

The Corporation of the
CITY OF WHITE ROCK



Finance and Audit Committee
AGENDA

Monday, November 22, 2021, 4:00 p.m.

City Hall Council Chambers

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

***Live Streaming/Telecast:** Please note that all Committees, Task Forces, Council Meetings, and Public Hearings held in the Council Chamber are being recorded and broadcasted as well included on the City's website at: www.whiterockcity.ca
T. Arthur, Director of Corporate Administration

	Pages
1. CALL TO ORDER Councillor Chesney, Chairperson	
2. ADOPTION OF AGENDA RECOMMENDATION THAT the Finance and Audit Committee adopt the agenda for November 22, 2021 as circulated.	
3. ADOPTION OF MINUTES RECOMMENDATION THAT the Finance and Audit Committee adopt the September 22, 2021 meeting minutes as circulated.	3
4. 2022 BUDGET UPDATE - FORMAT, PROCESS AND TIMELINE Corporate report dated November 22, 2021 from the Acting Director of Financial Services and Paul Murray, Consultant, titled "2022 Budget Update - Format, Process and Timeline". RECOMMENDATION THAT the Finance and Audit Committee: 1. Endorse the 2022 budget format for use as the basis for preparation of the full 2022 budget document and presentations, as illustrated in the Fire Rescue draft budget pages presented November 22, 2021, and	6

2. Approve a "LetsTalk" 2022 budget survey component for release in January 2022 as part of the 2022 budget process.

5. **2022 FEES AND CHARGES BYLAW, 2021, NO. 2401**

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Corporate report dated November 22, 2021 from the Acting Director of Financial Services titled "2022 Fees and Charges Bylaw, 2021, No. 2401".

RECOMMENDATION

THAT the Finance and Audit Committee endorse the proposed "2022 Fees and Charges Bylaw, 2021, No. 2401".

6. **CONCLUSION OF THE NOVEMBER 22, 2021 FINANCE AND AUDIT COMMITTEE MEETING**



Finance and Audit Committee

Minutes

September 22, 2021, 5:00 p.m.

City Hall Council Chambers

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

PRESENT: Mayor Walker
Councillor Chesney
Councillor Fathers (via electronic means)
Councillor Johanson
Councillor Kristjanson
Councillor Manning
Councillor Trevelyan (arrived at 5:01 p.m.)

STAFF: Guillermo Ferrero, Chief Administrative Officer
Tracey Arthur, Director of Corporate Administration
Shannon Johnston, Acting Director of Financial Services
Debbie Johnstone, Deputy Corporate Officer

GUEST: Paul Murray

PUBLIC 0

1. **CALL TO ORDER**

Councillor Johanson (Deputy Mayor), Chairperson

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

2. ADOPTION OF AGENDA

Motion Number: 2021-F&A-066 It was MOVED and SECONDED

THAT the Finance and Audit Committee adopt the agenda for September 22, 2021, as circulated.

Motion CARRIED (7 to 0)

3. ADOPTION OF MINUTES

Motion Number: 2021-F&A-067 It was MOVED and SECONDED

THAT the Finance and Audit Committee adopt the July 28, 2021, meeting minutes as circulated.

Motion CARRIED (7 to 0)

4. 2022 BUDGET PROCESS, PRESENTATION APPROACH AND TIMELINE

Corporate report dated September 22, 2021, from the Acting Director of Financial Services and Paul Murray, Consultant, Brentwood Advisory Group titled "2022 Budget Process, Presentation Approach and Timeline".

Councillor Trevelyan arrived at the meeting at 5:01 p.m.

The CAO introduced Mr. Paul Murray who has been retained by the City to assist with the budget process, following Council's indication it wishes to continue improving the budget process and the format of budget presentations for 2022.

Mr. Murray introduced the corporate report including:

- A proposed 2022 budget format using the Government Finance Officers Association (GOFA) 'Distinguished Budget Presentation Award' approach and whereby staff will make budget presentations at their department level. This GFOA program was established to encourage and assist local governments throughout North America in preparing budget documents of high quality.
- Forecast schedule of meetings and presentations; and
- Noted that this budget will be a work in progress.

The following discussion points were noted:

- Would like to see the following in the new budget: individual department budgets / operating summary, service level information, staffing, wages, what tradeoffs would there be regarding goals, key line items
- The established tax increase for 2022 from last year was noted at 4.83%
- Service levels (review with staff at next Strategic Priorities session), indicators of the scope of productivity
- Departmental presentations will include department information and budget followed by the opportunity to ask questions and give direction

Motion Number: 2021-F&A-068 It was MOVED and SECONDED

THAT the Finance and Audit Committee endorse:

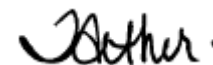
1. The proposed budget format for 2022 based on the GFOA Distinguished Budget Presentation Award Program; and
2. The 2022 budget presentation schedule and approximate timeline of meetings.

Motion CARRIED (7 to 0)

5. **CONCLUSION OF THE SEPTEMBER 22, 2021 FINANCE AND AUDIT COMMITTEE MEETING**

Meeting was concluded at 5:48 p.m.

Councillor Johanson, Chairperson



Tracey Arthur, Director of
Corporate Administration

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: November 22, 2021

TO: Finance and Audit Committee

FROM: Shannon Johnstone, Acting Director, Finance
Paul Murray, Consultant

SUBJECT: 2022 Budget Update – Format, Process and Timeline

RECOMMENDATIONS

THAT the Finance and Audit Committee:

1. Endorse the 2022 budget format for use as the basis for preparation of the full 2022 budget document and presentations, as illustrated in the Fire Rescue draft budget pages presented November 22, 2021, and
 2. Approve a “LetsTalk” 2022 budget survey component for release in January 2022 as part of the 2022 budget process.
-

EXECUTIVE SUMMARY

The purpose of this report is to provide the Finance and Audit Committee with:

1. An example of the approved 2022 budget document format, using the Fire Rescue Department for illustration purposes.
2. An updated budget timeline to meet the statutory requirements for budget approval and bylaw adoption in spring 2022, and
3. An opportunity to consider including a “LetsTalk” Budget Survey component in the budget consultation process for the month of January 2022, before budget presentations begin.

PREVIOUS COUNCIL DIRECTION

Motion # & Meeting Date	Motion Details
2021-F&A-068 September 22, 2021	THAT Finance and Audit Committee: <ol style="list-style-type: none">1. The proposed budget format for 2022 based on the <i>GFOA Distinguished Budget Presentation Award</i> program; and2. The 2022 budget presentation schedule and approximate timeline of meetings.

INTRODUCTION/BACKGROUND

Council has approved a new budget format for 2022 based on the GFOA Distinguished Budget Presentation Award Program.

A schedule of budget presentations has been established with departmental presentations beginning in February 2022.

A mock-up of one budget using Fire Rescue for illustrative purposes has been completed for Council review.

As the budget cycle for 2022 is underway and the new document is being prepared, it is important that the committee review the format being used before the final version is completed and consider adding an optional component of budget consultation using the City's "LetsTalk" online platform.

Example of the New Budget Format using Fire Rescue for Illustration

The attached Fire Rescue budget example provides an introduction of the style for the new document, recognizing that it is a work in progress and presented for illustrative purposes only. Staff seeks feedback from Council and endorsement of the format.

The approach is to provide the reader with a connection between the services provided, the resources used, and the budget requested to provide those services. Aligning the budget with the Strategic Plan of Council is also a key component.

The document includes a draft table of contents that staff are working to build. This follows the leading practice GFOA recommendations and includes the components discussed at the previous meeting with the Finance and Audit Committee.

Note that there are individual budget sections for each department that will be built in the same way as the Fire Rescue Department example. The Asset Improvement Program will also be broken out into departments as well.

The Fire Rescue budget pages are provided as a mock-up of how each department's budget pages will appear in the document and the kind of information being provided, including:



- a description of the department, staffing complement, structure and core services;
- a pie chart visual that shows the breakdown of expenses by type;
- highlighted accomplishments for 2021, plans for 2022 and a look ahead including alignment with Council Strategic Priorities;
- key indicators for context when considering the department's budget request; and
- a budget summary with notes about any significant changes or new operating projects and strategic initiatives that require funding; and
- the impact on property taxes.

Revenues and expenses in each department's budget are grouped to provide more detail about the department's operations. This is consistent with the approach used by organizations of a similar size that have applied the GFOA method, and as noted previously, further refinement can be expected in 2023 to fully achieve the award standard.

Updated Budget Timeline

Work on building the new budget format is progressing. The timeline has been adjusted slightly given the capacity constraints that we are working with, while staff recruitment occurs.

The Water Utility budget and proposed water rates using the first phase of the new structure will be presented in December, also using the new budget format, and the newly formatted full budget document is expected to be ready to be introduced on Monday, January 10, 2022.

- | | | |
|------------------------------|--|---|
| • September 15, 2021 | Council endorsement of approach |  |
| • September to December 2021 | Budget prepared by staff | |
| • November 22, 2021 | Budget Update with Fire Rescue example |  |
| • December 13, 2021 | Water Utility Budget Presentation | |
| • January 10, 2022 | <u>Budget Introduction</u> | |
| • February and March 2022 | Budget Presentations (6 meetings) | |
| • April to May 2022 | Budget & Tax Rates Bylaws | |

Optional Budget Consultation – Online Survey using “LetsTalk” Platform

The City has an opportunity to provide an additional level of consultation on the budget using the existing “LetsTalk” online engagement platform. A Budget Survey could be developed and used to gain public input in advance of the Finance Committee budget presentations scheduled for February. The survey would remain open for public comments for the month of January.

Should the Finance Committee wish to proceed with this option, a set of draft survey questions would be prepared for Finance Committee review in December. The Budget Survey would be made available online after the budget presentation to Council on January 10, 2022 and stay open for three weeks. A summary of all comments received would be provided at the first budget presentation meeting in February, once the survey closes.

FINANCIAL IMPLICATIONS

There are no significant financial implications. The cost to implement the survey is modest given that the platform exists, and communications staff are available to assist with development of the survey. Cost of consulting resources can be funded within the estimates provided in the previous report when the new budget process was approved.

LEGAL IMPLICATIONS

No change in statutory requirement.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

Providing budget presentations that are aligned with strategic plans and annual reporting is an effective means of communicating and consulting about financial plans with the local community. This will connect with the Council strategic reporting using the Cascade system.

Budget presentations using the suggested GFOA program format, with a first-year focus on departmental level presentations, will improve budget clarity, provide additional background information, and help maintain public confidence.

Adding a budget survey component using the “LetsTalk” online platform will provide an additional option for public engagement and provide input for Council leading into the budget presentation process.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

There is no change in the level of interdepartmental collaboration on budget. Some additional internal communications department capacity will be needed to implement the survey and summarise the results in early February if the option is approved.

CLIMATE CHANGE IMPLICATIONS

Process and format change only. Provides opportunity to link with Climate Change efforts at a later date.

ALIGNMENT WITH STRATEGIC PRIORITIES

There is no direct impact on priorities. This will improve budget process to align with existing strategic priorities more visibly.

OPTIONS / RISKS / ALTERNATIVES

The following alternative to the recommendation is available for Council's consideration:

1. Maintain current budget process without a survey (no action needed).

Not adding the optional budget survey component will be a missed opportunity to engage online with the public on budget priorities.

CONCLUSION

The budget preparation process is progressing using the new “GFOA Distinguished Budget Presentation Award” format approved by Council. The budget document concept is based on the standard used across North America and will align the Financial Plan with the Strategic Plan and the City’s annual public reporting.

Adding a budget survey component using the “LetsTalk” online platform would provide an additional option for public engagement, and improved information for Council leading into the budget presentation process.

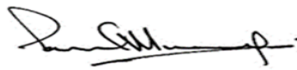
It is recommended that the Finance and Audit Committee endorse the format as illustrated in the Fire Rescue budget pages and approve a “LetsTalk” 2022 budget survey component for release in January 2022 as part of the 2022 budget consultation process.

Respectfully submitted,



Shannon Johnstone,
Acting Director, Financial Services

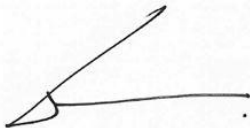
Respectfully submitted,



Paul Murray, Consultant

Comments from the Chief Administrative Officer

I concur with the recommendations of this corporate report.



Guillermo Ferrero
Chief Administrative Officer

Appendix A: Schedule of Budget Presentations to the Finance Committee for
February and March 2022

Appendix B: White Rock Fire Rescue Budget Example

Appendix A:**Schedule of Budget Presentations to the Finance Committee for February and March 2022**

- meeting 1: Overall Budget Summary and introduction
- meeting 2: Protective Services:
 - Fire Rescue and Emergency Services
 - RCMP
 - Recreation and Culture
 - Community Recreation
 - Regional Library, Museum and Archives
- meeting 3: Transportation, Engineering and Operations
 - Engineering Administration
 - Road & Transportation Services
 - Garage
 - Parks
 - Facilities
 - Utilities
 - Solid Waste
 - Drainage
 - Sanitary Sewer
 - Water (Recap – rates approved by Council in December)
- meeting 4: Planning and Development
 - Planning
 - Building
 - Bylaw Enforcement and Animal Control
 - Parking
 - Information Technology
 - Human Resources
 - Financial Services
 - Fiscal Services
 - Common Services
 - Economic Development
 - Council and Administration
 - Council
 - Office of the CAO
 - Corporate Administration
 - Communications and Government Relations
 - Property Rentals & Leases
- meeting 5: Asset Improvement (Capital) Program
- meeting 6: Recap and Discussion



CITY OF WHITE ROCK

2022 FINANCIAL PLAN

WHITE ROCK
City by the Sea!

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Drainage

Sewer Utility

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X**X****X****X****X****Welcome and Acknowledgements**

Thank you for taking the time to read the White Rock Financial Plan (the plan).

This report was prepared for Council by XXXXXXXX XXXXXXXX, and had substantial input from key District departments.

Traditional 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.



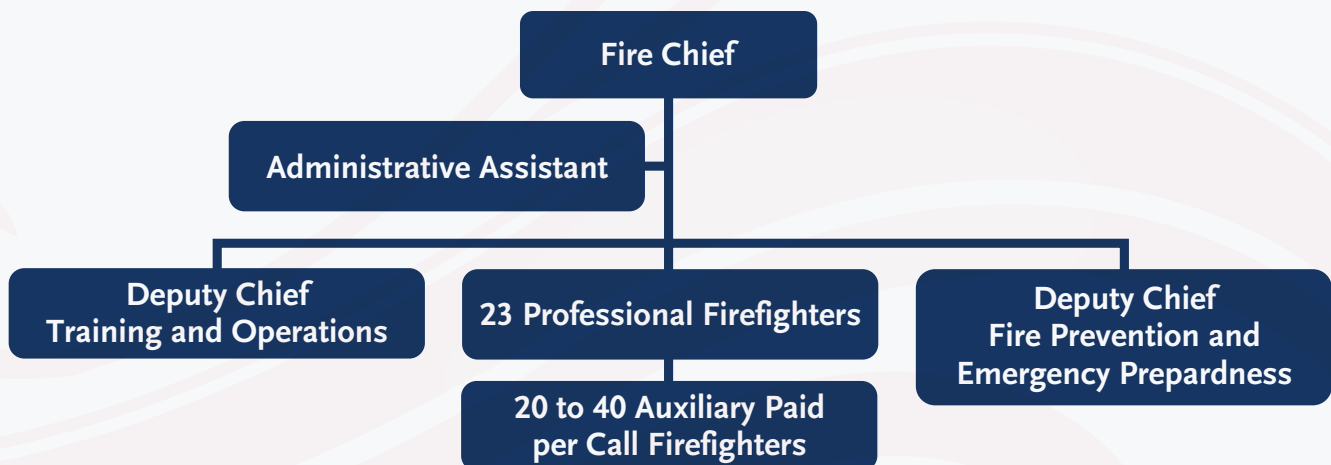
FIRE RESCUE

White Rock Fire Rescue was established in 1933 to serve and protect our community from the impacts of:

- Fires,
- Illness,
- Accidents, and
- Natural or human-caused hazards.

This is accomplished through public education, preparedness, prevention, and emergency response with an emphasis on safety, quality of service, efficiency, and effectiveness.

The Department consists of a Fire Chief who is also the Emergency Program Coordinator, a Deputy Chief for Training and Operations, a Deputy Chief for Fire Prevention and Emergency Preparedness, an Administrative Assistant, twenty three Professional Career Firefighters and 20 to 24 Auxiliary Paid-Per-Call Firefighters. The department is staffed 24 hours, 7 days a week with four rotating 4 to 5 person fire suppression crews supplemented by auxiliary firefighters as needed.



The department responds to a wide variety of emergency incidents and provides service in seven key areas:

1. **FIRE SUPPRESSION** response to incidents involving or potentially involving fire.
2. **RESCUE AND SAFETY** response to a wide range of incidents such as confined space rescue, structural collapse, low to steep rope rescue, hazardous materials incidents, environmental emergencies, electrical problems, weather events, natural gas leaks, public assists and general complaints.
3. A proactive **FIRE PREVENTION** program minimizes the occurrence and potential consequences of fires. Regular inspections are carried out enforcing BC Building Code and BC Fire Code in all assembly, commercial, institutional, and multi-residential buildings. All new building or renovation plans, and development proposals are reviewed. Business license and preoccupancy inspections are made when required and fire investigations of all fires resulting in over \$500 damage or loss are conducted.
4. Firefighters are trained as First Responders for **MEDICAL CALL** medical emergencies. This “First Responder” service is a part of the prehospital medical care system in the Province of British Columbia. Over 50 per cent of White Rock Fire rescue calls for service are medically related.
5. The department conducts fire safety and emergency preparedness training and offers a variety of other **PUBLIC EDUCATION** programs.
6. **MOTOR VEHICLE INCIDENTS (MVI)** response. The department is equipped with rescue equipment that can be used for auto extrication and also may provide fire suppression, medical assistance, fuel leak control, environmental protection and secure the scene for the safety of other emergency responders.
7. The department is responsible for administering and maintaining the City's **EMERGENCY RESPONSE** and **RECOVERY PLAN** including activating the Emergency Operations Center when necessary. The plan guides the operations, organization, responsibilities, and coordination necessary to provide for effective response and recovery from major emergencies or disasters in the City.



KEY INDICATORS

In 2021, White Rock Fire Rescue estimates teams responded to 1,292 incidents - an increase of 10% from 2020, and 29% below the five-year average of 1,817. A further increase of 10% in call volumes is forecast for 2022 as BC's Restart plan continues. The number of medical responses is quickly returning to pre-pandemic levels and E-Comm has experienced a 14% increase in 911 calls this year. The inspection program and all fire prevention and emergency preparedness educational sessions remained at reduced levels in 2021. They are forecast to return to normal in 2022 as the department begins to catch up on inspections deferred in 2020 and 2021. The five-year average call volume has increased by 20% from 2010-2014 to 2015-2019.

Performance Measures and Statistics					
Key Measures	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Forecast
Staff Complement	22	22	22	23	24
Auxiliary Firefighters	23	23	23	23	24
Average Response Time (Minutes)	4.3	4.2	4.1	4.2	4.2
Fire Prevention Inspections	560	747	296	229	822
Plan Reviews	8	18	4	8	20
Education Sessions	21	19	0	0	21
Department Personnel Training Hours	929	887	629	769	950
Response to Requests for Assistance - Medical	950	942	474	700	1036
Response to Requests for Assistance - Fire Alarms	146	145	188	144	160
Response to Requests for Assistance - MVI	61	67	49	39	74
Response to Requests for Assistance - Public Assistance	388	419	260	253	461
Response to Requests for Assistance - Structure	27	29	23	15	32
Response to Requests for Assistance - Burning Complaints	53	88	91	87	97
Brush Fire	6	5	4	5	6
Vehicle Fire	3	1	4	2	1
Hydro Pole Fire	18	1	9	3	8
Miscellaneous Fire	2	13	10	12	14
Electrical STV/Furnace/Dryer Fire	6	9	7	2	10
Post Fire Inspection	2	0	1	1	2
Explosion	0	0	1	5	5
Gas/Diesel Spill	3	6	2	0	5
Natural Gas Leak/Smell	24	16	15	8	18
Hazmat	0	2	1	1	2
Investigation	33	34	9	1	37
Rescue Other	1	0	0	0	0
Rescue Water	1	1	0	1	1
Road Flush	0	1	2	0	2
Wires Down	85	31	24	13	34
Total	1809	1810	1174	1292	2004

HIGHLIGHTS OR ACCOMPLISHMENTS FOR 2021

- Implemented the Mass Notification Program for the City (Council Strategic Priority).
- Recruitment and training of 2 professional firefighters and 9 auxiliary firefighters.
- Implemented Fireground Survival Training for all suppression staff (20 hours per person).
- Developed new operational guidelines for High Building Response.
- Facilitated EOC training and Emergency Exercise for 50 senior staff with CEPF grant funding.
- Provincial Wildfire Deployment.
- Suppression Firefighters were trained and participated in Fraser Health Immunizer Program.

PLANS FOR 2022

- Upgrade service delivery of pre-hospital medical care by transitioning all firefighters to the nationally recognized Emergency Medical Responder license.
- Recruitment and training of 1 professional firefighter and 6 – 8 Auxiliary firefighters.
- Continue to develop Mental Health and Wellness programming specific to First Responders.
- Complete Live Fire Ground training for all staff.
- Continue implementing use of wireless technologies to improve service and create efficiencies.

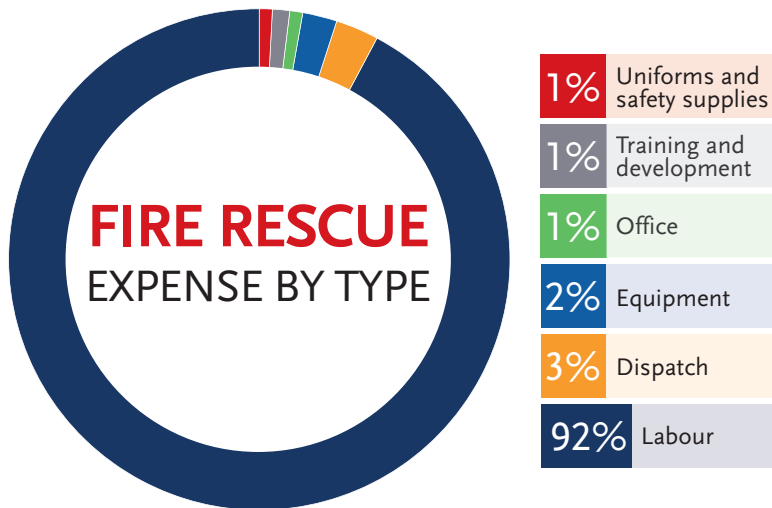
LOOKING AHEAD FOR 2023 TO 2026

- Develop a White Rock Fire Rescue Master Plan.
- Complete a comprehensive Hazard Risk Vulnerability Assessment for the City.
- Continue to create service efficiencies – for example, invest in Training and Asset Management software to better schedule, deliver and track required training and manage inventory.
- Upgrade Emergency Operations Centre Equipment and Information Technology laptops, software and other relevant equipment. All current computers are units retired from service in the City due to age. An Emergency Management consultant will help identify the EOC resources necessary to best support overall management of disaster response.



BUDGET SUMMARY

The Fire Rescue budget is forecast to increase by \$100,400 or 2.3% in 2022 which is primarily from the addition of one new firefighter position approved by Council in 2020. Note that the cost of collective agreement settlements is budgeted as a corporate contingency in the Financial Services budget.



Other budgets for office expenses, equipment maintenance, and training have been limited to a 2% increase over 2021 which is substantially below the forecast inflation rate of 4.2%.

Equipment purchases have been reduced from 2021 where developer contributions funded the majority of purchases.

Emergency Program funding has been maintained at 2021 levels after conclusion of the grant funded EOC exercises last year.

Two initiatives are proposed which can be funded from XXXXXXXXXXXX:

Emergency Medical Responder Licensing

In 2021 over 53% of calls were medical in nature. This proposal will upgrade Firefighter Certifications to allow for improved patient assessment in these situations and the ability to administer symptom relief medications while waiting for patient transport. This is a onetime training cost of \$46,200 which can be funded from XXXXXXXXXXXX.

Wildland Firefighting Program

If the City wishes to continue to participate in the program this equipment is mandatory. The \$8,500 in specialized personal protective equipment can be purchased from equipment reserves built up from previous firefighting deployment cost recoveries and will allow further deployment recoveries in the future.

One proposal will require ongoing taxation funding if approved:

Fire Training and Equipment Maintenance System – This software will significantly reduce the time spent by fire staff to administer training and certification programs and the regular preventative maintenance and inspection of all apparatus and equipment. This is an annual software subscription cost of \$5,000 that will be an ongoing cost that will require tax funding.

City of White Rock - Fire Rescue Operating Budget

Funding	2019 Actuals \$	2020 Actuals \$	2021 Projected \$	2021 Budget \$	2022 Budget \$	Change \$	Change %
Cost Recoveries	45,608	53,541	131,000	19,500	20,000	500	2.6
Contributions	32,409	65,700	105,500	86,200	36,000	(50,200)	-58.2
Grants and Other	(13,783)	3,758	28,000	3,600	3,000	(600)	-16.7
Total Funding	64,234	122,999	264,500	109,300	59,000	(50,300)	-46.0

Operating Expenses							
Fire Administration	612,336	633,436	650,000	671,200	690,900	19,700	2.9
Fire Operations	3,287,844	3,210,283	3,294,220	3,376,000	3,484,000	108,000	3.2
Dispatch	141,511	104,319	155,200	155,200	144,500	(10,700)	-6.9
Equipment	85,365	108,763	164,550	143,100	97,500	(45,600)	-31.9
Auxiliary Program	91,685	76,530	73,400	92,400	91,800	(600)	-0.6
Emergency Program	11,498	5,050	37,000	37,600	16,900	(20,700)	-55.1
Total Operating Expenses	4,230,239	4,138,381	4,374,370	4,475,500	4,525,600	50,100	1.1

Net Property Taxes Required	4,166,005	4,015,382	4,109,870	4,366,200	4,466,600	100,400	2.3
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New Operating Budget Requests, Projects, Initiatives

Description	2022 Budget \$
Pre-Hospital Medical Care Program – Emergency Medical Licensing Certification*	46,200
Fire Training and Equipment Maintenance Management Software**	5,000
Wildland Firefighting Program – Equipment***	8,500
Total Special Project	59,700

* XXXXXXXXXX / ** Ongoing Taxation / *** Equipment Reserves

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: November 22, 2021

TO: Finance and Audit Committee

FROM: Shannon Johnston, Acting Director, Financial Services

SUBJECT: 2022 Fees and Charges Bylaw, 2021, No. 2401

RECOMMENDATION

That the Finance and Audit Committee endorse the proposed “2022 Fees and Charges Bylaw, 2021, No. 2401.”

EXECUTIVE SUMMARY

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.

Annually, City Staff review the fees and charges bylaw to ensure that fees charged recover the cost of providing the services. For 2022, the increases proposed are generally inflationary except for some fees where it has been determined that the City is not fully recovering related costs. Additionally, some fees were removed; and a few new fees were added.

As well, to facilitate annual review of fees and charges, fees from Schedule A of the “City of White Rock Planning Procedures Bylaw, 2017, No. 2234” have been added to the end of Schedule A and Connection Fees from Section 5 of the “Sewer Connection and Rental Charges Bylaw, 1970, No. 396” have been added to Schedule B of the Fees and Charges Bylaw.

It is recommended that the fees proposed in the 2022 Fees and Charges Bylaw, 2021, No. 2401 be approved for the 2022 fiscal year.

INTRODUCTION/BACKGROUND

Annually, City Staff review the fees and charges bylaw to ensure that fees charged recover the cost of providing the services. For 2022, the increases proposed are generally inflationary except for some fees where it has been determined that the City is not fully recovering related costs. Additionally, some fees were removed; and a few new fees were added.

As well, fees from Schedule A of the “City of White Rock Planning Procedures Bylaw, 2017, No. 2234” have been added to the end of Schedule A and Connection Fees from Section 5 of the “Sewer Connection and Rental Charges Bylaw, 1970, No. 396” have been added to Schedule B of the Fees and Charges Bylaw. Consolidating the City’s fees and charges into one bylaw allows the fees to be easily reviewed and reduces the number of reports and bylaw changes that Council must consider.

The fees from Schedule A of the “City of White Rock Planning Procedures Bylaw, 2017, No. 2234” labeled “Development Category Application Fees” had not been reviewed since 2019, so this bylaw change includes a 6% increase on these fees, representing a 2% increase per year from 2020 – 2022. Additionally, there are two new fees in Schedule A. One in the “Permit Application Fee” section “All other permits application fee,” this fee would apply to any other permit applications not specifically listed in this section, for example plumbing or sprinkler permits. The second new fee is in the “Development Category Application Fees” for a Formal Pre-Application Fee. This fee is for the staff time required to review applications to ensure they are complete before the application is accepted for review. A report providing additional detail regarding this “formal pre-application process” has been included on this November 22, 2021 regular Council agenda.

The Storm and Sanitary connection fees from the “Sewer Connection and Rental Charges Bylaw, 1970, No. 396” labeled “Sewer Connection Fees” had not been reviewed since 2015, so this bylaw includes increases that reflects the current costs of installing these services.

Most of the fees in Schedule C RCMP, have an increase of almost 8% (e.g., going from \$65 to \$70). These fees have not increase since 2017.

The rental fees for the Art Room in Schedule H for the White Rock Community Centre have been removed. This room is now a cardio gym.

In Schedule J the filming fees have been reorganized for better clarity and to align with best practices as reflected in the 2021 Film Policy #711. A new damage deposit requirement has been added to ensure any damage to City property can be recouped. Additionally, as noted in the Film Policy #711, Section 8.1 entitled “Film Fees,” the “Film Office Administration Fee” and the “White Rock RCMP Admin Fee” have been added to cover the staff costs of administering film permits and administrating and reporting RCMP time required for the production. Fees for use of the Pier and Promenade have been updated to reflect a minimum fee and an allowance for cost recovery if actual costs are more than the minimum, allowing for fee adjustments depending on the duration and complexity of the film production. A new fee for “Street Use on Location Filming per block per lane” has been added for productions wishing to film scenes on roadways.

All parking related fees have been removed from Schedule K and are now in their own schedule, Schedule N. Additionally, when customers pay by phone or at the pay station, they have the option of choosing 20 minutes, 40 minutes or 1 hour, so hourly rates have been broken out for these categories.

Tax Certificates, in Schedule K, are normally delivered through a third party called APIC but can also be purchased at City Hall. The Fee for the City Hall tax certificate on Schedule K has been increased to match what customers would pay online when purchasing a Tax Certificate from APIC, who has increased its fee for providing this service.

Below is a summary of the fees described above:

Item	Previous Fee	Proposed Fee
Schedule A: Planning and Development Services: Permit Application Fees		
All other permits application fee	N/A	75.00
Schedule A: Planning and Development Services: Development Category Application Fees		
OCP Amendment	5,100.00	5,406.00
Zoning Amendment	4,100.00	4,346.00
Combined OCP/Zoning Amendment	7,150.00	7,579.00
Additional Public Meeting/Hearing on applications revised by Applicant	1,020.00	1,081.00
Phased Development Agreement (including amendment)	5,100.00	5,406.00
Amendment of a Land Use Contract	2,040.00	2,162.00
Discharge of a Land Use Contract		
With associated rezoning	1,020.00	1,081.00
With no associated rezoning	2,040.00	2,162.00
Development Variance Permit (or amendment of time extension)	2,000.00	2,120.00
Major Development Permit, with zoning amendment application Fee plus \$100/new dwelling unit to be created, to a maximum of \$5,000	2,500.00	2,650.00
Major Development Permit, without zoning amendment application. Fee plus \$100/new dwelling unit to be created, to a maximum of \$10,000	3,500.00	3,710.00
Amendment or Time Extension for a Major Development Permit	2,540.00	2,692.00
Temporary Use Permit (including renewal and amendment)	2,040.00	2,162.00
Temporary Use Permit Cannabis Store (including renewal and amendment)	3,000.00	3,180.00
Liquor Licence Referral (Requiring Public Hearing)	2,550.00	2,703.00
Liquor Licence Referral (Requiring Public Notification Only)	500.00	530.00
Request for Purchase of Municipal Right of Way	250.00	265.00
Development Permit (Minor)	1,500.00	1,590.00
Amendment or Time Extension for a Minor Development Permit	1,500.00	1,590.00
Subdivision (Fee-Simple or Bare Land Strata) Fee plus \$100/new lot	1,500.00	1,590.00
Air Space Parcel Subdivision	10,000.00	10,600.00
Lot Line Adjustment Subdivision (no new lots created)	1,020.00	1,081.00
Form "P" Approval for Phased Strata Development	205.00	217.00
Final Approval and/or revisions for Phased Strata Development (per phase)	205.00	217.00
Strata Title Conversion	1,000.00	1,060.00
Amendment to Preliminary Layout Approval (PLA)	1,020.00	1,081.00
Time Extension to Preliminary Layout Approval (PLA)	510.00	541.00

Item	Previous Fee	Proposed Fee
Final Approval for Fee-Simple or Bare Land Strata Subdivision, or Strata Plan Amendment	255.00	270.00
Bare Land Strata, Phased Strata and Form "E" Final Re-Approval	100.00	106.00
Tree Management Permit – Type 3	1,000.00	1,060.00
Tree Management Permit – Type 2	500.00	500.00
Board of Variance	550.00	583.00
Assignment of Application under Consideration (per Section 15)	500.00	530.00
Formal Pre-Application Fee	N/A	450.00
Schedule B: Engineering and Municipal Operations:		
Sewer Connection Fees		
Sanitary Sewer	4,000.00	5,000.00
Storm Sewer	4,000.00	5,000.00
Schedule C: RCMP		
Accident Reports (MV6020's) copies for ICBC	65.00	70.00
Request for information relating to Thefts/B & E's etc. received from insurance companies	65.00	70.00
Police Certificates (Form 1868)	65.00	70.00
Court Ordered File Disclosure Copy of File (Notice of Motion)		
Flat Fee	65.00	70.00
Per Page	0.50	0.50
Shipping	10.00	11.00
Police Information Checks	65.00	70.00
Volunteers – live in White Rock and volunteer in either White Rock or South Surrey (requires letter from agency)	n/c	n/c
Students – for school or training program (requires letter from the agency/school)	n/c	n/c
Photograph	2.00	2.00
CD of Photograph	5.00	5.50
Fingerprints	65.00	70.00
Traffic Analyst Report	175.00	185.00
Field Drawing Reproduction	65.00	70.00
Mechanical Inspection Reproduction	65.00	70.00
Crash Data Retrieval Report – Black Box		
Non ICBC request	175.00	185.00
ICBC request	65.00	70.00
Field Drawing Reproduction	65.00	70.00
Scale Drawing Reproduction	65.00	70.00
Measurements – Provided by Member	65.00	70.00
Confirmation Letter	65.00	70.00
Schedule J: Recreation and Culture – Program and Miscellaneous Fees: Filming Fees – Administration		
Filming Application Fee (one day includes inspection)	318.00	350.00
Filming Fee-Additional Days per day (includes inspection fee)	106.00	110.00

Item	Previous Fee	Proposed Fee
Film Office Administration Fee	N/A	15% on fees
Set Supervision (if required)	Cost recovery	Cost recovery
Damage deposit (minimum)	N/A	5,000.00
Schedule J: Recreation and Culture – Program and Miscellaneous Fees: Filming Fees – Parking		
Pay Parking stalls (meters, lots)	Current rates	Current rates
Centennial Arena for circus	Current rates	Current rates
Street Use Fee (work truck parking - no signage provided) per 30m	58.00	60.00
Schedule J: Recreation and Culture – Program and Miscellaneous Fees: Filming Fees		
Pier and Promenade per day	1,165.00	N/A
Pier and Promenade per day (minimum + cost recovery if costs exceed minimum)	N/A	1,190
Promenade per day (minimum + cost recovery if costs exceed minimum)	N/A	\$860.00
Street Use on Location Filming per block per lane	N/A	100.00
Other City Park or Land Site per day	582.00	594.00
City Building Site per day unless hourly rate applies	453.00	462.00
Schedule J: Recreation and Culture – Program and Miscellaneous Fees: Filming Fees – Support Costs		
White Rock RCMP Services Deposit	Cost recovery	Cost recovery
White Rock RCMP Admin Fee	N/A	10% of RCMP final costs
White Rock Fire Rescue Services Deposit	Cost recovery	Cost recovery
Schedule K: Financial services		
Property Tax information (Tax Certificate)		
property owners	n/c	n/c
requested online	37.00	39.00
requested at City Hall	58.00	70.50
Schedule N: Parking Services (moved from Schedule K): Waterfront Parking		
WINTER SEASON – November to January		
Monday to Friday	FREE	FREE
Saturday and Sunday		
20 Minutes	N/A	0.75
40 Minutes	N/A	1.50
60 Minutes	2.25	2.25
Daily Weekend Rate for Montecito and West Beach	8.00	8.00
Parkades		
SHOULDER SEASON – October, February and March		
7 Days a Week		
20 Minutes	N/A	0.75
40 Minutes	N/A	1.50
60 Minutes	2.00	2.25
Daily Weekend Rate for Montecito and West Beach	7.50	8.00
Parkades		

Item	Previous Fee	Proposed Fee
SUMMER SEASON – April to September		
7 Days a Week		
20 Minutes	N/A	1.50
40 Minutes	N/A	2.75
60 Minutes	3.75	4.00
Daily Weekend Rate for Montecito and West Beach	15.00	16.00
Parkades		

FINANCIAL IMPLICATIONS

Annually reviewing the Fees and Charges Bylaw and adjusting, removing or adding fees where needed ensures that the City's fees and charges are appropriate and remain in line with the cost of providing the services. The impact of the proposed fees will be incorporated into adjustments to revenues in the 2022 budget process.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

The departments responsible for the fees and charges provided input for the fees proposed in the 2022 Fees and Charges Bylaw, 2021, No. 2401.

OPTIONS / RISKS / ALTERNATIVES

The following alternative option is available for the Committee's consideration:

1. Not endorse the proposed 2022 Fees and Charges Bylaw, 2021, No. 2401, which would result in the City's fees falling below the cost of providing the services.

CONCLUSION

Annually, City Staff review the fees and charges bylaw to ensure that fees charged are appropriate, necessary and recover the cost of providing the services. For 2022 the fees were generally increased by inflation and others were adjusted to align with the cost of providing or delivering the service. The proposed changes have been incorporated into the 2022 Fees and Charges Bylaw, 2021, No. 2401 for the Committee's consideration.

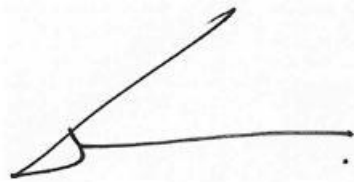
Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Shannon Johnston', with a stylized, cursive script.

Shannon Johnston
Acting Director, Financial Services

Comments from the Chief Administrative Officer

I concur with the recommendation of this corporate report.

A handwritten signature in black ink, appearing to read 'Guillermo Ferrero', with a stylized, cursive script.

Guillermo Ferrero
Chief Administrative Officer

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW 2401**



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 2022.

2.2 “*2022 Fees and Charges Bylaw, 2021, No. 2401*” will take effect January 1, 2022. If a new bylaw regarding Fees and Charges has not been adopted by January 1, 2023, 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
Schedule N	Parking Services

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 “*2021 Fees and Charges Bylaw, 2020, No. 2369*” 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 “*2022 Fees and Charges Bylaw, 2021, No. 2401*”.

RECEIVED FIRST READING on the ____ day of November 2021

RECEIVED SECOND READING on the ____ day of November 2021

RECEIVED THIRD READING on the ____ day of November 2021

RECONSIDERED AND FINALLY ADOPTED on the ____ day of December 2021

Mayor

City Clerk

Schedule 'A'
PLANNING and DEVELOPMENT SERVICES

ITEM	2022	
Building Code Initial Alternative Solution		\$675
Building Code subsequent Alternative Solution - each		\$224
Change of Address		\$597
Letter of Enquiry		
• Residential		\$168
• Multi-family or commercial		\$662
Noise Bylaw Extension of Hours – Admin Fee		\$275
Property File Research and Copies		
• Research and first printed copy		\$17
• Each additional copy		\$5.40
• Copies on disc or flash drive (excluding print cost)		\$23
Building Permit Plans (Architectural Drawing Size)		
• Each page of Print/Copy		\$5.40
Property Site Survey Certificate		\$22
Sidewalk Use License – per square foot *		\$4.20
Sidewalk Use Agreement Application		\$179
Other Fees		
• Accessory registered secondary suite in conjunction with a new house building permit registration		\$255
• All other secondary suite registrations		\$337
• Underground Oil Storage Tank Removal documentation		\$232
Permit Application Fees:		
Building permits involving addition or alterations to existing buildings		\$213
Building permits to construct new single or two family dwellings		\$765
Building permits to construct other than single or two family dwelling, a fee equal to 50% of the estimated permit fee	Minimum	\$213
	Maximum	\$7,650
All other permits application fee		\$75
<i>Permit Application Fees will be credited to the permit fee at Permit issuance, but is non-refundable if permit is not issued.</i>		
Building Permit Fees:		
Range of “Construction Value”	Initial Fee	Additional fee per \$1,000 or part thereof
\$0 to \$1,000	\$213.00	
\$1,001 to \$100,000	\$213.00	\$18.80
\$100,001 to \$250,000	\$2,074.20	\$14.60
\$250,000 and over	\$4,264.20	\$12.40
NOTES:		
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.		
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.		

Schedule 'A' Continued
PLANNING and DEVELOPMENT SERVICES

ITEM	2022
Other Permit Related Fees	
• Extension of Permit	\$220
• Creation of New Civic Address	\$599
• Permit Transfer	\$386
• Re-review of Plans Fee - per hour	\$275
• Building Move Fee	\$220
• Digital Archive Fee – per page	\$5.40
• Re-Inspection Fee	\$275
• Commercial Cooking Facility (NFPA 96) - Plan Review and Inspection Fee	\$413
Demolition Permit	
• Accessory Building	\$89
• SFD/Duplex	\$1,159
• Commercial/Multi-Family	\$1,379
Permit Fees	
• First Fixture	\$84
• Each Additional Fixture	\$45
• First Zone for Hydronic Heating System	\$84
• Each Additional Zone for Hydronic Heating System	\$45
• First Sprinkler Head	\$84
• Each Additional Sprinkler Head to 100	\$5.40
• Each Additional Sprinkler Head over 100	\$3.30
• Each Fire Hydrant	\$50
• Each Standpipe	\$50
• Each Hose Valve	\$50
• Fire Department Connection	\$50
• SFD/Duplex Sanitary Sewer	\$84
• SFD/Duplex Storm Sewer	\$84
• SFD/Duplex Water Service	\$84
• MFD/Commercial Sanitary Sewer first 30m	\$145
• MFD/Commercial Storm Sewer first 30m	\$145
• MFD/Commercial Water Service first 30m	\$145
• Each Additional 30m of Commercial Sanitary Sewer, Storm Sewer, or Water Service or part thereof	\$70
• Each Sump, Manhole, or Catch Basin	\$70
• Re-Inspection Fee	\$275
• Non-compliance Inspection Fee	\$275
• Special or Other Inspection Fee	\$275

* Pro-rated based on license coverage dates for seasonal licenses.

Schedule 'A' Continued
PLANNING and DEVELOPMENT SERVICES

ITEM	2022
Development Category Application Fees	
• OCP Amendment	\$5,406
• Zoning Amendment	\$4,346
• Combined OCP/Zoning Amendment	\$7,579
• Additional Public Meeting/Hearing on applications revised by Applicant	\$1,081
• Phased Development Agreement (including amendment)	\$5,406
• Amendment of a Land Use Contract	\$2,162
• Discharge of a Land Use Contract With associated rezoning	\$1,081
With no associated rezoning	\$2,162
• Development Variance Permit (or amendment of time	\$2,120
• Major Development Permit, with zoning amendment application Fee plus \$100/new dwelling unit to be created, to a maximum	\$2,650
• Major Development Permit, without zoning amendment application. Fee plus \$100/new dwelling unit to be created, to a maximum of \$10,000	\$3,710
• Amendment or Time Extension for a Major Development Permit	\$2,692
• Temporary Use Permit (including renewal and amendment)	\$2,162
• Temporary Use Permit Cannabis Store (including renewal and amendment)	\$3,180
• Liquor Licence Referral (Requiring Public Hearing)	\$2,703
• Liquor Licence Referral (Requiring Public Notification Only)	\$530
• Request for Purchase of Municipal Right of Way	\$265
• Development Permit (Minor)	\$1,590
• Amendment or Time Extension for a Minor Development	\$1,590
• Subdivision (Fee-Simple or Bare Land Strata) Fee plus \$100/new lot	\$1,590
• Air Space Parcel Subdivision	\$10,600
• Lot Line Adjustment Subdivision (no new lots created)	\$1,081
• Form "P" Approval for Phased Strata Development	\$217
• Final Approval and/or revisions for Phased Strata Development (per phase)	\$217
• Strata Title Conversion	\$1,060
• Amendment to Preliminary Layout Approval (PLA)	\$1,081
• Time Extension to Preliminary Layout Approval (PLA)	\$541
• Final Approval for Fee-Simple or Bare Land Strata Subdivision, or Strata Plan Amendment	\$270
• Bare Land Strata, Phased Strata and Form "E" Final Re-Approval	\$106
• Tree Management Permit – Type 3	\$1,060
• Tree Management Permit – Type 2	\$500
• Board of Variance	\$583
• Assignment of Application under Consideration (per Section	\$530
• Formal Pre-Application Fee	\$450

Schedule 'B'
ENGINEERING and MUNICIPAL OPERATIONS

ITEM	2022	
<ul style="list-style-type: none"> Kitchen – large (lined) – per 5 pack Kitchen – small (lined) – per 10 pack Yard - per 5 pack 		
		\$6.90
		\$5.50
		\$4.70
Roll Outs (for eligible locations of 6 or less units)		
		\$166
Curbside Blue or Red Recycling Boxes		
		\$5.30
Surplus Household Waste Decals		
		\$5.00
Parks Dedication Program	Initial	Renewal
<ul style="list-style-type: none"> Bench Drinking Fountain Light Standard Picnic Table 	\$4,160	\$2,080
	\$7,140	\$3,570
	\$3,230	\$1,610
	\$7,140	\$3,570
Parks Dedication Program – Replacement Plaques		
		\$240
Road and Right of Way Fees		
<ul style="list-style-type: none"> Road and ROW Administration Fee Road and ROW Re-Inspection Fee Road and ROW Alteration Permit Fee Road and ROW Use Permit Fee Road and ROW Use Fees – per linear meter per week <ul style="list-style-type: none"> Walkway/pathway Boulevard Arterial Collector Local Road 		
		\$57
		\$270
		\$728
		\$228
		\$2.10
		\$1.10
		\$7.30
		\$5.20
		\$3.10
Servicing Agreement Fees		
<ul style="list-style-type: none"> Application fee Extension fee 		
		\$3,121
		\$364
<ul style="list-style-type: none"> Latecomer Agreement Application Fee 		
		\$3,121
Engineering Administration Fees on Service Agreements		
<ul style="list-style-type: none"> First \$250,000 of estimated construction cost Next \$250,000 of estimated construction cost Remaining estimated cost exceeding \$500,000 		
		4.3%
		2.7%
		1.6%
Sewer Connection Fees		
<ul style="list-style-type: none"> Sanitary Sewer Storm Sewer 		
		\$5,000
		\$5,000

Schedule 'C'
RCMP

ITEM	2022
Accident Reports (MV6020's) copies for ICBC	\$70.00
Request for information relating to Thefts/B & E's etc. received from insurance companies	\$70.00
Police Certificates (Form 1868)	\$70.00
Court Ordered File Disclosure Copy of File (Notice of Motion)	
• Flat Fee	\$70.00
• Per Page	\$0.50
• Shipping	\$11.00
Police Information Checks	\$70.00
• 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
Photograph	\$2.00
CD of Photograph	\$5.50
Fingerprints	\$70.00
Traffic Analyst Report	\$185.00
Field Drawing Reproduction	\$70.00
Mechanical Inspection Reproduction	\$70.00
Crash Data Retrieval Report – Black Box	
• Non ICBC request	\$185.00
• ICBC request	\$70.00
Field Drawing Reproduction	\$70.00
Scale Drawing Reproduction	\$70.00
Measurements – Provided by Member	\$70.00
Confirmation Letter	\$70.00

Schedule 'D'
CENTENNIAL PARK LEISURE CENTRE
ARENA
Facility Rental

ITEM	Aug 2021 to Apr 2022 Per Hour unless otherwise stated	Aug 2022 to Apr 2023 Per Hour unless otherwise stated
Ice Rentals (Non-Subsidized)		
• Prime Rate	\$332	\$342
• Non-Prime Rate	\$254	\$261
• Statutory Holiday Rate	\$381	\$393
Ice Rentals (Partially Subsidized)		
• Prime Rate	\$158	\$163
• Non-Prime Rate	\$90	\$92
• Statutory Holiday Rate	\$235	\$242
Ice Rentals (Bonus Days)		
• Minor Hockey Tournament (all hours)	\$235	\$242
• Minor Hockey Bonus Days & Ringette Tournament (all hours)	\$90	\$92
• Hockey School (non-profit or WR Rec and Culture (all hours)	\$160	\$164
• Skills Academy (school hours)	\$78	\$80
• School/Family Skates (all hours)	\$127	\$130
• Figure Skating (three Special Event/Test Days)	\$90	\$92
• White Rock Adult Hockey League	\$276	\$284
ITEM		Apr 2022 to August 2022 Per Hour unless otherwise stated
Dry Floor		
• Minor Lacrosse, Ball Hockey, Roller Hockey (includes non-profit)		\$77
• Adult Lacrosse, Ball Hockey, Roller Hockey (includes non-profit) before 9p.m.		\$110
• Adult Lacrosse, Ball Hockey, Roller Hockey (includes non-profit) after 9 p.m.		\$77
• Special Event Days (one Tournament – 3 days max)		\$77
• Dances/Major Events (8 hours)		\$1,077
• Commercial Dry Floor (not-subsidized)		\$169
• Statutory Holiday		\$114

Schedule 'E'
CENTENNIAL PARK LEISURE CENTRE
HALL/LOUNGE/BOARDROOM/RECREATION ROOM

Facility Rental

ITEM	2022 Per Hour unless otherwise stated
Hall	
• Commercial Rate	\$57
• Not for Profit Rate	\$38
• Wedding Parties (1:30 pm – 1:00 am)	\$523
• Private Rental	\$49
• Deposit for Key/Access	\$38
• Statutory Holiday (min 2 hours)	\$69
Lounge	
• Commercial Rate	\$45
• Not for Profit Rate	\$26
• Wedding Parties (with Hall rental (1:30 pm – 1:00 am)	\$104
• Private Rental	\$39
• Deposit for Key/Access	\$38
• Statutory Holiday (min 2 hours)	\$56
Boardroom	
• Commercial Rate	\$33
• Not for Profit Rate	\$20
• Private Rental	\$29
• Deposit for Key/Access	\$38
• Statutory Holiday (min 2 hours)	\$44
• Monthly Rate	\$494
Recreation Room	
• Commercial Rate	\$45
• Not for Profit Rate	\$31
• Private Rental	\$39
• Deposit for Key/Access	\$38
• Statutory Holiday (min 2 hours)	\$56

Schedule 'F'
CENTRE FOR ACTIVE LIVING

Facility Rental

ITEM	2022 Per Hour
Cardio Gym <ul style="list-style-type: none"> • Commercial Rate • Not for Profit Rate • Private Rental Rate • Statutory Holiday (min 2 hours) 	<p style="text-align: right;">\$96</p> <p style="text-align: right;">\$59</p> <p style="text-align: right;">\$79</p> <p style="text-align: right;">\$106</p>
Fitness Studio <ul style="list-style-type: none"> • Commercial Rate • Not for Profit Rate • Private Rental Rate • Statutory Holiday (min 2 hours) 	<p style="text-align: right;">\$58</p> <p style="text-align: right;">\$38</p> <p style="text-align: right;">\$51</p> <p style="text-align: right;">\$69</p>
Education Room <ul style="list-style-type: none"> • Commercial Rate • Not for Profit Rate • Private Rental Rate • Statutory Holiday (min 2 hours) 	<p style="text-align: right;">\$52</p> <p style="text-align: right;">\$33</p> <p style="text-align: right;">\$42</p> <p style="text-align: right;">\$59</p>

Schedule 'G'
KENT STREET ACTIVITY CENTRE
Facility Rental

ITEM	2022 Per Hour
Auditorium	
• Commercial Rate	\$100
• Not for Profit Rate	\$65
• Private Rental Rate	\$84
• Statutory Holiday (min 2 hours)	\$110
Classroom	
• Commercial Rate	\$67
• Not for Profit Rate	\$53
• Private Rental Rate	\$57
• Statutory Holiday (min 2 hours)	\$77
ITEM	2022 Per Year
Kent Street Activity Centre Membership Fees	
• Adult	\$42

Schedule 'H'
WHITE ROCK COMMUNITY CENTRE
Facility Rental

ITEM	2022 Per Hour unless otherwise stated
Presentation Room ABC with Lobby <ul style="list-style-type: none"> • Commercial Rate • Not for Profit Rate • Wedding Parties (11:30am – 11:00pm) • Private Rental Rate • Statutory Holiday (min 2 hours) 	\$226 \$139 \$2,249 \$191 \$237
Presentation Room ABC <ul style="list-style-type: none"> • Commercial Rate • Not for Profit Rate • Private Rental Rate • Statutory Holiday (min 2 hours) 	\$194 \$117 \$168 \$205
Hall A, B, or C <ul style="list-style-type: none"> • Commercial Rate • Not for Profit Rate • Private Rental Rate • Statutory Holiday (min 2 hours) 	\$67 \$42 \$57 \$77
Gallery <ul style="list-style-type: none"> • Commercial Rate • Not for Profit Rate • Private Rental Rate • Statutory Holiday (min 2 hours) 	\$60 \$38 \$53 \$71
Studio <ul style="list-style-type: none"> • Commercial Rate • Not for Profit Rate • Private Rental Rate • Statutory Holiday (min 2 hours) 	\$60 \$38 \$53 \$71
Kitchen <ul style="list-style-type: none"> • Commercial Rate / hour • Damage Deposit • Statutory Holiday (min 2 hours) 	\$67 \$584 \$77

Schedule 'T'
CENTENNIAL PARK LEISURE CENTRE
Outdoor

ITEM	2022 Per Hour
Lacrosse Box	
• Youth – non-profit	n/c
• Adult – non-profit	\$8.00
• Private	\$14.00
• Commercial – adult or youth	\$20.00
ITEM	2022 Per Hour
Sports Fields & Ball Diamond Rentals	
• Youth – non-profit	n/c
• Adult – non-profit	\$16.00
• Commercial – adult or youth	\$25.00
ITEM	2022 Per Season
Advertising Boards	
• Taylor Box, per season (Mar-Feb)	\$297.00
• Centennial Park Ball Diamond, per season (Apr-Mar)	\$297.00
ITEM	2022
Miscellaneous Rentals	
• Food Cart Pad Rental – per square foot – per year	\$4.20
• Food Cart Pad Power Fee – per year	\$104
• Bayview Park Plaza Rental (per 3 hour time slot)	\$270

Schedule 'J'
RECREATION AND CULTURE - PROGRAM AND MISCELLANEOUS FEES

ITEM	
Activity and Program Fees	
<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. 	
Developmental and Partnership Programs	
<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 	
Advertising Fees – Recreation Guide	
<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). 	
Miscellaneous Fees	
<ul style="list-style-type: none"> Attendant Fee 	\$31
<ul style="list-style-type: none"> Contract Amendment Fee per Occurrence 	\$28
<ul style="list-style-type: none"> Deposit for Key/Access 	\$38
Filming Fees - Administration	
<ul style="list-style-type: none"> Filming Application Fee (one day includes inspection) 	\$350
<ul style="list-style-type: none"> Filming Fee-Additional Days per day (includes inspection fee) 	\$110
<ul style="list-style-type: none"> Film Office Administration Fee 	15% on fees
<ul style="list-style-type: none"> Set Supervision (if required) 	Cost recovery
<ul style="list-style-type: none"> Damage deposit 	Minimum \$5,000
Filming Fees - Parking	
<ul style="list-style-type: none"> Pay Parking stalls (meters, lots) 	Rates as per Schedule N
<ul style="list-style-type: none"> Centennial Arena for circus 	Current rate
<ul style="list-style-type: none"> Street Use Fee (work truck parking - no signage provided) 	\$60 per 30 meters
Filming Fees	
<ul style="list-style-type: none"> Pier and Promenade per day (Minimum + Cost recovery if costs exceed minimum) 	\$1,190
<ul style="list-style-type: none"> Promenade per day (Minimum + Cost recovery if costs exceed minimum) 	\$860
<ul style="list-style-type: none"> Street Use on Location Filming per block per lane 	\$100
<ul style="list-style-type: none"> Other City Park or Land Site per day 	\$594
<ul style="list-style-type: none"> City Building Site per day unless hourly rate applies 	\$462
Filming - Support Costs	
<ul style="list-style-type: none"> White Rock RCMP Services Deposit 	Cost recovery
<ul style="list-style-type: none"> White Rock RCMP Admin Fee 	10% of RCMP final Costs
<ul style="list-style-type: none"> White Rock Fire Rescue Services Deposit 	Cost Recovery

Schedule 'K'

FINANCIAL SERVICES

ITEM	2022
Property Tax information (Tax Certificate)	
<ul style="list-style-type: none"> property owners 	n/c
<ul style="list-style-type: none"> requested online 	\$39.00
<ul style="list-style-type: none"> requested at City Hall 	\$70.50
<ul style="list-style-type: none"> Reprinting Copies of prior period Tax Notices or Water Utility Bills - each 	\$2.00
Property Tax information to Mortgage Companies (per property)	\$42.00
Returned Payment fee	\$36.00
Refund Fee	\$25.00
Transfer between accounts fee (Property Tax & Utility)	\$10.00
Apportionments (per property)	\$42.00
Electronic copy of annual property tax information for Fraser Valley Real Estate Board (per property)	\$0.05
Accounts receivable administration fee on billable services	15% (min \$15, max \$200)
City of White Rock Flag	\$127.00
Credit Card Service Fee	
2% of the total charge in addition to the applicable fee or charge for the following payments made by credit card.	
Department	
Finance: Property tax notices or utility bills	
Development Services: Building or development related fees and charges	

Schedule 'L'
PHOTOCOPIES, MAPPING AND COMPUTER INFORMATION

ITEM	2022
Mapping Data	
• Zoning Maps set	\$129
• large	\$68
• small	\$33
• sheet	\$27
• menu size drawing (11" x 17") B&W	\$33
• City contour map (24" x 68")	\$19
• small street map (11" x 34")	\$14
• standard (24" x 36") engineering drawing B&W	\$6.50
Photocopies and Prints	
Black & White	
• 8½" x 11" or 8½" x 14" single-sided	\$0.40
• 8½" x 11" or 8½" x 14" double-sided	\$0.70
• 11" x 17" single-sided	\$1.30
• 11" x 17" double-sided	\$2.60
Colour	
• 8½" x 11" or 8½" x 14" single-sided	\$1.30
• 8½" x 11" or 8½" x 14" double-sided	\$2.60
• 11" x 17" single-sided	\$2.60
• 11" x 17" double-sided	\$5.00
Annual Report	
• Black and White	\$5.30
• Colour	\$10.60
Council and Committee Agenda Packages	
Black and White only (double sided)	
• 1-300 pages	Free
• 1-300+ pages*	\$10.60
*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 AND RESCUE

ITEM	2022
Burning	
Outdoor burning violation	
• first offence	\$114
• each offence thereafter	\$228
Non-compliance of residential fireplace/woodstove burning	
• first offence	\$114
• each offence thereafter	\$228
Fire Prevention	
Fire Safety Plan Review	
• first 2 hours	\$172
• per hour thereafter	\$86
Re-Inspection of outstanding violations (each occurrence)	\$114
Requested Inspection	\$114
Contact	
Failure to comply with requirement for contact person	
• first non-compliance	\$114
• second non-compliance	\$228
• per hour standby charge	\$287
Fire Investigation of incident over \$5,000 in damage	\$572
Comfort Letter	\$172

Schedule 'N' PARKING SERVICES

ITEM	2022	
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 statedIn West Beach 4-hour maximum stay applies to the prime parking area (Oxford St. to Pier Lot) with the exception of the Montecito and the West Beach Parkades.		
<ul style="list-style-type: none">WINTER SEASON – November to JanuaryMonday to FridaySaturday and SundayDaily Weekend Rate for Montecito and West Beach Parkades	20 Minutes 40 Minutes 60 Minutes	FREE \$0.75 \$1.50 \$2.25 \$8.00
<ul style="list-style-type: none">SHOULDER SEASON – October, February and March7 Days a Week - All lot and on-street waterfront parking locations including the parkadesDaily Rate for Montecito and West Beach Parkades	20 Minutes 40 Minutes 60 Minutes	\$0.75 \$1.50 \$2.25 \$8.00
<ul style="list-style-type: none">SUMMER SEASON – April to September7 Days a Week - All lot and on-street waterfront parking locations including the parkadesDaily Rate for Montecito and West Beach Parkades	20 Minutes 40 Minutes 60 Minutes	\$1.50 \$2.75 \$4.00 \$16.00
Centennial Arena Pay Parking <ul style="list-style-type: none">In effect 24 hours per day – rate is per day	\$2.25	
Peace Arch Hospital Pay Parking <ul style="list-style-type: none">In effect 10:00 am – 12:00 midnight – rate is per hour <p>Note: all pay parking rates are inclusive of applicable taxes</p>	\$3.00	
Parking Decals (4 hours maximum in pay parking stalls) <ul style="list-style-type: none">Centennial Park/ArenaResidentNon - Resident Commercial Property**Merchant Decals (on Marine Dr & Vidal St)**Residential Decals (specific properties on Marine Dr)**Replacement Decal <p>**These decals pertain to specific properties - see staff for guidelines</p>	\$18.00 \$50.00 \$154.00 \$369.00 \$328.00 \$5.00	
Montecito Complex Parkade – Reserved Stall Parking Rate (decals are sold annually) - price per month	\$150.00	
Reserved Stall Additional Decals	\$31.00	
Resident Parking Permits for use in areas designated as Permit Parking Only (maximum 4 per dwelling unit) <ul style="list-style-type: none">Parking PermitReplacement Parking Permit	\$13.00 \$13.00	
Temporary Construction Period Permit <p>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	\$1	