider requesting the 2018 Fire Underwriters Report; and,

THAT the report be provided to the Panel for information.

***Note:** This document was provided to the City with a notation it was confidential. It may have elements that are protected by the Freedom of Information and Protection of Privacy Act.*

RECOMMENDATION #2: WATER FEE REVENUE PROJECTIONS – 2021 TO 2024

THAT the Water Community Advisory Panel recommends that Council requests staff to look into options to use borrowing as a source of funds in order to amortize long-term capital spending over an appropriate asset life; and,

THAT these options be provided back to the Panel for information.

- 7.2.4 The following recommendations have been brought forward from the **Economic Development Advisory Committee** meeting held on March 11, 2020:

RECOMMENDATION #1: ROLE RECOMMENDATIONS FOR THE ECONOMIC DEVELOPMENT OFFICER POSITION

THAT Council **consider** the Economic Development Officer role be responsible for the following areas:

- Update the 2009 Economic Development Strategy;
- Undertaking a review of city regulations and bylaws related to business;
- Support the development of a work plan for the Economic Development Advisory Committee;
- Coordinate the implementation of recommendations from the Marine Drive Task Force;
- Establish and operate a business retention and expansion program; and,
- Investigate and pursue incentive programs, grants etc. for businesses in the City with a view to include making doing business in White Rock more affordable and enhance revenue opportunities.

RECOMMENDATION #2: COUNCIL-TO-COUNCIL MEETING WITH WHITE ROCK'S SISTER CITY LA CONNER, WASHINGTON

THAT Council consider the following questions for the upcoming Council-to-Council meeting with La Connor, Washington:

- What are the two (2) biggest challenges your business community faces?
- What are the two (2) biggest challenges you general community faces?
- How does the municipality support the business community?
- How did the community build its attraction as a destination where visitors travel for an hour or two (2) to spend the day?
- What community development support groups exist and how do they work together? For example, White Rock has a Chamber of Commerce, BIA, White Rock Tourism, Marine Drive Task Force and Economic Development Advisory Committee.
- What are your mid to long term goals for continued strengthening of the community?
- How has the neighbouring relationship with the Swinomish Indian Tribal Community helped or detracted you from reaching your goals?
- Do you have an Economic Development Officer and, if so, what is that person's role?
- How can the City of White Rock support La Connor with its economic development, and vice versa?

7.2.5 The following recommendations have been brought forward from the **Marine Drive Task Force** meeting held on March 11, 2020:

RECOMMENDATION #1: WATERFRONT ENHANCEMENT STRATEGY

THAT Council direct staff to investigate the feasibility of the following capital projects for Marine Drive:

- Flexible use of the parking lot west of the museum to include retractable cover, beatification and a reconfiguration of parking spaces;
- An all-abilities playground;
- A permanent multi-purpose cultural facility adjacent to the west of Grand Chief Bernard Charles Memorial Plaza and that the City consider approaching the Semiahmoo First Nation to be involved in the design thereof; and,
- Consider seasonal installation of a synthetic ice rink during the winter season at a location in the Marine Drive area.

RECOMMENDATION #2: OFF-SEASON EVENTS ON MARINE DRIVE

THAT Council consider directing staff to work with the White Rock Business Improvement Association to investigate the feasibility of showing for free the 2022 Winter Olympics in Memorial Park Plaza.

RECOMMENDATION #3: MARINE DRIVE TASK FORCE TERM

THAT Council consider the re-instatement of the Marine Drive Task Force in twelve (12) months with a focus on reviewing the implementation and status of recommendations.

- 7.2.6 The following recommendations have been brought forward from the **Housing Advisory Committee** meeting held on March 12, 2020:

RECOMMENDATION #1: AFFORDABLE HOUSING PROJECT

THAT Council direct staff to provide more information on the City working with Peninsula Homeless to Housing (PH2H) on an affordable housing project in White Rock.

RECOMMENDATION #2: BED & BREAKFAST BYLAW

THAT Council consider the City of Vancouver model for the bed and breakfast bylaw.

- 7.2.7 The following recommendations have been brought forward from the **Tour de White Rock Committee** meeting held on March 12, 2020:

RECOMMENDATION: MEN’S ROAD RACE START TIME

THAT Council receive and endorse the following recommendation from the Tour de White Rock Committee for information:

THAT the Tour de White Rock Committee move the Sunday Men’s Road Race start time to 9:00 am.

8. BYLAWS AND PERMITS

8.1 BYLAWS

8.1.1 BYLAW 2328 - WHITE ROCK SECONDARY SUITE SERVICE FEE BYLAW, 2012, NO. 2009, AMENDMENT NO. 6, 2019, NO. 2328 **Page 240**

Section 194 of the *Community Charter* authorizes Council, by bylaw to establish municipal fees for services, for the use of municipal property or to exercise the authority to regulate, prohibit or impose requirements. Bylaw 2328 sets out the secondary suite service fee for 2020.

This Bylaw was introduced at the February 24, 2020 Council meeting and was deferred to the next meeting for further information. The corresponding corporate report is Item 6.2.5 on the agenda. This Bylaw received three readings at the March 9, 2020 Regular meeting and is presented for consideration of final reading.

RECOMMENDATION

THAT Council give final reading to “*White Rock Secondary Suite Service Fee Bylaw, 2012, No. 2009, Amendment No. 6, 2020, No. 2328*”.

8.1.2 BYLAW 2318 - 2020 FEES AND CHARGES BYLAW, 2020, NO. 2318 Page 241

Section 194 of the *Community Charter* authorizes Council, by bylaw, to establish municipal fees for services, for the use of municipal property or to exercise the authority to regulate, prohibit or impose requirements. Bylaw 2318 introduces the proposed municipal fees for 2020. This bylaw received three readings at the March 9, 2020 Regular meeting and is presented for consideration of final reading.

RECOMMENDATION

THAT Council give final reading to “*2020 Fees and Charges Bylaw, 2020, No. 2318*”.

8.1.3 THREE (3) BYLAWS REGARDING PARKING FINE ADJUSTMENTS

Section 264 of the *Community Charter* authorizes Council, by bylaw to: designate a bylaw which may be enforced by means of a form of ticket; designate bylaw enforcement officers for the purpose of enforcing bylaws; authorize the use of any word or expression on a form of ticket to designate an offence against a bylaw; and establish penalties for an offence against a designated bylaw.

These bylaws received three readings at the March 9, 2020 Regular meeting and are presented for consideration of final reading.

a) BYLAW 2331 - STREET AND TRAFFIC BYLAW, 1999, NO. 1529, AMENDMENT NO. 7, 2020, NO. 2331 Page 260

Bylaw 2331 provides for the regulation of traffic and the use of City streets and the charging and collecting of penalties for violations listed within the bylaw.

RECOMMENDATION

THAT Council give final reading to “*Street and Traffic Bylaw, 1999, No. 1529, Amendment No. 7, 2020, No. 2331*”.

b) BYLAW 2332 - TICKETING FOR BYLAW OFFENCES BYLAW NO. 1929, AMENDMENT NO. 9, 2020, NO. 2332 Page 263

Bylaw 2332 sets out the bylaws, offences, enforcement officers and penalties in accordance with section 264 of the *Community Charter*.

RECOMMENDATION

THAT Council give final reading to “*Ticketing for Bylaw Offences Bylaw No. 1929, Amendment No. 9, 2020, No. 2332*”.

c) BYLAW 2333 - WHITE ROCK PARKING METER BYLAW, 1990, NO. 1216 AMENDMENT BYLAW, 2020, NO. 2333 Page 267

Bylaw 2333 provides for the creation of metered spaces for parking purposes and the charging and collection of fees for the occupation of these spaces.

RECOMMENDATION

THAT Council give final reading to “*White Rock Parking Meter Bylaw, 1990, No. 1216 Amendment Bylaw, 2020, No. 2333*”.

8.1.4 THREE (3) BYLAWS REGARDING PROVISIONS FOR THE REGULATION OF TRAFFIC AND THE USE OF CITY STREETS AND THE CHARGING AND COLLECTING OF PENALTIES FOR VIOLATIONS LISTED WITHIN THE BYLAW

The proposed bylaws were created by an inter-municipal working group to support the implementation of an Inter-Municipal Business Licence (IMBL) program for ride-hailing services, also recognized as transportation network services (TNS).

Bylaw 2334 proposes to help level the playing field between local taxi operators and the providers of ride-hailing or TNS services. Bylaws 2235 and 2236 pertain to a proposed agreement and business license.

These Bylaws received three readings at the March 9, 2020 Regular meeting and are presented for consideration of final reading.

a) **WRITTEN SUBMISSIONS**

An opportunity for public input through written submissions (questions/comments) has been made available to the public. Notice was published in the Peace Arch News on March 20 and March 26, 2020.

The following submissions were received as of 8:30 a.m. on Wednesday, March 25, 2020 (agenda publication day):

- None to date.

Submissions received up to 12:00 p.m. (Noon) on Monday, March 30, 2020 will be presented to Council On Table at the Regular meeting later that evening.

RECOMMENDATION

THAT Council receive the written submissions submitted / acknowledges no submissions were received regarding the “Regulation of Traffic and the use of city streets and the charging and collecting of penalties for violations listed within the bylaw”.

b) **BYLAW 2334 - WHITE ROCK BUSINESS LICENCE BYLAW, 1997, NO. 1510, AMENDMENT, 2020, NO. 2334**

Page 268

RECOMMENDATION

THAT Council give final reading to “*White Rock Business Licence Bylaw, 1997, No. 1510, Amendment, 2020, No. 2334*”.

c) **BYLAW 2335 - WHITE ROCK INTER-MUNICIPAL TRANSPORTATION NETWORK SERVICE (TNS) BUSINESS LICENCE AGREEMENT BYLAW, 2020, NO. 2335** Page 270

The proposed bylaw is to enter into an agreement among the participating municipalities regarding an Inter-municipal Transportation network Services Business Licence Scheme.

RECOMMENDATION

THAT Council give final reading to “*White Rock Inter-Municipal Transportation Network Service (TNS) Business Licence Agreement Bylaw, 2020, No. 2335*”.

d) **BYLAW 2336 - WHITE ROCK INTER MUNICIPAL TRANSPORTATION NETWORK SERVICE (TNS) BUSINESS LICENCE BYLAW, 2020, NO. 2336** **Page 281**

The proposed bylaw is to permit transportation network services to operate across jurisdictional boundaries thereby minimizing the need to obtain a separate municipal business licence in each jurisdiction.

RECOMMENDATION

THAT Council give final reading to “*White Rock Inter Municipal Transportation Network Service (TNS) Business Licence Bylaw, 2020, No. 2336*”.

8.1.5 **BYLAW 2338 – COUNCIL AND COMMITTEE PROCEDURE BYLAW, NO. 2232, 2018, AMENDMENT NO. 4, 2020, NO. 2338** **Page 285**

The proposed bylaw will amend the City’s Council and Committee Procedure Bylaw providing for Council to be afforded the opportunity to participate in Council / Standing Committee meeting using electronic means. It also addresses electronic participation by full Council will the exception of the Chairperson in extenuating circumstances.

RECOMMENDATION

THAT Council give first, second and third reading to “*Council and Committee Procedure Bylaw, No. 2232, 2018, Amendment No. 4, 2020, No. 2338*”.

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.

Note: Council may wish to refer this matter to staff for consideration and response.

RECOMMENDATION

THAT Council receives correspondence Items 9.1.1 – 9.1.4 for information:

9.1.1 Response letter dated February 28, 2020 from Hon. C. McKenna, Minister of Infrastructure and Communities, regarding the Fraser River Sanitary Sewer Crossing project for the District of Mission. **Page 296**

9.1.2 Copy of letter dated March 9, 2020 from Mayor Cote, City of New Westminster, to Prime Minister Trudeau regarding a National Pharmacare Program **Page 300**

9.1.3 Copy of letter dated March 19, 2020 from Mayor Ranns, District of Metchosin, requesting First Responders be included in the category who is exempted in the direct contact requirement for COVID-19 Testing **Page 302**

- 9.1.4** Letter dated March 5, 2020 from C. Plagnol, Metro Vancouver Corporate Officer, regarding Invasive Species Education and Outreach Materials **Page 303**

SUBSEQUENT MOTION FOR CONSIDERATION IN RELATION TO 9.1.4

THAT Council directs staff to work with Metro Vancouver to customize the provided brochure “Help Stop the Spread of Invasive Plants” for the City of White Rock’s use.

10. MAYOR AND COUNCILLOR REPORTS

10.1 MAYOR’S REPORT

10.2 COUNCILLORS REPORTS

10.2.1 METRO VANCOUVER BOARD IN BRIEF

None

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 MARCH 30, 2020 REGULAR COUNCIL MEETING

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

ABSENT: Councillor Trevelyan

STAFF: D. Bottrill, 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
S. Kurylo, Director of Financial Services
E. Stepura, Director of Recreation and Culture
G. Neumann, Manager of Building and Bylaw Enforcement
S. Lam, Deputy Corporate Officer

Press: 1
Public: 8

1. CALL MEETING TO ORDER
The meeting was called to order at 7:00 p.m.

1.1. FIRST NATIONS LAND ACKNOWLEDGEMENT
Mayor Walker noted the following:
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

2020-099 **It was MOVED and SECONDED**
THAT the Corporation of the City of White Rock Council amends the agenda for its regular meeting scheduled for March 9, 2020 by adding:

- NEW ITEM 6.2.9: Corporate Report from the Director of Engineering regarding Green Infrastructure – Environmental Quality – Sub-Stream Application
- Schedules to item 8.1.6: Proposed 2020 Fees and Charges Bylaw No. 2318

AND THAT the agenda be adopted, as amended.

CARRIED

3. **ADOPTION OF MINUTES**

a) February 24, 2020 – Regular Council

2020-100

It was MOVED and SECONDED

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

a) February 24, 2020 – Regular Council fixing the name of B. McGill, White Rock noted during question and answer period.

CARRIED

4. **QUESTION AND ANSWER PERIOD**

Question and Answer period is an opportunity for the public to ask questions and make comments. There will be a Speaker's List available, each speaker will be given two (2) minutes and one (1) opportunity to ask a question(s) or make a comment. Question period shall be 15 minutes. Question and Answer Period is noted in the record and once the minutes are adopted, the questions and answers will be available on the [Question and Answer Period webpage](#).

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

The Chairperson called for speakers.

- E. Klassen, White Rock, BC, noted that in November he attended Council noting the lack of festive lights on Johnston Road. He was representing some of the businesses in the area. At this time he thanked Council and staff for the additional lights now in the area.
In addition the Pride Society are hosting a welcome home event for the two (2) White Rock residents that were quarantined aboard COVID-19 plagued Diamond Princess. The event will be held at Primo's Restaurant in White Rock on March 11, 2020.

- K. Jones, White Rock, BC, as Block Watch captain sees an issue with construction workers coming from the Altus project and parking off Goggs Avenue / Maple Street.

Staff noted construction parking has been an issue in the community and are continuing to work on this. It was clarified that in regard to parking on City Streets some are restricted and others are not.

Someone doing construction / working on a home renovation – there is no bylaw against street parking for this.

Construction parking plans are put in place for major development. It has been found in some circumstances that the parking at times has not be sufficient due to fluctuations in need of there being more workers on site during a busy time, staff are working with the developers to address this and are checking in to ensure they are adhering to the construction parking plan(s).

There will be a further corporate report on this matter where the developer will have to pay a fee to help assist the city with parking enforcement of the restrictions set around the larger construction projects (2 hour restricted parking).

It was request by Council when the report comes forward that it would include information around the number of tickets issued to construction workers on the 1300-block of Foster Street.

5. DELEGATIONS AND PETITIONS

5.1 DELEGATIONS

5.1.1 JIM DAVIDSON: PROPOSED PUBLIC ART MURAL

J. Davidson, resident, appeared as a delegation to propose a public art mural on the retaining wall on Columbia (Hill) Street between Foster Street and Martin Street.

Mr. Davidson has been a White Rock resident for 25 years and would like to bring a mural to this area. The cost is anticipated to be \$35,000 (including insurance, labour and materials).

Mr. Davidson is experienced with large murals and offered that a “Limited Edition” program for the proposed wall mural can be a way to help fundraise for the project. Included with the project would be a plaque to commemorate the sponsors and the artist.

2020-101

It was MOVED and SECONDED

THAT Council refers to the City’s Public Art Advisory Committee the concept / information provided by Mr. Davidson regarding a mural on the retaining wall on Columbia (Hill) Street between Foster and Martin.

CARRIED

5.2 PETITIONS

None

6. PRESENTATIONS AND CORPORATE REPORTS

6.1 PRESENTATIONS

6.1a ERIN DALY & DR. EMILY NEWHOUSE, FRASER HEALTH: HEALTHIER COMMUNITY PARTNERSHIP

E. Daly, Community Health Specialist (South Surrey/White Rock) and Dr. Emily Newhouse, Medical Health Officer, Fraser Health, presented a PowerPoint presentation regarding “Healthier Community Partnership”. An informational backgrounder was circulated with the agenda for information.

Discussion following the presentation included the noted points:

- Would like the City to establish a Healthier Community Committee as a way to help expand conversation and ensure White Rock is involved

- Seniors organizations for both White Rock and South Surrey are seen to be positive contributors for the proposed committee along with representation from the schools, police, children’s organizations and various other non-profit organizations
- Fraser Health do have dedicated staff that could help the City with this initiative
- City staff would be delegated by the Chief Administrative Officer, depending on agenda topics
- Quarterly meetings for this matter would be beneficial

2020-102

It was MOVED and SECONDED

THAT Council directs staff to bring forward a Terms of Reference for Council consideration on implementing a Healthier Community Advisory Committee.

CARRIED

6.2

CORPORATE REPORTS

6.2.1

REPLACEMENT OF “GRIZLEE” – PUBLIC ART AT EAST BEACH

Corporate report dated March 9, 2020 from the Director of Recreation and Culture titled “Replacement of “Grizlee” – Public Art at East Beach”.

2020-103

It was MOVED and SECONDED

THAT Council:

1. Receives for information the corporate report dated March 9, 2020 from the Director of Recreation and Culture titled “Replacement of ‘Grizlee’ – Public Art at East Beach”; and
2. Directs staff to accept the gift of artwork and facilitate the project to remove the existing ‘Grizlee’ statue and install the new one.

CARRIED

6.2.2

2020 STREET BANNERS – PUBLIC ART PROJECT

Corporate report dated March 9, 2020 from the Director of Recreation and Culture titled “2020 Street Banners – Public Art Project”.

2020-104

It was MOVED and SECONDED

THAT Council:

1. Receives for information the corporate report dated March 9, 2020 from the Director of Recreation and Culture, titled “2020 Street Banners – Public Art Project”; and
2. Directs staff to implement the 2020 Street Banners – Public Art Project as outlined in this corporate report.

CARRIED

***Note:** Staff noted the intended use of the previous banners as a possible fundraiser option of having them made into reusable bags. Council would like to ensure this is done.*

6.2.3 **2020 FEES AND CHARGES BYLAW, 2020, NO. 2318**

Corporate report dated March 9, 2020 from the Director of Financial Services titled “2020 Fees and Charges Bylaw, 2020, No. 2318”.

2020-105

It was MOVED and SECONDED

THAT Council receives for information the March 9, 2020 corporate report from the Director of Financial Services, titled “2020 Fees and Charges Bylaw, 2020, No. 2318”.

CARRIED

6.2.4

PARKING FINE ADJUSTMENTS – BYLAW AMENDMENTS

Corporate report dated March 9, 2020 from the Director of Financial Services titled “Parking Fine Adjustments – Bylaw Amendments”.

2020-106

It was MOVED and SECONDED

THAT Council receives for information the corporate report dated March 9, 2020 from the Director of Financial Services, titled “Parking Fine Adjustments – Bylaw Amendments”.

CARRIED

6.2.5

WHITE ROCK SECONDARY SUITE SERVICE FEE BYLAW, 2012, NO. 2009, AMENDMENT NO. 6, 2020, NO. 2328 – FOLLOW UP

Corporate report dated March 9, 2020 from the Director of Financial Services titled “White Rock Secondary Suite Service Fee Bylaw, 2012, No. 2009, Amendment No. 6, 2020, No. 2328 – Follow Up”.

2020-107

It was MOVED and SECONDED

THAT Council receives for information the corporate report dated March 9, 2020 from the Director of Financial Services, titled “White Rock Secondary Suite Service Fee Bylaw, 2012, No. 2009, Amendment No. 6, 2020, No. 2328 – Follow Up.”

CARRIED

Councillor Kristjanson voted in the negative

The following discussion points were noted:

- Director of Financial Services as a City appointed Officer stated there is no difference of burden between a registered and non-registered suites, charging a different (higher) fee for the non-registered suites would not be in accordance with the *Community Charter*
- Staff noted there is not a lot of work done right now in regard to a non-registered suite, they are not monitored. As soon as staff are aware of the suite, staff pursue it / inspect it etc.

6.2.6 **INTERIM BUSINESS PROPERTY TAX RELIEF EXEMPTION
LEGISLATION**

Corporate report dated March 9, 2020 from the Director of Financial Services titled “Interim Business Property Tax Relief Exemption Legislation”.

2020-108

It was MOVED and SECONDED

THAT Council:

1. Receives for information the corporate report dated March 9, 2020 from the Director of Financial Services, titled “Interim Business Property Tax Relief Exemption Legislation”;
2. If this legislation passes, not proceed with the adoption of an Interim Business Property Tax Relief Exemption Bylaw for the taxation year 2020; and
3. If this legislation passes, directs staff to report back with updated information and recommendations on next steps for future years.

CARRIED

Councillor Kristjanson voted in the negative

The following discussion points were noted:

- What is proposed does not appear to be what the municipalities were looking for to help in this area, not sure if it is feasible
- Mr. Nixon of the Business Improvement Association (BIA) was asked to speak and he noted the BIA board do not yet have an official opinion on this (still have questions and concerns with it). An immediate concern is it appears to help some at the expense of others. Do not fully understand how it will work.
- It was noted that should Council pursue this there should be a policy in place similar to Permissive Tax Exemption (guidelines and ensure the public are aware of who are being considered for the exemption
- Concern that if there is a mechanism in place to ensure the savings will be forwarded to the tenant.

6.2.7 **BYLAWS FOR PROPOSED INTER-MUNICIPAL TRANSPORTATION
NETWORK SERVICES BUSINESS LICENCE AND AMENDMENT TO WHITE
ROCK BUSINESS LICENCE BYLAW**

Corporate report dated March 9, 2020 from the Director of Planning and Development Services titled “Bylaws for Proposed Inter-Municipal Transportation Network Services Business Licence and Amendment to White Rock Business Licence Bylaw”.

2020-109

It was MOVED and SECONDED

THAT Council:

1. Receives for information the corporate report dated March 9, 2020 entitled “Bylaws for Proposed Inter-Municipal Transportation Network Services Business Licence and Amendment to White Rock Business Licence Bylaw;”
2. Directs the Director of Corporate Administration to give public notice on the City’s website at www.whiterockcity.ca from March 10, 2020 until March 30, 2020, of the proposed “White Rock Inter-Municipal TNS Business Licence Agreement Bylaw, 2020, No. 2335,” “White Rock Inter-Municipal TNS Business Licence Bylaw, 2020, No. 2336” and “White Rock Business Licence Bylaw,

1997, No. 1510, Amendment, 2020, No. 2334,” if the Bylaws are given readings, and to provide an opportunity to persons who consider that they are affected by the proposed bylaws to make representations to Council;

3. Directs the Manager of Building and Bylaws to contact the taxi businesses operating in White Rock to advise them of the proposed Bylaws and, specifically, the proposed amendments to the “White Rock Business Licence Bylaw, 1997, No. 1510;” and
4. Directs staff to report back to Council on the development of a permanent Inter-Municipal Business Licence for ride-hailing or TNS services by the end of 2020.

CARRIED

6.2.8 **OFFICIAL COMMUNITY PLAN REVIEW – WATERFRONT ENHANCEMENT STRATEGY AND TOWN CENTRE PUBLIC ENGAGEMENT UPDATE**

Corporate report dated March 9, 2020 from the Director of Planning and Development Services titled “Official Community Plan Review – Waterfront Enhancement Strategy and Town Centre Public Engagement Update”.

2020-110

It was MOVED and SECONDED

THAT Council receives for information the corporate report dated March 9, 2020 from the Director of Planning and Development Services titled “Official Community Plan Review – Waterfront Enhancement Strategy and Town Centre Public Engagement Update”.

CARRIED

The following item was added to the Regular Council Agenda through motion 2020-099:

6.2.9 **INVESTING IN CANADA INFRASTRUCTURE PROGRAM (ICIP) GREEN INFRASTRUCTURE – ENVIRONMENTAL QUALITY SUB-STREAM APPLICATION**

Corporate report dated March 9, 2020 from the Director of Engineering and Municipal Operations titled “Investing in Canada Infrastructure Program (ICIP) – Green Infrastructure – Environmental Quality Sub-Stream Application”.

2020-110

It was MOVED and SECONDED

THAT Council

1. Receives for information the corporate report dated March 9, 2020 from the Director of Engineering and Municipal Operations, titled “Investing in Canada Infrastructure Program (ICIP) – Green Infrastructure – Environmental Quality Sub-Stream Application”;
2. Approves the Investing in Canada Infrastructure Program (ICIP) – Green Infrastructure – Environmental Quality Sub-Stream grant application for the Columbia Avenue Storm Diversion Project; and
3. Supports the project and commit to the City’s share (\$1,333,500) of the project.

CARRIED

7. MINUTES AND RECOMMENDATIONS OF COMMITTEES

7.1 STANDING AND SELECT COMMITTEE MINUTES

- Governance and Legislation Committee – February 24, 2020
- Water Community Advisory Panel – February 11, 2020
- Public Art Advisory Committee – February 13, 2020
- Marine Drive Task Force – February 18, 2020
- Dogs on the Promenade Task Force – February 19, 2020
- Environmental Advisory Committee – February 20, 2020
- White Rock Sea Festival Committee – February 20, 2020
- Arts and Culture Advisory Committee – February 25, 2020
- Public Art Advisory Committee – February 27, 2020

2020-111

It was MOVED and SECONDED

THAT Council receives for information the following standing and select committee meeting minutes as amended to ensure the February 24, 2020 Governance and Legislation Committee meeting minutes were amended ensure the word “Present” was not included twice:

Governance and Legislation Committee – February 24, 2020 ;

- a) Water Community Advisory Panel – February 11, 2020;
- b) Public Art Advisory Committee – February 13, 2020;
- c) Marine Drive Task Force – February 18, 2020;
- d) Dogs on the Promenade Task Force – February 19, 2020;
- e) Environmental Advisory Committee – February 20, 2020;
- f) White Rock Sea Festival Committee – February 20, 2020;
- g) Arts and Culture Advisory Committee – February 25, 2020; and
- h) Public Art Advisory Committee – February 27, 2020.

CARRIED

7.2 STANDING AND SELECT COMMITTEE RECOMMENDATIONS

7.2.1 The following recommendations have been brought forward from the **Governance and Legislation Committee** meeting held on February 24, 2020:

a) PLANNING AND DEVELOPMENT SERVICES (500 SERIES)

As part of the ongoing City Policy review, the following policies were reviewed by the Planning and Development Services department. These policies were introduced and discussed at the February 24, 2020 Governance and Legislation Committee meeting and are presented for consideration of endorsement by Council.

2020-112

It was MOVED and SECONDED

THAT Council repeals Planning and Development Services Policy No. 505 – Bed and Breakfast Establishments.

CARRIED

2020-113 **It was MOVED and SECONDED**

THAT Council endorses the following policies as circulated:

- Planning and Development Services Policy 508 – Secondary Suites;
- Planning and Development Services Policy 512 – OCP Consultation Policy; and
- Planning and Development Services Policy 513 – Secondary Stoves in Dwelling Units.

CARRIED

2020-114 **It was MOVED and SECONDED**

THAT Council endorses the following policies as circulated:

- Planning and Development Services Policy 509 – Development Approval Procedures City Owned Public Space; and
- Planning and Development Services Policy 510 – Criteria for Type 2 Tree Removal Requests on Private Lands.

CARRIED

b) **INFORMATION TECHNOLOGY POLICY NO. 801 – OPEN DATA POLICY**

2020-115 **It was MOVED and SECONDED**

THAT Council endorses “Information Technology Policy No. 801 – Open Data Policy” as circulated.

CARRIED

7.2.2 The following recommendations have been brought forward from the **Marine Drive Task Force** meeting held on February 18, 2020:

WATERFRONT ENHANCEMENT STRATEGY

The following five (5) recommendations pertain to the Waterfront Enhancement Strategy.

CHARACTER DESIGN GUIDELINES FOR EAST & WEST BEACHES

2020-116 **It was MOVED and SECONDED**

THAT Council directs staff to review design guidelines, giving consideration to the distinct elements and/ or unique neighbourhood characteristics of East and West beach.

CARRIED

FAÇADE FACELIFT PROGRAM

2020-117 **It was MOVED and SECONDED**

THAT Council directs staff to redevelop and implement a façade facelift program that provides incentives and encourages businesses to improve their exteriors.

CARRIED

ATM KIOSK AT MARINE DRIVE & MARTIN STREET

2020-118

It was MOVED and SECONDED

THAT Council directs staff to investigate the removal of the ATM kiosk at Marine Drive & Martin Street and explore alternate uses for that space, such as pop-up park, patio area, etc.

CARRIED

RECOMMENDATION #4: POP-UP PARKS

2020-119

It was MOVED and SECONDED

THAT Council directs staff to investigate installing a table & seating area on the 15400 block of Marine Drive, on the east side of Zapoteca.

CARRIED

RECOMMENDATION #5: WIDEN SIDEWALK ON MARINE DRIVE BETWEEN VIDAL STREET AND OXFORD

2020-120

It was MOVED and SECONDED

THAT Council directs staff to investigate ways to improve the walkability of Marine Drive. For example, widening the sidewalks between Vidal Street and Oxford Street.

CARRIED

Councillor Chesney voted in the negative

7.2.3

The following three (3) recommendations have been brought forward from the **Dogs on the Promenade Task Force** meeting held on February 19, 2020:

DOGS ON PIER

2020-121

It was MOVED and SECONDED

THAT Council directs staff to clarify the reasoning behind why dogs are not allowed on the Pier and communicate this explanation to the public.

CARRIED

CITY OF VANCOUVER DOG DATA

2020-122

It was MOVED and SECONDED

THAT Council directs staff to contact the City of Vancouver and the City of Surrey at Crescent Beach and City of comparable size with a waterwalk way (ex of New Westminster), to obtain their data regarding negative dog interactions, in order to compare that information with the data collected by the City of White Rock.

CARRIED

Councillor Fathers voted in the negative

2020-123

It was MOVED and SECONDED

THAT Council receives the following motion for information:

THAT the Dogs on the Promenade Task Force recommends that Task Force members, D. Scott and A. McDonald collect data on the number of dogs on the promenade that are both compliant and non-compliant with the bylaws.

CARRIED

Councillor Fathers and Manning voted in the negative

Note: *It was clarified that this would be a **visual collection** of data (ratio of compliance and non-compliance), no personal information would be collected.*

7.2.4

The following recommendation has been brought forward from the **White Rock Sea Festival Committee** meeting held on February 20, 2020:

PROPOSED PARADE NAME CHANGE

2020-124

It was MOVED and SECONDED

THAT Council endorses the name of the Torchlight Parade to be called Twilight Parade.

DEFEATED

Councillors Chesney, Johanson and Manning voted in the negative

Note there were only six (6) members of Council in attendance

Note: *It was clarified by the Council Liaison to the committee that the recommendation was not in regard to the parade start time, what was defeated at this point was the change of the parade name.*

7.2.5

The following recommendation has been brought forward from the **Public Art Advisory Committee** meeting held on February 27, 2020:

PROPOSED POLICY: MEMORIALS IN WHITE ROCK

2020-125

It was MOVED and SECONDED

THAT Council directs staff to develop a policy in relation to memorials (gifts of art) in White Rock.

CARRIED

8.

BYLAWS AND PERMITS

8.1

BYLAWS

8.1.1

BYLAW 2328 - WHITE ROCK SECONDARY SUITE SERVICE FEE BYLAW, 2012, NO. 2009, AMENDMENT NO. 6, 2019, NO. 2328

Section 194 of the *Community Charter* authorizes Council, by bylaw to establish municipal fees for services, for the use of municipal property or to exercise the authority to regulate, prohibit or impose requirements. Bylaw 2328 sets out the secondary suite service fee for 2020.

This Bylaw was introduced at the February 24, 2020 Council meeting and was deferred to the next meeting for further information. The corresponding corporate report was Item 6.2.5 on the agenda.

2020-126

It was MOVED and SECONDED

THAT Council gives first, second, and third reading to “*White Rock Secondary Suite Service Fee Bylaw, 2012, No. 2009, Amendment No. 6, 2020, No. 2328*”.

CARRIED

8.1.2

BYLAW 2330 - WHITE ROCK FINANCIAL PLAN (2020-2024) BYLAW, 2020, NO. 2330

2020-127

It was MOVED and SECONDED

Proposed Financial Plan Bylaw No. 2330 was the subject of discussion at the Finance and Audit Committee meeting held on Tuesday, February 18, 2020. At that meeting, the Committee directed staff to amend the Financial Plan Bylaw. This bylaw received three (3) readings at the February 24, 2020 Regular Council meeting and was presented for consideration of final reading.

2020-128

It was MOVED and SECONDED

THAT Council gives final reading to “*White Rock Financial Plan (2020-2024) Bylaw, 2020, No. 2330*”.

CARRIED

Councillor Kristjanson voted in the negative

8.1.3

BYLAW 2326 - WHITE ROCK DRAINAGE UTILITY USER FEE BYLAW, 2004, NO. 1739, AMENDMENT NO. 13, 2020, NO. 2326

Section 194 of the *Community Charter* authorizes Council, by bylaw, to establish fees for municipal services. Bylaw 2326 sets out the fees related to the Drainage Utility. This Bylaw received three (3) readings at the February 24, 2020 Regular Council meeting and was presented for consideration of final reading.

2020-129

It was MOVED and SECONDED

THAT Council gives final reading to “*White Rock Drainage Utility User Fee Bylaw, 2004, No. 1739, Amendment No. 13, 2020, No. 2326*”.

CARRIED

8.1.4

BYLAW 2327 - SEWER CONNECTION AND RENTAL CHARGES BYLAW, 1970, NO. 396, AMENDMENT NO. 30, 2020, NO. 2327

Section 194 of the *Community Charter* authorizes Council, by bylaw to establish municipal fees for services, for the use of municipal property or to exercise the authority to regulate, prohibit or impose requirements. Bylaw 2327 sets out fees related to sanitary sewer services. This Bylaw received three (3) readings at the February 24, 2020 Regular Council meeting and was presented for consideration of final reading.

- 2020-130 **It was MOVED and SECONDED**
 THAT Council gives final reading to “*Sewer Connection and Rental Charges Bylaw, 1970, No. 396, Amendment No. 30, 2020 No. 2327*”.
- CARRIED**
- 8.1.5 **BYLAW 2329 - COLLECTION, REMOVAL, DISPOSAL AND RECYCLING OF SOLID WASTE BYLAW 2015, NO. 2084, AMENDMENT NO. 5, 2020, NO. 2329**
 Section 194 of the *Community Charter* authorizes Council, by bylaw to establish municipal fees for services, for the use of municipal property or to exercise the authority to regulate, prohibit or impose requirements. Bylaw 2329 sets out the fees related to solid waste services. This Bylaw received three (3) readings at the February 24, 2020 Regular Council meeting and was presented for consideration of final reading.
- 2020-131 **It was MOVED and SECONDED**
 THAT Council gives final reading to “*Collection, Removal, Disposal and Recycling of Solid Waste Bylaw 2015, No. 2084, Amendment No. 5, 2020, No. 2329*”.
- CARRIED**
- 8.1.6 **BYLAW 2318 - 2020 FEES AND CHARGES BYLAW, 2020, NO. 2318**
 Section 194 of the *Community Charter* authorizes Council, by bylaw, to establish municipal fees for services, for the use of municipal property or to exercise the authority to regulate, prohibit or impose requirements. Bylaw 2318 introduces the proposed municipal fees for 2020. This bylaw is presented for consideration of first, second, and third reading and the corresponding corporate report is noted as Item 6.2.3 on the agenda.
- 2020-132 **It was MOVED and SECONDED**
 THAT Council gives first, second and third reading to “*2020 Fees and Charges Bylaw, 2020, No. 2318*” with all “On-Table” schedules that were not included with agenda circulation.
- CARRIED**
- 8.1.7 **THREE (3) BYLAWS REGARDING PARKING FINE ADJUSTMENTS**
 Section 264 of the *Community Charter* authorizes Council, by bylaw to: designate a bylaw which may be enforced by means of a form of ticket; designate bylaw enforcement officers for the purpose of enforcing bylaws; authorize the use of any word or expression on a form of ticket to designate an offence against a bylaw; and establish penalties for an offence against a designated bylaw.
- These bylaws were presented for consideration of first, second, and third reading and the corresponding corporate report is noted as Item 6.2.4 on the agenda.

- a) **BYLAW 2331 - STREET AND TRAFFIC BYLAW, 1999, NO. 1529, AMENDMENT NO. 7, 2020, NO. 2331**
Bylaw 2331 provides for the regulation of traffic and the use of City streets and the charging and collecting of penalties for violations listed within the bylaw.
- 2020-133 **It was MOVED and SECONDED**
THAT Council gives first, second and third reading to “*Street and Traffic Bylaw, 1999, No. 1529, Amendment No. 7, 2020, No. 2331*”.
- CARRIED**
- b) **BYLAW 2332 - TICKETING FOR BYLAW OFFENCES BYLAW NO. 1929, AMENDMENT NO. 9, 2020, NO. 2332**
Bylaw 2332 sets out the bylaws, offences, enforcement officers and penalties in accordance with section 264 of the *Community Charter*.
- 2020-134 **It was MOVED and SECONDED**
THAT Council gives first, second and third reading to “*Ticketing for Bylaw Offences Bylaw No. 1929, Amendment No. 9, 2020, No. 2332*”.
- CARRIED**
- c) **BYLAW 2333 - WHITE ROCK PARKING METER BYLAW, 1990, NO. 1216 AMENDMENT BYLAW, 2020, NO. 2333**
Bylaw 2333 provides for the creation of metered spaces for parking purposes and the charging and collection of fees for the occupation of these spaces.
- 2020-135 **It was MOVED and SECONDED**
THAT Council gives first, second and third reading to “*White Rock Parking Meter Bylaw, 1990, No. 1216 Amendment Bylaw, 2020, No. 2333*”.
- CARRIED**
- 8.1.8 THREE (3) BYLAWS REGARDING PROVISIONS FOR THE REGULATION OF TRAFFIC AND THE USE OF CITY STREETS AND THE CHARGING AND COLLECTING OF PENALTIES FOR VIOLATIONS LISTED WITHIN THE BYLAW**
The proposed bylaws were created by an inter-municipal working group to support the implementation of an Inter-Municipal Business Licence (IMBL) program for ride-hailing services, also recognized as transportation network services (TNS).
- Bylaw 2334 proposes to help level the playing field between local taxi operators and the providers of ride-hailing or TNS services. Bylaws 2235 and 2236 pertain to a proposed agreement and business license.
- These Bylaws were presented for consideration of first, second, and third reading and the corresponding corporate report is included on the agenda as item 6.2.7.

a) **BYLAW 2334 - WHITE ROCK BUSINESS LICENCE BYLAW, 1997, NO. 1510, AMENDMENT, 2020, NO. 2334**

2020-136

It was MOVED and SECONDED

THAT Council gives first, second and third reading to “*White Rock Business Licence Bylaw, 1997, No. 1510, Amendment, 2020, No. 2334*”.

CARRIED

b) **BYLAW 2335 - WHITE ROCK INTER-MUNICIPAL TRANSPORTATION NETWORK SERVICE (TNS) BUSINESS LICENCE AGREEMENT BYLAW, 2020, NO. 2335**

The proposed bylaw is to enter into an agreement among the participating municipalities regarding an Inter-municipal Transportation network Services Business Licence Scheme.

2020-137

It was MOVED and SECONDED

THAT Council gives first, second and third reading to “*White Rock Inter-Municipal Transportation Network Service (TNS) Business Licence Agreement Bylaw, 2020, No. 2335*”.

CARRIED

c) **BYLAW 2336 - WHITE ROCK INTER MUNICIPAL TRANSPORTATION NETWORK SERVICE (TNS) BUSINESS LICENCE BYLAW, 2020, NO. 2336**

The proposed bylaw is to permit transportation network services to operate across jurisdictional boundaries thereby minimizing the need to obtain a separate municipal business licence in each jurisdiction.

2020-138

It was MOVED and SECONDED

THAT Council gives first, second and third reading to “*White Rock Inter Municipal Transportation Network Service (TNS) Business Licence Bylaw, 2020, No. 2336*”.

CARRIED

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.*

Note: *Council may wish to refer this matter to staff for consideration and response.*

Note: *Council Policy No. 109 notes that the City of White Rock does not make official proclamations. Items 9.1.1 has been included under correspondence for public information purposes only.*

2020-139

It was MOVED and SECONDED

THAT Council receives the following correspondence items for information:

- 9.1.1** Updated letter from K. Barnard, Founder and President of the Save your Skin Foundation, requesting the month of May be proclaimed as “Melanoma Awareness Month”; and
- 9.1.2** Letter dated February 10, 2020 from J. Dobrovlny, Commissioner and Chief Administrative Officer, Metro Vancouver, regarding Expression of Interest – Identifying Member Jurisdiction Lands for Metro Vancouver Housing Affordable Rental Development.

CARRIED

10. MAYOR AND COUNCILLOR REPORTS

10.1 MAYOR’S REPORT

Mayor Walker noted the following community events and information:

- Feb 25, TransLink Mayor’s Council on Regional Transportation
- Feb 25, Metro Vancouver’s Dialogue Sessions on Metro 2040 Shaping our Future
- Feb 27, TransLink Mayor’s Council on Regional Transportation
- Feb 28, Metro Vancouver Board of Directors’
- Mar 3, White Rock Business Forum hosted by the City, South Surrey and White Rock Chamber of Commerce and the White Rock Business Improvement Association
- Mar 4, Regional Homeless Count
- Mar 4, Metro Vancouver Housing Committee
- Mar 5, Semiahmoo Arts Society, Opening Reception “Annual Herstory”
- Mar 6, International Women’s Day 2020 Event
- Mar 7, Vancouver Polar Plunge

- Further Information Noted in regard to the COVID-19:

The City is monitoring the situation. There is information on the City’s website in regard to who to contact for questions. It includes Fraser Health, HealthLinkBC and the Government of Canada. A corporate report on this matter is expected to be brought forward to the March 30th Council meeting so further information can be given on the City’s action plans.

10.2 COUNCILLORS REPORTS

Councillor Kristjanson noted the following community events and information:

- Mar 7, Let’s Talk Community Conversation

Councillor Fathers noted the following community events and information:

- Feb 26, Housing Task Force meeting
- Mar 2, Closed City Council meeting
- Mar 3, White Rock Business Forum hosted by the City, South Surrey and White Rock Chamber of Commerce and the White Rock Business Improvement Association

Councillor Manning noted the following community events and information:

- Feb 25, Arts and Culture Advisory Committee meeting
- Feb 26, Housing Task Force meeting
- Feb 27, Port Coquitlam Library showing of “CPP in the name of Confucius”
- Mar 2, Closed City Council meeting
- Mar, 3 Seniors Advisory Committee
- Mar, 3 Public Information Session regarding 15463 Buena Vista Avenue
- Mar 3, White Rock Pride Society meeting
- Mar 5, Semiahmoo Arts Society, Opening Reception “Annual HerStory”
- Mar 7, Landmark Pop Up Town Art Gallery

Councillor Johanson noted the following community events and information:

- Mar 5, Environmental Advisory Committee meeting
- Mar 6, Peninsula Housing to homeless
- Mar 7, Let’s Talk Community Conversation

Councillor Chesney noted the following community events and information:

- Mar 4, History and Heritage and Committee meeting
- Mar 7, PAHF, opening of new facility, April 5 Grand Opening
- Mar 7, Landmark Pop Up Town Art Gallery

10.2.1 METRO VANCOUVER BOARD IN BRIEF

None

11. MOTIONS AND NOTICES OF MOTION

11.1 MOTIONS

DEFEATED MOTION REGARDING A TEMPORARY USE PERMIT 19-014 FOR 1550 JOHNSTON ROAD

The following Notice of Motion was stated at the February 24, 2020 Regular Council Meeting by Councillor Fathers and is presented for consideration at this time:

2020-140 **It was MOVED and SECONDED**

THAT Council rescinds the following resolution / motion 2020-071 that was defeated at the February 10, 2020 Regular Council meeting:

THAT Council approves Temporary Use Permit 19-014 for 1550 Johnston Road and direct staff to forward a copy of the resolution and supporting documents (corporate reports and relevant meeting minutes) to the Liquor and Cannabis Regulation Branch as documentation of gathering the views of residents on the cannabis licence application as well as the views of the City on the general impact on the community if the application is approved.

CARRIED

Kristjanson and Johanson voted in the negative

The following discussion points were noted:

- Councillor Fathers noted that she respected the fact the majority of Council did not want to adopt the government body business for the use for their reasons but if the City were having private business for the use, believes it is unfair to approve only one (1) as there should not be a monopoly of this business / service.
- Councillor Kristjanson noted that from the public hearing there were 66% that were against more than one (1) business of this type / service in the uptown area.
- Councillor Manning noted he supports private enterprise, competition is a good thing and that it could bring additional foot traffic to Johnstone Road. Does not mind it going back to a public hearing and hear from the public on this matter.
- Councillor Johanson noted that from the public hearing 66% stated they did not agree with more than one (1) business of this type / service in the uptown area. Encouraged this company to apply again but in another area of White Rock.

In accordance with Legislation and the City's Procedure Bylaw the next step for the application would be for there to be a public meeting / hearing held.


11.2 **NOTICES OF MOTION**
None

12. **RELEASE OF ITEMS FROM CLOSED COUNCIL MEETINGS**
None

13. **OTHER BUSINESS**
None

14. **CONCLUSION OF THE MARCH 9, 2020 REGULAR COUNCIL MEETING**
The Chairperson declared the meeting concluded at 9:53 p.m.

Mayor Walker



Tracey Arthur, Director of
Corporate Administration

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

ABSENT:

STAFF: D. Bottrill, 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
J. Johnstone, Director of Human Resources (electronically)
P. Lemire, Fire Chief
K. Pauls, RCMP Staff Sergeant
C. Ponzini, Director of Financial Services
E. Stepura, Director of Recreation and Culture (electronically)
C. Zota, Manager of Information Technology (electronically)

Press: 0
Public: 0

1. CALL MEETING TO ORDER
The meeting was called to order at 5:00 p.m.

1.1. FIRST NATIONS LAND ACKNOWLEDGEMENT
Mayor Walker noted the following:
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

2020-099 **It was MOVED and SECONDED**
THAT the Corporation of the City of White Rock Council amends the agenda for its Special meeting scheduled for March 23, 2020 by adding:

- “On-Table” Bylaw No. 2337 with additional amendments to the Council and Committee Procedure Bylaw in regard to Council Participation through Electronic Means at Council meetings

AND THAT the agenda be adopted, as amended.

CARRIED

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

3. VERBAL UPDATE COVID-19

The Chief Administrative Officer provided an update and advised that the City's website will be updated daily with respect to the Covid-19 Global Pandemic.

The Fire Chief noted:

- Resource list coming soon to the website is being worked on
- Stats noted in BC 472 cases (48 new since March 21)
- Over 2,000 in Washington State

The following discussion points were noted:

- Expressed appreciation for closing civic parking lots along the waterfront
- Businesses along Marine Drive appear to be using their patios as waiting areas for take-out orders
- Staff reported that Bylaw Enforcement has worked with the businesses still open for take-out to ensure their patio furniture has been removed or stacked in order to eliminate congregating (in response to complaints)
- Bylaw Enforcement has been checking the waterfront to ensure that if groups are in close proximity, that they are family
- Requested Fraser Health provide numbers of COVID-19 cases to see if any are in the City of White Rock. Staff noted the practice has been that this information is only released if it is a cluster of cases in one (1) area. Staff will inquire again and report back with information available.
- Staff reported that the local Lawn Bowling and Pickle ball clubs have decided to close down / temporality suspended their operation
- Resource listings for services will be available on the City's website
- Sports User Groups are no longer operating in the City
- Red Cross Blood Donor Clinic will be open for one (1) day in April at a City-Operated facility
- The City will speak to Semiahmoo First Nation (SFN) with respect to their parking lot, which appears to be open in order to accommodate storefronts on SFN land / concern noted that it appeared very busy and social distancing a problem

Council discussed the possibility of closing the Promenade in conjunction with the Pier. The following comments were noted:

- The Promenade is 2 km of foreshore
- Staff could fence the entries onto the Promenade; however, it's ensuring the public stay out and do not attempt to enter is of a concern
- Concern that if the City closes the promenade, that there would be a domino effect and people would be in closer proximity on the sidewalks with patios that it is even closer proximity
- If the Promenade and Pier are closed, there will be signage, and those wishing to ignore the signs would be trespassing

Council suggested that the City first close the Pier, and if needed, can close the Promenade at a later date. Staff are directed to report back with a Promenade/Pier closure plan.

Discussion continued and the following points were noted:

- With respect to seniors in the City, it was reported that there are stores that are providing shopping time / opportunities exclusively for them, and that neighbours are encouraged to be aware of where seniors are in their community and assist if possible.
- It was suggested the City consider providing printed information for distribution to seniors. This could help seniors who may not have access to the internet or social media
- Concerns expressed with respect to youth gathering on East Beach for bon fires.
-

2020-099

It was MOVED and SECONDED

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

CARRIED

Have Council send a stern message and if Social Distancing not adhered to then the pier will be closed and there may be further consideration of closing the promenade area.

Staff spoke to various information resources with respect to Covid-19 global pandemic which include:

- www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html
- <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>
- <https://www.fraserhealth.ca/COVID19#.XnkJU6hKiUk>
- <https://www.whiterockcity.ca/>

Council also provided an infographic which demonstrated the power of social distancing, noting that it is a good example of how to assist in flattening the curve.

Council spoke to how various organizations are taking precautions with respect to safety/covid-19. It was noted that bus services are requiring riders enter from the back of the bus, there are no fares being collected and the sea bus times are reduced (less travellers); however, the Sky Train service remains the same.

Groups such as Metro Vancouver are reducing the number of meetings they are having unless required. The City will continue to converse with upper levels of government and local associations such as the Chamber of Commerce and the Business Improvement Association. Verbal reports will be made during Council meetings. . . Through these discussions, the City is looking at ways to ease the tax burden on businesses and residents.

2020-099

It was MOVED and SECONDED

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.

CARRIED

Councillors Johanson and Manning and
Mayor Walker voted in the negative

Concern was noted around the financial impacts Covid-19 global pandemic could have on the City, Council requested staff provide a corporate report revisiting the Financial Plan. It was also requested that the report address:

- The loss of revenue from patio fees
- How the City can play a role in assisting seniors without financial support from family or friends
- Potential financial issues that have arisen from the pandemic situation
- Can the City assist businesses due to how they will be impacted

Staff also advised that a report will be coming forward with respect to City Hall staffing / new hires authorized by the Financial Plan; it will be a separate report.

2020-100

It was MOVED and SECONDED

THAT Council directs a corporate report be brought forward that will include what other organizations are in White Rock and what they are doing to help seniors and those with disabilities with maintaining their lifestyle (Sources / CARP / Rotary) .

CARRIED

Council requested the corporate report also provide options that can help residents and that it include information on a State of Emergency, and how the City can help seniors.

With respect to the sale of goods and services, it was reported that the Province has asked municipalities to leave this matter with them. Although this is something the municipality can ask for to help with it is important to note a State of Emergency must be approved by the Province and when they are they are approved it is only for a short period of time (seven (7) days).

4. BYLAW

- 4.1 BYLAW 2337 - COUNCIL AND COMMITTEE PROCEDURE BYLAW, NO. 2232, 2018, AMENDMENT NO. 3, 2020, NO. 2337**
Proposed amendment to permit electronic participation at Council and Standing Committee meetings by Council members. The bylaw was discussed by the Governance and Legislation Committee at their March 17, 2020 meeting and is presented for consideration of first, second and third reading.

Following discussion by the Governance and Legislation Committee the bylaw includes amendments noted in red to clarify it presents the opportunity for a Member of Council to participate at their discretion.

Added to the agenda was a further “On-Table” amendment to the proposed bylaw the added a new Section 18. Electronic Participation by Council Members in extenuating circumstance(s)

The following discussion point was noted:

- The bylaw (Section 18) as presented “On-Table” endeavors to promote as little physical contact as possible during this global pandemic.

2020-101

It was MOVED and SECONDED

THAT Council gives first, second and third reading to “Council and Committee Procedure Bylaw, No. 2232, 2018, Amendment No. 3, 2020, No. 2337” as circulated / presented “On-Table”.


CARRIED

5.

CONCLUSION OF THE MARCH 23, 2020 SPECIAL COUNCIL MEETING

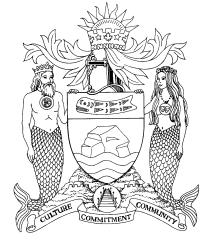
The Chairperson declared the meeting concluded at 6:22 p.m.

Mayor Walker



Tracey Arthur, Director of
Corporate Administration

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: March 30, 2020
TO: Mayor and Council
FROM: Phil Lemire, Fire Chief
SUBJECT: Community Emergency Preparedness Fund Partner Application

RECOMMENDATIONS

THAT Council:

1. Receive for information the corporate report dated March 30, 2020, from the Deputy Fire Chief, titled “Community Emergency Preparedness Fund Partner Application;” and
 2. Support the submission of a partner application with the City of Surrey being the primary applicant to apply for, receive and manage the overall grant funding.
-

INTRODUCTION

The Union of BC Municipalities in collaboration with other levels of government at times provides access to various targeted funding programs. The intent of this current funding stream is to enhance the resiliency of local governments in responding to large-scale emergencies by providing funding to develop or enhance community Evacuation Route Plans.

PAST PRACTICE / POLICY / LEGISLATION

Past practice has been to apply for relevant grants that are of a benefit to the City.

ANALYSIS

The primary purpose of this funding application is to develop evacuation route plans including identifying and addressing hazards, geographic landscape and population density in order to execute safer and more effective and coordinated evacuations from an impacted area. Development of evacuation route plans will identify available routes, methods of evacuation, modes of transportation and other factors to improve the functionality of evacuation routes. Collaborating with the City of Surrey through this grant application process, if successful, will result in cost and resource efficiencies.

BUDGET IMPLICATIONS

The total cost of the project is \$25,000, and is in the 2020-2024 Financial Plan with the funding source defined as the UBCM grant.

RISK MANAGEMENT

This project will improve community emergency preparedness and public safety by collaborating with a community partner in identifying potential challenges in developing and implementing a stronger evacuation plan in the event of a large-scale emergency.

OPTIONS

The following options are available for Council's consideration:

1. Direct staff to complete the requirements for the partner application, which requires a Council resolution in support for the submission of a Community Emergency Preparedness Fund partner application with the City of Surrey, with Surrey being the primary applicant to apply for, receive and manage overall grant funding on our behalf.
2. Direct staff to exclude the City from the partner application process.

Staff recommend Option 1, as reflected in the recommendations of this corporate report.

CONCLUSION

Evacuation route planning will assist in ensuring that if required, an evacuation plan is conducted as safely as possible, in an orderly, coordinated and efficient manner. It is recommended that the City participate in the Community Emergency Preparedness Fund grant process as a partner applicant with the City of Surrey.

Respectfully submitted,



Phil Lemire
Fire Chief

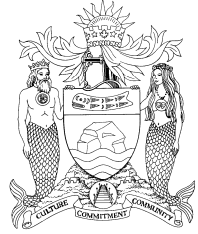
Comments from the Chief Administrative Officer:

I concur with the recommendations of this corporate report.



Dan Bottrill
Chief Administrative Officer

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: March 30, 2020
TO: Mayor and Council
FROM: Jacquie Johnstone, Director, Human Resources
SUBJECT: 2020 New Position Recruitment Priorities

RECOMMENDATION

THAT Council receives for information the corporate report dated March 30, 2020, from the Director of Human Resources, titled “2020 New Position Recruitment Priorities.”

INTRODUCTION

The COVID-19 outbreak continues to impact countries around the world with a rising number of cases. As part of the City’s pandemic plan, senior staff are monitoring and implementing measures to ensure the provision of essential services to the community during the pandemic, including identifying existing and new positions that are essential in the provision of services. As well, City staff are identifying the non-essential services that can continue to be provided wherever possible.

PAST PRACTICE / POLICY / LEGISLATION

Human Resources partners with other City departments to recruit a qualified and inclusive workforce. Included in the recruitment process, managers and Human Resources determine priorities as follows:

- Priority 1 – Essential Services, including Immediate and Critical impact on operations;
- Priority 2 – Moderate impact on operations, workarounds required with negative impact on time/resources; and
- Priority 3 – Minimal impact on operations/resources.

ANALYSIS

Seven new permanent positions were identified as part of the City’s 2020-2024 Financial Plan:

- Regular Part-time Payroll Assistant;
- Regular Part-time Special Events Assistant;
- Regular Fulltime Committee Clerk;
- Regular Fulltime Digital and Media Communications Assistant;
- Regular Fulltime Gardener;
- Regular Fulltime Project Engineer; and
- Regular Fulltime Purchasing Officer.

Four (4) existing permanent positions have been identified as a Priority 1:

Position	Status
Chief Administrative Officer	Final Stages
Fire Chief	Interviews in Progress
Assistant Plans Examiner	Interviews in Progress
Deputy Fire Chief	Process to commence with new Fire Chief

Two of the seven positions' recruitments, Committee Clerk and Digital & Media Communications Assistant, are in progress given the positions are immediately actionable with temporary employees are backfilling the positions. The remaining five (5) permanent positions have been prioritized as per the recruitment criteria as follows:

Priority 1:	Priority 2:	Priority 3:
<ul style="list-style-type: none"> Payroll Assistant 	<ul style="list-style-type: none"> Gardener Project Engineer Special Events Assistant 	<ul style="list-style-type: none"> Purchasing Officer

Temporary positions, including recently approved, have also been prioritized based on the criteria:

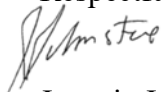
Priority 1:	Priority 2:	Priority 3:
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> 2 Parks Labourers Recreation Programmer 	<ul style="list-style-type: none"> Committee Clerk Economic Dev. Officer HR Coordinator Safety Assistant

As the COVID-19 situation continues to evolve, City management will revisit its resource requirements and shift priorities as needed.

CONCLUSION

This corporate report provides an update of the City's recruitment priorities while recognizing the need to provide mainstream services to the community where possible, and most importantly, meeting the needs required to provide essential services during the COVID-19 crisis.

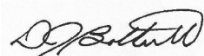
Respectfully submitted,



Jacquie Johnstone
Director, Human Resources

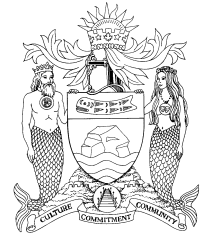
Comments from the Chief Administrative Officer:

This corporate report is provided for information purposes.



Dan Bottrill
Chief Administrative Officer

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: March 30, 2020

TO: Mayor and Council

FROM: Carl Isaak, Director of Planning and Development Services

SUBJECT: Results of Public Engagement on Use of Community Amenity Contribution Funds

RECOMMENDATION

THAT Council receive for information the corporate report dated March 30, 2020, from the Director of Planning and Development Services, titled “Results of Public Engagement on Use of Community Amenity Contribution Funds.”

INTRODUCTION

During January and February 2020, the public was asked how they would spend \$13M on amenities for the community. This occurred primarily through a Community Forum (information session and workshop) on January 20, 2020, two subsequent pop-up events on February 4, and February 9, and an online survey available throughout the period after the Community Forum until February 18, 2020. A robust interaction on the topic also occurred on a related post on the City’s Facebook page, with over 274 reactions, comments and shares. Details regarding the level of public engagement through these various channels are attached in a summary document provided as Appendix A to this corporate report.

This corporate report provides Council with an overview of the results of the public engagement and considerations for potential next steps in Council’s decisions regarding the use of received and anticipated community amenity contribution funds.

PAST PRACTICE / POLICY / LEGISLATION

Mechanisms for Receiving Amenity Contributions

‘Density bonusing’ is an accepted method for a local government to acquire public community benefits (i.e., amenities) in exchange for additional development potential. Density bonusing may occur by way of:

- a) amenity zoning, valid under section 482 of the *Local Government Act* (LGA); and
- b) a phased development agreement (PDA), valid under section 515-522 of the LGA.

Some developments cannot support an entire on-site amenity, or the timing of the development does not adequately align with the timing tied to providing the amenity itself, so cash-in-lieu (“community amenity contributions,” or CACs) may be provided.

Current Amount of CACs

The City currently has approximately \$9M of CACs that are not allocated to a project, and an additional \$4M is expected to be received in 2021 for a total of \$13M of unallocated CACs.

Eligible Uses for CACs

The City's Community Amenity Reserve Fund Bylaw 2017, No. 2190, defines an amenity as "a community asset owned or held by the City or designate of the City." Council Policy 511: Density Bonus / Amenity Contribution Policy also provides parameters for what types of assets are eligible for CAC funds. Generally, amenity contributions must be used for the capital costs of new assets, to assist with the impact of new development, and may not be used as operating funds, to repair and maintain existing assets, or to subsidize other City fees or taxes.

Policy 511 and Bylaw No. 2190 include the following items in their lists of amenity examples:

- A building or space within a building for civic uses, including but not limited to office, meeting or convention space;
- Open space and pedestrian routes (new and improved);
- Publically accessible parking;
- Outdoor public art;
- A transit station "bus loop" and/or transit shelters;
- Special needs or non-market affordable housing;
- People movement infrastructure (e.g. funicular) to Waterfront;
- Library, museum or archive (e.g. civic uses);
- Arts and cultural centre;
- Child care facility;
- Heritage conservation;
- Greenhouse gas reduction measure;
- Community energy facility; and
- Similar things that benefit the City and the well-being of its community.

ANALYSIS

General Comment on Sampling/Representation

Having participation of residents with diverse backgrounds that broadly represent the population in the community helps achieve feedback results that are reflective of the public as a whole. As some formats of engagement are more likely to attract different population groups due to preferences and availability, several different methods were used to collect feedback, including a facilitated evening event (larger time commitment), pop-up engagement at the Community Centre and Centennial Arena ('passing by' opportunity, lower time commitment), and an online survey and social media posting (most flexible time commitment, requires some digital knowledge).

While digital engagement through social media and participation in online surveys is becoming more and more common throughout the population, it is likely that there is some 'skew' in having higher representation of youth in online engagement, for example, and a relatively higher proportion of seniors at in-person public events. The pop-up engagement event at Centennial

Arena, with an estimated participation of 50, had generally younger participants relative to the ~25 participants at the Community Centre likely due to the programming at those facilities.

Community Forum and Pop-Up Engagement Results

After completing a series of facilitated table discussions on different amenity categories, participants at the Community Forum on January 20, 2020 had the opportunity to do a ‘dotmocracy’ exercise selecting their top priority choices by using stickers, and providing general comments on sticky notes. Participants at the pop-up engagements had the same opportunities to give their feedback. In these in-person events, the top priorities expressed were (in order of the highest amount of stickers):

1. Centre Street Walkway
2. Funicular
3. Affordable Housing
4. Enhancements to White Rock’s Pier
5. Waterfront Parks

Additional ideas generated through these events are included in the summary in Appendix A. The storyboards used for the table discussion and “dotmocracy” exercise are attached to this corporate report as Appendix B.

Online Survey Results - Categories of Amenities

In order to obtain a high-level understanding of what the community perceives is needed to respond to the demands created by increased population, the online survey grouped potential amenity projects into five broad categories, namely:

- Arts and Culture;
- Social Supports (e.g., affordable housing and child care);
- Parks and Recreation;
- Mobility; and
- Civic Facilities.

Of the 523 respondents to the survey, 333 (64%) selected Parks and Recreation as most important, followed by 159 (30%) for Social Supports, 116 (22%) for Mobility, 98 (19%) for Arts and Culture, and 64 (12%) for Civic Facilities.

Online Survey Results – Specific Projects

To provide an illustration of specific projects that could be supported through the use of CAC funds, 14 example projects were included in the online survey. Participants were asked to rank both their ‘Top 3’ priorities as well as their Top (i.e., #1) priority.

Of the 523 respondents, 281 (54%) included waterfront parks in their Top 3, followed by Funicular – Connecting Uptown to Waterfront with 160 (31%) and Affordable Housing with 139 (27%).

Choosing only their top priority, the same three projects dominated, but with a wider lead for the top placing project. Two hundred and ten (210) respondents (40%) chose waterfront parks, 75 (14%) chose “other”, 62 (12%) chose Funicular – Connecting Uptown to Waterfront and 60 (12%) chose Affordable Housing.

Facebook Posts

The discussion on the City’s Facebook page included many posts supporting ideas that were presented on the online survey and at the Community Forum and pop-up events, in addition to new ideas. Some of these verbatim comment highlights are included in the summary in Appendix A.

Staff Comments

Receiving public input on the use of limited CACs is a valuable tool for understanding the community’s perceived needs for increased amenities as it responds to increased development and population growth. Council may also have awareness of different priorities through other processes and opportunities for input from stakeholders in the community.

The online survey votes and “dotmocracy” exercises were not intended to set a specific budget (i.e. if 30% of respondents chose a funicular, therefore 30% of the available funds should be spent on a funicular, even if the actual cost would be likely much higher), but rather to give insight into the views of the public.

A poll of staff members might also result in a range of spending priorities, and so a formal recommendation of how Council should spend the CAC funds is not included in this corporate report. Further study of each project to determine the estimated costs and other implications, including the ongoing operating costs, would likely be required before proceeding, potentially requiring separate funds for the study depending on the complexity of the project.

Council may also want to consider that there may be an opportunity to leverage CAC funds for greater impact by attracting additional funds to projects (through funding from senior levels of government or matching donations from community corporate sponsors, etc.).

A hypothetical example of how Council could proceed with allocating funding over a number of years is provided below.

Funding Category / Project	2021	2022	2023	2024	Total
<i>Category/Project A</i>	\$500,000	\$500,000	\$500,000	\$500,000	\$2M
<i>Category/Project B</i>	\$4M				\$4M
<i>Category/Project C</i>		\$2M			\$2M
<i>Category/Project D</i>			\$3M		\$3M
<i>Unallocated</i>	-	-	-	-	\$2M
Total	\$4.5M	\$2.5M	\$3.5M	\$0.5M	\$13M

OPTIONS

The following options are available for Council’s consideration:

1. Direct staff to assign/earmark unallocated community amenity contribution funds to a particular project(s) or eligible funding areas in a future year of the five year Financial Plan, and direct staff to bring forward a corporate report with more detailed costs for the identified project or category; or

2. Direct staff to take no further action at this time, leaving the decision on allocating community amenity contributions to future Financial Plan processes; or
3. Direct staff to undertake further research or consultation on this topic as specified by Council, and/or to schedule a separate Council meeting as a workshop for this topic to allow more in-depth discussion on how Council wishes to determine the allocation of CACs.

Staff have provided this report for Council's information and to provide a basis for discussion of the topic, and have provided the above options without recommendation.

BUDGET IMPLICATIONS

CACs are to be used for the capital costs of new assets only, and cannot be used for operating costs of those assets, which must have a different source of revenue (e.g., taxation or user fees). While some community amenities, such as public art, have relatively low maintenance costs, other amenities may have significant operating expenses. Staff recommend that prior to making a final decision to move ahead with a particular project that Council, in addition to considering the project budget, consider the ongoing operating costs as part of the decision-making process.

CLIMATE CHANGE IMPLICATIONS

There are no direct climate change implications associated with the public engagement on the use of community amenity contribution funds. Particular projects, if they are implemented, may have climate change implications if they impact energy efficiency or support low-carbon transportation choices.

CONCLUSION

This corporate report provides Council with an update on public engagement undertaken to determine the community's views on the appropriate use of community amenity contribution funds that are not yet allocated to a specific project. A summary of the public engagement results is attached to this corporate report. Council may consider this information and direct staff to amend the Financial Plan to earmark CAC funds for future projects, and to report back with additional details and estimated costs related to the selected projects. Alternatively, Council may direct that the CACs remain unallocated and subject to a future decision making process.

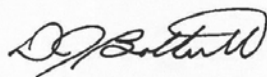
Respectfully submitted,



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

Comments from the Chief Administrative Officer:

This corporate report is provided for information purposes.



Dan Bottrill
Chief Administrative Officer

Appendix A: Community Amenity Contributions: Results of Community Engagement
Appendix B: Poster Boards from CAC Community Forum and Pop-Up Engagements

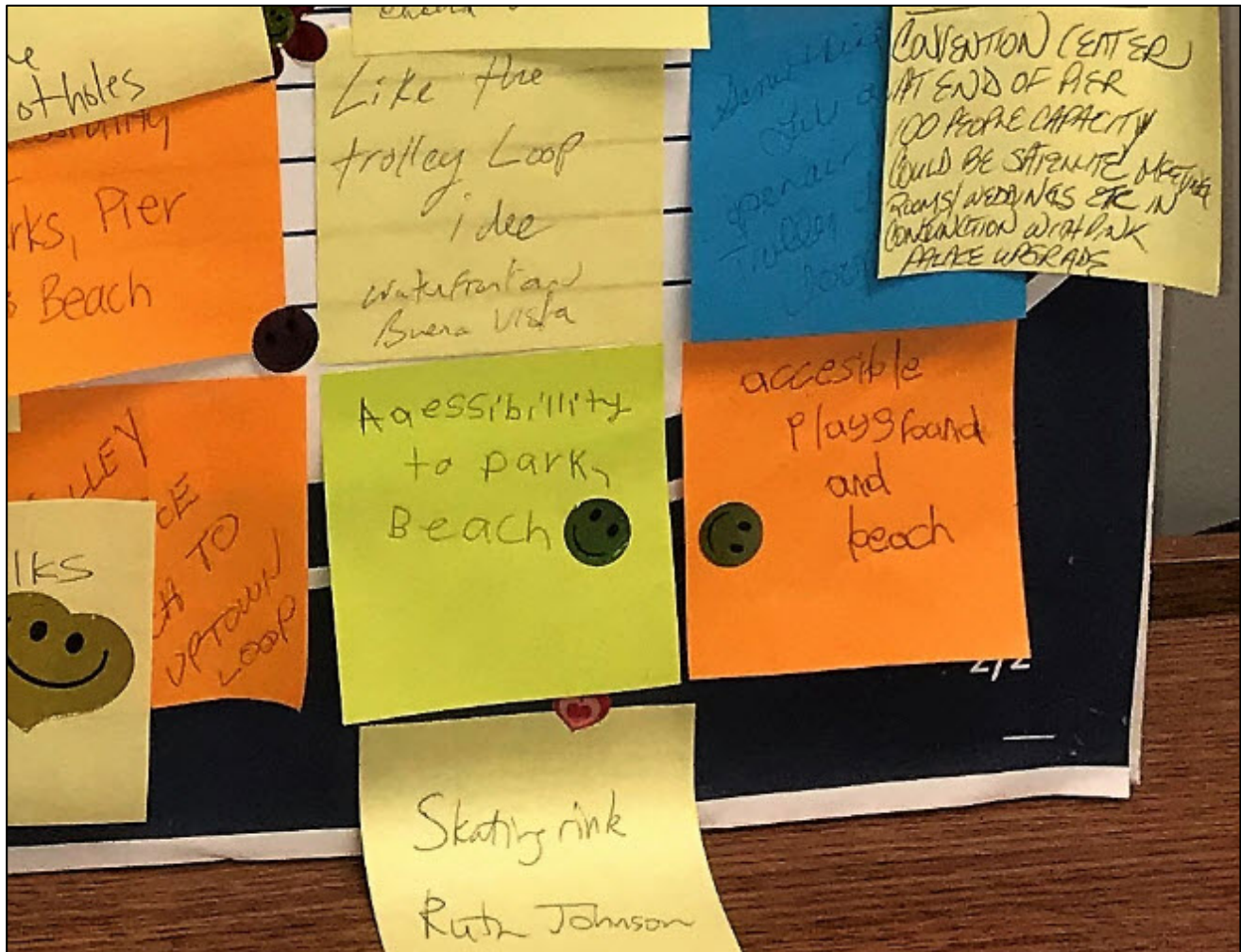
Community Amenity Contributions: Results of Community Engagement

How would you spend \$13 million?

February 2020

Prepared by City of White Rock Communications

for Planning and Development



Community engagement

The City of White Rock asked the public to help identify how to spend an expected \$13 million in Community Amenity Contributions (CACs), once they've been collected, on eligible capital projects.

Developers pay the City of White Rock development cost charges (DCCs) to help with utilities like water, sewage and roads. Once a building permit has been issued, developers also pay community amenity contributions (CACs) to help with capital investments to benefit the community.

**HEY, WHITE ROCK
HOW WOULD YOU
SPEND \$13 MILLION?**

The City of White Rock wants to know how you'd spend an expected \$13 million in community amenity contributions (CACs), once they've been collected.

Developers pay White Rock development cost charges (DCCs) for things like water, sewage and roads, and they pay CACs for capital investments in the community.

Share your ideas about what the community needs. Project options include enhancements to White Rock's Pier, affordable housing and park improvements.

PUBLIC WORKSHOP AND INFORMATION SESSION
Monday, Jan. 20, 2020
5:30 p.m. - 7:30 p.m.
White Rock Community Centre
15154 Russell Avenue
(Free underground parking is available at the Russell Avenue entrance)

WHITE ROCK
City by the Sea!

An online survey will be available Jan. 20 at whiterockcity.ca/CAC

The City began the public input process in early January 2020. Options put forward for community input include:

- 😊 Affordable housing opportunities
- 😊 Centre Street Walkway
- 😊 City Hall with community space
- 😊 Convention Centre with community access
- 😊 Enhancements to White Rock's Pier
- 😊 Five Corners Plaza Plan (Rainbow Pathway)
- 😊 Funicular connecting uptown to waterfront
- 😊 Gallery/Museum Space
- 😊 Maccaud Park Plan
- 😊 Public Art
- 😊 Public Parking options
- 😊 Theatre Facility
- 😊 Transit Shelters
- 😊 Waterfront parks

Communication Approaches

The engagement strategy was launched in early January 2020, supported with communication tactics to ensure residents and business owners/operators were aware of the many opportunities to provide input to help City Council decide how to spend an expected \$13 million in Community Amenity Contributions.

The engagement strategy included:

- 😊 Public information and workshop
- 😊 Two pop-up engagement sessions
- 😊 Dotmocracy boards
- 😊 Online Survey
- 😊 Paper surveys
- 😊 Facebook conversation



A group of participants at the Jan. 20, 2020, public information session and workshop.

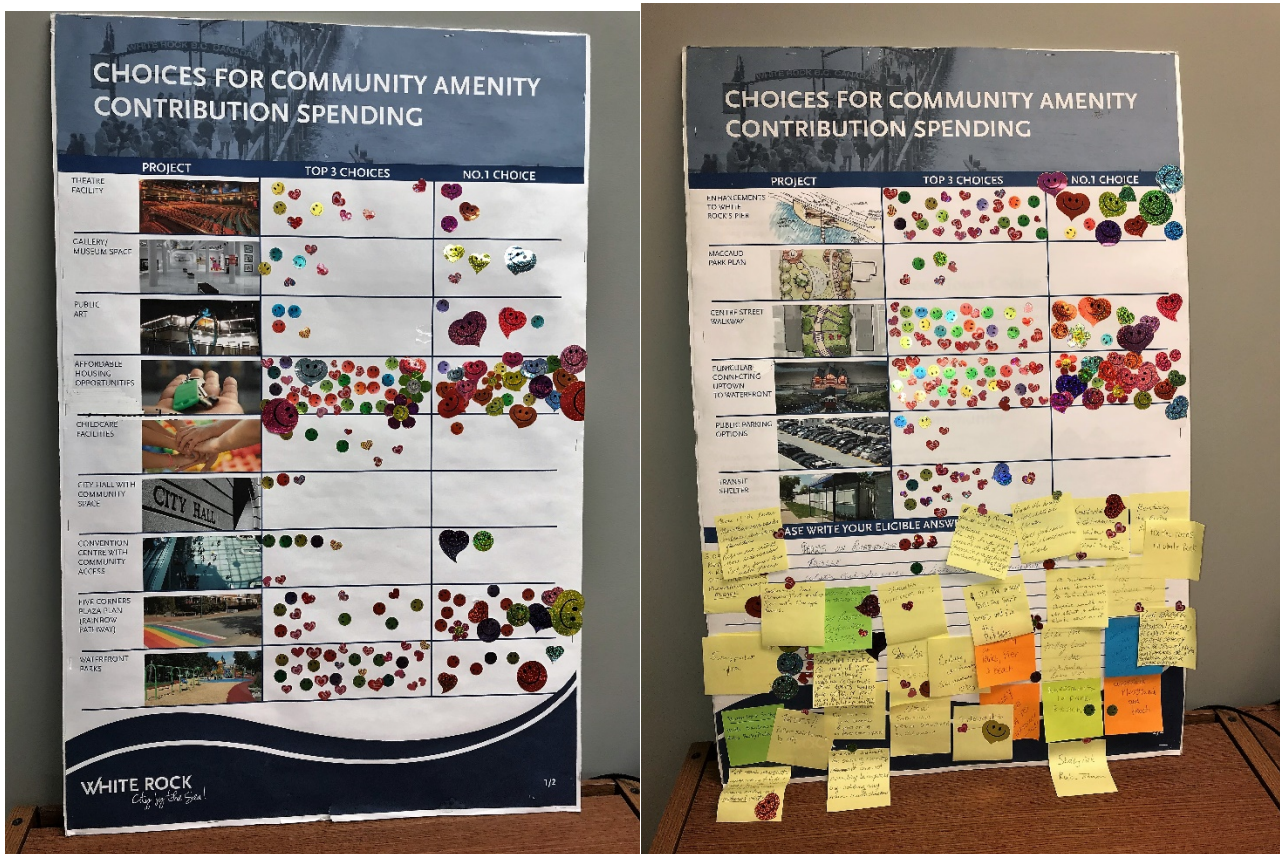
Communication included:

- 😊 2 news releases
- 😊 A dedicated web page with regular updates
- 😊 A Q and A to help define what CACs can and cannot be used for
- 😊 A friendly url for the web page at www.whiterockcity.ca/CAC
- 😊 A survey posted on Talk White Rock at: **WEB**
- 😊 Multiple postings on Twitter
- 😊 Multiple postings on Facebook
- 😊 Facebook advertising
- 😊 Posters to City buildings, White Rock Library and distributed to businesses
- 😊 Promoted through City Connects e-newsletter
- 😊 Promoted on the City's intranet site, The Wave
- 😊 2 ads in Peace Arch News to promote the Jan. 20, 2020 event and online survey
- 😊 2 ads in Peace Arch News to promote the pop-up engagement opportunities
- 😊 3 large information boards to bring to engagement opportunities
- 😊 2 large Dotmocracy boards to gather public input with stickers

Dotmocracy Boards

City of White Rock staff and Council members were involved in public engagement opportunities for three events involving the same two boards. Participants were given three small stickers each to place on their top three choices and a larger sticker to place on their No. 1 choice. There were 135 people at three locations adding stickers to the two Dotmocracy boards shown below at:

- Public Information Session and Workshop**
 Jan. 20, 2020
 White Rock Community Centre: 60 participants
- Pop-up Engagement**
 Feb. 4, 2020
 White Rock Community Centre: 25 participants
- Pop-up Engagement**
 Feb. 9, 2020
 Centennial Arena: 50 participants



Dotmocracy boards: Input collected Jan. 20, Feb. 4 and Feb. 9, 2020. Sticky notes are "other."

Top 5

Here are the top five choices, starting with No. 1:

1. Centre Street Walkway
2. Funicular
3. Affordable Housing
4. Enhancements to White Rock's Pier
5. Waterfront Parks

Other suggestions include:

- 😊 Swimming pool at the Pier
- 😊 Waterfront Parks: with skateboard and bike path
- 😊 Convention centre at the end of the Pier
- 😊 Accessibility at parks, Pier and beach
- 😊 Adding a "trolley" loop from Buena Vista to the Waterfront
- 😊 Outdoor skating at Memorial Park
- 😊 Building more sidewalks, including from 5 Corners to Columbia

Facebook Comments: How would you spend \$13 million?

The City of White Rock Facebook page has more than 5,700 followers and is an active source of community information and conversation.

To maximize the use of Facebook, the City posted five times on Facebook between Jan. 15 and Feb. 14, reaching 11,649 people. The City also “boosted” select posts, for a small fee, to increase reach.

The screenshot shows a Facebook post from the City of White Rock, dated January 17. The post text asks, "Hey, White Rock! How would you spend 13 million dollars?" and provides details about a Community Amenity Contributions Forum on Monday, Jan. 20. The post includes a large image with the text "HEY, WHITE ROCK HOW WOULD YOU SPEND \$13 MILLION?".

Performance for Your Post

5,777 People Reached		
274 Reactions, Comments & Shares		
53 Like	36 On Post	17 On Shares
2 Love	2 On Post	0 On Shares
2 Haha	1 On Post	1 On Shares
4 Wow	2 On Post	2 On Shares
188 Comments	128 On Post	60 On Shares
25 Shares	24 On Post	1 On Shares
992 Post Clicks		
34 Photo Views	66 Link Clicks	892 Other Clicks
NEGATIVE FEEDBACK		
9 Hide Post	2 Hide All Posts	
0 Report as Spam	0 Unlike Page	

5,777 People Reached | 1,266 Engagements | Boost Again

Boosted on Jan 17, 2020 By WhiteRock Comms | Completed

People Reached	2.1K	Post Engagement	123
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View Results

39 Reactions | 70 Comments | 24 Shares

Like | Comment | Share

Discussion was robust and interactive, and included comments about roads and sidewalks. The following suggestions related to Community Amenity Contributions are sorted into five categories:

1. The Waterfront
2. Affordable Housing
3. Transportation to the Beach
4. Buildings
5. Parkland/Green Space

2. Affordable Housing

- ☺ Buy up some commercial property and redevelop with a mix of commercial and subsidized housing
- ☺ Get developers to build housing for the homeless
- ☺ Affordable Housing Options is on the list of things the CAC can be used for...this should be #1 priority...please
- ☺ Use some of it to build low-cost housing options/housing for the homeless
- ☺ Buy land and build a Tiny Home community...collecting modest land rent
- ☺ Expropriate (lands) and buy them at below-market value and make them community-owned and operated venues
- ☺ Attend to the growing homeless problem here

3. Funicular/Tram/Stairs/Bus to Beach

- ☺ A tram from the beach to downtown
- ☺ Put in a people mover/funicular from the waterfront to the top of the hill or a build a seawall to Crescent Beach for emergency vehicles and pedestrians
- ☺ A San Francisco-style streetcar on Oxford would be a nice tourist attraction
- ☺ Living at the top of Oxford I often wished there was a bus going up
- ☺ A funicular would be amazing. It would be nice for the city to give something back to residents...instead of a tourism focus
- ☺ Build several sets of stairs or easy sloping ramps to get down to West Beach. Jumping down is not an option for people with mobility issues
- ☺ Steady...transportation to and from the beach area
- ☺ Free shuttle from the West Beach and the East Beach to the hilltop all year round, not just during the summer

4. Buildings

- ☺ An art program/facility that gives grants to artists to do community projects
- ☺ Invest in a gym and aquatic rec facility with low budget membership fees for proof of residence
- ☺ Build a school or programs for kids/teens with disabilities
- ☺ Build a catch-and-release aquarium

5. Parkland/Green Space

- ☺ Additional green spaces for families and seniors
- ☺ Turn some of (CACs) into natural protected areas
- ☺ Change the whole cliff between Marine Drive and walkway Promenade to a nice landscape with flowering plants
- ☺ Community Gardens would be great or even putting some playground equipment on some (road allowances)

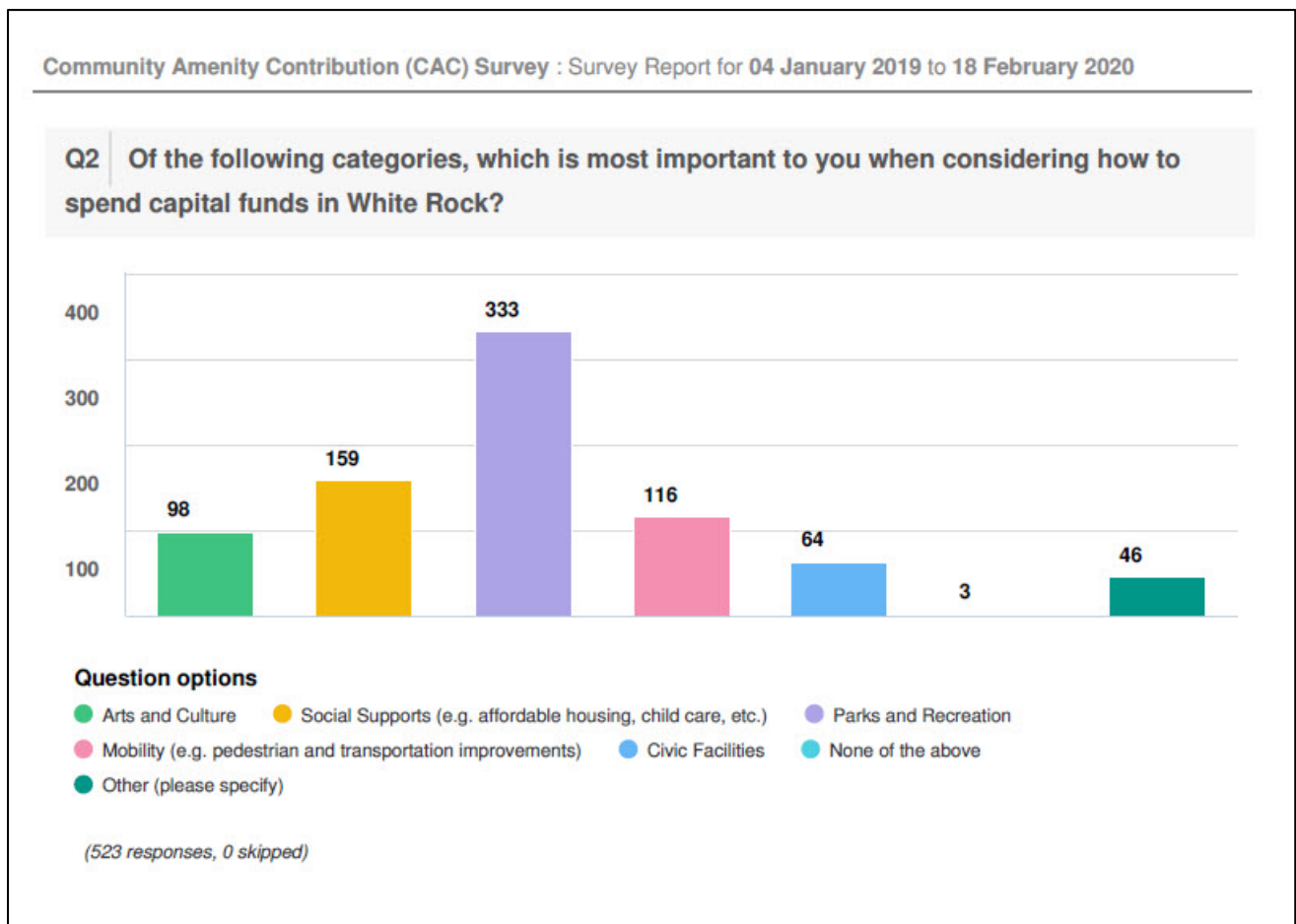
Online Survey

The City of White Rock posted an anonymous, online survey on Jan. 4, 2020, accepting comments until Feb. 18, 2020. The survey was promoted using a variety of communication tools. The total number of respondents is 523. Respondents provided their postal codes.

Respondents were given a list of options, including None of the Above and Other, and were given a chance to comment. The questions are:

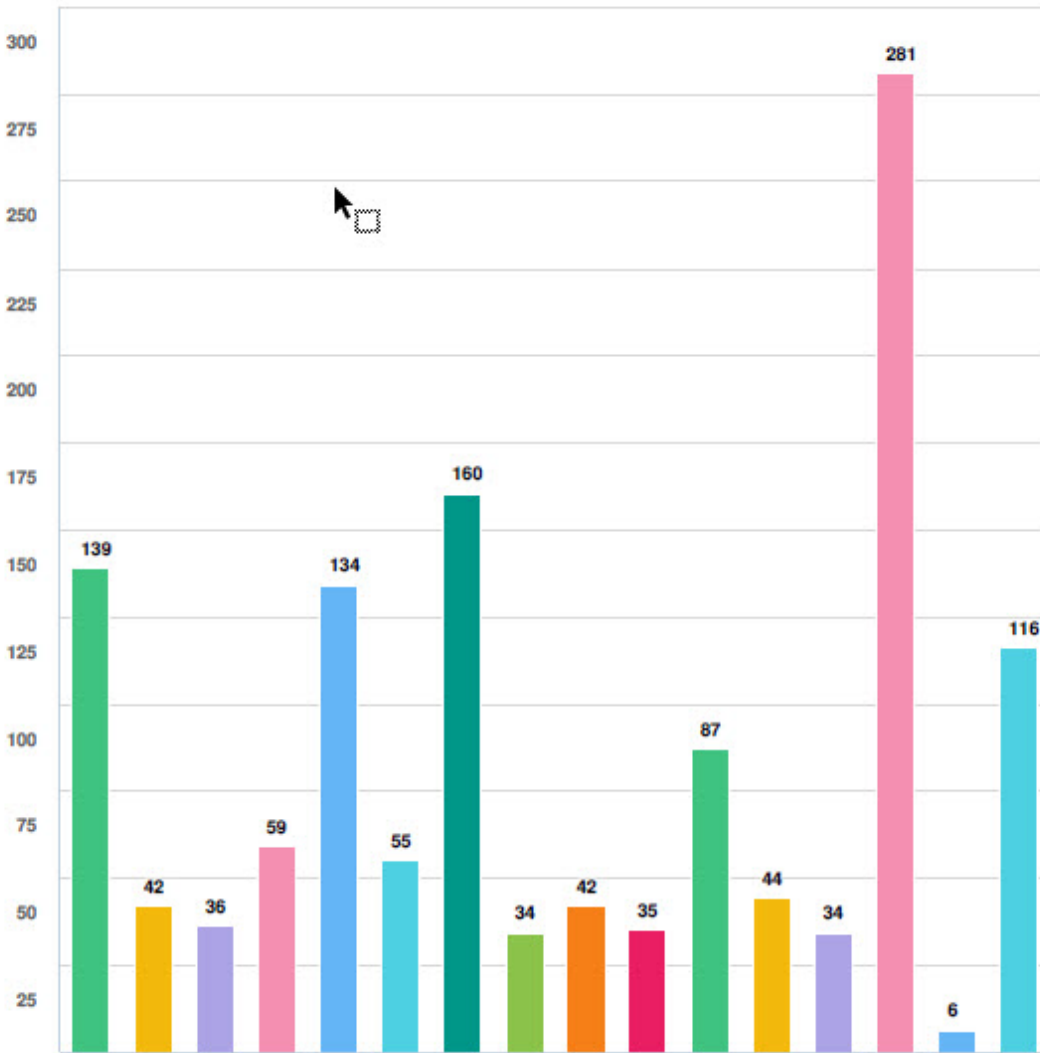
1. Of the following categories, which is the most important to you when considering how to spend capital funds in White Rock?
2. Which of the three (3) following priorities would you like to see funded by the City?
3. Which item on this list is your No. 1 priority?

Here are the responses:



Of 523 respondents, 333 (64 %) stated Parks and Recreation is most important when considering how to spend capital funds, while 159 (30 %) chose social supports and 116 (22 %) chose mobility.

Q3 Which three (3) of the following priorities would you like to see funded by the City?



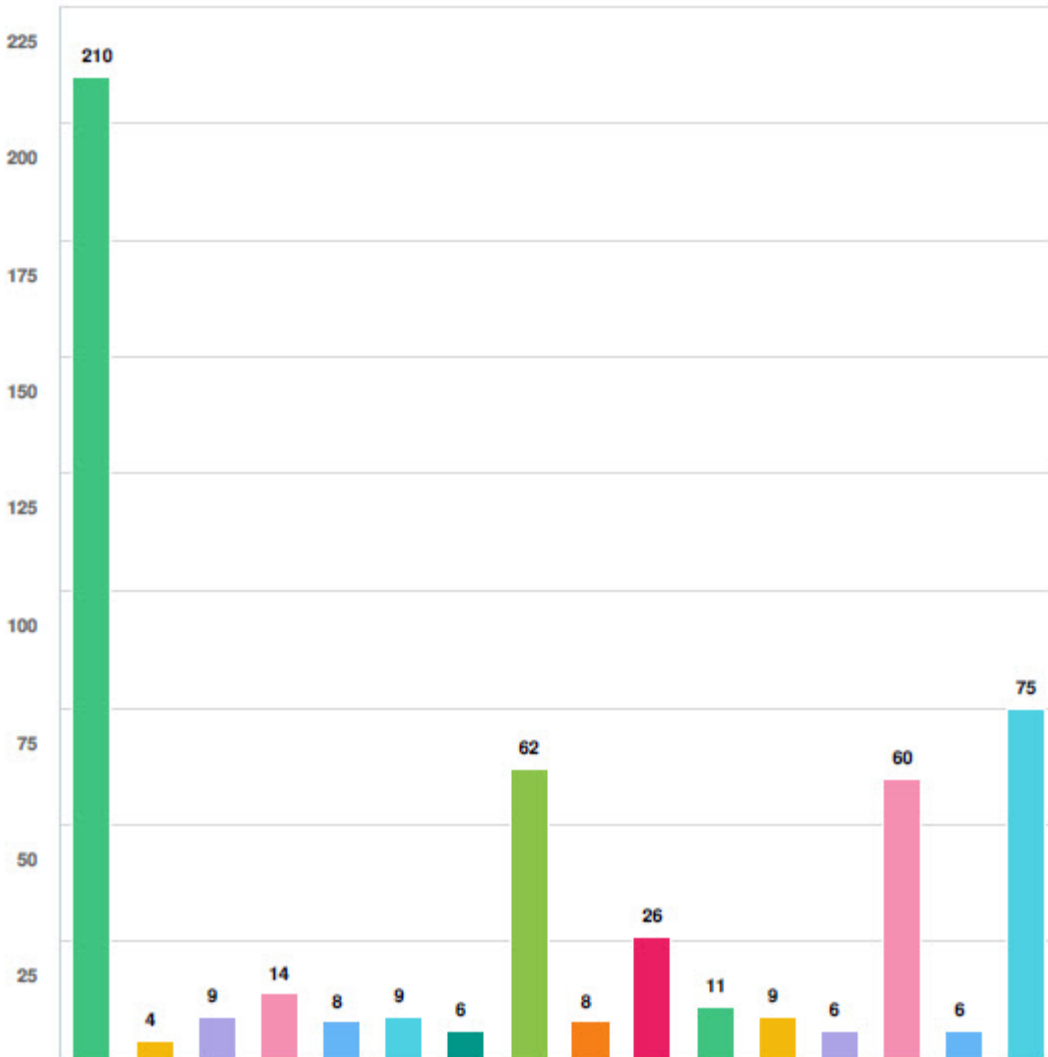
Question options

- Affordable housing opportunities ● Centre Street Walkway ● City Hall with community space
- Convention Centre with community access ● Enhancements to White Rock's Pier
- Five Corners Plaza Plan (Rainbow Pathway) ● Funicular connecting uptown to waterfront ● Gallery/Museum Space
- MaCCAud Park Plan ● Public Art ● Public Parking options ● Theatre Facility ● Transit Shelters
- Waterfront parks ● None of the above ● Other (please specify)

(523 responses, 0 skipped)

When asked about their top three choices for spending the CACs, 281 respondents (53.7 %) chose Waterfront parks, followed by Funicular (30.6 %) and Affordable Housing (26.6 %).

Q4 Which item on this list is your No. 1 priority?



Question options

- Waterfront parks
- Transit Shelters
- Theatre Facility
- Public Parking options
- Public Art
- MaCCAud Park Plan
- Gallery/Museum Space
- Funicular connecting uptown to waterfront
- Five Corners Plaza Plan (Rainbow Pathway)
- Enhancements to White Rock's Pier
- Convention Centre with community access
- City Hall with community space
- Centre Street Walkway
- Affordable housing opportunities
- None of the above
- Other (please specify)

(523 responses, 0 skipped)

When asked about the No. 1 priority out of the list provided—with an invitation to write their own priority item—210 respondents (40 %) chose Waterfront Parks, 75 (14.3 %) chose other, 62 (11.9 %) chose Funicular and 60 (11.5 %) chose Affordable Housing.

Verbatim Open Ended Comments from Online Survey

Happy to have a chance to comment.
We desperately need to improve some of our sidewalks! Far too often I am picking up seniors who have fallen.
Having the Funicular solves so many issues: it solves our parking issues, our waterfront access issue, waterfront business improvement issues, uptown business improvement issues, adds to tourism and also adds to Arts and Culture if we make it nice. What other improvements could kill so many stones with one item?? This will put White Rock on the map and a tourist destination 365 days a year. There is no other Funicular in Canada besides one in Quebec. It is unique and can serve the city very well.
I believe tourism is the most important thing for White Rock to be able to prosper. Increase tourism and the city will benefit and be able to improve resident life style satisfaction. The power lines along the waterfront should be underground for a cleaner appearance as well as the funicular added and waterfront parks improved for families' enjoyment - enhance the tourist and resident experience simultaneously.
I would love if the City would transform Bayview Park to be similar to John Lawson Park in West Vancouver. A waterfront playground for kids of all ages could easily attract more people to the beach. I want to see White Rock be more of a family friendly community!
CACs should be used to support projects that benefit many in the community, rather than directly benefitting relatively few. Therefore while I generally support things such as affordable housing, they should be achieved through other means including provincially legislated requirements for developers.
providing transient moorage at the pier as well as an operating customs dock will greatly enhance the "City by the Sea"
Thinking of everyone, not just the people who might attend, but the teens and early 20's who won't attend, the parents with 3 kids, etc etc. Put the answers into a demographic chart and see (the nearly dead... or close to, would love more arts, affordable housing, less train noise, public arts, theatre...etc etc), new families would love.... teens would love.... empty nesters would love....
A performing venue is very much needed as our community grows. I have been director (and founder) of The Youth Theatre Company, based out of WR and So Surrey and it has been a struggle to find a performing venue since our founding 23 years ago!
The Summerfield Area of South Surrey is exploding with residential construction. Many families here have dogs. We need a place within walking distance to exercise our dogs and meet members of our community.
A funicular will cost 24 million....if considered, where do you plan to get the 11 million dollar shortfall from? Upkeep is anywhere from a 'few' hundred thousand to 1 million a year. Where will that money come from? It doesn't sound very fun for the taxpayers of this city (of which I am one).
Please clean up and maintain the parks and public areas. Rat control could also be improved.

Why is Council so determined to spend these CAC derived funds??? With a negative attitude to new developments there will not be any more CAC funds coming in, right? Question...can existing CAC funds be used to pay for defending a lawsuit from the developer of the Lady Alexandria? Also, we already have a nice new community center and a nice Playhouse, do we need more? I am disappointed that the expense and upkeep of a funicular would even be talked about!

We already have lots of theater and performance venues that are well used.
We already have lots of public art - which I appreciate.
We need to be able to move people between the beach and uptown areas, and considering the population is aging and young families have small children, strollers and picnic baskets, is it reasonable to expect people to walk up the hills on a return trip from the beach?

If we want people to come to the beach we have to make it easy for them.

My husband and myself make 80k a year yet we still can't afford to keep our mouldy sea shanti afloat. 2450\$ a month for a 3 bedroom apartment with heat that doesn't work. We need affordable housing that isn't falling apart. This is way more important than public art.

Carl. I thought you did an excellent job the other evening at the community centre.

No more high rises below Thrift. There is not enough parking. Our quaint little seaside town is going to be ruined. Also in uptown get rid of the multi coloured lights. It looks tacky. Only white lights should be left up all year.

Build a shelter with all kinds of protection to people in case of disaster! Main use for political officers to be at reach and access to White Rock community

The beach needs some serious love for the off-season. During the summer months the beach is packed but local families and residents need more reason to visit the beach during the off-season.

The majority of people move here to be close to the beach and nature and we simply do not have enough amenities/attractions down there to appeal in the off-season so investing in the waterfront to make it more modern and viable for businesses year-round is crucial.

A simple idea is a big covered playground on west beach at Bayview Park. The space should also include a multi-use court similar to the one in Langley at their Penzance Bike Park which allows people to play basketball, soccer or hockey.

Creating a world-class outdoor recreation facility that encourages people to get outside year-round would be a huge draw to the beach. People travel from all over to visit unique outdoor play spaces.

I would also love to see simple bike paths along the waterfront.

I also support the idea of building something to connect uptown and the beach but before doing so I think the beach needs a facelift. Memorial Park is a great first step towards that but building more modern structures is key. Integrating unique structures/art along the waterfront that people can be a part of (think the heart bike racks throughout Vancouver).

Playground at the beach!

I'd love to see a park at the beach, as well as a better fenced dog park somewhere in White Rock. The one at Centennial is just a mud pit. Thanks!

<p>We need more amenities for young children- more parks, playgrounds, green space.</p>
<p>A park that is accessible and has two sides, one for babies and toddlers and one for 4 and up. It's hard to take a toddler to a park when the big kids are always knocking them down. A spray park at the waterfront would be a nice option/addition too.</p>
<p>As a person who travel around a lot, I was surprised that there is no park & playground at the waterfront. We love taking a walk along the beach but as we have active kids at home, normally we would choose other nature areas with more family-friendly equips.</p>
<p>A park on the beach would be so lovely and well used by the many families that live here, but would also be a draw for bringing all lower mainland families to white rock to visit! (And hopefully visit the waterfront businesses!)</p>
<p>Anything that will increase access to the waterfront business is worth the money. My young family walks down regularly. A large majority of the population isn't as mobile.</p>
<p>A kids park is SO needed. Tons of families would finally have another reason to make the trek to the beach and then stay for dinner etc and support other local businesses. The marine park in Blaine is a PERFECT example. We all cross the border to use it, I would love something similar in my city!</p>
<p>Stop wasting money on overdevelopment and actually listen to the people who live here instead of making assumptions on how to satisfy people who don't live here. What's important is affordable housing, clean safe spaces for kids and youth, access to public parking without pay for places like schools and hospitals. Sick people and parents shouldn't have to pay or suffer because of the city's inability to focus on what's important.</p>
<p>We need a playground for kids near the beach. For example the marine park in Blaine that looks like a pirate ship. Something like this would be amazing!</p>
<p>There are so many young families in this area and so little in terms of parks and playgrounds</p>
<p>Water front parks for young families would be such an amazing draw to white rock! We would be there as often as possible!</p>
<p>Adorable [affordable] housing is my first choice, but waterfront parks with playgrounds would be a solid second choice.</p>
<p>The beach area needs some enhancements. An outdoor pool or a playground area for kids would be nice. The local businesses could use more traffic to white rock beach.</p>
<p>A kids playground or play area would be a great addition.</p>
<p>As stated above, I'd like to see a more accessible and inclusive White Rock and South Surrey community.</p>
<p>It would be lovely to have a waterfront playground. We went to a fantastic one in Ladysmith called "transfer beach park" on the beach. It had a playground, spray park, and a small field which had food trucks in the summer. It was such a great spot. It would be great to see an area with a play structure and possibly a spray park in White Rock down at the beach.</p>
<p>Would love for the community to be more accessible. My two year old daughter is in a wheelchair and it's very difficult for us to get uptown or back to marine drive without a car. I see some stairways that are too steep but there are a couple that look like they have the space to accommodate a ramp.</p>
<p>My son is with my parents 2 days a week and they live on Vidal just off the beach, we would love a playground on the beach!</p>
<p>Would absolutely love, value and use a waterfront park, especially in the Crescent Beach area, to meet fellow families for play time. Thank you for your consideration!!</p>

I think a cafe with seating at the end of the pier would be great, along with waterfront playground and family friendly public parking
We moved to white rock south surrey over 8 years ago from Vancouver. We would love to see more events held here. Make this city fun!!!
Love to see a beach front park for kids
<p>I lived across the street from Maccaud Park for 15 years. Through several mayors and several promises for the park. Over the 15 years we saw well over 100 trees removed from the park (for safety reasons). This increased the noise that reached our home from the busy 16th Ave. I begged for more trees. Over those 15 years under 10 trees in total were replaced in the park. We saw a playground structure removed with no replacement. The park was a busy access point for students of Earl Marriott and Peace Arch, the Seniors centre and neighbour walking. [personal information removed]. We were really excited several years ago when the city did a huge planning event for the park, contacting and inviting all neighbours to engage in ideas. The final project plan was elaborate, far more than we or any neighbours had wished for. But it didn't matter, [because] we were informed that the entire budget for the park improvement was spent on the study and there were no funds to actualize any of it. What a waste of thousands of dollars and hours.</p> <p>It would be so nice to see this park get a little attention. More trees at the North End to dampen the sound of traffic. Lighting along the pathway. Extending the path through the south end of the park south of the seniors centre. Maybe add 1 or two more benches. Maybe, maybe even add a few picnic tables at the North End for students of Earl Marriott to use. Since the park floods with students whenever weather permits. Finally and updated perennial landscape plan that was easy maintenance but added to the park like Rhododendrons for example. Not asking for a lot, just a few basics to make the park safer and more user friendly.</p> <p>[personal information removed]</p> <p>While the park no longer affects us and our property value, it would be so, so nice to see the city finally complete a promise to improve the beautiful park that was a gift instead of ignore it.</p>
A playground at White Rock Pier would be one of the best things you could build for families with young children.
Would love a playground on the beach!
Developing a waterfront playground/park for young families in the area would be an incredible asset to our community. Our neighbouring community in Blaine has a great playground and from my understanding, many families drive across the border just to use this park. What an incentive a park would be to drive people to the area, increasing tourism and patronage for local businesses. Thank you for your consideration
I am actively involved in the arts in our community. We are lacking in affordable, large, non-church spaces for arts groups to rent for concerts and productions. A space like a theatre or a music hall with good acoustics would not only serve our community, schools, and local arts organizations, but would also draw arts groups from the broader area of the lower mainland (and beyond) to perform and bring culture to white rock.
A waterfront park would be amazing and would encourage users to go to the shops during their visit. I grew up in White Rock and we always had the 'whale park' at Semiahmoo park and loved being there all the time.

<p>A park down at the water would bring a lot more foot traffic to the businesses down at the beach and the area in general. We often (and many other families we know) drive to the states or other beach towns to use their park facilities. White Rock is missing out on a great opportunity not only to improve things for the locals, but to bring people here from other communities as well.</p>
<p>Please please add a GOOD playground for all abilities, safe and ramp-accessible. Please create a space that children can grow into over the years.</p>
<p>Adding a park down to the beach would definitely bring my little family down there more often. I don't always want to come home covered in sand but love going down to the water or restaurants at the beach. The playground at the beach would make for a great family day or evening</p>
<p>You could draw many more families to the beach if there was somewhere for kids to play. It's great down there when the tide is out but when it is in there isn't a lot for the little ones to do. Provide a playground and the parents will go all year long.</p>
<p>I would love to see a waterfront playground at White Rock beach. We often visit the one in Blaine, but it would be amazing to have this option locally without having to cross the border</p>
<p>More free parking available. It should not be a privilege to visit our ocean.</p>
<p>Improved roadways and SIDEWALKS to accommodate the growing population.</p>
<p>The area is getting a lot of new residents, most of them young families and the amenities are scarce and generally old. We need more playgrounds for kids, for all ages, the beach is always busy, it would be great if there was more to do for kids.</p>
<p>My family would be down at the beach a whole lot more if there was a playground. Which would lead to more business at the local restaurants and stores.</p>
<p>A park like they have at the waterfront in Blaine would be so great at the beach! I grew up playing at the whale park on east beach when I was little. It was always busy and so much fun. I know personally I would bring my family down to the beach more if there was a more family friendly things to do</p>
<p>I grew up in White Rock and am raising 2 daughters here. I would LOVE a waterfront park.</p>
<p>While we are not residents we are your next door neighbours and spend most of our time using White Rock's public space with our children. Generations park is one of the most fantastic outdoor spaces we've experienced and to create something similar at the waterfront (3 times the size to accommodate how busy it would be) is something that would have a major impact for both residents and visitors. A pedestrian bridge to access it from the north side would also be useful. I used to enjoy my summers at the waterfront but I do find that (unless you want to just walk around) there is not much to do or engage with down at the waterfront. More sand beach, playgrounds, picnic areas would be wonderful. Furthermore, creating incentives for pop-up shops in vacant storefronts would be exciting. I miss the community/ local vibe of the waterfront shops. Helping create even temporary space that shares White Rock's identity with visitors is something to consider. Check out this project from Toronto's East End https://metcalfoundation.com/metcalf-story/how-the-danforth-east-pop-up-project-moved-grassroots-practice-to-policy-change/</p>
<p>I would love a waterfront park in White Rock. Like the ones they have in Kitsilano, point grey etc.</p>
<p>A waterfront playground and amenities for young families</p>

<p>There are no parks in the East Beach area. We need to be drawing more young families (like mine) into White Rock to support this city. My only reservation, and it continues to draw my eye to moving to a more family friendly city, is the lack of parks to *walk* to. We can't walk to the Elementary School to play during school hours. The only park near us is Emerson Park...it could be a great little spot if any attention was paid to it.</p> <p>The Mayor, tongue in cheek, commented to me on Facebook that I must have not seen the multi million dollar Centennial Park. Has it been so long that you've had kids that you don't remember how inconvenient it is to strap too kids into a car just to play outside in a park?</p> <p>Make this city more youthful and family friendly please! I bet you! I don't want to move away.</p>
<p>I think making waterfront parks would be such an amazing things for all the families moving to south surrey white rock. To have a place where kids can play, enjoy the beach, sun, time as a family would he absolutely incredible</p>
<p>I feel really strongly that White Rock needs to be more accommodating of the many younger families moving into the area. The Generations park at Centennial Arena was a welcome addition but it would be wonderful to have a playground at the beach so that the area could draw more families to it, and perhaps also beach volleyball courts like at Kits so that youth and younger adults have a reason to visit. It would also be great to see Maccaud park, which now is really unkempt and a waste of space, made into an attractive area (with flower beds!) that has facilities that can be used by families, youth and the aged (e.g. Victoria Park in Vancouver has bocce ball courts and a fenced children's park).</p>
<p>I really think affordable housing should be top on the list as well as more resources for the homeless and addicted</p>
<p>Most communities have a facility that kids/adults can plays at facility. Add on the centennial, hockey, baseball, lacrosse and football please with stands and more parking.</p>
<p>A waterfront park would be so lovely for the community! Also any way to extend/improve/expand waking or cycling trails that connect to the waterfront would be fantastic.</p>
<p>It would be great to have more fun activities for young families, playground, water parks or pools for summer fun!</p>
<p>As much as I would love a waterfront park for families and kids to enjoy this is definitely no. 2 on my list</p> <p>Affordable housing has to be priority in all communities. As a community our priority should always be affordable housing.... otherwise why bother calling ourselves a community</p>
<p>White Rock waterfront really desperately needs more for families to enjoy. It would be so amazing if there were a playground like the all-abilities one on 16th ave! There needs to be more to do down there that is fun and recreational!</p>
<p>We need more ice in white rock! With the growth in our community and no access to ice from mid March to min August, we need another ice surface in order to keep kids playing ice sports local and local associations not having to purchase ice out of south surrey/white rock at private expensive facilities.</p>

I believe that there are many causes in which the funds could go towards, to narrow it down to just one makes no sense to me. If things were done properly with a well maintained budget and with integrity - there's no reason why there couldn't be at least three different areas around our city that could have the necessary improvements. Perhaps it wise that we looked towards the Europeans who have been doing a much better job running cities than we have been. Why can't we have art? Affordable housing? And playgrounds for our children? As well as Affordable housing, accessible parking, and more Parking so that our local businesses could be supported? I also find it confusing why the five corners rainbow sidewalk is even in this category? I can't help but think that this will not be something that people will vote on when it's put up against affordable housing and more parking in this city- even though it is something that they believe in? I for one love that crosswalk- and love that our uptight city finally got one!!!! The fact that it cost the city thousands of dollars makes no sense to me?

We feel these funds need to go to affordable housing. In particular senior, low income housing. White Rock was founded as a senior retirement community. Now recent development has made living in their community very difficult, especially to rent. We need affordable rentals for seniors so that most of their income isn't going to put a roof over their head. Thank you.

It would be wonderful to have a carousel at the end of the pier or an amusement park and a restaurant (similar to LA's beaches).
We are a new resident of White Rock and we have observed there is no night life...no dance halls in the area it would be great if there were places we can dance!

Also, Under public parking options, maybe allow more free parking for events at Centennial Arena and the Horst and Emmy Centre for Active Living. For example, the book fair provides parking passes for their event. Why not allow the same option to the sports clubs when they host tournaments. It already sad that White Rock's Centennial Arena is the only arena in BC that has pay parking (Rogers Arena has pay parking, and Centennial Arena is not at the same level as Rogers Arena).

It will be great to have playground at waterfront in White Rock. Focus on young family this area. Can be use all year around. Bring family at the beach and help the business too

The majority of funds are collected from uptown projects, money should benefit uptown residents.

There should be a safe space for families to sit and play besides the sand (which when the tide is in... is no where for families to stay and play) at the beach.

I'd like to see a series of wall art on our buildings, especially down by the waterfront. Like the one recently created on Marine Drive, I'd like to see more interactive murals. And I think that a mural that is low enough for a dog would be awesome. People love to take and post pictures on Instagram. See example here <https://pin.it/heat5gezxxelpu>

Too many new buildings only rent/own to wealthy people. We desperately need lots of new housing for seniors that are not wealthy but are not on the street (yet), a huge gap is not being filled for White Rock citizens. Look out, baby boomers are now coming on the scene and not all can afford these rents or to buy. Put all funds into affordable housing for seniors, please.

We would love to have a park at the beach. My family always dreamed of this

There needs to be play area for kids at the beach.

More parks for kids

I think the city and senior governments could be buying up some commercial space, like Hilltop Mall, or the "old" Safeway lands between Foster and Martin, and developing them for social/assisted/lower rent housing. A small apartment building was recently purchased by a local church and is slowly being converted to house needy members of that congregation. I don't need marble floors, granite countertops, nor Euro-glam appliances, but I DO need to be able to stay here, and work here.

Would love to see batting cages, more outdoor hockey/lacrosse boxes, and improvements to existing parks and facilities to promote healthy living and recreation among youth.

Having a playground on the beach would bring more residents and visitors. I currently live 8 blocks away and don't take my kids there often as there is nothing to do if it's not summer

More safer lit up Crosswalks
Busy roadways many dark streets where visibility of pedestrians is limited

I'm concerned about the increasing numbers in our winter shelters. We need housing for them as the numbers will continue to increase. We must look after our own people.

The new waterfront is looking amazing but it would be so great to get a big fantastic playground down there.

White Rock has so much potential. Would love to see Marine Drive bustling with cool shops and amenities... bring a chain (like Starbucks, or???) down to the Marine Drive. Have the BIA assist local businesses with customer service, something the majority of businesses here lack. Help make this a fun city! Parking enforcement can ease up on tickets! White Rock can be an amazing, friendly, progressive city!

Playground/Waterpark at white rock beach

I would love to see some family-friendly parks near the beach and water. Ones with climbing structures and outdoor activities for children, public bathrooms etc.

Waterfront park, more bike trails / separate bike paths roads

Please plant more trees. There's so much development happening, we just want green space, trees, and a place to walk in nature.

It would be amazing to have a park for children to play at on the beach like they have in Blaine, Washington.

Would be fantastic to see an all access playground on the waterfront.

It would also be incredible to have a revenue generating adventure park like the one in culture lake that takes up a small footprint but is fun for the entire family.

An actual playground at the waterfront would be terrific!! Remember the old Whale Park? The BEST.

Would love to see a playground on the waterfront! Love Blaine Marine Park and centennial in Tsawwassen. Nice to see these communities embracing the young families as the future of their cities.

Would LOVE to see a waterfront park similar to Blaine's. We often cross the border to play at that park.

Have a look at the park system in Washington. It is one of the best systems in the USA. Lots of walking paths, benches, playgrounds, piers parallel to the shore and train tracks. We were very impressed at how they utilized their space.

On cooler days when going into the water is not an option there is nothing for the children to do. A park playground at west or east beach would be great.

Please - waterfront park! Thank you
The city is missing a playground on the beach.
We go to Blaine Marine Park all the time because they have a great design for young and older kids. All my kids play there for hours and my husband and I end up buying food and drinks there as a result. A playground at the beach would entice so many more people to frequent the area.
We are missing a cultural space where people can congregate during the rainy months. A museum with children's activities or a nature centre. All of these amenities in surrey are in the north end.
With such a large stretch of beautiful walkway for families to enjoy, we'd love to see an addition of a playground. I feel like it's the one thing. Missing from the whole promenade east to west beach (especially ever since the aboriginal land playground is not longer used for public)
A park with a playground at the beach would be wonderful
In talking about the waterfront at a task force committee, Jim Gordon talked about all "the little things we could do". That is the kind of mindset we need.
More family type restaurants and shopping in W.R.~
Love to see a playground on the waterfront that is covered or partially covered. Kids would be sheltered from the sun in the summer and be able to play outside the rest of the year. Affordable housing can be addressed with legislation (remove the no rental restrictions to existing stratas and make developers include affordable housing in new developments)
Unique transit opportunity to increase tourism
I'm sorry I couldn't attend the presentation. I am not aware of some of the background for items mentioned in the survey and so made choices from a general point of view. Anything to do with affordable truly affordable/subsidized rental housing is my first choice and Trees. Thank you.
A playground at the waterfront would be ideal! We are seriously lacking playgrounds
No more high rises! We really need the roads improved especially Royal Ave between Johnson & Fir!
I would love to see a park by the beach. I think it would be great for families
Would love to have low cost housing and playground by the beach
The "Whale Playground" at East Beach was one of my favourite places as a child in White Rock. It would be amazing to give future generations a memorable childhood at the coolest playground ever 🐳 it would attract many visitors to White Rock beach... hello tourism dollars for local businesses!
I think building a playground would make it more enjoyable for the seniors and children who live in white rock to take their grandchildren to the park. It would also do well for the businesses on the beach. Every other beach in Vancouver has a playground. I think the park in West Vancouver would be a good example it has both a water park and a playground.
Funicular! This would help locals!!! As well it would be a tourist destination
The beach itself is an attraction people come to see, but if the tides in and you've walked to pier/boardwalk there's not much for young families to do. A playground would help families stick around longer and give them something to do. Draw more of a crowd and population as a playground destination.
The City Hall land is an opportunity to create a hub for all ages. The 5 corners plaza can incorporate art and performance space.

To help make White Rock a destination for people we need at least another hotel and the pier needs a large Marina for people to come for the day or a few days to enjoy the fun and restaurants along the new face of Marine Dr.
Playground at the beach
Waterfront park/playground on the beach please. East beach or West beach, either would be great! Thank you.
an uptown waterfront can allow tourists and citizens to visit waterfront that will bring live to the community
improving transportation and making a tourist attraction will enhance the entire city
I am not able to find many apartment buildings which will accommodate my disability with regards to my need to smoke cannabis. When I do find something it is too expensive. A piece of land dedicated to tiny homes which people like me could rent to own and have permanent, safe , affordable housing would be a huge improvement. It is best for me to stay in the area. I grew up here and my condition is such that it is best that I keep my community and supports. There are only ten public, below market housing units in the area that I qualify for.
Money should be spent making this city a true destination for tourism and investment.
A walkway to Crescent beach would be wonderful. Washrooms even if portable are desperately needed at West-beach. Provide a dog park/walk away from the beach, so the dogs and their filth can be removed from the promenade This would impede their access to the beach, pier and adjoining grassy areas and parks. For example, provide dog bag containers year round along the sea view path up the hump.
I hope against hope that the west beach can be improved for swimming and boat launch possibilities. The boulders make it very difficult to get in the water to swim. If money could be spent on improving access to beaches in White Rock I would be very happy
Don't spend money on leased land like down at the water. Look at improving walkability of sidewalk on city own landed down at waterfront with a consistent look and feel that is affordable. look what Blaine does with way less tax dollars
In the past money has been wasted on projects like the waterfront parkade and the waterfront park while our infrastructure decays. Our property tax rate and water rates are one of the highest in the lower mainland. It would be nice to see this money be used for infrastructure projects and give the tax payer and water rate payer some relief.
Need a city that has housing for the diversity of its population. This means attention to lower income and poverty.

I would like to see a community centre that focuses on the arts.

Having recently been to the Art Gallery of Burlington I was blown away by this small gallery/community centre focusing on the arts. It has a proper gallery with changing exhibitions but more importantly 5 studios or guilds whereby the community can take classes and rent studio space. It is the hub of the community with an extensive volunteer program for events and fundraising. The gallery was started as a cooperative in 1972 by 4 women. It has grown today into a world class facility with a respected reputation across the country. Lease a building or build one \$\$\$\$\$\$ for ARTS. That is my suggestion. Get community members involved in fundraising to help offset salaries of key personnel. See <https://artgalleryofburlington.com/>

I know the director and curator of this gallery. If this idea lands I am certain they would be thrilled to provide suggestions on what has worked for them in the past as far as fundraising and income generating classes are concerned.

Though affordable housing is a necessity in our community, I would also love to see a playground at the beach again. It would be amazing to see one that was partially covered, so that it could be used in all seasons.

Public art is a wonderful thing, but we have homeless people in White Rock that need help. We have people who are moving away because they can't afford to live where they grew up. Stop it with the fancy highrises and get some housing for those of us who aren't rich.

Plant trees, lots of them.

We need to connect Johnston Road to the beach. A gondola system would be far more cost effective than a funicular and easier to maintain. Not to mention run year around. Run it from five corners to the beach

Affordable Housing is a provincial responsibility, we should not be spending any money on it.

All investments to benefit the local Artistic community must be made to raise White Rock profile as a destination City for the Arts not only for its Pier and "fish & chips"!!!!

White Rock is a unique and beautiful spot to visit. We must keep the general public who come to see our beach informed that this is also a residential area. We should be advertising (even by a flashing info board) that we have a parkade, slow down, enjoy the view. Use those same info boards to advise people of the No Dogs vs dogs permitted dates on the promenade.

Homeless shelter facility is the no 1 priority.

Please don't use these seldom available funds for social housing (or for a City of Surrey style city hall). Many of our taxpayers are barely getting by and it is hard to swallow spending money we were promised would be used on something for the greater community being spent on a small group of residents who may or may not have it harder than many of our tax-paying seniors (and there a lots who vote). Social housing costs should be borne by higher levels of government, not at the expense of other community projects at the municipal level. We already wasted a bunch of CACS on a parkade that benefits a few businesses and visitors rather than on improvements for all of our citizens. ***The criteria for spending CACS needs to be on greatest and widest benefit for multiple stakeholders.*** We should do something vibrant and enticing for our residents and businesses as this is supposed to be the positive part of having to look at these towers and endure the disruption and traffic. Applying the funds to social housing benefits very few in the community - not what these funds are for in my opinion. The last council rammed that monument to themselves parkade down our throats. Please don't do the same with an expensive social housing project. I'm not saying that social housing is not important - IT REALLY IS, but it shouldn't come from CACS! Unfortunately, I feel like there is obvious emphasis in the survey style and community sessions to gear results toward that outcome. The White Rock really tax payer needs something encouraging and positive please as it feels like all we are getting is increasing costs that we can barely afford (water rates, property taxes, increasing strata fees, rising utility costs etc).

Save the money for a rainy day.

We need affordable rental housing in White Rock so we can have a more diverse and vibrant community.

Surrey is attracting young families and we need places to spend time with our families and fields for them to play on.

I believe that a funicular would provide a vital piece of infrastructure connecting waterfront to the downtown area which is vital bot for residents and tourists alike.

Housing for low income elderly is needed.

We travel extensively. 5 corners development and growth is the answer

It is important to finish what is already started, our city looks bald and decapitated after all the destruction and construction, replace the trees, build green spaces that connect and start the park uptown, it looks like a concrete jungle, gross. "They paved paradise and put up a parking lot"...sound familiar?

Need improved access to beach not enough safe ramps and limited access at present for the physically challenged.

Beautify Marine Drive by moving services underground.

Walking in White Rock has become dangerous for people of all ages and abilities.

Maccaud Park is a sizable green space that would benefit from a plan which would allow it to be enjoyed by the wider community.

White Rock streets and curbs are disgustingly filthy! More trash cans are needed and well as disposal for the copious amount of cigarette butts littering our streets.

Promote Pride of Ownership...get business owners and residents to clean up around their properties.

Look to how other towns do it, e.g. Blaine, Lynden Washington, Ft. Langley, Steveston, even New Westminster!

Seniors are in desperate need of affordable housing options.

I think this survey is a great idea, but our roads are in such dire need of proper paving! Driving down Thrift from Martin to Finlay is like riding the wooden roller coaster at the PNE. Please! We pay some of the highest property taxes in Metro Vancouver, yet our roads are in terrible shape. Please use whatever funds you have to make a difference in the daily lives of all residents.

There is very strong demand for monthly parking in the upper town centre. The City should look seriously at building an underground electric vehicle-friendly parking garage on the North East corner of Johnson and Russell. The surface could be improved with a lush park and the South facing wall of the Playhouse could maybe be improved with a living wall. As an alternative surface treatment, if the City needs additional revenue to justify the investment, it could consider developing and renting out space designed for a daycare, which includes a high quality play area. Daycares will pay over \$30 PSF (Net) and underground parking can be rented for over \$100 per month per stall plus taxes.

If designed properly a park on the garage would become an important public space, around which future developments pull up, much like people around a campfire.

Do not want any homeless shelters

Please! Please! No homeless shelters in residential areas, the emergency shelter has caused numerous issues such as drug paraphernalia left behind, break ins to our condo building, garbage/shopping carts left behind, excessive noise in the middle of the night, being told to F-off by the homeless, defecation in public areas the list goes on...

Everybody in Canada deserves a warm place to sleep but please give the people who live in White Rock consideration when choosing a location for a shelter.

Long neglected and certainly an eyesore, the empty storefronts on the waterfront need to be addressed. The pier restoration and memorial park are awesome. However, the businesses on the waterfront don't seem to thrive or encourage the public to use the waterfront effectively. It would be awesome to have a small community centre type of facility operating out of the old sandpiper pub (or somewhere similar) that provides community programming, kayaking classes, SUP...etc. During the fall/winter, it can provide nature programs, bird watching, outdoor fitness...etc. It would also bring regular business to the waterfront.

We don't need any more Waterfront Parks. We have a theater already. Cut staff instead of building a bigger City Hall. Convention center is not viable as it is too far from Vancouver and the airport. Nobody uses Maccaud Park.

Priority should be given to maintaining and repairing existing infrastructure before building something new

It's great to have extra money but it seems that the basic necessities of a city are being forgotten for something "new and exciting". People come from all around to visit the pier and ocean and it is doing just fine as a tourist thing on its own.

We need the money to go to fixing roads (all the pot holes from the winter season) and paying to have it done at night as to not disturb the community. Also the sidewalks need to be more accessible to people with mobility aids.

The funicular in Quebec City is a fantastic method to get from the lower town to the upper town, and is similar in topography to our White Rock. It's a great tourist attraction too!

I have lived here 30 years. There has always been difficulties connecting the beach and upper town. This could be a great attraction. Just as the summer market has become.

<p>Do more to improve the city for residents rather than concentrating on businesses and visitors. Stop with the vanity projects.</p>
<p>Add musical fountain to pier as in Vegas or other tourist destinations. Make it all weather tourist location. See the lightings display in Coquitlam during Christmas. We can replicate that.</p>
<p>The Funicular —Waterfront isn't necessary as there are buses that regularly transport people to the beaches. It would however be a Great Tourist Attraction, as well as encouraging more people to frequent the beach restaurants & shops (we all know that many of those businesses can't make it long-term)</p>
<p>Please continue with tree lights uptown and along the water front. Also keep the beautiful flower displays and hedges and grass trimmed on the waterfront. You did a great job last year. Lastly keep the dog on leash trial going in the winter months. The majority of people seemed so much friendlier. The opposed tend to be opposed to everything. Why should they get their way over the silent majority?</p>
<p>Many homes in White Rock have paved the city road allowance at the front of their property. They now think it's "theirs" and use it for personal parking. Paving these areas removes them from being used by pedestrians and creates more run-off, which is NOT environmentally acceptable.</p>
<p>WR has been interested only in \$\$ from developers and have ruined the city. it cannot be returned</p>
<p>I've lived in White Rock for the last 25 years, and I have to say I love living here. Would like to see the city look nicer without all the power lines that stretch across most people's properties and sight lines. Would be nice to see more active commercial area between 5 corners and 16th ave with some patios and restaurants for something to do after 6pm.</p>
<p>The waterfront is White Rock's #1 attraction, and the Pier is the #1 attraction on the waterfront. It has to provide more to attract visitors all-season rather than just catering to the fair weather crowd, so that restaurant business can thrive. The pier should model itself along the lines of those in Southern California, with attractions on the pier itself, a larger harbor area to allow visiting boats, extending the pier to allow fishing at the end, art/craft shops cantilevered off the pier, etc.</p>
<p>Water powered funicular, similar to one in England</p>
<p>The City Hall is so run down and in need of replacement. Seismic needs addressing, no elevator for the mobility challenged, inadequate wiring, to name a few.</p>
<p>I feel the White Rock water front (business -store fronts) should be improved to bring in the tourists to help the business and economy for the city...</p>
<p>In addition to the lighting improvements along the promenade it would be nice to clean up the hillside to the north of the promenade which is full of overgrown brush and weeds.</p>
<p>Affordable housing and rentals is vital to the community members who are already living, or experiencing homelessness in White Rock.</p>
<p>A funicular would be an excellent addition to our City by the sea. This would be a way to reduce traffic, noise and parking along the waterfront. It would be a great way to provide an opportunity for everyone to experience the spectacular scenery while providing access to the promenade and businesses along Marine Way. Also a source of revenue if a parking lot was available uptown.</p>

<p>The parking lot should have had residential above and sold to pay for parking the public will pay to use. So other like projects should be considered. Buy property on Marine Drive Make waterfront into a destination tourists WANT to experience. White Rock is all about the beach and that is where the focus should be. Higher and longer breakwater Build at least one covered area that can have daily free access with coffee ice cream available And rent it for wedding ceremonies or satellite convention group meetings.</p>
<p>While it would be nice to showcase local artists, pier enhancements to continue the rest of repairs, it would be nice to pay down some of our city debt as well.</p>
<p>I support the funicular idea as an attraction as well as a mode of transportation for locals. I hope there will be special pricing or be free to residents and the funds collected from tourists and future development will cover the ongoing cost.</p>
<p>I believe we should spend CACs benefiting White Rock residents. I do not believe we need to spend money on the waterfront It is a natural attraction and people will always go to the beach area. Let's create a town centre that embraces nature, trees, gardens, childrens play area, walking and cycling areas. The small businesses will flourish in this environment and residents and families will spend time in the town centre and support local businesses. More grass less concrete please. My other major concern is affordable housing as development reduces available affordable rentals. Perhaps we could require below market housing in every major new development.</p>
<p>We really need the funicular</p>
<p>Your list is weighted towards high density urban amenities. High density requires preservation of significant sized tranquil natural environment to help salve the souls of residents.</p>
<p>I selected Waterfront Parks because of my desire to see something done about the mess overlooking the look-out area at 15165 Marine Drive. But affordable housing is so important that I must mention it here. I think we need to be kind and thoughtful. Bus shelters also help the disabled who are often not consulted or choose not to participate in surveys. Thanks!</p>
<p>I think that spending on community infrastructure is important. White rock can have a vibrant artist run centre or city contemporary art gallery, which would extend interest from the lower mainland beyond tradition sight seeing fair. This can be incorporated into a city hall building. But I think that one option hasn't been listed a permanent year round farmers market with kiosks showcasing local businesses and artists. This would be a big hit in the winter months as well as provide sustainable community growth and investment.</p>
<p>Second ice rink is needed</p>
<p>The dugouts do not provide proper protection for 10 and 11 year old players. The backstop is not high enough to protect younger players on the oval.</p>
<p>Sporting area's and parks are an utmost importance with our growing community. Although most families live in South Surrey they enjoy the city of White Rock just the same</p>
<p>Parking for the general public is a nightmare in White Rock. It dentures people from going there and supporting the businesses. I went to the WAG for dinner a few weeks ago and nearly turned around and left because it took me 10 minutes to find a place to legally park and even then I had to download and app and then pay for it. NOT convenient or easy. Will Make me think twice about going there again.</p>
<p>We are spending all of our money buying ice in other communities and making our family's drive 1/2 hour to our "home rinks"!!!</p>

A model of supporting community is “RISE Community Health Centre” in Vancouver. Read info at: cnh.bc.ca

In our community I often meet people, especially seniors, who are having difficulty navigating the healthcare system, often needing support on how they can access community programs, needing access to food programs, education (to name a few)

The CHC model is vital to all communities to help provide support to underserved population and to increase integration between residents with health and social services.

I see space allocated at the Centre For Active Living, run through partnership of non-profit sector and support from Ministry of Health. CHC’s are a new model of care and I believe our community would greatly benefit. To be clear, CHC is not a walk in clinic, it could operate through volunteers and paid staff (through the support of the Ministry). Patients could benefit from additional health promotion, disease prevention, nutritional support, education and many other ways to improve health and wellness. I also see this as part of White Rock Recreation & Culture, with many partnerships.

More information: <https://bchealthcoalition.ca/node/482>

With all of the high rises coming on-board, there will be a need for better facilities - convention centre, to draw more dollars into the community. I would like to also see better bike lanes with barriers as there are many seniors who would like to stay active. Recreational activities would prevent crime.

I would like to see our city by the sea improve the waterfront shops and Johnston road so there is a village feel similar to whistler. I also would like to see the hump beautification with benches and low lying well rooted plants to replace the scruffy weed trees and blackberry bushes. White rock is popular because of our seaside pier and promenade... we should focus on making it the best it can be.

Public Safety, at crosswalks, simple solution, delay conjuncting Left Turn light, so pedestrian, has enough safe time to cross, (alleviate accidents) cars are delayed with Left green light.
Thank you

Keep money for a contingency fund
what if the pier needs repairs again.

Desperately need housing for low income seniors. We can’t live on OAP. Most of us can’t work anymore so where are we to live? Please provide more housing for us. We have paid our taxes all of our lives, is this all you can do for us in our old age? You are going to see more of us at Food Banks and begging on the streets----shame, shame.

Do not allow WR parks to be used for commercial entertainment, i.e. zip lines!

Bring back the train whistles before someone gets killed.

As a senior living in White Rock town center, the ability to move around on foot and in a car or bus or handy dart or taxi or ride-share are most important to me.

Thank you

Funicular or similar pedestrian moving system between town and beach

Hi and thanks for this opportunity. Centennial Ravine restoration is a big project and will need to be a CAPITAL EXPENDITURE. The ravine has become an urgent issue and is not on any of the proposed ideas from staff given the timing of the landslides. I think we have a responsibility to spend CACs on what we already have versus on new projects that will increase overhead to the taxpayers.

<p>Whatever is chosen, I hope there will be space for the arts in uptown White Rock. For example, combining a new city hall with the library and having a small theatre and space for art displays.</p>
<p>I went to Centennial Park at 3:00 PM today (February 9) to engage in input, but saw no sign of anything having to do with this topic. There were skaters in the Arena, but the room to the left was empty, nor were there any informative signs.</p>
<p>I am really tired of seeing White Rock city planning initiatives that provide no material benefit to residents. Everything the city does with development money should be devoted to improving life for everyone in White Rock. Better services, facilities, programs.</p> <p>Please stop with all the "pie-in-the-sky" considerations like a funicular, moving the train tracks or a convention center. These things are often financial irresponsible and/or logistically impossible. There are a waste of time and energy and deserve no consideration.</p>
<p>Thank you!</p>
<p>The Ruth Johnson Park is a civic gem that has been allowed to fall into disrepair to the point that we are now experiencing slope failures, take over by invasive species as well as home to a few homeless people. If something is not done soon we will lose this great park.</p>
<p>White Rock NEEDS a park at the waterfront it's what everybody comes to white rock for is the waterfront enhance White rock for families bye putting in a park at the waterfront</p>
<p>My building plans are closing in on 3yrs, building department needs help with hiring more people that contribute to growing the city</p>
<p>Funicular access to both areas especially with the new updated downtown happening would draw lots of tourists and residents of other parts of the Lower Mainland as well as lending a very International flair to our community</p>
<p>I do not like the plan for Maccaud park with tennis courts and playground. The area is not safe for a playground. We live there and are already concerned re crosswalk safety for kids. Plus it's not a big enough area, to accommodate the playground and tennis courts. Way too busy for an already busy intersection. It needs some beautification though. Minus the tennis courts, playground, the pathways, landscaping, gardens, and benches look beautiful. It's been a neglected park and could be so much more. I have called the city in the past about how unsightly the dead trees look and was told they would not do anything about it. It makes it look like the city doesn't care. People let their dogs off leash here as well. I think landscaping it like in the photo would help prevent this, because the park won't be a barely used open field. Please do this one!</p>
<p>Maccaud park needs sprucing up and beautification, but the area is too busy and park too small for tennis courts and a playground. A pathway, removal of dead trees and some landscaping and benches would mean the parks get more used</p>
<p>Unfortunately, I can't vote for upgrading our utilities, i.e. putting hydro underground; making sure our water & sewer can handle all the thousands of new people using them when the hi rises are occupied. The traffic is already a nightmare compared to a few years ago, when there are hundreds more cars on the road; it'll be way beyond a nightmare, it'll be apocalyptic. There aren't enough parking spaces in WR now, where is everyone going to park when they want to shop on Johnson St?</p>
<p>Civic Marina and proper Break Water</p>
<p>Would also like to see garbage cans at all bus stops with a bench.</p>

Some of the alternative idea and proposals have merit, BUT, we should concentrate more on making more affordable. Rents will be escalating greatly in the near future. I live in a rental condo, and the condo are being hit with a massive insurance cost which will impact on the rent.

Please don't spend ridiculous money like you did on the rainbow cross walk. (22 thousand.....seriously!)

Get reasonable quotes and allow people to fund raise especially when they offer.

White Rock used to be great....get it back please.

White Rock needs to provide more sidewalks and on-street parking. When new (monster) houses are built in the city, city planners should insist that roadworks, sidewalks and parking are all dealt with within the vicinity of the new home. There is already plenty of disruption from all the new house construction going on, but to leave a neighbourhood with less parking, narrower roads and no sidewalks after new development is ludicrous! Case in point: 15489 & 15493 Royal Avenue.

If you want people to come to White Rock for anything other than a walk on the Pier, there has to be business here to provide food, services, entertainment, merchandise. The City seems like a dead zone.

By theatre, I mean a new, modern movie theatre, so we don't have to drive all the way out to Langley or Guildford to see a movie.

I was recently in Guatemala and learned about a seaside town that was once a tourist destination, but it had lost its luster (which I believe White Rock has also lost). This community developed 5 or 6 complimentary paint schemes and gave landlords and shop owners a small tax break for 3 years if they refreshed their buildings/shops with a fresh coat of paint that qualified under their approved colour pallets.

Thank you for asking! I am proud to be a part of the creative community here.

We need the streets fixed!!!!

Our City could be so beautiful and inviting. For e.g.: when you go to Ft Langley, it's got a vibe that invites tourists to visit there. It' would be amazing to drive down Johnston Road and Marine Drive and think wow this is WR! But when you drive into WR half of Johnston Road is great and the other half in not inviting. Neon Massage signs, etc - we should have some rules and conform to them. It should be like Five Corners, when visitors come to Five Corners they love it. Same with Marine Drive on the commercial side. Memorial Park is great but the commercial side looks terrible! Maybe offer the money to update awnings and signage so the store and restaurant fronts look inviting. Not just a mish mash of signage and awnings.

Totally agree with affordable housing especially for seniors. Noticing more and more homeless people in the area and seeing how busy the cold winter shelter is alarming to how many people are in need in this area. It would amazing to work with the Semiahmoo band and government to build housing with beds to sleep in at night and a place for them to lock up their belongings during the day. The area closest to the border looks like there is space and if the government helped fund it. Could be just for homeless seniors over 55? Or the hotel by Crescent Gardens? I know they are both in S Surrey but maybe it would help the homeless seniors that use the cold winter shelter.

Spend more money on lighting up Johnston Rd and Marine Drive, and also hire more employees to keep up the gardens, boulevards, walkways to the beach. Have more hanging baskets or large containers of plants or flowers on main streets: Johnston and Marine

Other issues to look at:

- [] Sidewalk patio fees -do six month licences, would help businesses
- [] City to purchase commercial waterfront properties
- [] Dog licence problem
- [] Better Communication to residents
- [] Homeless problem - need shelter, a place for them to leave belongings
- [] Garbage collection, need once contractor only for pick up

Why must we spend the money?

Have you ever heard of a rainy day fund?

Many, many occasions left in cold for long periods stranded at bus stops along the White Rock Pier, by small transit busses that pass us by stating they're full! Not very senior friendly. Consider improvements?

Please see above. Also, an afterthought, NO to the zipline etc planned for Centennial Park. And another NO NO NO to any cannabis stores in Uptown.

Our City by the Sea needs to attract tourism and that will only happen if we give them a reason to want to. The City by the Cement needs to change.

I like the idea of waterfront parks that will enhance the character and quality of the 'day at the beach' experience. I think East Beach is in need of some upgrades. A forward-thinking grassy park experience with some cool all-ages exercise equipment. How about coverage so people can use it in the rainy winter as well? Maybe it will help to bring people down to the beach year-round. We should also bring back partial Marine Drive street closure/ market events or classic car show-festivals-art shows & music on a regular basis.

Marine Drive, must be the priority.

My rent is way too high more than a mortgage payment I.e. \$1721.

We need to make it for younger family's

A dock at the end of the pier for boaters to have access to our shops and eateries.

Public art and entertainment is a favorite but how about art in the park paint night on the beach collage with beach "finds" etc.
White Rock has a major opportunity to take advantage of a growing tourism market. Investing in demand generators not only will attract visitation, but quality of life for us (residents).
Move civic centre to uptown in multi purpose space and sell old city hall land for housing to pay for new space in partnership with a developer. Accessibility is mandatory for any civic space and our city hall is a fail. Include library, museum, gallery and theatre (which could also act as Council Chamber)
Looks like from the selection of questions that the state of the roads are not important, 5 corners where all the new builds went in 4 of them, they should have had to fix the holes the created
I have lived and worked in this community over 30 yes but won't be able to afford to retire here ... doesn't seem right!
Make parking more affordable. I work at the beach and parking is the number 1 issue for guests.
We have one Hotel in White Rock and a growing Community with highrises. We have the multi-million dollar views and business shut down all over Marine Drive. Build a convention centre to capitalize on bringing business to our City by the Sea and put it on the map as a destination right up there with Vancouver and Whistler. We are so close to the border in a unique community. What is drawing people here besides sun and sand? Winter kills the business and the storefront look sad.
Multilevel parking central White Rock
At some point it would be great if the power poles on Marine Drive could be removed & power lines buried! The poles & lines are an eyesore on what should be one of the most important streets in White Rock!

USE OF COMMUNITY AMENITY CONTRIBUTIONS

APPENDIX B



CAN BE USED FOR:



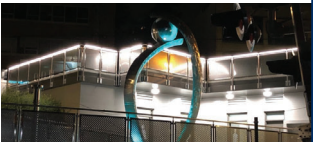



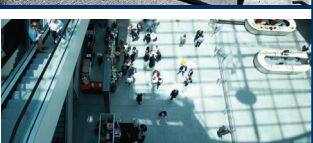


- Capital costs for new facilities
- Affordable housing
- Child care centres
- Public art
- Streetscape/ pedestrian upgrades
- Expanding/enhancing the White Rock Pier
- Parks and recreation facilities
- Arts and culture facilities
- Civic facilities (City Hall, library, Fire Hall, etc.)



CAN'T BE USED FOR:

- Tax reductions
- Operating/ maintenance costs
- Long-term replacement costs
- Reducing ice rental costs at the Arena
- Fixing potholes
- Reducing parking rates
- Free bus passes for residents
- Costs for special events
- Marketing or promoting the city

CHOICES FOR COMMUNITY AMENITY CONTRIBUTION SPENDING

PROJECT	TOP 3 CHOICES	NO.1 CHOICE
<p>THEATRE FACILITY</p> 		
<p>GALLERY/ MUSEUM SPACE</p> 		
<p>PUBLIC ART</p> 		
<p>AFFORDABLE HOUSING OPPORTUNITIES</p> 		
<p>CHILDCARE FACILITIES</p> 		
<p>CITY HALL WITH COMMUNITY SPACE</p> 		
<p>CONVENTION CENTRE WITH COMMUNITY ACCESS</p> 		
<p>FIVE CORNERS PLAZA PLAN (RAINBOW PATHWAY)</p> 		
<p>WATERFRONT PARKS</p> 		

POSSIBLE USES FOR COMMUNITY AMENITY CONTRIBUTION

ARTS AND CULTURE



THEATRE FACILITY

- **DESCRIPTION:** Potential for a larger theatre space to provide for local community entertainment and programs.
- **ELIGIBILITY FOR GRANTS:** Likely, but competitive
- **ESTIMATED COST:** Varies based on size (\$500-\$600 per square foot), e.g. potentially \$5 million for a 10,000-square-foot venue.



GALLERY/MUSEUM SPACE

- **DESCRIPTION:** Potential for a public gallery/museum space for local artists to display their artwork. This space could also provide an additional venue for community functions and events.
- **ELIGIBILITY FOR GRANTS:** Likely, but competitive.
- **ESTIMATED COST:** Varies based on size (\$450-\$600 per square foot), e.g. potentially \$3.5 million for a 8,000-square-foot building.



PUBLIC ART

- **DESCRIPTION:** There is the opportunity to provide funding for more public art installations throughout White Rock. These installations could highlight the work of local artists.
- **ELIGIBILITY FOR GRANTS:** Not likely.
- **ESTIMATED COST:** Varies based on scale, typically \$50,000 - \$300,000.

SOCIAL SUPPORTS



AFFORDABLE HOUSING OPPORTUNITIES

- **DESCRIPTION:** More affordable housing opportunities could be explored by creating partnerships with developers and BC Housing to provide below-market rental housing, shelter spaces, or by supporting a non-profit housing group to provide affordable rental housing.
- **ELIGIBILITY FOR GRANTS:** Likely federal or provincial support available.
- **ESTIMATED COST:** Varies greatly based on scale and amount of contributing grants. City contribution to a capital project would likely need to be at least \$2-3 million in order to attract funding from other levels of government.



CHILDCARE FACILITIES

- **DESCRIPTION:** An additional childcare facility could be constructed and provided by the City to open up space for a childcare operator. This would provide more childcare opportunities in the White Rock.
- **ELIGIBILITY FOR GRANTS:** Likely.
- **ESTIMATED COST:** Varies based on size (\$200-\$300 per square foot for a single level building), e.g. \$2 million – \$6 million for a 10,000-20,000-square-foot facility. Assumes this is provided on City-owned land.

CIVIC FACILITIES



CITY HALL WITH COMMUNITY SPACE

- **DESCRIPTION:** A new City Hall could better support staff and provide community space for residents.
- **ELIGIBILITY FOR GRANTS:** Not likely.
- **ESTIMATED COST:** \$20-25 million for a new City Hall.



CONVENTION CENTRE WITH COMMUNITY ACCESS

- **DESCRIPTION:** A convention centre could provide more opportunities to host larger events and offer community access to these spaces.
- **ELIGIBILITY FOR GRANTS:** Not likely, but there may be opportunities for public-private partnership, sponsorships, or incorporation within a larger development and provision of convention space with public access as the project's on-site amenity contribution.
- **ESTIMATED COST:** Varies based on size and finishings, potentially \$10 million to \$50 million.

POSSIBLE USES FOR COMMUNITY AMENITY CONTRIBUTION

PARKS AND RECREATION



FIVE CORNERS PLAZA PLAN (RAINBOW PATHWAY)

- **DESCRIPTION:** Incorporation of a rainbow path (using thermal plastic material) into the completion of the Five Corners Plaza Plan with the possibility of a car-free stretch of Johnston Road between Pacific Avenue and Beachview Avenue so there is a proper plaza to use for events.
- **ELIGIBILITY FOR GRANTS:** Not likely.
- **ESTIMATED COST:** Minimum \$62,000 for the two crosswalks only.



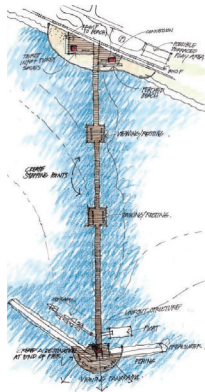
WATERFRONT PARKS

- **DESCRIPTION:** Potential for an all ages and abilities park space on East Beach to provide for formalized recreation opportunities.
- **ELIGIBILITY FOR GRANTS:** Likely support from Peace Arch Hospital Foundation and others.
- **ESTIMATED COST:** Minimum \$1 million (based on Generations Playground costs).

PARKS AND RECREATION

ENHANCEMENTS TO WHITE ROCK'S PIER

- **DESCRIPTION:** Completion of the upgrading to the White Rock Pier. These upgrades could also consider enhancements outlined in the Waterfront Enhancement Strategy, including but not limited to the creation an enhanced viewing platform at the end of the Pier extended over the breakwater, and wider stopping points for viewing and resting along the length of the Pier.
- **ELIGIBILITY FOR GRANTS:** Possible contributions for upgrading the remainder of the Pier to current construction standards. Grants for enhancements not likely.
- **ESTIMATED COST:** \$1.2-\$1.5 million for two wider stopping/viewpoints, and \$2 million - \$3 million for extending the Pier over the breakwater.



MACCAUD PARK PLAN

- **DESCRIPTION:** An upgrading of Maccaud Park could include new pathways, replacement of some of the trees and a small playground area.
- **ELIGIBILITY FOR GRANTS:** Not likely.
- **ESTIMATED COST:** Minimum \$250,000.



MOBILITY

CENTRE STREET WALKWAY

- **DESCRIPTION:** This would consist of landscape and hardscape improvements to the accessibility and safe usage of the road allowance from Columbia Street to Marine Drive to improve the community amenities, including the possibility of providing community garden space.
- **ELIGIBILITY FOR GRANTS:** Not likely.
- **ESTIMATED COST:** \$150,000 to \$500,000.

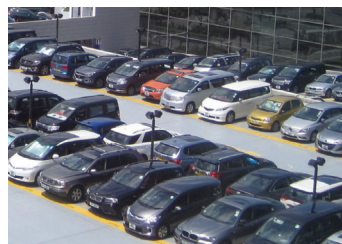


MOBILITY



FUNICULAR CONNECTING UPTOWN TO WATERFRONT

- **DESCRIPTION:** A funicular could transport residents and visitors from the uptown area of White Rock down to the beach. This would strengthen the connection between the uptown area and the waterfront without the use of vehicles.
- **ELIGIBILITY FOR GRANTS:** Not likely, but there may be opportunities for public-private partnership or sponsorships.
- **ESTIMATED COST:** \$20 million plus.



PUBLIC PARKING OPTIONS

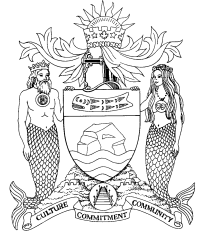
- **DESCRIPTION:** New parking spaces for public use in commercial areas could support access to businesses and increase convenience for residents and visitors.
- **ELIGIBILITY FOR GRANTS:** Not Likely.
- **ESTIMATED COST:** Typically \$25,000 - \$50,000 per space.



TRANSIT SHELTERS

- **DESCRIPTION:** Enhanced transit shelters could be provided in partnership with TransLink to offer more comfortable waiting areas with seating, adequate lighting, and weather protection. If a RapidBus route is approved for the White Rock area this could include real-time next bus information and enhanced route wayfinding.
- **ELIGIBILITY FOR GRANTS:** Likely cost-sharing available between transit agencies and or bus shelter providers.
- **ESTIMATED COST:** Costs depend on number and specifications, potentially \$50,000 per enhanced shelter.

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: March 30, 2020

TO: Mayor and Council

FROM: Jim Gordon P.Eng., Director of Engineering & Operations

SUBJECT: Contract Award for Royal Avenue and Johnston Road Improvement Project

RECOMMENDATIONS

THAT Council:

1. Receive for information the corporate report dated March 30, 2020, from the Director of Engineering and Municipal Operations, titled, “Contract Award for Royal Avenue and Johnston Road Improvement Project;” and
 2. Approve the award of a contract for the Royal Avenue and Johnston Road Improvement Project in the amount of \$405,848.55 (excluding GST) to Summit Earthworks Inc.
-

INTRODUCTION

This report is to obtain Council approval to award a construction contract for the Royal Avenue and Johnston Road Improvement Project.

The Request for Proposal (RFP) was posted on the BC Bid website and City of White Rock website on December 11, 2019. This project is for upgrades to the existing road condition to meet City requirements and includes pavement rehabilitation, road widening, curb and gutter installation, sidewalk and driveway construction, signage placement and associated works.

PAST PRACTICE / POLICY / LEGISLATION

The award of projects is governed by Council Policy 301 (Procurement Policy) requiring Council approval for contracts with a value exceeding \$250,000.

ANALYSIS

Development construction along Johnston Road and Royal Avenue has resulted in a need for improvements. The City retained a consulting engineer to redesign the development frontages and upgrade the remainder of Royal Avenue to Fir Street, which is in poor condition. The work generally consists of surface works: removal of existing curb, sidewalk and asphalt, new concrete works, paving, and minor drainage works.

Five (5) submissions were received for Royal Avenue and Johnston Road Improvement project:

Proponent	Bid Submission (excl. GST)
Mainland Construction Materials	Non-compliant
Summit Earthworks Inc.	\$405,848.55
Lafarge Canada Inc.	\$408,872.00
Crown Contracting Limited	\$462,441.46
Canadian Landscape and Civil Services Ltd.	\$597,836.20

BUDGET IMPLICATIONS

Funding of \$500,000 for this project is in the 2020 Financial Plan and includes contributions of \$145,000 previously made by developers. In addition, the City has submitted an application for grant funding from the *BC Active Transportation Infrastructure Grants Program* as presented to Council in the February 20, 2020 Corporate Report. This grant funding could be up to 60% of the City share of \$355,000 and would reduce the City share of the project cost by \$213,000.

The Director of Financial Services has reviewed this corporate report and concurs that the funding sources noted above are available and appropriate to use for this purpose.

CONCLUSION

Five (5) submissions were received for Royal Avenue and Johnston Road Improvement project. The consulting engineer and staff evaluated the submissions for accuracy, experience, methodology, compliance, pricing and checked references. Summit Earthworks Inc.'s proposal provided the overall best value. Staff recommend the contract be awarded to Summit Earthworks Inc. for \$405,848.55 (excluding GST).

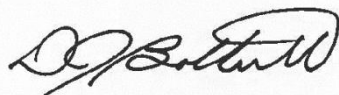
Respectfully submitted,



Jim Gordon
Director Engineering & Municipal Operations

Comments from the Chief Administrative Officer:

I concur with the recommendations of this corporate report.



Dan Bottrill
Chief Administrative Officer

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: March 30, 2020

TO: Mayor and Council

FROM: Jim Gordon, P.Eng.
Director, Engineering and Municipal Operations

SUBJECT: Contract Award for Litter Pick-Up and Garbage Collection along Marine Drive (3 Year Term)

RECOMMENDATIONS

THAT Council:

1. Receive for information the corporate report dated March 30, 2020, from the Director of Engineering and Municipal Operations, titled "Contract Award for Litter Pick-Up and Garbage Collection along Marine Drive (3 Year Term);" and
 2. Approve the award of a litter pick up and garbage collection (3-year term) contract, with the option of a one-year extension, to ABC Property Maintenance Ltd. in the amount of \$534,528 (excluding GST).
-

INTRODUCTION

The purpose of this corporate report is to obtain Council's approval to award a contract for litter pick-up and garbage collection along Marine Drive.

PAST PRACTICE / POLICY / LEGISLATION

The Council Policy #301 – "Procurement Policy" requires Council approval for contracts with values exceeding \$250,000.

ANALYSIS

The City posted a RFP (Request for Proposal) #WR19-056 on December 2, 2019, for a 3-year litter pick-up and garbage collection contract. This contract can be extended by one additional term for a maximum contract term of four (4) years. The RFP closed on January 24, 2020. This 3-year term contract would be in effect starting April 1, 2020 and ending March 31, 2023, with the option of extending the contract the additional year.

This contract includes the picking up of litter every day, 365 days a year, along the south side of Marine Drive between Bayview Park and Finlay Street including:

- Memorial Park;
- all parking lots;
- the Promenade including walkway;

- the Pier; and
- south of the railway tracks on West Beach.

Currently, there are 168 garbage receptacles located in this area on both the north and south sides of Marine Drive. These receptacles are monitored and emptied every day - 365 days a year. The number of garbage receptacles to be emptied can increase or decrease depending on demand.

Any increase or decrease in the number of garbage receptacles will reflect an increase or decrease (as the case may be) in the cost of this service. Special events that occur along the waterfront (Tour de White Rock, Canada Day by the Bay, TD Concerts at the Pier, White Rock Sea Festival, etc.) typically incur additional garbage collection. Tipping fees, the cost to remove and dispose all the garbage and litter collected by the contractor, is also included in this contract.

The City received five (5) RFP submissions, with all five (5) being compliant. Staff conducted a technical evaluation and scored the proposals based on:

- services offered;
- references;
- company history;
- personnel;
- warranties and repairs;
- suitability to working in a City environment;
- added value; and
- price.

ABC Property Maintenance Ltd.'s submission had the highest overall value. Pricing received for this RFP ranged from \$534,528 to \$906,000 (excluding GST) for the 3-year term contract with the option for a one-year extension. ABC Property Maintenance Ltd.'s proposal was the lowest cost.

ABC Property Maintenance Ltd. had the best-presented RFP submission, provided very good references, and has over eight (8) years of service in property maintenance/garbage removal. ABC Property Maintenance Ltd. has been servicing the City of Surrey and City of Abbotsford. In addition, ABC Property Maintenance Ltd. has also serviced School Districts #39 (Vancouver), #44 (North Vancouver), #36 (Surrey) and #34 (Abbotsford).

See below for the list of bidding contractors and their bids (for 12 months):

Proponent	Bid Submission (w/o GST)
	Per Year
ABC Maintenance	\$178,176
Whitestar Property Services Ltd.	\$272,000
YBS Yard Beautifications Services Ltd.	\$286,200
Horizon Landscape Contractors	\$290,000
Lot Masters Maintenance Corp	\$302,000

Based on the best overall value and quality presented, staff recommend awarding ABC Property Maintenance Ltd. the 3-year contract with the option of a one-year extension.

BUDGET IMPLICATIONS

The annual cost for this contract will be \$178,000. This amount is included in the 2020 Financial Plan (Parks Operational Contract Maintenance Budget).

The Director of Financial Services has reviewed this report and concurs that the above funding source is available and appropriate for this purpose.

CLIMATE CHANGE IMPLICATIONS

By having a garbage contractor deliver daily litter pick-up at the waterfront, this should improve cleanliness and increase disposal space while reducing garbage or litter scattered on the ground surfaces or going into Semiahmoo Bay

CONCLUSION

It is recommended that Council authorize approval of this contract award for waterfront litter pick up and garbage collection to ABC Property Maintenance Ltd. in the amount of \$534,528 (excluding GST).

Respectfully submitted,



Jim Gordon
Director, Engineering and Municipal Operations

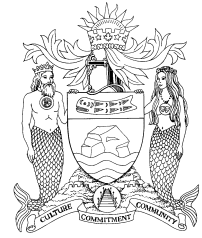
Comments from the Chief Administrative Officer:

I concur with the recommendations of this corporate report.



Dan Bottrill
Chief Administrative Officer

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: March 30, 2020

TO: Mayor and Council

FROM: Carl Isaak, Director of Planning and Development Services

SUBJECT: Metro Vancouver Housing's Expression of Interest for the Development of Affordable Rental Housing

RECOMMENDATION

THAT Council receive for information the corporate report dated March 30, 2020, from the Director of Planning and Development Services, titled "Metro Vancouver Housing's Expression of Interest for the Development of Affordable Rental Housing."

INTRODUCTION

It is widely recognized that much of the Lower Mainland is facing an affordable housing crisis. Metro Vancouver Housing (MVH) is a non-profit organization whose mandate is to supply affordable rental housing to people not served by the private sector. MVH currently provides over 3,400 units to support over 9,400 tenants across the region. On November 5, 2019, Metro Vancouver Housing released its 10-Year Housing Plan (see: metrovancover.org/housing). The Plan establishes a framework to support the supply and preservation of affordable housing in the region. Further, the Plan provides that MVH will invest \$190M in affordable housing over the next ten years to support a target of 1,350 new and redeveloped affordable housing units; at least 500 of these units are targeted as new affordable rental units on member and regional lands. This investment includes \$90M in enhancing existing housing and \$100M in developing new affordable housing. This report introduces Council to the terms of a recent Expression of Interest (EOI) released by MVH to explore opportunities for local partnerships that will help address the housing affordability crisis. A copy of the EOI is attached as Appendix A.

PAST PRACTICE / POLICY / LEGISLATION

The EOI acknowledges that two key components are required to support the increased supply of affordable housing: 1) stable funding, and 2) suitable land. Metro Vancouver Housing's 2020 budget has set aside an annual \$4M tax requisition to expand its portfolio through the development of rental housing on lands leased or purchased from member jurisdictions at a nominal rate. Additional funding from Provincial and Federal Governments will be sought to help leverage the funding already committed by MVH to support this initiative.

The *Community Charter* requires Council's approval to dispose public lands, including lots dedicated for park purposes, subject to the satisfying the notice requirements set out in sections 26 and 94 of the legislation.

ANALYSIS

Appendix B to this report identifies lands owned by the Corporation of the City of White Rock. The EOI prepared by Metro Vancouver Housing outlines several key considerations when prioritizing candidate sites for the increased supply, or enhancement, of affordable rental housing. These considerations include:

1. Development potential (i.e., the number of units that can be achieved);
2. Tenant livability (i.e., “complete community” building);
3. Financial feasibility for MVH;
4. Regional equity (i.e., distribution of MVH housing throughout the Lower Mainland); and
5. Municipal actions: actions taken by the participating municipality to support the development of affordable housing (e.g., expedited approvals, parking reductions, fee waivers, density bonuses, etc.)

Based on a preliminary review of the lands owned by the City of White Rock, it does not appear as though there are candidate, unencumbered, properties that would immediately lend themselves to the development of affordable housing. However, it is understood that, through discussions regarding the expenditure of Community Amenity Contributions (CAC), the public has expressed an interest in allocating funds towards the pursuit of local affordable housing options. It may be that some of these funds could be used towards the acquisition of lands which could then be, through a partnership agreement with MVH, developed to support local affordable rental housing. Alternatively, the City could consider the exchange of City-owned properties not otherwise suitable for affordable rental housing for land suited for that purpose.

BUDGET IMPLICATIONS

There are no budget implications arising out of this report. If Council directs the disposal of City land either through lease, swap, or sale, it would restrict the use of that asset to provide alternative City services. A future corporate report would be required to provide details around the implications if Council directs further investigation of a specific property.

CLIMATE CHANGE IMPLICATIONS

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

CONCLUSION

Throughout the Lower Mainland there is a real need for affordable housing and, in particular, housing that is geared towards families, seniors, and people with special housing needs. Metro Vancouver Housing's mandate is to supply affordable rental housing to those who are not served by the private (market) sector. A recent EOI presented by MVH is seeking opportunities to establish partnerships with member jurisdictions to facilitate the supply of new affordable rental housing while also dedicating monies towards the enhancement of existing non-market housing. While there appear to be limited immediate opportunities to dedicate City-owned lands to MVH for this cause, there may be other means by which the supply of affordable rental housing in the City of White Rock may be increased. A response to the EOI expressing an interest in partnerships with MVH is considered an advantageous step towards identifying opportunities to increase the affordable housing supply in White Rock.

The EOI notes that interested municipal jurisdictions are to complete Appendix 1 to the EOI by April 3, 2020. Staff are seeking Council's direction on whether this EOI opportunity should be

pursued and if so, if there are particular parcels Council considers candidates for disposition, either outright or as part of a planned land swap.

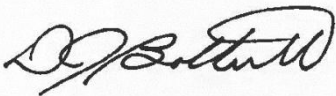
Respectfully submitted,



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

Comments from the Chief Administrative Officer:

This corporate report is provided for information purposes.



Dan Bottrill
Chief Administrative Officer

- Appendix A: Expression of Interest – Identifying Member Jurisdiction Lands for Metro Vancouver Housing Affordable Rental Development
- Appendix B: Map of City of White Rock City-Owned and Leased Lands

Office of the Commissioner/Chief Administrative Officer
Tel. 604 432-6210 Fax 604 451-6614

COPY

File: CR-12-01

FEB 1 0 2020

Dan Bottrill, Chief Administrative Officer
City of White Rock
15322 Buena Vista Avenue
White Rock, BC V4B 1Y6

RECEIVED

FEB 2 0 2020

CITY OF WHITE ROCK
DEVELOPMENT SERVICES

Dear Mr. Bottrill:

**Expression of Interest – Identifying Member Jurisdiction Lands for
Metro Vancouver Housing Affordable Rental Development**

This letter outlines a call for member jurisdiction lands suitable for the development of affordable rental housing through partnership with Metro Vancouver Housing. Metro Vancouver Housing is looking to connect with member jurisdictions to identify opportunities for partnership. As participants in the region's affordable housing function, member jurisdictions are natural partners to collaborate with to develop new affordable housing throughout the region. The recent approval of the *Metro Vancouver Housing 10-Year Plan*, including an annual \$4 million tax requisition to support the development of new affordable rental housing on member and regional lands, facilitates this Expression of Interest.

We recognize that some member jurisdictions may have limited available land, and therefore also encourage members to contact us to discuss other opportunities for collaboration. Metro Vancouver Housing is looking to increase its housing portfolio, through the development of new sites, but also through redevelopment of existing sites and through other innovative partnerships. Metro Vancouver is currently undertaking a Redevelopment Plan to identify opportunities to renew and redevelop its existing housing sites over time and where possible, increase density to provide more affordable housing.

About Metro Vancouver Housing

Established in 1974, Metro Vancouver Housing provides affordable rental housing, primarily geared towards families, seniors, and people with special housing needs. Owned solely by the Metro Vancouver Regional District, the Metro Vancouver Housing Corporation's mandate is to supply affordable rental housing to people not served by the private sector. Metro Vancouver Housing currently provides affordable homes to over 9,400 people (3,400 units) on a rent-geared-to-income or low-end-of-market rental basis. As one of the region's largest affordable housing providers, Metro Vancouver recognizes the need and opportunity to renew and expand its housing portfolio to support resolving the region's affordable housing crisis.

36880235

The *Metro Vancouver Housing 10-Year Plan* provides a vision for how the organization will provide, preserve, and expand its portfolio of affordable housing across the region. This includes a commitment of approximately \$190 million over the next decade to support the renewal of its existing stock and develop 1,350 new and redeveloped units, at least 500 of which are targeted as new affordable rental units on member and regional lands.

Tax Requisition to Support Affordable Housing Development

Expanding the supply of affordable rental housing is impossible without two critical resources: stable funding and suitable land. While Metro Vancouver Housing operations are sustained predominantly through tenant rents, this is not sufficient to support the development of new housing. Therefore, the 2020 budget includes a new annual \$4 million tax requisition to support Metro Vancouver Housing to expand its portfolio through new development on lands leased from member jurisdictions.

This stable source of funding will support the development of new housing and may be further leveraged through provincial and federal funding. To apply these funds to the development of new affordable housing across the region, Metro Vancouver Housing is now seeking opportunities to purchase or lease land from member jurisdictions at a nominal rate.

Call for Member Jurisdiction Lands

Metro Vancouver Housing is seeking lands owned by member jurisdictions to lease or purchase at a nominal rate to develop new affordable rental housing across the region.

The following provides an overview of key considerations that will be used to help prioritize opportunities. While all responses will be considered, Metro Vancouver Housing will prioritize land that is site and development ready and offers the greatest benefit to Metro Vancouver Housing.

Key Considerations:

1. Development potential: total number of units that can be achieved¹
 - a. Allowable density under current zoning (or willingness to pre-zone land)
 - b. Site readiness (e.g., bare land)
 - c. Site size and configuration
 - d. Consideration for sites adjacent to existing Metro Vancouver Housing sites that could increase opportunities for redevelopment
 - e. Geographic constraints that may impact developable area (e.g., floodplain, high water table, steep slopes)
 - f. Environmental constraints that may impact developable area or have significant financial implications (e.g., sensitive ecological areas, requirements for environmental remediation)
2. Tenant livability: convenient access / walking distance to community amenities
 - a. Proximity to amenities, for example:

¹ Metro Vancouver Housing will work with member jurisdictions to identify the most relevant housing needs in each community (i.e., Housing Needs Assessments) so that the type and mix of housing units provided can be targeted to each community's unique context.

- i. Frequent Transit Network, or regular transit service
 - ii. Schools and or daycares
 - iii. Greenspace
 - iv. Recreation (e.g., community centres, senior centres)
 - v. Shops and services (e.g., grocery store)
3. Financial feasibility for Metro Vancouver Housing
 - a. Lease agreement and/or housing agreements that support Metro Vancouver Housing’s financial and operational models
 - b. Affordability mix that can be supported through Metro Vancouver Housing operations and or other government operating subsidy
4. Regional equity: consideration of existing distribution of Metro Vancouver Housing throughout the region
5. Municipal actions: actions to support the development of affordable housing (e.g., expedited approval processes, parking reduction, fee waivers, grants, density bonuses, etc.)

To identify potential partnership opportunities, Metro Vancouver Housing requests interested member jurisdictions complete the attached form in **Appendix 1** and submit it by email to Housing@metrovancover.org by 4:00 p.m., **April 3, 2020** to provide basic information about proposed site(s). Further due diligence and technical studies may be completed by Metro Vancouver Housing to determine feasibility of sites.

We look forward to collaborating with members to achieve our common goals. For more information, please feel free to have your staff contact Laurel Cowan, Program Manager, Housing Planning, Policy and Projects, by phone at 604-451-6510 or by email at Laurel.Cowan@metrovancover.org.

We recognize that not all member jurisdictions have available land at this time and strongly encourage member jurisdictions to contact us with other opportunities to work together to increase the supply of affordable housing in the region.

Yours sincerely,



Jerry W. Dobrovlny, P.Eng., MBA
Commissioner/Chief Administrative Officer

JD/HM/lc

cc: Carl Isaak, Director, Planning and Development Services, City of White Rock

Encl: Form titled “Appendix 1: Expression of Interest Submission Form” (Doc# 36879446)

36880235

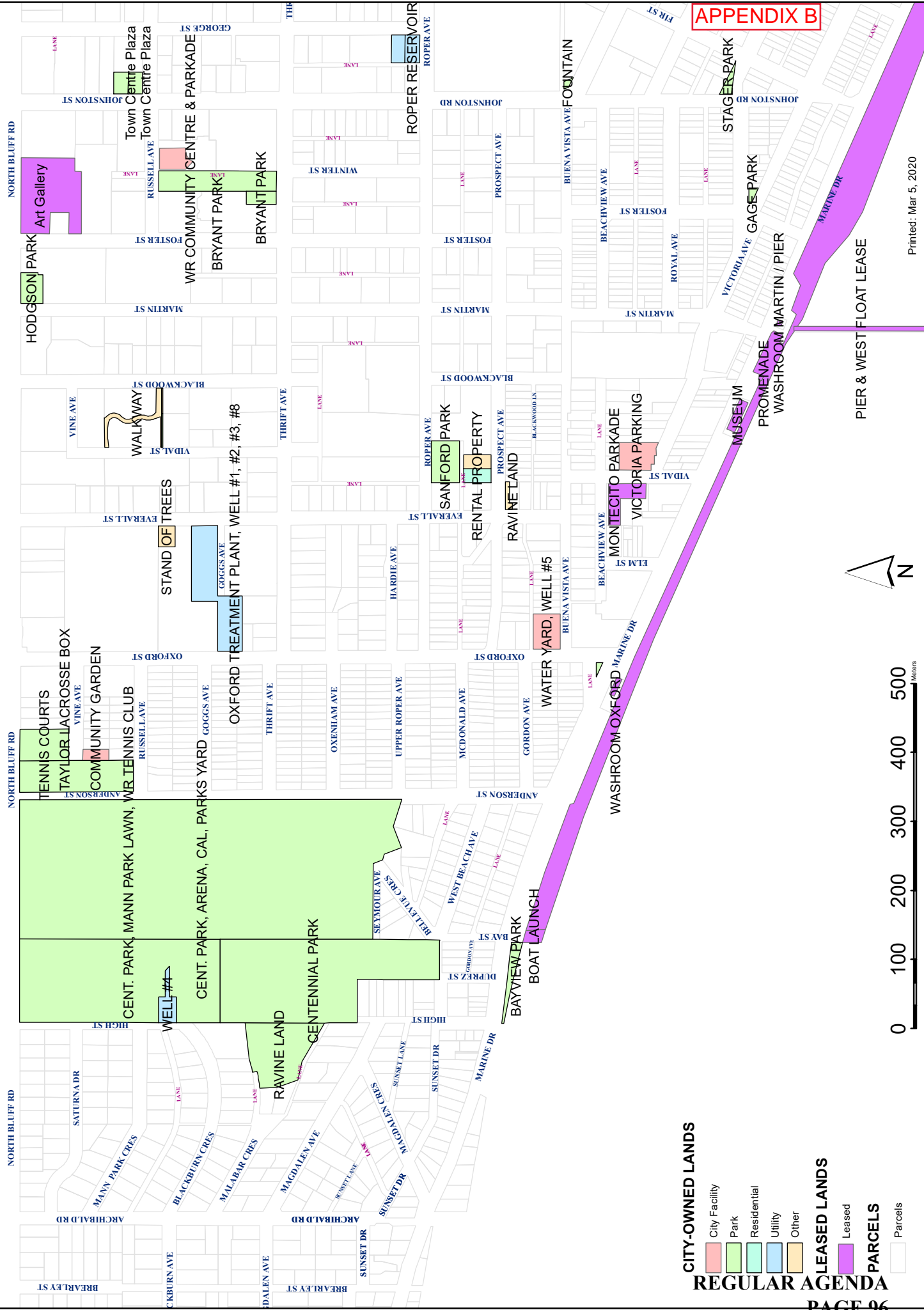
Appendix 1: Expression of Interest Submission Form

Please provide a brief description of the proposed property and attach any additional information as required. For multiple properties, please complete separate forms. While all responses will be considered, Metro Vancouver Housing will prioritize land that is site and development ready and offers the greatest benefit to Metro Vancouver Housing.

Staff contact information	Name/title: _____ Email: _____ Phone: _____
Map showing location of the site	<i>attach</i>
Site address	
Proposed partnership	<input type="checkbox"/> Sale at nominal cost <input type="checkbox"/> Lease at nominal cost
Land title	<i>attach</i>
Site Profile (if applicable)	<i>attach</i>
Site context	<i>brief description of site history and surrounding uses</i>
Site readiness	<input type="checkbox"/> Bare land <input type="checkbox"/> Need for deconstruction <input type="checkbox"/> Need for extensive tree removal
Environmental and/or geographic constraints	<i>brief description of any geographic constraints (e.g., floodplain, high water table, steep slopes) and/or environmental constraints (e.g., sensitive ecological areas)</i>
Gross site area	
Current and/or recommended zoning to reach maximum density permitted in OCP	<i>include any information as to need for rezoning or variances</i>
Anticipated building form and height	
Anticipated maximum unit count	
Parking requirements	
Development readiness	<input type="checkbox"/> Existing zoning supports intended uses <input type="checkbox"/> Willing to pre-zone land <input type="checkbox"/> Rezoning process required
Municipal actions for affordable / rental housing, if any	<input type="checkbox"/> Waive/reduce municipal portion of DCCs <input type="checkbox"/> Waive/reduce CACs <input type="checkbox"/> Waive/reduce permit application fees <input type="checkbox"/> Municipal grants or financial contributions <input type="checkbox"/> Expedited development approvals <input type="checkbox"/> Density bonusing <input type="checkbox"/> Parking relaxations <input type="checkbox"/> Other: _____
Potential for mixed-use, if applicable	
Specific municipal requirements for lease agreements and/or housing agreements, if applicable	<i>e.g., specific requirements for length, tenure, affordability, tenant priority groups, etc.</i>
Other relevant information:	

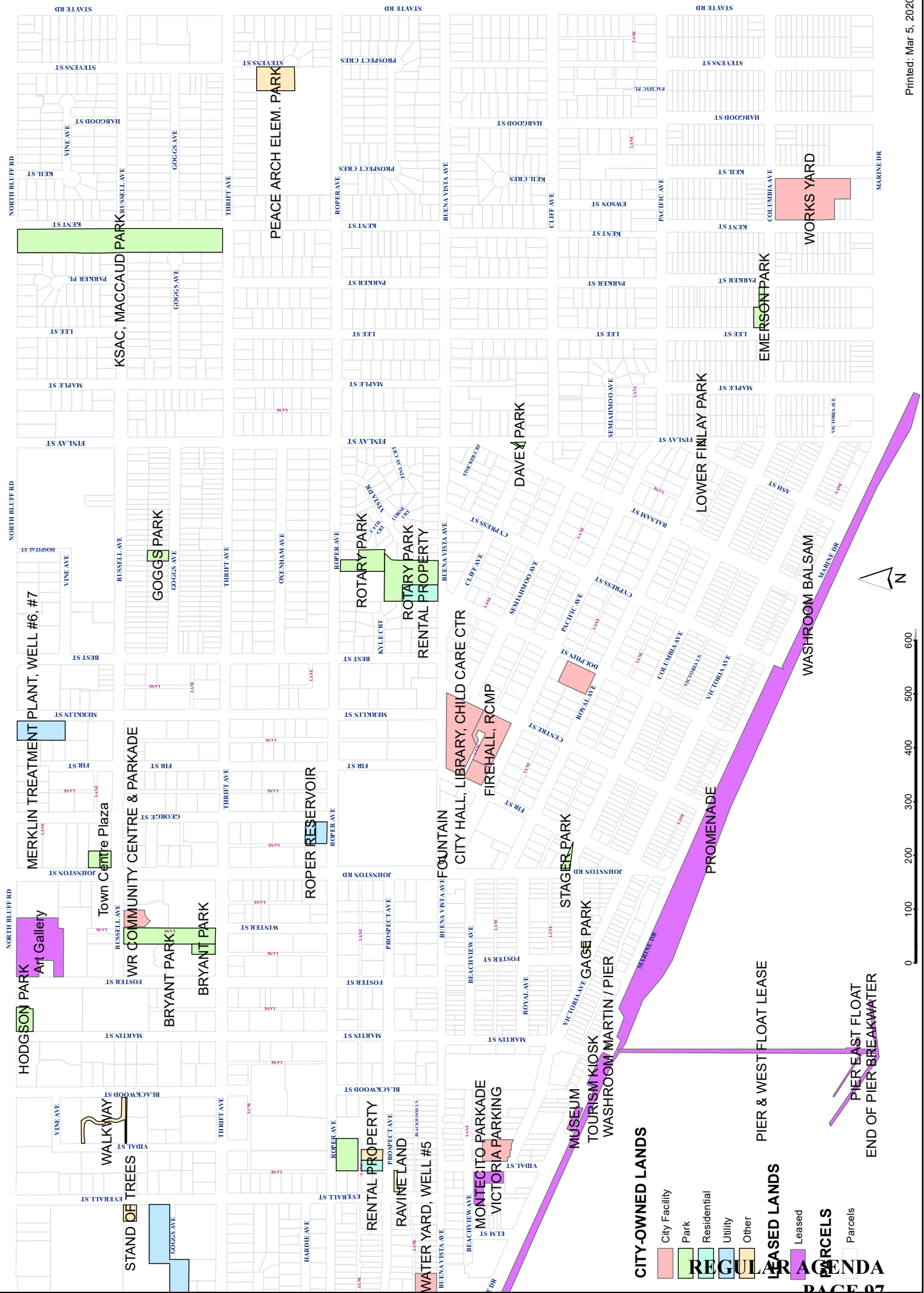
City of White Rock: Owned and Leased Properties

APPENDIX B



- CITY-OWNED LANDS**
 - City Facility
 - Park
 - Residential
 - Utility
 - Other
- LEASED LANDS**
 - Leased
- PARCELS**
 - Parcels

City of White Rock: Owned and Leased Properties



City of White Rock: Owned and Leased Properties



- CITY-OWNED LANDS**
 - City Facility
 - Park
 - Residential
 - Utility
 - Other
- LEASED LANDS**
 - Leased
- PARCELS**
 - Parcels

PRESENT: Councillor Manning, Chairperson
Mayor Walker
Councillor Chesney
Councillor Fathers
Councillor Johanson
Councillor Kristjanson (arrived at 5:02 p.m.)

ABSENT: Councillor Trevelyan

STAFF: D. Bottrill, Chief Administrative Officer
T. Arthur, Director of Corporate Administration
C. Isaak, Manager of Planning and Development Services
S. Kurylo, Director of Financial Services
S. Lam, Deputy Corporate Officer

Press: 0

Public: 0

1. **CALL MEETING TO ORDER**
The meeting was called to order at 5:00 p.m.

2. **ADOPTION OF AGENDA**

2020-G/L-025

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopts the agenda for March 9, 2020 as circulated.

CARRIED

3. **ADOPTION OF MINUTES**

a) February 24, 2020

2020-G/L-026

It was MOVED and SECONDED

THAT the Governance and Legislation Committee amends the February 24, 2020 meeting minutes by correcting the word “Present” under the Role Call to “Absent”, and that the minutes be adopted as amended.

CARRIED

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

4. **WATERFRONT PAY PARKING SIGNAGE**

Corporate report dated March 9, 2020 from the Director of Financial Services titled “Waterfront Pay Parking Signage”.

Discussion ensued and the following comments were noted:

- What the City is currently doing (shown in Appendix C) is working well
- Focus should be on way-finding signage (in general, not just at the beach) as opposed to pricing
- It was suggested that it could be easier for residents and visitors to understand the pricing if there was signage
- The estimated cost of adding signage could be \$5,300 plus labour costs
- Suggested that more signage could decrease idling cars as drivers would be directed to the right places and knowing the costs well ahead
- The parkade does not offer lower rates than the waterfront (same pricing)
- While it is a good idea to have signage, it was suggested a “normal” year of revenue be completed, and that this matter be revisited at a later time

2020-G/L-027

It was MOVED and SECONDED

THAT the Governance and Legislation Committee:

1. Receives for information the corporate report dated March 9, 2020 from the Director of Financial Services, titled “Waterfront Pay Parking Signage”; and
2. Endorses continuing with the City’s current messaging as shown in Appendix C of the corporate report.

CARRIED

Councillor Kristjanson voted in the negative

5.

COMMUNITY FORUMS: FUTURE TOPICS

Mayor Walker requested the Committee discuss potential topics for future Community Forums.

The Committee spoke to previous City Forums, noting that they have been successful / a good way to obtain public feedback. Discussion continued and the following comments were noted:

- Forums could be held monthly, quarterly, or twice annually, adding that a scheduling pattern could allow for higher attendance
- With the Dogs on the Promenade Task Force wrapping-up in in the near future, it may be a good subject of discussion / input for an upcoming Community Forum
- Council’s Strategic Priorities would be a good topic to update the public
- A Developer Forum (for both large projects and home builders) would be a good opportunity to hear from the development community with respect to City processes
- The City is working on the Master Transportation Plan and Forums will be scheduled as part of the community feedback process

The Committee summarized the topics of interest for forums:

- Business forum
- Dogs on the Promenade (Pilot Project follow-up)
- City Parking
- Solid Waste
- Strategic Priorities
- Developers forum
- Infrastructure and Transportation
- Smarter Cities
- White Rock Pier/Wharf
- Community Amenity Contributions
- Affordable Housing
- Official Community Plan review update

The Committee suggested that it may be a good time for a Strategic Priorities update, and that the topic be presented with a “report card” to demonstrate measurables. With respect to how often forums should be held, it was noted that quarterly would be good for timing.

With respect to the topic of the next forum, the Committee advised they would like to have an emphasis on Strategic Priorities which will include the Official Community Plan review update.

6.1.a

COUNCIL AND COMMITTEE PROCEDURE BYLAW

Corporate report dated, March 9, 2020 from the Director of Corporate Administration titled “Proposed Amendments to the Council and Committee Procedure Bylaw”.

The Committee discussed the proposed amendments and suggested that the limit to speak twice at a time limit of five (5) minutes each time be omitted as it provides an opportunity for broader discussion. Members of the Committee noted that standing committees are a forum which allows for the broad debates, adding that this limit would be imposed on Council meetings only and that it provides structure to the Council meeting proceedings.

Staff reported that while the restriction has been present in the bylaw the rule has not been enforced (Chairperson / Council have felt the meeting proceedings have been working well). It was clarified that the restriction applies only to the member’s debate.

2020-G/L-028

It was MOVED and SECONDED

THAT the Governance and Legislation Committee directs that Item 10 (a) in Council and Committee Procedure Bylaw No. 2232 be removed.

CARRIED.

Councillors Chesney and Fathers voted in the negative

Discussion continued and it was suggested that a new clause to address singling out members during discussions be included in the bylaw. It was suggested that wording be taken from Roberts Rules of Order to specifically address “personalities”.

The Committee directed staff to report back at a future meeting with proposed wording to address this matter. This item would be included under section 24 titled Rule and Authority.

2020-G/L-029

It was MOVED and SECONDED

THAT the Governance and Legislative Committee directs staff to report back with proposed wording for a new wording under “Rule and Authority” with respect to “avoiding personalities” during discussion.

CARRIED

2020-G/L-030

It was MOVED and SECONDED

THAT the Governance and Legislative Committee:

1. Receives for information the corporate report dated March 9, 2020 from the Director of Corporate Administration titled “Proposed Amendments to the Council and Committee Procedure Bylaw”; and
2. Endorse sthe amendments to the Council and Committee Procedure Bylaw, 2018, No. 2232, and that the Bylaw be forwarded to Council for consideration of first, second and third readings.

CARRIED

Councillors Chesney and Fathers voted in the negative

6.1.b

COMMITTEE TERMS OF REFERENCE TEMPLATE

As a follow-up to the review of the City’s Council and Committee Procedure Bylaw a Template for the City’s Advisory Bodies (Committee / Task Force etc.) Terms of Reference was presented for consideration.

The Director of Corporate Administration introduced the template and advised that if the template is approved, all Terms of References will be brought forward for ratification at a future Council meeting. It was noted that the proposed updates would align with the City’s Council and Committee Procedure Bylaw.

2020-G/L-031

It was MOVED and SECONDED

THAT the Governance and Legislation Committee:

1. Endorses the City’s Advisory Bodies Terms of Reference Template as circulated; and
2. Directs staff to bring forward a new Terms of Reference for each of the City’s Advisory Bodies (Committee / Task Force etc.) to Council for final consideration / approval.

CARRIED

6.1.c **COUNCIL POLICY NO. 111: ORDER OF PROCEEDINGS**

As part of the ongoing City Policy review, Council Policy No. 111 is presented for discussion, comment and consideration of endorsement.

Council Policy No. 111 proposes revisions that are also reflected in Council and Committee procedure Bylaw 2232 including adding a consent agenda component.

It was suggested that “Consent Agenda” be considered earlier on the agenda following Delegations.

2020-G/L-032

It was MOVED and SECONDED

THAT the Governance and Legislation Committee amends Council Policy No. 111 to reflect the “Consent Agenda” following “Delegations”.

CARRIED

2020-G/L-033

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 111 – Order of Proceedings as circulated as amended moving the Consent agenda closer to the start of the meeting.

CARRIED

7.

POLICY REVIEW CONTINUED

In accordance with Council’s Strategic Priorities, the following policies have been included on the agenda for review and consideration. Any proposed amendments to the policies have been noted via tracked changes:

- Administration Policy 215 – Selection and Maintenance of Sister City / Friendship City Relationship

The Committee requested staff forward the Economic Development Advisory Committee the definition of Friendship and Sister Cities for their information. The Committee also requested that a copy of the Friendship agreement with Dongying be forwarded for information.

2020-G/L-034

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council endorse Administration Policy 215 – Selection and Maintenance of Sister City / Friendship City Relationship.

CARRIED

2020-G/L-035

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 103 – Council Policy Development.

CARRIED

- Council Policy No. 108 – Deputy Mayor

In response to the Committee's questions, it was clarified that only an elected official may declare a State of Emergency. Policy 108 addresses who would fill-in for the Mayor should they be absent or unavailable to carry out duties/attend events at the time.

2020-G/L-036

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 108 – Deputy Mayor.

CARRIED

2020-G/L-037

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 122 – Invitations to Mayor and Council.

CARRIED

- Council Policy No. 151 – Use of Elected Official Office

Staff noted that the Elected Official Office (title, letterhead, business cards, etc) should only be used for city related business/capacity.

2020-G/L-038

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 151 – Use of Elected Official Office.

CARRIED

8. CONCLUSION OF THE MARCH 9, 2020 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

The Chairperson declared the meeting concluded at 6:22 p.m.

S. Alam

Councillor Manning
Chairperson

Stephanie Lam
Deputy Corporate Officer

PRESENT: Councillor Manning, Chairperson
Mayor Walker
Councillor Chesney
Councillor Fathers
Councillor Johanson
Councillor Kristjanson (arrived at 5:35 p.m.)t

ABSENT: Councillor Trevelyan

STAFF: D. Bottrill, Chief Administrative Officer
K. Pauls, Staff Sergeant, White Rock RCMP
S. Lam, Deputy Corporate Officer

Press: 0

Public: 0

1. **CALL MEETING TO ORDER**
The meeting was called to order at 5:31 p.m.

2. **ADOPTION OF AGENDA**

2020-G/L-039

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopts the agenda for March 12, 2020 as circulated.

CARRIED

Councillor Kristjanson arrived at the meeting at 5:35 p.m.

3. **RCMP STRATEGIC PLAN**

Staff Sergeant Kale Pauls provided a PowerPoint presentation introducing himself and with updates regarding the RCMP Strategic Plan.

Discussion ensued and the following comments were noted:

- Speed and traffic enforcement, Council suggested RCMP presence in school zones more often (eg: quarterly), as the visual of officers could deter drivers from speeding
- It was suggested that officers could walk the Promenade more often to give additional presence to those that walk the railroad tracks. It was noted RCMP have the authority to impose fines on those trespassing on BNSF lands
- RCMP team is working on being able to provide crime statistics that can be publically released
- Council suggested that the White Rock RCMP social media channels be kept current as much as possible, noting there is a good following on Twitter
- Council spoke in support of the “Coffee with a Cop” program

- It was suggested that a clearer understanding between the Provincial *Motor Vehicles Act* and City bylaws be made available for the Community

Councillor Johanson departed the meeting at 5:58 p.m.

With the City of Surrey moving to a local police force, Council requested information on how the relationship between White Rock RCMP and Surrey will be built. Questioned if the Force would be less responsive.

Discussion continued and the following comments/information were noted:

- Specific criminal activity should not be referenced in strategic priorities, noting that they change over time. Coverage of criminal activity is expected of RCMP
- Indigenous Officers are federally funded, noting there is an additional officer approved for April 1
- There are many municipalities that are cross jurisdictional, so it is not anticipated that response times will decrease with the change in Surrey's force
- Vulnerable persons are part of policing and the Community should understand how both work together

Staff Sergeant Pauls advised that the feedback will be incorporated into a plan that addressed objectives within the RCMP Strategic Priorities, adding that many will have measurable targets (eg: number of tickets issued regarding speeding).

4. **CONCLUSION OF THE MARCH 12, 2020 GOVERNANCE AND LEGISLATION COMMITTEE MEETING**

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

Mayor Walker

S. Alam

Stephanie Lam, Deputy
Corporate Officer

PRESENT: Councillor Manning, Chairperson
Mayor Walker
Councillor Chesney
Councillor Fathers
Councillor Johanson

ABSENT: Councillor Kristjanson
Councillor Trevelyan (present via Skype – to participate in discussion only)

STAFF: D. Bottrill, Chief Administrative Officer
T. Arthur, Director of Corporate Administration
R. Choy, Acting Director of Engineering and Municipal Operations
C. Isaak, Director of Planning and Development Services
J. Johnstone, Director of Human Resources
S. Johnson, Manager of Budget
P. Lemire, Fire Chief
K. Pauls, Staff Sergeant White Rock RCMP
E. Stepura, Director of Recreation and Culture
C. Zota, Manager of Information Technology
E. Wolfe, Deputy Fire Chief

Press: 0

Public: 0

1. CALL MEETING TO ORDER
The meeting was called to order at 4:31 p.m.

2. ADOPTION OF AGENDA

2020-G/L-040

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopts the agenda for March 17, 2020 as amended to include the following “On-Table” items:

1. Corporate Report, dated March 17, from the Fire Chief titled “ City Preparations for COVID-19”;
2. Information from the Province of British Columbia issued March 16, 2020 regarding “Large Numbers of People Gathering”; and
3. Proposed Bylaw 2337 – Amendment to the City’s Council and Committee Procedure Bylaw regarding Electronic Participation by Council Members at Meetings.

CARRIED

2020-G/L-041

It was MOVED and SECONDED

THAT the Governance and Legislation Committee endorses Councillor Trevelyan participating in discussion(s) at this March 17, 2020 Governance and Legislation Committee meeting, as he's available / can be heard and can hear the Committee through Skype.

CARRIED

3.

CITY PREPARATIONS FOR COVID-19

Corporate report dated March 17, 2020 from the White Rock Fire Chief will be presented on table.

The Fire Chief introduced the March 17, 2020 corporate report placed "On-Table" titled "City Preparations for COVID-19". As of this time:

As of 3:30 p.m. today, the Provincial Health Officer declared a Health Emergency.

Background:

Corno Virus is part of a large family of virus that cause illness ranging from common cold to more severe diseases such as severe/acute respiratory syndrome (SARS). COVID-19 is a new strain that was discovered in Wuhan China in 2019. This had not previously identified in humans. The common signs of infection are:

- Respiratory symptoms (fever cough, shortness of breath)
- More severe cases can lead to ammonia, SARS, kidney failure and death

On March 11, 2020 the World Health Organization classified COVID-19 as a pandemic. This designation refers to the person to person spread across the globe but does not necessarily refer to the severity of the illness. The current COVID-19 Pandemic is a health emergency. The Provincial Medical Health Officer along with the Health Emergency Management BC and the health authorities are the lead agencies within the province for this event with support from the Federal Government. The City's focus in regard to preparations utilizes the principles from the City's Emergency Response Plan. The priorities at this time that staff have been working on are measures to ensure continuing working on maintaining local government, public safety services (Police and Fire), essential public works and municipal services (water treatment, waste management and garbage disposal). Providing that access to information to the public via communications on the website, provincial websites and the BC center for disease control etc. Closing public buildings where seen in the best interest of public safety and to minimize the spread of infection. With these priorities, there are some guiding principles that are to be maintained. Keep staff and the public safe, senior staff are meeting on a business day basis to be aware of what is happening regionally, provincially, globally, and to continue to look externally and internally to our own operations. Staff are in constant contact with Provincial and Regional partners to ensure the latest information and criteria is available and being implemented. A number of recommendations and information for self-isolation and other measures for self-screening as directed by the Provincial Medical Health Officer have been implemented with City staff. City recreation facilities have now been closed to the public to help slow the speed of the virus. Where it is feasible work options from

home are being explored and implemented. Staff continue to review department work plans and determining staff levels and options to ensure to defined priorities are met.

Current statistics were noted.

The Public Health Officials act in emergency situations and are permitted to act outside the normal scope of the *Health Act*, the powers are exceptional. As demonstrated by the new requirements now in place.

Now provincially all clubs and bars are directed to close (as they cannot meet social distancing parameters).

Restaurants if they can meet social distancing can remain open; those that cannot meet the social distancing requirement must close.

Other businesses are to ensure social distancing can be met within their operations (includes retail outlets).

The strategy has moved from containment to a mitigation and containment phase. Social distancing is key to this.

Testing moving to outbreak clusters, facilities, and front line health staff. Imperative are:

- Hand Hygiene,
- Cover Your Mouth When Coughing (into shoulder etc.)
- Don't Touch Eyes
- Social Distancing; and
- Stay Home When Sick / Away from Others

This a fast moving situation, we are all in this together and as individuals, as a City we need to be proactive in doing the right things and lead by example to do what is within our domain to prevent and stop the spread of this virus.

The following discussion points were noted:

- Buses, SkyTrain, Canada Line (TransLink/Coast Mountain), how can public transportation able to maintain social distancing?
Staff: TransLink have sent notification that they are performing extensive cleaning on all transportation methods including buses, SeaBus and the West Coast Express. More information on this is provided on the TransLink website.
Social distancing was not yet addressed by them, their action at this time is to disinfect throughout as much as possible.

- Grocery stores were not mentioned in the order, are they impacted by the order?
Staff: No not at this time grocery stores and pharmacies have not been impacted by the order they are to remain open
- Today appeared to have a jump in the numbers for BC / Fraser Health is the province giving the community more information on specific areas?
Staff: The recent update included numbers by health region. The majority of the numbers was within the Coastal Health Region. Fraser Health (Burnaby, New Westminister, Port Moody and east of that all the way up to Boston Bar) is currently number two (2) in terms of cases. It is not broken down any further due to privacy reasons.
- How will closing of bars and limitations on restaurants be enforced?
Staff: This has been done under the authority of the Public Health Officer. They have the authority to act / take significant action.
The City of White Rock does not have jurisdiction to enforce this (due to it being ordered under the Health Authority).
- We have a high percentage of seniors and one of the demographics of concerns for this virus. What is the City's Communication Plan to keep our seniors up to date?
Staff: The City will provide communication awareness of what steps they can do to help place themselves d in their best position.
The City has closed the recreation centres including the Kent Street Activity Center, this demonstrates this is a serious issue.
We need people to know they need to ensure they are looking after themselves, family and friends should be contact ensure you are eating well, sleeping and limit exposure that can put you at risk.
May have to make changes in their own routines. Those that need help to reach out for assistance.
The City's website is constantly being updated; we are reach out as best we can.
- Does the Local Government have authority to restrict purchases in effort to stop hoarding from grocery stores / pharmacies etc?
Staff: No the Local Governments do not have the authority that would require special powers.
Local State of Emergency if the City were to request this, but the request must define the powers they are looking for and why.
The Province has been in contact with the Retail Council of BC trying to quantify sales (limiting of product sales on some projects) and requesting that there be established times (open earlier) and made that time exclusive to seniors.
- Is the City of White Rock's bars and pubs ordered to be closed at this time?
Staff: At this time the order is now Province wide that all bars and pubs are to be closed (end of business day March 17, 2020).
At this time if restaurants cannot meet the social distancing piece are required to close.
The City of Vancouver operates under their own Charter, where the rest of the municipalities are given their power through the *Community Charter*. The *Vancouver Charter* is different; they have different powers from those that must comply with the *Community Charter*.
- What would be the process for the City to declare a State of Emergency?
Staff: There would be a few steps / powers that come with the declaration.

The City would need to define what additional powers they were looking for. Council would need to adopt a resolution to that effect and the rationale for the need of the additional power. Define the area and it would need to be approved by the Public Safety Minister.

At this the City is under a Provincial State of Emergency Declaration under the *Health Act*, the City would not be able to seek more authority than what is being done by the Province now.

- Will it be the job of the City to inform the local bars and restaurant on this order?
Staff: This has been done under the authority of the Public Health Officer. They do have the ability to ask for help through the RCMP.
The City of White Rock does not have jurisdiction to enforce this.
- It was clarified that all bars and clubs are to close, restaurants at this time if they can meet the social distancing and under fifty (50) gathering may remain open. They may go to take-out orders if the criteria cannot be met.
- At this point the order is in place until May 30th, 2020.
With the order there is the ability that they can be retracted or extended as to whatever would be needed given the circumstances.
- What involvement has the RCMP had in discussions around what the future holds if the establishments chose not to shut down / comply with the order?
Staff: At this time the topic has not come up yet, if the Health Officer needs help is it understood the RCMP may be asked to step in.
- It appears the *Community Charter* could be enhanced. The *Vancouver Charter* appears quite different and maybe there are areas of it that the *Community Charter* should incorporate. Has this been considered?
Staff: The *Emergency Program Act* is undergoing a re-write it will likely address the current differences.
- The City of White Rock don't have "bars" how are micro-breweries impacted by the order?
Staff: Confirmation on this would need to be sought. There are a different type of licence but function similarity to a restaurant (occupancy could be an issue).
- Restaurants and the City's two (2) micro-breweries possibly closing, what tools do we have as White Rock to give financial assistance to the businesses?
Staff: The City is very limited as to how they can help. Council could decide to have a different tax rate to provide relief but then the funds have to be made up elsewhere (residential taxes).
Patio Licence(s) can be reviewed, the City must operate with the *Community Charter* which does not permit the City to give a benefit to a business / cannot provide a subsidy to a business.
Can Council pursue something like this – reconsider the recently adopted Financial Plan?
Staff: The upcoming process for the Financial Plan includes: an amendment is scheduled for April 20th, Public Comment Opportunity April 27th, amending bylaw to be considered for the first three readings on May 4th with Final reading consideration on May 11th. This process will enable to have the tax rate adopted by the deadline of May 15, 2020.

There are discussions occurring at both the Federal and Provincial levels as far as potential self-employed and small business aid. It is expected there will be announcement coming soon on this.

- How are the City's special events being impacted by this / when will it be decided if they can proceed? Concern if the Farmers' Market will be able to proceed.

Staff: We are already looking at this. We will look to see if there are options to defer them? The first major event will be Canada day and as they come closer the City will make a decision as to where things are sixty (60) days prior.

For the Farmers' Market (come under a grocery store Provincial category) they require a right of way permit, at this time do not see an issue with approving this. The Peace Arch Hospital Gala has now been rescheduled from May 2 to July 25th.

- Is it possible to hold off new hires by the City until the economic impact is known by the City of this situation?

Staff: Yes that can be done. There are hires that we assume need to proceed (Fire Chief, Chief Administrative Officer, Part Time Payroll)

We would look for further direction on this at the March 30th Council meeting.

- Can the city do an information campaign to help local businesses / buy local. Could they buy gift cards at local businesses to be able to use the services later when things improve?

Staff: The City has a purchasing policy, we could promote buying local (done through the Business Improvement Association) but we can communicate through social media and the City website.

2020-G/L-042

It was MOVED and SECONDED

THAT the Governance and Legislation Committee receives the March 17, 2020 corporate report from the Fire Chief titled "titled "City Preparations for COVID-19".

CARRIED

In relation to the "On-Table" item titled Information from the Province of British Columbia issued March 16, 2020 regarding "Large Numbers of People Gathering" the Chief Administrative Officer updated with the following points:

- The City's Recreation Facilities and the Library are currently closed
- The City Annex and the Operation Yard will be closed by end of day today
- Some Local Governments are closing City Hall, White Rock has not made that decision at this time (will be monitoring this)
- Staff are reviewing their services and making decisions with staff as to what is essential
- Telecommuting (working from home), as many as possible are encouraged to do this (with operational requirements being considered)

We are doing this as we want to reduce the amount of people attending City Hall to help reduce the risk of the virus transmission. Along those lines Council may wish to consider their Committees and suspending their meeting at this time.

3.1 COMMITTEE MEETINGS

2020-G/L-043

It was MOVED and SECONDED

THAT the Governance and Legislation Committee postpones all Council Advisory Bodies / Committee meetings until the end of May 2020.

CARRIED

***NOTE:** A point of clarification was made that this direction could be rescinded at any time.*

3.2 COUNCIL MEETINGS

In relation to the “On-Table” item titled proposed Bylaw 2337 – Amendment to the City’s Council and Committee Procedure Bylaw regarding Electronic Participation by Council Members at Meetings.

2020-G/L-044

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends the proposed “On-Table” amendment to the Council and Committee Procedure Bylaw, No. 2232, 2018, Amendment No. 3, 2020, No. 2337 be amended regarding the use / circumstances around using the option of electronic participation by Council Member at Council / Standing Committee meetings.

CARRIED

SUBSEQUENT MOTION:

2020-G/L-045

It was MOVED and SECONDED

THAT the Governance and Legislation Committee directs that the Council and Committee Procedure bylaw amendment in regard to electronic participation by Council members be brought back to the Committee following the conclusion of the current pandemic for further consideration.

CARRIED

Councillors Johanson and Manning voted in the negative

2020-G/L-046

It was MOVED and SECONDED

THAT the Governance and Legislation Committee directs staff to produce a “Coles Notes / Printed version” of the information noted / discussed today and it placed predominantly on the City’s website.

CARRIED


It was noted that at this time that it would be important for the Mayor inquire with the Fraser Heath Authority if there is any information available about there being any cases of COVID-19 thus far in the City of White Rock.

It was noted that the Mayor of the City of Chilliwack is confirming on Social Media that there are no cases of the COVID-19 in that municipality, it is unclear if that information is available or not.

4. CONCLUSION OF THE MARCH 17, 2020 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

The Chairperson declared the meeting concluded at 6:00 p.m.

Councillor Manning
Chairperson



Tracey Arthur, Director of
Corporate Administration

PRESENT: C. Harris
U. Maschaykh
J. McMurtry
G. Parkin
E. Ross
M. Sabine

COUNCIL: Councillor A. Manning, Chairperson
Councillor H. Fathers (arrived at 3:35 p.m.)

ABSENT: C. Bowness

STAFF: C. Isaak, Director of Planning and Development Services
G. Newman, Manager of Planning
E. Tuson, Committee Clerk

Public: 7
Press: 0

1. **CALL TO ORDER**
The Chairperson called the meeting to order at 3:30 p.m.

2. **ADOPTION OF AGENDA**

2020-HAC-003 **IT WAS MOVED AND SECONDED**
THAT the Housing Advisory Committee adopt the agenda for February 26, 2020 as circulated.

CARRIED

3. **ADOPTION OF MINUTES**

a) January 29, 2020

2020-HAC-004 **IT WAS MOVED AND SECONDED**
THAT the Housing Advisory Committee adopt the January 29, 2020 meeting minutes as circulated.

CARRIED

4. **SHORT TERM RENTALS (STRS) & SECONDARY SUITES**

The Committee discussed the impact of short-term rentals and secondary suites on White Rock's housing stock. The following points were noted:

- Illegal suites are a loss of revenue for the city, as they are not collecting fees on them.
- Illegal suites can be difficult to investigate due to staff time.
- To apply for a secondary suite the unit needs to be brought to code. Following which, the building department would come and inspect it.

- There is also an issue of the loss of potential accommodations for longer-term residences.
- Currently, the City has 29 approved vacation rentals with five (5) in que. There are also 130 unregistered short-term rentals currently under review.

The Manager of Planning provided on table documents which outlined various data regarding income levels per household in White Rock as well as current rental buildings in the community.

The difference between registered and unregistered suites was clarified. There are impacts when suites are brought up to compliance, often renters are removed from the illegal suite and are forced to look for housing elsewhere.

Discussion continued and the following comments were noted:

- Under current B.C. legislation, a tenant is only required to be given 30 days' notice and is not reimbursed for moving cost, which seems unfair.
- Regarding the displacement of vulnerable tenants there is value in having a less aggressive approach in seeking enforcement. There needs to be an opportunity to ensure compliance with the B.C. building code. Aggression in seeking compliance would be Councils decision and the Committee can make recommendations to Council regarding their opinion on such matters.
- Staff noted that the B.C. building code has recently changed to be more relaxed when it comes to secondary suites. As such, the City would have to review suites on a case-by-case basis. With 500 suites in the community, this would be a large project to undertake.

The Committee noted that perhaps the issues is not the homeowners that are renting out one suite. Rather, single-family dwellings that are being operated as short term rentals with two plus units available to rent. These are commercial operations and become very profitable. Staff noted that City staff does look through listing websites to see when new units become available. Staff also respond to complaints or notifications by residents.

In response to questions from the Committee, staff noted:

- When complaints are received staff will search out short-term rentals that may not be in compliance or have not obtained a business license. The City contacts the owners and requires they provide necessary documentation.
- Sometimes properties show up on rental websites that are no longer in business. Some websites are out dated, which make it hard for staff to investigate.

Councillor Manning, Chairperson, noted that a balance between promoting tourism/ helping the economy and finding residents a place to live needs to be achieved. The Committee advocated the importance of supporting both homeowners and renters by developing an attractive policy. On a per square foot basis, some of the most affordable housing in White Rock is secondary suites.

2020-HAC-005 **It was MOVED and SECONDED**

THAT the Housing Advisory Committee request that Council direct staff to incorporate the following as a mission statement for a future short term rental and secondary suite policy: Will support homeowners in developing short or long terms rentals that are safe and affordable for whomever is going to be occupying the unit(s).

CARRIED

Staff noted that there are some bed and breakfasts (B&Bs) where the owner does not live on the property but has hired someone to provide breakfast. In this instance, the establishment would be considered cared for. Policy No. 505 Existing Accessory Bed & Breakfast Establishments does require someone to live there and maintain its use. The Committee noted that the B&B policy needs to be more rigorous.

The Manager of Planning referred to the on table ‘Rental Buildings by Age’ map (the map corresponds with the ‘rental inventory table’). He reviewed this document for the Committees information. The following points were noted:

- White Rock’s current vacancy rate is 1.7%.
- The City would need between 23 - 48 additional units to achieve a healthy 2 - 3% rental vacancy rate.
- Currently, 450 rentals units are coming to market in White Rock and will be made available so long as they meet municipal requirements.
- Some of the 450 applicants have acknowledged their desire to work with B.C. Housing to make a portion of their units affordable/ below market.
- Some of the developments are replacing/ displacing old rental properties.
- A unit between 20 - 30% below market value is considered affordable in White Rock. For example, \$1400/ month for a one (1) bedroom and \$2000/ month for a two (2) bedroom.

The Committee expressed the need for non-market housing (transitional housing, social housing etc.). Staff noted that White Rock currently has two (2) rental properties that are non-market housing. Unless it is already anticipated to be incorporated into a new development plan, White Rock has no plans for further non-market housing. Often the most cost efficient way to offer non-market housing would be a unit that already exists.

The Committee enquired into whether there are any current rental properties owned by the City that could be used as non-market housing. Staff noted that there is a building located by Rotary Park; however, it is being converted into parkland which will reduce the City’s non-market housing by 50%.

The Committee enquired into whether the City actively looks into ‘bargain’ properties for purchase that could be used as affordable rental properties. Councillor Manning noted that at the Community Amenity Contribution (CAC) Public Forum there was interest expressed in having the City purchase their own property or work with developers to incorporate affordable rental units in new development.

The Committee provided the following comments:

- The City could subsidize or offer affordable housing to lower income individuals by owning units.
- People who are able to transition back into society need assistance.
- There is a large income gap in White Rock. Those in \$20,000 - \$30,000 bracket are the most vulnerable.

The Manger of Planning noted that he is the City representative on the Metro Vancouver Housing sub-committee. At a recent meeting, the sub-committee discussed a program to facilitate below-market housing. The suggested program offers potential for the City to acquire a building and have Metro Vancouver Housing manage the property. The maintenance of the building would still fall on the City and the taxpayers.

2020-HAC-006

It was MOVED and SECONDED

THAT the Housing Advisory Committee request that Council direct staff to explore opportunities for partnerships in non-market housing.

CARRIED

5.

NUMBER OF HOUSEHOLDS BY HOUSEHOLD INCOME DATA

Councillor Fathers noted that Metro Vancouver has expressed interest for municipalities to collaborate with them for affordable housing. At the February 24, 2020 Regular Council meeting, a motion was passed for staff to produce a corporate report with options for this.

The Committee enquired as to what the ideal number or supply of below market housing would be in White Rock. Staff noted that the below market end of the housing needs spectrum is difficult to assess. This is an ongoing topic with the Metro Vancouver Housing sub-committee at the regional level. As part of the housing needs report that the City will be undertaking this will be a major question to investigate.

In response to questions from the Committee, staff noted the following:

- There are currently two (2) land areas in the City that are zoned for below market rental units.
- The City could provide the Committee with statistics regarding who owns significant amounts of land in White Rock.
- The City owns very little land, other than the civic precinct most of the land owned is parkland.
- White rock is unique in that it has a higher number of people on the low-income spectrum as well as an older population. These unique data sets will be drawn out as the City develops the Housing Needs Report.
- The City is required, through the Province, to complete a housing needs assessment report.

J. McMurty referenced a map provided on table from the First United Church 2010 study. The map was reviewed for the Committee's information. The Committee noted that changes that may have occurred since the map was produced, ten (10) years ago.

Discussion continued and the Committee noted the following points:

- The Committee noted the idea to develop the current civic precinct into low-income housing stock and enquire into a lease uptown for City functions.
- Semiahmoo House has asked CMHC and Stats Canada for data regarding people who recognize as having a developmental disability (including where these people live and where they would like to live).
- When the Committee makes recommendations to Council, it will be important to have the number of rental/ below market units needed in order to combat some of the affordable housing problems in White Rock. Community partners also need to be consulted and considered.

It was noted that at the February 24, 2020 Regular Council meeting a motion was passed to have staff investigate the process of a referendum for the civic precinct. In order for residents to endorse a new city hall it has to incorporate things like affordable housing, an arts center, rooms for rental etc. The Committee discussed what could be included on the referendum.

Action Item: To include the following list of important vulnerable populations to consult regarding affordable housing on the next agenda for discussion:

- Seniors on fixed income.
- People on low income.
- People with health issues (mental or physical).
- Indigenous people.
- Youth.
- Addiction/ mental health issues.

Discussion ensued and the following discussion points were noted:

- Understand non-market housing supply factors.
- Preparing a Schema.
- Determining goals for affordable housing over the next five (5) to ten (10) years.
- Personal stories that can be provided via community outreach that represents vulnerable populations who do not have a voice to express what they need.
- Identify groups who the city should be talking to regarding none market housing.
- The most significant need sector for low income/ non-market housing.

The Committee enquired into the use of Semiahmoo First Nation land. Tsawwassen First Nation was used as an example of land used for housing purposes.

6. ACTION TRACKING

Corporate Administration provided an updated action-tracking sheet to the Committee for information.

7. **2020 COMMITTEE MEETING SCHEDULE**

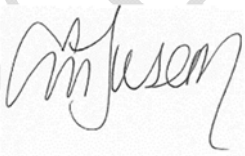
The Committee approved the 2020 meeting schedule at the November 25, 2019 meeting. The following dates are provided for reference purposes:

- March 12
- April 22
- May 27
- June 24
- July 22
- September 23
- October 28
- November 25

8. **CONCLUSION OF THE FEBRUARY 26, 2020 HOUSING ADVISORY COMMITTEE MEETING**

The Chairperson declared the meeting concluded at 5:30 p.m.

Councillor Manning, Chairperson



E. Tuson
Committee Clerk

PRESENT: R. Hynes, Chairperson
S. Crozier, Vice-Chairperson
P. Byer
W. Boyd
I. Lessner
D. Riley

COUNCIL: Councillor E. Johanson (non-voting)

ABSENT: J. Lawrence

STAFF: J. Gordon, Director of Engineering and Municipal Operations
C. Isaak, Director of Planning and Development Services
G. Newman, Manager of Planning
S. Lam, Deputy Corporate Officer

Public: 0
Press: 0

1. CALL TO ORDER
The Chairperson called the meeting to order at 4:00 p.m.

2. ADOPTION OF AGENDA

2020-EAC-010 **It was MOVED and SECONDED**
THAT the Environmental Advisory Committee amends the March 5, 2020 agenda by adding to item 7 (New Business): Extended Absence of Members, and that the agenda be adopted as amended.

CARRIED

3. ADOPTION OF MINUTES

2020-EAC-011 **It was MOVED and SECONDED**
THAT the Environmental Advisory Committee adopts the revised minutes of February 20, 2020 provided on table as follows:

- Page 3: It was noted that there are a number of committees/ subcommittees through Metro Vancouver (such as the Regional Engineers Advisory Committee (REAC) that allow for representation from ~~other~~ **member** municipalities.

AND THAT the minutes be adopted, as amended.

CARRIED

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

The Committee noted that Council will be considering Planning and Development Policy No. 510 regarding Type 2 Tree Removal, for endorsement. Staff summarized the proposed amendment, noting that they are reflective of the Committee's discussions. Staff reported that the City does not receive many Type 2 applications, adding that most are Type 3.

The Committee asked of Policy 510 could be consolidated within Policy 611. Staff clarified that Policy 510 refers to tree removal on private property through the City's Tree Management Permits and presented as a Planning Department Policy. Public Trees are addressed by the Engineering Department, and Policy 611 falls under their purview.

Discussion continued and the Committee acknowledged that the Policy's proposed amendments align with what is proposed for Bylaw 1831 and provides clarity. It was reiterated that as part of the City's overall Policy/Bylaw review, that both Bylaw 1831 and Policy 611 were referred to the Environmental Advisory Committee by Council.

Referring to page 5 of the report (included as page 14 of the agenda), the Committee continued reviewing the proposed recommendations.

The Committee continued their review of the document titled "Updating and Strengthening White Rock's Management of Trees", which proposes amendments to Bylaw 1831 and Policy 611.

Recommendation #7:

- Staff notify Council when trees on public land are scheduled for removal so that they are prepared to respond to questions from the public should they arise
- When a tree on public land is going to be removed, the City posts a sign that explains when and why it is going to be removed
- When a tree on private land is going to be removed, the property owner needs to display the tree removal permit on the site, tree barrier or their window. The permit speaks to the number of replacement trees, and notes the permit number so that it cannot be forged
- On rare occasion, trees on public lands may need to be removed even if they are not deemed hazardous. An example is if trees interfere with a security fence on city property. It was noted that fences cannot be built close to the trees because people could climb the tree and jump the fence.
- Notice of tree removal is given to neighbours when the reason is unrelated to development

Members of the Committee noted that the purpose of #7 is to have people recognize that the trees, whether on private or public, are part of the tree canopy and the City is working to protect that.

Discussion continued and the following information was noted:

- Under Canadian law, a neighbour does not have any standing to oppose a homeowner's rights on how they legally deal with trees on their property
- With regards to tree shares, a letter of understanding containing an arborist report is drafted between neighbours and both owners must sign-off on the report
- If there is a protected tree on a development site and the house design does not require the tree to be removed, yet the owners wishes to remove the tree, the City will advocated to keep the tree, if it's healthy, or recommend adjustments if something minor can be done to avoid removal
- The Tree Management Permit is part of a building application

It was noted that Recommendation #7 could spark discussion in the Community, and it was suggested that staff report back with the following information:

- Policy and practice for posting tree removal notices, including the text of what is noted as a requirement on the City's Permit and Development Application forms
- Committee members Byer and Crozier will adjust the language to narrow down the type of tree that pertains to this

Recommendation #8

Staff advised that the City currently carries out the proposed recommendation. Further, staff noted that an onsite arborist is on location to supervise, and that permits are never issued unless every tree noted has been accounted for.

The Committee agreed to remove this from the document.

Recommendation #9:

The Committee discussed recommendation #9 and noted the following:

- City bylaw currently does not define the terms "significant" or "heritage"
- The Policy could be amended to have Council notified at least 14 days in advance of the removal of protected trees on public lands (unless the situation is emergent)
- This recommendation could be merged with the first recommendation in the following section (Tree Categories: Levels of Protection; Replacement Trees)
- Council is currently notified when trees are scheduled to be taken down. The purpose is so that they are able to respond to public questions

The Committee addressed each recommendation noted under “Tree Categories: Levels of protection; Replacement Trees”.

The following general information was noted:

- There is currently only one (1) tree listed on the heritage tree registry. Owners may place a covenant on their property to retain trees; however, this avenue is not often used
- Significant trees on City lands will not be pruned or removed
- The City should simplify the definitions of Significant and Heritage trees
- Staff will report back with proposed definitions for tree designations

Recommendation #1

- You cannot designate a tree “heritage” on private property
- From an environmental perspective, there should be one treatment for both private and public perspectives; however, legally you cannot
- If definitions are established, the value of these definitions needs to be communicated with owners (educational piece)
- There could be a public contest where residents could submit an entry stating why their tree is the most significant in White Rock

Recommendation #2

- Staff reported that a DBH of 30 centimetres (12 inch diameter) is standard. The City should not make this requirement smaller as it is too restricting. The City is located in temperate rainforest which means trees can grow fast in this environment

The Committee agreed to remove this recommendation from the report.

Recommendation #3

- Concerns were expressed with respect to the term “lower value”, noting that some trees may be problematic, but not necessarily lower in value
- Staff noted that this term was defined many years ago, and likely due to the fact that alders, poplars, and fruit trees have an invasive root system that spreads quickly. It was noted that many of these types of trees are hollow and spreaders of disease
- If a tree is improperly pruned, the condition of the tree can decline quickly

The Committee agreed to move forward with Recommendation #3.

Recommendation #4

It was noted that Recommendation #4 is not permitted under current Policy No. 611.

The following comments were noted:

- Re-topping trees is not prohibited
- Restoration pruning should be permitted only through recommendation of an

arborist report/application process

Recommendation #4 was removed from the report.

Recommendation #5:

- Staff reported that this recommendation is currently carried out by the City
- It was suggested that the recommendation is too vague, and firmer language relative to tree size as well as defining a type of tree for replacement should be noted
- In response to comments, staff advised that it is not always possible for trees to be replaced by that of the same size/type as the City has standards as to what is an accessible and transplantable tree
- Referring to the trees on Johnston Road, staff reported that the new trees have been planted in Silva Cells, which are designed to provide the tree with a good growing environment. Silva Cells allow for proper drainage and allows for proper root development without breaking the surface
- It was suggested that wording that refers to “continuously updated industry standards” be included

The Committee removed recommendation #5 from the report.

Recommendation #6:

- Staff advised that Recommendation #6 is the City’s current practice
- It was suggested the recommendation be revised to read: To prevent the planting of inappropriate species of trees in inappropriate locations, only allow City staff to plant trees **on city land** under the supervision of the City Arborist.

The Committee agreed to move forward with Recommendation #6.

Recommendation #7:

- It was noted that the City is currently practicing Recommendation #7.

The Committee agreed to move forward with Recommendation #7.

General Comments:

- With respect to trees that come down (mostly on private lands, occasionally on public), it was noted that they are not specifically categorized by size, but by the implications to the geotechnical scope
- The report contains narrative that should be reviewed by staff to ensure the recommendations are aligned with the City’s practices.
- Staff will provide comment regarding this at the next meeting.

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

There were no updates with respect to this agenda item.

8. **INFORMATION**

The Committee acknowledged the correspondence and made comment with respect to the letter dated February 10 from the Victoria Electric Vehicle Association.

- Letter to Mayor and Council dated February 10, 2020 from the Victoria Electric Vehicle Association and Plug-in Richmond

Staff advised that many lots have been built to have plug-in parking spots, and those that do not have 10% of their spaces have the infrastructure in place to install them at a later point.

- Letter to the Mayor from J. Freeman providing environmental suggestions. Read and take it to heart/consideration. Information item.
- Committee Action Tracking Document

9. **OTHER BUSINESS**

FUTURE PRESENTATION FROM THE PROVINCE: WATER QUALITY

Staff advised they would reach out to the Province in order to have a representative come and speak to the Committee regarding water quality.

COMMITTEE MEMBERSHIP

Chairperson reported that Committee member Lawrence submitted correspondence advising he would be absent until September and that he understood if the Committee wished for him to step down. Chairperson stated that in accordance with the Terms of Reference, that Committee Members Lawrence may remain a part of the Committee.

10. **ENVIRONMENTAL ADVISORY COMMITTEE MEETINGS**

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

The Committee to review their personal schedules and report back on availability at the next meeting. Staff noted that with the extended absence of Committee member Lawrence that all must be diligent in providing an RSVP to ensure quorum is met.

- March 19
- April 2
- April 16
- May 7
- May 21
- June 4

- June 18
- July 2 – remove it at this point.
- July 23
- September 3
- September 24
- October 8
- October 22
- November 5
- November 19

11. CONCLUSION OF THE MARCH 5, 2020 ENVIRONMENTAL ADVISORY COMMITTEE MEETING

The Chairperson declared the meeting concluded at 5:55 p.m.

R. Hynes, Chairperson

S. Lam, Deputy Corporate Officer

PRESENT: S. Johnson (Chairperson)
K. Jones (Vice-Chairperson)
D. Bower
S. Doerksen
I. Lessner

COUNCIL: Councillor Fathers (Council representative) (left at 5:22 p.m.)

ABSENT: D. Stonoga
J. Yu

STAFF: S. Kurylo, Director of Financial Services
J. Gordon, Director of Engineering and Municipal Operations (arrived at 4:19 p.m.)
P. Lemire, Fire Chief (left at 4:47 p.m.)
E. Wolfe, Deputy Fire Chief (left at 4:47 p.m.)
D. Johnstone, Committee Clerk

Public: 0
Press: 0

1. CALL MEETING TO ORDER
The meeting was called to order at 4:05 p.m.

2. ADOPTION OF AGENDA

2019-WCAP-010 **IT WAS MOVED AND SECONDED**
THAT the Water Community Advisory Panel adopts the agenda for March 10, 2020 as circulated.

CARRIED

3. ADOPTION OF MINUTES

2019-WCAP-011 **IT WAS MOVED AND SECONDED**
THAT the Water Community Advisory Panel adopts the minutes of the February 11, 2020 meeting as circulated.

CARRIED

4. EMERGENCY FIRE SYSTEM, EMERGENCY PREPAREDNESS & THE CITY'S EMERGENCY PLANS

P. Lemire, Fire Chief, and E. Wolfe, Deputy Fire Chief, discussed the City's emergency fire system, emergency preparedness and emergency plans.

In response to questions from the Panel, the following information was provided:

- The City of White Rock and the City of Surrey are obtaining legal advice on an agreement for four (4) water connections, which could be used in an emergency-type situation. It was clarified these water connections would

provide water from Surrey into White Rock. Surrey would not be utilizing water from White Rock.

- The 2014 fire at Five Corners had a number of contributing factors that would make it unlikely to replicate.
- Proactive measures following the Five Corners fire have been implemented such as an increase in water capacity (i.e. the renovation of the Roper reservoir) and the City’s Sprinkler Bylaw.

Note: J. Gordon arrived to meeting at 4:19 p.m.

- A Fire Underwriters survey was undertaken in the City in 2018. This report looks at four (4) different areas (fire department, water supply, fire safety control and fire service communication) and then assesses communities fire risk based on those measures. It was noted that the City improved drastically with respect to their public fire protection rating from 2009 to 2018.
- White Rock is one (1) of two (2) communities in Canada of its size to achieve a ‘2’ rating.

2019-WCAP-012 **IT WAS MOVED AND SECONDED**

THAT the Water Community Advisory Panel requests that Council consider requesting the 2018 Fire Underwriters Report; and,

THAT the report be provided to the Panel for information.

CARRIED

It was noted by the Panel that it was a significant expenditure to upsize the pipes, and that this expenditure is being paid for by current water users. Enquiries were made if this expenditure could be paid over a longer period of time to decrease costs for current water users.

The Panel discussed development in the City and the demand placed on the water system. Staff advised that the majority of pipe replacement occurs in response to the age of the pipe and/ or leaks/ breaks in the line. It was also noted that updating the Development Cost Charges (DCC) Bylaw would allow for the City to collect more money from developers to pay for the cost of updating the pipes (due to population growth).

Note: Chief Lemire and Deputy Chief Wolfe left the meeting at 4:47 p.m.

5. WATER FEE REVENUE PROJECTIONS – 2021 TO 2024

The Director of Financial Services summarized the corporate report dated March 10, 2020 titled ‘Water Fee Revenue Projections – 2021 to 2024’.

Staff noted that the water fee revenue projections are outlined within the five (5) year financial plan. These rates could change depending on future Council decisions and infrastructure projects.

The Panel discussed the financial implications for borrowed water utility funds. Enquires were made regarding if this cost could be spread out over a longer period of time to assist with rates for current water users (take as a long-term capital expense).

Staff reported that currently the City is taking a conservative approach in the amount of updates that are being undertaken. For example, only two (2) water mains are being replaced per year, as this can be a costly project.

2019-WCAP-013 **IT WAS MOVED AND SECONDED**

THAT the Water Community Advisory Panel recommends that Council requests staff to look into options to use borrowing as a source of funds in order to amortize long-term capital spending over an appropriate asset life; and,

THAT these options be provided back to the Panel for information.

CARRIED

I. Lessner and S. Doerkson voted in opposition.

Note: Councillor Fathers left the meeting at 5:22 p.m.

2019-WCAP-014 **IT WAS MOVED AND SECONDED**

THAT the Water Community Advisory Panel receive for information the corporate report dated March 10, 2020 from the Director of Financial Services, titled “Water Fee Revenue Projections – 2021 to 2024.”

CARRIED

6. ANTICIPATED METRO VANCOUVER WATER RATE INCREASES

The Director of Financial Services summarized the corporate report dated March 10, 2020 titled ‘Anticipated Metro Vancouver Water Rate Increases’.

2019-WCAP-015 **IT WAS MOVED AND SECONDED**

THAT the Water Community Advisory Panel receive for information the corporate report dated March 10, 2020 from the Director of Financial Services, titled “Anticipated Metro Vancouver Water Rate Increases.”

CARRIED

7. 2020 WATER RATE COMPARISON

The Director of Financial Services summarized the corporate report dated March 10, 2020 titled “2020 Water Rate Comparison”. It was noted that in order to prepare this report a number of assumptions were made as municipalities differ in the way in which information is gathered.

The following discussion points were noted:

- It is anticipated that water consumption would decrease if metered. This could have financial implications for the City.
- Installing meters/ meter replacements/ meter reading for all residents would have costs that would need to be taken into consideration.
- There could be a correlation between a decrease in water consumption and a decrease in capital costs as pipes may not require the same level of upgrading with decreased usage.

- The possibility of charging a fixed fee for all meter sizes was discussed. It was noted this could be a more equitable system and would likely have more of a focus on the conservation of water supply.

2019-WCAP-016 **IT WAS MOVED AND SECONDED**
THAT the Water Community Advisory Panel receive for information the corporate report dated March 10, 2020 from the Director of Financial Services, titled “2020 Water Rate Comparison.”

CARRIED

8. REVISED WATER FEE SCENARIOS AND IMPACTS FOR DISCUSSION
The Director of Financial Services summarized the corporate report dated March 10, 2020 titled “Revised Water Fee Scenarios and Impacts for Discussion”.

2019-WCAP-017 **IT WAS MOVED AND SECONDED**
THAT the Water Community Advisory Panel meeting be extended to 6:15 p.m.

CARRIED

The Panel discussed the scenarios outlined in the report.

2019-WCAP-018 **IT WAS MOVED AND SECONDED**
THAT the Water Community Advisory Panel Receive for information the corporate report dated March 10, 2020 from the Director of Financial Services, titled “Revised Water Fee Scenarios and Impacts for Discussion.”

CARRIED

Note: Items addressed out of order.

14. INFORMATION

- World Water Day – March 22
Staff reported that the White Rock Peace Arch Rotary Club would be holding a World Water Day celebration on Sunday, March 22 at Semiahmoo Shopping Centre. Panel members were encouraged to attend.

9. UPDATE ON THE WATER TREATMENT PLANT
Staff reported that regeneration for the water treatment plant has not yet taken place. Arsenic levels have continued to drop in White Rock water after the introduction of Ferric Chloride.

2019-WCAP-019 **IT WAS MOVED AND SECONDED**
THAT the Water Community Advisory Panel defer the following items to their next scheduled meeting:

- DCC Bylaw Amendment Update;
- Communications Plan;
- Update on Recommendations to Council;
- New Business;
- Action Tracking;

CARRIED

16. WATER COMMUNITY ADVISORY PANEL MEETINGS

The following 2020 Water Community Advisory Panel meeting dates were approved by the Panel and are noted on the agenda for information purposes:

- April 7
- May 12
- June 9
- July 14
- September 15
- October 13
- November 10

10. CONCLUSION OF THE MARCH 10, 2020 WATER COMMUNITY ADVISORY PANEL MEETING

The Chairperson declared the meeting concluded at 6:16 p.m.

S. Johnson, Chairperson



D. Johnstone
Committee Clerk

PRESENT: B. Hagerman (Chairperson)
G. Wolgemuth (Vice-Chairperson)
T. Blume
G. Cameron
G. Gumley
A. Gupta
E. Klassen (arrived at 4:09 p.m.)
C. Latzen
W. McKinnon
G. Schoberg

NON-VOTING ADVISORS: C. James, Executive Director, Tourism White Rock
A. Nixon, Executive Director, White Rock Business Improvement Association
R. Khanna, Executive Director, South Surrey/ White Rock Chamber of Commerce

COUNCIL: Councillor Manning (non-voting)

ABSENT: S. Crozier
J. Lawrence
L. Van Oene

STAFF: C. Isaak, Director of Planning and Development Services
D. Johnstone, Committee Clerk

Public: 0
Press: 0

1. **CALL TO ORDER**
The Chairperson called the meeting to order at 4:01 p.m.

2. **ADOPTION OF AGENDA**

2020-EDAC-011 **IT was MOVED and SECONDED**
THAT the Economic Development Advisory Committee amends the March 11, 2020 agenda to include:

- Item 11.1 - Increasing the Committee's engagement on the Provincial agenda.
- Item 11.2 - Update on Business Forum;
- Item 11.3 - Property tax relief to small business/ restaurants; and,

THAT the agenda be adopted as amended.

CARRIED

3. ADOPTION OF MINUTES

a) February 12, 2020

2020-EDAC-012 **IT was MOVED and SECONDED**

THAT the Economic Development Advisory Committee adopts the February 12, 2020 meeting minutes as circulated.

CARRIED

4. ELECTION OF THE 2020 VICE-CHAIRPERSON

2020-EDAC-013 **It was MOVED and SECONDED**

THAT the Economic Development Advisory Committee appoints the following member as Vice-Chairperson for the 2020 Committee year:

- Vice-Chairperson: G. Wolgemuth

CARRIED

5. STATUS OF THE ECONOMIC DEVELOPMENT STRATEGIC PLAN (2009)

The Director of Planning and Development Services reviewed the corporate report dated December 2, 2019 titled ‘Status of Economic Development Strategic Plan (2009) Strategies’.

Councillor Manning noted that responsive to the Committee’s previous motion to Council, the Economic Development Officer (EDO) would be looking at updating/ implementing the Economic Development Strategic Plan.

Note: E. Klassen arrived at 4:09 p.m.

In response to a question from the Committee staff clarified that funds allocated for an EDO were combined with the funds for a hired consultant for a total of \$110,000, and that this would be a temporary part-time position. Support services for the EDO would be shared amongst the Planning and Development Services department.

Discussion ensued surrounding role recommendations for the EDO position. The following discussion points were noted:

- The position could be responsible for reviewing current city bylaws that govern businesses (i.e. sign bylaws, enclosed patios, etc.)
- A gap was noted between ideas to assist businesses and the actual implementation of these ideas. Having the role develop action-based strategies was encouraged.
- It was noted that it would also be important for the role to liaise with other economic development officers in the lower mainland.

2020-EDAC-014 **It was MOVED and SECONDED**

THAT the Economic Development Advisory Committee recommend that the Economic Development Officer role be responsible for the following areas:

- Update the 2009 Economic Development Strategy;
- Undertaking a review of city regulations and bylaws related to business;

- Support the development of a work plan for the Economic Development Advisory Committee;
- Coordinate the implementation of recommendations from the Marine Drive Task Force; and,
- Establish and operate a business retention and expansion program.

AMENDED MOTION

2020-EDAC-015 **It was MOVED and SECONDED**

THAT the Economic Development Advisory Committee recommend that the Economic Development Officer role be responsible for the following areas:

- Update the 2009 Economic Development Strategy;
- Undertaking a review of city regulations and bylaws related to business;
- Support the development of a work plan for the Economic Development Advisory Committee;
- Coordinate the implementation of recommendations from the Marine Drive Task Force;
- Establish and operate a business retention and expansion program; and,
- Investigate and pursue incentive programs, grants etc. for businesses in the City with a view to include making doing business in White Rock more affordable and enhance revenue opportunities.

CARRIED

T. Blume voted in opposition.

Question was called on the main motion with the noted amendment and it was

CARRIED

6. 2020 ECONOMIC DEVELOPMENT OFFICER

This item was discussed during Item 5.

7. WHITE ROCK'S SISTER CITY LA CONNER, WASHINGTON

The Committee discussed the future Council-to-Council meeting with La Conner, Washington. Potential topics for discussion were suggested.

2020-EDAC-016 **It was MOVED and SECONDED**

THAT the Economic Development Advisory Committee recommends that Council consider the following questions for the upcoming Council-to-Council meeting with La Connor, Washington:

- What are the two (2) biggest challenges your business community faces?
- What are the two (2) biggest challenges you general community faces?
- How does the municipality support the business community?
- How did the community build its attraction as a destination where visitors travel for an hour or two (2) to spend the day?
- What community development support groups exist and how do they work together? For example, White Rock has a Chamber of Commerce, BIA, White Rock Tourism, Marine Drive Task Force and Economic Development Advisory Committee.
- What are your mid to long term goals for continued strengthening of the community?

- How has the neighbouring relationship with the Swinomish Indian Tribal Community helped or detracted you from reaching your goals?
- Do you have an Economic Development Officer and, if so, what is that person's role?
- How can the City of White Rock support La Connor with its economic development, and vice versa?

CARRIED

8. COMMUNITY AMENITY CONTRIBUTION PUBLIC FORUM UPDATE

The Director of Planning and Development Services provided the following update with respect to the feedback received at the public forum held on January 20, 2020:

- A total of 523 responses were received from the city-wide survey.
- A corporate report will be provided to Council at an upcoming meeting to provide details from both the online surveys and the community forum.
- Council has an opportunity to amend the financial plan throughout the year, and could allocate CAC funds to a project through this process if they so choose.
- Initial feedback shows that the public is interested in funding for parks and recreation, social support (such as affordable housing) and mobility improvements.

9. 2020 COMMITTEE WORK PLAN

The Committee discussed items to consider for their 2020 work plan. The following discussion points were noted:

- Following the presentation from businesses at Five Corners discussion surrounding the creating of a small park/ seating area could be considered, as well as additional locations for parking.
- Further road enhancements for Johnston road and its effect on businesses.
- Beautification efforts for the City (i.e. re-painted benches).
- Emergency preparedness as it relates to businesses.

The Chairperson suggested that Committee members identify top issues and come to the next meeting ready to discuss their ideas.

Discussion ensued, and it was noted that there are four (4) overarching categories for business success – physical structure, legal regulations, affordable commercial spaces and affordability for customers. Members could also think about these four (4) areas when bringing back ideas to the next meeting.

Action Item: Committee to identify topics for the 2020 work plan for discussion at the next scheduled meeting.

R. Khanna, South Surrey/ White Rock Chamber of Commerce, and A. Nixon, White Rock Business Improvement Association (BIA), noted that a Business Forum was held on March 3, 2020. Ideas and discussions from this meeting could also be factored into the Committee's work plan.

Action Item: A. Nixon, White Rock BIA, to provide feedback from the White Rock Business Forum to the Committee for information/ discussion.

10. UPDATE ON RECOMMENDATIONS TO COUNCIL

UBCM VACANCY TAX UPDATE

Councillor Manning reported that this recommendation was endorsed by Council, and that staff would be following up with UBCM on the status of this matter. A further update will be provided when available.

ECONOMIC DEVELOPMENT STRATEGIC PLAN (2009) UPDATE

Councillor Manning confirmed that this recommendation was endorsed by Council, and that the funds for the Economic Development Officer and the consultant position have been combined.

11. OTHER BUSINESS

11.1 INCREASING THE COMMITTEE'S ENGAGEMENT ON THE PROVINCIAL AGENDA

G. Schoberg, Committee member, reported that he had met with MLA T. Redies. It was noted that MLA Redies would be interested in working with the Committee, and facilitating conversations between Surrey and White Rock, if required, to look at growth and development in certain areas (i.e. the Semiahmoo Town Centre). The Committee noted topics for discussion should MLA Redies attend a future meeting, including: how growth and development in South Surrey/ White Rock help with the creation of a hospital district, enhancement of the hospital, future transportation corridor development, and property tax relief for small businesses/ restaurants.

Action Item: G. Schoberg to extend an invitation to MLA Redies to a future EDAC meeting.

Note: Items addressed out of order.

11.3 PROPERTY TAX RELIEF

Staff reported that a proposal for property tax relief was provided by the New Democratic Party (NDP) provincial government. It was noted that Council discussed this at the March 9, 2020 meeting and determined that there would be a number of significant hurdles that would need to be addressed in order to implement the plan before the deadline of April 22, 2020. Council has indicated an interest to re-visit this for 2021 when additional information has been provided.

A. Nixon, White Rock Business Improvement Association (BIA), reported that the BIA currently does not have a position on this proposal as it is currently unclear how this would affect businesses.

11.2 UPDATE ON BUSINESS FORUM

R. Khanna, South Surrey/ White Rock Chamber of Commerce, reported that a business forum was hosted by the South Surrey/ White Rock Chamber of Commerce and the City of White Rock on March 3, 2020. Feedback obtained at the forum is currently

being collated and will be provided to the Committee in advance of their next scheduled meeting.

Note: E. Klassen left the meeting at 5:38 p.m.

12. ACTION TRACKING

Corporate Administration provided an action-tracking sheet to the Committee for information. This spreadsheet will be updated after each meeting and provided to members for information.

13. 2020 COMMITTEE MEETING SCHEUDLE

The Committee approved the 2020 meeting schedule at the October 9, 2019 meeting. The following dates are provided for reference purposes:

- April 8
- May 13
- June 10
- July 15
- September 16
- October 14
- November 18

14. CONCLUSION OF THE MARCH 11, 2020 ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEETING

The Chairperson declared the meeting concluded at 5:42 p.m.

B. Hagerman, Chairperson



D. Johnstone
Committee Clerk

- PRESENT:** C. Latzen, Chairperson
G. Gumley, Vice-Chairperson
T. Blume, Community Member
S. Greysen, Community Member
S. MacDonald, Community Member
H. Valentine, Community Member
- NON-VOTING:** P. Giesbrecht, Semiahmoo First Nations
C. James, Tourism White Rock
A. Nixon, White Rock Business Improvement Association
- COUNCIL:** Councillor Trevelyan (Council Representative)
- ABSENT:** A. Shah, Community Member
- STAFF:** C. Isaak, Director of Planning and Development Services
D. Johnstone, Committee Clerk
- Public: 0
Press: 0
-

- 1. CALL TO ORDER**
The Chairperson called the meeting to order at 6:16 p.m.
- 2. ADOPTION OF AGENDA**
- 2020-MDTF- 21 **It was MOVED and SECONDED**
THAT the Marine Drive Task Force adopt the March 11, 2020 agenda as
circulated. **CARRIED**
- 3. ADOPTION OF MINUTES**
- 2020-MDTF- 22 **It was MOVED and SECONDED**
THAT the Marine Drive Task Force adopt the February 18, 2020 minutes as
circulated. **CARRIED**

Note: Items addressed out of order.

5. RECOMMENDATIONS UPDATE

Status of Task Force Recommendations provided to Council:

Staff reported that all five (5) recommendation from the February Marine Drive Task Force meeting were endorsed by Council. Staff will be working to investigate ways in which the recommendations could be implemented. A further report will be provided to Council on each item when available and

reported on when the Waterfront Enhancement Strategy as a whole is presented to Council.

4. WATERFRONT ENHANCEMENT STRATEGY REVIEW AND DISCUSSION

The Task Force continued their discussion on the Waterfront Enhancement Strategy.

Capital Projects:

Funded through CACs and Funding efforts?

Kids playground on east beach, adjacent to Grand Chief Bernard Robert Charles Memorial Plaza:

Staff reported that the Firefighters Charity Association supported, in concept, a kids playground at east beach and were previously working on fundraising for the project. It was clarified that a specific location has not yet been determined. Land in this area is owned by Burlington Northern Santa Fe (BNSF) and would therefore require additional considerations if the project were to move forward.

The Task Force noted that previous discussions had also indicated interest in consideration of a children's playground in the Bayview Park area, or the furthest western parking lot (could be repurposed for this use), or on Semiahmoo First Nation land where a playground previously existed.

The Task Force enquired if Community Amenity Contributions (CACs) could be used towards this idea. Staff noted that CACs are restricted in terms of needing to be a city asset. As many of the previous locations discussed are on BNSF land this could be challenging. It was further clarified that the City does have a lease for BNSF land, so it could be possible; however, using CAC funding on Semiahmoo First Nation land would not be possible.

Pier improvements:

The Task Force noted that a number of factors (pier insurance, grants from the provincial and federal government etc.) make addressing this item challenging.

The Task Force suggested that the item could be re-visited in the future. Changes in grants/ funding etc. for the pier could be one reason Council could choose to re-instate the Task Force in the future.

Flexible use of parking lot west of the Museum:

The following discussion points were noted:

- Potential ideas for the space were discussed.
- Having some type of retractable roof for the space was encouraged. This would allow for an all-season space which could help activate Marine Drive in the off season.

- It was noted that the key for event space is that it needs to be free. Memorial Plaza is utilized because it does not cost the City money to have festivals use the space. If parking spaces were used as flexible event space this would lead to a loss in parking revenue for the city.
- Currently parking is free on the waterfront in the offseason. This could be the time where the space is used, as it would then not affect parking revenue.

Ice Rink for Memorial Park:

The Task Force discussed potential locations and ways in which an ice rink or a temporary ice rink could be implemented in the area.

The Task Force discussed additional ideas that could be considered moving forward. The following comments were provided:

- Art tourism was discussed, and the potential to build a structure to be used for events/ arts etc. Locations were suggested, as were potential designs. The Task Force noted that the University of British Columbia (UBC) has a longhouse cultural facility, and that a similar structure could be considered west of Grand Chief Bernard Robert Charles Memorial Plaza.
- Staff noted this would be on BNSF Land, and that building in that area would likely require an archeological assessment.
- Potential improvements for beach access from uptown could be considered (revitalization of pathways, the funicular etc.).
- It was suggested that connection from uptown down to Marine Drive could be viewed more as a transportation issue, and that better transportation in the city relates to more than just the Marine Drive area. This could be discussed further through the Economic Development Advisory Committee.
- The City could create a park on the west side of west beach. Previously the Task Force had discussed repurposing the most western parking lot to be used as park space.

2020-MDTF- 23

It was MOVED and SECONDED

THAT the Marine Drive Task Force recommends that Council direct staff to investigate the feasibility of the following capital projects for Marine Drive:

- Flexible use of the parking lot west of the museum to include retractable cover, beautification and a reconfiguration of parking spaces;
- An all-abilities playground;
- A permanent multi-purpose cultural facility adjacent to the west of Grand Chief Bernard Robert Charles Memorial Plaza and that the City consider approaching the Semiahmoo First Nation to be involved in the design thereof; and,

- Consider seasonal installation of a synthetic ice rink during the winter season at a location in the Marine Drive area.

CARRIED

Off-Season Events:

A. Nixon, White Rock BIA, shared that the BIA is currently looking into the feasibility of showing the 2022 Winter Olympics through fresh air cinema in Memorial Park Plaza.

2020-MDTF- 24

It was MOVED and SECONDED

THAT the Marine Drive Task Force recommends that Council consider directing staff to work with the White Rock Business Improvement Association to investigate the feasibility of showing for free the 2022 Winter Olympics in Memorial Park Plaza.

CARRIED

The Task Force discussed the White Rock Pumpkin Carving Contest, which previously took place at different locations/ restaurants along the waterfront.

Action Item: A. Nixon, White Rock BIA, to look into re-establishing the White Rock Pumpkin Carving Contest through the BIA.

Volunteer Activities/ Fundraising:

No discussion on this item.

5. RECOMMENDATIONS UPDATE

Note: A portion of Item 5 was addressed out of order, after Item 3.

- Update on Council decisions relevant to Marine Drive.
Staff noted that there was no update to be provided at this time.

6. OTHER BUSINESS

No items.

7. MARINE DRIVE TASK FORCE RENEWAL

The Task Force discussed the possibility of asking Council to extend their current term past its current end date of March 31, 2020.

2020-MDTF- 25

It was MOVED and SECONDED

THAT the Marine Drive Task Force recommends that Council consider the re-instatement of the Marine Drive Task Force in twelve (12) months with a focus on reviewing the implementation and status of recommendations.

CARRIED

8. ACTION TRACKING

The Committee Clerk noted that action tracking sheets will be provided for all City Committees/Task Forces. This spreadsheet will be updated after each meeting and will be included along with the agenda package for each meeting for information purposes.

9. NEXT STEPS FOR THE MARINE DRIVE TASK FORCE

This item was discussed during Item 7.

10. CONCLUSION OF THE MARCH 11, 2020 MARINE DRIVE TASK FORCE MEETING

The Chairperson declared the meeting concluded at 7:58 p.m.



C. Latzen
Chairperson

D. Johnstone
Committee Clerk

PRESENT: C. Bowness
C. Harris
U. Maschaykh
G. Parkin

COUNCIL: Councillor A. Manning, Chairperson
Councillor E. Johanson
Councillor H. Fathers

ABSENT: J. McMurtry
M. Sabine

NON-VOTING ADVISORS: R. Bayer, Peninsula Homeless to Housing Task Force (PH2H) representative

GUEST: D. Sangster, Peninsula Homeless to Housing (PH2H)

STAFF: G. Newman, Manager of Planning
E. Tuson, Committee Clerk

Public: 3
Press: 0

1. CALL TO ORDER
The Chairperson called the meeting to order at 3:46 p.m.

2. ADOPTION OF AGENDA

2020-HAC-007 **IT WAS MOVED AND SECONDED**
THAT the Housing Advisory Committee adopt the agenda for March 12, 2020 as circulated.

CARRIED

3. ADOPTION OF MINUTES

a) February 26, 2020

2020-HAC-008 **IT WAS MOVED AND SECONDED**
THAT the Housing Advisory Committee amend the February 26, 2020 meeting minutes as follows:

- Top of page three (3) – strike the following: “Policy No. 505 Existing Accessory Bed & Breakfast Establishments does require someone to live there and maintain its use.”

THAT the minutes be adopted as amended.

CARRIED

4. **D. SANGSTER, PENINSULA HOMELESS TO HOUSING (PH2H)
PRESENTATION**

Representative(s) of PH2H provided a presentation to the Committee for information. The following key points were noted:

- The socio-economically challenged sector is their primary focus.
- An affordable housing complex is being considered.
- A recently completed affordable housing project in Chilliwack was mentioned (RAN).

Councillor Manning referenced two (2) parcels of land in the town center area currently zoned for affordable housing; however, they are occupied by single-family homes. White Rock has limited City land available.

Staff noted that there is a corporate report going to Council on March 30, 2020 that details working with the Metro Vancouver Housing Corporation on a program which partners with municipalities to obtain land at no cost with the intention of building it out for non-market housing.

2020-HAC-009

IT WAS MOVED AND SECONDED

THAT the Housing Advisory Committee request that Council direct staff to provide more information on the City working with Peninsula Homeless to Housing (PH2H) on an affordable housing project in White Rock.

CARRIED

It was noted that additional PH2H projects intend to focus on employment opportunities for the homeless. In response to question from the Committee, D. Sangster, PH2H, noted the following:

- RAN opened its doors in May 2019 after two (2) years of construction.
- RAN has a total of 35 one (1), two (2) and three (3) bedroom units.
- To get funding from the B.C. government or B.C. Housing developers need to designate roughly 25% of units as affordable housing.

The Committee enquired into how developers make profits from an affordable housing project. It was noted that developers are also given tradeoffs, for example, often if a developer completes an affordable housing project they will be awarded extra density on another project.

Note: D. Sangster, PH2H, exited the meeting at 4:20 p.m.

5. **UPDATE ON THE CITY OF WHITE ROCK HOUSING NEEDS REPORT**

The Manager of Planning provided an update on the progress of the Housing Needs Report. The City of Delta Housing Needs Report was summarized for the Committees information.

Content and data needed for the housing needs report was discussed. It was noted that using data from comparable municipalities may be beneficial. Household size, household income and family composition were noted as important data to include in the report.

The Committee discussed looking at White Rock as broken down into community's verses one (1) municipality. Staff noted that if this were something the Committee wished to do it would be at a cost, as it would likely require custom data. Given the size of White Rock, it may not be of much value to look at the City broken down into sub-communities.

Committee members noted Kerrisdale, Sydney and the Vancouver West End as possible comparable municipalities / communities to White Rock.

Staff provided a PowerPoint presentation to the Committee for information and + 3620orkshops with community partners (i.e. developers, institutional sector representatives and non-profit organizations), an online survey, and several local pop up events.

Discussion continued and the Committee noted the following:

- White Rock needs to attract people that want to spend money and support local businesses.
- As much as seniors are an important aspect of the population to focus on, it is essential to think about the future and consider attracting younger families.
- Townhouse development would be beneficial.

Upselling property owners along the North Bluff corridor would be a good solution for bringing in townhome developments. The Committee discussed reviewing the zoning of the North Bluff corridor and the potential of implementing small boutique townhome complexes.

Action Item: Staff to undertake high-level screening of lands that may be candidates for “up-zoning” to accommodate low-rise, medium density, housing such as townhomes, looking specifically at North Bluff Road and other arterial/collector roads that may provide for transition (scale) between higher density (high-rise) housing and lower density (low-rise) housing.

6. DEFINITION OF AFFORDABLE HOUSING

The Committee discussed the definition of affordable housing for the City of White Rock. Councillor Manning noted that it is important to understand what is affordable to the average, median and mean White Rock resident.

The Committee discussed the large retirement community in White Rock and how that may affect data on affordable housing. It was noted that the Canadian Mortgage Housing Corporation (CMHC) suggests that 38% of your income can be allocated to housing to consider it affordable.

Action Item: Staff to send the Committee the City of Kingston's definition of “affordable” housing as outlined in their Official Community Plan.

Staff noted that the definition used by the City of Kingston is largely consistent with that provided by the Canada Mortgage and Housing Corporation (CMHC).

7. COMMUNITY AMENITY CONTRIBUTIONS (CACs)

The Committee discussed the use of CAC funds for affordable housing.

In response to a question from the Committee, staff noted that affordable housing was in the top three (3) suggestions for use of CAC funds from the open house. Staff will be bringing a corporate report to Council on March 30, 2020 regarding the results of the CAC open house.

Action Item: Staff to include the corporate report going to Council on March 30, 2020 as an item for discussion on the next agenda.

In response to question from the Committee, Councillor Manning noted that the Committee could review the corporate report scheduled for March 30, 2020 and then make a recommendation to Council regarding the use of the CAC funds.

Discussion continued regarding the use of the CAC funds and what percentage might be allocated for the various ideas suggested at the open house. It was suggested that a building with mixed use could be a use of funds. For example, a portion of the units may be allocated for affordable housing, drawing on CAC funds for the initial (subsidized) construction of the building, as well as market housing.

The Committee discussed the reservation of CAC funds for future affordable housing projects.

8. PURPOSE BUILT RENTALS

Councillor Manning expressed the need for more population data before the Committee can have an effective discussion around this topic.

9. VULNERABLE POPULATIONS & AFFORDABLE HOUSING

Action Item: Staff to move this item to the next meeting for discussion and add “women” and “people aging out of foster care” to the list of vulnerable groups.

10. ACTION TRACKING

Corporate Administration provided an action-tracking sheet to the Committee. This spreadsheet will be updated after each meeting and provided to members for information.

11. 2020 COMMITTEE MEETING SCHEDULE

The Committee approved the 2020 meeting schedule at the November 25, 2019 meeting. The following dates are provided for reference purposes:

- April 22
- May 27
- June 24
- July 22
- September 23
- October 28
- November 25

2020-HAC-010

IT WAS MOVED AND SECONDED

THAT the Housing Advisory Committee request that Council consider the City of Vancouver model for the bed and breakfast bylaw.

CARRIED

12.

CONCLUSION OF THE MARCH 12, 2020 HOUSING ADVISORY COMMITTEE MEETING

The Chairperson declared the meeting concluded at 5:23 p.m.

Councillor Manning, Chairperson



E. Tuson
Committee Clerk

UNAPPROVED

PRESENT: A. Vigoda, Chairperson
L. Taylor, Vice-Chairperson
A. Anderson
F. MacDermid
S. McQuade
D. O'Hagan, Race Director
G. Stonier
R. Wright
L. Xu (left at 6:51 p.m.)

COUNCIL: Councillor Johanson (non-voting)

ABSENT: B. Coates

STAFF: E. Stepura, Director of Recreation and Culture
J. Stech, Recreation Programmer
E. Tuson, Committee Clerk

Public: 0

Press: 0

1. CALL TO ORDER
The Chairperson called the meeting to order at 6:07 p.m.

2. ADOPTION OF AGENDA

2020-TOUR-001 **IT WAS MOVED AND SECONDED**
THAT the Tour de White Rock Committee adopt the agenda for March 12, 2020 as
circulated.

CARRIED

3. ADOPTION OF MINUTES
a) November 28, 2019

2020-TOUR-002 **IT WAS MOVED AND SECONDED**
THAT the Tour de White Rock Committee adopt the November 28, 2019 meeting
minutes as circulated.

CARRIED

4. SELECTION OF THE 2020 CHAIRPERSON & VICE-CHAIRPERSON
Members of the Committee discussed the appointment of a Chairperson and Vice-
Chairperson for the 2020 Committee year.

2020-TOUR-003 **IT WAS MOVED AND SECONDED**

THAT the Tour de White Rock Committee appoint the following members as Chairperson and Vice-Chairperson for the 2020 Committee year:

- Chairperson: A. Vigoda
- Vice-Chairperson: L. Taylor

CARRIED

5. SPONSORSHIP STATUS REPORT

Staff provided a verbal update for the Committees information. The following key points were noted:

- Lost the road race sponsor for 2020 (\$7,500 loss).
- The VIP breakfast has a sponsor again for 2020.
- Sponsors want to be assured that if the event is cancelled due to COVID-19 they will get their money back or be credited.
- Media marketing sponsors should be considered.

The Committee noted interest in pursuing developers for sponsorship. The Committee discussed potential sponsors to approach.

In response to a question from the Committee, staff noted that the sponsorship package last year was approximately \$40,000.

The Committee noted there is a \$3,000 sponsor for the Marketplace this year.

Action Item: Staff to send Committee Clerk 2020 sponsorship package to distribute to the Committee for information.

The Chairperson noted that it is important to think about sponsorship for not only this year but also upcoming years.

6. MARKETING CONSULTANT UPDATE

The Chairperson provided a verbal update to the Committee for information. The marketing consultant is interested in working with the Committee to build a long-term brand/ strategy for the Tour de White Rock.

7. VOLUNTEER RECRUITMENT STATUS REPORT

G. Stonier, Committee member, provided a verbal update to the Committee for information. The captains will be contacted in the next month with information for 2020.

In response to a question from the Committee, staff noted that the City will be recruiting for volunteers starting in April. It was also noted that the City will be paying for any willing volunteer to go through flagging training to become a certified flagger. The training is a two (2) day course. After two (2) days of training, volunteers will be expected to put in 12 – 15 volunteer hours as flaggers for the City. The City's goal is to have ten (10) to twenty (20) flagging volunteers.

In previous years, professional traffic controllers were hired to monitor the busy intersections, while volunteers were stationed for community engagement (i.e.

directions, understanding the road race, provide the traffic controllers with local knowledge).

8. TOUR DE WHITE ROCK 2020 VISION

In response to a question from the Committee, staff noted that at a recent B.C. Super Week meeting traffic control, cancellation and cancellation insurance were discussed.

Staff noted the following regarding COVID-19:

- The B.C. Provincial Government has issued a request to shut down all events involving 250 people or more.
- At this point, with an event like Tour de White Rock, City staff will continue to plan these events with the expectation that they will be taking place. This decision will be assessed again in a few weeks once the full impact of the pandemic on large crowd events is known.
- The City takes direction from Fraser Health, Health B.C., and the Public Health Agency of Canada.

9. OTHER BUSINESS

Stage location

Staff noted that the City is considering moving the stage to Memorial Park Plaza to allow the roads to open as soon as possible once the race is complete.

The Committee discussed the following:

- The location of the start-finish line.
- The location for a VIP area.
- Involving local businesses in the race (i.e. restaurants catering).

Staff referenced four (4) aluminum bleachers owned by the City that could be used for seating in Memorial Park for VIP's.

The Committee discussed how to attract people to the race. The goal is to achieve a community/ family event both at Five Corners and on Marine Drive.

Note: L. Xu exited the meeting at 6:51 p.m.

Race start time

Staff suggested that the Committee needs to decide when they want the Sunday road race to start. The Committee agreed upon a 9:00 a.m. start time instead of last year's 10:00 a.m. start time.

2020-TOUR-004

IT WAS MOVED AND SECONDED

THAT the Tour de White Rock Committee move the Sunday Men's Road Race start time to 9:00 am.

CARRIED

The Committee noted that the Marketplace will be located on Roper Street in front of the empty parking lot. Racers alley will be in front of City Hall.

The Committee noted that the Market, the beer garden and the race need to be coordinating their social media marketing to make sure they are getting the same message across on all platforms.

The Committee enquired into business cards for Committee members to provide potential sponsors. Staff noted that if a Committee member would like a business card they can contact staff to provide their contact information.

10. 2020 COMMITTEE MEETING SCHEDULE

- March 12
- April 9
- May 14
- June 11
- ~~July 23~~ July 29
- September 17
- October 15
- November 12

2020-TOUR-005 **IT WAS MOVED AND SECONDED**

THAT the Tour de White Rock Committee reschedule the July 23, 2020 meeting date to July 29, 2020.

CARRIED

11. COMMITTEE ACTION TRACKING

Corporate Administration provided an action-tracking sheet to the Committee for information. This spreadsheet will be updated after each meeting and provided to members for information.

12. CONCLUSION OF THE March 12, 2020 TOUR de WHITE ROCK COMMITTEE MEETING

The Chairperson declared the meeting concluded at 7:06 p.m.

A. Vigoda, Chairperson



E. Tuson
Committee Clerk



POLICY TITLE: TERMS OF REFERENCE:
ECONOMIC DEVELOPMENT ADVISORY
COMMITTEE

POLICY NUMBER: COUNCIL - 137

<i>Date of Council Adoption:</i> April 16, 2012	<i>Date of Last Amendment:</i> March 10, 2020
<i>Council Resolution Number:</i> 2012-107, 2013-082; 2015-129, 2015-307, 2016-483, 2019-091	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> February 25, 2019

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Mandate

Deleted: Policy:

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

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

Definition:

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

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Member means those appointed by Council to an Advisory Body.

Annual Work Plan

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

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

General Terms

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Term

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

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Membership

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

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 ¶
 <#>The White Rock Business Improvement Association (BIA)¶
 <#> Tourism White Rock¶
 <#>The South Surrey & White Rock Chamber of Commerce¶

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Chairperson / Vice-Chairperson

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

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

Committee Work Plan

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

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

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

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

Meetings

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

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

l) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson and Council representative where there have been three (3) consecutive absences without knowledge/reason. Council may determine that prolonged unexcused absences may result in the removal of the member.

m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.

n) An Advisory Body must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.

o) An Advisory Body do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.

p) An Advisory Body cannot direct staff to take action without the endorsement of City Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.

- i. Any such action must be referred to Council for consideration and adoption;
- ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.

q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.

Note: This clause only applies to event oriented Advisory Bodies to Council (ex: Sea Festival and Tour de White Rock).

r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.

s) Where a Member, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.

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

u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

Sub Committees and Working Groups

Deleted: <#>The committee shall mutually agree to a meeting schedule at their inaugural meeting and will meet at a minimum bi-monthly. The meeting schedule will be published on the City website and updated as needed by the Committee Clerk.¶

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

¶<#>Quorum for meetings shall mean a majority of all of its Committee voting members.¶

¶<#>If there is no quorum of the committee present within 15 minutes of the scheduled start time the Committee Clerk will:¶

<#>record the names of the members present, and those absent; and¶

<#>conclude the meeting until the next scheduled meeting.¶

<#>All committee meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the Community Charter.¶

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

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

¶<#>If a member:¶

i fails to attend three (3) consecutively held meetings of the committee, or¶

ii fails to attend a committee meeting in any sixty (60) day period, providing a meeting of the committee is held in that sixty (60) day period (whichever is the longer period of time) and¶

iii unless the absence is because of illness; or¶

iv unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.¶ The Committee Clerk will keep an attendance log and notify the Chairperson and Corporate Officer where there have been two (2) consecutive absences without consent. The Corporate Officer will then make contact with the Committee member. ¶

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

¶<#>The Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policy, meeting schedule, and providing administrative support to the committee. Agendas and approved minutes will be posted on the City's website.¶

¶<#>Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.¶

¶<#>Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council or staff.¶

¶<#>Where a member of a committee, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.¶

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

Staff Support

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

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

Procedures

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

Code of Conduct

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

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

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

(PRINT NAME)

(SIGNATURE)



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

POLICY NUMBER: COUNCIL - 138

<i>Date of Council Adoption:</i> April 16, 2012	<i>Date of Last Amendment:</i> <u>March 10, 2020</u>
<i>Council Resolution Number:</i> 2012-107, 2013-082, 2015-130, 2015-2014, 2016-483; 2019-045; 2019-158; 2019-363	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 8, 2019

Deleted: September 13, 2019

Mandate

The Environmental Advisory Committee will advise City Council and staff on environmental issues in the City. The Environmental Advisory Committee will also review the City's Integrated Storm-Water Management Plan and the Environmental Strategic Plan. The Committee may make representations to Council on environmental matters.

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

Definition:

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

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Member means those appointed by Council to an Advisory Board.

Annual Work Plan

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

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

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General Terms

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Term

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

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

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Membership

- a) The Environmental Advisory Committee will consist of up to seven (7) voting members appointed by Council following a public recruitment process, two (2) non-voting members of Council (1 member, 1 alternate) and City staff as required.
- b) A majority of voting members must be:
 - i. White Rock residents
 - ii. Represent a broad range of perspectives and expertise from the community
- c) Non-voting staff liaisons are:
 - i. Director of Engineering and Municipal Operations (or Designate)
 - ii. Committee Clerk
- d) Members shall serve in a voluntary capacity without remuneration or gifts.

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Chairperson / Vice-Chairperson

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

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

¶

Meetings

- a) At the start of each calendar year, Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
- c) If there are no agenda items for meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.
- d) Advisory Body members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. If a majority of members indicate that they will be absent from the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.
- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.

- f) Quorum for meetings shall be a majority of all voting members.
- g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
 - i. record the names of the members present, and those absent; and
 - ii. conclude the meeting until the next scheduled meeting.
- h) All meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.
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- m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.
- n) An Advisory Body must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
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- p) An Advisory Body cannot direct staff to take action without the endorsement of City Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
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committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.

Note: This clause only applies to event oriented Advisory Bodies to Council (ex: Sea Festival and Tour de White Rock).

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Sub Committees and Working Groups

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

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- iii. Provide members with orientation at the beginning of each term (and to new members as they are appointed);
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- viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
- ix. Provide minutes, with recommendations, to Council;
- x. Update the Terms of Reference policy.

Procedures

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

Code of Conduct

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

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¶

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

¶

<#>Quorum for meetings shall mean a majority of all of its Committee voting members.¶

¶

<#>If there is no quorum of the committee present within 15 minutes of the scheduled start time the Committee Clerk will: .

¶

<#>record the names of the members present, and those absent; and

<#>conclude the meeting until the next scheduled meeting. .

¶

<#>All committee meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the Community Charter by the Committee. ¶

¶

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

¶

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

¶

<#>If a member:¶

<#>Fails to attend three (3) consecutively held meetings of the committee, or¶

<#>Fails to attend a committee meeting in any sixty (60) day period, providing a meeting of the committee is held in that sixty (60) day period (whichever is the longer period of time) and¶

<#>Unless the absence is because of illness; or¶

<#>Unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.¶

¶

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

¶

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

¶

<#>The Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policy, meeting schedule, and providing administrative support to the committee. Agendas and approved minutes will be posted on the City’s website.¶

¶

<#>Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.¶

¶

<#>Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.¶

¶

<#>Where a member of a committee, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.¶

¶

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

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

(PRINT NAME)

(SIGNATURE)



**POLICY TITLE: TERMS OF REFERENCE:
ARTS AND CULTURAL ADVISORY COMMITTEE**

POLICY NUMBER: COUNCIL - 143

<i>Date of Council Adoption: November 7, 2016</i>	<i>Date of Last Amendment: <u>March 10, 2020</u></i>
<i>Council Resolution Number: 2015-043, 2015-214, 2016-483, 2018-150; 2019-044; 2019-371</i>	
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: January 14, 2019</i>

Deleted: October 15, 2019

Mandate

Deleted: Policy:

The Arts and Cultural Advisory Committee will collaborate with stakeholders in the community to develop and implement a Cultural Strategic Plan which will make the arts a mainstay of the City's economic base and advance arts and culture in White Rock.

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

Definition:

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

Member means those appointed by Council to an Advisory Board.

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Annual Work Plan

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

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

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General Terms

Term

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

Membership

- a) The Arts and Cultural Advisory Committee will consist of up to thirteen (13) voting members appointed by City Council from the community at large following a public recruitment process, two (2) non-voting members of Council (1 member, 1 alternate) and City staff as required.
- b) A majority of the voting members must be:
- i. City of White Rock residents; or
 - ii. Representatives of local organizations.
- c) Voting representatives from the following groups, organizations or businesses will be invited to participate:
- i. One (1) from Semiahmoo First Nations (SNF)
- d) Non-voting representatives from the following groups, organizations or businesses will be invited to participate::
- i. One (1) from the White Rock Museum and Archives
 - ii. One (1) from the White Rock Library
- e) Non-voting staff liaisons are:
- i. Director of Recreation and Culture
 - ii. Manager of Cultural Development
 - iii. Committee Clerk
- f) Members shall serve without remuneration or gifts.

Chairperson / Vice-Chairperson

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

Meetings

- a) At the start of each calendar year, Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.
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- d) Advisory Body members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. If a majority of members indicate that they will be absent from the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.

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Deleted: one (1) voting member from Semiahmoo First Nation (SNF), one (1) non-voting representative in an advisory capacity from the White Rock Museum, one (1) non-voting representative in an advisory capacity from the White Rock Library, one (1) non-voting member of Council, and City staff as required. ¶

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- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.
- f) Quorum for meetings shall be a majority of all voting members.
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- l) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson and Council representative where there have been three (3) consecutive absences without knowledge/reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.
- n) An Advisory Body must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- o) An Advisory Body do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- p) An Advisory Body cannot direct staff to take action without the endorsement of City Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.

- i. Any such action must be referred to Council for consideration and adoption;
- ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.

q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.

Note: This clause only applies to event oriented Advisory Bodies to Council (ex: Sea Festival and Tour de White Rock).

r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.

s) Where a Member, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.

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

u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

Sub Committees and Working Groups

a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 Community Charter), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.

b) Working Groups: A committee or sub-committee may form a working group for the limited purpose of:

- i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
- ii. Carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).

c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, an Advisory Body of Council then it may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations

to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

Staff Support

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

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

Procedures

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

Code of Conduct

Appointees will be required to sign a statement agreeing that they have read, understood, and will conform to the City's code of conduct as defined in the Council Policy No. 120 - *Code of Conduct for Committee Members*. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

Deleted: <#>The committee shall mutually agree to a meeting schedule at their inaugural meeting. . . . The meeting schedule will then be published and updated as needed by the Committee Clerk.¶

<#>¶

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

<#>¶

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

<#>¶

<#>If there is no quorum of the committee present within fifteen (15) minutes of the scheduled start time the Committee Clerk will:¶

<#>record the names of the members present, and those absent; and ¶

<#>conclude the meeting until the next scheduled meeting. . . . ¶

<#>¶

<#>All committee meetings are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the Committee. The public would attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to a member of the public in attendance to speak to the item in question. ¶

<#>¶

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

<#>¶

<#>If a member:¶

<#>i) fails to attend three (3) consecutively held meetings of the committee, or¶

<#>ii) fails to attend a committee meeting in any sixty (60) day period, providing a meeting of the committee is held in that sixty (60) day period (whichever is the longer period of time) and¶

<#>iii) unless the absence is because of illness; or¶

<#>iv) unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.¶

<#>The Committee Clerk will keep an attendance log and notify the Chairperson and

Corporate Officer where there have been two (2) consecutive absences without consent. The Corporate Officer will then make contact with the Committee member. ¶

<#>¶

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

<#>¶

<#>The Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policies, meeting schedule, and administrative support to committees. Agendas and approved minutes will be posted on the City's website.¶

<#>¶

<#>Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.¶

<#>¶

<#>A committee meeting or a portion thereof may be closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.¶

<#>¶

<#>Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.¶

<#>¶

Deleted: Rationale:¶

¶

The purpose of the Arts and Cultural Advisory Committee is to develop and implement a Cultural Strategic Plan. ¶

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

This will confirm that as of (date) _____, I have read Council Policy 143 “Terms of Reference: Arts and Cultural Advisory Committee” and Council Policy 120 “Code of Conduct for Committee Members” and I understand and will conform to the City’s Code of Conduct as outlined in these policies.

(PRINT NAME)

(SIGNATURE)

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



POLICY TITLE: **TERMS OF REFERENCE:**
TOUR DE WHITE ROCK COMMITTEE

POLICY NUMBER: **COUNCIL - 144**

<i>Date of Council Adoption: February 2, 2015</i>	<i>Date of Last Amendment: March 10, 2020</i>
<i>Council Resolution Number: 2015-043, 2015-214, 2016-483; 2019-011</i>	
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: January 14, 2019</i>

Deleted: January 14, 2019

Mandate

Deleted: Policy:

The Tour de White Rock Committee is mandated by City Council to organize, promote, and host a high profile elite caliber cycling event called the Tour de White Rock. The Committee will have the authority to act on behalf of the municipality to ensure the cycling event is a success through revenue generation, acquiring corporate sponsorship, developing business community relations, event marketing and arranging race day activities and entertainment. The Committee will govern the event, and be responsible for developing operating principles.

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

Definition:

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

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Member means those appointed by Council to an Advisory Board.

General Terms

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Term

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

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

Deleted: The Committee appointments will be made by City Council every two years.

Membership

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- a) The Committee will consist of up to nine (9) voting members appointed by Council from the community at large following a public recruitment process, two (2) non-voting members of Council (1 member, 1 alternate) and City staff as required.
- b) A majority of voting members must be:
 - i. White Rock residents
 - ii. One (1) community member with expertise in planning and organizing cycling races
- c) Non-voting staff liaisons are:
 - i. Director of Recreation and Culture
 - ii. Events Programmer
 - iii. Committee Clerk
- d) Members shall serve as volunteers without remuneration or gifts

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Deleted: , *1 member from the community with expertise in planning and organizing cycling races, one non-voting member of Council and *City staff as required (non-voting).

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The Committee will consist of the following positions: Chairperson, Vice Chairperson, Race Director, Treasurer, Secretary, Sponsorship, Community Events, Marketing and Communications and Business Liaison.

*The Race Director will have expertise in planning and organizing cycling races, and is responsible for course layout, safety, and liaises with Cycling BC officials and City staff regarding race options. The race and course design is delegated to the Race Director in consultation with City staff. It is essential that the primary consideration of the course and race design meet the safety and technical requirements for a professional cycling event.

*The Race Organizer will be a City staff member who will be responsible for event logistics, operations, including insurance requirements and coordinating inter-municipal staff resources.

*The Director of Recreation and Culture will oversee the operation of the Committee to ensure it abides by the Terms of Reference and stays within budget.

Chairperson / Vice-Chairperson

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

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

Meetings

- a) At the start of each calendar year, Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.

- c) If there are no agenda items for meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.
- d) Advisory Body members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. If a majority of members indicate that they will be absent from the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.
- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.
- f) Quorum for meetings shall be a majority of all voting members.
- g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
 - i. record the names of the members present, and those absent; and
 - ii. conclude the meeting until the next scheduled meeting.
- h) All meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.
- k) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- l) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson and Council representative where there have been three (3) consecutive absences without knowledge/reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.
- n) An Advisory Body must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.

- o) An Advisory Body do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
 - p) An Advisory Body cannot direct staff to take action without the endorsement of City Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
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 - q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.
- Note:** This clause only applies to event oriented Advisory Bodies to Council (ex: Sea Festival and Tour de White Rock).
- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
 - s) Where a Member, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
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Sub Committees and Working Groups

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.
- b) Working Groups: A committee or sub-committee may form a working group for the limited purpose of:
 - i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or

ii. Carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).

c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, an Advisory Body of Council then it may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

Staff Support

a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:

- i. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and on the Public Notice Posting Place;
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- v. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the Advisory Body prior to going to Council so their feedback can be considered.

b) Corporate Administration will provide meeting management and recording support. Support functions include:

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

Finances

The Committee is responsible for preparation and administration of an event budget. The budget is to be managed so the municipal subsidy as approved by City Council is not to be exceeded, however the expenditures may increase through generating additional sponsorship revenue to be used to enhance the event.

Deleted: <#>The Committee shall mutually agree to a meeting schedule at their inaugural meeting. ¶
The meeting schedule will then be published and updated as needed by the Committee Clerk.¶
¶
<#>The Chairperson of the Committee may call a meeting of the Committee, with a minimum of twenty-four (24) hours' notice to the Committee members, in addition to the scheduled meetings or may cancel a meeting. ¶
¶
<#>Quorum for meetings shall mean a majority of all of its Committee voting members.¶
¶
<#>If there is no quorum of the Committee present within 15 minutes of the scheduled start time the Committee Clerk will:¶
<#>record the names of the members present, and those absent; and ¶
<#>conclude the meeting until the next scheduled meeting. .
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¶
<#>Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the Committee members present. .
¶
<#>If a member:¶
i) fails to attend three (3) consecutively held meetings of the committee, or¶
ii) fails to attend a committee meeting in any sixty (60) day period, providing a meeting of the committee is held in that sixty (60) day period (whichever is the longer period of time) and¶
iii) unless the absence is because of illness; or¶
iv) unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.¶
¶
The Committee Clerk will keep an attendance log and notify the Chairperson and .
Corporate Officer where there have been two (2) consecutive absences without consent. The Corporate Officer will make contact with the Committee member. ¶
¶
<#>Any person with particular expertise, including municipal staff may be invited by the Chairperson or staff member of the Committee to attend a Committee meeting in order to provide information or advice, but only members appointed by City Council may vote on matters coming before the Committee.¶
¶
<#>The office of the Corporate Officer will be responsible for preparing Committee meeting agendas, minutes, updating Terms of Reference policy, meeting schedule, and administrative support to the Committee. Agendas and approved minutes will be posted on the City's website.¶
¶
<#>Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.¶
¶
<#>A Committee meeting or a portion thereof may be closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.¶
¶
<#>The Committee may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.¶
¶
<#>Where a member of a Committee, their family, employer or business associates have any interest in any matter being consider(...

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Procedures

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

Code of Conduct

Appointees will be required to sign a statement agreeing that they have read, understood, and will conform to the City's code of conduct as defined in the Council Policy No. 120 - *Code of Conduct for Committee Members*. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

Deleted: Rationale:¶
¶ The purpose of the Terms of Reference for the Tour de White Rock Committee is to implement the actions of a working Committee to bring forward a successful event in adherence to City policy. ¶

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

This will confirm that as of _____, I have read Council
(DATE)
Policy 120, “Code of Conduct for Committee Members” and Council Policy 144,
Committee Terms of Reference and I understood and will conform to the City’s Code of
Conduct as outlined in these policies.

(PRINT NAME)

(SIGNATURE)

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



POLICY TITLE: **TERMS OF REFERENCE:
 PUBLIC ART ADVISORY COMMITTEE**
POLICY NUMBER: **COUNCIL - 147**

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i> <u>March 10, 2020</u>
<i>Council Resolution Number:</i> 2015-214, 2016-483, 2019-	
<i>Originating Department:</i> Recreation and Culture / Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> January 14, 2019

Deleted: May 13, 2019

Mandate

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The Public Art Advisory Committee will advise Council on the implementation of public art policies and projects for the City of White Rock. To meet its mandate, the Public Art Advisory Committee will advise on:

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- The development of an annual public art plan in conjunction with the budget review process to identify and prioritize appropriate projects and locations for public art in White Rock.
- Developing and ensuring the application of established procedures and guidelines on a project-by-project basis, including selection process. When calling for artists, the selection committee must endeavor to select only local artists from White Rock, South Surrey, or Semiahmoo First Nation.
Note: For any procurement where the value is equal to or greater than \$75k the following trade agreements apply and must be adhered to:
 - Northwest Partnership Trade Agreement
 - Canadian Free Trade Agreement
- Project design, development, implementation and maintenance issues.
- Issues, new trends and future needs related to the delivery of the Public Art Program in White Rock and recommend changes as required.

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

Definition:

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

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Member means those appointed by Council to an Advisory Board.

Annual Work Plan

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

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

General Terms

Term

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

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

Membership

- a) The Public Art Advisory Committee will consist of up to seven (7) voting members appointed by City Council from the community at large following a public recruitment process, two (2) non-voting member of Council (1 member, 1 alternate) and City staff as required.
- b) A majority of voting members must be:
 - i. City of White Rock residents
 - ii. Artists or representatives of local arts or cultural organizations.
- c) Non-voting staff liaisons are:
 - i. Director of Recreation and Culture
 - ii. Manager of Cultural Development
 - iii. Committee Clerk
- d) Members shall serve as volunteers without remuneration or gifts.

Chairperson / Vice-Chairperson

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

Meetings

- a) At the start of each calendar year, Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with

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¶
To meet its mandate, the PAAC will advise on:¶
¶
<#>The development of an annual public art plan in conjunction with the budget review process to identify and prioritize appropriate projects and locations for public art in White Rock.¶
<#>Developing and ensuring the application of established procedures and guidelines on a project-by-project basis, including selection process.¶
When calling for artists, the selection committee must endeavor to select only local artists from White Rock, South Surrey, or Semiahmoo First Nation. .
Note: For any procurement where the value is equal to or greater than \$75k the following trade agreements apply and must be adhered to: .
¶
<#>Northwest Partnership Trade Agreement¶
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the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.

- c) If there are no agenda items for meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.
- d) Advisory Body members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. If a majority of members indicate that they will be absent from the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.
- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.
- f) Quorum for meetings shall be a majority of all voting members.
- g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:

 - i. record the names of the members present, and those absent; and
 - ii. conclude the meeting until the next scheduled meeting.
- h) All meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.
- k) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- l) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson and Council representative where there have been three (3) consecutive absences without knowledge/reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.

- n) An Advisory Body must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- o) An Advisory Body do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- p) An Advisory Body cannot direct staff to take action without the endorsement of City Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
 - i. Any such action must be referred to Council for consideration and adoption;
 - ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.

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

Sub Committees and Working Groups

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.
- b) Working Groups: A committee or sub-committee may form a working group for the limited purpose of:
 - i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or

ii. Carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).

c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, an Advisory Body of Council then it may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

Staff Support

a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:

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

b) Corporate Administration will provide meeting management and recording support. Support functions include:

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

Procedures

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

Deleted: <#>The committee shall mutually agree to a meeting schedule at their inaugural meeting. The meeting schedule will then be published and updated as needed by the Committee Clerk. ¶

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

<#>Quorum for meetings shall mean a majority of all of its Committee voting members.¶

<#>If there is no quorum of the committee present within fifteen (15) minutes of the scheduled start time the Committee Clerk will:

<#>record the names of the members present, and those absent; and¶

<#>conclude the meeting until the next scheduled meeting.¶

<#>All committee meetings are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the Committee. The public would attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to a member of the public in attendance to speak to the item in question.¶

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

<#>If a member:

<#>fails to attend three (3) consecutively held meetings of the committee, or ¶

<#>fails to attend a committee meeting in any sixty (60) day period, providing a meeting of the committee is held in that sixty (60) day period (whichever is the longer period of time) and ¶

<#>unless the absence is because of illness; or ¶

<#>unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked. .

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

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

<#>The Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policies, meeting schedule, and administrative support to committees. Agendas and approved minutes will be posted on the City's website.¶

<#>Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.¶

<#>A committee meeting or a portion thereof may be closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.¶

<#>Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council. ¶

<#>Where a member of a committee, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.¶

| **Code of Conduct**

Appointees will be required to sign a statement agreeing that they have read, understood, and will conform to the City's code of conduct as defined in the Council Policy No. 120 - *Code of Conduct for Committee Members*. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

Rationale:

The purpose of the Public Art Advisory Committee is to provide advice and act as a resource to City Council and staff in regard to the City's Public Art Program.

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

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

(PRINT NAME)

(SIGNATURE)



**POLICY TITLE: TERMS OF REFERENCE:
WHITE ROCK SEA FESTIVAL COMMITTEE**

POLICY NUMBER: COUNCIL POLICY NO. 153

<i>Date of Council Adoption: January 29, 2018</i>	<i>Date of Last Amendment: <u>March 10, 2020</u></i>
<i>Council Resolution Number: 2018-230; 2019-011</i>	
<i>Originating Department: Recreation and Culture / Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: January 14, 2019</i>

Deleted: January 14, 2019

Mandate

The White Rock Sea Festival Committee is mandated by City Council to organize, promote, and host a high profile elite caliber summer festival called the White Rock Sea Festival. The Committee will have the authority to act on behalf of the municipality to ensure the festival is a success through revenue generation, acquiring corporate sponsorship, developing business community relations, event marketing and arranging festival activities and entertainment. The Committee will govern the event, and be responsible for developing operating principles.

Deleted: Terms of Reference: White Rock Sea Festival Committee¶

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

Definition:

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

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Member means those appointed by Council to an Advisory Board.

Annual Work Plan

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

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

General Terms

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Term

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

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

Membership

- a) The Committee will consist of a minimum of nine (9) voting members appointed by Council from the community at large following a public recruitment process, two (2) non-voting members of Council (1 member, 1 alternate) and City staff as required.
- b) A majority of voting members must be”
 - i. White Rock residents
- c) Non-voting representatives from the following groups, organizations or businesses will be invited to participate:
 - i. One (1) representative of Semiahmoo First Nation (SFN),
- d) Non-voting staff liaisons are:
 - i. Director of Recreation and Culture
 - ii. Manager of Cultural Development
 - iii. Committee Clerk
- e) Members shall serve as volunteers without remuneration or gifts.

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<#>one (1) member of Council,¶

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Deleted: <#>City staff as required¶

Deleted: The Director of Recreation and Culture will oversee the operation of the Committee to ensure it abides by the Terms of Reference and stays within the budget established. ¶

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

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The Committee will consist of the following positions: Chairperson, Vice-Chairperson, Children’s Activities Coordinator, Volunteer Coordinator, Sponsorship Coordinator, Transportation Coordinator, Marketing & Communications Coordinator, Parade Coordinator, and Business Liaison Coordinator.

Chairperson / Vice-Chairperson

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

Meetings

- a) At the start of each calendar year, Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.

- c) If there are no agenda items for meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.
- d) Advisory Body members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. If a majority of members indicate that they will be absent from the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.
- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.
- f) Quorum for meetings shall be a majority of all voting members.
- g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
 - i. record the names of the members present, and those absent; and
 - ii. conclude the meeting until the next scheduled meeting.
- h) All meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.
- k) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- l) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson and Council representative where there have been three (3) consecutive absences without knowledge/reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.
- n) An Advisory Body must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.

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

Sub Committees and Working Groups

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.
- b) Working Groups: A committee or sub-committee may form a working group for the limited purpose of:
 - i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or

ii. Carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).

c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, an Advisory Body of Council then it may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

Staff Support

a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:

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

b) Corporate Administration will provide meeting management and recording support. Support functions include:

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

Finances

The Committee is responsible for preparation and administration of an event budget. The budget is to be managed so the municipal subsidy, as approved by the City Council, is not to be exceeded, however the expenditures may increase through generating additional sponsorship revenue to be used to enhance the event.

Procedures

Deleted: The Committee shall mutually agree to a meeting schedule at their inaugural meeting. The meeting schedule will then be published and updated as needed by the Committee Clerk ¶

¶
b) The chairperson of the Committee may call a meeting of the Committee, with a minimum of twenty-four (24) hours' notice to the Committee members, in addition to the scheduled meetings or may cancel a meeting. ¶

¶
c) Quorum for meetings shall be one half of the voting membership plus one (1). ¶

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

i. Record the names of the members present, and those absent; and ¶

ii. Conclude the meeting until the next scheduled meeting ¶

¶
e) All Committee meetings are open to the public unless designated as closed to the public (in accordance with the Community Charter) by the Committee. The public may attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to a member of the public in attendance to speak to the item in question. ¶

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

¶
g) If a member: ¶

i. Fails to attend three (3) consecutively held meetings of the Committee, or ¶

ii. Fails to attend a committee meeting in any sixty (60) day period, providing a meeting of the committee is held in that sixty (60) day period (whichever is the longer period of time) and ¶

iii. Unless the absence is because of illness; or ¶

iv. Unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked ¶

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

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

¶
i) The Corporate Administration office will be responsible for preparing Committee meeting agendas, minutes, updating the Terms of Reference policy, meeting schedule and administrative support to the Committee. Agendas and approved minutes will be posted on the City's website. ¶ ...

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¶

¶

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

Code of Conduct

Appointees will be required to sign a statement agreeing that they have read, understood, and will conform to the City's code of conduct as defined in the Council Policy No. 120 – Code of Conduct for Committee Members. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

Deleted: Rationale: ¶
The purpose of the Terms of Reference for the White Rock Sea Festival Committee is to implement the actions of a working Committee to bring forward a successful event in adherence to City policy. ¶

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

This will confirm that as of (date) _____, I have read Council Policy 153 “Terms of Reference: White Rock Sea Festival Committee” and Council Policy 120 “Code of Conduct for Committee Members” and I understand and will conform to the City’s Code of Conduct as outlined in these policies.

(Print Name)

(Signature)



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

POLICY NUMBER: COUNCIL - 157

<i>Date of Council Adoption: February 25, 2019</i>	<i>Date of Last Amendment: <u>March 10, 2020</u></i>
<i>Council Resolution Number: 2019-</i>	
<i>Originating Department: Corporate Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: February 25, 2019</i>

Deleted: June 10, 2019

Mandate

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

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

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

Definition:

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

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Member means those appointed by Council to an Advisory Board.

Annual Work Plan

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

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

General Terms

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Term

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

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

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Membership

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

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¶

City Council will provide projects or issues for the Panel to examine. The Panel is able to bring forward recommendations from the Committee structure and make recommendations to Council.¶

¶

Chairperson / Vice-Chairperson

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

Meetings

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

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

p) An Advisory Body cannot direct staff to take action without the endorsement of City Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.

- i. Any such action must be referred to Council for consideration and adoption;
- ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.

q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.

Note: This clause only applies to event oriented Advisory Bodies to Council (ex: Sea Festival and Tour de White Rock).

r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.

s) Where a Member, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.

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

u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

Sub Committees and Working Groups

a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.

b) Working Groups: A committee or sub-committee may form a working group for the limited purpose of:

- i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
- ii. Carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).

c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy

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

Staff Support

a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:

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

b) Corporate Administration will provide meeting management and recording support. Support functions include:

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

Procedures

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

Code of Conduct

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

Deleted: <#>The Panel shall mutually agree to a meeting schedule at their inaugural meeting and will meet at a minimum bi-monthly. The meeting schedule will be published on the City website and updated as needed by the Committee Clerk. ¶
<#>¶
<#>The Chairperson of the Panel may call a meeting of the Panel, with a minimum of staff being able to give twenty-four (24) hours’ notice to the Panel members, in addition to the scheduled meetings or may cancel a meeting.¶
<#>¶
<#>Quorum for meetings shall mean a majority of all of its Panel voting members.¶
<#>¶
<#>If there is no quorum of the Panel present within 15 minutes of the scheduled start time the Committee Clerk will:¶
<#>record the names of the members present, and those absent; and ¶
<#>conclude the meeting until the next scheduled meeting. .
¶
<#>All committee meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the Community Charter by the Committee. ¶
<#>¶
<#>The public is welcome to observe the meeting. When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to members of the public in attendance to speak to the item in question. ¶
<#>¶
<#>Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present. .
¶
<#>The Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policy, meeting schedule, and providing administrative support to the committee. Agendas and approved minutes will be posted on the City’s website.¶
<#>¶
<#>If a member:¶
<#>fails to attend three (3) consecutively held meetings of the committee, or ¶
<#>fails to attend a committee meeting in any sixty (60) day period, providing a meeting of the committee is held in that sixty (60) day period (whichever is the longer period of time) and ¶
<#>unless the absence is because of illness; or ¶
<#>unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.¶
<#>The Committee Clerk will keep an attendance log and notify the Chairperson and Director of Corporate Administration where there have been two (2) consecutive absences without consent. The Director of Corporate Administration, or Designate, will then make contact with the Committee member.¶
<#>¶
<#>Panel minutes, with recommendations noted, will be forwarded to Council for information and action as required.¶
<#>¶
<#>The Panel may hear and consider representations by any individual, group or organization on matters referred to the Panel by Council.¶
<#>¶
<#>Where a member of the Panel, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.¶
<#>¶
<#>The Panel cannot direct staff to take action without endorsement by City Council. ¶
<#>¶
<#>The Panel does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.¶
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**CITY OF WHITE ROCK
COMMITTEE CODE OF CONDUCT
STATEMENT / AGREEMENT**

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

(PRINT NAME)

(SIGNATURE)



**POLICY TITLE: TERMS OF REFERENCE:
SENIORS ADVISORY COMMITTEE**
POLICY NUMBER: COUNCIL - 158

<i>Date of Council Adoption: 2019-02-25</i>	<i>Date of Last Amendment: October 22, 2019</i>
<i>Council Resolution Number: 2019-</i>	<i>Historical Changes (Amends, Repeals or Replaces):</i>
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: 2019-02-25</i>

Mandate

The mandate of the Seniors Advisory Committee will be to consider and evaluate issues referred to it from City Council. It will also initiate research on matters deemed to be of concern to local seniors and will submit recommendations to Council.

The Seniors Advisory Committee will:

- a) Act as a resource and provide advice to Council on:
 - Long term planning issues for present and future White Rock seniors, e.g. housing, transportation, safety etc.
 - Short term issues related to seniors e.g. new development proposals, new civic facilities, health and wellness activities etc. and
- b) Act as a resource for receiving input on seniors concerns, interest and views, and making recommendations to the appropriate agencies.

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

Definition:

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

Member means those appointed by Council to an Advisory Board.

Annual Work Plan

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

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that additions to the work plan may be recommended by Council, or staff or the Advisory Body itself.

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

General Terms

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Term

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

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

Deleted: The committee appointments will be made by City Council for a two (2) year term, or until the activities are complete, whichever is sooner.¶

Membership

a) The Seniors Advisory Committee will consist of up to thirteen (13) voting members appointed by Council from the community at large following a public recruitment process, two (2) non-voting members of Council (1 member, 1 alternate) and City staff as required.

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b) A majority of voting members must be:

- i. White Rock residents
- ii. Representatives of organizations or groups that provide programs or services to local seniors

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<#>The majority of Committee members must be

c) Non-voting staff liaisons are:

- i. Director of Recreation and Culture
- ii. Manager of Community Recreation
- iii. Committee Clerk

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d) Members shall serve as volunteers without remuneration or gifts.

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Chairperson / Vice-Chairperson

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

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

Meetings

a) At the start of each calendar year, Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.

b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.

- c) If there are no agenda items for meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.
- d) Advisory Body members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. If a majority of members indicate that they will be absent from the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.
- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.
- f) Quorum for meetings shall be a majority of all voting members.
- g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
 - i. record the names of the members present, and those absent; and
 - ii. conclude the meeting until the next scheduled meeting.
- h) All meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
- i) The public may attend meetings to observe only. Members of the public must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.
- k) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- l) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson and Council representative where there have been three (3) consecutive absences without knowledge/reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.

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

Sub Committees and Working Groups

- a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.
- b) Working Groups: A committee or sub-committee may form a working group for the limited purpose of:

- i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
- ii. Carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).

c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, an Advisory Body of Council then it may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-committee format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

Staff Support

a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:

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

b) Corporate Administration will provide meeting management and recording support. Support functions include:

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

Deleted: <#>The committee shall mutually agree to a meeting schedule at their inaugural meeting. The meeting schedule will then be published and updated as needed by the Committee Clerk.¶

<#>¶

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

<#>Quorum for meetings shall be a majority of its Committee voting members. ¶

<#>If there is no quorum of the committee present within 15 minutes of the scheduled start time the Committee Clerk will: .

¶

<#>record the names of the members present, and those absent; and ¶

<#>conclude the meeting until the next scheduled meeting. . ¶

<#>All committee meetings are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the Committee. The public would attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to a member of the public in attendance to speak to the item in question. ¶

<#>¶

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

¶

<#>If a member:¶

<#>i fails to attend three (3) consecutively held meetings of the committee, or¶

<#>ii fails to attend a committee meeting in any sixty (60) day period, providing a meeting of the committee is held in that sixty (60) day period (whichever is the longer period of time) and¶

<#>iii unless the absence is because of illness; or¶

<#>iv unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.¶

<#>¶

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

<#>¶

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

<#>¶

<#>The office of the Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policy, meeting schedule, and administrative support to committees. ...

Procedures

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

Code of Conduct

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

Deleted: Rationale:
¶
The purpose of the Seniors Advisory Committee is to provide advice and act as a resource to Council and staff in regards to matters deemed to be of concern to White Rock seniors.¶

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

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

(PRINT NAME)

(SIGNATURE)

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



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

<i>Date of Council Adoption: February 25, 2019</i>	<i>Date of Last Amendment: <u>March 10, 2020</u></i>
<i>Council Resolution Number: 2019-091, 2019-158; 2019-312</i>	<i>Historical Changes (Amends, Repeals or Replaces):</i>
<i>Originating Department: Recreation and Culture</i>	<i>Date last reviewed by the Governance and Legislation Committee: July 22, 2019</i>

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Mandate,

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

The History and Heritage Advisory Committee:

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

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

Committees may consider, inquire into, report and make recommendations to Council about matters referred to Committee by Council, the Chief Administrative Officer, Staff Liaison or

items brought forward by Committee members that are aligned with the Committee's mandate/Terms of Reference.

Definition:

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

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Member means those appointed by Council to an Advisory Board.

Annual Work Plan

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

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

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General Terms

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Term

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

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

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

Deleted: with an interest and knowledge in local heritage conservation and history, architecture, planning and design, and environmental and cultural preservation and interpretation;

Membership

- a) The History and Heritage Advisory Committee will consist of up to five (5) voting members appointed by City Council from the community at large following a public recruitment process, two (2) non-voting members of Council (1 member, 1 alternate) and City staff as required.
- b) A majority of voting members must be:
 - i. White Rock residents
 - ii. Have an interest and knowledge in local heritage conservation and history, architecture, planning and design, and environmental and cultural preservation and interpretation
 - iii. Residents or representatives of local organizations
- c) Voting representative(s) from the following groups, organizations or businesses will be invited to participate:
 - i. One (1) from the White Rock Museum and Archives Board of Directors.
- d) Non-voting representative(s) from the following groups, organization or businesses will be invited to participate:
 - i. One (1) representative from the Semiahmoo First Nations.
 - ii. One (1) staff member from the White Rock Museum and Archives.

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e) Non-voting staff liaisons are:

- i. Director of Recreation and Culture
- ii. Manager of Cultural Development
- iii. Committee Clerk

f) Committee members shall serve as volunteers without remuneration or gifts.

Chairperson / Vice-Chairperson

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

Meetings

a) At the start of each calendar year, Corporate Administration will distribute a meeting schedule to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.

b) Staff will attempt to inform the Chairperson in the circumstance a meeting must be cancelled prior to an official notice going to the Advisory Body. A meeting may be called, cancelled or rescheduled by either the Council representative or by the Chairperson in consultation with the Council representative. Notice of a meeting, cancellation or rescheduling must be received by the Committee Clerk by 8:30 a.m. the day prior to the proposed meeting.

c) If there are no agenda items for meeting received by noon on the day that is one (1) week prior to the meeting, the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the meeting.

d) Advisory Body members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. If a majority of members indicate that they will be absent from the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.

e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.

f) Quorum for meetings shall be a majority of all voting members.

g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:

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

h) All meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.

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Deleted: and city staff as required will serve as non-voting members;¶

¶ The majority of members will be White Rock Residents or representatives of local organizations; and, ¶

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

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

Note: This clause only applies to event oriented Advisory Bodies to Council (ex: Sea Festival and Tour de White Rock).

- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- s) Where a Member, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- t) Members are not permitted to speak directly with the media on behalf of the committee.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

Sub Committees and Working Groups

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

Staff Support

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
 - i. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and on the Public Notice Posting Place;
 - ii. Prepare reports on behalf of the Committee;

- iii. Review and return draft minutes to Corporate Administration prior to adoption;
- iv. Report back with status updates agenda items as required;
- v. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the Advisory Body prior to going to Council so their feedback can be considered.

b) Corporate Administration will provide meeting management and recording support. Support functions include:

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

Procedures

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

Code of Conduct

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

Deleted: The committee shall mutually agree to a meeting schedule at their inaugural meeting. The meeting schedule will then be published and updated as needed by the Committee Clerk.¶

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

¶ Quorum for meetings shall be one half of the voting membership plus one (1) or a member majority if the membership is of an even number (if the membership is ten members, quorum = six members). ¶

¶ If there is no quorum of the committee present within 15 minutes of the scheduled start time the Committee Clerk will:

¶ record the names of the members present, and those absent; and ¶

¶ conclude the meeting until the next scheduled meeting. ¶

¶ All committee meetings are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the Committee. The public would attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to a member of the public in attendance to speak to the item in question. ¶

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

¶ If a member:¶

- i . fails to attend three (3) consecutively held meetings of the committee, or¶

- ii . fails to attend a committee meeting in any sixty (60) day period, providing a meeting of the committee is held in that sixty (60) day period (whichever is the longer period of time) and¶

- iii . unless the absence is because of illness; or¶

- iv . unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.¶

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

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

Deleted: Rationale:¶

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

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

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

(PRINT NAME)

(SIGNATURE)



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

POLICY NUMBER: COUNCIL – 162

<i>Date of Council Adoption: June 24, 2019</i>	<i>Date of Last Amendment: <u>March 10, 2020</u></i>
<i>Council Resolution Number: 2019-158; 2019-264; 2019-365; 2019-374; 2019-</i>	
<i>Originating Department: Planning and Development Services</i>	<i>Date last reviewed by the Governance and Legislation Committee: June 10, 2019</i>

Deleted: September 30, 2019

Mandate

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

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

The Task Force will establish criteria and benchmarks/evaluation process for the pilot project in relation to dogs on the promenade prior to it commencing with further reporting to occur following conclusion of the pilot project.

Deleted: Purpose

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

Definition:

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

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Member means those appointed by Council to an Advisory Board.

Annual Work Plan

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

that additions to the work plan may be recommended by Council, or staff or the Advisory Body itself.

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

General Terms

Term

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

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

Membership

- a) The Task Force will consist of no more than seven (7) voting members appointed by Council from the community at large following a public recruitment process, two (2) non-voting members of Council (1 member, 1 alternate) and City staff as required.
- b) A majority of voting members must be:
 - i. White Rock residents
- c) Non-voting representatives from the following groups, organizations or businesses will be invited to participate:
 - i. One (1) member/ representative from the Semiahmoo First Nation (SFN)
- d) Non-voting staff liaisons are:
 - i. Director of Planning and Development Services (or designate)
 - ii. Committee Clerk
- e) Committee members shall serve as volunteers without remuneration or gifts.

Chairperson

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

Meetings

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

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Deleted: . The composition of the Task Force will be determined by City Council who will review applications from the public.

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Deleted: will be invited to serve on the Task Force as a non-voting member.

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Deleted: In addition, one (1) member of Council and Alternate, and the

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Deleted: <#>The majority of members will be White Rock residents.¶

Deleted: Term¶
The goal of the Task Force will be to present its recommended approach for assessing the trial period to Council by April 20, 2020.¶

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- meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson and Council Liaison, and inform all members.
- e) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following an attempt to notify the Chairperson and Council Liaison followed by all members.
- f) Quorum for meetings shall be a majority of all voting members.
- g) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:
- i. record the names of the members present, and those absent; and
 - ii. conclude the meeting until the next scheduled meeting.
- h) All meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.
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- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.
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- i. Any such action must be referred to Council for consideration and adoption;
- ii. Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.

q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.

Note: This clause only applies to event oriented Advisory Bodies to Council (ex: Sea Festival and Tour de White Rock).

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s) Where a Member, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.

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

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Sub Committees and Working Groups

a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.

b) Working Groups: A committee or sub-committee may form a working group for the limited purpose of:

- i. Gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
- ii. Carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body of Council).

c) Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, an Advisory Body of Council then it may be characterized as a sub-committee and not a mere working group – this type of work is to be done in the committee or sub-

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- i. Receive and prepare correspondence;
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 - vi. Distribute agenda packages to members;
 - vii. Post all notices, agendas and minutes for the public record;
 - viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
 - ix. Provide minutes, with recommendations, to Council;
- v) Update the Terms of Reference policy.

Procedures

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

Code of Conduct

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

Deleted: Meetings will be held as the need arises at the call of the Chairperson. The meeting schedule will then be published and updated as needed by the Committee Clerk.¶

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

¶
<#>Quorum for meetings shall be one half of the voting membership plus one (1) or a member majority if the membership is of an even number (if the membership is ten members, quorum = six members). ¶

¶
<#>If there is no quorum of the committee present within 15 minutes of the scheduled start time the Committee Clerk will :

¶
<#>record the names of the members present, and those absent; and
<#>conclude the meeting until the next scheduled meeting. .

¶
<#>All committee meetings are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the Committee. The public would attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to a member of the public in attendance to speak to the item in question. ¶

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

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

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

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

¶
<#>The Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policy, meeting schedule, and administrative support to committees. Agendas and approved minutes will be posted on the City's website.¶

¶
<#>Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.¶

¶
<#>A committee meeting or a portion thereof may be closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.¶

¶
<#>Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.¶

¶
<#>Where a member of a committee, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves...

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

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

(PRINT NAME)

(SIGNATURE)



POLICY TITLE: TERMS OF REFERENCE: HOUSING ADVISORY COMMITTEE

POLICY NUMBER: COUNCIL – 164

<i>Date of Council Adoption: July 22, 2019</i>	<i>Date of Last Amendment: March 10, 2020</i>
<i>Council Resolution Number: 2019-316; 2019-</i>	
<i>Originating Department: Planning and Development Services</i>	<i>Date last reviewed by the Governance and Legislation Committee: October 21, 2019</i>

Deleted: October 21, 2019

Mandate,

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The White Rock Housing Advisory Committee will provide advice to Council regarding potential housing and affordable housing policies, tools, incentives and partnerships that support a range of housing options and affordability levels in the City of White Rock. The Committee will also assist the Planning and Development Services Department in completing the Official Community Plan Review, Zoning Bylaw Update and preparing a Housing Needs Report. The work of the Committee will include these items:

- Reviewing background research on the City’s housing needs, particularly the standardized data provided by Metro Vancouver Regional District regarding factors that impact housing affordability (current and projected population, household income, significant economic sectors and currently available and anticipated housing units);
- Conducting a SWOT analysis to determine the strengths, weaknesses, opportunities and threats that impact the affordability of housing in White Rock;
- Reviewing municipal policies, tools and incentives for creating a range of affordable and rental housing options, including density bonuses and transfers, and the use of City land and/or Community Amenity Contributions (CACs) as City contributions to partnership-based affordable housing projects;
- Providing input into the Official Community Plan affordable housing policy review;
- Reviewing existing rental housing policies related to tenant relocation and protections;
- Providing recommendations on using ‘residential rental tenure zoning’ in White Rock, permitting multiple secondary suites in a single building, and eliminating the minimum size of secondary suites as currently proposed under the BC Building Code; and
- Consulting with community stakeholders, government and non-profit agencies, potential partners and the public to develop strategic goals and actions to protect, maintain, improve existing rental housing and create new affordable housing (ownership/rental).

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Committees may consider, inquire into, report and make recommendations to Council about matters referred to Committee by Council, the Chief Administrative Officer, Staff Liaison or

items brought forward by Committee members that are aligned with the Committee's mandate/Terms of Reference.

Definition:

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

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Member means those appointed by Council to an Advisory Board.

Annual Work Plan

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

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

General Terms

Term

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

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

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<#>Representatives from the following groups, organizations or businesses will be invited to participate on the Committee:
<#>
<#>City Council (3 members)

Membership

a) The Committee will consist of up to seven (7) voting members appointed by Council from the community at large following a public recruitment process, three (3) non-voting members of Council, (1 member, 2 alternates) and City staff as required.

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b) A majority o voting members must be:

i. White Rock residents

c) Non-voting representatives from the following groups, organizations or businesses will be invited to participate:

i. MP

ii. MLA

iii. Peninsula Homeless to Housing Task Force

iv. Semiahmoo Seniors' Planning Table

v. White Rock Economic Development Advisory Committee

vi. The Public

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d) Non-voting staff liaisons are:

i. Director of Planning and Development Services

ii. Manager of Planning

iii. Planner (as required)

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iv. Committee Clerk

- e) Members shall serve as volunteers without remuneration or gifts.

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Chairperson / Vice-Chairperson

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

Deleted: Council will appoint the Chairperson and a Vice-Chairperson of the Committee.¶

Meetings

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

- j) When deemed relevant to the discussion of a particular item of business under consideration, the Advisory Body will take into account the meeting business, the permitted time to conduct the remaining business and the Chairperson may, with majority consent of those committee members in attendance, give permission to a member of the public in attendance to speak to the item. The speaker will deliver their comments within a limited time as determined by the Advisory Body prior to speaking.
- k) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- l) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson and Council representative where there have been three (3) consecutive absences without knowledge/reason. Council may determine that prolonged unexcused absences may result in the removal of the member.
- m) Any person with particular expertise, including staff, may be invited by the Chairperson or Staff Liaison to attend a meeting in order to provide information or advice, but only voting members appointed by City Council may vote on matters.
- n) An Advisory Body must hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- o) An Advisory Body do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- p) An Advisory Body cannot direct staff to take action without the endorsement of City Council. They cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City.
- i) Any such action must be referred to Council for consideration and adoption;
 - ii) Staff liaisons may advise of existing policies or Council directives, and the need to refer the matter to Council prior to taking any action.
- q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the Advisory Body works with the staff member assigned to that committee on those matters.
- Note: This clause only applies to event oriented Advisory Bodies to Council (ex: Sea Festival and Tour de White Rock).**
- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.

- s) Where a Member, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- t) Members are not permitted to speak directly with the media on behalf of the committee.
- u) Members will not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

Sub Committees and Working Groups

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

Staff Support

- a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:
 - i. Forward all agenda items to Corporate Administration at least one (1) week prior to the meeting date for agenda preparation and on the Public Notice Posting Place;
 - ii. Prepare reports on behalf of the Committee;
 - iii. Review and return draft minutes to Corporate Administration prior to adoption;
 - iv. Report back with status updates agenda items as required;

v. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the Advisory Body prior to going to Council so their feedback can be considered.

b) Corporate Administration will provide meeting management and recording support. Support functions include:

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

Procedures

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

Code of Conduct

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

Deleted: The members shall mutually agree to a meeting schedule at their inaugural meeting. The meeting schedule will then be published and updated as needed by the Committee Clerk.¶

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

¶ Quorum for meetings shall mean a majority of all of the Committee voting members.¶

¶ If there is no quorum present within 15 minutes of the scheduled start time the Committee Clerk will:

¶ record the names of the members present, and those absent; and ¶ conclude the meeting until the next scheduled meeting. ¶

¶ All Committee meetings are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the Committee. The public would attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration, the Chairperson may, with majority consent of those members in attendance, give permission to a member of the public in attendance to speak to the item in question. ¶

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

¶ If a member:¶

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

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

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

Deleted: Rationale:¶

¶ The purpose of the Housing Advisory Committee is to provide advice to Council regarding potential housing and affordable housing policies, tools, incentives and partnerships and provide assistance to Planning and Development Services in completing the Official Community Plan Review and preparing a Housing Needs Report.¶

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

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

(PRINT NAME)

(SIGNATURE)

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



**POLICY TITLE: SELECTION AND MAINTENANCE OF SISTER CITY
/FRIENDSHIP CITY RELATIONSHIPS**

POLICY NUMBER: ADMIN - 215

<i>Date of Council Adoption: September 14, 2015</i>	<i>Date of Last Amendment: February 6, 2017</i>
<i>Council Resolution Number: 2015-308, 2017-063</i>	
<i>Originating Department: Leisure Services</i>	<i>Date last reviewed by the Governance and Legislation Committee: <u>March 9, 2020</u> January 30, 2017</i>

Policy: Selection and Maintenance of Sister City Relationships

Policy Statement

The City of White Rock will consider establishing Sister City relationships with other municipalities that offer potential benefits to the City of White Rock and the broader community through economic development, cultural, educational and friendship exchanges.

Purpose

The purpose of this policy is to establish guidelines within which Sister City relationships with other municipalities may be established, maintained or terminated. A Sister City relationship is intentionally created by two (2) or more city governments through a formal agreement. In order to foster a meaningful exchange the City will only commit to one (1) Sister City and one (1) Friendship City Agreement at one (1) time.

Objective

The primary objective of White Rock’s Sister City Program is to foster mutual understanding and meaningful cultural and commercial connections with designated Sister Cities in the interests of our citizens. Staff will be cognizant to realizing direct beneficial opportunities and / or relationship(s) that from time to time may present themselves, these initiatives will be forwarded to Explore White Rock for consideration.

Background

Sister City relationships between communities can foster a wide range of cultural, educational, recreational and economic benefits and opportunities. Council may, through application of the criteria and procedures in this policy, receive, review and decline or approve proposals for the establishment of new Sister City relationships. The policy also provides for management of the relationships once established, through liaison, reporting and sponsorship agreements with local organizations primarily responsible for Sister City activities.

Levels of Sister City Agreements

The City of White Rock will support two (2) levels of international exchange relationships:

1. Sister Cities
2. Friendship Cities

Definition of Terms

The terms used in international partnerships describe the cooperative agreements between cities in the global community to promote cultural and commercial exchange. For the purposes of clarification, the following definition of terms is provided:

Sister City: A city that has entered into a formal relationship with the City of White Rock through a Sister City Agreement.

Sister City Agreement: A formal, long-term agreement that involves the commitment of municipal resources (i.e. staffing and financial) to achieve specific goals and objectives. Sister City Agreements usually involve participation in projects and/or exchanges that promote cultural awareness, joint educational opportunities, or trade and economic development.

Friendship City: Generally a demonstration of goodwill between two (2) cities that does not carry the same level of commitment or obligation as a formal Sister City arrangement.

Friendship City Agreements: An informal agreement which typically involves the signing of a Memorandum of Understanding (MOU) by the Mayors of two (2) communities to promote friendship and cooperation between their communities.

Sponsor Organization: A local organization that will manage the Sister City relationship. The organization must be based in White Rock and be either a select committee of Council, a sub-committee or a registered non-profit society.

Sponsor Agreement: A Memorandum of Understanding (MOU) between the City of White Rock and the sponsor organization outlining the requirements for managing the Sister City relationships.

Procedures

The Corporate Administration Department will be responsible for overseeing the City's Sister City program. The City's Economic Development Advisory Committee of Council will act as the Sponsor Organization to administer the Sister City Program on behalf of the City.

Each Sister City relationship will be reviewed at a minimum of every five (5) years to determine if the City's Sister City Program objectives are being met. Should it be determined that a Sister City relationship is not meeting the City's objectives, the Director of Corporate Administration along with City's Economic Development Advisory Committee of Council, will re-evaluate the

situation and make recommendations to Council to either terminate the relationship, re-establish the relationship, or retain the status quo.

Role and Responsibilities of the Sponsor Organization

The Sponsor Organization is responsible for:

1. Reviewing Sister City and Friendship City proposals and making recommendations to Mayor, Council and City Administration.
2. Recommending to Council an annual budget for the Sister City/Friendship City Program.
3. Recommending to Council an Annual Plan for engagement with the Sister City / Friendship City in correlation with the suggested annual budget.
4. Ensuring that the number of Sister City/Friendship City relationships the City of White Rock enters into do not exceed available resources.
5. That goals and objectives be established with each Sister City and Friendship City in order to evaluate whether the relationship is meeting the needs of the City of White Rock.
6. Determining the number and duration of official visits, subject to budget limits established annually by Council.
7. Determining which individuals, groups and organizations could best participate and benefit from fostering ongoing relationships with their Sister City counterparts.

Staff Responsibilities

City of White Rock staff are responsible for:

1. Coordinating all official visits to and from White Rock.
2. Arranging delegations in consultation with counterparts in Sister Cities.
3. Providing resources and advice to the Sponsor Organization about responsibilities and protocol.
4. Providing advice to local organizations and businesses which are extending invitations and seeking exchanges with reciprocal organizations in existing or potential sister cities.
5. Providing advice about responsibilities and protocol to individuals and groups that are participating in official and unofficial visits.
6. Coordinating the collection of all Sister City and Friendship City proposals, and forward them to the Sponsor Organization for their review.

Selection Criteria for Consideration of Sister City and Friendship City Requests

The Sister City model is based on community to community relationships. Proposals for Sister City relationships with the City of White Rock will be assessed based upon the following criteria:

Similarity – there are identifiable similarities or mutual interest between the City of White Rock and the proposed Sister City (examples size of population, similar geography, similar commercial bases etc.).

Exchange – there is potential for cultural, educational, recreational and/or economic exchange.

Reciprocity – as a Sister City there are reciprocal benefits and opportunities for both parties to develop relationships through cultural, educational, recreational and economic activities.

Community Driven – there is endorsement, active leadership, involvement and support by the community, through an existing organization or business, to both establish and maintain the relationship.

Strategic Benefit – the short-term and long-term benefits of the relationship outweigh the public costs of entering into or maintaining the relationship.

Exclusivity & Proximity – the City of White Rock does not have a Sister City relationship with any other municipality in the same country or within close proximity of a proposed Sister City location.

Political Stability – the country in which the Sister City is situated has a stable political climate as determined by the Department of Foreign Affairs and International Trade (DFAIT).

Financial Implications – the reciprocal relationship must be realistic and financially achievable within allocated annual budget resources.

History - is there any common history or linkages with the community or region?

The Proposal Review Process

Prior to consideration of Sister City proposals by Council, the Sponsor Organization must submit to Corporate Administration a detailed written proposal including the following information:

- Name of municipality and country of the proposed Sister City
- Demographic profile of the proposed Sister City
- Outline the short and long termed benefits to both cities
- Describe identifiable similarities and areas of mutual interest
- Prepare a three (3) year work plan including the process and timeline for formalizing the relationship
- Develop a budget for the work plan (including a fundraising plan if required)
- Describe the proposed Sister City's expectations for the relationship
- A letter of invitation from the Mayor of the proposed Sister City and the Sponsor Organization

Upon receipt of a proposal, City staff will review the proposal against the criteria in this policy and provide recommendations to City Council.

The Proposal Implementation Process

If the Sister City relationship has been recommended by Corporate Administration staff and given approval to proceed by City Council, the following implementation process will be followed:

- The Sponsor Organization and the proponent will be notified in writing.
- A formal letter of interest will be sent from the Mayor of White Rock to the Mayor of the proposed Sister City;
- A Sister City Agreement is developed with the Sister City for an initial term of three (3) years with provision for renewal;
- The final agreement will be presented to Council with a recommendation to formally establish a Sister City relationship, and a formal signing ceremony will be arranged by City staff;
- The hosting of official delegations will cover 100% of the cost of gifts, ceremonial dinners, transportation within the City, translation fees and similar acts of hospitality, but does not cover other delegate costs such as transportation to White Rock, meals, accommodation or translation services.
- All Sister City relationships may benefit from ongoing base budget allocated specifically for expenses associated with:
 - The City of White Rock hosting visiting delegations from Sister Cities;
 - Purchase of gifts to be given by City of White Rock Council members when visiting Sister City hosts; and
 - 100% of the costs of the official delegation for transportation, accommodation, translation fees and meals.

Annual Council Representation

For circumstances where there are to be expected closed meetings between Council and the Sister City representatives, in order to ensure there is not a quorum of Council where the possibility of an illegal meeting is held, annually there will be Council Appointments made as follows:

- **Mayor**
- **Two (2) Members of Council**
- **One (1) Alternate Member of Council**

The Mayor and the appointed two (2) members of Council will represent the City in this circumstance.

Rationale:

This policy has been developed to set guidelines within which Sister City relationships with other municipalities may be established, maintained, declined or terminated. The policy also provides for management of the relationships once established, through liaison, reporting and sponsorship agreements with a local Sponsor Organization primarily responsible for Sister City Program activities.

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



POLICY TITLE: ORDER OF PROCEEDINGS AND BUSINESS FOR COUNCIL AGENDAS

POLICY NUMBER: COUNCIL - 111

<i>Date of Council Adoption:</i> July 13, 2009	<i>Date of Last Amendment:</i> January 14, 2019
<i>Council Resolution Number:</i> 2009-382, 2013-082, 2015-214	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> December 10, 2018 <u>March 9, 2020</u>

Policy:

(1) The agenda for all regular Council meetings may contain the following matters in the order in which they are listed below or as needed where the Mayor, Chief Administrative Officer or [Director of Corporate Administration](#) ~~City Clerk~~ deem appropriate this order may be varied to accommodate necessary situations:

- 1) Call Meeting to Order
- 2) Adoption of Agenda
- 3) Adoption of Minutes
- 4) [Special Presentation\(s\) \(if applicable\)](#)
- 5) [Postpone / Adjournment for Public Hearing or Meeting \(if applicable\)](#)
- ~~4)6) Question and Answer Period~~
- ~~7) Delegations / PetitionsPresentations~~
- ~~8) Consent Agenda~~
- ~~5) —~~
- ~~9) Corporate Reports and Presentations(Action)~~
- ~~6)10) Corporate Reports (Information)~~
- ~~7)1) Minutes and Committee Recommendations (Standing and Select)~~
- ~~11) Bylaws and Permits~~
- ~~8)1) Consent Agenda~~
- ~~12) Minutes and Committee Recommendations (Standing and Select)~~
- ~~9)13) Correspondence~~
- ~~10)14) Mayor and Councillor Reports~~
- ~~14)15) Motions and Notices of Motion~~
- ~~12)16) Release of Items from Closed Council Meeting(s)~~

- ~~13)~~17) _____ Other Business
- ~~14)~~18) _____ Conclusion of the Meeting

~~Note: In the event Council will be making a special presentation or recognizing an individual(s) or organization this opportunity will be placed on the agenda directly following the meeting being called to order.~~

- (2) The agenda for all Special Council meetings may contain whatever items are listed for consideration at that meeting.
- (3) Particular business at a Council meeting must be taken up in the order in which it is listed on the agenda unless otherwise amended by Council through resolution.

Rationale:

This item is established under a policy enabling Council and staff to work through the order of business for Council agendas. Previously it has been included in the Council Procedure Bylaw. Due to the nature of the policy this item does not affect the decision making process, it is an operational aspect of the meeting agenda. A Council Procedure Bylaw requires readings that would involve at least two (2) meetings to complete. It is more efficient to have an item of this nature addressed through a policy where unusual circumstances can be addressed by staff or it can be amended by Council through a single consideration should the need arise.

THE CORPORATION OF THE
CITY OF WHITE ROCK



POLICY TITLE: COUNCIL POLICY DEVELOPMENT

POLICY NUMBER: COUNCIL - 103

<i>Date of Council Adoption: October 5, 2009</i>	<i>Date of Last Amendment: June 15, 2015</i>
<i>Council Resolution Number: 2009-477, 2013-082, 2015-214</i>	
<i>Originating Department: Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: March 9, 2020</i>

Policy:

1. A proposed policy can originate from:
 - Mayor or Councillor or Council (collectively)
 - through the CAO (Chief Administrative Officer)
 - a Standing Committee of Council
2. A proposed policy, excluding financial policies, will be directly referred to the Governance and Legislation Committee. The Committee would review the policy and forward it to Council with their recommendation(s) prior to consideration of adoption.
3. Financial policies will be directly referred to the Finance and Audit Committee. The Committee would review the policy and forward it to Council with their recommendation(s) prior to consideration of adoption.

RATIONALE:

To ensure City Council considers each policy fully and with the full participation of Council before it is adopted.

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



POLICY TITLE: DEPUTY MAYOR

POLICY NUMBER: COUNCIL - 108

<i>Date of Council Adoption:</i> October 5, 2009	<i>Date of Last Amendment:</i> June 15, 2015
<i>Council Resolution Number:</i> 2009-477, 2011-075, 2013-082, 2015-214	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015 <u>March 9, 2020</u>

Policy:

The Deputy Mayor ~~is the Councillor who is responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.~~ is responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

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The Deputy Mayor schedule will be approved annually ~~December~~. Council will designate the order in which each member will serve as Deputy Mayor on a rotating basis. During an election year, this will be done at the inaugural Council meeting. As required, amendments to the Deputy Mayor rotation must can be made ~~to the schedule~~ by Council resolution.

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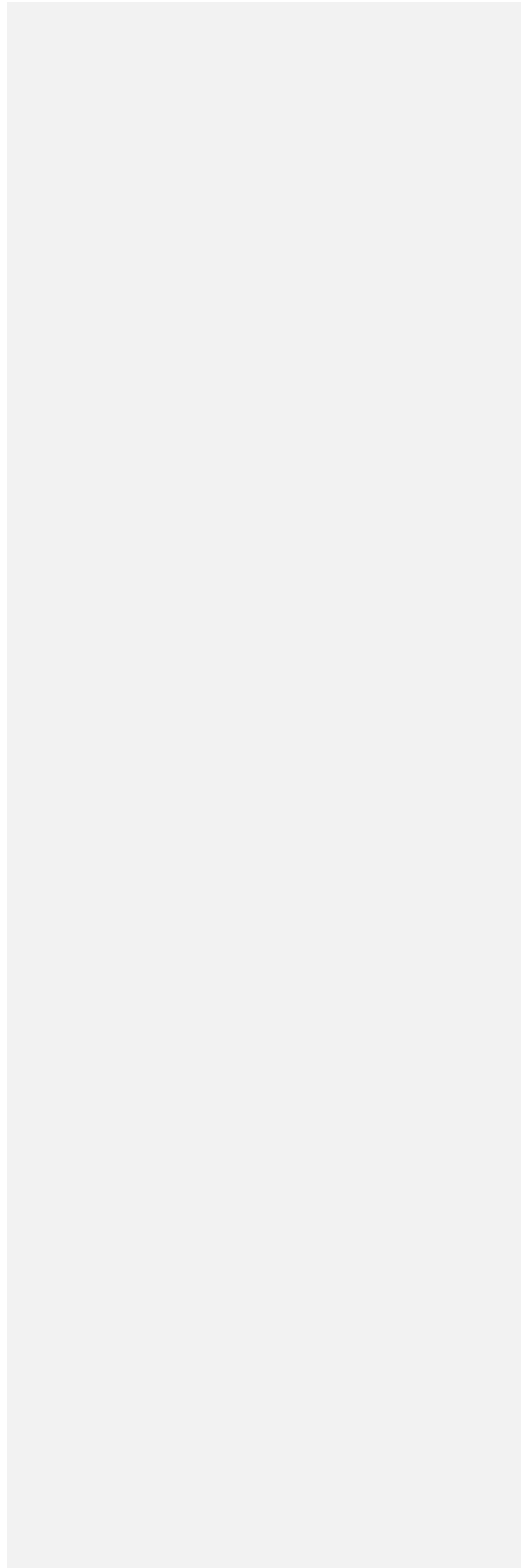
In the circumstance the Deputy Mayor is required to chair a full Council or Standing Committee meeting they ~~may will~~ sit in the Mayor's chair in the Council Chambers.

In the absence of the Mayor and an item of an urgent nature arises, the ~~current-current~~ Deputy Mayor will be responsible to act in the place of the Mayor. This includes matters such as document execution and mediapress releases when staff are working to meet a deadline.

In the event of an emergency and the Mayor is not available to declare a state of emergency if it is required, then the current Deputy Mayor should first be contacted and, if unavailable, the ~~next first~~ available member of Council, following the established Deputy Mayor rotation schedule, would be considered to be Acting Mayor until the arrival of the Mayor or current Deputy Mayor.

Rationale:

Clarification of procedure to follow when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.



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



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POLICY TITLE: INVITATIONS TO MAYOR AND COUNCIL

POLICY NUMBER: COUNCIL - 122

<i>Date of Council Adoption:</i> December 6, 2010	<i>Date of Last Amendment:</i> June 15, 2015
<i>Council Resolution Number:</i> 2010-535, 2013-082, 2015-214	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015 ; <u>March 9, 2020</u>

Policy:

1. All invitations to the Mayor and Council will be directed to the Executive Assistant.
2. ~~The Executive Assistant will forward a~~ All invitations received and directed to Mayor and Council ~~to Council~~ will be forwarded to Council by the Executive Assistant.
3. For those events where ~~representation from a Council presenee is required or being sought mandatory – following consultation and as determin~~ direction by the ed in consultation with the Mayor, the Executive Assistant- will ask for councillors to respond to inquiries being made by the Executive Assistant direct to her/him, who will then and will follow up to address the request being sought ~~ensure at least one member of Council will be present~~ for the event.
4. For those events where ~~the Mayor is asked to speak a speaker is requested and the Mayor and~~ is unable to attend, following consultation with the Mayor, the Executive Assistant will contact the Deputy Mayor and if unavailable, will defer to the Deputy Rotation schedule or reach out to a member of Council. If the Deputy Mayor is also unavailable the Executive Assistant will consult with the Mayor to try and secure a member of Council to attend and speak ~~er~~ at the event.
5. The Executive Assistant will confirm attendance and expectations with the event organizer and will ensure attendees have all the necessary information, speech requirements, etc. before the event.
6. The Mayor or member of Council attending the event may choose to report on their attendance to Council at the next regular Council meeting.

Rationale:

To establish a consistent approach and process for ~~to~~ invitations sent to Mayor and Council. ~~it. It~~ is important necessary to ensure event information is relayed and that make sure the proper

| follow up is ~~conducted done in order so that to ensure a~~ council representati~~on~~ve and/or a speaker is in attendance for those functions that request or require one.

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



POLICY TITLE: USE OF ELECTED OFFICIAL OFFICE – OFFICIAL TITLE

POLICY NUMBER: COUNCIL - 151

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

Policy:

A Council member’s “office” includes the use of an official title, e-mail address, letterhead, or signature line, and includes any action by the Council member that suggests or can be reasonably perceived to suggest that the Council member is acting in or relying on their official role.

Council members must not purport to act or speak on behalf of Council unless authorized by Council. Further, Council members must not use their office for any purpose other than for the exercise of their official duties or functions.

The following is a non-exhaustive list of activities that are contrary to this policy:

1. Council members must not use their official title (i.e. “Councillor” or “Mayor”) in personal or business communications.
2. Council members must not use their office for their own private advantage or personal gain or the advantage or gain of a family member, friend or associate, business or otherwise.
3. Council members must not use their office to secure preferential treatment or improperly influence the decision of another person or body, beyond that which Council members normally engage on behalf of their constituents in the exercise of their official duties.

Rationale:

The purpose of this policy is to clarify supported circumstances for the use of elected official titles.

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW 2328**



A bylaw to amend the White Rock Secondary Suite
Service Fee Bylaw, 2012, No. 2009

The Council of the City of White Rock, in open meeting assembled, enacts as follows:

1. Section 3 of the said Bylaw is hereby deleted in its entirety and replaced with the following:
“The amount of the secondary suite service fee payable under Section 2 of this Bylaw shall be \$310.”

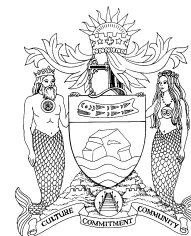
2. This Bylaw may be cited for all purposes as the “White Rock Secondary Suite Service Fee Bylaw, 2012, No. 2009, Amendment No. 6, 2019, No. 2328.”

RECEIVED FIRST READING on the	9 th	day of	March, 2020
RECEIVED SECOND READING on the	9 th	day of	March, 2020
RECEIVED THIRD READING on the	9 th	day of	March, 2020
ADOPTED on the		day of	

MAYOR

DIRECTOR OF
CORPORATE ADMINISTRATION

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW 2318**



A Bylaw to impose fees and charges for various services offered by the City that are not included in any other City Bylaw.

The Council of the City of White Rock, in open meeting assembled, enacts as follows:

1. Definition

1.1 In this bylaw, the following definition applies:

City means the City of White Rock

2. Bylaw Duration

2.1 The fees and charges are set out in this bylaw for the year 2020.

2.2 “*2020 Fees and Charges Bylaw, 2020, No. 2318*” will take effect the date this bylaw is adopted. If a new bylaw regarding Fees and Charges has not been adopted by January 1, 2021, the fees and charges contained in this bylaw will continue to remain in effect until a new bylaw on this matter has been adopted by City Council.

3. Fees and Charges Schedules

3.1 A person will pay the specified fees / charges for services set out in the following schedules which are attached to and form part of this bylaw:

Schedule A	Planning and Development Services
Schedule B	Engineering and Municipal Operations
Schedule C	RCMP
Schedule D	Centennial Park Leisure Centre - Arena Facility Rental
Schedule E	Centennial Park Leisure Centre – Hall / Lounge / Boardroom / Recreation Room Facility Rentals
Schedule F	Centre for Active Living - Facility Rental
Schedule G	Kent Street Activity Centre - Facility Rental
Schedule H	White Rock Community Centre - Facility Rental
Schedule I	Centennial Park Leisure Centre - Outdoor
Schedule J	Recreation and Culture - Miscellaneous
Schedule K	Financial Services
Schedule L	Photocopies, Mapping and Computer Information
Schedule M	Fire Rescue

4. **Tax**

4.1 Unless specifically indicated otherwise, the fees and charges in this bylaw are subject to applicable taxes.

5. **Further Fees / Charges Considerations**

5.1 In addition to paying the facility rental fee or filming fee, a person must also provide liability insurance to rent a facility listed in **Schedules D – J** or film on City property as in **Schedule J** by:

- (a) paying the City an insurance liability premium according to the User Group Rating Schedule provided by the City's insurance provider; or
- (b) naming the City as a co-insured on the liability insurance policy, valued at least \$5 million, and providing the City with proof of coverage.

6. **Refunds (when applicable) and Cancellations**

6.1 For a facility rental fee in Schedules D – J the City may issue a refund of 100% if the refund is requested at least 14 days before the actual booked date.

6.2 For a facility rental fee in Schedules D – J the City will not issue a refund, if:

- a) the refund is requested less than 14 days before the actual booked date; and/or;
- b) the booked date has previously been amended; and/or;
- c) there is inclement weather that affects the booking for outdoor special events.

In these circumstance only the damage deposit is refundable.

6.3 Three months advance notice is required to cancel an ongoing facility user contract.

6.4 The City of White Rock Recreation and Culture Department reserves the right to cancel bookings at any time, with a full refund of funds paid.

7. **Repeal of Bylaws**

7.1 City of White Rock "2019 Fees and Charges Bylaw, 2019, No. 2298" and all its amending bylaws are repealed as of the date this bylaw is adopted.

8. **Severability**

8.1 If a portion of the bylaw is held invalid by a Court of competent jurisdiction, 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.

9. **Citing**

9.1 This Bylaw may be cited as the “*2020 Fees and Charges Bylaw, 2020, No. 2318*”.

RECEIVED FIRST READING on the	9 th day of	March, 2020
RECEIVED SECOND READING on the	9 th day of	March, 2020
RECEIVED THIRD READING on the	9 th day of	March, 2020
ADOPTED on the	day of	

MAYOR

DIRECTOR OF CORPORATE
ADMINISTRATION

Schedule 'A'
PLANNING and DEVELOPMENT SERVICES

ITEM	2020	
Building Code Alternative Solution/Equivalency	\$649	
Change of Address	\$574	
Letter of Enquiry		
• Residential	\$162	
• Multi-family or commercial	\$636	
Noise Bylaw Extension of Hours – Admin Fee	\$265	
Property File Research and Copies		
• Research and first printed copy	\$16	
• Each additional copy	\$5	
• Copies on disc or flash drive (excluding print cost)	\$22	
Building Permit Plans (Architectural Drawing Size)		
• First Print	\$50	
• Each additional print	\$25	
Property Site Survey Certificate	\$21	
Sidewalk Use License – per square foot *	\$4	
Sidewalk Use Agreement Application	\$172	
Other Fees		
• Accessory registered secondary suite in conjunction with a new house building permit registration	\$245	
• All other secondary suite registrations	\$324	
• Underground Oil Storage Tank Removal documentation	\$223	
Building Permit Fees:		
Range of “Construction Value”	Initial Fee	Additional fee per \$1,000 or part thereof
\$0 to \$1,000	\$205	
\$1,001 to \$100,000	\$205	\$18
\$100,001 to \$250,000	\$1,987	\$14
\$250,000 and over	\$4,087	\$12
NOTES:		
<p>The current edition of the Marshal Valuation Service or the Marshall and Swift Residential Cost Handbook may be used by the Building Official to determine the “Construction Value” of the work for the purpose of assessing permit fees.</p> <p>Any Building Permit fee payable shall be reduced by 2.5% to a maximum reduction of \$500.00 where any aspect of the construction of the proposed building or alteration is under the review and Letters of Assurance of a CRP – Coordinating Registered Professional.</p>		

Schedule 'A'
PLANNING and DEVELOPMENT SERVICES - Continued

Other Building Permit Related Fees	
• Extension of Building Permit	\$212
• Creation of New Civic Address	\$575
• Building Permit Transfer	\$371
• Re-review of Plans Fee - per hour	\$265
• Building Move Fee	\$212
• Digital Archive Fee – per page	\$5
• Re-Inspection Fee	\$265
Demolition Permit	
• Accessory Building	\$85
• SFD/Duplex	\$1,114
• Commercial/Multi-Family	\$1,325
Plumbing Permit Fees	
• First Fixture	\$80
• Each Additional Fixture	\$43
• First Sprinkler Head	\$80
• Each Additional Sprinkler Head to 100	\$5
• Each Additional Sprinkler Head over 100	\$3
• Each Fire Hydrant	\$48
• Each Standpipe	\$48
• Each Hose Valve	\$48
• Fire Department Connection	\$48
• SFD/Duplex Sanitary Sewer	\$80
• SFD/Duplex Storm Sewer	\$80
• SFD/Duplex Water Service	\$80
• MFD/Commercial Sanitary Sewer first 30m	\$139
• MFD/Commercial Storm Sewer first 30m	\$139
• MFD/Commercial Water Service first 30m	\$139
• Each Additional 30m of Commercial Sanitary Sewer, Storm Sewer, or Water Service or part thereof	\$68
• Each Sump, Manhole, or Catch Basin	\$68
• Re-Inspection Fee	\$265
• Non-compliance Inspection Fee	\$265
• Special or Other Inspection Fee	\$265

* Pro-rated based on license coverage dates for seasonal licenses.

Schedule 'B'
ENGINEERING and MUNICIPAL OPERATIONS

ITEM	2020	
Waste Bags		
• Kitchen – large (lined) – per 5 pack		\$6.50
• Kitchen – small (lined) – per 10 pack		\$5.20
• Yard – per 5 pack		\$4.47
Roll Outs (for eligible locations of 6 or less units)		\$160
Curbside Blue or Red Recycling Boxes		\$5
Surplus Household Waste Decals		\$5
Parks Dedication Program	Initial	Renewal
• Bench	\$4,000	\$2,000
• Drinking Fountain	\$4,600	\$2,300
• Light Standard	\$3,100	\$1,550
• Picnic Table	\$3,500	\$1,750
Parks Dedication Program – Replacement Plaques		\$230
Road and Right of Way Fees		
• Road and ROW Administration Fee		\$55
• Road and ROW Re-Inspection Fee		\$260
• Road and ROW Alteration Permit Fee		\$700
• Road and ROW Use Permit Fee		\$220
• Road and ROW Use Fees – per linear meter per week		
• Walkway/pathway		\$2.00
• Boulevard		\$1.00
• Arterial		\$7.00
• Collector		\$5.00
• Local Road		\$3.00
Servicing Agreement Fees		
• Application fee		\$3,000
• Extension fee		\$350
• Latecomer Agreement Application Fee		\$3,000
Engineering Administration Fees on Service Agreements		
• First \$250,000 of estimated construction cost		4.0%
• Next \$250,000 of estimated construction cost		2.5%
• Remaining estimated cost exceeding \$500,000		1.5%

Schedule 'C'
RCMP

ITEM	2020
Accident Reports (MV6020's) copies for ICBC	\$65
Request for information relating to Thefts/B & E's etc. received from insurance companies	\$65
Police Certificates (Form 1868)	\$65
Court Ordered File Disclosure Copy of File (Notice of Motion)	\$65 flat fee \$0.50/page \$10 Shipping
Police Information Checks	\$65
<ul style="list-style-type: none"> • Volunteers – live in White Rock and volunteer in either White Rock or South Surrey (requires letter from agency) n/c • Students – for school or training program (requires letter from the agency/school) n/c 	n/c n/c
Photographs	\$2
CD of Photographs	\$5
Fingerprints	\$65
Traffic Analyst Report	\$175
Field Drawing Reproduction	\$65
Mechanical Inspection Reproduction	\$65
Crash Data Retrieval Report – Black Box	
<ul style="list-style-type: none"> • (Non ICBC request) \$175 • (ICBC request) \$65 	\$175 \$65
Field Drawing Reproduction	\$65
Scale Drawing Reproduction	\$65
Measurements – Provided by Member	\$65
Confirmation letter	\$65

Schedule 'D'
CENTENNIAL PARK LEISURE CENTRE
ARENA
Facility Rental

ITEM	Aug 2019 to April 2020 Per Hour unless otherwise stated	Aug 2020 to April 2021 Per Hour unless otherwise stated
Ice Rentals (Non-Subsidized)		
• Prime Rate	\$313	\$323
• Non-Prime Rate	\$239	\$246
• Statutory Holiday Rate	\$359	\$370
Ice Rentals (Partially Subsidized)		
• Prime Rate	\$149	\$154
• Non-Prime Rate	\$84	\$87
• Statutory Holiday Rate	\$221	\$228
Ice Rentals (Bonus Days)		
• Minor Hockey Tournament (all hours)	\$221	\$228
• Minor Hockey Bonus Days & Ringette Tournament (all hours)	\$84	\$87
• Hockey School (non-profit society or WR Rec and Culture - all hours)	\$150	\$155
• Skills Academy (school hours)	\$73	\$75
• School/Family Skates (all hours)	\$119	\$123
• Figure Skating (three Special Event/Test Days)	\$84	\$87
• White Rock Adult Hockey League	\$260	\$268
		April 2020 to August 2020 Per Hour unless otherwise stated
ITEM		
Dry Floor		
• Minor Lacrosse, Ball Hockey, Roller Hockey (includes non-profit)		\$72
• Adult Lacrosse, Ball Hockey, Roller Hockey (includes non-profit) before 9p.m.		\$104
• Adult Lacrosse, Ball Hockey, Roller Hockey (includes non-profit) after 9 p.m.		\$72
• Special Event Days (one Tournament – 3 days max)		\$72
• Dances/Major Events (8 hours)		\$1,015
• Commercial Dry Floor (not-subsidized)		\$159
• Statutory Holiday		\$107

Schedule 'E'
CENTENNIAL PARK LEISURE CENTRE
HALL/LOUNGE/BOARDROOM/RECREATION ROOM
Facility Rentals

ITEM	2020 Per Hour unless otherwise stated
Hall <ul style="list-style-type: none"> • Commercial Rate • Not for Profit Rate • Wedding Parties (1:30 pm – 1:00 am) • Private Rental • Deposit for Key/Access • Statutory Holiday (min 2 hours) 	\$55 \$37 \$503 \$47 \$37 \$66
Lounge <ul style="list-style-type: none"> • Commercial Rate • Not for Profit Rate • Wedding Parties (with Hall rental (1:30 pm – 1:00 am) • Private Rental • Deposit for Key/Access • Statutory Holiday (min 2 hours) 	\$43 \$25 \$100 \$38 \$37 \$54
Boardroom <ul style="list-style-type: none"> • Commercial Rate • Not for Profit Rate • Private Rental • Deposit for Key/Access • Statutory Holiday (min 2 hours) 	\$32 \$19 \$28 \$37 \$42
Recreation Room <ul style="list-style-type: none"> • Commercial Rate • Not for Profit Rate • Private Rental • Deposit for Key/Access • Statutory Holiday (min 2 hours) 	\$43 \$30 \$38 \$37 \$54

Schedule 'F'
CENTRE FOR ACTIVE LIVING
Facility Rental

ITEM	2020 Per Hour
Cardio Gym 1	
• Commercial Rate	\$92
• Not for Profit Rate	\$57
• Private Rental Rate	\$75
• Statutory Holiday (min 2 hours)	\$102
Cardio Gym 2	
• Commercial Rate	\$92
• Not for Profit Rate	\$57
• Private Rental Rate	\$75
• Statutory Holiday (min 2 hours)	\$102
Fitness Studio 1	
• Commercial Rate	\$56
• Not for Profit Rate	\$37
• Private Rental Rate	\$49
• Statutory Holiday (min 2 hours)	\$66
Fitness Studio 2	
• Commercial Rate	\$56
• Not for Profit Rate	\$37
• Private Rental Rate	\$49
• Statutory Holiday (min 2 hours)	\$66
Education Room	
• Commercial Rate	\$50
• Not for Profit Rate	\$32
• Private Rental Rate	\$41
• Statutory Holiday (min 2 hours)	\$57

Schedule 'G'
KENT STREET ACTIVITY CENTRE
Facility Rental

ITEM	2020 Per Hour
Auditorium	
• Commercial Rate	\$96
• Not for Profit Rate	\$62
• Private Rental Rate	\$81
• Statutory Holiday (min 2 hours)	\$106
Classroom	
• Commercial Rate	\$64
• Not for Profit Rate	\$51
• Private Rental Rate	\$55
• Statutory Holiday (min 2 hours)	\$74
	2020
ITEM	Per Year
Kent Street Activity Centre Membership Fees	
• Adult	\$40

Schedule 'H'
WHITE ROCK COMMUNITY CENTRE
Facility Rental

ITEM	2020 Per Hour unless otherwise stated
Presentation Room ABC with Lobby	
• Commercial Rate	\$217
• Not for Profit Rate	\$134
• Wedding Parties (11:30am – 11:00pm)	\$2,161
• Private Rental Rate	\$184
• Statutory Holiday (min 2 hours)	\$223
Presentation Room ABC	
• Commercial Rate	\$187
• Not for Profit Rate	\$112
• Private Rental Rate	\$161
• Statutory Holiday (min 2 hours)	\$197
Hall A, B, or C	
• Commercial Rate	\$64
• Not for Profit Rate	\$41
• Private Rental Rate	\$55
• Statutory Holiday (min 2 hours)	\$74
Art Room	
• Commercial Rate	\$48
• Not for Profit Rate	\$31
• Private Rental Rate	\$42
• Statutory Holiday (min 2 hours)	\$58
Gallery	
• Commercial Rate	\$58
• Not for Profit Rate	\$37
• Private Rental Rate	\$51
• Statutory Holiday (min 2 hours)	\$68
Studio	
• Commercial Rate	\$58
• Not for Profit Rate	\$37
• Private Rental Rate	\$51
• Statutory Holiday (min 2 hours)	\$68
Kitchen	
• Commercial Rate / hour	\$64
• Damage Deposit	\$561
• Statutory Holiday / hour (min 2 hours)	\$74

Schedule 'T'
CENTENNIAL PARK LEISURE CENTRE
Outdoor

ITEM	2020 Per Hour
Lacrosse Box	
• Youth – non-profit	n/c
• Adult – non-profit	\$8
• Private	\$13
• Commercial – adult or youth	\$19
ITEM	2020 Per Hour
Sports Fields & Ball Diamond Rentals	
• Youth – non-profit	n/c
• Adult – non-profit	\$16
• Commercial – adult or youth	\$24
ITEM	2020 Per Season
Advertising Boards	
• Taylor Box, per season (Mar-Feb)	\$286
• Centennial Park Ball Diamond, per season (Apr-Mar)	\$286

Schedule 'J'
RECREATION AND CULTURE – PROGRAM AND MISCELLANEOUS FEES

ITEM	2020
<p>Activity and Program Fees</p> <ul style="list-style-type: none"> Registered and drop-in program rates will be set to cover all costs including; labour, materials and supplies, facilities and administrative. Surveys and promotions may occasionally offer a discount. <p>Developmental and Partnership Programs</p> <ul style="list-style-type: none"> New activities or programs may be initially offered at a loss to encourage and promote interest Activities and programs with limited users but important to community mandates may be subsidized to ensure public access Partnership programs have external partners so standard fees and charges may not apply 	
<p>Advertising Fees – Recreation Guide</p> <ul style="list-style-type: none"> The price of advertisements are based on the: size, color, and placement and are subject to the overall design of the recreation guide. In determining fees for each publication, the City uses a cost recovery method, including costs to produce and distribute the recreation guide. Therefore, fees can vary from guide to guide. Frequent advertisers (those that advertise in the Spring/Summer and Fall issues will receive a 10% discount on their Winter advertisement). 	
<p>Miscellaneous Fees</p> <ul style="list-style-type: none"> Contract Amendment Fee per Occurrence 	\$27
<ul style="list-style-type: none"> Miscellaneous Rentals Food Cart Pad Rental – per square foot – per year Food Cart Pad Power Fee – per year Bayview Park Plaza Rental (per 3 hour time slot) 	\$4 \$100 \$259
<p>Filming Fees</p> <ul style="list-style-type: none"> Filming Application Fee (includes one day of filming) Filming Fee - Additional Days – per day Operations Site Supervisor, RCMP or Fire Personnel Pay Parking stalls Other Street Parking per space per day Street Use Fee for (30m or 100ft) per day Pier per day Location on Promenade per day Sidewalk Site – per location per day Other City Park or Land Site per day City Building Site per day unless hourly rate applies 	\$312 \$104 Cost recovery Current hourly rate \$13 \$57 \$1,142 \$826 \$464 \$571 \$444

Schedule 'K'
FINANCIAL SERVICES

ITEM	2020
Property Tax information (Tax Certificate)	
• property owners	n/c
• requested online	\$37
• requested at City Hall	\$53
• Reprinting Copies of prior period Tax Notices or Water Utility Bills - each	\$2
Property Tax information to Mortgage Companies (per property)	\$40
Returned Payment fee	\$34
Refund Fee	\$25
Transfer between accounts fee (Property Tax & Utility)	\$10
Apportionments (per property)	\$40
Electronic copy of annual property tax information for Fraser Valley Real Estate Board (per property)	\$0.04
Accounts receivable administration fee on billable services	15% (min \$15, max \$200)
City of White Rock Flag	\$120

Schedule 'K'
FINANCIAL SERVICES - Continued

Waterfront Pay Parking	
<ul style="list-style-type: none"> • The following waterfront rates are per hour from 10:00 am – 12:00 midnight unless otherwise stated • A 4-hour maximum stay applies to the prime parking area (Oxford St. to Hump), with the exception of the Montecito and the West Beach Parkades. 	
<ul style="list-style-type: none"> • WINTER SEASON – November to January <ul style="list-style-type: none"> - Monday to Friday - Saturday and Sunday - Daily Weekend Rate for Montecito and West Beach Parkades 	<p>FREE</p> <p>\$2.00</p> <p>\$7.50</p>
<ul style="list-style-type: none"> • SHOULDER SEASON – October, February and March <ul style="list-style-type: none"> - Daily Rate for Montecito and West Beach Parkades 	<p>\$2.00</p> <p>\$7.50</p>
<ul style="list-style-type: none"> • SUMMER SEASON – April to September <ul style="list-style-type: none"> - High Demand Zones – all lot and on-street waterfront parking locations (including the parkades), except for locations west of Oxford Street - Value Priced Zone – all lot and on-street waterfront parking locations west of Oxford Street - Daily Rate for Montecito and West Beach Parkades 	<p>\$3.75</p> <p>\$3.25</p> <p>\$15.00</p>
Centennial Arena Pay Parking	
<ul style="list-style-type: none"> • In effect 24 hours per day – rate is per day 	<p>\$2.00</p>
Peace Arch Hospital Pay Parking	
<ul style="list-style-type: none"> • In effect 10:00 am – 12:00 midnight – rate is per hour 	<p>\$2.50</p>
Note: all pay parking rates are inclusive of applicable taxes	
Parking Decals (4 hours maximum in pay parking stalls)	
<ul style="list-style-type: none"> • Centennial Park/Arena • Resident • Non - Resident Commercial Property** • Merchant Decals (on Marine Dr & Vidal St)** • Residential Decals (specific properties on Marine Dr)** • Replacement Decal 	<p>\$17</p> <p>\$48</p> <p>\$148</p> <p>\$355</p> <p>\$315</p> <p>\$5</p>
**These decals pertain to specific properties - see staff for guidelines	
Montecito Complex Parkade – Reserved Stall Parking Rate (decals are sold annually)	\$144 / month
Reserved Stall Additional Decals	\$30

Schedule 'K'
FINANCIAL SERVICES - Continued

<p>Resident Parking Permits for use in areas designated as Permit Parking Only (maximum 4 per dwelling unit)</p> <ul style="list-style-type: none"> • Parking Permit • Replacement Parking Permit 	<p>\$12 \$12</p>
<p>Temporary Construction Period Permit Up to two (2) permits are available to residents and up to four (4) permits to each church on the 1300 block of Foster Street, exempting them from the two (2) hour parking limit on weekdays from 8am to 6pm, on the west side of the street and on the east side of the street adjacent to 1368 Foster Street only, as indicated by the signage.</p> <ul style="list-style-type: none"> • Temporary Construction Period Permit 	<p>\$1</p>

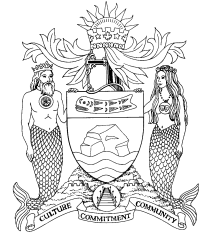
Schedule 'L'
PHOTOCOPIES, MAPPING AND COMPUTER INFORMATION

ITEM	2020
Mapping Data	
• Zoning Maps set	\$124
• large	\$66
• small	\$31
• sheet	\$25
• menu size drawing (11" x 17") B&W	\$31
• City contour map (24" x 68")	\$18
• small street map (11" x 34")	\$13
• standard (24" x 36") engineering drawing B&W	\$6
Photocopies and Prints	
Black & White	
• 8½" x 11" or 8½" x 14" single-sided	\$0.35
• 8½" x 11" or 8½" x 14" double-sided	\$0.65
• 11" x 17" single-sided	\$1.20
• 11" x 17" double-sided	\$2.40
Colour	
• 8½" x 11" or 8½" x 14" single-sided	\$1.25
• 8½" x 11" or 8½" x 14" double-sided	\$2.45
• 11" x 17" single-sided	\$2.45
• 11" x 17" double-sided	\$4.75
Annual Report	
• Black and White	\$5.00
• Colour	\$10.00
Council and Committee Agenda Packages	
Black and White only (double sided)	
• 1-300 pages	Free
• 1-300+ pages*	\$10
*Note: As per Council and Committee Procedure Bylaw, 2018, 2232, five (5) copies of each agenda are printed and available for the public free of charge on a first come, first serve, basis. Once those agendas have been picked-up, the above fees shall apply.	

Schedule 'M'
FIRE RESCUE

ITEM	2020
Burning	
Outdoor burning violation	
• first offence	\$110
• each offence thereafter	\$220
Non-compliance of residential fireplace/woodstove burning	
• first offence	\$110
• each offence thereafter	\$220
Fire Prevention	
Fire Safety Plan Review	
• first 2 hours	\$166
• per hour thereafter	\$82
Re-Inspection of outstanding violations (each occurrence)	\$110
Requested Inspection	\$110
Contact	
Failure to comply with requirement for contact person	
• first non-compliance	\$110
• second non-compliance	\$220
• per hour standby charge	\$275
Fire Investigation of incident over \$5,000 in damage	\$550
Comfort Letter	\$166

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW 2331**



A bylaw to amend the Street and Traffic Bylaw,
1999, No. 1529

The Council of the City of White Rock, in open meeting assembled, enacts as follows:

1. Section 94 of the said Bylaw is hereby deleted in its entirety and replaced with the following:

“Where a person is in violation of any provision of this bylaw, a Peace Officer, Director of Development Services and their Assistants, Building and Licence Inspector or Bylaw Enforcement Officer, may issue a violation notice and such person shall be liable to pay the City of White Rock the respective penalties, indicated in the violation notice set out as follows:

\$60.00 for each violation of the Bylaw

\$30.00 for each violation if paid within 7 days of the issuance of the violation notice.

With the exception of the penalties stipulated in the “Ticketing for Offences Bylaw, 2011, No, 1929” for the following offenses:

<i>Section</i>	<i>Designated Offense</i>
Sec. 23. (a)	Stopping and parking where prohibited or restricted
Sec. 23. (b)	Stopping and parking in a bus zone
Sec. 23. (c)	Stopping and parking, or moving from one location to another to avoid time limit regulations
Sec. 23. (d)	Stopping and parking in a manner that obstructs signs
Sec. 23. (e)	Stopping and parking so as to impede or obstruct traffic
Sec. 23. (f)	Stopping and parking other than parallel to a curb except where angle parking is expressly permitted.
Sec. 23. (g)	Stopping and parking other than facing in the direction of traffic
Sec. 23. (h)	Stopping and parking other than the manner indicated for angle parking
Sec. 23. (i)	Stopping and parking on a landscaped boulevard
Sec. 23. (j)	Stopping and parking on a crosswalk

Sec. 23. (k)	Stopping and parking in an intersection
Sec. 23. (l)	Stopping and parking a trailer over 6 metres in length in an angle parking zone
Sec. 23. (m)	Stopping and parking in a fire lane
Sec. 23. (n)	Stopping and parking within 5 metres of a fire hydrant
Sec. 23. (o)	Stopping and parking in a lane leaving less than 3 metres clearance
Sec. 23. (p)	Stopping and parking for repair of vehicle
Sec. 23. (q)	Stopping and parking within 6 metres of an entrance
Sec. 23. (r)	Stopping and parking within 15 metres of railway crossing
Sec. 23. (s)	Stopping and parking where pavement is 6 metres or less
Sec. 23. (t)	Stopping and parking in front or within 1 metre of a driveway
Sec. 23. (u)	Stopping and parking within 10 metres of an intersection
Sec. 23. (v)	Stopping and parking within 10 metres of a crosswalk
Sec. 23. (w)	Stopping and parking within 10 metres of stop sign
Sec. 24	Trailer/commercial vehicle in commercial area for more than 3 hours
Sec. 25	Trailer/commercial vehicle in residential area for more than 3 hours
Sec. 26	Parking overweight vehicle between 10:00 pm and 6:00 am
Sec. 27	Parking over 3 or 72 hours
Sec. 28	Parking unattached trailer
Sec. 29	Parking vehicle for accommodation exceeding 72 hours without a permit
Sec. 31	Parking vehicle for purpose of washing
Sec. 32	Parking unlicensed vehicle
Sec. 4. (1)	Stopping in loading zone except for loading or unloading
Sec. 4. (2)	Stopping in loading zone beyond permitted time limit
Sec. 44	Displaying vehicle for sale
Sec. 74. (a)	Vehicle exceeding any of the limitations without a permit from the City Engineer
Sec. 80 (1)(j)	No person shall drive a vehicle over or across a boulevard, curb, sidewalk except with a permit from the City Engineer

If the penalty indicated on the Violation Notice is not paid within seven (7) days of the issuance, a Summons may be issued in respect of the violation. (*Added by Bylaw 1830*)”

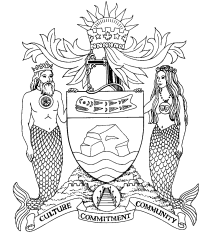
2. This Bylaw may be cited for all purposes as the “*Street and Traffic Bylaw, 1999, No. 1529, Amendment No. 7, 2020, No. 2331*”.

RECEIVED FIRST READING on the	9 th	day of	March, 2020
RECEIVED SECOND READING on the	9 th	day of	March, 2020
RECEIVED THIRD READING on the	9 th	day of	March, 2020
ADOPTED on the		day of	

MAYOR

DIRECTOR OF CORPORATE ADMINISTRATION

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW 2332**



A bylaw to amend the Ticketing for Bylaw Offences
Bylaw, 2011, No. 1929

The Council of the City of White Rock, in open meeting assembled, enacts as follows:

1. Schedule B6 and Schedule B10 of the said Bylaw are hereby deleted in their entirety and replaced with the following:

**SCHEDULE B6
White Rock Parking Meter Bylaw, 1990, No. 1216**

<i>Designated Offense</i>	<i>Section</i>	<i>Penalty</i>
Parking in a regulated pay parking zone without obtaining a parking ticket	Sec. 13 (c)	\$60 or \$35 if paid within 7 days
Parking in a regulated pay parking zone without displaying a parking ticket	Sec. 13 (d)	\$60 or \$35 if paid within 7 days
Parking for a longer period than the maximum length of time posted	Sec. 13 (e)	\$60 or \$35 if paid within 7 days
Parking over the line of a designated parking space	Sec. 13 (f)	\$60 or \$35 if paid within 7 days
Parking in a temporarily discontinued parking space	Sec. 13 (g)	\$60 or \$35 if paid within 7 days
Ticket dispenser deposits restricted to credit cards or coins	Sec. 13 (h)	\$60 or \$35 if paid within 7 days
Expired Parking Meter	Sec. 6 (a)	\$60 or \$35 if paid within 7 days
Displaying unauthorized Permit or Decal	Sec. 8	\$60 or \$35 if paid within 7 days

SCHEDULE B10
White Rock Street and Traffic Bylaw, 1999, No. 1529

<i>Designated Offense</i>	<i>Section</i>	<i>Penalty</i>
Stopping and parking where prohibited or restricted	Sec. 23. (a)	\$60 or \$35 if paid within 7 days
Stopping and parking in a bus zone	Sec. 23. (b)	\$80 or \$55 if paid within 7 days
Stopping and parking or moving from one location to another to avoid time limit regulations	Sec. 23. (c)	\$60 or \$35 if paid within 7 days
Stopping and parking in a manner that obstructs signs	Sec. 23. (d)	\$60 or \$35 if paid within 7 days
Stopping and parking so as to impede or obstruct traffic	Sec. 23. (e)	\$80 or \$55 if paid within 7 days
Stopping and parking other than parallel to a curb except where angle parking is expressly permitted.	Sec. 23. (f)	\$80 or \$55 if paid within 7 days
Stopping and parking other than facing in the direction of traffic	Sec. 23. (g)	\$80 or \$55 if paid within 7 days
Stopping and parking other than the manner indicated for angle parking	Sec. 23. (h)	\$80 or \$55 if paid within 7 days
Stopping and parking on a landscaped boulevard	Sec. 23. (i)	\$80 or \$55 if paid within 7 days
Stopping and parking on a crosswalk	Sec. 23. (j)	\$80 or \$55 if paid within 7 days
Stopping and parking in an intersection	Sec. 23. (k)	\$80 or \$55 if paid within 7 days
Stopping and parking a trailer over 6 metres in length in an angle parking zone	Sec. 23. (l)	\$60 or \$35 if paid within 7 days
Stopping and parking in a fire lane	Sec. 23. (m)	\$80 or \$55 if paid within 7 days
Stopping and parking within 5 metres of a fire hydrant	Sec. 23. (n)	\$80 or \$55 if paid within 7 days
Stopping and parking in a lane leaving less than 3 metres clearance	Sec. 23. (o)	\$80 or \$55 if paid within 7 days
Stopping and parking for repair of vehicle	Sec. 23. (p)	\$80 or \$55 if paid within 7 days

Stopping and parking within 6 metres of an entrance	Sec. 23. (q)	\$60 or \$35 if paid within 7 days
Stopping and parking within 15 metres of railway crossing	Sec. 23. (r)	\$80 or \$55 if paid within 7 days
Stopping and parking where pavement is 6 metres or less	Sec. 23. (s)	\$80 or \$55 if paid within 7 days
Stopping and parking in front or within 1 metre of a driveway	Sec. 23. (t)	\$60 or \$35 if paid within 7 days
Stopping and parking within 10 metres of an intersection	Sec. 23. (u)	\$60 or \$35 if paid within 7 days
Stopping and parking within 10 metres of a crosswalk	Sec. 23. (v)	\$80 or \$55 if paid within 7 days
Stopping and parking within 10 metres of stop sign	Sec. 23. (w)	\$80 or \$55 if paid within 7 days
Trailer/commercial vehicle in commercial area for more than 3 hours	Sec. 24	\$60 or \$35 if paid within 7 days
Trailer/commercial vehicle in residential area for more than 3 hours	Sec. 25	\$60 or \$35 if paid within 7 days
Parking overweight vehicle between 10:00 pm and 6:00 am	Sec. 26	\$80 or \$55 if paid within 7 days
Parking over 3 or 72 hours	Sec. 27	\$60 or \$35 if paid within 7 days
Parking unattached trailer	Sec. 28	\$80 or \$55 if paid within 7 days
Parking vehicle for accommodation exceeding 72 hours without a permit	Sec. 29	\$60 or \$35 if paid within 7 days
Parking vehicle for purpose of washing	Sec. 31	\$60 or \$35 if paid within 7 days
Parking unlicensed vehicle	Sec. 32	\$80 or \$55 if paid within 7 days
Stopping in loading zone except for loading or unloading	Sec. 4. (1)	\$60 or \$35 if paid within 7 days
Stopping in loading zone beyond permitted time limit	Sec. 4. (2)	\$60 or \$35 if paid within 7 days
Displaying vehicle for sale	Sec. 44	\$60 or \$35 if paid within 7 days

Vehicle exceeding any of the limitations without a permit from the City Engineer	Sec. 74. (a)	\$60 or \$35 if paid within 7 days
No person shall drive a vehicle over or across a boulevard, curb, sidewalk except with a permit from the City Engineer	Sec. 79 (1)(j)	\$60 or \$35 if paid within 7 days
Driving the wrong way on a one-way street	Sec. 5.	\$100
Making a U-turn	Sec. 7. (1)	\$80
Obstructing traffic	Sec. 13.	\$80
Cuts, destroys, damages or removes any tree in the ROW	Sec. 41	\$500 for 1st offense; \$1,000 for 2nd or subsequent offense

2. This Bylaw may be cited for all purposes as the “*Ticketing for Bylaw Offences Bylaw No. 1929, Amendment No. 9, 2020, No. 2332.*”

RECEIVED FIRST READING on the 9th day of March, 2020
 RECEIVED SECOND READING on the 9th day of March, 2020
 RECEIVED THIRD READING on the 9th day of March, 2020
 ADOPTED on the day of

MAYOR

DIRECTOR OF CORPORATE ADMINISTRATION

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW 2333**



A bylaw to amend the White Rock Parking Meter Bylaw,
1990, No. 1216

The Council of the City of White Rock, in open meeting assembled, enacts as follows:

1. Section 17.B of the said Bylaw is hereby deleted in its entirety and replaced with the following:

Where a person is in violation of any provision of this bylaw, a Peace Officer, Director of Development Services and his Assistants, Building and Licence Inspector or Bylaw Enforcement Officer, may issue a violation notice and such person shall be liable to pay the City of White Rock the respective sum or sums, indicated in the violation notice as set out in the "Ticketing for Offences Bylaw, 2011, No. 1929".

If the penalty indicated on the Violation Notice is not paid within seven (7) days of the issuance, a Summons may be issued in respect to the violation. *(Added by Bylaw 1827)*

2. This Bylaw may be cited for all purposes as the "*White Rock Parking Meter Bylaw, 1990, No. 1216 Amendment Bylaw, 2020, No. 2333.*"

RECEIVED FIRST READING on the	9 th	day of	March, 2020
RECEIVED SECOND READING on the	9 th	day of	March, 2020
RECEIVED THIRD READING on the	9 th	day of	March, 2020
ADOPTED on the		day of	

MAYOR

DIRECTOR OF CORPORATE ADMINISTRATION

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW NO. 2334**



A Bylaw to amend the White Rock Business License Bylaw, 1997, No. 1510.

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

1. THAT White Rock Business License Bylaw, 1997, No. 1510, as amended, be further amended:

1) By adding the following definitions to section 1 Interpretation, in the correct alphabetical order:

“Accessible Passenger Directed Vehicle” has the same meaning as in the *Passenger Transportation Act*.

“Passenger Directed Vehicles” means taxis, limousines, and vehicles operated under a license held by a transportation network service provider under the *Passenger Transportation Act*.

“Passenger Directed Vehicle Service” means a person carrying on the business of providing passenger directed vehicles.

“Transportation Network Services” has the same meaning as in the *Passenger Transportation Act*.

“Zero-Emission Vehicle” means a motor vehicle that is exclusively propelled by electricity or hydrogen from an external source;

2) By deleting the existing subsection 4 (b) in its entirety and replacing the subsection with the following new subsection 4 (b);

(b) Any Transportation Network Services business that is in receipt of an Inter-Municipal Business Licence (IMBL) which authorizes the business to operate in the Region 1 operating area of the Passenger Transportation Board.

3) By deleting the existing subsection 4 (c) in its entirety and replacing the subsection with the following new subsection 4 (c);

(c) Owners or operators of passenger directed vehicles who only discharge passengers within the City;

4) By adding to section 4 the following new subsection 4 (g);

(g) Owners or operators of passenger directed vehicles other than taxis or Transportation Network Services businesses, who either pick up passengers or chattels in the City for discharging or delivery outside the City, or discharge passengers or chattels picked up outside the City or both;

- 5) By deleting the business type “Taxi” from Schedule “A” Group 1.
- 6) By adding the following business type and associated fees to Schedule “A” Group 4:

Passenger Directed Vehicle Service (Taxi)

Per licence period: \$155 (per business) plus:

- \$50 per standard vehicle (to a maximum of \$250);
- \$0 per Zero-Emission Vehicle; and
- \$0 per Accessible Passenger Directed Vehicle

-
- 7) By adding to section 19 a new section 19 (g) as follows:

(g) Passenger Directed Vehicle Service

Every person carrying on the business of providing a Passenger Directed Vehicle Service must ensure that they comply with all other City bylaws in addition to any orders or regulations under any other provincial or federal laws that may apply to the delivery of the Service.

2. This Bylaw may be cited for all purposes as the “*White Rock Business Licence Bylaw, 1997, No. 1510, Amendment, 2020, No. 2334*”

- 3.

RECEIVED FIRST READING on the 9th day of March, 2020

RECEIVED SECOND READING on the 9th day of March, 2020

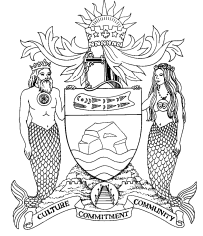
RECEIVED THIRD READING on the 9th day of March, 2020

ADOPTED on the _____ day of _____

MAYOR

DIRECTOR OF CORPORATE ADMINISTRATION

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW NO. 2335**



A bylaw to enter into an agreement among the Participating Municipalities regarding an Inter-municipal Transportation Network Services Business Licence Scheme

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

1. Council hereby authorizes the City to enter into an Agreement with the Participating Municipalities in substantially the form and substance of the Agreement attached to this Bylaw as "Schedule A", and also authorizes the Director of Corporate Administration to execute the Agreement on behalf of the City, and to deliver it to the Participating Municipalities on such terms and conditions as the Director of Corporate Administration deems fit.
2. This Bylaw is to come into force and take effect on the date of its enactment.
3. This Bylaw is to be cited as the "White Rock Inter-Municipal Transportation Network Service (TNS) Business Licence Agreement Bylaw, 2020, No. 2335".

RECEIVED FIRST READING on the 9th day of March, 2020

RECEIVED SECOND READING on the 9th day of March, 2020

RECEIVED THIRD READING on the 9th day of March, 2020

ADOPTED on the _____ day of _____

MAYOR

DIRECTOR OF CORPORATE ADMINISTRATION

Schedule A

Inter-municipal TNS Business Licence Agreement

WHEREAS the City of Abbotsford, the Village of Anmore, the Bowen Island Municipality, the City of Burnaby, the City of Chilliwack, the City of Coquitlam, the City of Delta, the Village of Harrison Hot Springs, the Corporation of the City of Langley, the Corporation of the Township of Langley, the Village of Lions Bay, the City of Maple Ridge, the Corporation of the City of New Westminster, the Corporation of the City of North Vancouver, the Corporation of the District of North Vancouver, the City of Pitt Meadows, the Corporation of the City of Port Coquitlam, the City of Port Moody, the City of Richmond, the District of Squamish, the City of Surrey, the City of Vancouver, the Corporation of the District of West Vancouver, the Resort Municipality of Whistler, and the Corporation of the City of White Rock (the “Participating Municipalities”), wish to permit transportation network services (“TNS”) businesses to operate across their jurisdictional boundaries thereby eliminating the need to obtain a separate municipal business licence in each jurisdiction;

NOW THEREFORE the Participating Municipalities agree as follows:

1. The Participating Municipalities agree to establish an Inter-municipal TNS Business Licence scheme among the Participating Municipalities, pursuant to section 14 of the Community Charter and section 192.1 of the Vancouver Charter.

2. The Participating Municipalities will request their respective municipal Councils to each ratify this Agreement and enact a bylaw to implement an Inter-municipal TNS Business Licence scheme effective April 1, 2020.

3. In this Agreement:

“Accessible Vehicle” means a motor vehicle designed and manufactured, or converted, for the purpose of transporting persons who use mobility aids;

“Administrative Costs” means the direct and indirect costs and investments attributable to setting up and administering the Inter-municipal TNS Business Licence scheme, including wages, materials, corporate overhead and rent;

“Business” has the same meaning as in the Community Charter;

“Community Charter” means the Community Charter, S.B.C. 2003, c. 26, as may be amended or replaced from time to time;

“Inter-municipal TNS Business” means a TNS Business that has been licensed to operate in the Region 1 operating area by the Passenger Transportation Board;

“Inter-municipal TNS Business Licence” means a business licence which authorizes an Inter-municipal TNS Business to be carried on within the jurisdictional boundaries of any or all of the Participating Municipalities;

“Inter-municipal TNS Business Licence Bylaw” means the bylaw adopted by the Council of each Participating Municipality to implement the Inter-municipal TNS Business Licence scheme contemplated by this Agreement;

“Mobility Aid” has the same meaning as in the Passenger Transportation Act, S.B.C 2004, c. 39, as may be amended or replaced from time to time;

“Municipal Business Licence” means a licence or permit, other than an Inter-municipal TNS Business Licence, issued by a Participating Municipality that authorizes a Business to be carried on within the jurisdictional boundaries of that Participating Municipality;

“Participating Municipality” means any one of the Participating Municipalities;

“Premises” means one or more fixed or permanent locations where the TNS Business ordinarily carries on Business;

“TNS Business” means a person carrying on the business of providing Transportation Network Services;

“Transportation Network Services” has the same meaning as in the Passenger Transportation Act, S.B.C 2004, c. 39, as may be amended or replaced from time to time;

“Vancouver Charter” means the Vancouver Charter, S.B.C. 1953, c. 55, as may be amended or replaced from time to time; and

“Zero Emission Vehicle” means a motor vehicle that is exclusively propelled by electricity or hydrogen from an external source.

4. Subject to the provisions of the Inter-municipal TNS Business Licence Bylaw, each Participating Municipality will permit a TNS Business that has obtained an Inter-municipal TNS Business Licence to carry on the Business of providing Transportation Network Services within that Participating Municipality for the term authorized by the Inter-municipal TNS Business Licence without obtaining a Municipal Business Licence for the TNS Business in that Participating Municipality.
5. All Inter-municipal TNS Business Licences will be issued by the City of Vancouver.
6. The City of Vancouver may issue an Inter-municipal TNS Business Licence to a TNS Business if the TNS Business is an Inter-municipal TNS Business and meets the requirements of the Inter-municipal TNS Business Licence Bylaw, in addition to the requirements of the City of Vancouver’s License Bylaw No. 4450.
7. Notwithstanding that a TNS Business may hold an Inter-municipal TNS Business Licence that would make it unnecessary to obtain a Municipal Business Licence for the TNS Business in the Participating Municipalities, the TNS Business must still comply with all orders and regulations under any municipal business licence bylaw in addition to those under any other bylaws, regulations, or provincial or federal laws that may apply within any jurisdiction in which the TNS Business carries on Business.
8. Any Participating Municipality may require that the holder of an Inter-municipal TNS Business Licence also obtain a Municipal Business Licence for any Premises that are maintained by the licence holder within the jurisdiction of the Participating Municipality.
9. The annual Inter-municipal TNS Business Licence fee is \$155, plus \$150 for each vehicle operating under the authority of the Inter-municipal TNS Business, except that the per vehicle fee for Zero

Emission Vehicles will be \$30, and there will be no per vehicle fee charged for Accessible Vehicles. Any fees paid by an applicant to any Participating Municipality for a Municipal Business Licence for the TNS Business prior to the availability of the Inter-municipal TNS Business Licence that are not refunded by that Participating Municipality will be credited against the initial Inter-municipal TNS Business Licence fee owing under this section 9.

10. The fee for any additional vehicles that begin operating under the authority of an Inter-municipal TNS Business License holder after the annual license fee is paid will be the per vehicle fee set out in section 9, pro-rated by dividing the applicable annual per vehicle fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.
11. The City of Vancouver will distribute the revenue generated from Inter-municipal TNS Business Licence fees amongst all Participating Municipalities based on the City of Vancouver retaining an amount to cover its Administrative Costs, with the remaining fees to be distributed proportionally to the Participating Municipalities, including the City of Vancouver, based on the number of pick-ups and drop-offs in that Participating Municipality. The City of Vancouver will provide the other Participating Municipalities with an itemized accounting of the fees collected and disbursed, including an accounting of its Administrative Costs, at the time it distributes the remaining fees to those Participating Municipalities.
12. If the revenue generated from Inter-municipal TNS Business Licence fees in the initial year is insufficient to cover the Administrative Costs relating to the initial set up of the scheme, then the City of Vancouver may retain such portion of the Inter-municipal TNS Business Licence fees collected in the subsequent year or years as is necessary to reimburse the City of Vancouver for such initial Administrative Costs, until the full amount has been recovered.
13. Any revenue payable to a Participating Municipality in the initial year will be offset by any fees collected and not refunded by that Participating Municipality for a Municipal Business License for the TNS Business prior to the availability of the Inter-municipal TNS Business Licence, and if the fees collected by the Participating Municipality exceed the amount owing to that Participating Municipality, then that Participating Municipality shall remit the difference to the City of Vancouver for inclusion in the revenue distribution set out above.
14. The revenue generated from Inter-municipal TNS Business Licence fees collected from January 1 to December 31 inclusive that is to be distributed to the Participating Municipalities in accordance with section 11, including the fees collected for any additional vehicles under section 10, will be distributed by the City of Vancouver by February 28 of the year following the year in which fees were collected.
15. The length of term of an Inter-municipal TNS Business Licence is 12 months, except that the length of term of the initial Inter-municipal TNS Business Licence issued to an Inter-municipal TNS Business by the City of Vancouver may be less than 12 months in order to harmonize the expiry date of the Inter-municipal TNS Business Licence with the calendar year, in which case the annual fee will be pro-rated by dividing the applicable annual license fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.
16. An Inter-municipal TNS Business Licence will be valid within the jurisdictional boundaries of all of the Participating Municipalities until its term expires, unless the Inter-municipal TNS Business Licence is suspended or cancelled. If a Participating Municipality withdraws from the Inter-

municipal TNS Business Licence scheme among the Participating Municipalities in accordance with the Inter-municipal TNS Business Licence Bylaw, then the Inter-municipal TNS Business Licence will cease to be valid within the jurisdictional boundary of that former Participating Municipality.

17. A Participating Municipality may exercise the authority of the City of Vancouver as the issuing municipality and suspend an Inter-municipal TNS Business Licence in relation to conduct by the holder within the Participating Municipality which would give rise to the power to suspend a business licence under the Community Charter or Vancouver Charter or under the business licence bylaw of the Participating Municipality. The suspension will be in effect throughout all of the Participating Municipalities and it will be unlawful for the holder to carry on the Business authorized by the Inter-municipal TNS Business Licence in any Participating Municipality for the period of the suspension.
18. A Participating Municipality may exercise the authority of the of the City of Vancouver as the issuing municipality and cancel an Inter-municipal TNS Business Licence in relation to conduct by the holder within the Participating Municipality which would give rise to the power to cancel a business licence under the Community Charter or Vancouver Charter or the business licence bylaw of the Participating Municipality. The cancellation will be in effect throughout all of the Participating Municipalities.
19. The suspension or cancellation of an Inter-municipal TNS Business Licence under section 17 or 18 will not affect the authority of a Participating Municipality to issue a Municipal Business Licence, other than an Inter-municipal TNS Business Licence, to the holder of the suspended or cancelled Inter-municipal TNS Business Licence.
20. Nothing in this Agreement affects the authority of a Participating Municipality to suspend or cancel any Municipal Business Licence issued by that municipality or to enact regulations in respect of any category of Business under section 15 of the Community Charter or sections 272, 273, 279A, 279A.1, 279B, and 279C of the Vancouver Charter.
21. A Participating Municipality may, by notice in writing to each of the other Participating Municipalities, withdraw from the Inter-municipal TNS Business Licence scheme among the Participating Municipalities, and the notice must:
 - (a) set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of Inter-municipal TNS Business Licences, which date must be at least 6 months from the date of the notice; and
 - (b) include a certified copy of the municipal Council resolution or bylaw authorizing the municipality's withdrawal from the Inter-municipal TNS Business Licence scheme.
22. Nothing contained or implied in this Agreement shall fetter in any way the discretion of the Councils of the Participating Municipalities. Further, nothing contained or implied in this Agreement shall prejudice or affect the Participating Municipalities' rights, powers, duties or obligations in the exercise of their functions pursuant to the Community Charter, Vancouver Charter, or the Local Government Act, as amended or replaced from time to time, or act to fetter or otherwise affect the Participating Municipalities' discretion, and the rights, powers, duties and obligations under all public and private statutes, bylaws, orders and regulations, which may be, if each Participating Municipality so elects, as fully and effectively exercised as if this Agreement had not been executed and delivered by the Participating Municipalities.

- 23. Despite any other provision of this Agreement, an Inter-municipal TNS Business Licence granted in accordance with the Inter-municipal TNS Business Licence Bylaw does not grant the holder a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the Participating Municipalities. Furthermore, a business licence granted under any other inter-municipal TNS Business licence scheme is deemed not to exist for the purposes of this Agreement even if a Participating Municipality is a participating member of the other inter-municipal TNS business licence scheme.
- 24. This Agreement may be executed in several counterparts, each of which shall be deemed to be an original, and may be delivered by email or facsimile transmission, and each such counterpart, howsoever delivered, shall be deemed to be an original. Such counterparts together shall constitute one and the same instrument, notwithstanding that all of the Participating Municipalities are not signatories to the original or the same counterpart.
- 25. In the event that the municipal Council of a Participating Municipality other than the City of Vancouver does not ratify this Agreement, then that municipality will not be considered a Participating Municipality for the purposes of this Agreement, and the terms and conditions of this Agreement shall be effective as among the other Participating Municipalities.

Signed and delivered on behalf of the Participating Municipalities, the Councils of each of which have, by Bylaw, ratified this Agreement and authorized their signatories to sign on behalf of the respective Councils, on the dates indicated below.

The City of Abbotsford

Mayor _____

Corporate Officer _____

Date _____

Village of Anmore

Mayor _____

Corporate Officer _____

Date _____

Bowen Island Municipality

Mayor _____

Corporate Officer _____

Date _____

City of Burnaby

City Clerk

Date

City of Chilliwack

Mayor

Corporate Officer

Date

City of Coquitlam

Mayor

City Clerk

Date

City of Delta

Mayor

City Clerk

Date

Village of Harrison Hot Springs

Mayor

Corporate Officer

Date

The Corporation of the City of Langley

Mayor _____

Corporate Officer _____

Date _____

The Corporation of the Township of Langley

Mayor _____

Township Clerk _____

Date _____

Village of Lions Bay

Mayor _____

Corporate Officer _____

Date _____

City of Maple Ridge

Presiding Member _____

Corporate Officer _____

Date _____

The Corporation of the City of New Westminster

Mayor _____

City Clerk _____

Date _____

The Corporation of the City of North Vancouver

Mayor _____

City Clerk _____

Date _____

The Corporation of the District of North Vancouver

Mayor _____

Municipal Clerk _____

Date _____

The City of Pitt Meadows

Mayor _____

Corporate Officer _____

Date _____

The Corporation of the City of Port Coquitlam

Mayor _____

Corporate Officer _____

Date _____

City of Port Moody

Mayor _____

Corporate Officer _____

Date _____

The City of Richmond

Chief Administrative Officer _____

General Manager _____

Corporate and Financial Services

Date _____

District of Squamish

Mayor _____

Corporate Officer _____

Date _____

City of Surrey

Mayor _____

City Clerk _____

Date _____

The City of Vancouver

Director of Legal Services _____

Date _____

The Corporation of the District of West Vancouver

Mayor _____

Corporate Officer _____

Date _____

Resort Municipality of Whistler

Mayor

Municipal Clerk

Date

The Corporation of the City of White Rock

Mayor

Director of Corporate Administration

Date

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW NO. 2336**



A bylaw to permit transportation network services to operate across jurisdictional boundaries thereby minimizing the need to obtain a separate municipal business licence in each jurisdiction.

WHEREAS the City of Abbotsford, the Village of Anmore, the Bowen Island Municipality, the City of Burnaby, the City of Chilliwack, the City of Coquitlam, the City of Delta, the Village of Harrison Hot Springs, the Corporation of the City of Langley, the Corporation of the Township of Langley, the Village of Lions Bay, the City of Maple Ridge, the Corporation of the City of New Westminster, the Corporation of the City of North Vancouver, the Corporation of the District of North Vancouver, the City of Pitt Meadows, the Corporation of the City of Port Coquitlam, the City of Port Moody, the City of Richmond, the District of Squamish, the City of Surrey, the City of Vancouver, the Corporation of the District of West Vancouver, the Resort Municipality of Whistler, and the Corporation of the City of White Rock (the "Participating Municipalities"), wish to permit transportation network services ("TNS") businesses to operate across their jurisdictional boundaries thereby eliminating the need to obtain a separate municipal business licence in each jurisdiction;

AND WHEREAS each of the Participating Municipalities has or will adopt a similar bylaw to implement the Inter-municipal TNS Business Licence scheme;

NOW THEREFORE the Council of The Corporation of the City of White Rock, in an open meeting assembled, ENACTS as follows:

1. There is hereby established an Inter-municipal TNS Business Licence scheme among the Participating Municipalities, pursuant to section 14 of the Community Charter and section 192.1 of the Vancouver Charter.

2. In this Bylaw:

"Accessible Vehicle" means a motor vehicle designed and manufactured, or converted, for the purpose of transporting persons who use mobility aids;

"Business" has the same meaning as in the Community Charter;

"Community Charter" means the Community Charter, S.B.C. 2003, c. 26, as may be amended or replaced from time to time;

"Inter-municipal TNS Business" means a TNS Business that has been licensed to operate in the Region 1 operating area by the Passenger Transportation Board;

"Inter-municipal TNS Business Licence" means a business licence which authorizes an Inter-municipal TNS Business to be carried on within the jurisdictional boundaries of any or all of the Participating Municipalities;

"Mobility Aid" has the same meaning as in the Passenger Transportation Act, S.B.C 2004, c. 39. as may be amended or replaced from time to time;

“Municipal Business Licence” means a licence or permit, other than an Inter-municipal TNS Business Licence, issued by a Participating Municipality that authorizes a Business to be carried on within the jurisdictional boundaries of that Participating Municipality;

“Participating Municipality” means any one of the Participating Municipalities;

“Premises” means one or more fixed or permanent locations where the TNS Business ordinarily carries on Business;

“TNS Business” means a person carrying on the business of providing Transportation Network Services;

“Transportation Network Services” has the same meaning as in the Passenger Transportation Act, S.B.C 2004, c. 39, as may be amended or replaced from time to time;

“Vancouver Charter” means the Vancouver Charter, S.B.C. 1953, c. 55, as may be amended or replaced from time to time; and

“Zero Emission Vehicle” means a motor vehicle that is exclusively propelled by electricity or hydrogen from an external source.

3. Subject to the provisions of this Bylaw, each Participating Municipality will permit a TNS Business that has obtained an Inter-municipal TNS Business Licence to carry on the Business of providing Transportation Network Services within that Participating Municipality for the term authorized by the Inter-municipal TNS Business Licence without obtaining a Municipal Business Licence for the TNS Business in that Participating Municipality.
4. All Inter-municipal TNS Business Licences will be issued by the City of Vancouver.
5. The City of Vancouver may issue an Inter-municipal TNS Business Licence to a TNS Business if the TNS Business is an Inter-municipal TNS Business and meets the requirements of this Bylaw, in addition to the requirements of the City of Vancouver’s License Bylaw No. 4450.
6. Notwithstanding that a TNS Business may hold an Inter-municipal TNS Business Licence that would make it unnecessary to obtain a Municipal Business Licence for the TNS Business in the Participating Municipalities, the TNS Business must still comply with all orders and regulations under any municipal business licence bylaw in addition to those under any other bylaws, regulations, or provincial or federal laws that may apply within any jurisdiction in which the TNS Business carries on Business.
7. Any Participating Municipality may require that the holder of an Inter-municipal TNS Business Licence also obtain a Municipal Business Licence for any Premises that are maintained by the licence holder within the jurisdiction of the Participating Municipality.
8. The annual Inter-municipal TNS Business Licence fee is \$155, plus \$150 for each vehicle operating under the authority of the Inter-municipal TNS Business, except that the per vehicle fee for Zero Emission Vehicles will be \$30, and there will be no per vehicle fee charged for Accessible Vehicles. Any fees paid by an applicant to any Participating Municipality for a Municipal Business Licence for the TNS Business prior to the availability of the Inter-municipal TNS Business Licence

that are not refunded by that Participating Municipality will be credited against the initial Inter-municipal TNS Business Licence fee owing under this section 8.

9. The fee for any additional vehicles that begin operating under the authority of an Inter-municipal TNS Business License holder after the annual license fee is paid will be the per vehicle fee set out in section 8, pro-rated by dividing the applicable annual per vehicle fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.
10. The length of term of an Inter-municipal TNS Business Licence is 12 months, except that the length of term of the initial Inter-municipal TNS Business Licence issued to an Inter-municipal TNS Business by the City of Vancouver may be less than 12 months in order to harmonize the expiry date of the Inter-municipal TNS Business Licence with the calendar year, in which case the annual fee will be pro-rated by dividing the applicable annual license fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.
11. An Inter-municipal TNS Business Licence will be valid within the jurisdictional boundaries of all of the Participating Municipalities until its term expires, unless the Inter-municipal TNS Business Licence is suspended or cancelled. If a Participating Municipality withdraws from the Inter-municipal TNS Business Licence scheme among the Participating Municipalities in accordance with this Bylaw, then the Inter-municipal TNS Business Licence will cease to be valid within the jurisdictional boundary of that former Participating Municipality.
12. A Participating Municipality may exercise the authority of the City of Vancouver as the issuing municipality and suspend an Inter-municipal TNS Business Licence in relation to conduct by the holder within the Participating Municipality which would give rise to the power to suspend a business licence under the Community Charter or Vancouver Charter or under the business licence bylaw of the Participating Municipality. The suspension will be in effect throughout all of the Participating Municipalities and it will be unlawful for the holder to carry on the Business authorized by the Inter-municipal TNS Business Licence in any Participating Municipality for the period of the suspension.
13. A Participating Municipality may exercise the authority of the City of Vancouver as the issuing municipality and cancel an Inter-municipal TNS Business Licence in relation to conduct by the holder within the Participating Municipality which would give rise to the power to cancel a business licence under the Community Charter or Vancouver Charter or the business licence bylaw of the Participating Municipality. The cancellation will be in effect throughout all of the Participating Municipalities.
14. The suspension or cancellation of an Inter-municipal TNS Business Licence under section 12 or 13 will not affect the authority of a Participating Municipality to issue a Municipal Business Licence, other than an Inter-municipal TNS Business Licence, to the holder of the suspended or cancelled Inter-municipal TNS Business Licence.
15. Nothing in this Bylaw affects the authority of a Participating Municipality to suspend or cancel any Municipal Business Licence issued by that municipality or to enact regulations in respect of any category of Business under section 15 of the Community Charter or sections 272, 273, 279A, 279A.1, 279B, and 279C of the Vancouver Charter.

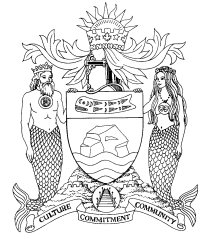
16. A Participating Municipality may, by notice in writing to each of the other Participating Municipalities, withdraw from the Inter-municipal TNS Business Licence scheme among the Participating Municipalities, and the notice must:
 - (a) set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of Inter-municipal TNS Business Licences, which date must be at least 6 months from the date of the notice; and
 - (b) include a certified copy of the municipal Council resolution or bylaw authorizing the municipality's withdrawal from the Inter-municipal TNS Business Licence scheme.
17. The invalidity or unenforceability of any provision of this Bylaw shall not affect the validity or enforceability of any other provisions of this Bylaw and any such invalid or unenforceable provision shall be deemed to be severable.
18. Despite any other provision of this Bylaw, an Inter-municipal TNS Business Licence granted in accordance with this Bylaw does not grant the holder a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the Participating Municipalities.
19. A business licence granted under any other inter-municipal TNS Business licence scheme is deemed not to exist for the purposes of this Bylaw, even if a Participating Municipality is a participating member of the other inter-municipal TNS Business licence scheme.
20. This bylaw may be cited as "*White Rock Inter Municipal Transportation Network Service (TNS) Business licence Bylaw, 2020, No. 2336*".

RECEIVED FIRST READING on the	9 th day of	March, 2020
RECEIVED SECOND READING on the	9 th day of	March, 2020
RECEIVED THIRD READING on the	9 th day of	March, 2020
ADOPTED on the	day of	

MAYOR

DIRECTOR OF CORPORATE ADMINISTRATION

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW NO. 2338**



A Bylaw to amend the council and Committee Procedure Bylaw, 2018, No 2232 in regard to

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

1. Amend the Definitions 2. Section by adding and/or deleting and inserting the following in alphabetical order and renumbering accordingly:
 - (a) 'Advisory Body' means any committee, sub-committee, task force, board, panel etc. that has been established by Council.
 - (b) 'Committee' means a standing, select, task force, panel or advisory committee, but does not include Committee of the Whole.
 - (c) 'Council Liaison' is a Councillor appointed to represent the City/Council on any Advisory Body or external group or organization (eg: select committee, regional committee, etc.)
 - (d) 'Member' is a Member of Council including the Mayor or a person appointed to a committee / Advisory Body, as defined in this bylaw, by Council and/or by the Mayor.
 - (e) 'Presentation' refers to an individual or group that has been requested by Council or staff in order to inform or update Council on a subject relevant to City business, when possible the topic is already scheduled to be discussed on the agenda. The presenter's name and, if applicable, title to the organization, and topic will be placed on the meeting agenda.
 - (f) 'Public Notice Posting Place' is the notice board at City Hall. Under extenuating circumstances where City Hall is closed to the public (example: a pandemic) information will be placed on the front window at City Hall (Lobby area) and the City Website.
 - (g) "Standing Committee" means they are established by the Mayor for matters the Mayor considers would be better dealt with by committee and the Mayor must appoint persons to those committees. At least half of their membership are members of Council.
 - (h) "Select Committee" means they are established and appointed by Council to consider or inquire into any matter and to report its findings and/or opinions (recommendations) to the Council. At least one (1) member of a select committee must be a Member of Council.

- (i) “Task Force” means they are established and appointed by Council to consider or inquire into a specific subject matter or action and to report its findings and/or opinions to the Council. At least one (1) member of a select committee must be a Member of Council.
 - (j) ‘Working Group’ means a group formed by Advisory Body for the limited purpose of:
 - a) Gathering, summarizing, or preparing a presentation of information including research and analysis to deliver to the originating Advisory Body.
 - b) Carrying out a specific prescribed activity
2. Amend the Application of Rules of Procedure 3. (1) by deleting and inserting the following:
 3. (1) The provisions of this Bylaw apply to all meetings of Council, COTW and all Committees / Advisory Body.
 3. Amend the Inaugural meeting 4. (1) by deleting and inserting the following:
 4. (1) Following a general local government election, the inaugural meeting (the first meeting of the newly elected Council) must be held on the first Monday in November in the year of the election.
 4. Amend the Time and Location of Meetings 5. (2)(c) by deleting and inserting the following:
 5. (2)(c) be concluded or adjourned at 9:30 p.m. unless Council resolves to proceed beyond that time in accordance with Section 34 of this bylaw.
 5. Amend the Time and Location of Meetings 5. (5)(3) by deleting and inserting the following:
 5. (5)(3) Information considered in any part of a Closed Meeting of Council must be kept in confidence until Council releases the information to the public. The consequences of a Member breaching the duty of confidentiality may include, but are not limited to: motions by Council to censure the Member, removal of the Member from the Deputy Mayor rotation, removal of the Member from committees, court proceedings to recover damages from the Member, and court proceedings to obtain a statutory injunction (including contempt of court proceedings in the event of a continuing contravention).

6. Amend Deputy (Acting) Mayor 8. (2) by deleting and inserting the following:

8. (2) If both the Mayor and the Councillor appointed under section (1) are absent from a Council meeting, the Councillor that appears next on the rotation that is present at the Council meeting will act as Deputy Mayor/Chairperson for that Council meeting.

7. Amend Minutes of the Meetings 10. (1) by deleting and inserting:

10. (1) Minutes of the proceedings of Council must be legibly recorded and certified as correct by the Director of Corporate Administration or designate and signed by the Mayor or Chairperson at the meeting or at the next meeting at which the minutes are adopted responsible for taking the meeting minutes.

8. Amend Minutes of the Meetings 10. (3) by deleting and inserting:

10. (3) Subject to subsection (4), minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours and as technology permits available on the City website.

9. Amend Minutes of the Meetings 10. (5) by deleting and inserting:

10. (5) The Director of Corporate Administration or designate is responsible for taking the meeting minutes and may make minor amendments to approved minutes including but not limited to typographical errors, sequential number errors, grammatical errors or completing missing information.

10. Amend Seating Arrangements 11. (2) by adding the following:

11. (2) The only exception for this would be should the member of Council wish to sit in the Mayor's Chair, in the Mayor's absence, if they are the Presiding Member of the meeting.

11. Amend Calling Meeting to Order 12.(3) by inserting the following new item:

12 (3) If both the Mayor and Deputy Mayor are absent, the next on the rotation for Deputy Mayor that is in attendance must take the Chair as Chairperson and call the meeting to order.

12. Amend Agenda 14. (2) by deleting the time of 4:30 p.m. and inserting 8:30 a.m.

13. Amend Agenda 14. (3) by deleting the word Friday and inserting Thursday.

14. Amend Late Items (On Table or Supplemental Agenda) 16. (2) by adding the words On Table prior to or verbally and following the word supplied in a).
15. Amend Voting at Meetings 17. (5) by deleting the words “including questions of adjournment”.
16. Amend Voting at Meetings 17. (9) by deleting the words under heading MEETING POSTPONE (ADJOURNMENT) and inserting the following:

The Regular Council meeting will be called to order and following consideration of the agenda, minutes and any special presentations the meeting will be postponed (adjourned) at this point in the agenda of the Regular Council meeting in order to continue or begin the public hearing.

The regular meeting will be reconvened directly following the adjournment or conclusion of the noted Public Hearing/Meeting here at (location: City Hall Council Chambers) later this same evening.
17. Amend Presentations on a Regular Agenda 18. (3) by deleting and inserting the following:

18. (3) Presentations by invited guests at a Council meeting will be limited to a maximum of ten (10) minutes.
18. Amend Question and Answer Period 19. (1) by deleting and inserting the following:

19 (1) Question and Answer Period will be included toward the start of the regular Council meeting (following Meeting Minutes approval or any special presentations to be made by Council). This will be an opportunity for the public to ask questions and make comments.
19. Amend Question and Answer Period 19. (5) by deleting and inserting the following:

19 (5) The speaker will begin by stating their name and city of residence to be recorded in the minutes along with a summary of the question / comment(s). When the Chairperson does not have the information to provide for an immediate answer to the response it will be given in written format and placed on the city’s website under this topic when the information is available.
20. Amend Question and Answer Period 19. (7) by deleting and inserting the following:

19 (7) There is to be no questions or comments on a matter that will be the subject of a public hearing or public meeting (example: Development Variance Permit). Questions that may be subject to the *Freedom of Information and Protection of Privacy Act* will be forwarded for a direct response through the FOI process.

21. Amend Delegations / Petitions 20. (1) inserting the following:
 20. (1) The Council may allow a Delegation to address the Council at a meeting on a topic provided a Delegation request form has been received by the Director of Corporate Administration by 8:30 a.m. on the Monday prior to the meeting. If the Monday prior falls on a holiday, the form must be received by 8:30 a.m. the Tuesday prior.
22. Amend Delegations / Petitions 20. (2) by deleting and inserting the following:
 20. (2) A maximum of up to (4) four delegations will be permitted at any Council meeting.
23. Amend Delegations / Petitions 20. (6) by deleting and inserting the following:
 20. (6) The Director of Corporate Administration determines the delegations scheduled for each agenda, and may schedule Delegations to a later Council meeting than requested. The Director of Corporate Administration finalizes the scheduled delegations based on subject matter. Applications beyond the limit of up to four (4) will also be scheduled to an alternate date.
24. Amend Delegations / Petitions 20. (7) by deleting and inserting the following:
 20. (7) A Delegation intending to give a Power Point presentation must supply the Director of Corporate Administration with a copy of the presentation by 8:30 a.m. on the Monday (or Tuesday if the Monday is a statutory holiday) prior to the meeting. The presentation will be reviewed by staff, to ensure that it is professional and relevant to the Council proceedings. If the Director of Corporate Administration is of the opinion that the Presentation is unprofessional or irrelevant the noted slides/pages will be removed or the entire presentation will be rejected. Staff will contact the delegation to inform if this is to occur.
25. Insert new section 21. Titled Consent Agenda as follows:
 - 21 (1) A Consent Agenda can be utilized to help streamline meetings with a large volume of items. Items listed under the Consent Agenda section are considered for approval in one (1) motion, unless a member wishes to debate an item and requests that it be excluded. If an item is excluded from the Consent Agenda, it will be considered as an agenda item. The rule of order establishing a Consent Agenda provides that Consent Agenda items may be considered in total without debate or amendment.

Items will be listed in the Consent Agenda section and will include items received “for information” (no action), or in the opinion of the Mayor, Chief Administrative Officer and/or Director of Corporate Administration, require little or no discussion.

(2) Items can be removed from the consent agenda at the request of a member of Council.

26. Amend Conduct and Debate 23. (7) (a) and revising 23 (7) (d, which will now be “e”) by deleting and inserting the following:

23. (7) (a) must use respectful language and avoid comment aimed disparagingly or hostilely at another member

23. (7) (e) may speak about a vote of Council only for the purpose of making a motion that the vote be reconsidered / rescinded; and

27. Deleting 23 (10)(a) and removing reference to this clause and renumbering accordingly.

27. Amend Conduct and Debate 23. (11) by amending the following paragraph with the notations in red:

*City meetings are working meetings for Council and staff; as such, outbursts, shouting (questions or comments), clapping, and booing/heckling are not permitted. Members of the public must view the meeting from the designated gallery/seating area established for the public (area away from the Council / Committee Member table **or staff table**) in most circumstances there will be chairs **provided in the designated area set up**.*

28. Amend Motions 24 (1) (d) be deleting and inserting the following:

24. (1) (d) may only be withdrawn by the mover and seconder of the motion, with the consent of the majority of the members of Council present (any Member not in agreement must make this known by raising their hand to notify the Chairperson).

29. Amend Motions 24. (2) by adding the following directly following the Motion/Purpose Table:

Voting Table for Reference Purpose:

<i>Number of Votes Cast</i>	<i>Majority Vote</i>	<i>Two-Thirds Vote</i>
<i>1</i>	<i>1</i>	<i>1</i>
<i>2</i>	<i>2</i>	<i>2</i>
<i>3</i>	<i>2</i>	<i>2</i>
<i>4</i>	<i>3</i>	<i>3</i>
<i>5</i>	<i>3</i>	<i>4</i>
<i>6</i>	<i>4</i>	<i>4</i>
<i>7</i>	<i>4</i>	<i>5</i>
<i>8</i>	<i>5</i>	<i>6</i>

30. Amend Motions 24. (7) by deleting it in its entirety.

31. Amend Motion 24. (9) by adding the following:

24.(9) Motions that are withdrawn will not be included in the meeting minutes.
32. Amend Notice of Motion 31. (2) second paragraph by deleting the word shall and inserting the word may.
33. Amend Report from Committees 32. by deleting and inserting the following:

32. Council may take any of the following actions in connection with a recommendation(s) it receives from COTW or any of its Committees / Advisory Body:
 - (a) agree or disagree with the recommendation(s);
 - (b) amend the recommendation(s);
 - (c) refer the recommendation(s) to staff;
 - (d) refer the recommendation(s) back to the originating committee or to another committee;
 - (e) postpone consideration of the recommendation(s); or
 - (f) receive for information.
34. Amend Communications to Council 33 (1) (c) by deleting the words “civic address” and inserting “city of residence.
35. Amend Communications to Council 34 (1) by deleting and inserting “10:30” and inserting the following:

34 (1) A Council may continue a Council meeting after 9:30 p.m. only by an affirmative majority vote of Council present.
36. Amend Communications to Council 34 (2) by inserting the word “now” prior to the word “concluded”.
37. Amend Reading and Adopting Bylaws 39. (3) by inserting the words “On” prior to “table”.
38. Amend Reading and Adopting Bylaws 39. (4) by inserting the words “On” prior to “table”.
39. Amend Bylaws Must be Signed 40. By inserting the words “or designate” following Director of Corporate Administration.
40. Amend Chairperson at COTW Meetings 43. By adding section (2) as follows:

(2) In the current Deputy Mayor's absence the next scheduled Deputy Mayor in the rotation that is present will take the role as Chairperson of COTW.

41. Amend Duties of Select Committees Section Title to the following:

Amend Duties of Select Committees / Advisory Bodies.

42. Amend Duties of Select Committees / Advisory Bodies 46 (1) – (2) by deleting and inserting the following:

46 (1) Select committees may consider, inquire into, report and make recommendations to Council about matters referred to committee by Council, the Chief Administrative Officer, Staff or items brought forward by Committee members that are described in the Committee's mandate / Terms of Reference.

a) **Sub-committees:** A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*, must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.

b) **Working Groups:** A committee, sub-committee, or task force may form a working group for the limited purpose of:

(a) gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body, or

(b) carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for the originating Advisory Body.

Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, a committee or a sub-committee, then it may be characterized as a sub-committee and not a mere working group - this type of work is to be done in the committee or sub-committee meeting format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

- (2) All advisory bodies must report and make recommendations to Council when directed by Council resolution.
 - (3) Members of Council may be appointed to Advisory Bodies of Council to serve as a Council Liaison or the Council Liaison Alternate. Council Liaisons attend meetings, participate/contribute to discussions, and offer information from a City / Council perspective. A Council Liaison will provide context to matters referred to the Committee, and report updates and introduce recommendations at the Regular Council meetings when brought forward for consideration. A Council Liaison monitors discussions to ensure they coincide with Council's Corporate Priorities.
- 43 Amend Schedule of Committee Meetings 47 (1) – (2) by deleting and inserting the following:
- 47 (1) At the first meeting after its establishment, a select committee / Advisory Body will review and adopt the established regular schedule of meetings distributed by the Corporate Administration Office.
 - (2) Standing Committees meet as the need arises; items are brought forward by staff in accordance with the Committee mandate and agendas will be provided at the same time and means as the regular Council meeting agendas or at minimum 24 hours prior to the meeting date.
- Note:** Standing Committees that consist of all Members of Council in most cases but not all will hold their meetings on the same days as regular Council meetings are scheduled (example: Land Use and Planning, Governance and Legislation, Finance and Audit Committee).
44. Amend Agendas for Committee Meetings 48 (1) – (2) by deleting and inserting the following:
- 48 (1) The deadline for submissions by the staff and by the public to the Committee Clerk or the Director of Corporate Services of items for inclusion on the Agenda for the Committee meeting must be by four (4) business days prior to the Committee meeting.
 - (2) If there are no agenda items for meeting received by noon on the day, in accordance with 47.(1) the Committee Clerk will inform the Chairperson, Council and staff Liaisons and the meeting will be cancelled.
45. Amend Notice of Committee Meetings 49 (2) and (3) by deleting and inserting the following:
- 49 (2) Where revisions are necessary to the annual schedule of Committee meetings, the Committee Clerk or the Director of Corporate Administration must post a a

revised schedule as soon as possible at the Public Notice Posting Place and a copy will be placed on the City Website.

- (3) The Committee Clerk or the Director of Corporate Administration must ensure a notice of the day, time and place of a meeting called is given or sent to all Members of the Committee at least 24 hours before the time of the meeting.

46. Add Council Liaisons to City Committees / Advisory Bodies 51 as follows:

51. The Councillor Liaison to the City committee are non-voting. The function for a Councillor Liaison for the City committees includes:

- Attending the Committee meetings, when unable to attend to contact the Alternate Councillor Liaison to arrange for their attendance (inform the Committee Clerk of the known to be absence)
- As a representative of Council, participate and contribute in discussions and offer information from a Councillor's perspective
- Introduce and provide background to topics referred to the Committee by Council in order to provide guidance with respect to what Council is seeking from the referral
- Monitor topics and discussion that coincide with Council's Corporate Priorities
- Be the spokesperson / answer questions on behalf of the Committee while at the Council table when recommendations come forward

The Councillor Liaison (Alternate) to a City Committee / Advisory Body functions include:

- Attending the Committee meetings when the primary Councillor Liaison is unable to attend
- The Alternate may attend the Committee meetings at any time however when they are there and the primary Council Liaison is also there the Alternate must let the primary Councillor Liaison fulfil the functions as noted in this section
- If both the Council Liaison and the Alternate are in attendance the Alternate may sit as an audience member or at the Committee table but in both circumstances the primary Council Liaison would be responsible to perform the functions of the role

The Council Liaisons to each committee work together as a team with a common goal, let the Committee do their work but ensure they are aware of Council works and their Corporate Priorities.

47. Amend Presentation at Committee Meetings 52 (2) by deleting the last sentence as follows:

~~In this case a notation will be made on the agenda to indicate that there is a Presentation expected.~~

48. Amend Conduct and Debate 54 by adding (3) as follows:

(3) The Committee Clerk is there to help ensure the City’s process and legislation are known and adhered to. It is the City’s expectation that when the Committee Clerk states an item of concern or when they give direction in regard to meeting process that it would be adhered to.

49. This Bylaw may be cited as the “*Council and Committee Procedure Bylaw, No. 2232, 2018, Amendment No. 4, 2020, No. 2338*”.

RECEIVED FIRST READING on the	day of
RECEIVED SECOND READING on the	day of
RECEIVED THIRD READING on the	day of
ADVERTSING DATES on the	day of
RECONSIDERED AND FINALLY ADOPTED on the	day of

MAYOR

DIRECTOR OF CORPORATE
ADMINISTRATION

Minister of Infrastructure
and Communities



Ministre de l'Infrastructure
et des Collectivités

Ottawa, Canada K1P 0B6

RECEIVED

FEB 28 2020

✓ CITY OF WHITE ROCK
ADMINISTRATION

FEB 24 2020

His Worship Darryl Walker
Mayor
City of White Rock
15322 Buena Vista Avenue
White Rock, British Columbia V4B 1Y6

Dear Mr. Mayor:

Thank you for your letter of October 17, 2019, to my predecessor, the Honourable François-Philippe Champagne, regarding the Fraser River Sanitary Sewer Crossing project for the District of Mission in British Columbia. Please accept my apologies for the delay in responding.

Under the Clean Water and Wastewater Fund, provinces and territories received an allocation, prioritized projects, and submitted those projects for federal funding. On March 17, 2017, the Government of Canada and the Province of British Columbia announced approval of the District of Mission's Fraser River Sanitary Crossing Siphon project. The deadline for the approval of new projects under the Clean Water and Wastewater Fund was March 31, 2018.

The Government of Canada's *Investing in Canada* plan is providing more than \$180 billion over 12 years. Our priority is to promote infrastructure that will create good, well-paying jobs that can help the middle class grow and prosper. Key areas for investment include public transit, green and social infrastructure, transportation infrastructure that supports trade, and infrastructure in rural and northern communities.

The agreement in place with British Columbia will provide over \$4.1 billion in federal funding dedicated to infrastructure projects in British Columbia over the next decade. This new funding will see the Government of Canada and the Province of British Columbia make unprecedented investments in public transit, green infrastructure, communities, recreational and cultural infrastructure, as well as rural and northern communities. Under the new Agreement, proposed projects must first be prioritized by the province before they are submitted to Infrastructure Canada for consideration.

...2

Canada

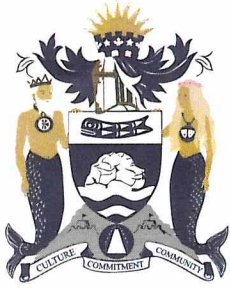
I would encourage you to discuss the phased approach proposed by the District of Mission with the British Columbia Ministry of Municipal Affairs and Housing.

Please accept my best regards.

Sincerely,

A handwritten signature in blue ink, appearing to read 'C McKenna', with a stylized flourish at the end.

The Honourable Catherine McKenna, P.C., M.P.
Minister of Infrastructure and Communities



MAYOR DARRYL WALKER
OFFICE OF THE MAYOR
WHITE ROCK, BC CANADA

October 17, 2019

The Honourable François-Philippe Champagne
Minister of Infrastructure and Communities
House of Commons
Ottawa, ON K1A 0A6

Dear Minister Champagne,

RE: DISTRICT OF MISSION FRASER RIVER SANITARY SEWER CROSSING PROJECT

I am writing to draw your attention to the District of Mission's efforts to replace its aging sewage pipe below the Fraser River. The City of White Rock is very concerned about the potential consequences for the environment, housing prices and developmental pressures in lower mainland BC if this project is significantly delayed.

In 1982, a steel pipe was installed to carry raw sewage from every household and business on Mission's sewer system across the Fraser River to the JAMES wastewater treatment plant in Abbotsford. With Mission's growth rate continuously accelerating, the 37-year-old pipe already reaches its capacity during peak flows and will reach full capacity by 2021, if not sooner.

While all pipes degrade over time, this pipe is uniquely challenging as it has been in continuous operation since installation and includes a nearly kilometer-long stretch in a corrosive environment buried below the Fraser River. Unlike pipes that convey flow by gravity, Mission's sewage pipe is pressurized and continuously flowing, making it impossible to inspect. A failure of this pipe has occurred in the past but was at a section buried in the ground adjacent to the Fraser River and containment was possible. If the existing pipe was to break below the Fraser River, over 11 million litres of raw industrial and residential sewage would discharge into the river every day for months, devastating natural habitats and impacting downstream communities from Mission to Vancouver and the Salish Sea.

Mission has been working for years on its current plan and all of the necessary approvals required to construct a new pipe, as well as the infrastructure required on land to accommodate it. This would allow Mission to isolate the existing and future pipe for inspections and repairs, prevent an environmental disaster, and enable sustainable growth in one of British Columbia's fastest growing communities. In 2017, Mission joined the Government of BC and the Government of Canada where \$6.9 million in federal and provincial infrastructure funding was announced through the cost-shared Clean Water and Wastewater Fund (CWWF) to support this project. However, factors beyond the control of Mission resulted in significant unexpected cost increases and the nature of the work required has necessitated a phased approach.

City Hall, 15322 Buena Vista Avenue, White Rock, British Columbia, Canada V4B 1Y6

Tel: (604) 541-2131 Fax: (604) 541-9348 Email: dwalker@whiterockcity.ca Website: www.whiterockcity.ca

Our community is aware that Mission has engaged Provincial representatives seeking additional funding in light of the exceptional circumstances surrounding this project, as well as formal recognition of the phased approach required to complete the project that would allow Mission to retain its existing CWWF grant. These measures would ensure Mission is able to accommodate its rapidly growing community, develop sustainably and avoid environmental disaster. With support from the Provincial Government, the opportunity for a comprehensive solution and positive outcome for this project remains very real.

The City of White Rock is requesting that you prioritize these issues and work with the District of Mission towards a collaborative solution.

Thank you for your time and consideration of this urgent matter.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Walker".

Darryl Walker, Mayor

CC: Mayor Pamela Alexis, District of Mission, palexis@mission.ca



Jonathan X. Côté
Mayor

March 9, 2020

The Right Honourable Justin Trudeau, P.C., M.P.
Prime Minister of Canada
Langevin Block
Ottawa, ON K1A 0A2

Dear Prime Minister:

Re: National Pharmacare Program

At a meeting of New Westminster City Council held on February 24, 2020, Council passed the following motion regarding a National Pharmacare Program:

WHEREAS the City of New Westminster recognizes the importance of healthy citizens as the foundation of a healthy, engaged and economically vibrant community;

AND WHEREAS over 3 million Canadians, including many in our local communities, don't take medicines prescribed by their doctors because they can't afford them;

AND WHEREAS Canada is currently the only country with a National Medicare Program that does not have a National Pharmacare Program;

AND WHEREAS the risk of having no insurance for medicines is high among lower income Canadians which includes the service industry, as well as precarious and seasonal workers;

AND WHEREAS studies show that adding a National Pharmacare Program to our National Health Care System would lower costs to businesses by over \$8 billion per year;

Office of the Mayor
Corporation of the City of New Westminster
511 Royal Avenue, New Westminster, BC - Canada V3L 1H9 T (604) 527 4522 F (604) 527 4594
www.newwestcity.ca

AND WHEREAS recent research confirms that these gains can be achieved with little or no increase in public investment;

AND WHEREAS municipal government expenses for employee benefits would be significantly reduced by a National Pharmacare Program;

AND WHEREAS a national prescription drug formulary would support better quality prescribing, including reducing dangerous and inappropriate prescribing, especially to Canadian seniors;

AND WHEREAS a National Pharmacare plan is a sound policy, both economically and socially:

THEREFORE BE IT RESOLVED

THAT the City of New Westminster write a letter calling on the Federal Government to work with the provinces and territories to develop and implement a Universal Public National Pharmacare program as a top priority.

We appreciate your consideration of this important matter.

Yours truly,



Jonathan X. Cote
Mayor

Cc: The Honourable Patty Hajdu, Minister of Health
All BC Municipalities



DISTRICT OF METCHOSIN

March 19, 2020

Honourable Adrian Dix, Minister of Health
Ministry of Health
PO Box 9050
STN PROV GOVT
Victoria, BC V8W 9E2

Honourable Adrian Dix:

RE: COVID19 – Testing Needed for First Responders

The District of Metchosin Council is requesting the Ministry of Health prioritize COVID-19 testing for all first responders. Under current protocols if a responder demonstrates all of the symptoms of the virus, but can't prove direct contact, they are not being tested and therefore could be repeatedly called to self-isolate, even though they may have developed immunity.

It appears we are at the beginning phases of this pandemic and in time we may have to rely on first responders who have already contracted COVID-19 and have subsequently recovered. The only way we can do this is to ensure they are tested at the time they are demonstrating symptoms.

We are also concerned by the substantial increase of mental health stress that is being put on our volunteers' responders and their families and how it could have both immediate and long-term impacts on our ability to recruit.

We are therefore requesting first responders be included in the category who is exempted in the direct contact requirement.

Sincerely,

John Rams
Mayor

cc Dr. Richard Stanwick, Chief Medical Health Officer
Ryan Wainwright, Sr. Regional Manager, Emergency Management BC
BC Municipalities

MAR 05 2020

File: CR-12-01
Ref: RD 2020 Feb 28

Tracey Arthur, City Clerk
City of White Rock
15322 Buena Vista Avenue
White Rock, BC V4B 1Y6
VIA EMAIL: tarthur@whiterockcity.ca

Dear Ms. Arthur:

Invasive Species Education and Outreach Materials

At its February 28, 2020 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution:

That the MVRD Board direct staff to forward the report dated January 17, 2020, titled "Invasive Species Education and Outreach Materials" to member jurisdictions for information.

Metro Vancouver staff are happy to work with each member jurisdiction to customize the attached brochure titled "Help Stop the Spread of Invasive Plants" with your logo, disposal and stewardship group information. If you would like to customize the brochure or if you have any questions about these materials, please contact Laurie Bates-Frymel, Senior Planner (Environment), Regional Planning and Housing Services, by phone at 604-436-6787 or by email at Laurie.Bates-Frymel@metrovancover.org.

Sincerely,



Chris Plagnol
Corporate Officer

CP/KHo/sn

37227226

- cc: Neal Carley, General Manager, Regional Parks & Environment Services
Mike Redpath, Director, Regional Parks, Regional Parks & Environment Services
Marcin Pachcinski, Division Manager, Electoral Area and Environment, Regional Planning and Housing Services
Laurie Bates-Frymel, Senior Planner (Environment), Regional Planning and Housing Services
- Encl: Report dated January 17, 2020, titled "Invasive Species Education and Outreach Materials"
(Doc # 36579031)

To: Climate Action Committee

From: Laurie Bates-Frymel, Senior Planner
Regional Planning and Housing Services

Date: January 17, 2020 Meeting Date: February 14, 2020

Subject: **Invasive Species Education and Outreach Materials**

RECOMMENDATION

That the MVRD Board direct staff to forward the report dated January 17, 2020, titled “Invasive Species Education and Outreach Materials” to member jurisdictions for information.

EXECUTIVE SUMMARY

Metro Vancouver, the Invasive Species Council of BC, the Invasive Species Council of Metro Vancouver, and members of the Regional Planning Advisory Committee – Invasive Species Subcommittee have collaboratively created two new outreach products to raise awareness about invasive species of concern across the region: an online course and a public brochure. Staff are seeking direction from the Board to share these materials with member jurisdictions.

PURPOSE

To provide the Climate Action Committee and the MVRD Board with information about a new invasive species online course and public brochure, and seek direction to forward these outreach materials to member jurisdictions for information.

BACKGROUND

Invasive species are non-native plants and animals that out-compete native species and can be highly destructive, competitive and difficult to control. They can threaten property and recreational values, infrastructure, agriculture, public health and safety, as well as ecological health. Conservation biologists have globally ranked invasive alien species as the second most serious threat to biodiversity after habitat loss.

In October 2018, the MVRD Board adopted the *Ecological Health Framework*, which illustrates Metro Vancouver's role in protecting and enhancing ecological health as it relates to its services and functions, and supporting regional efforts. The *Framework* commits Metro Vancouver to “continue to provide a forum for coordination and collaboration with member jurisdictions and other parties to develop best practices, ensure appropriate disposal options, and increase awareness of invasive species.”

At the request of member jurisdictions, the Regional Planning Advisory Committee (RPAC) – Invasive Species Subcommittee was created to assist with collaboration and coordination of invasive species management efforts within the region. The Invasive Species Subcommittee is composed of environment or parks staff from most member jurisdictions, as well as non-voting associates from the provincial and federal governments, non-profit organizations, several right-of-way land

managers, businesses, and Metro Vancouver staff from various departments. In 2019, Invasive Species Subcommittee members identified a work plan priority to create education and outreach products with regionally-consistent messaging.

INVASIVE SPECIES OUTREACH MATERIALS

With support from Metro Vancouver staff, the Invasive Species Council of BC, the Invasive Species Council of Metro Vancouver, and the RPAC Invasive Species Subcommittee collaboratively developed the following new outreach products.

Online Course

To improve awareness, detection, prevention, and control of invasive species in our region, an introductory online course was produced (Reference 1). It is intended for a general audience, but will be most useful for municipal staff, contractors, and volunteers. By completing this hour-long course, participants will learn about what makes a species 'invasive'; how invasive species arrive here and spread; environmental, health, and economic impacts; key species to look out for in the Metro Vancouver region; relevant policies and regulations; and how to report and prevent their spread. The course also contains activities and Q&As to keep participants engaged.

Brochure

To support education about high priority invasive plants commonly found across the region, a four-fold brochure titled "Help Stop the Spread of Invasive Plants" was created (Attachment). The Invasive Species Subcommittee collaboratively identified the invasive plants (common garden escapees and others) to be featured. It provides photos, icons showing relative leaf sizes, information about potential impacts, and suggestions for how residents can help.

Both the course and brochure have been posted on Metro Vancouver's [Invasive Species webpage](#). Pending direction from the Board, staff will forward the materials to member jurisdictions to support their outreach and education efforts.

ALTERNATIVES

1. That the MVRD Board direct staff to forward the report dated January 17, 2020, titled "Invasive Species Education and Outreach Materials" to member jurisdictions for information.
2. That the Climate Action Committee receive for information the report dated January 17, 2020, titled "Invasive Species Education and Outreach Materials", and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The MVRD Board-approved Regional Planning budget included \$5,000 for the creation of content for the online course through a contract with the Invasive Species Council of BC. Automation of the course was facilitated by Metro Vancouver's Management Systems and Utility Services Technical Knowledge Management team at a cost of \$7,000 from within the approved GVS&DD 2019 budget. The brochure was created by Metro Vancouver's design team within their approved 2019 budget.

CONCLUSION

Metro Vancouver, the Invasive Species Council of BC, the Invasive Species Council of Metro Vancouver, and members of the Regional Planning Advisory Committee – Invasive Species Subcommittee have collaboratively created two new education and outreach products to raise awareness about invasive species of concern across the region: an online course and a public brochure. These are now available on the Metro Vancouver website. Staff recommend Alternative 1, to distribute the outreach materials to member jurisdictions.

Attachment

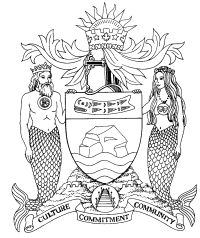
“Help Stop the Spread of Invasive Plants” brochure produced by Metro Vancouver, the Invasive Species Council of Metro Vancouver and the Regional Planning Advisory Committee-Invasive Species Subcommittee, 2019.

References

1. Invasive Species in Metro Vancouver: An Online Course for Staff, Contractors and Volunteers, Metro Vancouver, the Invasive Species Council of BC, and the Invasive Species Council of Metro Vancouver, 2020.

36579031

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: March 30, 2020
TO: Mayor and Council
FROM: Jim Gordon, P. Eng. Director of Engineering and Municipal Operations
SUBJECT: Promenade Closure Plan

RECOMMENDATION

THAT Mayor and Council receive for information the corporate report, dated March 30, 2020, from the Director of Engineering and Municipal Operations, titled "Promenade Closure Plan."

INTRODUCTION

Due to the global pandemic relating to COVID-19, the City may need to consider closing down the Promenade to implement measures to address social distancing in the community required to be carried out. This corporate report outlines steps that can be taken to close the Promenade and the costs associated with those options.

ANALYSIS

The entire length of the Promenade could be closed utilizing rental blue steel fencing secured with tops and clamps. Experience during the East Beach repair period following the storm of December 2018, illustrated the challenges the City encountered in closing the Promenade. The fencing was frequently vandalized, and bypassed by the public wishing to climb over storm debris. It is not known if the public will be more respectful of the fencing during this COVID-19 emergency.

A basic option for restricting access and closing the Promenade is described below. A more extensive complete closure with fencing along the length of the Promenade, beyond the access points, would cost approximately three (3) times this option.

East Beach

- Close Finlay, Ash and Balsam at the pedestrian railway crossing entrances with blue fencing and City of White Rock Engineering barricades.
- Cypress at the pedestrian railway crossing will be open for City staff access and public access to the beach. The Promenade will be shut down east and west of Cypress with blue fencing and City of White Rock Engineering barricades.
- Close the Promenade east of the Pier head with blue fencing and City of White Rock Engineering barricades.

West Beach

- Close the Promenade west of the Pier head with blue fencing and City of White Rock Engineering barricades.
- Close all stair access points from the parking lots west of the White Rock Museum & Archives to the Oxford comfort station.
- Close all stair access points from the parking lots west of the Oxford comfort station to the Oxford pedestrian railway crossing.
- Fence off the Promenade entirely from the Oxford pedestrian railway crossing to the Bay pedestrian railway crossing.

Memorial Park

- Fencing off the entire park.

White Rock Museum & Archives

- Close the access to the Promenade from the West side of the White Rock Museum & Archives.

BUDGET IMPLICATIONS

Staff met with a rental-fencing contractor and received estimates of approximately \$5,000 to install the fencing and a rental cost of \$1,000 per month for the basic option described above. A more extensive option, complete closure, would cost approximately \$15,000 to install and \$4,000 per month for rental.

If security guards are needed during daylight hours, three (3) guards would cost \$24,000 per month. In addition, there would be signage costs of approximately \$1,000 for either option and staff costs of approximately \$2,000 per month to reset and maintain the fencing after anticipated public intrusion and vandalism.

The basic option described in this corporate report is estimated to be \$6,000 for installation and signage plus monthly rental and maintenance of approximately \$2,000 per month.

The extensive option is estimated to be \$16,000 for installation and signage plus monthly rental, maintenance and security of approximately \$30,000 per month.

If Council decides to move forward with either options for closure of the Promenade, it will be necessary to redirect funding from less urgent work in the current Financial Plan.

RISK MANAGEMENT

The City has taken steps to reduce Promenade usage by closing parking lots and the Pier. It is unknown if social distancing directives from provincial and federal governments and peer pressure will limit Promenade usage to safe levels. The basic option and the more extensive option, complete fenced off closure of the Promenade, are available for Council consideration should the situation warrant further action by Council.

ENVIRONMENTAL/CLIMATE

There are no direct environmental or climate action impacts related to either plan.

CONCLUSION

Council has taken steps to reduce Promenade usage. The basic option and the more extensive option are available for Council consideration should the situation warrant further action by Council.


Respectfully submitted,



Jim Gordon, P. Eng.
Director of Engineering and Municipal Department

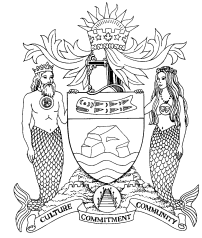
Comments from the Chief Administrative Officer

This corporate report is provided for information.



Dan Bottrill
Chief Administrative Officer

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: March 30, 2020
TO: Mayor and Council
FROM: Eric Stepura, Director Recreation and Culture
SUBJECT: COVID - 19 Response - Community Support for Vulnerable Residents

RECOMMENDATION

THAT Council receive for information the corporate report dated March 30, 2020, from the Director of Recreation and Culture, titled “COVID – 19 Response – Community Support for Vulnerable Residents.”

INTRODUCTION

At the Regular Council Meeting held March 23, 2020, the following motion was approved:

“THAT Council directs a corporate report be brought forward that will include what other organizations are in White Rock and what they are doing to help seniors and those with disabilities in helping with maintaining their lifestyle (Sources / CARP / Rotary); and Council requested the corporate report also provide options that can help residents, and how the City can help seniors.”

ANALYSIS

Staff have researched what organizations based in White Rock are offering programs and services to help seniors and people with disabilities with their day-to-day needs during the COVID-19 pandemic. The information is as follows.

City of White Rock

The City of White Rock has created a Community Resources page (Appendix A) on the City web site www.whiterockcity.ca that provides information for residents on local businesses that are open including pharmacies and grocery stores. Of particular interest to seniors, is that Shoppers Drugs, Rexall Drugs, Save-On Foods and Nature’s Fare Market all provide daily-designated shopping hours for seniors and people with compromised immune systems.

This webpage will continue to be update and additional information will be added to include items such as local restaurants that provide take-out food service, food delivery, grocery pickup and delivery etc. Please check the City’s web site regularly for updates.

The City’s Recreation Programmer, Dianne Sawicki, writes a weekly seniors column in the Peace Arch News. The March 26, 2020 edition (Appendix B) featured information for local seniors on why the City closed its recreation facilities and how seniors can stay safe and avoid getting the COVID - 19 virus.

Community Recreation staff will be reaching out to members of the Kent Street Activity Centre and other seniors program participants starting next week, to ask how they are doing, and to offer help to connect them with community and Provincial service providers if needed.

Sources Community Resources Society

Sources provide a variety of services for seniors and vulnerable people in White Rock including the White Rock/South Surrey Food Bank, counselling services, family services, community living programs for the elderly, addiction counselling and much more. To find out more about the services offered by Sources, please visit their web site at <https://www.sourcesbc.ca>

Sources is in urgent need of financial donations for the White Rock/South Surrey Food Bank. Donations can be made on-line on the Sources web site <https://www.sourcesbc.ca>

As well, donations of cleaning supplies such as disinfectant wipes, masks and rubber gloves are needed for Food Bank staff and volunteers. These supplies can be dropped off at the White Rock/South Surrey Food Bank located at 2343 - 156 Street in Surrey.

CARP

CARP, formerly the Canadian Association of Retired Persons, is a national, nonpartisan, nonprofit organization that advocates on behalf of adults 45 and over.

Ramona Kaptyn, President of CARP White Rock/Surrey, reports that in the recent days, CARP has taken steps to inform their members about the COVID – 19 virus as follows:

- The CARP website, www.carp.ca [Coronavirus / COVID-19 - What you need to know - CARP](#) is updated daily providing links to all government sources for information and assistance plus advice from doctors and others.
- An e-newsletter was distributed to their members in White Rock/Surrey recently and this will continue on a weekly basis.
- Daily tips will be posted on the CARP White Rock Surrey Facebook page.

Rotarians

Rotaract volunteers have offered to do grocery shopping and delivery for local seniors and those with compromised immune systems. The service is available seven (7) days a week. For service call Lexie Wynne at 604-616-6420 or e-mail semiahmoopeninsularotaract@gmail.com

Seniors Come Share Society

The Seniors Come Share Society is offering support for local seniors through their “Better At Home,” “Social Prescribing” and “Caregiver Support” Programs. They are awaiting confirmation on funding and expect to offer a few more programs soon.

Alexander Neighborhood House

Alexander Neighborhood House is developing a phone tree to provide support and encouragement to residents of White Rock and South Surrey throughout the pandemic. To participate in this social connection, e-mail Neil at communityprograms@alexhouse.ca

COVID Isolation Assistance - White Rock South Surrey

Local resident, Shelly Jankola, started a Facebook group to connect those needing help during the COVID – 19 pandemic with those who can lend a hand.

Other BC Agencies

Seniors Advocate

The Seniors Advocate is a BC agency that provides information on programs and services to seniors. The Agency can be contacted at 1-877-952-3181 or at info@seniorsadvocatebc.ca

The bc211 call line has expanded to help BC seniors during the COVID – 19 pandemic. “Safe Seniors, Strong Communities” is a program that matches seniors who need support with non-medical essentials with volunteers in their community who are willing to help. To register for services or to offer to help, visit www.bc211.ca

There may be other community organizations and Provincial agencies that are providing assistance and services to vulnerable residents in White Rock and as they are discovered, staff will promote them on the City’s web site on the “Community Resources” webpage.

BUDGET IMPLICATIONS

There are no budget implications arising from the recommendations in this corporate report.

CLIMATE CHANGE IMPLICATIONS

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

CONCLUSION

At the Regular Council Meeting held March 23, 2020, Council directed staff to bring forward a corporate report on community organizations in White Rock that are offering services or programs to help seniors and those with disabilities in meeting their day-to-day needs, and also provide information on how the City can help seniors.

Staff have contacted several local organizations to collect information on the programs and assistance available for seniors, people with disabilities and vulnerable residents and the findings of this research is outlined in this corporate report.

Respectfully submitted,



Eric Stepura
Director of Recreation and Culture

Comments from the Chief Administrative Officer

This corporate report is provided for information.



Dan Bottrill
Chief Administrative Officer

Appendix A – Community Resources Page – City Web Site

Appendix B – Seniors Column Article in the Peace Arch News March 26, 2020



How can we help you?

- Frequently Asked Questions
- Health Information
- Community Resources

[Home](#) > [Residents](#) > [Public Safety](#) > Community Resources



COMMUNITY RESOURCES

Pharmacy

- Rexall Drugs**
1463 Johnston Rd
Tel: 604-531-4636
Delivery: Yes for prescriptions
Senior's Hours: 8:30 - 9:30am Daily
- Save On Foods**
1641 152 St. Surrey, BC
Tel: 604-536-4522
Delivery: No
Senior's Hours: 7 - 8am Daily
- Shoppers Drug Mart**
15105 16 Ave. Surrey, BC
Tel: 604-536-8211
Delivery: Yes for prescriptions
Senior's Hours: 8 - 9am Daily

Groceries

- Hillcrest Bakery & Deli**
15231 Thrift Ave.
Tel: 604-531-1750
Delivery: Yes
Senior's Hours: No
Notes: Customer can pre-order and pre-pay over the phone
- Nature's Fare Market**
15180 North Bluff Rd.
Tel: 778-291-1321
Delivery: No
Senior's Hours: 8-9am Monday - Saturday | 9-10am Sunday
- Penguin Meats**
1545 Johnston Rd.
Tel: 604-531-1448
Delivery: Yes
Senior's Hours: No
- Red Rooster Food Store**
1489 Stayle Rd.
Tel: 604-541-8300
Delivery: No
Senior's Hours: No
- Save On Foods**
1641 152 St. Surrey, B.C.
Tel: 604-536-4522
Delivery: Through app or online
Senior's Hours: 7-8am Monday - Sunday
- White Rock Supermarket**
15236 Russell Ave.
Tel: 604-541-4997
Text: 604-537-1575
Delivery: No-contact pick-up available
Senior's Hours: No



Food - Pick-Up

- Baja Cantina**
15519 Marine Dr.
Tel: 604-542-9403
Delivery: Yes
- Bean Around the World**
1400 Johnston Rd.
Tel: 604-542-9626
Delivery: No
- Cafe 8**
1490 Johnston Rd.
Tel: 604-560-5610
Delivery: No
- Candlelight Cuisine**
1475 Anderson St.
Tel: 604-538-2662
Delivery: Yes, Seniors only
- CCTV Chinese Restaurant**
15015 Marine Dr.
Tel: 604-538-1436
Delivery: No
- Crazy Cows Ice Cream**
14971 Marine Dr.
Tel: 604-837-8976
Delivery: No
- Damianos Pizza**
1191 Johnston Rd.
Tel: 604-541-9400
Delivery: Yes
- Delrio's**
1669 128 St. Surrey
Tel: 604-536-2544
Delivery: Yes
- Dining Wok Shanghai Restaurant**
15246 Russell Ave.
Tel: 604-531-6671
Delivery: No
- Esso**
1595 Nichol Rd.
Tel: 778-545-1156
Delivery: No
Note: hot and cold food available
- Fishboat Restaurant**
15513 Marine Dr.
Tel: 604-837-8976
Delivery: No
- Hillcrest Bakery & Deli**
15231 Thrift Ave.
Tel: 604-531-1750
Delivery: Yes, within 10KM. \$10 min. order after 4:30pm
- Little India Restaurant**
15081 Marine Dr.
Tel: 604-542-2038
Delivery: No
- Montgomery Cottage Lunch**
15539 Marine Dr.
Tel: 604-536-7779
Delivery: No
- Nature's Fare Market**
15180 North Bluff Rd.
Tel: 778-291-1321
Delivery: No
- Penang Szechuan Cuisine**
15228 Russell Ave.
Tel: 604-538-1700
Delivery: Yes, 4:30 - 8pm Monday - Saturday
- PG's Jamaican Restaurant**
1387 Johnston Rd.
Tel: 604-541-7289
Delivery: Yes, Uber Eats and Doordash
- Pho 777 Restaurant**
15230 Russell Ave.
Tel: 604-385-0277
Delivery: Yes, Directly or thru Doordash
- Taka Sushi**
15208 Pacific Ave.
Tel: 604-538-8587
Delivery: No
- The Boathouse Restaurant**
14935 Marine Dr.
Tel: 604-536-7320
Delivery: No
- Uptown Pizza**
15150 North Bluff Rd.
Tel: 604-385-4455
Delivery: Yes, Doordash
- Washington Avenue Grill**
15782 Marine Dr. Unit #5
Tel: 604-541-4244
Delivery: Yes, Doordash
- White Rock Indian Flavours**
15240 Russell Ave.
Tel: 604-536-8511
Delivery: Yes, Doordash, Uber Eats, Skip the Dishes

www.peacearchnews.com

Peace Ar

Kent Street Activity Centre aiming to reopen as soon as possible

Difficult decision to close

The Kent Street Activity Centre and all City of White Rock buildings are closed as we deal with this public-health emergency.

The practice of social distancing, staying one to two metres from the next person, is so critical to reduce the spread of COVID-19.

Closing our city buildings to the public was a difficult decision to make, however, the health and safety of our residents and employees is the city's top concern. The City of White Rock is continuing to offer city services by phone, email and online.

We will reopen as soon as it is safe to do so and we will follow the lead of our health authorities.

For many of you who utilize transit services, please note that TransLink is following the lead of health officials when it comes to its response to COVID-19.

They are closely monitoring the situation and remain in contact with regional health authorities to determine best practices and ensure an appropriate response. Visit translink.ca for more information.



• The Kent Street Activity Centre is having to postpone our free community income tax service to low-income seniors. When things get better, please check out www.canada.ca/taxes-help to see which organizations will be starting up their clinics again.

• Remember, the most important thing you can do to prevent COVID-19 is to wash your hands regularly and avoid touching your face, eyes, nose or mouth.

You can also practise respiratory etiquette and social distancing.

If you don't have access to the internet, Health Link BC is your provincial health line if you have any questions

about COVID-19.

It is as close as your phone any time of the day or night, every day of the year. Call 811 toll-free in B.C., or for the deaf and hard of hearing, call 711.

• Some of the most up-to-date information about COVID-19 can be found through referencing informed, evidence-based medical-service provider sources. Here are some sites to check out if you have access to the internet: BC COVID-19 Symptom Self-Assessment Tool, BC Centre for Disease Control, Fraser Health, HealthLink BC, World Health Organization, Government of Canada.

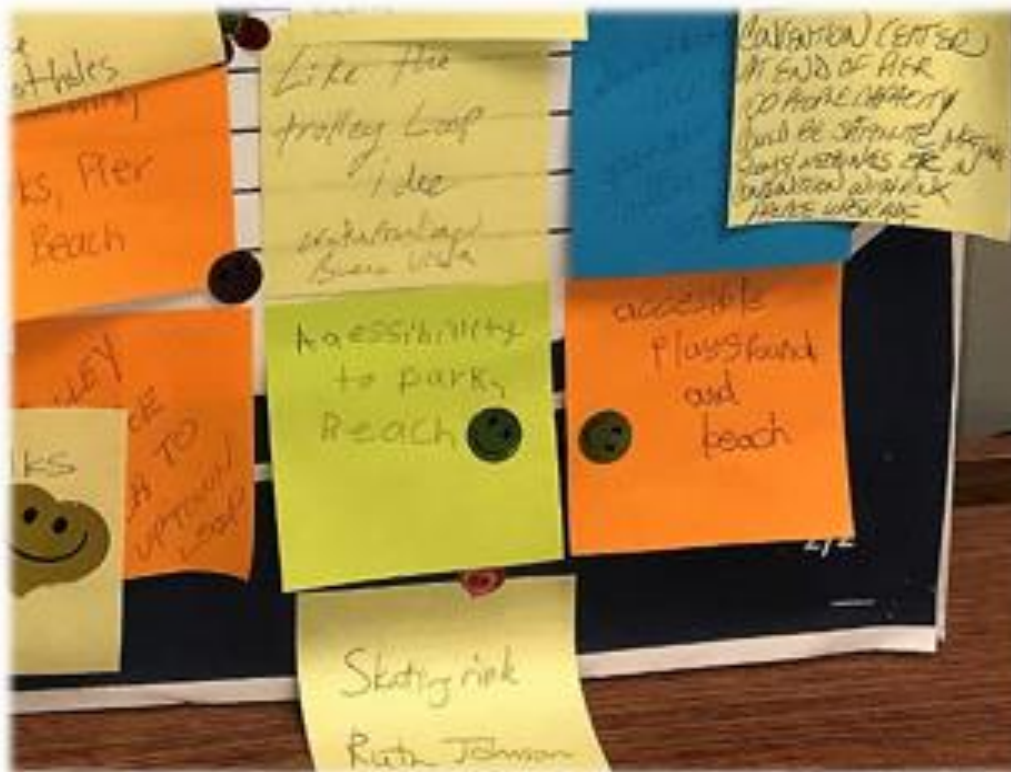
To all our Kent Street Activity Centre members, remember we are all in this together!

Be safe, practise self care, get some fresh air and we will see you back at the Centre soon!

The Kent Street Activity Centre, located at 1475 Kent St., is open to people 55 years of age or better. For information, call 604-541-2231.

Community Amenity Contributions-CACs Summary of Engagement Results

“How would you spend \$13 million?”



**Prepared by Communications for Planning
and Development**

March 30, 2020

Inside this Summary

Summary of Community Engagement 2

Communication and Engagement Approaches 3

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Dotmocracy Boards 5-6

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Facebook Feedback 9-12

Online Survey Results 13-15

1000s of Touchpoints--Infographic 16

Summary of Community Engagement

The City of White Rock asked the public to help identify how to spend an expected \$13 million in Community Amenity Contributions (CACs), once they've been collected, on eligible capital projects.

Developers pay the City of White Rock development cost charges (DCCs) to help with utilities like water, sewage and roads. Once a building permit has been issued, developers also pay community amenity contributions (CACs) to help with capital investments to benefit the community.

The City began the public input process in early January 2020. Options put forward for community input include:

- 😊 Affordable housing opportunities
- 😊 Centre Street Walkway
- 😊 City Hall with community space
- 😊 Convention Centre with community access
- 😊 Enhancements to White Rock's Pier
- 😊 Five Corners Plaza Plan (Rainbow Pathway)
- 😊 Funicular connecting uptown to waterfront
- 😊 Gallery/Museum Space
- 😊 Maccaud Park Plan
- 😊 Public Art
- 😊 Public Parking options
- 😊 Theatre Facility
- 😊 Transit Shelters
- 😊 Waterfront parks

Communication and Engagement Approaches

The engagement strategy was launched in early January 2020, supported with communication tactics to ensure residents and business owners/operators were aware of the many opportunities to provide input to help City Council decide how to spend an expected \$13 million in Community Amenity Contributions.

The engagement strategy included:

- 😊 Public information and workshop
- 😊 Two pop-up engagement sessions
- 😊 Dotmocracy boards
- 😊 Online Survey
- 😊 Paper surveys
- 😊 Facebook conversation



A group of participants at the Jan. 20, 2020, public information session and workshop.

Communication included:

- 😊 2 news releases
- 😊 A dedicated web page with regular updates
- 😊 A Q and A to help define what CACs can and cannot be used for
- 😊 A friendly link for the web page at whiterockcity.ca/CAC
- 😊 A survey posted on Talk White Rock at: talkwhiterock.ca
- 😊 Multiple postings on Twitter
- 😊 Multiple postings on Facebook
- 😊 Facebook advertising
- 😊 Posters to City buildings, White Rock Library and distributed to businesses
- 😊 Promoted through City Connects e-newsletter
- 😊 Promoted on the City’s intranet site, The Wave
- 😊 2 ads in Peace Arch News to promote the Jan. 20, 2020 event and online survey
- 😊 2 ads in Peace Arch News to promote the pop-up engagement opportunities
- 😊 3 large information boards to bring to engagement opportunities
- 😊 2 large Dotmocracy boards to gather public input with stickers

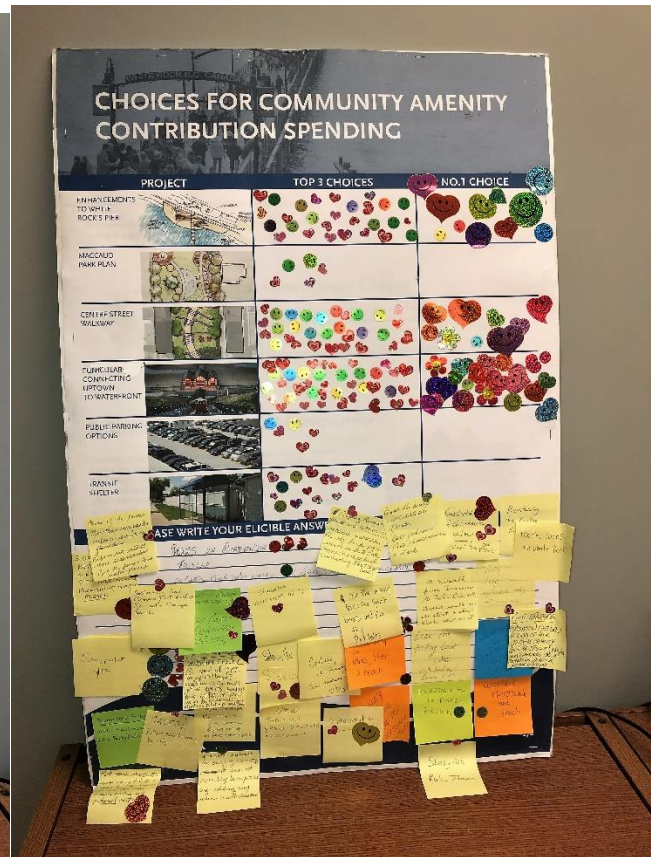
Engagement by the Numbers

- | | |
|--|---|
| <ul style="list-style-type: none"> 😊 Facebook
11,649 reached
1,080 engaged 😊 Twitter
3,470 reached 😊 Online Survey
523 engaged 😊 Paper Survey
21 engaged 😊 Workshop
60 engaged | <ul style="list-style-type: none"> 😊 Topics at Workshop
6 discussion tables 😊 Comment Cards
15 engaged 😊 Pop-up Engagement
85 engaged 😊 ‘Dotmocracy’ Voting Boards
392 votes 😊 Peace Arch News (Ads, media releases)
37,000 reached |
|--|---|

Dotmocracy Boards

City of White Rock staff and Council members were involved in public engagement opportunities for three events involving the same two boards. Participants were given three small stickers each to place on their top three choices and a larger sticker to place on their No. 1 choice. There were 135 people at three locations adding stickers to the two Dotmocracy boards shown below at:

- Public Information Session and Workshop**
 Jan. 20, 2020
 White Rock Community Centre: 60 participants
- Pop-up Engagement**
 Feb. 4, 2020
 White Rock Community Centre: 25 participants
- Pop-up Engagement**
 Feb. 9, 2020
 Centennial Arena: 50 participants



Dotmocracy boards: Input collected Jan. 20, Feb. 4 and Feb. 9, 2020. Sticky notes are “other.”

Top 5

Here are the top five choices, starting with No. 1:

1. Centre Street Walkway
2. Funicular
3. Affordable Housing
4. Enhancements to White Rock's Pier
5. Waterfront Parks

Other suggestions include:

- 😊 Swimming pool at the Pier
- 😊 Waterfront Parks: with skateboard and bike path
- 😊 Convention centre at the end of the Pier
- 😊 Accessibility at parks, Pier and beach
- 😊 Adding a "trolley" loop from Buena Vista to the Waterfront
- 😊 Outdoor skating at Memorial Park
- 😊 Building more sidewalks, including from 5 Corners to Columbia

Public Information Session and Workshop

About 60 people attended the Public Information and Workshop on Jan. 20, 2020, to provide input into how the City should spend up to \$13 million in Community Amenity Contributions, once they're received.

Discussion was in a World Café style, where participants provide input through a facilitator and then move to the next table for a different topic. The discussion tables included:

- 😊 Arts and Culture
- 😊 Social Supports
- 😊 Civic Facilities
- 😊 Parks and Recreation
- 😊 Mobility
- 😊 Other

The top choices of this group for how to spend CACs are:

Project	Top 3 Choices	No. 1 Choice
Theatre Facility	3	1
Gallery/Museum Space	3	1
Public Art	5	2
Affordable Housing Opportunities (Community/First time buying opportunities)	26	13
Childcare Facilities	4	0
City Hall with Community Space	2	0
Convention Centre with Community Access	4	1
Five Corners Plaza Plan (Rainbow Pathway)	15	4
Waterfront Parks	15	1
Enhancements to White Rock Pier	13	3
Maccaud Park Plan	1	
Centre Street Walkway	16	6
Funicular/Gondola Connecting Uptown to White Rock	14	8
Public Parking Options	2	0
Transit Shelter	3	0
Other Comments on post-its:		
Trolley Service - Beach to uptown loop		
Like the trolley loop idea - Waterfront, Buena Vista		

Parks on road ends	1	
Water Park in Summer	1	
Winter - make it a skating rink	1	
Ensuring accessibility at Parks, Pier and Beach	1	1
Accessibility to Park, Beach	1	
Trolley loop - uptown, Marine		
Something like an open air bus / trolley doing a loop		
Accessible playground and beach	1	

Facebook Comments: How would you spend \$13 million?

The City of White Rock Facebook page has more than 5,700 followers and is an active source of community information and conversation.

To maximize the use of Facebook, the City posted five times on Facebook between Jan. 15 and Feb. 14, reaching 11,649 people. The City also “boosted” select posts, for a small fee, to increase reach.

The screenshot shows a Facebook post from the City of White Rock, dated January 17. The post text asks, "Hey, White Rock! How would you spend 13 million dollars? Share your ideas at the Community Amenity Contributions Forum on Monday, Jan. 20 at the White Rock Community Centre from 5:30p.m. to 7:30 p.m. For more info, visit <http://ow.ly/f9Hm50xYDEH>". The post features a large image with the text "HEY, WHITE ROCK HOW WOULD YOU SPEND \$13 MILLION?".

Performance for Your Post:

- 5,777 People Reached
- 274 Reactions, Comments & Shares
- 53 Likes (36 On Post, 17 On Shares)
- 2 Loves (2 On Post, 0 On Shares)
- 2 Haha reactions (1 On Post, 1 On Shares)
- 4 Wow reactions (2 On Post, 2 On Shares)
- 188 Comments (128 On Post, 60 On Shares)
- 25 Shares (24 On Post, 1 On Shares)
- 992 Post Clicks (34 Photo Views, 66 Link Clicks, 892 Other Clicks)

Boosted on Jan 17, 2020 By WhiteRock Comms. Completed. Metrics: People Reached 2.1K, Post Engagement 123.

70 Comments, 24 Shares. 39 reactions shown.

Discussion was robust and interactive, and included comments about roads and sidewalks. The following suggestions related to Community Amenity Contributions are sorted into five categories:

1. The Waterfront
2. Affordable Housing
3. Transportation to the Beach
4. Buildings
5. Parkland/Green Space

2. Affordable Housing

- ☺ Buy up some commercial property and redevelop with a mix of commercial and subsidized housing
- ☺ Get developers to build housing for the homeless
- ☺ Affordable Housing Options is on the list of things the CAC can be used for...this should be #1 priority...please
- ☺ Use some of it to build low-cost housing options/housing for the homeless
- ☺ Buy land and build a Tiny Home community...collecting modest land rent
- ☺ Expropriate (lands) and buy them at below-market value and make them community-owned and operated venues
- ☺ Attend to the growing homeless problem here

3. Funicular/Tram/Stairs/Bus to Beach

- ☺ A tram from the beach to downtown
- ☺ Put in a people mover/funicular from the waterfront to the top of the hill or a build a seawall to Crescent Beach for emergency vehicles and pedestrians
- ☺ A San Francisco-style streetcar on Oxford would be a nice tourist attraction
- ☺ Living at the top of Oxford I often wished there was a bus going up
- ☺ A funicular would be amazing. It would be nice for the city to give something back to residents...instead of a tourism focus
- ☺ Build several sets of stairs or easy sloping ramps to get down to West Beach. Jumping down is not an option for people with mobility issues
- ☺ Steady...transportation to and from the beach area
- ☺ Free shuttle from the West Beach and the East Beach to the hilltop all year round, not just during the summer

4. Buildings

- 😊 An art program/facility that gives grants to artists to do community projects
- 😊 Invest in a gym and aquatic rec facility with low budget membership fees for proof of residence
- 😊 Build a school or programs for kids/teens with disabilities
- 😊 Build a catch-and-release aquarium

5. Parkland/Green Space

- 😊 Additional green spaces for families and seniors
- 😊 Turn some of (CACs) into natural protected areas
- 😊 Change the whole cliff between Marine Drive and walkway Promenade to a nice landscape with flowering plants
- 😊 Community Gardens would be great or even putting some playground equipment on some (road allowances)

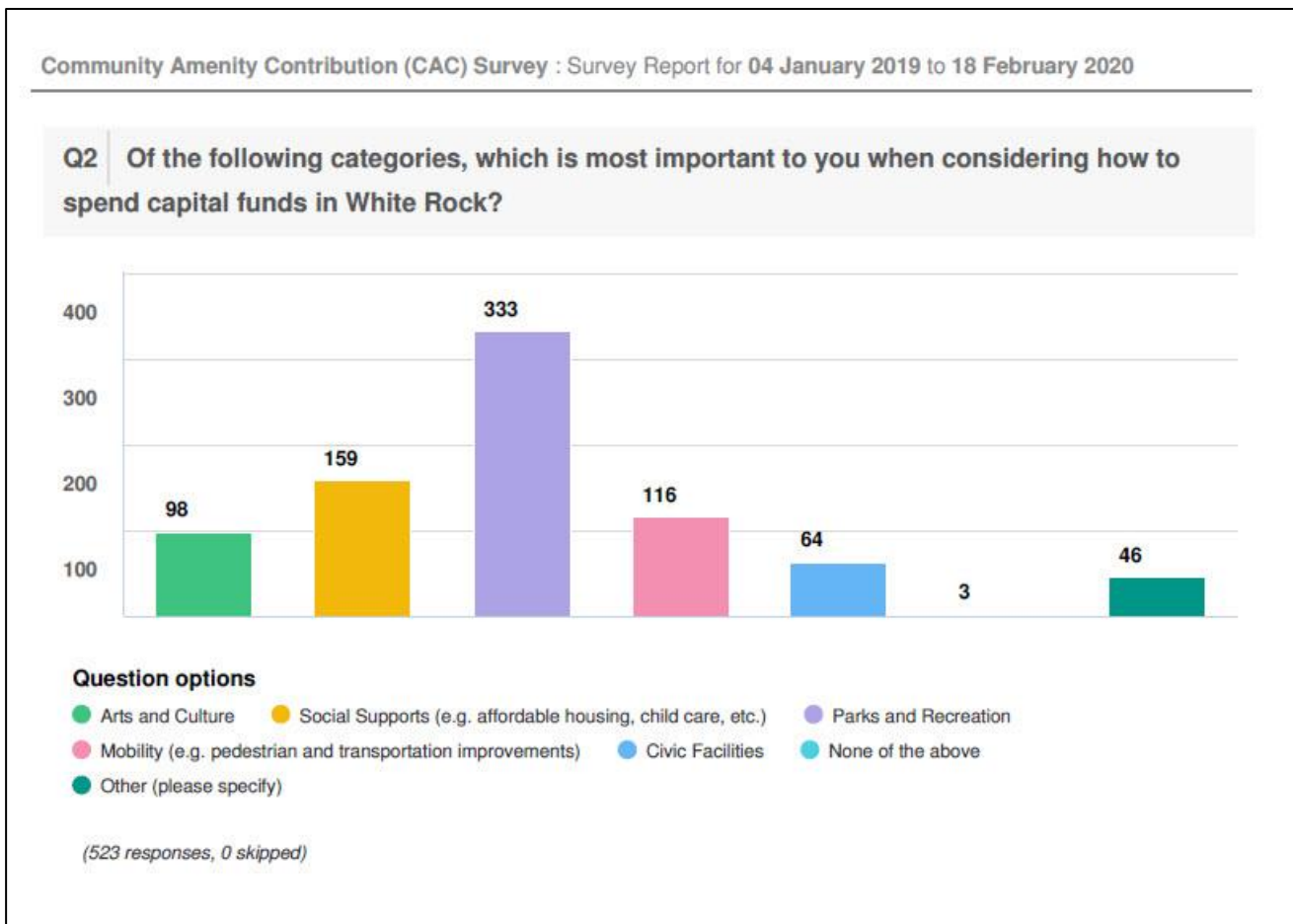
Online Survey Results

The City of White Rock posted an anonymous, online survey on Jan. 4, 2020, accepting comments until Feb. 18, 2020. The survey was promoted using a variety of communication tools. The total number of respondents is 523. Respondents provided their postal codes.

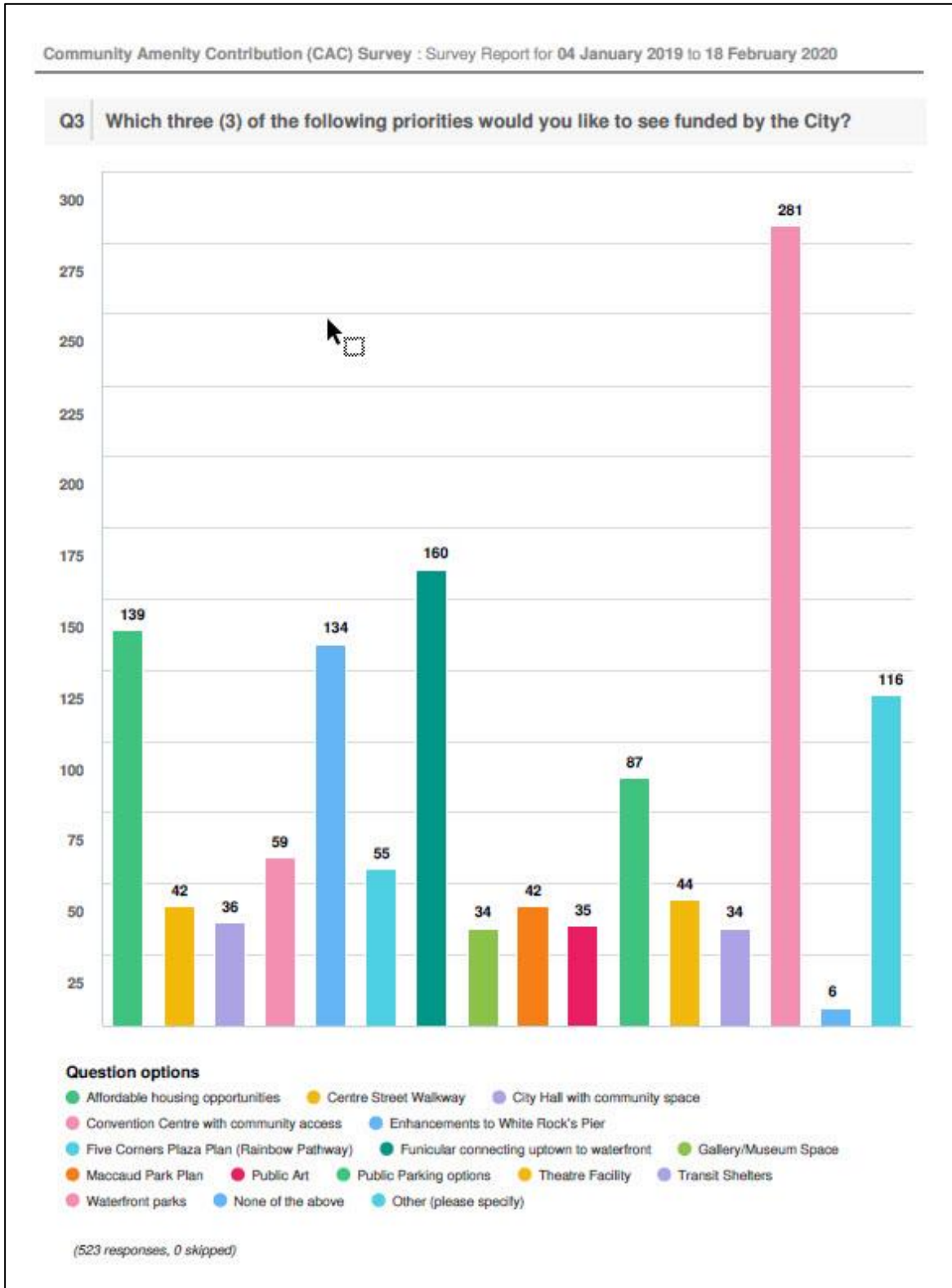
Respondents were given a list of options, including None of the Above and Other, and were given a chance to comment. The questions are:

1. Of the following categories, which is the most important to you when considering how to spend capital funds in White Rock?
2. Which of the three (3) following priorities would you like to see funded by the City?
3. Which item on this list is your No. 1 priority?

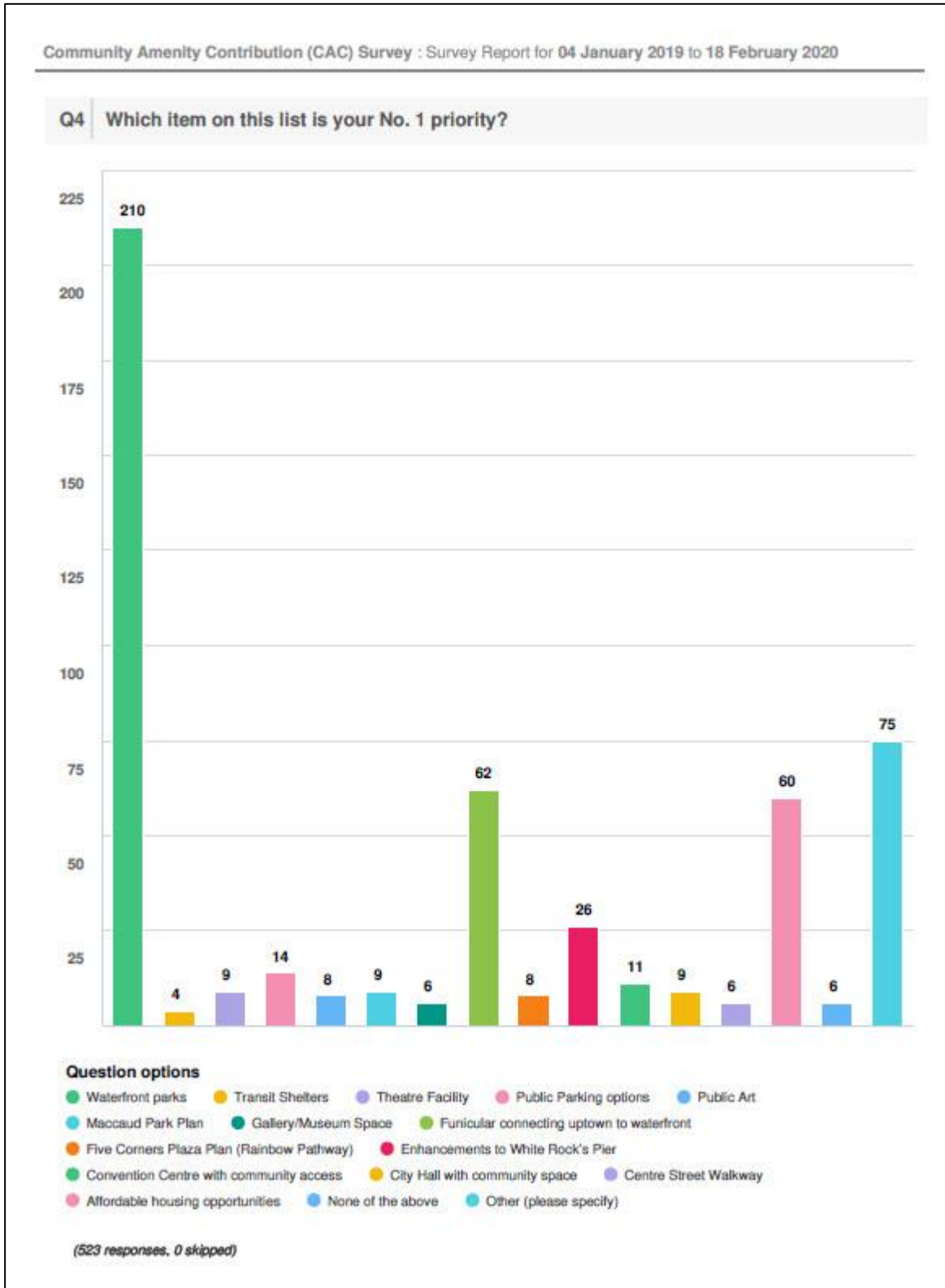
Here are the responses:



Of 523 respondents, 333 (64 %) stated Parks and Recreation is most important when considering how to spend capital funds, while 159 (30 %) chose social supports and 116 (22 %) chose mobility.



When asked about their top three choices for spending the CACs, 281 respondents (53.7 %) chose Waterfront parks, followed by Funicular (30.6 %) and Affordable Housing (26.6 %).



When asked about the No. 1 priority out of the list provided—with an invitation to write their own priority item—210 respondents (40 %) chose Waterfront Parks, 75 (14.3 %) chose other, 62 (11.9 %) chose Funicular and 60 (11.5 %) chose Affordable Housing.

Community Amenity Contributions: How would you spend \$13 million?

Engagement by the Numbers



FACEBOOK
11,649 reached
1,080 engaged



TWITTER
3,470 reached




ONLINE SURVEY
523 engaged



PAPER SURVEY
21 engaged



COMMENT CARDS
15 engaged



PEACE ARCH NEWS (ADS, MEDIA RELEASES)
37,000 reached



'DOTMOCRACY' VOTING BOARDS
392 votes



POP-UP ENGAGEMENT
85 engaged



WORKSHOP
60 engaged



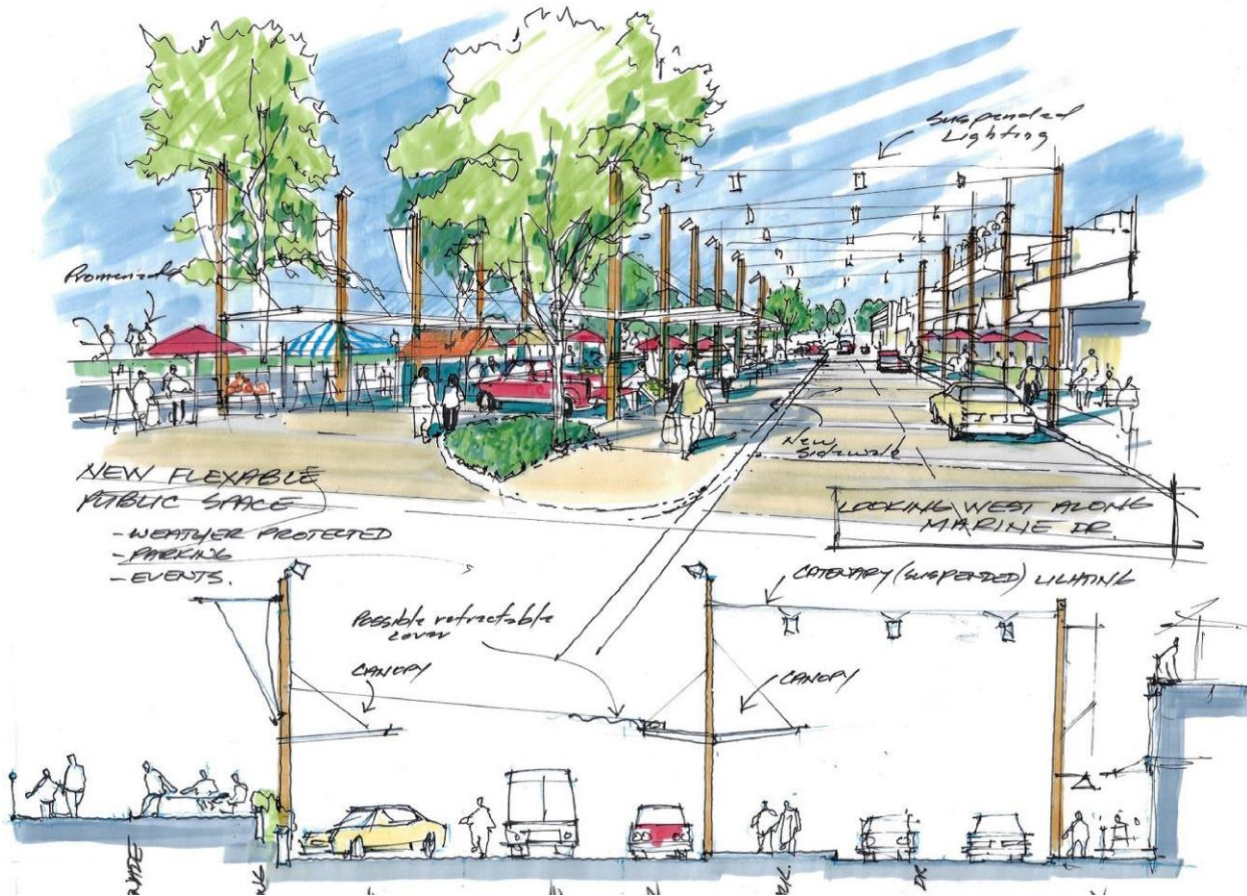
TOPICS AT WORKSHOP
6 discussion tables

Recommendations to Council – Marine Drive Task Force March 30th, 2020

Recommendation #1

THAT Council direct staff to investigate the feasibility of the following capital projects for Marine Drive:

A. Flexible use of the parking lot west of the museum to include retractable cover, beautification and a reconfiguration of parking spaces;



B. An all-abilities playground



C. A permanent multi-purpose cultural facility adjacent to the west of Grand Chief Bernard Charles Memorial Plaza and that the City consider approaching the Semiahmoo First Nation to be involved in the design thereof



D. Consider seasonal installation of a synthetic ice rink during the winter season at a location in the Marine Drive area.



Recommendation #2

OFF-SEASON EVENTS ON MARINE DRIVE

THAT Council consider directing staff to work with the White Rock Business Improvement Association to investigate the feasibility of showing for free the 2022 Winter Olympics in Memorial Park Plaza.



Recommendation #3

MARINE DRIVE TASK FORCE TERM

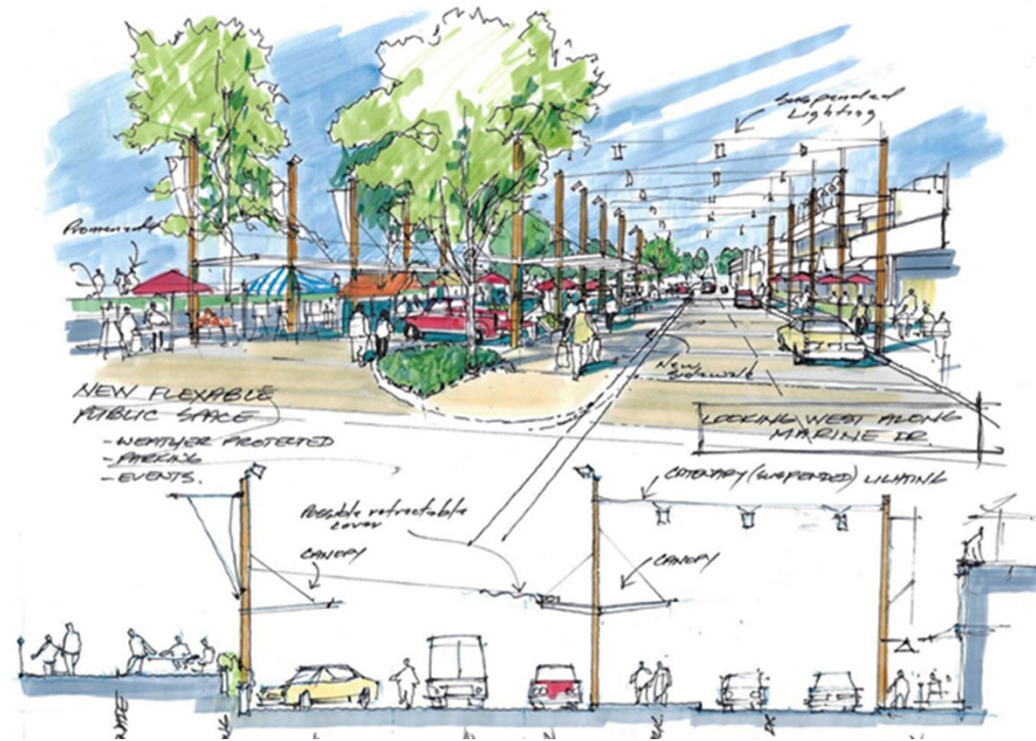
THAT Council consider the re-instatement of the Marine Drive Task Force in twelve (12) months with a focus on reviewing the implementation and status of recommendations.

Recommendations to Council –
Marine Drive Task Force
March 30, 2020

Recommendation #1

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ON TABLE
Regular - March 30, 2020
Re Item: 8.1.5

For Reference purposes in relation to Bylaw 2338 (Pge 285 of the Agenda). Tracked changes copy outlining the proposed changes of Bylaw 2238.

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW NO. 2232**



A Bylaw to establish the rules of procedure for Council and Committee Meetings.

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

Consolidated as of January 2019.

TABLE OF CONSOLIDATION			
BYLAW	DATE APPROVED	AMENDMENT NO.	SUBJECT MATTER
2277	January 14, 2019	1	Question & Answer Period
2284	January 28, 2019	2	Agenda Publication & Deadlines

The Council of the City of White Rock, in an open meeting, enacts as follows:

PART 1 – INTRODUCTION

Title

1. This Bylaw may be cited as the “*Council and Committee Procedure Bylaw, 2018, No. 2232*”.

Definitions

2. In this bylaw:

- (a) ‘Advisory Body’ means any committee, sub-committee, task force, board, or panel etc. that has been established by Council.
- (b) ‘City’ means the City of White Rock.
- (c) ‘Chief Administrative Officer’ is the staff person whose responsibilities are outlined under Chief Administrative Officer in the *Community Charter*. and as set out in the City’s Officer and Indemnification Bylaw.
- (d) ‘Chairperson’ means the presiding member of a meeting.
- (e) ‘Closed Meeting’ means a meeting that the public are not permitted to attend in accordance with the *Community Charter*.
- (f) ‘Committee’ means a standing, select, ~~task force, panel~~ or advisory committee, but does not include Committee of the Whole.
- (g) ‘Committee Clerk’ is the person who is responsible for establishing an agenda, with other City staff and the Chairperson, and taking the minutes at a meeting of a Committee.
- (h) ‘Committee Member’ is a person who is appointed by the Mayor or City Council to a standing, select, advisory, task force, ~~panel~~ or other Committee.
- (i) ‘Committee of the Whole’ (COTW) refers collectively to those members of Council present when Council moves to sit as a Committee.
- (j) ‘Council’ is the Mayor and Councillors duly elected in the City of White Rock and who continue to hold office.
- (k) ‘Councillor’ is a Councillor duly elected in the City of White Rock and who continues to hold office.
- (l) ‘Council Liaison’ is a Councillor appointed to represent the City/Council on any Advisory Body or external group or organization (eg: select committee, regional committee, etc.)
- (m) ‘Delegation’ refers to an individual or group bringing information to Council on a topic specified on a “Request to Appear as a Delegation” form.
- (n) ‘Deputy Mayor’ is the Councillor who, in accordance with Part 3 of this Bylaw, is responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

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- ~~(n)~~(o) 'Director of Corporate Administration' is the staff person with the responsibilities of the Corporate Officer as outlined in the *Community Charter* and as set out in the City's Officer and Indemnification Bylaw.
- ~~(n)~~(p) 'Mayor' is the Mayor duly elected in the City of White Rock and who continues to hold office.
- ~~(e)~~(q) 'Member' is a Member of Council including the Mayor or a person appointed to a committee / Advisory Board body, as defined in this bylaw, by Council and/or by the Mayor.
- ~~(p)~~(r) 'Presentation' refers to an individual or group that has been requested by Council or staff in order to inform or update Council on a subject relevant to City business, when possible the topic is already scheduled to be discussed being conducted on the agenda. The presenter's name and, if applicable, title to the organization, and topic will be placed on the meeting agenda.
- ~~(e)~~(s) 'Presiding Member' is the person who is responsible for chairing the meeting.
- ~~(r)~~(t) 'Public Hearing' means a hearing that is required according to the *Local Government Act*, for the purposes of this bylaw where public hearing is noted will also include public meetings.
- ~~(s)~~(u) 'Public Notice Posting Place' is the notice board at City Hall. Under extenuating circumstances where City Hall is closed to the public (example: a pandemic) information will be placed on the front window at City Hall (Lobby area) and the City Website.
- (v) 'Quorum' means a majority of all of its Council or Committee voting members that must be present in order to conduct official business (any matters requiring a vote, including adoption of the agenda, minutes, etc.).
- (w) "Standing Committee" means they are established by the Mayor for matters the Mayor considers would be better dealt with by committee and the Mayor must appoint persons to those committees. At least half of their membership are members of Council.
- (x) "Select Committee" means they are established and appointed by Council to consider or inquire into any matter and to report its findings and/or opinions (recommendations) to the Council. At least one (1) member of a select committee must be a Member of Council.
- (y) "Task Force" means they are established and appointed by Council to consider or inquire into a specific subject matter or action and to report its findings and/or opinions to the Council. At least one (1) member of a select committee must be a Member of Council.
- ~~(t)~~(z) 'Working Group' means a group formed by Advisory Body for the limited purpose of:

a) Gathering, summarizing, or preparing a presentation of information including research and analysis to deliver to the originating Advisory Body.

b) Carrying out a specific prescribed activity

~~(u)~~—

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Application of Rules of Procedure

3. (1) The provisions of this Bylaw apply to all meetings of Council, COTW and all Committees / [Advisory Body](#).
- (2) In cases not provided for under this Bylaw, the latest edition of Robert's Rules of Order will apply to the proceedings of Council, COTW, and Committees to the extent that those rules are:
 - (a) applicable in the circumstances, and
 - (b) not inconsistent with the provision of this Bylaw the *Community Charter* or *Local Government Act*.

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PART 2 – COUNCIL MEETINGS

Inaugural Meeting

4. (1) Following a general local [government](#) election, the inaugural meeting (the first meeting of the newly elected Council) must be held on the first Monday in November in the year of the election.
- (2) If a quorum of members elected at the general local election has not taken office by the date of the meeting referred in subsection (1), the first Council meeting will be called by the Director of Corporate Administration and held as soon as reasonably possible after a quorum of members has taken office.

Time and Location of Meetings

5. (1) Council meetings will take place within City Hall, or at a city owned facility, unless another location is deemed necessary by Council or staff to hold its meetings elsewhere. The meeting location will be noted on the meeting notice when applicable, and/or the agenda for the meeting.
- (2) Regular Council meetings will:
 - (a) be held on Mondays, in accordance with the schedule adopted by resolution by Council on or before December 31 of the preceding year;
 - (b) commence in accordance with the approved regular Council meeting schedule posted at the Public Notice Posting Place; generally, but not exclusively, at 7:00 p.m.; if there is a public hearing/meeting scheduled, the regular meeting will begin at the scheduled start time and be reconvened immediately following conclusion or adjournment of the public hearing/meeting;

Earlier start times for regular meetings and public hearings / meetings will be applied when circumstances, determined by the Mayor and/or staff require them (including but not limited to: high volume of business, special presentation(s) or a large public hearing/meeting is anticipated).
 - (c) be concluded or adjourned at ~~9~~⁹:30 p.m. unless Council resolves to proceed beyond that time in accordance with Section ~~342~~ of this bylaw.
- (3) Council Meetings may:
 - (a) be cancelled by resolution by Council, provided that two [\(2\)](#) consecutive meetings are not cancelled.
- (4) Special Council meetings may be called:
 - (a) By the Mayor at their discretion; or
 - (b) By two (2) or more Council Members, in writing, may request the Mayor call a Special Council meeting;

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- (c) Two (2) or more Council Members may themselves call a Special Council meeting if:
- Within 24 hours after receiving a request under subsection (b), and no arrangements are made under subsection (a) for a special Council meeting to be held within the next seven (7) days, or
 - both the Mayor and the Acting Mayor are absent or otherwise unable to act

Note: if the meeting is called under subsection (c) the Council Members calling the meeting or the Director of Corporate Administration must sign the meeting notice.

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- (5) (1) Closed Meetings of Council will be called as the need arises.
- (2) Any items which, in the opinion of Council, do not comply with the Closed Meeting criteria specified in the *Community Charter* must be deleted from the agenda of the Closed Meeting and be referred to:
- (a) a future Regular Council Meeting as an additional item; or
 - (b) a committee; or to
 - (c) staff.
- (3) Information considered in any part of a Closed Meeting of Council must be kept in confidence until Council ~~discusses the information at a meeting that is open to the public or~~ releases the information to the public. The consequences of a Member breaching the duty of confidentiality may include, but are not limited to: motions by Council to censure the Member, removal of the Member from the Deputy Mayor rotation, removal of the Member from committees, court proceedings to recover damages from the Member, and court proceedings to obtain a statutory injunction (including contempt of court proceedings in the event of a continuing contravention).

Notice of Council Meetings

6. (1) In accordance with the *Community Charter*, Council will annually:
- (a) adopt on or before December 31 a schedule of dates, times and places of Regular Council meetings for the following year and make the schedule available to the public by posting it at the Public Notice Posting Place; and
 - (b) give notice when the schedule of Regular Council meetings will be available at least once a year in accordance with Sections 94 and 127 the *Community Charter*.
7. (1) Except where notice of a special meeting is waived by unanimous vote of all members, a notice of the date, time and place of a special Council meeting must be given at least 24 hours before the time of a meeting by:

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- (a) posting a copy of the notice on the Public Notice Posting Place;
 - (b) leaving a copy of the notice for each member in the member's mailbox at City Hall; and
 - (c) e-mailing Council.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Director of Corporate Administration.

PART 3 – DESIGNATION OF COUNCILLOR TO ACT IN PLACE OF THE MAYOR

Deputy (Acting) Mayor

8. (1) Annually Council will designate the order in which each member will serve as Deputy Mayor on a rotating basis. During an election year this will be conducted at the inaugural Council meeting. Amendments to the schedule must be made by Council resolution.
- (2) If both the Mayor and the Councillor appointed under section (1) are absent from a Council meeting, the Councillor that appears next on the rotation ~~that~~ is present at the Council meeting will act as Deputy Mayor/Chairperson for that Council meeting.
- (3) When the Mayor is absent or otherwise unable to act, or when the office of the Mayor is vacant, the Deputy Mayor:
- (a) has the same powers and duties as the Mayor in relation to the applicable matter;
 - (b) must fulfill the responsibilities of the Mayor at the Council Meeting; and
 - (c) may sit in the Mayor's chair for the duration of the Council meeting.

PART 4 – COUNCIL PROCEEDINGS

Attendance of Public at Meetings

9. (1) Except where the provisions of the *Community Charter* apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with the *Community Charter* that states:
- The fact that the meeting or part of the meeting is to be closed; and

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- The basis under the applicable subsection of section 90 of the *Community Charter* on which the meeting or part is to be closed
- (3) This section applies to all meetings of the bodies referred to in the *Community Charter* including without limitation :
 - (a) COTW
 - (b) Standing, Select, Sub Committees;
 - (c) Parcel Tax Review Panel;
 - (d) Boards;
 - (e) Advisory Committees; and
 - (f) Task Forces
 - (4) Despite subsection (1), the Presiding Member may expel or exclude a person from a Council meeting in accordance with the *Community Charter*.

Minutes of the Meetings

10. (1) Minutes of the proceedings of Council must be legibly recorded and certified as correct by the Director of Corporate Administration [or designate](#) and signed by the Mayor or Chairperson at the meeting or at the next meeting at which the minutes are adopted responsible for taking the meeting minutes.
- (2) The Director of Corporate Administration is responsible for taking the meeting minutes and shall record that a Member has moved the motion and a Member has seconded the motion but need not record the names of the Members that move and second the motion.
- (3) Subject to subsection (4), minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours and [as technology permits](#) available on the City website.
- (4) Subsection (3) does not apply to minutes of a Council meeting or that part of a Council meeting that is closed to the public
- (5) The Director of Corporate Administration [or designate](#) is responsible for taking the meeting minutes and may make minor amendments to approved minutes including but not limited to typographical errors, sequential number errors, grammatical errors or completing missing information.

Seating Arrangements

11. (1) The Mayor shall designate each Councillor to a seat at the Council table at the beginning of the term.
- (2) Except as provided in section 8(3), each Councillor shall remain in their designated seat at each Council meeting for the duration of the term. [The only](#)

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exception for this would be should the member of Council wish to sit in the Mayor's Chair, in the Mayor's absence, if they are the Presiding Member of the meeting.

Calling Meeting to Order

12. (1) As soon after the time specified for a Council meeting and if there is a quorum present, the Mayor must take the Chair as Chairperson and call the Council meeting to order.
- (2) If the Mayor is absent, then the Deputy Mayor must take the Chair as Chairperson and call the meeting to order.
- (4) 3If both the Mayor and Deputy Mayor are absent, the next on the rotation for Deputy Mayor that is in attendance must take the Chair as Chairperson and call the meeting to order.
- (34) If a quorum of Council is present but the Mayor and the Deputy Mayor do not attend within 15 minutes of the scheduled time for a Council meeting:
 - (a) the Director of Corporate Administration must call to order the members present; and
 - (b) the next scheduled Deputy Mayor of the rotation would act as Chairperson for the meeting.

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Adjourning Meeting Where No Quorum

13. (1) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Director of Corporate Administration will:
 - (a) record the names of the Members present, and those absent; and
 - (b) Adjourn the meeting until the next scheduled meeting stating date/_time and location of the meeting.

Agenda

14. (1) Prior to each Council meeting:
 - (a) the Director of Corporate Administration, in consultation with the Chief Administrative Officer and the Mayor, must have prepared an Agenda setting out all items for consideration at the meeting; and
 - (b) Will provide a copy of the agenda by end of the day on the Wednesday prior to the meeting to each member of Council through technological means and/or in their mailbox at City Hall, unless otherwise directed by the member of Council. *(amended by Bylaw 2284)*
~~will provide a copy of the agenda by end of day on the Thursday prior to the meeting to each member of Council through technological means and/or in their mailbox at City Hall, unless otherwise directed by the member of Council.~~

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- (2) The deadline for items or submissions to the Corporate Administration Department for inclusion on the agenda for Council, staff and the public is 4:30 p.m. on the Monday prior to the Council meeting. If a time-sensitive matter arises, the Director of Corporate Administration and/or the Chief Administrative Officer may, at their discretion, add agenda items following this deadline.
- (3) The Director of Corporate Administration will make the agenda available to the public after it has been sent to Council as follows:
 - A reading / reference copy will be available in the Administration office;
 - Photocopies of the agenda will be available upon request in accordance with the City's Fees and Charges Bylaw; and
 - On the City website, the ~~Thursday~~ Friday prior to the Monday meeting (making allowance for technical error when the system is down and or documents have had issue being uploaded to the website).

Order of Proceedings and Business

15. (1) The agenda order of proceedings and business for all regular Council meetings will be set in accordance with a separate council policy.

Late Items (On Table or Supplemental Agenda)

16. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless Council resolves to introduce the late item to the agenda by vote of the majority of members present.
- (2) If the Council makes a resolution under subsection 165(1), information pertaining to the late item(s) must, when possible, be distributed to the Members by written copy On-Table or verbally.

If Council votes to permit the amendment to the agenda, the Chairperson or Director of Corporate Administration will advise if:

- a) there is a written copy of the information to be supplied On Table or
- b) if the item will be introduced verbally.

Voting at Meetings

17. (1) The following procedures apply to voting at Council meetings:
 - (a) when debate on a matter is closed, the Chairperson must put the matter to a vote of Members;
 - (b) after the Chairperson finally puts the question to a vote, a member must not speak to the question or make a motion concerning it;
 - (c) the Chairperson's decision about whether a question has been finally put is conclusive;
 - (d) whenever a vote of Council on a matter is taken, each member present will signify their vote by raising their hand; and

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- (e) the Chairperson must declare the result of the voting.
- (2) Every Council member present when a question is put will be expected to vote unless they make a declaration under the provisions of the *Community Charter*, regarding conflict of interest, in which case the provisions of that section apply and in such cases they will not participate in the discussion or vote and must leave the Chambers until the vote is taken at which time they may resume their seat.
 - (3) Should any member in attendance refrain from voting when any question is put, for any reason other than situations pertaining to provisions of the *Community Charter*, regarding conflict of interest, the member will be regarded as having voted in the affirmative and the vote will be counted accordingly.
 - (4) A speaker may not speak against the motion they have made, but may choose to vote against it.
 - (5) All acts whatsoever authorized or required by the *Community Charter*, to be done by the Council, and all other questions, ~~including questions of adjournment,~~ that may come before the Council will, save where otherwise so expressed, be done and decided by the majority of the members of Council present at the meeting.
 - (6) In all other cases where the votes of the members then present, including the vote of the Chairperson, are equal for or against a question, the question will be defeated, and it will be the duty of the Chairperson to so declare.
 - (7) The name of any member who voted in the negative on a question will be recorded in the minutes of such meeting.
 - (8) When the question under consideration contains distinct propositions, upon request of any member, the vote upon each proposition will be taken separately.
 - (9) When a regular meeting is to be adjourned to go into a Public Hearing or Public Meeting (Development Variance Permit) it will be noted in the agenda and noted verbally by the Chairperson as follows:

MEETING POSTPONE (ADJOURNMENT)

~~In the circumstance the Public Hearing for Bylaws (No. xxxx) is not concluded by 7:00 p.m. †The R~~regular Council meeting will be called to order and following consideration of the agenda, minutes and any special presentations the meeting will be postponed (adjourned) and at this point in the agenda of the Regular Council meeting will be postponed (adjourned) in order to continue or begin to the public hearing.

The regular meeting will be reconvened directly following the adjournment or conclusion of the noted Public Hearing Meeting here at (location: City Hall Council Chambers) later this same evening.

Presentations on a Regular Agenda

18. (1) A presentation by the Mayor or a Councillor at a Council meeting shall only pertain to:
 - (a) events attended as a representative of the City; or
 - (b) information on community events and activities.
- (2) Presentations by a Member to Council will be limited to a maximum of five (5) minutes.
- (3) Presentations by invited guests at a Council meeting will be limited to a maximum of ten (10) minutes.

Presentation time by an invited guest can only be extended by Council by unanimous vote of all present members of Council.

19. Question and Answer Period (*added by Bylaw 2277 and renumbered accordingly*)

- Section 19 (1) Question and Answer Period will be included toward the start of the regular Council meeting (following Meeting Minutes approval [or any special presentations to be made by Council](#)). This will be an opportunity for the public to ask questions and make comments.
- (2) Questions will be addressed to the Chairperson. If there are questions for an individual member of Council, they will be addressed through the Chairperson for direction.
 - (3) Question and Answer Period will be timed, not to exceed 15 minutes unless Council wishes to extend Question and Answer Period just prior to the conclusion of the regular Council meeting. Extension for a further 15 minutes at that time may be permitted by majority vote of Council. No further extensions will be permitted for that evening for Question and Answer Period.
 - (4) Each speaker will be given two (2) minutes, the speaker will be given one (1) opportunity to ask a question or make comment(s) during this time. In the circumstance there is still time from the original 15 minutes remaining and there are no further speakers a second opportunity may be provided.
 - (5) The speaker will begin by stating their name and city of residence to be recorded in the minutes along with a summary of the question / comment(s). When the Chairperson does not have the information to provide for an immediate answer to the response it will be given in written format and [placed included on the next agenda on the city's website](#) under this topic when the information is available.

- (6) An area on the website will be designated for a summary list of all the questions, comment topics and answers provided during Question and Answer Period so this item can be easily searched by the public.
- (7) There is to be no questions or comments on a matter that will be the subject of a public hearing or public meeting (example: Development Variance Permit). Questions that may be subject to the Freedom of Information and Protection of Privacy Act will be forwarded for a direct response through the FOI process.
- (8) Question and Answer Period will not be conducted during the months of September and October of an election year.

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Delegations / Petitions

20. (1) The Council may allow a Delegation to address the Council at a meeting on a topic provided a Delegation request form has been received by the Director of Corporate Administration by 8:30 a.m. on the Monday prior to the meeting. If the Monday prior falls on a holiday, the form must be received by 8:30 a.m. the Tuesday prior. (amended by Bylaw 2284)
~~The Council may allow a Delegation to address the Council at a meeting on a topic provided a Delegation request form has been received by the Director of Corporate Administration by 4:30 p.m. on the Monday prior to the meeting.~~
- (2) A maximum of ~~five~~ up to (4) four Delegations will be permitted at any Council meeting.
- (3) Each Delegation must be limited to a maximum of five (5) minutes; this time may only be extended by unanimous vote of all Members present.
- (4) The Mayor and Chief Administrative Officer or the Director of Corporate Administration must not permit a Delegation to address a meeting of the Council regarding:
 - i. Any matter that will be the subject of a public hearing that is required under an enactment as a prerequisite to the adoption of a bylaw;
 - ii. Any matter that is undergoing a local area service process or counter petition process;
 - iii. Any matter which the City has commenced prosecution and on which judgment has not been rendered;
 - iv. The promotion of commercial products or services which have no connection to the business of the City;
 - v. Publicly tendered contracts or proposal calls for the provision of goods and services for the City, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded by Council or City staff; and further

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- vi. A subject is beyond the jurisdiction of Council.
- (5) A delegate may only appear once per year in relation to a specific topic, such appearance is to be measured from the time of the last appearance on the matter. This includes the topic, any process, resolution or concerns regarding the topic or any review or assessment of the topic.
 - (6) The Director of Corporate Administration determines the delegations scheduled for each agenda, and may schedule Delegations to a later Council meeting than requested. The Director of Corporate Administration finalizes the scheduled delegations based on subject matter. Applications beyond the limit of up to four (4) will also be scheduled to an alternate date. -considering the subject matter or if there are already five (5) requests to appear as a Delegation at the same meeting.
 - (7) A Delegation intending to give a Power Point presentation must supply the Director of Corporate Administration with a copy of the presentation by 8:30 a.m. on the Monday (or Tuesday if the Monday is a statutory holiday) prior to the meeting. The presentation will be reviewed by staff, to ensure that it is professional and relevant to the Council proceedings. If the Director of Corporate Administration is of the opinion that the Presentation is unprofessional or irrelevant the noted slides/pages will be removed or the entire presentation will be rejected. Staff will contact the delegation to inform if this is to occur. *(amended by Bylaw 2284)*
~~A Delegation intending to give a Power Point presentation must supply the Director of Corporate Administration with a copy of the presentation by 4:30 p.m. on the Monday prior to the meeting. The presentation will be reviewed by staff, to ensure that it is professional and relevant to the Council proceedings. If the Director of Corporate Administration is of the opinion that the Presentation is unprofessional or irrelevant the offending slides/pages will be removed or the entire presentation will be rejected. Staff will contact the delegation to inform if this is to occur.~~
 - (8) Every petition presented to Council by a Delegation, or otherwise, must include:
 - (a) the date of the petition;
 - (b) legible full names of each signatory petitioner with their address; and,
 - (c) a statement at the top of the page clearly indicating why signatures have been collected.
 - (9) All petitions addressed to Council will be placed on the Council agenda for receipt. Petitions must be received by 8:30 a.m. on the Monday prior to the next regular scheduled meeting. Petitions received after this agenda deadline will be automatically placed on the next regular scheduled meeting agenda. *(Amended by Bylaw 2284)*
~~Petitions may also be submitted at a regular Council meeting during the Delegations and Petitions section of the agenda.~~

~~All petitions addressed to Council will be placed on the Council agenda for receipt. Petitions must be received by 4:30 p.m. on the Monday prior to the next regular scheduled meeting. Petitions received after this agenda deadline will be automatically placed on the next regular scheduled meeting agenda. Petitions may also be submitted at a regular Council meeting during the Delegations and Petitions section of the agenda.~~

Consent Agenda

21. (1) A Consent Agenda can be utilized to help streamline meetings with a large volume of items. Items listed under the Consent Agenda section are considered for approval in one (1) -motion, unless a member wishes to debate an item and requests that it be excluded. If an item is excluded from the Consent Agenda, it will be considered as an agenda item. The rule of order establishing a Consent Agenda provides that Consent Agenda items may be considered in total without debate or amendment.

Items will be listed in the Consent Agenda section and will include items received “for information” (no action), or in the opinion of the Mayor, Chief Administrative Officer and/or Director of Corporate Administration, require little or no discussion.

(2) Items can be removed from the consent agenda at the request of a member of Council.

Point of Order (Question to the Chair: Are the rules of the meeting being followed?)

224. (1) The Chairperson will preserve order and decide all points of order which may arise, but subject to an appeal to the other members of the Council present.
- (2) Without limiting the Chairperson’s duty under the *Community Charter*, the Presiding Member must apply the correct procedure to a motion:
- (a) if the motion is contrary to the rule of procedure in this Bylaw; and
 - (b) whether or not another Member has raised a point of order in connection with the motion.
- (3) When the Chairperson is required to decide a point of order:
- i) first immediately suspend the debate;
 - ii) ask “What is your Point of Order?”;
 - iii) rule as to whether or not the point of order is valid; citing the applicable rule or authority, if required by another Member;
 - iv) another Member must not question or comment on the rule or authority cited by the Chairperson under subsection (2)(a);
 - v) the Chairperson may reserve the decision until the next Council meeting; and
 - vi) the Chairperson may direct the members to stand at ease (brief pause where members remain in their places until the Chairperson calls the meeting to order) while considering their decision.

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- (4) If an appeal (disagreement with the ruling by the Chairperson) be taken by a member of the Council from the decision of the Presiding Member, the question will be immediately put, and decided without debate. "Will the Chair be sustained?" and the Chairperson will be governed by the vote of the majority of the other members of the Council then present, and the names of the members of the Council voting against the question "Will the Chairperson be sustained?" will be recorded on the minutes, and in the event of the votes being equal, the question will pass in the affirmative. The Chairperson will not be permitted to vote on an appeal of their decision hereunder.
- (5) If the Chairperson refuses to call the question "Will the Chairperson be sustained?" the Council will immediately appoint one of its members to preside temporarily, and the Chairperson temporarily appointed will proceed in accordance with (4) and in the event of the votes being equal, the question will pass in the affirmative.

Conduct and Debate

223. (1) A member may speak to a question or motion at a Council meeting only if that member first addresses the Chairperson.
- (2) A member must address the Chairperson by that person's title followed by their surname: Mayor, Councillor, Deputy Mayor or Chairperson.
- (3) A member must address other non-Chairperson by the title of Councillor, Mayor or Committee Member followed by their surname.
- (4) No member may interrupt a member who is speaking except to raise a point of order.
- (5) If more than one (1) member speaks, the Chairperson must call the member who, in the Chairperson's opinion, first spoke.
- (6) A member who is called to order by the Chairperson:
- (a) must immediately stop speaking;
 - (b) may explain their position on the point of order; and
 - (c) may appeal to Council for its decision on the point of order in accordance with the *Community Charter*.
- (7) Member at a Council Meeting:
- (a) must use respectful language and avoid comment aimed disparagingly or hostilely at another member
 - (b) must use respectful language;
 - (c) must not use offensive gestures or signs;
 - (d) must speak only in connection with the matter being debated;
 - (e) may speak about a vote of Council only for the purpose of making a motion that the vote be reconsidered / rescinded; and

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~~(e)~~(f) must adhere to the rules of procedure established under this bylaw and to the decision of the Chairperson and Council in connection with the rules and points of order.

- (8) If a member does not adhere to subsection (7), they may order the member to leave the member's seat and:
- (a) if the member refuses to leave, the Chairperson may cause the member to be removed by a peace officer or by the R.C.M.P.; and
 - (b) if the member apologizes to the Council, Council, may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the motion being debated at a Council meeting to be read at any time during the debate, if that does not interrupt another member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at the Council meeting:

~~(a) — a member may speak no more than twice for a maximum of five (5) minutes per time in connection with the same question unless:~~

- ~~i. — with the permission of Council by majority vote, or~~
- ~~ii. — if the member is explaining a material part of a previous speech while introducing a new matter;~~

~~(b)~~ (a) the mover of the motion, after obtaining the floor from the Chairperson, will have the first opportunity to speak to the motion; and be permitted the opportunity of summation before the question is called.

- (11) The following rules apply to all persons attending a City meeting. This includes participants, staff, and Members of the public.

Members of the public may attend to observe open council meetings. A Member of the public at a meeting must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.

In accordance with Human Resources Policy No. 405 (Workplace Harassment), *“Every employee has the right to work in a respectful atmosphere that promotes equal opportunities and is free from harassment, bullying and discrimination.”*

City meetings are working meetings for Council and staff; as such, outbursts, shouting (questions or comments), clapping, and booing/heckling are not permitted. Members of the public must view the meeting from the designated gallery/seating area established for the public (area away from the Council / Committee Member table ~~or staff table~~) in most circumstances there will be chairs ~~provided in the designated area~~ ~~set up~~.

Council meetings, unless Closed as per the provisions of the *Community Charter*, are open to all Members of the public. If the public have signs or placards, they must not contain profanity or disrespectful language. Those with

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signs and placards may display their signs from the back of the room in order to ensure the sightline of others observing the meeting are not blocked.

Members of the public who do not adhere to the meeting conduct, as outlined in this bylaw, will be given a compliance warning. If a Member of the public is unwilling to do so, as per the *Community Charter*, the City reserves the right to request or have -a person removed from the meeting.

- (a) If, in the opinion of the Chairperson, a Member of the public has contravened section 11(+) the Chairperson may issue a warning to the offender. A warning will consist of the following: The Chairperson will advise the offending individual or group of individuals the behavior is not in accordance with this bylaw. The offending individual(s) will be requested to provide their name and it will be noted in the meeting minutes (if name is not provided a description will be noted).

If the behavior continues, the Chairperson may, in accordance with the *Community Charter*, order that the offending individual or group be expelled from the meeting (+) Should the Chairperson determine expulsion from the meeting is required they will state the following:

“In accordance with the Community Charter Section 133, hereby order that (Persons Name or Description) be expelled from the meeting at this time due to the person acting improperly as follows: (state the offending behavior) thus interrupting the meeting proceedings.

If you do not leave the meeting at this time, the RCMP will be contacted and you will be escorted from these Council Chambers / City Hall.”

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Motions

234. (1) A motion will be phrased in a clear and concise manner so as to express an opinion or achieve a result. When a motion has been moved by a member and seconded by another member, it is then a motion on the floor, and is deemed to be in the possession of Council, and such motion:
- (a) must be recorded in the minutes;
 - (b) the mover of the motion, after obtaining the floor from the Chair, will have the first opportunity to speak to the motion;
 - (c) the mover of the main motion will be permitted the opportunity of summation before the question is called; and
 - (d) may only be withdrawn by the mover and seconder of the motion, with the consent of the majority of the members of Council(~~not all~~) all the members present (any Member not in agreement must make this known by raising their hand to notify the Chairperson).
- (2) A Council member may make only the following motions, when the Council is debating a question. These motions are numbered; the higher number determines the type of motion that must be considered prior to the lower number motion. Each of the following motions are required to be seconded:

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	Motion/Purpose	Amendable	Debatable	Required Vote
1	Postpone Indefinitely	Amendable	Yes	Majority
2	Amend	Amendable if primary	Yes	Majority
3	Refer (to someone or somewhere)	Amendable	Yes	Majority
4	Postpone Definitely/Defers (until a certain time)	Amendable	Yes	Majority
5	Limit or Extend Debate	Amendable	No	2/3
6	End Debate and Amendments		No	2/3
7	Table (temporarily suspend consideration of an issue to address another topic). The Presiding Member would ask "For what reason?" and rule on it.		No	Majority

Voting Table for Reference Purpose:

<i>Number of Votes Cast</i>	<i>Majority Vote</i>	<i>Two-Thirds Vote</i>
<u>1</u>	<u>1</u>	<u>1</u>
<u>2</u>	<u>2</u>	<u>2</u>
<u>3</u>	<u>2</u>	<u>2</u>
<u>4</u>	<u>3</u>	<u>3</u>
<u>5</u>	<u>3</u>	<u>4</u>
<u>6</u>	<u>4</u>	<u>4</u>
<u>7</u>	<u>4</u>	<u>5</u>
<u>8</u>	<u>5</u>	<u>6</u>

- (3) A member may request that a motion that is on the floor, be read for information, at any time during the debate.
- (4) Amendments will be put to the question in the reverse order to that in which they have been moved. An amendment will be only to the main motion and will be decided or withdrawn before the question is put to the vote on the main motion. Only one (1) amendment will be considered by Council at a time. Council may amend an amendment by way of a sub-amending motion. No amendment will alter in a material way the principle embodied in the main motion but should merely vary its terms in one or more particulars.
- (5) A motion to refer the subject matter to a Committee, until it is decided, will preclude all amendment(s) of the main motion.
- (6) At any time after a question has been proposed, any member may "call for the question" and unless the Chairperson considers such request is an abuse of the Rules of Procedure or an infringement of the rights of minority the original question will immediately thereafter be put and decided without further debate.
- (7) Prior to the Question being called a member may request a motion to be read by either the Chairperson or the Director of Corporate Administration.
- (8) Motions that are not seconded will not be included in the meeting minutes.

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(9) Motions that are withdrawn will not be included in the meeting minutes.

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- (109) A motion to conclude a meeting is not necessary. Following the completion of all agenda items the Presiding Member may state: "This meeting is now concluded."

Amending Motions

254. (1) A member, other than the mover of a motion, may propose an amendment to a motion, and subject to the provisions regarding sub-amendments, that amendment must be disposed of before any subsequent amendments are proposed.
- (2) When an amendment to a motion has been moved and seconded, the Chairperson must, if requested by a member, state the original motion and the amendment, and must permit debate only on the amendment.
- (3) If the amendment is defeated, debate may continue on the original motion, and if no further amendments are proposed, the Chairperson must call the question on the original motion.
- (4) If an amendment is adopted and no further amendments are proposed, the Chairperson must then call the question on the original motion, as amended.
- (5) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

Sub-Amendments of Motions

256. (1) A member may propose a sub-amendment to an amendment, and the provisions of Amending Motions apply, so far as applicable to sub-amendments.
- (2) A member may not propose a sub-amendment to a sub-amendment.
- (3) The Chairperson must call the question on a motion which has been amended, in the following order:
- (a) a sub-amendment, if any;
 - (b) an amendment to the original motion; and
 - (c) the original motion.

Scope of Amendments and Sub-Amendments

267. The amendments may take the form of the deletion, addition, or substitution of words or figures, provided such deletions, additions, or substitution do not, in the opinion of the Chairperson, affect the original motion, the amendment, or the sub-amendment, whichever is applicable, to the extent that it is either:

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- (a) negated, or
- (b) changed in such a way that either an alternative motion is proposed, or all reference to the original motion, the amendment, or the sub-amendment, whichever is applicable, is eliminated.

Bringing Back **Adopted** Motions

278. (1) A Member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (2) A resolution or bylaw which was adopted may be brought back before Council by a motion to reconsider, rescind or amend something previously adopted, provided:
- (a) Council has given due consideration to any actions taken by an officer, employee, or agent of the City; and
 - (b) the resolution or bylaw has not had the approval of the electors or the assent of the electors.
- (3) A motion to reconsider or rescind an adopted resolution or bylaw:
- (a) may be made at the same meeting; and
 - (b) may only be made by a Member who voted in favour of it.
- (4) A motion to rescind or amend an adopted resolution or bylaw:
- (a) may be made at a future meeting, by a Member giving notice under Notice of Motion at a regular Council meeting; and
 - (b) may be made by any Member, regardless of how they voted the first time.
- (5) A motion to reconsider:
- (a) is debatable;
 - (b) if adopted, the resolution or bylaw shall be reopened for debate; and
 - (c) if reopened for debate, may be referred, amended, postponed, or voted on for a second time.
- (6) A motion to rescind:
- (a) Is debateable; and
 - (b) If adopted, the motion is no longer applicable, and it would be in order to move a subsequent motion.
- (7) If a motion to reconsider or rescind something previously adopted is defeated twice within three (3) months, the same or substantially the same motion to rescind or amend may not be renewed for at least six (6) months, except if Council, by a two-thirds majority vote, permits such renewal.

Bringing Back **Defeated** Motions

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289. (1) A motion to reconsider a defeated motion of City Council will only be applicable to the votes taken on main motions, resolutions or bylaws, and will not apply to votes on secondary motions, i.e. to postpone, to refer, to table and to amend.
- (2) A resolution or bylaw which was defeated may be brought back for consideration by a motion to reconsider or rescind something previously defeated, provided:
- (a) Council has given due consideration to any actions taken by an officer, employee, or agent of the City.
- (3) A motion to reconsider or rescind a defeated resolution or bylaw:
- (a) may be made at the same meeting during which the resolution or bylaw was defeated
 - (b) may be made at the next regular Council meeting; and
 - (c) may only be made by a Council Member who voted against the resolution or bylaw (voted in favour), or who was not in attendance during the vote.
- (4) A motion to rescind a defeated resolution or bylaw:
- (a) may be made at a future meeting, by a Member giving notice under notice of motion at a regular Council meeting; and
 - (b) may be made by any Member, regardless of how they voted the first time.
- (5) A motion to reconsider:
- (a) is debatable
 - (b) if adopted, the resolution or bylaw shall be re-opened for debate; and
 - (c) if re-opened for debate, may be referred, amended, postponed or voted on for a second time.
- (6) A motion to rescind:
- (a) is debatable; and
 - (b) if adopted, the motion is no longer applicable, and it would be in order to move a subsequent motion.
- (7) If a motion to reconsider or rescind something previously defeated is defeated twice within three (3) months, the same or substantially the same motion to rescind or amend may not be renewed for at least six (6) month, except if Council by a two-thirds majority vote, permits such renewal.

Reconsideration Requested by the Mayor

2930. (1) Without limiting the authority of council to reconsider a matter, the Mayor may require the council to reconsider and vote again on a matter that was the subject of the vote.
- (2) As restrictions on the authority under subsection (1):

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- (a) the Mayor may only initiate a reconsideration under this section:
 - i) at the same council meeting as the vote took place; or
 - ii) within the 30 days following that meeting, and
- (b) a matter may not be reconsidered under this section if:
 - i) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the council, or
 - ii) there has already been a reconsideration under this section in relation to the matter.
- (3) On a reconsideration under this section, the council
 - (a) must deal with the matter as soon as convenient, and
 - (b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.

Notice of Motion

- 319. (1) A Notice of Motion, if forwarded to the Director of Corporate Administration's office prior to the Council agenda deadline, will be placed on the upcoming regular meeting agenda under Motion and Notices of Motion with the requesting Member of Council's name so they may introduce the motion for consideration at that time or at a future meeting; or
- (2) During the Motion and Notices of Motion portion of a regular or special meeting of the Council, any Council Member may give a "Notice of Motion" respecting an item which they intend to present at a future meeting, upon the Member being acknowledged by the Chairperson and the Notice of Motion being read to the meeting.

The Member of Council mayshall provide a written copy of the motion presented under this section the Director of Corporate Administration for inclusion in the Minutes of that meeting as a "Notice of Motion". The Director Corporation Administration shall place the motion on the Agenda of the next regular or special council meeting, or other future meeting designated by the Member of Council by bringing forward the Notice of Motion, for consideration.

Reports from Committees

- 324. Council may take any of the following actions in connection with a recommendation(s) it receives from COTW or any of its Committees / Advisory Body:
 - (a) agree or disagree with the recommendation(s);
 - (b) amend the recommendation(s);
 - (c) refer the recommendation(s) to staff;
 - (d) refer the recommendation(s) back to the originating committee or to another committee; ~~or~~

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- (e) postpone consideration of the recommendation(s); or
~~(e)(f) receive for information.~~

Communications to Council

332. (1) Communications intended to be presented to Council will:
- (a) be legibly written, typed or printed;
 - (b) signed by a least one (1) person; and
 - (c) include the name and city of residence ~~city address~~ for each person who has signed the communication.
- (2) All communications which require a report may be referred by Council to any Committee, the CAO or to staff by formal resolution by Council for such referral.
334. (1) A Council may continue a Council meeting after 9:30 p.m. only by an affirmative majority vote of Council Members present.
- (2) At the close of a meeting of Council or Committee, the Chairperson will state “This meeting is now concluded” (motion to conclude is not necessary).

PART 5 – PUBLIC HEARINGS

Rules of Public Hearing/Meetings

354. (1) Public Hearings must be held in accordance with the *Local Government Act*. A statement outlining the meeting conduct will be read at the start of the public hearing for the evening by either the Presiding Member or the Director of Corporate Administration. The statement must include the following points:
- (a) each person wishing to address Council will be given a maximum of five (5) minutes to speak;
 - (b) in order to speak, one must be acknowledged first by the Chairperson;
 - (c) once all in attendance have had the opportunity to speak, the Chairperson will ask again for anyone wishing to speak to come forward. Those speakers who have already addressed Council may speak again; however, speakers should refrain from repeating information that they have already presented to Council; and
 - (d) At the end of the public hearing the Chairperson will conclude the Public Hearing (motion to conclude is not necessary)

PART 6 – BYLAWS

Copies of Proposed Bylaws to Council

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356. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each member with the agenda or where circumstances prevented a copy of the bylaw from being delivered to each Member with the agenda, with an affirmative majority vote of Members present.

Form of Bylaws

367. A bylaw introduced at a Council meeting must:

- (a) be available in hard copy for review by Council;
- (b) have a distinguishing name;
- (c) have a distinguishing number and
- (d) be divided into sections.

Bylaws to be Considered Separately or Jointly

378. Council must consider a proposed bylaw at a Council meeting either:

- (a) separately when directed by the Chairperson or required by a member; or
- (b) jointly with other proposed bylaws in the sequence determined by the Presiding Member.

Reading and Adopting Bylaws

389. (1) The reading of a proposed bylaw may be given by stating its short title or by reference to the bylaw number provided a copy of the proposed bylaw has been included in the agenda.

(2) First, second and third reading of the Bylaw may consist of debate upon the general principles of the Bylaw.

(3) The bylaw may be given first and second reading or first, second and third readings in one (1) motion at the same Council meeting provided a copy of the proposed bylaw has been included in the agenda or hard copy has been placed [On-Ten+table](#) for consideration.

(4) The only motion required for the final adoption of a bylaw after consideration shall be “That Council give “bylaw title or number” final reading”, may be noted in this short form if included in the agenda or a hard copy has been placed [On-T+table](#).

(5) A proposed bylaw may be amended at any time during the first three (3) readings unless prohibited by the *Community Charter*.

(6) Unless otherwise provided, each reading of a proposed bylaw must receive the affirmative vote of a majority of Members present.

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- (7) Notwithstanding the *Community Charter* and in accordance with the *Local Government Act*, Council may adopt a proposed Official Community Plan or zoning bylaw at the same meeting at which the plan or bylaw was given third reading.
- (8) The Director of Corporate Administration may consolidate one or more of the City's bylaws for convenience purposes.

Bylaws Must be Signed

~~4039~~. After a bylaw is adopted, and signed by the Director of Corporate Administration or designate and the Chairperson of Council at which it was adopted, the Director of Corporate Administration must have the bylaw placed in the City's records for safekeeping.

PART 7 – COMMITTEE OF THE WHOLE (COTW)

- ~~401~~. (1) A COTW meeting can be called:
- (a) at any time by the Mayor; and
 - (b) at any time during a council meeting, Council may, by resolution, go into COTW.

Notice of Committee of the Whole Meetings

- ~~412~~. (1) Subject to subsection (2), a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by:
- a) posting a copy of the notice at the Public Notice Posting Place; and
 - b) leaving a copy of the notice for each member in the member's mailbox at City Hall; and
 - c) e-mailing Council.
- (2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with section 40 during a Council meeting for which public notice has been given pursuant to this Bylaw.

During a Council meeting, Council may resolve to go into a COTW by a resolution "...that the Council do now resolve itself into a Committee of the Whole." The Chairperson of the Council Meeting will release the Chair. The Chairperson of the COTW (the Deputy Mayor) will then assume control of the COTW meeting. When all matters referred to a COTW have been considered, a question will be called on a motion to revert back to the regular meeting.

Chairperson at COTW Meetings

~~423~~. (1) The current Deputy Mayor will act as the Chairperson of COTW.

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(2) In the current Deputy Mayor's absence the next scheduled Deputy Mayor in the rotation that is present will take the role as Chairperson of COTW.

Conduct and Debate

434. The rules of the Council will be observed in ~~COTW~~Committee of the Whole, so far as may be applicable, except that the number of times that a Member may speak on any question will not be limited, and debate may occur prior to a motion being made.

PART 8 – COMMITTEES (INCLUDING COMMITTEE OF THE WHOLE WHERE NOT SPECIFICALLY ADDRESSED UNDER PART 7)

Standing and Select Committees are defined in the *Community Charter*.

Duties of Standing Committees

454. (1) Standing Committee members may consider, inquire into, report and make recommendations to Council on the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council; and
 - (c) matters that are assigned by the Mayor.
- (2) Notwithstanding section 434 (1) Standing Committees consisting of all members of Council may deliberate on all matters in 443(1) but will forward only matters onto Council that pertain to Council policy, bylaws and legislated items for a decision of Council; all other matters will be handled at the Committee level.

Duties of Select Committees / Advisory Bodies

465. (1) Select committees may consider, inquire into, report and make recommendations to Council about matters referred to committee by Council, the Chief Administrative Officer, Staff ~~Liaison~~ or items brought forward by Committee members that are described in the Committee's mandate / Terms of Reference.

a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. A sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting

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minutes and be posted just as a committee meeting held by the City of White Rock.

b) Working Groups: A committee, sub-committee, or task force may form a working group for the limited purpose of:

- (a) gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body, or
- (b) carrying out a specific prescribed activity (ex. -parade float production, taking available information and placing it into a specified format for the originating Advisory Bodya committee).

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Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, a committee or a sub-committee, then it may be characterized as a sub-committee and not a mere working group - this type of work is to be done in the committee or sub-committee meeting format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

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- (2) Select committeesAll advisory bodies must report and make recommendations to Council when directed by Council resolution.
- (3) Members of Council may be appointed to Advisory Bodies of Council to serve as a Council Liaison or the Council Liaison Alternate. Council Liaisons attend meetings, participate/contribute to discussions, and offer information from a City / Council perspective. A Council Liaison will provide context to matters referred to the Committee, and report updates and introduce recommendations at the Regular Council meetings when brought forward for consideration. A Council Liaison monitors discussions to ensure they coincide with Council's Corporate Priorities.

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Schedule of Committee Meetings

467. (1) At the first meeting after its establishment, a select committee / Advisory Bbody will review and adopt the established regular schedule of meetings distributed by the Corporate Administration Office.
- (2) Standing Committees meet as the need arises; items are brought forward by staff in accordance with the Committee mandate and agendas will be provided at the same time and means as the regular Council meeting agendas or at minimum fourthree (3) three business days 24 hours prior to the meeting date.

Note: Standing Committees that consist of all Members of Council in most cases but not all will hold their meetings on the same days as regular Council

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meetings are scheduled (example: Land Use and Planning, Governance and Legislation, Finance and Audit Committee).

Agendas for Committee Meetings

487. (1) The deadline for submissions by the staff and by the public to the Committee Clerk or the Director of Corporate Services of items for inclusion on the Agenda for the Committee meeting must be by four (4) business days ~~noon on the Wednesday~~ prior to the Committee meeting.
- (2) If there are no agenda items for meeting received by noon on the day, in accordance with 47.(1) ~~that is one (1) week prior to the meeting~~ the Committee Clerk will inform the Chairperson, Council and staff Liaisons and the meeting will cancel~~ed the Committee meeting~~.

Notice of Committee Meetings

498. (1) Subject to subsection (2), after the Committee has reviewed the established regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
 - (a) posting a copy of the schedule at the Public Notice Posting Place; and
 - (b) providing a copy of the schedule to each Member of the Committee.
- (2) Where revisions are necessary to the annual schedule of Committee meetings, the Committee Clerk or the Director of Corporate Administration must post a ~~notice and~~ a revised schedule as soon as possible at the Public Notice Posting Place and a copy will be placed on the City Website.
- (3) The Committee Clerk or the Director of Corporate Administration must ensure a notice of the day, time and place of a meeting called under section 43 (2) is given or sent to all Members of the Committee at least 24 hours before the time of the meeting.

Attendance at Committee Meetings

5049. (1) Members of the public may attend committee meetings that are not closed in accordance with the *Community Charter*, to observe only.

Council Liaisons to City Committees / Advisory Bodies

510) The Councillor Liaison to the City committee are non-voting. The function for a Councillor Liaison for the City committees includes:

- Attending the Committee meetings, when unable to attend to contact the Alternate Councillor Liaison to arrange for their attendance (inform the Committee Clerk of the known to be absence)
- As a representative of Council, participate and contribute in discussions and offer information from a Councillor's perspective

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- Introduce and provide background to topics referred to the Committee by Council in order to provide guidance with respect to what Council is seeking from the referral
- Monitor topics and discussion that coincide with Council's Corporate Priorities
- Be the spokesperson / answer questions on behalf of the Committee while at the Council table when recommendations come forward

The Councillor Liaison (Alternate) to a City Committee / Advisory Body functions include:

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- Attending the Committee meetings when the primary Councillor Liaison is unable to attend
- The Alternate may attend the Committee meetings at any time however when they are there and the primary Council Liaison is also there the Alternate must let the primary Councillor Liaison fulfil the functions as noted in this section
- If both the Council Liaison and the Alternate are in attendance the Alternate may sit as an audience member or at the Committee table but in both circumstances the primary Council Liaison would be responsible to perform the functions of the role

The Council Liaisons to each committee work together as a team with a common goal, let the Committee do their work but ensure they are aware of Council works and their Corporate Priorities.

Presentations at Committee Meetings

5129. (1) When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to a member of the public in attendance to speak to the item in question.
- (2) _____ At Standing Committees meetings, where the members are comprised of all of Council, a presentation will be permitted regarding an item on the agenda where the presenter could outline the intent of an application or give professional insight to a subject matter. A presentation of this nature must not exceed ten (-10) minutes unless agreed to by a majority of members present. ~~In this case a notation will be made on the agenda to indicate that there is a Presentation expected.~~

Minutes of the Committee Meetings

- 532+. Minutes of the proceedings of a Committee must be:
- legibly recorded;
 - certified by the Committee Clerk;
 - open for public inspection in accordance with the *Community Charter*; and
 - motions are to be recorded as recommendations that would be forwarded to Council for ratification, unless they are by a Standing Committee of Council that

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is comprised of all members of Council and the Terms of Reference states contrary, the Terms of Reference in this circumstance will be followed.

Conduct and Debate

5432. (1) The rules of the Council procedure must be observed during Committee meetings, so far as is possible and unless as otherwise provided in this bylaw.
- (2) Persons attending a meeting of a Committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the Committee Members present.
- ~~(2)~~(3) The Committee Clerk is-are there to help ensure the City's process and legislation are known and adhered to. It is the City's expectation that when the Committee Clerk states an item of concern or when they give advisedirection in regard to meeting process that it would be adhered to.

Terms of Reference

5453. Council must approve all of the City's Committee Terms of Reference.

PART 9 – GENERAL

5654. If any provision of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.
5765. A motion to censure may be used to express Council's indignation with a Council member's conduct regarding Council business. A motion of this nature would be used only in extra-ordinary circumstances, where the principles of the Respectful Workplace Policy has not been adhered to, and will be:
- (a) seconded;
 - (b) debatable;
 - (c) amendable;
 - (d) requires a majority vote;
 - (e) and will be recorded in the Council meeting minutes.

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5876. “The White Rock Council Procedure Bylaw, 2015, No. 2105” and all amendment are hereby repealed.

RECEIVED FIRST READING on the	29 th day of	January, 2018
RECEIVED SECOND READING on the	29 th day of	January, 2018
RECEIVED THIRD READING on the	29 th day of	January, 2018
PUBLISHED in the Peace Arch News on the	9 th & 16 th days of	February, 2018
ADOPTED on the	19 th day of	February, 2018

MAYOR

DIRECTOR OF CORPORATE ADMINISTRATION

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CITY OF WHITE ROCK
BYLAW 2232
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